



TRINITY COLLEGE

## PARENT INFORMATION HANDBOOK

2012

[www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)

Montessori Preschool • Trinity College Senior • North • Blakeview • South • Gawler River • STARplex

*Trinity College is a multi school co-educational college of excellence, open to all in a disciplined, caring Christian environment.*



TRINITY COLLEGE

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Mr Nick Hately  
Head of Trinity College  
B.Ed., M.Sc., M.M.Ed., MBA,  
MACE, MACEL, FGLF

Dear Parents & Friends

I am delighted to welcome all new families who are joining the Trinity College community and extend a warm welcome back to students, parents and friends to the 2012 academic year.

While I am of course biased, I believe Trinity is a special place. The specialness of Trinity should not be measured via our high achievers. The specialness of Trinity will be in what values we nurture in all our graduates. They will take these values in all directions, throughout their life. As a College, we need to set ourselves to care for, shape and inspire all 3623 current students. We aim to offer an education that promotes service, praises humility, teaches loyalty, enables kids to be proud of themselves, their community and their region. We need to surround young people with positive messages, find what they are good at, provide honest feedback, and care for them enough, to point out when they are heading down the wrong path. Kids do live up to high standards. We want our education to lead them to take responsibility for their actions.

A Trinity student's character is what is most important to us. Working hard improves achievement, achievement comes by overcoming challenges; this increases confidence and improves resilience when even greater challenges face us. There is much beauty in the world; let's help students develop the confidence and the calmness to find it.

This community has so much to be optimistic about and I encourage all members of Trinity College to make the most of their opportunities. We can't guarantee achievement but we can guarantee students will be surrounded with opportunities and encouraged to make the most of them.

The Parent Information Handbook is designed to help all parents navigate their way around all aspects of the College. The information provided has been recommended by parents for parents. I hope you find it full of useful information.

Sincerely

**NICK HATELY**  
Head of Trinity College

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## 2012 BOOKLISTS

Included in this package is your 2012 book order form/s. Booklists must be completed and returned to your school office/central administration or directly to Campion by **Wednesday 14 December 2011** to ensure your child's books are delivered prior to the start of the new school year.

Campion accepts money orders or credit cards as payment. Credit cards will be debited as the orders are processed by Campion any time after **Wednesday 14 December 2011**. Book orders may also be placed on-line at [www.campion.com.au](http://www.campion.com.au) where credit cards will be debited immediately.

For Booklists returned by the due date, book packs will be delivered to a nominated address one to two weeks prior to school commencing on **Monday 30 January 2012**. You can nominate your home or business address or a neighbour/relative's address if you are going to be away during the delivery period.

If your school fee account is in credit, you may use the credit to pay for your book order. (The credit in your account must be greater than the total value of your book order). Simply complete the order and hand it in at your school office or Central Administration no later than **Wednesday 8 December 2011**.

**Any families who are caused extreme difficulties by the above options should contact the fee accounts department on 8522 0666 before Wednesday 14 December 2011.**

## 2012 TERM DATES

	Commence	Finish	
<b>Term 1</b>	Monday 30 January	Thursday 5 April*	10 week term (2 week holiday)
<b>Term 2</b>	Monday 23 April	Friday 22 June	9 week term (3 week holiday)
<b>Term 3</b>	Monday 16 July	Friday 21 September	10 week term (2 week holiday)
<b>Term 4</b>	Monday 8 October	Friday 14 December*	10 week term

**For public holidays please refer to your school calendar.**

\* *Easter starts on Friday April 6 which is the start of the Term 1 break.*

## IMPORTANT DATES

Second week of January		School Fee Accounts Posted to Families
27 January	Friday	Last Day for Full Year Fee Discount (10%)
16 March	Friday	Staff Professional Development - School Closure Day
1 April	Sunday	Trinity Open Day 11.30 am to 2.00 pm
5 April	Thursday	School Closure Day (Day in Lieu of Open Day) OSHC available
25 May	Friday	Staff Professional Development - School Closure Day
13 September	Thursday	Staff Professional Development - School Closure Day
14 December	Friday	School Closure Day

## NEW FAMILIES TO THE COLLEGE INFORMATION AND WELCOME

### RECEPTION TO YEAR 10 STUDENTS

We welcome our new families to the College and look forward to meeting with you at school information evenings which occur at the individual schools during Weeks 2 and 3 of Term 1. The dates for the information evenings will be published in school newsletters and on the College Calendar. The 2012 College Calendar will be posted to new families in December.

You will receive information from your school regarding year level specific orientations and if applicable, class teacher/Head of House meetings between 2-4 pm on Friday 27 January 2012.

### MORNING TEA WELCOME

School Parents & Friends would like to invite all parents to a morning tea to welcome new parents to Trinity College. Come along for a chat to meet other parents, as well as some of the Parents & Friends members. Refreshments will be provided and grandparents are welcome.

Trinity College Blakeview	Trinity College Gawler River	Trinity College North	Trinity College South
<b>Where:</b> Outside JS Science Room	<b>Where:</b> School Theatre	<b>Where:</b> North AV Room	<b>Where:</b> Marquees behind South School Office Building
<b>When:</b>	<b>When:</b>	<b>When:</b>	<b>When:</b>
<b>Term 1</b> Monday 30 January 2012 9.00 am	<b>Term 1</b> Monday 30 January 2012 9.00 am	<b>Term 1</b> Monday 30 January 2012 9.10 am	<b>Term 1</b> Monday 30 January 2012 9.10 am
<b>Term 3</b> Monday 16 July 2012 9.00 am	<b>Term 3</b> Monday 16 July 2012 9.00 am	<b>Term 3</b> Monday 16 July 2012 9.10 am	<b>Term 3</b> Monday 16 July 2012 9.10 am

### TRINITY COLLEGE SENIOR

#### Students in Year 11 2012

All current Year 10 students (2011) will have the opportunity to meet with their peers and teachers in the Senior School Studio at 9.00 am on Thursday 8 December. A two day programme has been coordinated for students which will cover important transitional aspects of entering the Senior School including safe driving and safe work practices. The programme concludes at 3.15 pm on Friday 9 December. This will allow students the opportunity to attend the Second Hand Book Sale and be prepared to begin lessons at the start of day 1.

#### Collection and Sale of Trinity College Senior (TCS) Second Hand Uniforms

**COLLECTION** (of freshly laundered items): Friday 25 November until Friday 2 December and will be ready for sale on Friday 9 December to coincide with Second Hand Book Sales. Uniforms are to be left at the STARstore.

## 2012 OFFICE HOURS

### Normal Office Hours

Central Administration	8.00 am—4.30 pm
Montessori	Morning session 8.45 am—11:30 am Afternoon session 12.30 pm—3.15 pm
Trinity College Blakeview	8.30 am—3.30 pm
Trinity College Gawler River	8.30 am—4.00 pm
Trinity College North	8.15 am—4.00 pm
Trinity College South	8.30 am—4.00 pm
Trinity College Senior	8.00 am—4.00 pm

### Holiday Period Office Closures

<b>CHRISTMAS HOLIDAYS</b>	<b>CLOSES 2011</b>	<b>OPENS 2012</b>
Central Administration	<b>Friday 16 December</b>	<b>Monday 16 January</b>
Trinity College Blakeview	<b>Friday 16 December</b>	<b>Monday 23 January</b>
Trinity College Gawler River	<b>Thursday 15 December</b>	<b>Monday 23 January</b>
Trinity College North	<b>Monday 19 December</b>	<b>Monday 23 January</b>
Trinity College South	<b>Monday 19 December</b>	<b>Monday 23 January</b>
Trinity College Senior	<b>Thursday 15 December</b>	<b>Monday 23 January</b>

### Term 1, 2 and 3 School Holiday Office Closures

Central Administration	Open during school holidays (9.00 am—4.00 pm)
Trinity College Blakeview	Closed
Trinity College Gawler River	Open last Friday of each school holidays
Trinity College North	Closed
Trinity College South	Closed
Trinity College Senior	Closed

# SECOND HAND BOOK SALES

## DATES AND TIMES

Trinity College Blakeview	- Monday 12 December 2011 at 3.10 pm - 5.00 pm – JS Activity Room
Trinity College Gawler River	- Monday 12 December 2011 at 1.30 pm - Theatre
Trinity College South	- Monday 12 December 2011 at 3.30 pm - South AV Room
Trinity College North	- Monday 12 December 2011 at 3.30 pm - North AV Room
Trinity College Senior	- Friday 9 December 2011 at 3.30 pm – 4.30 pm – TCS Hall and also online at <a href="http://toolbox.trinity.sa.edu.au">http://toolbox.trinity.sa.edu.au</a>

The Parents and Friends Committees have compiled some useful tips for the buying and selling of second hand text books.

## SECOND HAND BOOK SALE

The P & F does not recommend that you rely entirely on this day to buy and sell second hand books but rather that you arrange to purchase beforehand, where possible.

## GENERAL HINTS

- As a guide, the selling price of pre-owned books is usually about half of the new price, depending on the condition.
- Staff will be available if you are unsure about a title or edition.
- Develop year to year arrangements with families of different year levels for buying and selling of second hand books. Some families share text books, passing them back and forth as required on a yearly basis.
- From Year 7 and up Head of House may be able to help with names of students doing some subjects.
- Try to arrange buying or selling before “Second-Hand Book Day”.
- Please note that some textbooks are retained for several years. These books can be bought from students two or more years ahead.

## SPECIFIC TIPS for buying – Cash only no credit card facilities

- Read booklist information carefully. Ask (class teacher) for clarification if necessary. Take note of deadlines.
- Assist your child(ren) if possible as it is a crowded event.
- Bring plenty of small change (notes and coins).
- Bring your booklist(s) with you to consult on the day.
- Inspect the books before you buy, ensure all pages are intact and the edition is correct.
- If sending your child to school with large sums of money, please discuss with them how to keep it safe.

## SPECIFIC TIPS for selling

- Clean, repair and erase all marks from books prior to sale.
- Label books clearly with subject title, edition and price.
- You are not able to sell editions that have been superseded.
- Locate the appropriate area by year level. Identify clearly what you are selling (e.g. display a clipboard sign).
- View the booklists from Campion first. Add relevant info to your booklist copy.
- Keep copies of all booklists from year to year as a record of prices, titles and editions to provide accurate information to make the selling of books easier in subsequent years.

The P & F would appreciate any feedback on the procedure of the buying and selling of second-hand books for future reference.

# TRINITY COLLEGE FOUNDATION

Trinity College Foundation Inc was formed in 1995 to contribute to the education of students of today and tomorrow. As current students are the recipients of past generosity, future generations will depend on the continuing support and initiatives of the Trinity College Foundation and friends of the College. There is a range of Scholarship and Awards that students can apply for. All application forms for the following Scholarships and Awards are on-line at [www.trinity.sa.edu.au](http://www.trinity.sa.edu.au) > The College > Scholarships.

## Scholarships

Year 8 Academic (ACEP) Scholarship	Deadline 13 January 2012
Colin & Alexandra Hamilton Scholarship	Deadline 30 March 2012
General Excellence Scholarship	Deadline 30 March 2012
Performing Arts Scholarship	Deadline 30 March 2012
AON Scholarship	Deadline 30 March 2012
Foundation Performing Arts Scholarship	Deadline 21 February 2012
AMCOR Scholarship ( <i>Old Scholars Only</i> )	Deadline 30 March 2012
Foundation General Excellence Scholarship	Deadline 31 July 2012
Hayley Centenera Scholarship	Currently filled – next round 2014
DATAKOM Scholarship	Currently filled – next round 2013
Special Purpose Scholarships	Available all year round
Foundation Award (Sport/Art/Cultural/Academic)	Available all year round

## Events

The Foundation Office hosts a number of friend-raising and fundraising events that parents are welcome to attend. In 2012 they include;

Welcome to Trinity College for New Families	21 March
The Foundation AGM	22 May
The Foundation Annual Dinner (National Wine Centre)	28 July
Book Selling at Grandparents' Day	Various Dates in Term 4
The Annual Tennis Day (Gawler Tennis Assoc)	19 October

## Location

The Foundation Office is located between STARplex and Central Administration. Hours are Monday to Friday 9 am-5 pm. Email: [foundation@trinity.sa.edu.au](mailto:foundation@trinity.sa.edu.au) telephone: 8523 8754

The Foundation Office is located in the Development Office and produces the Trinity Times magazine (twice per annum), the eNews, Annual Giving Campaigns and coordinates Old Scholars events.

# COLLEGE INFORMATION

## Website Address

[www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)

## Email Address

[office@trinity.sa.edu.au](mailto:office@trinity.sa.edu.au)

## Central Administration Office Hours

Term Time 8.00 am – 4.30 pm

School Holidays 9.00 am – 4.00 pm

## PA to Head of College

Mrs Joanne Statton 8522 0601

## Enrolments

Mrs Jenny Searle 8522 0605

Mrs Ros Pearson 8523 8114

## Fee Accounts

Mrs Julie Schubert (Accounts A-M) 8522 0652

Mrs Julie Nicholson (Accounts N-Z) 8522 0629

## OSHC

North and South Schools 8522 0647

Gawler River School 8284 6027

Blakeview School 8254 5827

## STARstore Manager

Mrs Lorraine Warland 8522 0643

## Parents & Friends

Mrs Sonia Holton, President, Blakeview School P&F 8254 6622

[blakeview.PandF@trinity.sa.edu.au](mailto:blakeview.PandF@trinity.sa.edu.au)

Mrs Deborah Hooper, President, Gawler River P&F 8284 925710

[gawlerriver.PandF@trinity.sa.edu.au](mailto:gawlerriver.PandF@trinity.sa.edu.au)

Mr Bruce Hobby, President, South School P&F 8522 0626

[south.PandF@trinity.sa.edu.au](mailto:south.PandF@trinity.sa.edu.au)

Mrs Tanya Ramsey, President, North School P&F 8522 0632

## Bus Service Information

Trinity College works in conjunction with private bus companies who provide travel to and from school for students. A copy of the bus time table is available from Central Administration or your school office.

## School Maps

Available on the Trinity College website ([www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)) and all school offices.

## Visitors

At Trinity College it has not been our practice to ask parents to sign in if they are collecting or dropping students off at the beginning and end of the day. However if parents are coming in at other times, or for other purposes and especially if they are going to be at the school for some time, then we would ask that they go to the school office and sign in. They will then be required to sign out when their business is completed. This is so that in the case of an evacuation we know who is on the property. If you are on the property and there is an evacuation, signalled by repeated siren tones please follow the instructions of staff and proceed to the evacuation point and report to the school official.

## Non – Smoking

Trinity College is a non-smoking College. Consequently it is not permitted to smoke anywhere on College grounds.

## SENIOR STAFF

### TRINITY COLLEGE GAWLER - 8522 0666

Head	Mr Nick Hately	8522 0601
Deputy Headmaster	Mr Robert Smedley	8522 0605
Business Manager	Mr Stephen Rosier	8522 0644
Finance Director	Mr Wayne Smith	8522 0609
Facilities Manager	Mr Ian Dale	8523 8790
STARplex Manager	Mr Dale Martin	8522 0622
Director of Development	Ms Kay Fyfe	8523 8752
Manager of ICT	Mr Andrew Larner	8523 8112

### TRINITY COLLEGE BLAKEVIEW - 8254 6622

Principal	Mrs Karen McMahon
Head of Middle School	Mrs Richelle Pearce
Head of Junior School	Mrs Cathy Sulser
Head of Teaching and Learning Middle School	Mr Ian Ward
Head of Teaching and Learning Junior School	Miss Katy Annis
Head of Pastoral Care Middle School	Mrs Rebecca Mason
Head of Pastoral Care Junior School	Mr Craig Bonnett
Music Co-ordinator	Mrs Rebecca Mason

### TRINITY COLLEGE GAWLER RIVER - 8284 9257

Principal	Mr Rick Jarman
Head of Junior School	Miss Natalie Bent
Head of Teaching and Learning Junior School	Mr Matthew Skeen
Head of Pastoral Care Junior School	Miss Kate Phillis
Head of Middle School	Mrs Lauren Schwarze
Head of Teaching and Learning Middle School	Mr Anthony Cini
Head of Pastoral Care Middle School	Miss Karen McFarlane
Music Co-ordinator	Miss Kristy Williamson

### TRINITY COLLEGE NORTH - 8522 0632

Principal	Ms Linda Munns
Head of Junior School	Mrs Liz Hinrichsen
Head of Teaching and Learning Junior School	Mrs Ruth Paton
Head of Pastoral Care Junior School	Mr Tyson Greenwood
Head of Middle School	Ms Vickie Lester
Head of Teaching & Learning Middle School	Dr Tony Brian-Davis
Heads of Pastoral Care Middle School	Mr John Haynes, Mr Tom Hancock
Music Co-ordinator	Mr Luke Gray

### TRINITY COLLEGE SOUTH - 8522 0626

Principal	Mr Mark Simpson
Head of Junior School	Mrs Jenny Bednall
Head of Teaching and Learning Junior School	Mrs Kathy Hatzimanolis
Head of Pastoral Care Junior School	Mrs Serah Fitzgerald
Head of Middle School	Ms Audrey Somerville
Head of Teaching & Learning Middle School	Ms Karen Benz
Heads of Pastoral Care Middle School	Mrs Sue Norris, Mr Damon Wilson
Head of Bands & Ensembles & Music Co-ordinator	Mr Bruce Raymond

## TRINITY COLLEGE SENIOR - 8522 0608

Principal	Mr Kym Reynolds
Head of Year 11	Mrs Deborah Russell
Head of Year 12	Mr Wayne Philp
Pathways Co-ordinator	Ms Claire Goble
SACE Co-ordinator	Mr Tom Stone
Director of Instrumental Music, Head of Music Curriculum & Music Co-ordinator	Mrs Louise Skelton

## MONTESSORI PRESCHOOL – 8522 0660

Director	Mrs Sue Reynolds
Assistant Director	Mrs Michelle Heath
Enrolment Enquiries	Mrs Anita Borchard

## CHAPLAIN

Reverend Ruth Mathieson (Co-ordinating Chaplain)	8522 0625
After Hours and School Holidays	0401 367 101

## COUNSELLORS

Clare Clayton, North School	8523 8123
Claire McKellar, Gawler River School	8284 6035
Karen Twigg/Janine Tuffery, South School	8523 8721
Janine Tuffery, Blakeview School	8254 6622
Rachel Tarn, Senior School	8523 8786

## CO-CURRICULAR & SPORTS

### Key Co-Curricular

Sport	Mrs Christine Murray & Mr Rupert Sapwell
Music	Mr Bruce Raymond
Dramatic Arts	Miss Audrey Somerville
Academic Extension Activities	Mrs Sue O'Malley

### Sports Co-ordinators

Athletics	Mr Rupert Sapwell
Basketball	Mr Chris Moen
Cricket	Mr Scott McGregor
Football	Mr George Gregory
Hockey	Mr Justin Simmonds
Netball	Mrs Christine Murray & Mrs Sue Norris
Soccer	Mr Ben Cockerill
Softball	Mrs Sue Norris
Swimming	Mr Keith Heinrich
Tennis	Mr George Gregory

Please note: all staff can be contacted via phone or email using the following formula  
[firstname.surname@trinity.sa.edu.au](mailto:firstname.surname@trinity.sa.edu.au)

## **ABOUT TRINITY**

We are open to all who would like their children educated in a liberal and Anglican tradition regardless of their economic status or religious affiliation.

This philosophy remains true to the vision of the school's founders – a group of Anglican parishioners from Gawler who established a “College of Excellence open to all in a caring, Christian environment”.

From these humble beginnings in the early 1980's, the College has become one of the State's leading independent schools, widely recognised for its high quality academic and vocational programmes, excellent staff, nurturing environment and superb facilities.

Spanning five schools and a Montessori Preschool, Trinity College currently supports 2,500 families, with 3,600 students from Kindergarten to Year 12.

We are committed to tailoring stimulating and challenging educational courses to suit the needs of individual students, catering for a variety of learning styles through programmes which support special learning needs, gifted and talented students.

All students at Trinity College study a common curriculum from Reception to Year 10. The educational programme in the early and middle years places particular emphasis on the basic skills of literacy and numeracy in order to secure the foundations for success in future years. At Trinity College Senior, students are able to pursue a wide range of individual interests through programmes of study which include academic courses, vocational pathways or a combination of the two.

### **MONTESSORI**

Trinity College Montessori Preschool offers an exciting and innovative approach to early learning for children from two and a half years of age. Half and full day sessions are available depending on the child's age and the needs of your family. The environment caters for enjoyable activities and provides children with the freedom to develop and practice skills at their own pace.

We keep our curriculum as broad as possible to involve fun activities rich in language, maths, sciences and the arts while encouraging students to develop independence and self-confidence.

Our ongoing transition programme which includes visits to various parts of the College, including some classroom interaction, ensures a familiarity and confidence for the children when they begin Reception.

More information about the Preschool and the program we offer is available on the Trinity College web site.

### **JUNIOR SCHOOL Reception - Year 6**

Encouraging experiential activity, in conjunction with a formal programme our Junior School uses a combination of traditional and less formal teaching methods. Creativity is encouraged and Music, Physical Education, Language and Computing are all features of the curriculum.

### **MIDDLE SCHOOL Years 7-10**

In Middle School students make a coordinated transition from working with a fulltime class teacher to learning from an increasing number of teachers who are subject specialists. From Year 7, the primary pastoral care structure for students becomes the House system rather than the class teacher.

### **TRINITY COLLEGE SENIOR (TCS) Years 11-12**

TCS offers a large number of SACE and VET courses. Our students' Year 12 results are consistently above both the State average and the average for 'like schools', as determined by the Senior Secondary Assessment Board of South Australia. Around 90 per cent of students will eventually pursue tertiary study, 65 per cent choosing university and 25 per cent TAFE.

## **VOCATIONAL EDUCATION AND TRAINING**

Students in Years 11 and 12 can choose to pursue vocational education and training, an option which is currently taken up by about 30 per cent of the enrolment. The diverse range of available courses allows students to earn credits within the SACE. They also lead to apprenticeships and employment in the trades and sectors such as business, health, hospitality and retail. The programme is sufficiently flexible to enable appropriate students to choose a combination of pre-university and pre-TAFE pathways. The new TCS Trade Training Centre opened in 2011. This state of the art facility offers Certificate 1 and 2 Metal Engineering courses to students through vocational education and training packages auspiced by TAFE. Students study at school for 4 days a week and the Engineering VET course for 1 day a week. The Trade Training Centre operates in a workplace environment with standards of best practice delivered to and expected of the students. This workplace duplicates as far as possible industry standards and will include a lunch room, workplace uniform, on-site parking, on-line computer technology, state of the art machines and equipment, projects with student input and the opportunity to progress to traineeships and apprenticeships.

## **PRESENTATION BALL**

The Presentation Ball is a formal occasion where we introduce our Year 11 students to the community as young adults. The evening involves the presentation of our young men and women to Mr Kym Reynolds, Principal of Trinity College Senior (TCS) and a special guest, followed by dinner and a programme of dancing. Due to the large number of students in Year 11, we hold two Presentation Balls each year. Students usually elect which ball to attend based on their Tutor groups and partners are arranged according to the height of boys and girls. The format of the evening involves the presentation of students, followed by the Trinity Waltz, a Queen's Waltz with a parent, then a two course dinner.

Students being presented at the Ball will need to buy a ticket for themselves as well as any members of their family who would like to attend. Tickets are sold in groups, (Tables of 10) or individually. A seating plan will be available at the Central Administration Office when you buy your tickets and beforehand on the Trinity College web site.

Girls who are to be presented at the ball are asked to wear a plain, long dress, without elaborate decoration. Boys are presented in identical, hired dinner suits. The College will organise a fitting at school and the suits will be delivered to the school in the week before the Ball.

Parents are naturally welcome to take photographs at any time during the Ball. We have also arranged for Event Photography to take a selection of photographs for the students. Photographs will be available to families after the Ball and parents who wish to purchase these photographs can make payments directly to Event Photography.

The evening concludes at the Convention Centre, with the hall vacated by 12 midnight. Our responsibility for the students' welfare ceases at this time. It has sometimes been a custom in the past for students to attend "after Ball" parties. If you are considering allowing your son or daughter to attend or host one of these parties, may we remind you that such functions are in no way connected formally to Trinity College. It is important that such parties are well supervised and parents should feel comfortable contacting the parents of a prospective host to confirm that there will be adequate supervision by responsible adults. Police should also be advised to provide patrols in the area to safeguard against gate crashers.

## **SUGGESTIONS FOR SOCIAL GATHERINGS**

Having parties and going to parties are very important events in a young person's life. Not only are they fun, parties and social gatherings play a part in helping them develop new skills with their peers. Below are some useful suggestions and website links if you intend to hold a party or if your child is invited to a party.

If you're holding a party:

- You have a legal 'duty of care' to ensure the safety of those who attend. This responsibility can also include guests who may be hanging around near the party. There may be legal consequences if you breach your duty of care, eg if someone is hurt you may be held legally and financially responsible for their injury. If hiring a venue, make sure you have a written agreement which outlines your responsibilities and those of the venue. Ensure you understand the terms of the agreement before you sign and that things such as safety of guests and public liability in and around the property are stated clearly.

- Uninvited guests (gatecrashers) are becoming more common. It's a good idea to ask other responsible adults for assistance on the evening. As a safety precaution some parents notify the police of the date and address of the party in advance just in case something goes wrong. Some parents hire a person from a security company with expertise in managing crowds as this can be a deterrent to uninvited guests.
- Discourage the use of Internet and SMS text messages on mobile phones to invite people.
- The more thought and preparation that goes into the planning the more smoothly it is likely to go.
- Think very carefully about providing or allowing alcohol. Ensure you understand your legal responsibilities.

If your child is invited to a party:

- Speak to the parents beforehand to check who will be supervising the party.
- Be aware of the start and finish times.
- Ask the parents if there will be alcohol at the party.
- Decide whether you think it is OK for your child to attend. If you believe it is not suitable for your child to attend, be calm and clear about your reasons and stand firm with your decision. Your child's safety and wellbeing is your responsibility.
- Decide on transport arrangements. Will you or another responsible adult take her and bring your child home?
- Be clear about what's okay and what's not okay. Make sure you are both clear about the rules and the consequences if rules are broken. Stand by these so that you are being consistent.
- Talk to other parents. They are often feeling the same as you and may have tips that help.

For more information:

[www.cyh.com](http://www.cyh.com) (search 'Parties')

[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au) (See Parent Easy Guides – search 'Parties')

## **TRINITY COLLEGE ARCHIVES**

For several years now records of the social history of our College have been collected in the College Archives. These items help us to remember and understand the history of the College and include documents, newsletters, yearbooks, banners, memorabilia, uniforms, trophies, photographs, audio and video/DVD recordings and many other items.

The historical records are collected and preserved in the Archives room, which is within the Roma Waite Library at the Gawler site, although the collection operates and is managed completely independently of the library.

Donations of items of historical significance are welcome, and if you have any items or documents which you think may be relevant and would like to donate please contact the Archivist in the first instance. Also if you would like to have a tour of the Archives or learn more about College history, please do not hesitate to contact the Archivist, Mary Kerin, Ph: 8523 8130, Fax: 8522 0640, E-mail: [mary.kerin@trinity.sa.edu.au](mailto:mary.kerin@trinity.sa.edu.au).

# TERMS AND CONDITIONS OF ENROLMENT

## 1. Definitions

For the purpose of this agreement, unless any contrary intention appears:

- a. "School" shall mean Trinity College Gawler Incorporated and its respective teachers, officers, employees, agents and contractors.
- b. "Parent" shall mean the person or persons who have legal custody or guardianship of the child, or any person authorised to act on behalf of the parent.
- c. "Student" shall mean any child currently enrolled at the school.
- d. "Term" shall mean a School Term as specified by the School.
- e. "School Fees" shall mean the Fees and Levies charged to the Parent(s) by Trinity College Gawler Incorporated in exchange for the Services it performs, as outlined in clause 4(a) of this agreement.
- f. "Services" shall mean all Services supplied by Trinity College Gawler Incorporated as outlined in clause 3 of this agreement.
- g. "Contract" includes the Enrolment contract, Payment of fees Schedule, and the Terms and Conditions, contained herein.

## 2. Offer and Acceptance

- a. The Parent's signature on the Enrolment Contract together with the payment of the Enrolment Guarantee shall constitute acceptance of the terms and conditions contained herein.
- b. If more than one Party enters into this agreement, each Party shall be jointly and severally liable for all payments of the School Fees as apportioned on the Payment of Fees Schedule.
- c. Once accepted, these terms are binding, and this agreement may only be altered or revoked, with the written approval of the School.
- d. Parent(s) will immediately advise the School of any change to their contact and/or family details or any other change in circumstances that affects the terms and conditions contained in this Enrolment Contract.

## 3. Services

- a. Services include all Services performed by the School in relation to providing an education to the Student, and shall include, but not be limited to, extra curriculum activities such as camps, excursions, sports carnivals, and private music lessons.
- b. Services will also include any incidental supply of Goods including, but not limited to, OSHC, Montessori, textbooks, instruments, uniforms, and stationery.
- c. Services will be provided by the School to the Student for the period of the Terms as outlined by the School.
- d. In the case of a medical emergency, I/we authorise the School to take whatever action it deems necessary to provide the student with appropriate medical care, and we indemnify the School against any costs incurred by doing so.

## 4. School Fees

- a. The School Fees will be set by the School Council from year to year, and outlined in the 'Schedule of Fees' provided to the Parent by the School.
- b. Additional fees may be charged to cover the cost of extra curriculum activities, as arranged from time to time by the School, or as requested by the Parent, and are subject to clause 5(e) of this agreement.

## 5. Payment

- a. Payment of the Enrolment Guarantee is required upfront, but can be refunded to any Parent(s) after the Student commences at the School provided that appropriate written notice as set out in clause 6 of this agreement has been given, or upon completion of the Student's enrolment where there are no outstanding monies owed to the School. If any monies are owing in respect of the Student or any siblings, the Enrolment Guarantee may be applied by the School to that indebtedness. Application for refund of the Enrolment Guarantee must be made by submitting a completed leaver's clearance form within 12 months of the Student leaving the School. The voluntary Building Fund donation is non-refundable.
- b. Unless otherwise agreed, all payments will be due and payable as outlined in the Payment of Fees Schedule supplied to the Parent(s) by the School.
- c. The School will be paid in accordance with the Payment of Fees Schedule.

- d. The School will be notified immediately should there be a change in circumstances which will affect their ability to fulfil their financial obligations to the School.
  - e. Additional payments to cover the cost of any extra curricular activities will be due and payable before commencement of the activity.
  - f. The School reserves the right to withhold provision of Services until payment, as per the payment Schedule, has been received.
  - g. Payment may be made by cash, cheque, credit card, or any other method agreed with the School.
  - h. If there is an overpayment with respect to the School Fees, the School will return the funds to the person making the payment.
6. Cancellation
- a. At its sole discretion, the School reserves the right to suspend or expel a Student for any breach of School policy.
  - b. The School shall not be liable for any direct, indirect, special, or consequential loss or damage, arising from the School exercising rights under this agreement.
  - c. The enrolment of the student may be cancelled by the enrolling Parent(s) giving a minimum of 10 school week's written notice in advance. For those children who have not yet commenced as Students of the School, enrolling Parent(s) are required to give a minimum of 20 school week's written notice in advance. Failure to give the required notice will incur a fee equal to 10 weeks tuition fees.
  - d. Any refunds due and payable will be made to the person(s) responsible for the payment of the School Fees.
7. Privacy Act 1998
- a. By signing this agreement we acknowledge that we have read, and fully understand the privacy policy of Trinity College, which is available on the Trinity College website.
8. Default
- a. If School Fees are not paid to the School when they becomes due, the Parent(s) or Payee will be responsible for any additional costs associated with recovery of the outstanding amounts, including but not limited to the cost of a solicitor, and any cost incurred by the School's nominated debt collection agency.
  - b. Interest on overdue accounts will be charged from the date when they were due for payment, at a rate equal to the credit card rate offered by the National Australia Bank at the time, and shall accrue at such a rate until payment in full is received from the Parent(s).
  - c. Should a payment remain in arrears for a period of over thirty (30) days, the School;
    1. Reserves the right to suspend or terminate the supply of Services to the Student(s).
    2. The School will not be liable to the Parent for any loss or damage incurred, either directly, or indirectly arising from the School exercising their rights under this clause.
  - d. The School reserves the right to cancel the Student's enrolment and the enrolment of the Student's siblings if the Parent(s) or the Payee fails to comply with the Payment of Fees Schedule.
9. Limitation of Liability
- a. The School will not be liable for any loss or damage to the personal property of the Parent or Student arising as a result of the School performing the Services in part, or at all.
10. General Terms
- a. The School assumes no responsibility for changes in State or Commonwealth legislation which may affect the supply of Services under this agreement.
  - b. The School reserves the right to review and amend its terms and conditions and policies at any time. The documents are available from the office or on the Trinity College website [www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)
  - c. If any Terms or Conditions contained in this document are found to be unenforceable for reasons of validity or legality, the remaining provisions shall not be affected in any way whatsoever.

# COLLEGE POLICIES

These policies can also be found in the school diary/planner.

## **AREA, REGULATIONS AND BOUNDS**

Students are to remain within the bounds of the College property during school hours unless permission to leave the grounds has been obtained from their Head of House or class teacher.

Each student is expected to respect and take care of the College property and facilities so that all may benefit from their good order. Any damage should be reported immediately so that it can be repaired.

All schools have reserved certain areas for safety reasons for students of a particular age and purpose, such as the Junior School playground and the hard courts. Ball and other games that might damage plantings should be played elsewhere, such as the oval.

## **ASSESSMENT AND REPORTING**

Assessment and testing at Trinity College occurs throughout the year. For R-10 schools formal reports will be written for each student towards the end of Terms 2 and 4 and posted home.

At the end of Terms 1 and 3 student results for the term will be recorded on the pages provided at the end of the diary. Senior School students and parents receive written reports at 6 weekly internals throughout the year.

Regular assessment serves a number of purposes. Firstly, it breaks the year up into small units which are more easily managed by the students. Secondly, it provides individual goals for which to aim in academic progress. Thirdly, it provides an on-going record of how students are managing in the various areas of their study and shows quite clearly the areas of achievement, and the areas where more work is still required.

The most important grade is the effort column, the first column in the formal report. If marks are low but effort is high, the student will be praised by us.

## **ATTENDANCE AND PUNCTUALITY**

Students should be in attendance at all school sessions. A written explanation from a parent is required if a student is absent from school for part or all of the school day. Students need to be at school at least 5 minutes before the commencement of school. Punctuality for all lessons is essential, particularly to periods after recess and lunch breaks.

## **LATECOMERS**

Latecomers must present themselves to the School front office to be registered as late, not absent. They will have their Student Diary stamped with a "Late Stamp" and show this to the teacher during whose lesson they arrive.

Senior School: Parents are advised via SMS messaging on their mobile phone about their child's unexplained absence or lateness. Parents can report student absences to the school by 9.15 am by SMS on 0427 949 111 or telephoning 8523 8704 or 8523 8705.

Students who do not arrive punctually delay the commencement of lessons, thereby wasting the time of the whole class.

As this policy is a general guide only, please contact your school office for specific procedures.

## BELL TIMES

<b>Blakeview &amp; Gawler River</b>	
<b>Lesson 1</b>	8.50 am
<b>Lesson 2</b>	9.40 am
<b>Recess</b>	10.30 am
<b>Lesson 3</b>	10.50 am
<b>Lesson 4</b>	11.40 am
<b>Pastoral Care</b>	12.30 pm
<b>Lunch</b>	12.50 pm
<b>Lesson 5</b>	1.30 pm
<b>Lesson 6</b>	2.20 pm
<b>Finish</b>	3.10 pm
<b>Co-curricula</b>	3.10 pm-4.15 pm

<b>North &amp; South</b>	
<b>Lesson 1</b>	8.50 am
<b>Lesson 2</b>	9.40 am
<b>Pastoral Care</b>	10.30 am
<b>Recess</b>	10.50 am
<b>Lesson 3</b>	11.10 am
<b>Lesson 4</b>	12.00 pm
<b>Lunch</b>	12.50 pm
<b>Lesson 5</b>	1.35 pm
<b>Lesson 6</b>	2.25 pm
<b>Finish</b>	3.15 pm
<b>Co-curricula</b>	3.30 pm-4.30 pm

<b>Trinity College Senior</b>		
	<b>Monday-Thursday</b>	<b>Friday</b>
<b>Lesson 1</b>	8.50 am	8.50 am
<b>Lesson 2</b>	9.40 am	9.40 am
<b>Recess</b>	10.50 am	10.50 am
<b>Lesson 3</b>	11.10 am	11.10 am
<b>Lesson 4</b>	11.55 am	11.55 am-1.05 pm
<b>Tutor Group</b>	12.40 pm	No Lessons
<b>Lunch</b>	1.00 pm	
<b>Lesson 5</b>	1.40 pm	
<b>Lesson 6</b>	2.25 pm	
<b>Finish</b>	3.10 pm	

## **BULLYING AND HARASSMENT**

Bullying is the repeated attack: be it physical, psychological, social or verbal, often with actual or implied violence, by people using power for their own selfish gain or gratification. The consequences of such actions result in other people feeling distressed, pressured, insecure or fearful.

All students should be able to pursue their education in a positive and supportive environment and therefore the College will use its counselling and/or disciplinary structure to resolve incidences of bullying for the well-being of all.

Harassment takes place when someone deliberately troubles, torments or distresses someone else. It takes the form of verbal, electronic via email, on social networking sites or SMS and/or physical abuse, and is closely linked with bullying. It can emotionally affect the people who are victims of it, by unnerving, disturbing or worrying them. Harassment can badly hurt people.

The senior students and staff of this school community consider harassment to be unacceptable; and hence it will not be tolerated.

## **COURTESY**

Courteous behaviour is expected of students at all times. Lack of good manners indicates a lack of self-discipline and regard for the rights and dignity of others.

## **CANTEEN**

The canteen provides students with lunch orders and counter service. Lunch orders are sent through to the school in the bags provided by the canteen; class teachers have a supply. Please ensure that the child's name, class and order are clearly written and money is enclosed.

## **COLLEGE COUNCIL**

Consisting of elected and appointed parent representatives and members of the College community, the College Council appoints the Head of Trinity College who is responsible for the day-to-day operation of the College. They design and measure the effectiveness of the College's macro level policies and ensure that the principles of good governance and accountability are evident at all times. The College Council also reports on the College's finances at the Annual General Meeting.

## **CO-CURRICULA**

The co-curricular programme at Trinity College operates after school Monday to Friday each week. It provides the opportunities for students to become involved in a variety of activities, both cultural and physical, that complement the daily College curriculum. The benefits of a full involvement are many and form an integral part of the development of the whole person.

**Once a commitment has been made to a co-curricular activity by enrolling, students are expected to attend as they would any normal lesson.**

### **Involvement in the Co-Curricular Programme (In addition to the College Sports Policy):**

Year 8 students are required to enrol in one co-curricular activity. These activities may be external, however approval from their Head of House will be required, via the back of the diary. All other students are strongly encouraged and welcome to participate in the programme.

The co-curricular programme is divided into two blocks. The Summer co-curricular block will run from Monday, Week 2 Term 1 until Thursday, Week 8 Term 1. The Winter co-curricular block will run from Monday, Week 9 Term 1 until Thursday, Week 7 Term 3. Another block of summer co-curricular activities then begins from Monday, Week 8 Term 3 and runs until the end of Term 4, and then recommences in Term 1.

## Activities in the co-curricular programme include:

### Sports:

Athletics  
Basketball  
Cricket  
Equestrian  
Football  
Hockey  
Netball  
Softball  
Soccer  
Swimming  
Tennis

### Music

Bands  
Choirs

### Drama and Dance

Drama Productions  
College Musical  
Wakakirri

### Other Activities:

Cattle Club  
Debating  
Tournament of Minds  
Chess Club  
College Magazine  
Duke of Edinburgh  
Christian Kids Club  
Technology Club  
Mathematics Coaching  
Public Speaking  
Targeting Talents

## THE DRUG POLICY

Any illegal drug use by students at the College shall not be tolerated and the punishment for offences of this nature may, depending on the circumstances, result in dismissal from the College. No student will be permitted to consume legal drugs at school, in school uniform, or at school functions. Such actions may involve dismissal from the College.

## HOT WEATHER POLICY

If 'The Advertiser' of the day indicates a temperature of 35°C (or higher), then lesson 7 (co-curricular) is cancelled and all students leave at the end of lesson 6. In winter uniform time, when the advertised temperature is 30°C (or higher), the blazer (and jumper) need not be worn on the way to and from school.

## SOLAR PROTECTION POLICY (abbreviated version)

Sun protection for students at school is a shared responsibility between parents, students and the school.

### Personal Protection

Sunscreen Cream

SPF30+ sunscreen cream is part of the school uniform and all students are required to have their own SPF30+ sunscreen cream at school. Students shall be responsible for the application of sunscreen to all exposed skin areas prior to periods of outdoor activity. Zinc cream is not suitable for use at school.

### Hats

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 from the beginning of September until the end of April. Students will be required to wear their hats or stay in a shaded area during the period from the beginning of May until the end of August when the UV index is 3 or above.

### Co-curricular Activities

Students are required to wear a hat from September to April when undertaking an outdoor co-curricular activity. Students may remove their hat when undertaking a specified activity that makes wearing a hat difficult e.g. bowling.

### Sunglasses

Students may wear approved sunglasses when undertaking outdoor activities. The College recommends that parents check that their children's sunglasses are approved by the Cancer Council.

### Long Sleeve Shirts

For greater sun protection, long sleeve shirts may be worn with either a tie or a Trinity College monogrammed pocket, as an alternative to short sleeve shirts that form part of the summer uniform.

A full version of the College's Solar Protection Policy may be found on the Trinity College web-site [www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)

## **HOMEWORK**

The classroom is the place where much of the learning activity begins. However, real understanding is confirmed when, outside the classroom and sometime later, students review the work introduced in class, test their understanding and extend their reading. This additional work comes under the heading of "HOMEWORK".

Homework thus provides an opportunity for students

- to consolidate by further practice, work already discussed and taught in school
- to develop sound and consistent habits of independent study, based on personal self-discipline, away from the regulated routine of school
- to undertake private research and extended reading
- to revise school work studied already and to commit basic principles to memory by rote learning to prepare for new topics.

Unless a student develops a sound pattern of study, academic success will be more difficult.

A summary of homework tasks is to be entered each day in the Diary and you should note in the space provided the time spent on each subject. It is your responsibility to be sure you know what work is set. If a teacher decides not to set homework on a particular night, write "none set" against that subject.

The recommended minimum amount of time for study at each year level is set out below.

<b>Year</b>	<b>Monday - Thursday</b>	<b>Year</b>	<b>Monday - Thursday</b>	<b>Weekends</b>
3	20 min	8	1 ½ hours	2 hours
4	30 min	9	1 ½ hours	2 hours
5	40 min	10	1 ½ hours	2 hours
6	50 min	11	2 hours	3 hours
7	60 min	12	3 hours	4 hours

## **INFECTIOUS DISEASES**

<b>Disease</b>	<b>Exclusion Period</b>
Chicken Pox/Slap Face	Seven days from onset or until the last lesion/rash has healed.
Measles and Rubella	Seven days from appearance of rash or medical certificate of recovery.
Mumps	Minimum fourteen days after onset of symptoms.
Head Lice	Extremely common in schools. Please examine your child's hair regularly and where evidence of lice is discovered, consult your chemist.
Impetigo (school sores)	Until healed, especially on exposed parts of body.
Conjunctivitis	See Doctor immediately. Child should be absent during acute stage of the infection.

## **ILLNESS**

In an event of illness or injury children will be sent to the school front office. A sick bay is available and parents/guardians will be contacted if the illness or injury is serious. In an emergency, if parents/guardians cannot be contacted, the school will seek medical attention on behalf of the parent/guardian using details supplied on the student information form.

## **INTERNET AND EMAIL**

The Internet is a valuable resource that provides students with a worldwide learning environment. With this privileged resource comes a responsibility to use it in a correct and safe manner. Trinity College and its staff make available to students the use of the World Wide Web, email and other online resources as part of the educational programme offered from Reception to Year 12. Students can only gain access to these resources by using their own username and password.

Before students use the computer network, Trinity College asks that they read, understand and adhere to a policy on acceptable use so that there is a clear understanding of what is desirable and undesirable computer network and Internet use. The underlying notion of the policy is that students will take responsibility for their own actions and understand that ignoring this policy will result in loss of relevant privileges and consequently affect their learning journey, disadvantaging themselves.

Information Technology staff reserve the right to check any student data including portable data storage devices within the College to ensure correct computer usage and to maintain the integrity of the network. The school monitors all network and Internet activity. Users are responsible for all activity registered against their account. Students found using the computing facilities in an unacceptable way will be dealt with in accordance with the Trinity College Behaviour Management Policy. Trinity College, through the Head of Information Technology and Network Manager, reserves the right to limit or terminate access to the computer network, including the Internet, if the conditions outlined in the Acceptable Use Policy signed by the students are breached.

Why should students have to sign an acceptable use policy? Students are not passive consumers of material. In this age of information it is important that they should be developing good analytical skills for dealing with a wide range of information resources, including the Internet. While Trinity College does its utmost to ensure that students aren't able to access inappropriate materials, there is still some individual responsibility on students to ensure that they are using the College's resources responsibly for educational purposes. By asking students to sign a code of practice, students are aware of their rights and responsibilities in relation to using the Internet and other computing resources.

## **CEASING YOUR ENROLMENT AT THE COLLEGE**

In accordance with the Enrolment Contract, if your family leaves the College prior to the completion of Year 12, a minimum of 10 school week's written notice in advance must be given (alternatively, one term's fees are charged in lieu of this notice). Please address this advice to your school Principal who will notify the Enrolment Officer. During your child's last week of school, they will be required to collect a leaver's form from their school office. Once completed and received in Central Administration, your fee account will be finalised and any monies owing will be refunded.

## **LIBRARY**

**North, South and Senior** school students from Reception to Year 7 are provided with a non-photo library card. This can then be used for library borrowing and photocopying. For students in Reception to Year 4 the cards will be held at the library desk. Students in Years 8 to 12 are required to have an ID card which must be updated annually. This card serves several purposes, including library borrowing, use of photocopier, student travel concession card. (The cost of this card is \$7.00 and this charge will appear on your child's fee account). There is an expectation that all students from Year 5 onwards will have their card with them when they visit the library. Students are expected to be responsible for the items they have borrowed and this includes returning them on time and paying for lost or damaged items. Computers in the library are for study purposes only. Games and downloading music or videos are not permitted. The library is currently open from 8.30 am - 4.30 pm daily. Please Note: The library is open during lunchtime from 1.15 pm to 1.35 pm for borrowing or returning items, reading, playing chess, researching, photocopying and printing. The stationery shop is open from 8.30 am to 4.15 pm for purchases.

**Blakeview library** is open every day from 8.20 am - 4.00 pm including lunchtime, closed at recess. Students are welcome to visit the library outside of their weekly library lessons. Parents are welcome to accompany their children outside of school hours. They may use the computer, play chess or other board games, read, do their homework or borrow. Students are encouraged to borrow for recreation and research and are also encouraged to use the online databases available to them. All students use only a library number when borrowing their books; the same number is retained throughout their school years. This number can be used to access the Online Public Access Computer from anywhere, to check due dates, loans or place reserves on

books. Library staff will record the number on library bags of younger students. Students in Years 8 to 10 are given an ID card which must be updated annually. This card is a student travel concession card. (The cost of this card is \$7.00 and this charge will appear on your child's fee account). The barcode that appears on the card is their library number, so students may use it as a library card.

**Gawler River** students from Reception to Year 7 are provided with a non-photo library card. This card is used for Library borrowing and kept at the Library desk. Students in Years 8 to 10 are required to have an ID card which must be updated annually. This card serves several purposes including library borrowing and student travel concession card. (The cost of this card is \$7.00 and this charge will appear on your child's fee account). Gawler River Library is open daily from 8:30 am to 3:40 pm. Lunchtime borrowing is available to students from 1.10 pm to 1.30 pm.

## **LOST PROPERTY**

Lost property is returned to each individual school front office. If the item is clearly marked, it is returned to the student. If the item is not clearly marked it is sent to the STARstore Uniform shop to be cleaned and put up for the second-hand uniform sale at the end of each Term. Please ensure that ALL items of clothing are clearly named. Please name lunch boxes, bags and any toys, books or sporting equipment that your child may bring to school.

## **MEDICATION**

If your child requires medication while at school, either regularly or on an occasional basis, please contact your school front office. A medication form completed by the prescribing doctor/physician must be held by the school. The medication will be administered when required and according to the doctor's written instructions and staff will keep appropriate records. Do not send your child to school with medicines – this can be a dangerous practice. For further details about this, please speak to your school's Office Manager.

## **MOBILE TELEPHONES**

At Trinity College it is accepted that mobile phones are a part of our society. They are deemed to be helpful in cases of emergency for a student when travelling to and from school or if there is a family emergency. However, they should not take the place of normal College procedures in the case of sickness or schoolyard problems. Communication between parents and students should be via the front office during school hours and class teachers, Heads of House, Counsellors or Chaplains should be involved in pastoral issues. Due to their size, mobile phones can be problematic in terms of damage, lending and loss.

### **In order to reduce problems, the following should be observed:**

Student phones should be kept safe, secured by PIN numbers and switched off. They should not be taken into class or lent to other students. Phones are still able to register incoming calls or transfer to a message bank. Phones may be left with the front office for safekeeping. In the case of expected calls e.g. where a family member is in hospital or a similar urgent situation, students may seek permission from class teachers to have their phones with them in class. As with wallets, phones should not be left in unattended bags but locked in lockers or classrooms. Phones which ring in class will be confiscated and held at the front office until the end of the school day. Cameras and mobile phones should not be used without a teacher's permission while at school. Please check with your child's individual school for the exact details of how mobile phones are to be managed while your child is at school.

## **MONTESSORI PRE-SCHOOL (AGES 2 ½ – 5)**

The Montessori Preschool provides a creative, motivating and fun environment for all children. It's designed to stimulate a love of learning from an early age and is an excellent preparation for school life.

## **MUSIC**

Trinity College students love their music and last year saw over 860 students receive instrumental and/or voice tuition. We have concert bands from Year 4/5 level and beyond at each school and all students can get involved in bands or choirs. The College also has specialist music rooms for individual tuition.

## **PAYMENT OF SCHOOL FEES**

Fees can be paid at Central Administration, Blakeview and Gawler River during the school year using either EFTPOS, cheques or credit cards (VISA & Mastercard). Credit Card payments are also accepted over the phone by calling Central Administration on 8522 0666 between 8.00 am and 4.30 pm, Blakeview on 8254 6622 or Gawler River on 8284 9257 during school office hours. BPAY is also available; refer to your fee account for details.

## **STATIONERY SUPPLIES**

General student stationery supplies can be purchased from the following areas of each school:

Blakeview:	Front Office (during office hours)
Gawler River:	Front Office (during office hours)
North, South & Senior:	Book Room situated at the Roma Waite Library (open 8.30 am and closes 4.15 pm)

## **SPENDING MONEY**

Large amounts of money should not be kept at school. If it is necessary we suggest that it should be lodged with the front office. We encourage the students from Reception – Year 2 to bring in no more than \$1.00 and Year 3 & 4 students no more than \$1.50.

## **SPORT POLICY**

All students who attend Trinity College and wish to play a sport the College offers are required to play for the College. There are a range of sports on offer at the College that involve both mid-week afternoon, evening and Saturday fixtures. We participate in the best competitions available for our students and have built an enviable reputation as a school that offers sporting excellence. These competitions are a mixture of local leagues, Independent School competitions and association divisions.

The competitions that students participate in depend on the sport they choose. We frequently review our competitions to ensure that students are participating in the best programme possible.

### **Exemption from playing sport for the College is granted on the following grounds:**

1. Your child plays a sport the College does not offer and regularly participates in that sport.
2. Non-selection in College teams due to a surplus of players as determined by the coach.
3. Those occasions your child is representing their sport at an elite level in the opinion of the College. e.g. Reserves SANFL, B Grade district cricket (please note that these are examples only and the same elite participation occurs across all sports).
4. Cases determined on an individual basis due to exceptional circumstances. Exemptions must be applied for in writing to the Head of Sport. Exemptions for Winter sports must reach the Head of Sport before the end of March. Exemptions for Summer sports must reach the Head of Sport before the end of August.

Parents should note that exemptions will not be granted on the basis of commitments to local clubs and teams unless the commitment falls into the categories above. The school term dates and holiday breaks do allow participation time in local competitions and in the case of finals enough time for qualification. The College has also encouraged mid-week fixtures to support local competitions where possible. **Students must play for Trinity College teams to be eligible for SAPSASA, SAAS (formerly ISSA), SSSSA or any other school sector representative teams. Students must play for Trinity College teams to be eligible for College teams in the Schools' Knockout competitions.**

## **TRINITY OPEN DAY**

Trinity Open Day will celebrate and highlight our student's talents and achievements and in 2012 is scheduled for Sunday 1 April 11.30 am-2.00 pm. **It is a compulsory school day.** Trinity Open day unites the Trinity community with the wider community. We look forward to celebrating with you.

## **VEHICLES**

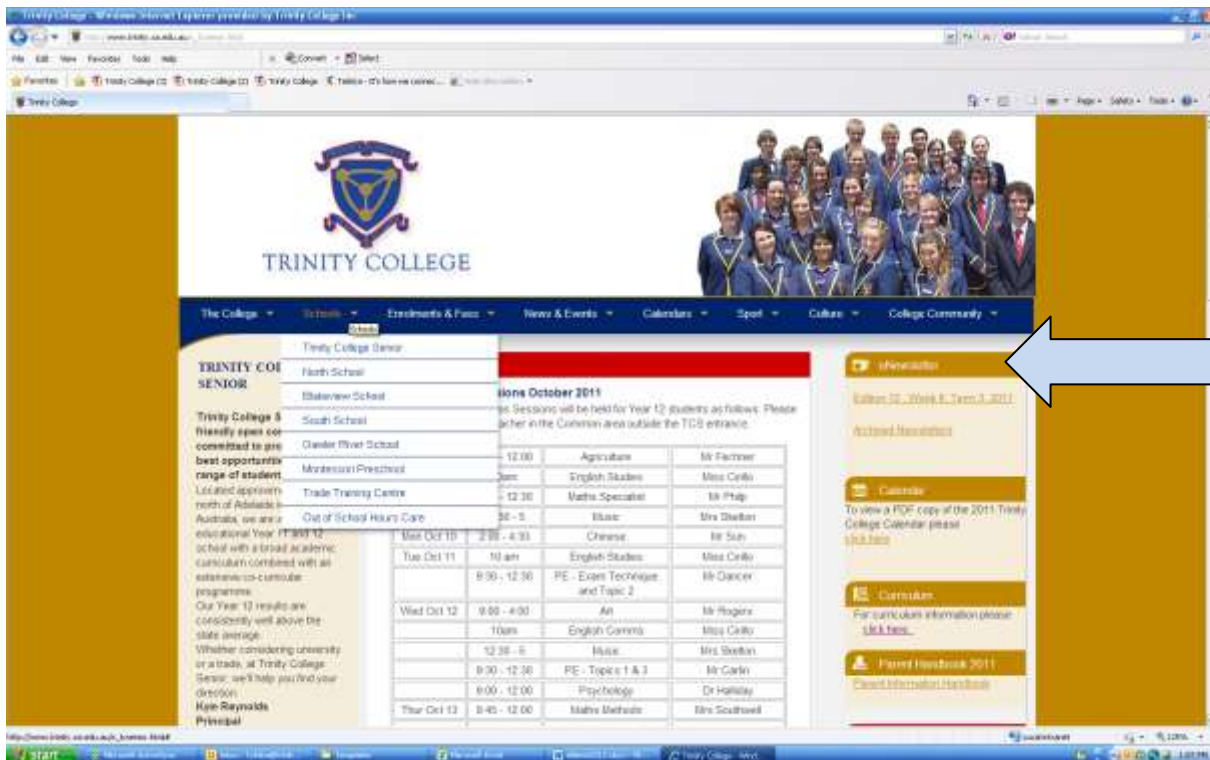
Students who wish to drive to school and their passengers must have permission from parents and the Principal of Trinity College Senior and observe such regulations as they shall deem necessary. All students must park within the designated student parking areas on College grounds.

# eNEWS

Trinity College produces an electronic newsletter, fortnightly, for each School. This communication has important information from your School Principal, reminders for school events, sports updates, student achievements, changes to the calendar and College wide announcements from the Head of the College.

The eNews traditionally is produced the 'even' weeks of term (Weeks 2, 4, 6, 8, 10).

Parents must have a **valid email address** to receive this publication or visit the school website [www.trinity.sa.edu.au](http://www.trinity.sa.edu.au) – clicking on their school section as demonstrated below:



The screenshot shows the Trinity College website interface. The top navigation bar includes links for 'The College', 'Schools', 'Enrollments & Fees', 'News & Events', 'Calendar', 'Sport', 'Culture', and 'College Community'. The 'Schools' dropdown menu is open, listing 'Trinity College Senior', 'North School', 'Blakeney School', 'South School', 'Gawler River School', 'Mentmore Preschool', 'Trade Training Centre', and 'Out of School Hours Care'. A blue arrow points to the 'eNews' link in the 'College Community' section of the navigation bar. The main content area features a 'News October 2011' section with a table of events and a 'Calendar' section with a link to 'View a PDF copy of the 2011 Trinity College Calendar please click here'.

Date	Time	Subject	Teacher
Mon Oct 10	12:00	Agriculture	Mr Farmer
Tue Oct 11	9:30 - 12:30	English Studies	Miss Corbin
	12:30	Maths Specialist	Mr Phipps
	3:30 - 5	Music	Mrs Dwyer
		Chinese	Mr Sun
Tue Oct 11	10 am	English Studies	Miss Corbin
	9:30 - 12:30	PE - Exam Technique and Topic 2	Mr Dancer
Wed Oct 12	9:00 - 9:30	Art	Mr Rogers
	10am	English Gamma	Miss Corbin
	12:30 - 5	Music	Mrs Swellan
	9:30 - 12:30	PE - Topic 1 & 3	Mr Corbin
	9:00 - 12:00	Psychology	Dr Holliday
Thur Oct 13	9:45 - 12:00	Maths Methods	Mrs Southwell

eNews can be found here

We welcome information from parents about their children's achievements external to the College and any Community events that we may be able to promote.

Please forward any relevant information to your school's front office or via email: [russoc@trinity.sa.edu.au](mailto:russoc@trinity.sa.edu.au)

Parents can subscribe/unsubscribe to the eNews by contacting the front office staff.

# FAMILY LINK – THE SYNERGETIC PORTAL

**Trinity College FamilyLink**

To further the quality of communication between Trinity College and the families of our students, Family Link has been designed to give you easy internet access to key information areas related to your children's education.

Individual tabs give access to:

- Results
- Absences
- Timetables
- Parent-Teacher interviews
- Finance
- Contact Details

To enter the site, each family has been allocated a unique Username and Password. These details should be kept secure at all times. It is a good idea to regularly change your password, using the link below.

Username: 12345  
Password: \*\*\*\*\*  
Login

[Change your password](#) [Forgotten your password?](#)

For support in accessing Family Link, please telephone (08) 8522 0679. Alternatively email your query to [familylink@trinity.sa.edu.au](mailto:familylink@trinity.sa.edu.au) for a prompt reply. A Family Link User Guide [ pdf file ] is available for download as a pdf file by clicking the link below.

**Useful Links**

- [Trinity College Web Site](#)
- [Toolbox Learning Management System](#)
- [Family Link User Guide](#)

**What is FamilyLink?** Synergetic is the name of the database system which underpins a large part of the organisational, education and financial business of Trinity College. The FamilyLink portal is a way of accessing information stored in Synergetic, relating to you as a parent and your student(s), using an Internet browser such as Explorer or Firefox.

Access to FamilyLink is totally secure, relying on a password and username (the Synergetic ID number which appears on your fee statement) to give you access to your family record. You do not have access to the records of any other family. The web site is 'secure' (https) which means that any passwords entered are 'encrypted' before being transmitted across the Internet.

The login screen has links which will enable you to change your password, or to have it emailed to your registered email address (i.e. the address which you have supplied to the College) if you have forgotten it



**What information does the FamilyLink contain?** The information in Familylink is organised into a number of pages (tabs):

- An **Introduction** page provides some useful links to other college-related sites together with the date and time of your last visit to the portal.
- The **Results** page gives access to your child's academic results for the term or Semester. *Note that these are generally only available in the last week of the term.*
- The **Timetable** page gives access to both the weekly and daily timetable for your child. Extra-curricular events such as music lesson are also shown, so the page is useful in reminding you to send your child off to school with their clarinet or tennis racquet.
- The **Absences** page lists all absences which your child has had during the school year. As well as absences for sickness, family occasions or 'unexplained' absences, the page gives details of late arrivals, early departures etc. which are recorded through the school offices.
- The **Attendances** page is used in 2 ways. In Trinity College Senior attendance at every lesson is recorded digitally and the page will give information regarding attendance/non-attendance at every lesson. In the R – 10 schools only attendance at the first lesson is digitally recorded, with manual attendance records being maintained for other lessons. The attendance screen will therefore show only attendance/non-attendance at the first lesson for students in the R – 10 schools.
- The **Finance** Page, as the name suggests, gives an overview of your financial standing with the college. It includes the total amount owing/overdue, an overall balance, the date of the last statement and the amount owed at the time of the last statement. There are also sections which allow you to review/print your last 5 receipts or statements. As the data on this page is calculated 'in real time' it always shows your precise financial status (which is not always apparent from printed statements posted out by the college which cannot reflect payments received/processed between the statement being printed and distributed).
- The **Interviews** page is an exciting development as it will allow you to book or cancel Parent-Teacher interviews (as part of the normal Parent-Teacher interview cycles) and print a schedule of appointments.
- The **Contact Us** page gives a list of email contact addresses for various Trinity College staff. The list includes subject teachers, sports coaches (where your child is recorded as taking part in a Trinity winter or summer sport),

Heads of House, school offices etc. Email communication with the college is encouraged as a means of improving communications between the home and the school.

- The **My Profile** page has contact details (email addresses, mobile phone etc.) for family members. The page contains a tool whereby the college can be easily notified if changes are needed to our records.

### How will I get access to the portal?

The image shows a fee statement from Trinity College. On the left, it lists the college's contact information: ABN 15 742 803 718, P.O. Box 131, Gawler 5118, and various phone numbers for different areas. Below this is the name 'Mr P Parent' and address 'PO Box 123, GAWLER SA 5118'. On the right, the same contact information is repeated. A large blue arrow points from the left side to a black box containing the text 'FamilyLink Password: 7oncon7'. Below this box, the code '(12345)' is listed. At the bottom of the page, there is a table header with columns: Date, Ref, Description, Debit, Credit, and Balance.

Your first fee statement of the year shows your FamilyLink password and username (code). In the example above, the username as *12345*, with the password '7oncon7'. Passwords are reset each year as data is rolled from one year to the next. You are encouraged to change your password on your first visit to the portal.

If your fee statement does not contain a password and you would like to access the Familylink portal please email [familylink@trinity.sa.edu.au](mailto:familylink@trinity.sa.edu.au) and an account will be established, with the details sent to the email address which you have registered with the College.

***It is strongly suggested that the passwords supplied is changed by you on your first visit to the Familylink site.***

All queries regarding the portal should be addressed to [familylink@trinity.sa.edu.au](mailto:familylink@trinity.sa.edu.au)

## UPDATING YOUR CONTACT INFORMATION

For very good reasons the College maintains a database of information about students and families. This information is only useful when it is accurate. Consequently if any contact, emergency contact or medical details change please take the time to advise the College. We will be organising an update of our family information during Term 3 this year but we always appreciate parents passing changes onto us as they occur.

Email addresses seem to be the most changeable piece of information we maintain. If yours has changed or if you have an email address when you did not previously have one please send an email to [Stephen.Ward@trinity.sa.edu.au](mailto:Stephen.Ward@trinity.sa.edu.au) and we will update your details. Email is becoming a vital means of contacting families and ensuring that they are up to date with information about the College.

## FEE & SUPPORT STRUCTURE 2012

### A. FEES

*At Trinity College we set our fees to ensure affordable yet high quality educational opportunities can be accessed.*

Tuition Fees	Rec - Year 4	Year 5- 7	Year 8	Year 9-10	Year 11-12
Annual	2,562	2,841	3,564	4,437	4,929
Per term (3 terms)	854	947	1,188	1,479	1,643

The total payable is subject to a combination of early payment discount, sibling discount, capital development levy, computing services and equipment charge, position in the family and receipt of financial assistance, if applicable (see below).

Fees are charged for the full year at the start of Term 1, Term 2 and Term 3. Fees are due and payable before the start of the term to which they relate. Fees not paid by this time will be considered to be in arrears. If families are having financial difficulties they are encouraged to contact the Accounts Department or the Finance Director to discuss options.

### B. SUPPORT & DISCOUNTS

*Trinity Colleges seeks to support financially vulnerable families by offering generous discounts.*

Full tuition fee less discount offered					
Tuition fees less 10%	2,304	2,556	3,207	3,993	4,434

**10% DISCOUNT is available if full payment is made on or before Friday, 27 January 2012.** Discount is calculated on the value of Tuition fees less sibling discount (if applicable), less rebates (if applicable). ALL previous **OUTSTANDING** amounts **MUST BE PAID** including capital development levy and computer services and equipment charge to qualify for this discount. Discount reduces to 9% if the payment is made by credit card. The capital development levy and computer services and equipment charge are not subject to this discount.

College Bursary (financial assistance from Foundation and School)					
Tuition fees less 65%	897	993	1,248	1,554	1,725

Consideration for financial assistance of up to 65% on net tuition costs can be given upon application and suitable financial data being supplied to the Finance Director. Assistance for some other educational experiences, like camps, may also be supported. All applications are treated confidentially.

School Card Scheme (State Government subsidized fees)					
Full Fee less 65%	897	993	1,248	1,554	1,725
SCS less 10%	807	893	1,123	1,398	1,552

Government concession cards may provide eligibility for SCS assistance. It is the families' responsibility to apply for SCS assistance each year. Please contact Central Administration if further details are required.

Commonwealth SES Rebate (All students at Blakeview and Gawler River Receive a \$60 pa discount on their fees)					
Blakeview	60	60	60	60	
Gawler River	60	60	60	60	

Sibling Discounts	
2 <sup>nd</sup> Child	20%
3 <sup>rd</sup> Child	30%
4 <sup>th</sup> Child	40%
5 <sup>th</sup> and Subsequent	50%

Sibling discount rates apply to fees. The computer services and equipment charge and the capital development levy have been discounted based on sibling discount rates. Discounts are given for the second and subsequent child in a family on one fee account.

### C. ADDITIONAL CHARGES & FAMILY BUDGETING CONSIDERATIONS

*Trinity College seeks to provide clarity regarding all charges to enable families to set their budgets.*

<b>Computer Services and Equipment Charge</b>	Full fee	SCS students
Junior School (Years Rec to 6)	100	50
Middle School (Years 7 to 10)	150	75
Senior School (Years 11 and 12)*	300	150

This charge helps in meeting the costs of providing computer services and equipment.

\*Includes provision of a Laptop for Home and School use

This charge is subject to sibling discounts at the rates shown above; i.e. up to 50% discount

Depending on individual tax circumstances (please consult your accountant) this charge may be claimable under the Educational Tax Rebate.

<b>Capital Development Levy</b>	Full Fee	SCS Students
1 <sup>st</sup> Child	240	120
2 <sup>nd</sup> Child	192	96
3 <sup>rd</sup> Child	168	84
4 <sup>th</sup> & subsequent	Nil	Nil

Thus the capital development levy is payable on a sliding scale based on the number of children on each family account. Discounting occurs at the sibling discount rate but no additional charge occurs for the 4<sup>th</sup> or subsequent children. The figures above have been calculated by applying the sibling discount rate in advance.

#### **Camps, Course Costs, Excursions and Activities**

Camps occur periodically throughout the life of a student at Trinity College. The two Camps that have a significant cost are Year 7 to Canberra (\$750 approx) and Year 9 Outdoor Education (\$350 approx). Families are encouraged to plan for these expenses. Particular subjects from year 9 may attract a charge for materials. These costs are outlined in course handbooks. Textbook and stationary lists and costs are provided to parents via handbooks issued in November each year. Most excursions up to Year 8 are covered within fees. Additional voluntary activities such as co-curricular sport and music are charged on a user-pays basis.

### D. OTHER

*Trinity College families are encouraged to promptly contact the school if they need financial support. All donations to the building fund and College Foundation are greatly appreciated.*

#### **Building Fund**

Donations can be made to the Building Fund at any time. All Building Fund donations are Tax Deductible and non-refundable.

#### **Enrolment Fees**

Enrolment Guarantee of \$500 payable on all new enrolments. Enrolment Guarantee fees are refundable on completion of the student's schooling or with a minimum of 10 school week's written notice in advance. The refund is made following completion of the School Leaver's Form within 12 months of leaving school. Please note that this refund will be allocated first to any monies outstanding to the College. New families to the College are asked to make a non-refundable donation of \$400 per family to the Building Fund (tax deductible).

#### **Reward for Keeping Fee Accounts in Credit**

The College offers accumulated discount to families who keep their account in credit. The account is in credit if the balance of all current dated transactions has a net credit value. Future dated invoices are not taken into consideration until they become due and payable. Further details can be obtained from Central Administration.

#### **Late Payment Penalties**

The College offers a variety of incentives and methods of payment to help families pay their account on time. The College can offer financial assistance (see 'College Bursary'), based on financial need. An administration charge equal to current credit card interest rates is charged on amounts overdue which are dated prior to the current year. Please note the **DATES & CONDITIONS** to qualify for **DISCOUNTS**

Payments can be made by Cash, Cheque, Visa, Mastercard, Bpay, Money Order, Direct debit or EFTPOS at Central Administration and Blakeview and Gawler River schools.

## SAVE FOR YOUR CHILD'S EDUCATIONAL FUTURE

Trinity offers current and future parents of the College the ability to save for the education of their child/ren. Accounts in credit accumulate discount, a bit like interest, that together with the principle can be used to pay for educational needs as they arise.

The saving scheme is run through the family fee account. Any account that is in credit will have the balance grow by currently 3%. This 3% growth may only be used for school related costs. The growth will be calculated on the daily credit balance in the account. This calculation will occur monthly based on the daily balances for the preceding month.

In addition to earning 3% growth on credit funds in your account you will be able to charge costs for camps, uniforms, excursions and other school related activities to your account up to the value of the accumulated credit in your account at the time of making the charge. Charges beyond the current credit balance will not be allowed.

Accumulated discount cannot be refunded; it can only be used for educational expenses within Trinity College. For families with existing student/s the accumulated growth will first be used to pay accounts when due.

Future parents of the College can request that their fee account be set up to hold credit amounts by telephoning fee account staff on 8522 0652 (Surnames starting A-N) and 8522 0629 (Surnames starting O-Z).

The rate of calculating the growth is linked to the National Bank small investment rate, which is currently about 3%. This is a return not many parents could match and it is not subject to taxation.

**Help with the cost of educating your child/ren and save for their future. Get a good return on your money. An easy way to pay for those extras that come along.**

## SCHOOL CARD SCHEME

The School Card Scheme provides financial assistance towards the educational expenses incurred by low income families. The Scheme is administered by the Department of Education and Children's Services.

**Example** The eligibility criteria for 2011 was: Children from four years of age attending school full time, and gross income being within the School Card income limits for the number of dependent children.

Number of Dependent Children	Gross Annual School Card income limit
1	\$33,046
2	\$33,947
3	\$34,848
4	\$35,749
5	\$36,650
Each additional dependent child	\$901

Please note this is not the criteria for 2012. This is an example only, as the income levels will change for 2012.

As most School Card applicants are eligible for Centre link benefits, verification of declared income has been sought from Centre link.

The criteria for the 2012 School Card Scheme will not be advised to the school until late January 2012. If you believe you may be eligible for School Card next year you can pay your fees at the current School Card rate when you complete your application. For current School Card families you are required to re-apply each year that you are eligible. If you fail to apply we are unable to adjust your fees accordingly.

Please contact Central Administration on 8522 0666 after 30 January 2012 for the 2012 criteria and application forms, or for any further queries.

## PAYMENT OPTIONS FOR 2012

Trinity College offers the facility to arrange direct debits from your credit card on **any** working day. Direct debits from bank accounts are also available on a daily basis. This facility is in addition to the current payment options of cash, cheque, money order, EFT and BPay. If you would like to utilise the credit card or bank account direct debiting, please complete the Fee Nomination Form included with your first statement for the year. Should you have any questions, please contact Central Administration on 8522 0666.

**\*THE INFORMATION BELOW WILL BE INCLUDED WITH YOUR FIRST STATEMENT FOR THE YEAR AND IS A SAMPLE ONLY\***

**I/We hereby elect to pay TUITION FEES & Sundry Charges in full and when due, as per the Fees Policy of Trinity College Gawler Inc. unless indicated below.**

**Annually - less 10% discount (9% if by credit card) if paid by due date of 27 January, 2012.**

- \$ \_\_\_\_\_ **By Term** - 27 January (Term 1), 20 April (Term 2), 13 July (Term 3)
- \$ \_\_\_\_\_ **Monthly** by the 15 day of each month, February to November (10 months)

**NB:** *When the 15th of the month falls on a weekend or public holiday, the payment will be deducted on the next working day.*

- \$ \_\_\_\_\_ **Fortnightly from** 27 January 2012 (18 fortnights)
- \$ \_\_\_\_\_ **Weekly from** 27 January 2012 (35 weeks)

**For assistance in calculating instalments at either full fee, or school card rate, please contact one of our Customer Service Officers on 8522 0666.**

**PLEASE CONTACT YOUR ACCOUNT MANAGER FOR ALTERNATIVE PAYMENT ARRANGEMENTS.**

- Cash/Cheque**
- B Pay** (*Biller Code and Account Number as printed on statement*)
- Direct Debit** (*I/We request that Direct Debit information be forwarded to me/us*).  
*Please note: Dishonored payments will incur charges. Notification of dishonors will be sent and a second attempt to take payment will occur 10 working days from date of original dishonor.*
- Credit Card**  
*Please note: Notification of dishonors will be sent and a second attempt to take the payment will occur 10 working days from date of original dishonor.*

Type of Card:                      Visa                          Mastercard   

**SAMPLE ONLY**

# STUDENT ACCIDENT PROTECTION PLAN

## **At Trinity your child's education is paramount to us and so is their future.**

No accident is good news, and unfortunately no accident can be anticipated, but what can be done in advance is preparation. Our Insurance Broker AON Risk Services are the dominant provider of Insurance & Risk Management services to the Education sector in Australia. They have developed a Student Protection Plan that prepares for the unexpected. This plan has limited cover and parents should consider it in conjunction with their own health insurance.

In addition to providing financial benefits for specific scenarios and incidents that may occur, the Plan also provides additional benefits such as:

- covering a child's tuition for four terms in the event of their parent or guardian's accidental death,
- financial support for tutoring, should a student be absent from school for a prolonged period, and
- providing clothing, hospitalisation and other out-of-pocket expenses that relate to an accident.

Beyond payments for specific accidents, AON's Student Accident Protection Plan has additional benefits that include:

### **Education benefit**

In the event of the accidental death of an insured student's parent or guardian, the insurer will pay a once only four-term tuition or \$12,000 education benefit for each dependent child enrolled at the school, whichever is the lesser.

### **Dental cash benefit**

A lump sum payment, irrespective of the actual dental costs involved, may be paid provided the claim is lodged within twelve months from the date of the accidental injury.

Note: This schedule is intended to be indicative only; actual benefits for an incident can be advised on request. Please see the College Bursar should you require a complete schedule of benefits and compensation.

	Per tooth
<hr/>	
Permanent or second teeth (not being dentures or fillings):	
• Loss of teeth due to accidental breakage/fracture	\$300
• Crowning or similar restoration of accidentally fractured/broken teeth	\$300

**Maximum payable for any one injury is \$5,000**

### **Tutorial benefit**

In the event of an accidental injury to a student, necessitating absence from school the insurer will pay a tutorial benefit of up to \$300 per week for a maximum of 52 weeks (subject to a waiting period of 15 days).

### **Out-of-pocket expenses**

Reasonable costs incurred due to accident/injury; travelling expenses to hospital/medical centres; home cleaning, cooking; and hire of medical aids determined as necessary expenses by a qualified health care provider - in this instance the insurer will pay a benefit up to \$300 per week for a maximum of 52 weeks (subject to a waiting period of 15 days).

### **Non-Medicare medical expenses**

Expenses, necessarily and reasonably incurred, which are not payable under any statutory workers' compensation or transport accident scheme, private health insurance, Medicare or any Medicare gap exposures, may be reimbursed. The insurer will pay 90% of incurred expenses up to \$7,500 on the basis that the injury occurred at a School Activity i.e. all activities organised and/or sanctioned by the school including work experience, vocational placement, excursions, sporting activities, normal school activities, including direct travel to and from.

### **How to lodge a claim**

When the unexpected does occur you will be required to complete a claim form which is available from Central Administration or your school office. Please complete the form and forward it along with the treating doctor's statement and all accounts for expenses incurred as a result of the injury. A schedule of benefits is also available at Central Administration or your school office.

**For a copy of the policy, please contact our Insurance Brokers. AON INSURANCE SERVICES - 8301 1120**

## AMBULANCE COVER AT SCHOOL

Trinity College has an insurance policy with SA Ambulance that covers students for Accident Emergency. This policy will cover ambulance transport of students to the nearest appropriate place of medical aid in the event of an accident emergency.

However it is quite limited cover and there are some **specific exclusions** that parents should note.

This policy does not cover emergencies that are non-school related; eg pre-existing conditions like diabetes, asthma, allergic reaction, substance abuse.

Please note that a short journey in an ambulance is in the order of \$850.

The College would **strongly recommend that parents take out personal family ambulance cover** that can then be used to cover ambulance transport costs if the school policy does not apply or make sure that personal medical insurance includes appropriate ambulance cover.

College staff administering First Aid will continue to call ambulances if the circumstances warrant as they will always act with caution.

## PARKING AND TRAFFIC AT THE COLLEGE – GAWLER SITE

This has been a vexed issue for a number of years and will continue to be difficult until we get an alternative Southern access to a traffic light controlled Tiver Road/Main North Road intersection. This is in progress with a likely timeframe of two years. At that time traffic will flow much better.

In the meantime the College encourages parents to be patient, polite and careful with the goal of student safety firmly in mind at all times.

Please note the following points:

- Please use drop off zones appropriately
- You must remain in your car
- Please don't block other users
- Drop off zones are intended for set down and pick up only

There is no drop off zone in the STARplex/Admin/Senior public car park. **This is a parking only car park.**

The STARplex/Admin/Senior, North Parent, and South Parent car parks are all subject to a parking agreement with the Town of Gawler Council and parking inspectors do visit these parks and they may issue infringement notices on behalf of the Town of Gawler. Please take note of time limits and signs and park correctly.

Please encourage your students to use footpaths and safe pedestrian access and not to walk through car parks.

**The speed in all car parks must be walking pace.**

# STARSTORE - STARPLEX SPORTS AND SCHOOL WEAR SHOP

Located at STARplex  
18-20 Alexander Avenue  
Evanston Park  
Phone: 8522 0643

## OPENING HOURS

Monday, Tuesday, Thursday, Friday    8.00 am to 5.30 pm  
Wednesday (during term)                8.00 am to 7.00 pm  
Saturday & Sunday (during term)        9.00 am to 12 noon

**Last day of trading for 2011:** Friday 23 December 2011 - 8.00 am to 12.00 noon

**Re-opening for 2012:** Tuesday 3 January 2012 - 8.00 am to 5.30 pm

Second hand clothing is also available. If you have any uniform items you would like to sell, they **MUST BE CLEAN AND IN REASONABLE CONDITION**. Please bring them into the shop and we will sell them for you less 30% commission. Any unsuitable items or items not sold within 12 months will be sent to the mission.

ALSO AVAILABLE: Gym wear, Swimwear, Goggles, Giftware, Greeting cards, Newspapers, Magazines, Agent for Gawler Dry Cleaners and Phone Credit.

## UNIFORM PRICE LIST

**ALL PRICES ARE SUBJECT TO CHANGE**

Item	Price Range	Item	Price Range
Blazer	\$180.00 - \$250.00	Tie	\$21.00 - \$24.00
Shirts	\$27.00 - \$30.00	P.E. Shorts	\$21.00 - \$34.00
Grey Trousers	\$48.00 - \$58.00	P.E. Socks	\$10.00
Grey Shorts	\$36.00 - \$60.00	Polo Top	\$50.00 - \$60.00
Belt	\$12.00	P.E Track pants	\$32.00 - \$40.00
Grey Socks	\$8.00 - \$15.95	Rugby Top	\$75.00 - \$85.00
White Socks	\$10.00 - \$15.95	Library Bag	\$14.00
Tights	\$7.00 - \$14.00	School Bag	\$40.00 - \$55.00
Dress	\$85.00 - \$105.00	School Hat	\$12.00
R - 4 Culottes	\$62.00	Hair Accessories	\$3.50 - \$10.50
R - 4 Pinafore	\$80.00 - \$90.00	Woollen Gloves	\$6.00
Yr 5 - 12 Skirt	\$85.00 -	Woollen Scarf	\$6.00
Yr 5 - 12 Culottes	\$85.00 -	Paint Smock	\$20.00
Jumper/ TCS Vest	\$85.00 - \$105.00	Rain Jacket	\$33.00 - \$55.00

It may be necessary to order some items as stocks are limited, so please be early.

# UNIFORM GUIDELINES

Parents play an important role in ensuring that the uniform guidelines are adhered to. Trinity College students are expected to wear the school uniform with pride and in a neat, clean and appropriate manner. The uniform must be worn correctly from the time the student leaves home until the time the student returns home. Students are expected to wear the correct uniform during PE lessons and when playing sport.

All uniform items are available from STARstore 8522 0643.

Refer to the Uniform Specification below for further information on each item.

## Summer Terms 1 and 4

	Girls	Boys
Dress or option of: Shirt with a Pinafore R-4; Culottes R-12; or Skirt Yrs 5-12	√	
Short Sleeve Shirt		√
Shorts or Trousers		√
Blazer (Yrs 7-12)	√	√
Brown Sandals or Black Lace Up School Shoes	√	√
Plain White Socks	√	
Plain Grey Socks		√
Hat	√	√

## Winter Terms 2 and 3 and Formal Occasions

	Girls	Boys
Pinafore R-4; Skirt Yrs 5-12; or Culottes R-12	√	
Long Sleeve Shirt	√	√
Trousers		√
Jumper (Rec-6)	√	√
Blazer (Yrs 7-12)	√	√
Tie	√	√
Black Lace Up School Shoes	√	√
Plain White Socks or Blue Opaque Tights	√	
Plain Grey Socks		√
Hat	√	√

### School Colours for Shirts and Dress Collar Trim

Students from each Trinity College school can be identified by the colour of their shirt or the trim on the collar of the summer dress. The school colours are:

Blakeview:	Old gold shirt and trim.
Gawler River:	Blue and white pinstripe shirt, no dress collar trim.
North:	White shirt and trim.
South:	Sky blue shirt and trim.
Trinity College Senior:	Grey chambray shirt, light grey trim on dress collar and blazer. Optional TCS Jumper and Vest available at STARstore.

# UNIFORM GUIDELINES

'Regulation' refers to uniform items as displayed or sold by STARstore.

## **Blazer**

Compulsory for all students in Years 7-12.

Years 7-10: Regulation blue.

Years 11 and 12: Regulation blue with light grey braiding. Braiding is to be applied via STARstore after the completion of Year 10.

In Summer Terms 1 and 4, the blazer is worn as determined by the school Principal, to formal assemblies, official occasions and excursions where the temperature does not exceed 30 degrees Celsius.

If a blazer is worn with a shirt, a tie must be worn.

During Winter Terms 2 and 3, the blazer must be worn to assemblies, official occasions, excursions on the way to school, before Lesson 1 and on the way home from school. If the Advertiser of the day indicates a temperature of 30 degrees Celsius or higher, then blazers need not be worn to or from school.

## **Dress**

Regulation Trinity tartan in a lightweight poly-viscose fabric. Length no shorter than 5cm from the floor when kneeling. School identification to be shown by a 10mm trim around the edge of the collar and forming a backing to the collar.

## **Dress Option - Pinafore (R-4), Culottes (R-12) or Skirt (Years 5-12) with Shirt**

Regulation Trinity tartan. Length no shorter than 5cm from the floor when kneeling. Culottes: Elastic waist band Years R-6; Fitted waist band Years 7 -12. If a pinafore is worn in Summer Terms, a tie must also be worn.

## **Footwear**

Regulation brown school sandals for Summer Terms only. Single back strap with a single buckle or Velcro fastener. Fashion or slip on sandals are not permitted.

Traditional black leather lace up school shoes with black laces for Summer or Winter Terms. Boots, black track shoes, suede, patent, buckles, coloured stitching, straps or heels exceeding 2.5cm are not permitted.

Check with the staff at STARstore if you are unsure as to the suitability of particular sandals or shoes.

## **Hair**

Hair should be clean, neat and tidy. Boys' hair at the back should be no longer than the bottom of the collar. Girls' hair longer than the bottom of collar is to be tied back in a neat fashion. Red, dark blue, white or yellow ribbons, elastics, headbands or scrunchies in single colours can be worn. Tartan hair accessories purchased from STARstore are acceptable. Hairstyles deemed as extreme by the College or hair dyes are not permitted. Boys must be clean shaven.

## **Hat**

Regulation blue Trinity College embroidered cloth hat.

Hats are compulsory for outside activities (including co-curricular) and during recess and lunch from 1st September until 30th April, also from 1st May until 31st August when the UV index is 3 or above. Students not wearing a hat at these times must stay in the shade.

## **Jewellery and Makeup**

Jewellery, makeup, artificial nails and nail polish is not permitted.

Girls: Exception is made for a wristwatch and one pair of small gold or silver ball stud earrings or plain gold or silver sleeper earrings. Sleepers should be no larger than 12mm in diameter with no adornments or attachments and worn in the lowest holes in the lobe of ear.

Boys: Exception is made for a wristwatch.

A crucifix (no more than 20mm in height) may be worn, provided yearly permission is obtained from the appropriate staff member at each school.

# UNIFORM GUIDELINES

## **Jumper**

Reception to Year 10: Regulation blue, embroidered yellow.

Years 11 & 12: Regulation blue, embroidered light grey and light grey piping around neck or Vest option.

Jumpers are required from Reception to Year 6.

Students in Years 7-12 may wear the jumper. The jumper may not be worn as the outer garment by Year 7-12 students outside the school, on the way to or from school or before Lesson 1. A blazer must be worn over the jumper.

If a jumper or vest is worn with a shirt, a tie must be worn.

## **Optional Accessories**

Boys Belt: Black leather belt, plain buckle.

Gloves: Regulation blue woollen.

Raincoat: Regulation blue embroidered Trinity College spray jacket or raincoat.

Scarf: Trinity College scarf or regulation blue woollen.

Umbrella: Regulation blue or red.

## **School Bag**

Although not compulsory, Trinity College school bags are available for purchase at the STARstore. Students are permitted to use any appropriate school bag.

## **Shirt - Long Sleeve Winter**

Long sleeve shirt in the school colour. Short sleeve shirts are not permitted during Winter Terms.

## **Shirt - Short Sleeve Summer**

Short sleeve monogrammed shirt in the school colour. Long sleeve shirts may be worn in Summer Terms for sun protection but must be worn with the tie. If a blazer or jumper is worn with a shirt, then the College tie must be worn.

## **Shorts**

Boys only. Regulation school grey shorts with zip in front. Cargo style is not permitted.

## **Socks**

Girls: Regulation plain white socks or regulation blue opaque tights, no less than 70 denier. Socks and tights may not be worn together.

Boys: Regulation plain grey socks.

## **Tie**

Reception to Year 10: Regulation Trinity College R-10 tie.

Years 11 & 12: Regulation Trinity College Senior tie.

## **Trousers**

Boys only. Regulation grey school trousers with zip in front. Cuffs or cargo styles are not permitted.

# UNIFORM GUIDELINES

R-6 Winter



R-6 Summer



7-10 Winter

NB: Blazer compulsory Yr 7-12



7-12 Summer



# UNIFORM GUIDELINES



Year 11 – 12 Winter Uniform

# PHYSICAL EDUCATION UNIFORM GIRLS AND BOYS



R-5 students are permitted to wear the full PE uniform to and from school on the day they have their PE lesson. All students may wear the full P.E. Uniform home from school after co-curricular.

	<b>Girls</b>	<b>Boys</b>
Shorts	√	√
Polo Top	√	√
PE Socks	√	√
Track Pants	√	√
Long Sleeve Top	√	√
Hat	√	√
PE Shoes	√	√

## **Hat**

Regulation blue Trinity College embroidered cloth hat. Hats are compulsory for outside activities (including co-curricular) and during recess and lunch from 1st September until 30th April, also from 1st May until 31st August when the UV index is 3 or above. Students not wearing a hat at these times must stay in the shade.

## **House Tops**

May be worn for PE lessons only (Years 7 - 10). House tops can be ordered through Houses.

## **Long Sleeve Top**

Regulation College rugby top or College fleece jacket.

## **PE Socks**

Regulation white socks with Trinity coloured bands.

## **PE Shoes**

An appropriate style of sport sneaker/jogger must be worn. Street or casual shoes such as Dunlop volley are not permitted.

## **Polo Top**

Regulation red polo top. NB: White polo tops are no longer available for purchase and will be phased out.

## **Shorts**

Regulation blue Trinity College embroidered shorts.

## **Track Pants**

Trinity College embroidered navy track pants or plain navy track pants. Stripes or name brands are not permitted.

# PRIVATE INSTRUMENTAL MUSIC LESSONS

Trinity College provides facilities to private tutors who provide instrumental lessons for students usually in Years 2 – 12 during school hours. Music tutors are **NOT** College Staff and the music lessons are a private agreement between the parent and music tutor. Payments for lessons are to be made directly to the music tutors. Cheques are to be made payable to the tutor. Cash payments should be left at the music office or school office.

Students have one lesson a week for 25 minutes. Students come out of class for the lesson and efforts are made to ensure that the lesson missed causes minimal disruption. It is assumed that students will undertake lessons for a complete year. Lessons may be stopped at the end of a term provided written notice is given to the Music tutor two weeks prior to the end of the term.

## *Instrumental Lessons Available*

Flute	Saxophone	Euphonium	Piano
Oboe	Trumpet	Trombone	Strings (violin, viola, cello, double bass)
Clarinet	Recorder	French Horn	Guitar (acoustic, electric, bass)
Bassoon	Voice	Tuba	Percussion (drum kit, tuned percussion)

## *Cost of Lessons*

Please note that as the payment for instrumental music lessons forms the livelihood for our instrumental teachers, a charge for late payments may be incurred. **A late fee of \$50.00 may apply if payment is not made within two weeks of the first lesson per term and your child's place may be cancelled.**

All students who **enrol** to do music:

Individual:	\$22.00 each
Group of two:	\$14.00 each
Administration :	\$12.00 per year

## *Hire of Instruments*

These instruments are available for hire at the given rates per term:

Flute	\$50.00	Alto Saxophone	\$100.00	Trumpet	\$50.00
Clarinet	\$50.00	Tenor Saxophone	\$100.00	Trombone	\$50.00
Oboe	\$100.00	Violin	\$50.00	French Horn	\$100.00
Bassoon	\$100.00	Viola	\$50.00	Euphonium	\$100.00
Tuba	\$100.00	Cello	\$100.00		

It is important to note, that if Instrument Hire is no longer required, the Instrument must be returned promptly to the Music Department, and an Instrument return form completed to avoid additional charges. It is at this time that charges will cease.

Please note: guitars, drum kits and keyboards are not available for hire.

Reeds and accessories for Instruments can be purchased from the Music Department Office, Instrumental books can be ordered and purchased as well - payment is required before these items are issued.

An instrumental lesson form is available from the Music Department (North), School Offices and Trinity College Website which must be completed prior to the end of Term 4 2011 if you wish your child to undertake lessons for Term 1 in 2012.

**Music Office Contact details – Mrs Toni Oliver Ph: 8522 0637 email: [toni.oliver@trinity.sa.edu.au](mailto:toni.oliver@trinity.sa.edu.au)**

## OUT OF SCHOOL HOURS CARE

Trinity College provides affordable, well-resourced out of school hours care at all schools.

Qualified staff provide a caring, healthy, safe and fun environment for children 5-12 years. Activities available include art and craft, games, puzzles, outdoor and sporting activities and supervised free play.

Child care benefits are available at North, South and Blakeview. For further details, please contact the OSHC Director at your school.

Blakeview School	Gawler River School	North & South Schools
<p><b>Where:</b> Trinity College Blakeview School</p> <p><b>When:</b> <u>Before School Care</u> 6.30 am-8.30 am Monday to Friday \$12.00 per session</p> <p><u>After School Care</u> 3.15 pm – 6.00 pm Monday to Friday \$18 per session</p> <p>For further information please contact the OSHC Director on: 8254 5827</p>	<p><b>Where:</b> Trinity College Gawler River School</p> <p><b>When:</b> <u>Before School Care</u> 6.30 am-8.30 am Monday to Friday \$12.00 per session</p> <p><u>After School Care</u> 3.10 pm – 6.00 pm Monday to Friday \$18 per session</p> <p>For further information please contact the OSHC Director on: 8284 6027</p>	<p><b>Where:</b> Out of School Hours Care Centre, Alexander Ave, Evanston South</p> <p><b>When:</b> <u>Before School Care</u> 6.30 am-8.45 am Monday to Friday \$12.00 per session</p> <p><u>After School Care</u> 3.15 pm – 6.30 pm Monday to Friday \$18 per session</p> <p>For further information please contact the OSHC Director on: 8522 0647</p>
<p><b>Vacation Care/Pupil Free Days - All Schools</b></p> <p><b>Where:</b> Trinity College OSHC – all centres</p> <p><b>When:</b> Term 1-4 Holidays Monday to Friday 6.45 am-6.30 pm</p> <p><b>Cost:</b> Vacation Care: \$38 per child per day Pupil Free Days: \$28 per child per day</p>		



**Parents and students of Trinity  
College get discount on  
Fitness Centre memberships.  
Contact [lifestyle@starplex.com.au](mailto:lifestyle@starplex.com.au)**

STARplex offers a variety of sports training, arts and recreation services in a unique mix of quality facilities under the one roof.

Our staff can help you to improve your health and wellbeing as well as meet new friends in a safe and supportive community environment.

Contact STARplex today and take advantage of what we have to offer.

View our range of services online at **[www.starplex.com.au](http://www.starplex.com.au)** or contact one of our friendly staff on **8522 0622** for further information.

STARplex is a not for profit community centre which is part of Trinity College and operated for the benefit of the whole community.

## STARPLEX PROVIDES YOU WITH

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### Courts

The 4 court stadium offers services to suit all members of the Trinity College Community. Programmes offered include a variety of junior and senior competitions as well as coaching clinics.

<b>Badminton</b>	<b>Basketball</b>	<b>Gymnastics</b>
<b>Kindergym</b>	<b>Netball</b>	
<b>Soccer</b>	<b>Volleyball</b>	

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### Pool

The STARplex Swim Centre has a selection of quality services operating 7 days per week. The swim school provides a range of classes from infants aged 6 months up to squad level competitors.

<b>Aqua Fitness Classes</b>	<b>Lap Swimming</b>
<b>Adult Learn-to-swim classes</b>	<b>Aqua Zumba</b>
<b>AUSTSWIM Courses</b>	<b>Hydrotherapy</b>

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### Fitness Centre

The STARplex fitness centre memberships provide a number of options with programmes catering to all fitness levels and age groups. Our devoted and qualified instructors will help you to achieve your goals no matter what they are.

<b>Personal Training</b>	<b>Group Fitness Classes</b>
<b>Gym Programmes</b>	<b>RPM Cycling Classes</b>
<b>Nutrition</b>	<b>Over 50's Classes</b>

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### Wellness and Rehabilitation

STARplex Wellness & Rehabilitation Centre offers dietary and exercise advice tailored for individual patients from a practicing, accredited exercise physiologist and dietician.

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### Athlete Development Centre

The Athlete Development Centre increases athleticism for improved performance in sports and active recreation.

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### Hewitson Theatre

With a capacity of 1200 people, the Hewitson Theatre is a large versatile theatre offering a range of programs for all ages. Popular programs include children's shows, comedies, musicals and weekly dance classes for all ages and much more.

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### Creche & Kids Club

STARplex offers a free Creche service to parents participating in STARplex activities. It provides quality care by qualified experienced staff for children aged from 3 months to 5 years. Kids Club operates during School Holidays for children 5-12 years and offers a wide variety of stimulating and fun activities.

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### STARplex Holiday Programs

STARplex Holiday Programs, including the popular STARfun Holiday Program, are held every school holiday for children aged 5-17 years. The Holiday program is a great opportunity for children to try the different activities that STARplex offers, as well as benefit from expert tuition.

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### STARstore

STARplex is strongly supported by our retail shop, STARstore where we sell a wide range of sports and giftware for all of your needs.

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### Facilities available for hire

Our state of the art facilities have a unique mix of conference, recreational and sporting services all within one large modern facility. We are able to provide facilities for boardroom style meetings, Gala Dinners or large conference presentations. Facilities for hire include:

<b>Cafe</b>	<b>Conference Room</b>
<b>Courts &amp; Pool</b>	<b>Green Room</b>
<b>Group Fitness studios</b>	<b>Hewitson Theatre</b>

# YOUR SCHOOL COMMUNITY

Trinity College is proud of its strong community support which dates back to the founding days of the school where parents generously gave up their free time to help build the school and their children's future.

Being part of our community is an invaluable experience for your family. There are lots of ways you can be involved in your child's education. Helping at working bees, assisting with reading or covering books in classrooms, becoming a volunteer in an office/library/grounds/learning support/canteen, joining the Parents and Friends or grounds committees are just a few ways of becoming involved.

## PARENTS AND FRIENDS COMMITTEE

The Trinity College Parents and Friends are subcommittees of College Council and comprise the Parents and Friends Groups from each School of the College. Each school committee meets once a month. They actively support the development and activities of the College; provide a forum for discussion of issues of interest to members regarding their children's educational and social welfare and raise funds for the benefit of the College.

If you would like to be involved in your school's Parents and Friends committee, contact your school office.

## VOLUNTEER HELPERS

Volunteers are valued contributors to the College.

Opportunities to volunteer at the College exist from time to time for family members who are able to contribute between one and three days (6-18 hours) per week. The College can reimburse up to \$37.00 to cover out-of-pocket expenses associated with volunteering duties at the College. The reimbursement financially assists those families who would like to volunteer their time but would not be able to because of the cost involved. It is College Policy that these positions will continue and we have at present approximately 85 Volunteer Helpers who make a highly valued contribution to the College.

We invite parents/grandparents/aunts/uncles of the College who are interested in being involved to register now, so that when need arises we can call on your assistance. To register interest, please collect an application form from the Volunteer Coordinator at Central Administration or your school office. People requiring more information are invited to contact:

Volunteer Coordinator	8523 8744
Principal of Trinity College Blakeview	8254 6622
Principal of Trinity College Gawler River	8284 9257
Principal of Trinity College North	8522 0642
Principal of Trinity College Senior	8522 0608
Principal of Trinity College South	8522 0626

## SCREENING OF VOLUNTEERS

The College requires that all persons involved with children, including volunteers and parent helpers, obtain a police clearance to work with children. This applies also to parents who assist with overnight camps.

In order to provide a simpler service to volunteers we have changed the way we carry out screening as part of our child protection obligations. We will now be accessing the Department of Families and Communities screening service. For our volunteers this means one form to fill in per person and a 100 point identity check to be done at Trinity College Central Administration. If there are no concerns or questions we would expect quite a quick turnaround.

The Informed Consent Form and associated guidelines can be obtained from Central Administration in the Gordon Building or any of our school offices.

The College does not require casual helpers to undergo a screening if contact is only on a casual (ie. once or twice a term) basis. In this case the helper must sign an agreement and statutory declaration. Forms can be obtained from the school office. Statutory declarations expire at the end of each school year and need to be renewed at the beginning of each year with the school principal.

## **HOMESTAY**

Trinity College is always on the lookout for families who are interested in providing homestay, short and long term and for both international and country students of Trinity College.

Homestay means opening up your home to a visitor who will live as part of your family. It can be both challenging and highly rewarding. Families will be compensated for having a homestay student, at the moment this is \$30 per day.

If you are interested in finding out more would you please contact Stephen Rosier on 8522 0644 or Jenny Searle 8522 0605. Initially we are seeking an expression of interest and then families can fill in an application form. We would like to build up our Homestay Family data base in preparation for future students. All members of the household over 18 will need a police check and this is part of the application.

## **ST FRANCIS**

A bible based Anglican Church located at Trinity College Chapel, Evanston South.

Services every Sunday 10.00 am

ALL WELCOME!