

2024

FAMILY INFORMATION HANDBOOK

A World of Opportunity



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



Preschools * Blakeview * Gawler River * North * Roseworthy * South * Senior * STARplex

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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 disciplined, caring Christian environment'. In 2024, the College will celebrate its 40th birthday. From these humble beginnings in the early 1980s, 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 six schools and three preschool education services, Trinity College currently supports 2,600 families, with over 4,000 students from Preschool 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 and gifted and talented students.

All students at Trinity College study a common curriculum, based on the Australian curriculum, from Early Years (Reception) to Year 10 which includes religion and values education. 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. Students in Years 11 and 12 attend Trinity College Senior, and 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.

Prayer is part of the daily pattern of all classes at Trinity College. Trinity school assemblies begin with prayer and a Bible reading, with further reflection on what that may mean in the lives of staff and students today. There are also designated chapel times and, once a term, students from Year 7 to Year 12 have the opportunity to participate in a Eucharist (also known as a Holy Communion Service). For students wishing to learn more about being Christian, there are lunchtime study groups and after school Kid's Clubs. School Chaplains facilitate the opportunity for students and their families to explore belonging to the church community through Baptism, First Communion and Confirmation.

TRINITY COLLEGE ROSEWORTHY

Trinity College Roseworthy, our sixth school, is scheduled to open its doors in January 2024. The new school will feature an Early Learning Centre (ELC) and a Junior School. During its inaugural year, the Junior School will accommodate students from Early Years to Year 4. Roseworthy will grow incrementally, eventually becoming an Early Years to Year 10 school, feeding into Trinity College Senior for Years 11 and 12, just like our four other EY-10 schools.

During the initial establishment phase of Trinity Roseworthy, some roles typically found in our established schools (as indicated in the contact pages of this handbook) may not be immediately filled at Roseworthy. However, our dedicated staff members are multitasking and taking on various responsibilities across the school to address all aspects effectively. If you have any questions or need further information, please don't hesitate to reach out to the Roseworthy Principal, Mrs Heather Lockett, at heather.lockett@trinity.sa.edu.au.

We appreciate your interest and eagerly anticipate welcoming you to our brand-new school community.

MONTESSORI & ELC

Trinity College offers an exciting and innovative approach to early learning for children from three years to five years of age. Full day sessions are preferred, however half days are available on application. The environment offers enjoyable activities and provides children with the freedom to develop and practice skills at their own pace.

The Preschool and Early Learning Centres offer a high quality educational, play based programme to all of their students in a safe, stimulating and supportive environment. Following the Early Years Learning Framework (EYLF), each child's learning potential is supported and developed. In addition, our Preschool offers a Montessori inspired environment and programme.

Our Preschool/ELCs all follow a similar programme and structure, however they also all have their own unique qualities. A key strength of the Educational Programme and Practice at the Montessori Preschool is the Nature Play embedded into every aspect of our pedagogy. Our Early Learning Centre at Gawler River is in close proximity to the Junior Schools that most of the children will transition to for their formal school years enabling them to establish an early sense of community and belonging.

Finally, our Early Learning Centre at Roseworthy is a beautiful new purpose-built centre in close proximity to the Roseworthy school. It includes a bespoke nature inspired playground that provides a learning environment that will support your child's ongoing development.

Our transition programme for all of our students begins from the moment they start and involves visits to various parts of the schools including library, farm, oval, playgrounds, chapel and some classroom interaction.

Our Preschool/Early Learning Centres are situated across the traditional lands of the Kurna people. Respect and knowledge of the traditional owner's culture is embedded into every aspect of our daily programme.

JUNIOR SCHOOL (Early Years – Year 6)

Students in Junior School are cared for by staff members who are dedicated to nurturing children academically, academic rigour, inquiry and investigation, as well as delivering a curriculum that is differentiated to cater for a variety of learning needs.

We seek to provide environments that are engaging, challenging, stimulating, empowering, goal orientated, well-regulated and safe. Our goal is to develop our children into global learners, in a caring community, with 21st century learning and skills at the forefront of all that we do. A range of technologies are embedded across the scope of our curriculum so as to engage students with rich and meaningful learning experiences.

Our classrooms are vibrant and creative places where students are able to flourish, facilitated through strong community support, active participation and a sense of belonging for all learners.

MIDDLE SCHOOL (Year 7 – Year 10)

Middle School is a place where student capabilities; literacy, numeracy, ICT, creative thinking, ethical understandings, cultural awareness and personal and social development are broadened and deepened in innovative, engaging and inclusive learning environments.

The House System, led by a Head of House, facilitates the provision of pastoral care, supporting and enhancing the social, academic, spiritual and emotional wellbeing of every student. Each student is supported and guided by a Mentor, helping them to develop self-awareness, self-management and leadership skills and, pursue their interests and passions.

The curriculum, through compulsory and optional subjects, prepares students for academic, civic, social and entrepreneurial participation in College life as well as promoting health and wellbeing. The curriculum is enhanced by an extensive co-curricular programme, including sports, cultural, outdoor and experiential learning, together with technological and academic extension activities. Further information can be accessed via Schoolbox.

Compulsory Subjects			
English	Futures (Year 7)	Geography Economics and Business	Health and Physical Education
History Civics and Citizenship	Languages (to Year 8)	Mathematics	Exploring Identities & Futures (EIF) (Year 10)
Positive Education (Years 7-9)	Religious & Values Education (RAVE)	Science	
Optional Subjects			
Agriculture	Child Studies	Chinese	Dance
Design Technologies	Digital Media	Digital Technologies	Drama
Food Studies	French	Health and Physical Education (Outdoor)	Manufacturing and Design Technologies
Music	Physical Education	Physical Education Extension (GR and BV only)	Systems and Design Technologies
Visual and Media Art	Visual Art, Digital Photography Design	Sport and Recreation	Try-a-Trade

This range of choices provides students with the opportunities they need to begin to specialise their learning in areas of particular interest while equipping them to flourish in their senior schooling including vocational pathways.

TRINITY COLLEGE SENIOR (Years 11 - 12)

Trinity College Senior (TCS) strives to produce future-ready individuals who are resilient, empathetic and passionate in the face of a changing world. TCS students are encouraged to be critical thinkers with the capacity to make informed decisions and judgements. Our curriculum has a rigorous focus on holistic lifelong learning which creates channels of opportunity through multiple pathways. This approach is underpinned by a flexible curriculum, a dynamic pastoral care system and a vibrant culture.

Whilst we offer about 50 SACE subject options, we equally value Vocational Education and Training (VET) and workplace opportunities. By placing the students at the centre of our decision-making process we can prepare young people for many future education and employment pathways.

Our outstanding teachers at TCS will nurture in students the Trinity Graduate Qualities to produce global citizens who care for themselves and their communities giving them opportunities to flourish and thrive in a rich and complex world.

Academic Pathways

At TCS, students are guided to choose individual programmes to gain their South Australian Certificate of Education (SACE). Our range of subject choices allow students to study a broad selection or specialise in an area such as STEM, Humanities, Physical Education, Design and Technology or the Arts.

TCS flexibly caters for students across all ability levels by:

- offering SACE subjects that focus on community-based learning, with more accessible forms of assessment of learning,
- actively promoting university studies as part of a student's SACE programme,
- tailoring student subject load to account for personal circumstances and,
- facilitating learning in a wide variety of vocational education areas.

Around 90 percent of students will eventually pursue tertiary study, 70 percent choosing university and 30 percent TAFE. In 2022 we had over 114 students gain an Australian Tertiary Admissions Rank (ATAR) of 70+, with 41 students achieving an ATAR of above 90.

Vocational Education and Training (VET)

VET is a large part of the culture of Trinity College and complements the academic offerings for Senior School students at the College. A broad range of Certificate II and III VET qualifications are available to students studying SACE Stage 1 (Year 11) and Stage 2 (Year 12).

VET courses enable students to explore and broaden their career options. Students gain skills for future pathways with the added benefit of using their VET qualifications towards SACE completion and in some cases, contribute to ATAR calculation.

The School Work Placement Officers assist students to secure appropriate work placements with host employers. This enables VET students to gain industry experience and build employability skills for future employment.

VET is typically offered as day release to TAFE or other Registered Training Organisations. However, students are able to access options such as school holiday programmes and onsite evening classes to lessen the impact on the school day. These include holiday programmes and onsite afternoon or evening classes.

On-Site VET Courses

There are several Certificate III level VET courses offered on site after school hours in STARplex or at the Trinity Innovation and Creativity School. On site courses for 2024 include:

- Certificate III Business
- Certificate III Information Technology - coding/programming focus (in partnership with the Academy of Interactive Entertainment)
- Certificate III Screen & Media – 2D/3D art design focus (offered at TCS in partnership with the Academy of Interactive Entertainment)
- Certificate III Fitness (in partnership with Active Training)
- Certificate III Aquatics (in partnership with Active Training)
- Certificate III Sport (in partnership with Active Training)

External VET Courses

Students are able to access over 40 school approved VET qualifications delivered by TAFE SA or private accredited vocational training organisations (RTOs). Students aiming towards an apprenticeship pathway are able to access VET courses in the trades of automotive, electro-technology, construction, carpentry, metal engineering, plumbing, cookery and hairdressing. School based apprenticeships in these trades are supported through creative timetabling and adjustments to the student's SACE programme. Music, Agriculture, Child Care and Aged or Disability Services are other options that are popular with students looking for a non-trade pathway to further education or employment.

NEW FAMILIES - INFORMATION AND WELCOME

EARLY YEARS (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 by each school and are on the College calendar. The 2024 College calendar will be delivered to new families in November 2023.

You will receive information from your school regarding year level specific orientations and, if applicable, class teacher/Head of House meetings.

WELCOME MORNING TEA

School Parents & Friends invite all parents/guardians to a morning tea to welcome you to Trinity College. Come along for a chat and meet other families, as well as some of the Parents & Friends committee members.

Blakeview	9:00am	Under verandah Building 1	Term 1 Tuesday 30 th January	Term 3 Tuesday 23 rd July
Gawler River	9:00am	Out-front of Café Gawler River		
North	9:00am	Outside North Office		
Roseworthy	9:00am	Outside Roseworthy Office		
South	9:00am	Outside South Office		

TRINITY COLLEGE SENIOR – YEAR 11 and 12

All current Year 11 students (2023) will have the opportunity to meet with their peers and teachers in TCS Studio at 8:50am on Monday 4th December, 2023. A two-day programme has been coordinated for students to aid their transition to Year 12 2024. The programme concludes at 3:15pm on Tuesday 5th December, 2023.

All current Year 10 students (2023) will have the opportunity to meet with their peers and teachers in TCS Studio at 8:50am on Wednesday 6th December, 2023. A three-day programme has been coordinated for these students to aid their transition into Senior School for Year 11 2024. The programme concludes at 3:15pm on Friday 8th December, 2023.

All students will have the opportunity to meet their Advocate and fellow students in their unique Advocate Groups. There will be an introduction to the TULIP Programme, which supports the development of pastoral and academic skills relevant to their age and year of schooling. Proactive initiatives help students to develop resilience and support flourishing. TCS is proud of the work it is developing in this space and encourages all families to learn more about it through Schoolbox and information nights. During the transition there is also an opportunity to meet subject teachers for 2024 and try out courses for the following year.

Further details specific to each year level will be emailed to students and families closer to the date.

CONTACT INFORMATION

Trinity College

Address: Alexander Ave, Evanston South
Postal Address: PO Box 131, Gawler 5118
Email: office@trinity.sa.edu.au
Website: www.trinity.sa.edu.au
College Maps: <https://www.trinity.sa.edu.au/one-college/location>

EA to the Head of College

Jenny Searle 8522 0601
office@trinity.sa.edu.au

Central Administration

Address: Alexander Ave, Evanston South
Telephone: 8522 0666
Email: reception@trinity.sa.edu.au
Office Hours: 8:00am – 4:30pm (term time)
9:00am – 4:00pm (school holidays)

Enrolments

Address: Alexander Ave, Evanston South
Telephone: 8523 8114 / 8523 8172
Email: enquiry@trinity.sa.edu.au

Fee Accounts

Address: Alexander Ave, Evanston South
Telephone: 8522 0666
Email: finance.office@trinity.sa.edu.au
Schoolbox: <https://schoolbox.trinity.sa.edu.au/homepage/6887>

Trinity College Foundation

Address: Alexander Ave, Evanston South
Telephone: 8523 8754
Email: foundation@trinity.sa.edu.au
Website: <https://www.trinity.sa.edu.au/community/foundation>

Old Scholars

Address: Alexander Ave, Evanston South
Telephone: 8523 8754
Email: oldscholars@trinity.sa.edu.au
Website: <https://www.trinity.sa.edu.au/community/old-scholars>

Parents & Friends – page 53

Blakeview blakeview.pandf@trinity.sa.edu.au
Gawler River gawler.pandf@trinity.sa.edu.au
North north.pandf@trinity.sa.edu.au
South south.pandf@trinity.sa.edu.au

Trinity College Blakeview

Address: Jamieson Rd, Blakeview
Telephone: 8254 6622
Email: blakeview.office@trinity.sa.edu.au
Absentee SMS: 0477 113 775
Absentee Email: bla.absence@trinity.sa.edu.au
Office Hours: 8:30am – 3:30pm (term time)
Closed during school holidays

Trinity College Gawler River

Address: Heaslip Rd, Angle Vale
Telephone: 8284 9257
Email: gawlerriver@trinity.sa.edu.au
Absentee SMS: 0439 292 291
Absentee Email: gaw.absence@trinity.sa.edu.au
Office Hours: 8:15am – 4:00pm (term time)
Closed during school holidays

Trinity College North

Address: Alexander Ave, Evanston South
Telephone: 8522 0632
Email: north.office@trinity.sa.edu.au
Absentee SMS: 0437 474 477
Absentee Email: nor.absence@trinity.sa.edu.au
Office Hours: 8:15am – 4:00pm (term time)
Closed during school holidays

Trinity College Roseworthy

Address: 1 Regent Way, Roseworthy
Telephone: 8522 9900
Email: roseworthy.office@trinity.sa.edu.au
Absentee SMS: 0428 952 293
Absentee Email: roseworthy.absence@trinity.sa.edu.au
Office Hours: 8:30am – 3:30pm (term time)
Closed during school holidays

Trinity College Senior

Address: Alexander Ave, Evanston South
Telephone: 8523 8705 or 8523 8704
Email: senior.office@trinity.sa.edu.au
Absentee SMS: 0417 978 221
Absentee Email: tcs.absences@trinity.sa.edu.au
Office Hours: 8:00am – 4:00pm (term time)
Closed during school holidays

Trinity College Libraries – page 41

Blakeview: 8254 5847
blakeview.library@trinity.sa.edu.au

Gawler River: 8284 6012
library.gr@trinity.sa.edu.au

Roma Waite: 8522 0612
library.rw.returns@trinity.sa.edu.au

Roseworthy: 8522 9905
roseworthy.library@trinity.sa.edu.au

Music Office

Telephone: 8522 0637
Email: goodke@trinity.sa.edu.au

Sports Office

Telephone: 8522 0645 or 8523 8141
Cancellations: 8522 0696 / Schoolbox
Email: sport.office@trinity.sa.edu.au

STARplex

Address: Alexander Ave, Evanston South
Telephone: 8522 0622
Email: enquire@starplex.com.au
Website: www.starplex.com.au
Hours: Please refer to the website

STARstore

Address: Alexander Ave, Evanston South
Telephone: 8522 0643
Email: starstore@starplex.com.au
Website: www.starplex.com.au
Hours: Please refer to the website

Trinity College South

Address: Alexander Ave, Evanston South
Telephone: 8522 0626
Email: south.office@trinity.sa.edu.au
Absentee SMS: 0436 339 677
Absentee Email: sou.absence@trinity.sa.edu.au
Office Hours: 8:30am – 4:00pm (term time)
Closed during school holidays

Montessori Preschool & ELCs

Evanston: 8522 0660
Alexander Ave, Evanston South

Gawler River: 8284 6018
Heaslip Rd, Angle Vale

Roseworthy: 8522 9910
1 Regent Way, Roseworthy

Email: montessori.office@trinity.sa.edu.au
Hours: 8:30am – 12:30pm (*morning session*)
12:30pm – 4:30pm (*afternoon session*)
8:30am – 4:30pm (*full day*)

Trinity College OSHC – page 43

Blakeview: 8254 5827
gbvoshc@trinity.sa.edu.au

Gawler River: 8284 6027
groshc@trinity.sa.edu.au

North & South: 8523 8760
gawleroshc@trinity.sa.edu.au

Roseworthy: 8522 9909
roseworthy.oshc@trinity.sa.edu.au

SENIOR STAFF / KEY STAFF

TRINITY COLLEGE		8522 0666
Head of the College	Nick Hatley	
Deputy Head	Susan Hart-Lamont	
Business Manager	Stephen Rosier	
Director of Development	Kay Fyfe	
Director of People & Culture	Carolyn Wilds	
Director of Facilities	Mark Dorian	
Finance Director	Jon Munn	
Director of ICT		
Executive Director Teaching and Learning	Nicholas Sharrad	
Director of Digital Learning	Anthony Sutton	
Director of Innovation and Creativity	Samantha Andonis	
Head of Pedagogy & Practice Development	Lesley Johnson	
Head of Learning Management Systems	Wayne Philp	
Director of Performance / Head of Music Curriculum / School Music Co-ordinator	Kristy Triantiflakis	
Director of Instrumental Music	Louise Skelton	
STARplex General Manager	Bradley Wenske	
BLAKEVIEW		8254 6622
Principal	Richelle Pearce	
Head of Junior School	Allyce Cole	
Head of Teaching and Learning (EY-6)	Terri Meldrum	
Head of Pastoral Care (EY-6)	Anda Mundy	
Head of Middle School	Rebecca Mason	
Head of Teaching and Learning (7-10)	Rebecca Garrett	
Head of Pastoral Care (7-10)	Simon Ostrowski	
Office Manager / PA to the Principal	Tina Cole	
GAWLER RIVER		8284 9257
Principal	Rick Jarman	
Head of Junior School	Natalie Bent	
Head of Teaching and Learning Junior School	Belinda Dew	

Head of Pastoral Care (EY-2)	Airlie Washington
Head of Pastoral Care (3-6)	Kim Dawes
Head of Middle School	James Howard
Head of Teaching and Learning Middle School	Anthony Cini
Head of Pastoral Care Middle School	Karen McFarlane
Head of Pastoral Care Middle School	Shannon Caire
Office Manager / PA to the Principal	Kerri Webber
EARLY LEARNING CENTRE – Gawler River	8284 6018
EARLY LEARNING CENTRE – Roseworthy	8522 9910
MONTESSORI PRESCHOOL - Gawler	8522 0660
Director	Sue Reynolds
Enrolment Enquiries	Anita Borchard
NORTH	8522 0632
Principal	David Kolpak
Head of Junior School	Caryn Schutz
Head of Teaching and Learning (EY-6)	Amy Craig
Head of Pastoral Care (EY-6)	Travis Burridge
Head of Middle School	Sasha Loveday
Head of Teaching and Learning (7-10)	Ian Ward
Heads of Pastoral Care (7-10)	Deanne Clark Melanie Lavis
Office Manager / PA to the Principal	Jaimee McKenney
ROSEWORTHY	8522 9900
Principal	Heather Lockett
Head of Junior School	Matthew Skeen
Office Manager / PA to the Principal	Josie Burns
SOUTH	8522 0626
Principal	Vickie Lester
Head of Junior School	Annemarie Nicolai
Head of Teaching and Learning (EY-2)	Jarrold Warnest
Head of Teaching and Learning (3-6)	Caitlin McManus
Head of Pastoral Care (EY-6)	Rebecca Ward
Head of Middle School	Damon Wilson

Head of Teaching and Learning (7-10)	Bethany Prince
Heads of Pastoral Care (7-10)	Simone Hobbs Gabriel Portolesi
Office Manager / PA to the Principal	Samantha Dittmar
SENIOR	8522 0608
Principal	Dr Christopher Soar
Head of Wellbeing	Rebecca Grocke
Head of Academics	Justin Simmonds
Head of Pastoral Care	Rachel Dal-Bello
Head of Pastoral Care	Nathan Shea-McGrath
Head of Pastoral Care	Sarah Hallworth
Careers Counsellor	Rachel Neil
Pathways Co-ordinator	Claire Goble
SACE Co-ordinator	Sue Keylock
Office Manager / PA to the Principal	Kimberley Rasmus
CHAPLAINS – refer page 33 for further information	
Co-ordinating Chaplain	Rev'd David MacGillivray
	Rev'd Tony Nicholls
COLLEGE PSYCHOLOGIST – refer page 34 for further information	
	Lisa Johnson
SCHOOL COUNSELLORS	
Blakeview	Shae Scotland
Gawler River	Nicole John Danka Barlow
North	Sally Tripp Danka Barlow
South	Karen Twigg Danka Barlow
Senior	Kayla Stasinopoulos Rachel Tarn
COMMUNITY LIAISON MENTOR – refer page 33 for further information	
CULTURAL INCLUSION LEADER – refer page 36 for further information	
DEFENCE SCHOOL MENTORS – refer page 36 for further information	
CO-CURRICULAR – refer page 39 for further information	

COMMUNICATION

Trinity College aims to keep families informed of interesting, current, relevant and necessary information. These communications will be available to you in a variety of ways.



Ensuring your current contact information is provided to the College is really important in guaranteeing you are receiving the most up-to-date and relevant information available. Please refer to page 52 for the section - Update your Contact Information.

CALENDAR

In preparation for the coming school year, the College produces a calendar of important events and dates. A hard copy is provided to families (1 copy per family) at the end of November. A digital copy of the same calendar is available on the College website - <https://www.trinity.sa.edu.au/community/parents>. Additionally, the Schoolbox Calendar is a live document capturing further individual school information and is an invaluable resource for any parent to refer to throughout the school year – please refer to the Schoolbox section further down on how to access.

FACEBOOK / INSTAGRAM

Social media is a legitimate tool for aiding communication and enhancing teaching and development. To enhance communication with our community, Trinity College maintains Facebook and Instagram ([Instagram@TrinityCollegeSouthAustralia](https://www.instagram.com/TrinityCollegeSouthAustralia)) accounts. Families are encouraged to follow and interact with these pages. Our user policy is located on the Facebook site. Trinity College promotes safe and positive use of digital technology and advocates for strong behaviour codes on social media.

If you have news you would like to share, email the details to social@trinity.sa.edu.au

Tag your own events with [#jointeamtrinity](https://www.instagram.com/explore/tags/jointeamtrinity) or [#teamtrinitySA](https://www.instagram.com/explore/tags/teamtrinitySA).



NEWS

The College shares news via its social media platforms and on the News section of the website. Please send any content to social@trinity.sa.edu.au.

SCHOOLBOX NOTICES

The most regular and consistent way in which schools will communicate with its families on a day-to-day basis is using Schoolbox. Notices will remain visible whilst relevant on this platform. Your Schoolbox settings will determine how you are notified of a new notice, we encourage families to have email notifications switched on as a minimum, to ensure you are kept informed of important information and current events. Please visit your school office if help is required with your notification settings.

SMS

Parents can expect an SMS from their school if their child signs in late or signs out early from school. Schools will occasionally use SMS as a way to communicate other important information to families such as camp arrival times, Pupil Free Day reminders.

TRINITY COLLEGE APP



Parents are encouraged to download the Trinity College communications mobile application. This free app allows parents to stay up to date with notifications, news and calendar events, sporting fixtures, teams and locations. The app is a closed product available only to Trinity families with specific content relevant for your child. The app can be downloaded from Google Play or the App Store.

TRINITY TIMES

Once a year, the Development Office will present a publication capturing special events across the College, highlighting achievements of both current and past students (old scholars) and staff. This publication is posted to each family, additional copies are available from school offices, the Development Office and Central Administration.

YEAR BOOK

An annual publication of College memories, photos, information and reports from the previous school year. A hard copy is provided to families (1 copy per family). Additional copies are available for purchase from school offices and Central Administration.

WEBSITE

The public website (www.trinity.sa.edu.au) is a resource for families, students, staff and the broader community. Please take the time to wander through the many pages of information, using the Search option to narrow your selection if you are looking for something specific. Many of the links found in this Family Handbook will direct you to the Trinity College website.

SCHOOLBOX

Schoolbox is an all-in-one Learning Management System (LMS), community portal and engagement platform used by all Trinity College schools. Schoolbox allows students to log in each morning to see news and announcements, check their timetable throughout the day and submit work, both formative (homework or classwork), or summative (assignments). The system also allows teachers to post key learning resources, interact with students, post videos, notes from lessons and study tools. Schoolbox allows students to connect anywhere, any time and on any device to manage their learning needs and engage with their peers and teachers outside of class time. Families are also able to use Schoolbox by logging in to read the latest news from the school, as well as view their children's timetables, class resources, homework, results and class pages. Middle Schools and the Senior School now use a continuous reporting model that allows assessment results to be published and viewed when completed. This enables feedback to support all students to improve their learning outcomes.

Landing page of Schoolbox looks like this

The screenshot shows the Schoolbox interface for a user named Mr John Citizen. The page is divided into several sections:

- Header:** Displays the Trinity College logo and navigation tabs for Pastoral Care, Calendar, Notices, Book Box, Courses, and Resources.
- Personalized Greeting:** "Good Afternoon, Mr John Citizen".
- CALENDAR:** Shows a weekly overview for Monday, October 11th and Tuesday, October 12th, 2021. Events include Cricket Intercol, Term 4 Begins, Week 1, Executive Plus Mtg, Stage 2 French Continuers Oral Exam, Staff Meeting - RAP Presentation - Dale Gilco, and College PC Meeting.
- SCHOOL NOTICES:** Lists recent announcements such as "Reshape starts Monday 11 October @STARplex" and "Gawler OSHC- COVID Update July 27 2021".
- Right Sidebar:** Features a "NOTIFICATIONS" section with a list of recent posts from Ms Tasharni Nienaber, including updates on Gorge Wildlife excursions and Reconciliation Week 2021.
- Bottom Section:** Includes a "KALURNA ACKNOWLEDGEMENT" with a graphic for Reconciliation Week 2021 and a message about acknowledging Traditional Custodians of Country.

What is Schoolbox?

Schoolbox is the Trinity College all-in-one teaching and learning environment and online community portal. Schoolbox provides the tools for you to take part in your child's learning journey and our College community.

Who has access to Schoolbox?

Access to Schoolbox is provided to a) the individuals who have signed the student's enrolment contract or b) the student's biological parent, unless a court order dictates otherwise. You can access Schoolbox using the email address that you have registered with the College and your Schoolbox password.

How can I find out my Schoolbox password?

For first time access to Schoolbox or if you have forgotten your Schoolbox password, please follow the password reset process contained within the [Schoolbox Quick Start Guide](#).

If you already have an account?

Schoolbox can be accessed via the  area of the Trinity College website. Alternatively, you can use this direct link: <https://schoolbox.trinity.sa.edu.au> (we recommend that you save this in your favourites for future reference).

Do I need a separate password for the Trinity App?

No, your Schoolbox username and password will also enable you to sign in to the Trinity App.

How can I request support with using Schoolbox?

Please use the [Schoolbox Feedback Form](#) to request technical support with Schoolbox. Alternatively, please email schoolbox@trinity.sa.edu.au and someone will be in touch to assist with your inquiry.

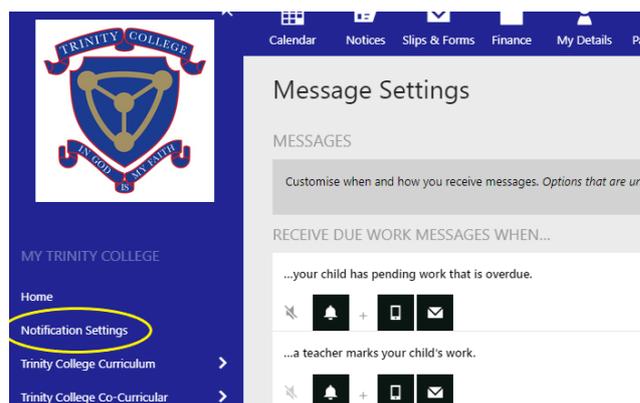
How to access Schoolbox from the College



Notification Settings (side menu)

Users have the ability to customise when and how they receive messages for;

- Due Work
- Learning Moments
- Schoolbox Notices
- Pastoral Care Messages
- Grade Messages



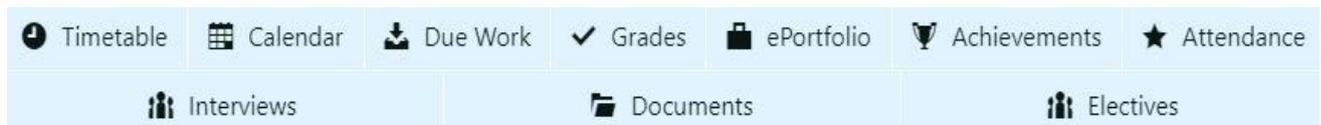
Useful icons within Schoolbox

Top Menu



- The **'Calendar'** icon enables you to access to any calendar events that are relevant to the school your children attend.
- The **'Messages'** icon enables you to access any digital letters that have been sent by the College. Here you can respond or view an archive of letters you have previously received.
- The **'Finance'** icon 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 is also a section which will allow you to review/print your last five 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 as these cannot reflect payments received/processed between the statement being printed and distributed).
- The **'Payments'** icon enables you to make payments towards your child's fee account.
- The **'My Details'** icon has contact details (email addresses or mobile phone) for family members and your child's medical information. The page contains a tool whereby the College can be easily notified if changes to our records are needed.

My Students (side menu)



- The **'Timetable'** icon enables you to see your child's academic timetable (Please note that this feature is not available for students in EY-6).
- The **'Calendar'** icon enables you to see a calendar that is customised for your child.
- The **'Due Work'** icon enables you to see an overview of when your child's assignments are due.
- The **'Grades'** icon enables you to see an overview of your child's grades. Please note that currently this is only available for Year 11 & 12 students and for Effort Reports in Years 7-10.
- The **'Attendance'** icon can be used in two ways. For students in Years 7-12, attendance at every lesson is recorded digitally and the page will give information regarding attendance/non-attendance at every lesson. For students in EY-6 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 EY-6.
- The **'Interviews'** icon enables you to book or cancel parent/guardian teacher interviews (as part of the normal parent/guardian teacher interview cycles) and print a schedule of appointments.
- The **'Documents'** icon shows relevant digitised documents (reports and adjustment plans) which are stored on our system.
- The **'Electives'** icon enables you to choose co-curricular electives for your child.

DATES OF IMPORTANCE

The College calendar is available on the website - <https://www.trinity.sa.edu.au/one-college/policies-resources>. A hard copy is provided to all families at the end of the current school year in preparation of the coming year. Additionally, the Schoolbox calendar is a live document capturing further individual School dates and is an invaluable resource for any parent to refer to during the school year. Key College dates for your information are detailed below:

2024 TERM DATES

	COMMENCE	FINISH	
Term 1 <i>*Staggered start</i>	Tuesday 30 th January (EY-Yr 7 & Yr 11) Wednesday 31 st January (Yrs 8-10 & Yr 12)	Thursday 11 th April	11-week term (2-week holidays)
Term 2	Tuesday 30 th April	Friday 28 th June	9-week term (3-week holidays)
Term 3	Tuesday 23 rd July	Friday 27 th September	10-week term (2-week holidays)
Term 4	Monday 14 th October	Thursday 12 th December	9-week term

CHRISTMAS HOLIDAY CLOSURES

	2023 CLOSED	2024 REOPEN
Central Administration	Wednesday 20 th December	Monday 15 th January
Blakeview	Thursday 14 th December	Monday 22 nd January
Gawler River	Thursday 14 th December	Monday 22 nd January
North	Thursday 14 th December	Monday 22 nd January
Roseworthy	N/A	Monday 22 nd January
South	Thursday 14 th December	Monday 22 nd January
Senior	Thursday 14 th December	Monday 22 nd January
STARstore	Monday 18 th December	Tuesday 2 nd January
OSCH / Vacation Care	Friday 22 nd December	Monday 8 th January

KEY DATES

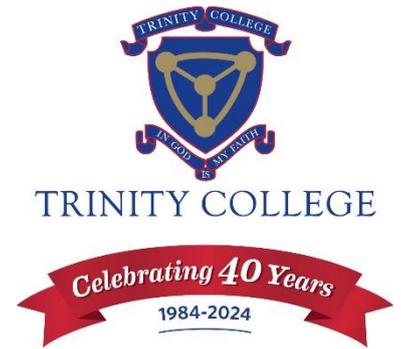
Wednesday 13th December	2024 Booklist orders due
Friday 5th January	School fee accounts sent to families
Thursday 25th January	2024 school fees Payment Agreement due (if fees not paid in full)
Friday 9th February	Last day for 8% school fees discount (if paying fees in full)
Friday 8th March	School Closure Day – Staff Professional Development*
Thursday 4th April	Trinity Open Day - Blakeview, Gawler River, Roseworthy 4pm – 6pm
Sunday 7th April	Trinity Open Day - Whole College Event (Gawler site) 12:15pm – 2:15pm
Friday 12th April	School Closure Day – day off in lieu of Open Day*
Monday 29th April	School Closure Day – Staff Professional Development*
Friday 7th June	School Closure Day – Staff Professional Development*
Monday 22nd July	School Closure Day – Staff Professional Development*
Wednesday 4th September	School Closure Day – Staff Professional Development*
Thursday 12th December	Blakeview, North & Roseworthy – Student Free Day*
Friday 13th December	Whole College School Closure Day – Student Free Day*

* OSHC is available on all school closure days.

EVENTS

40th BIRTHDAY COMMUNITY DINNER

The Trinity College community, including past parents & staff, current parents & students, Old Scholars and local community members are invited to the Adelaide Convention Centre on Saturday 17 August 2024 to celebrate forty years of operations. All details are on the College website.



COLLEGE AGM

The Trinity College AGM is held on the second Monday in May, in 2024 it is scheduled for Monday 6th May. This annual gathering provides a forum for our community to learn more about the strategic direction of the College and receive its Annual Report. An election is held for Members who have nominated for a role on the College Board. A highlight of the meeting is the presentation of the Distinguished Service Awards and Life Membership of the College. Members receive an invitation to the AGM in early April and are entitled to vote at the meeting. Members of the College include parents/guardians of enrolled students (whose fee account is up to date, 28 days prior to the meeting).

GRADUATIONS (Years 6 and 10)

A celebration held at each school acknowledging an important stage in Trinity school life of students transitioning from our Junior School to our Middle School (Year 6 to Year 7) and from our Middle School to our Senior School (Year 10 to Year 11). These celebrations occur at the end of Term 4 and each school will communicate its date/s and further information to families.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

A special day of celebration for our Junior School students and their grandparents, or those special people, who play a significant and important role in their lives. Please refer to the College calendar for your school's date, usually early Term 4. Further information will be provided to families as the day gets closer.

HOUSE DINNERS

An annual event for Houses across the College. An opportunity for students and their families to gather as a House to celebrate the year's successes. It is also an occasion where Houses farewell their Year 10 student members as they transition to TCS and their Year 12 students as they conclude their learning journey at Trinity College. House Dinners usually occur in the earlier weeks of Term 4 and more information will be provided to families closer to the dates.

OPEN DAY

Trinity College Open Day celebrates our students' talents and achievements. In 2024, Blakeview, Gawler River and Roseworthy will hold Open Day on the afternoon of Thursday, 4th April. On Sunday, 7th April, we will hold our very special 40th Birthday Whole College Event, followed by North, South and Senior Schools being open. Attendance at Open Day is required, and in recognition of this, a day in lieu is provided on Friday, 12th April. Trinity College Open Day unites the community with the wider community and we look forward to celebrating our 40th Birthday with you. Further information will be provided to families as the date gets closer.

SPEECH AND AWARD PRESENTATIONS

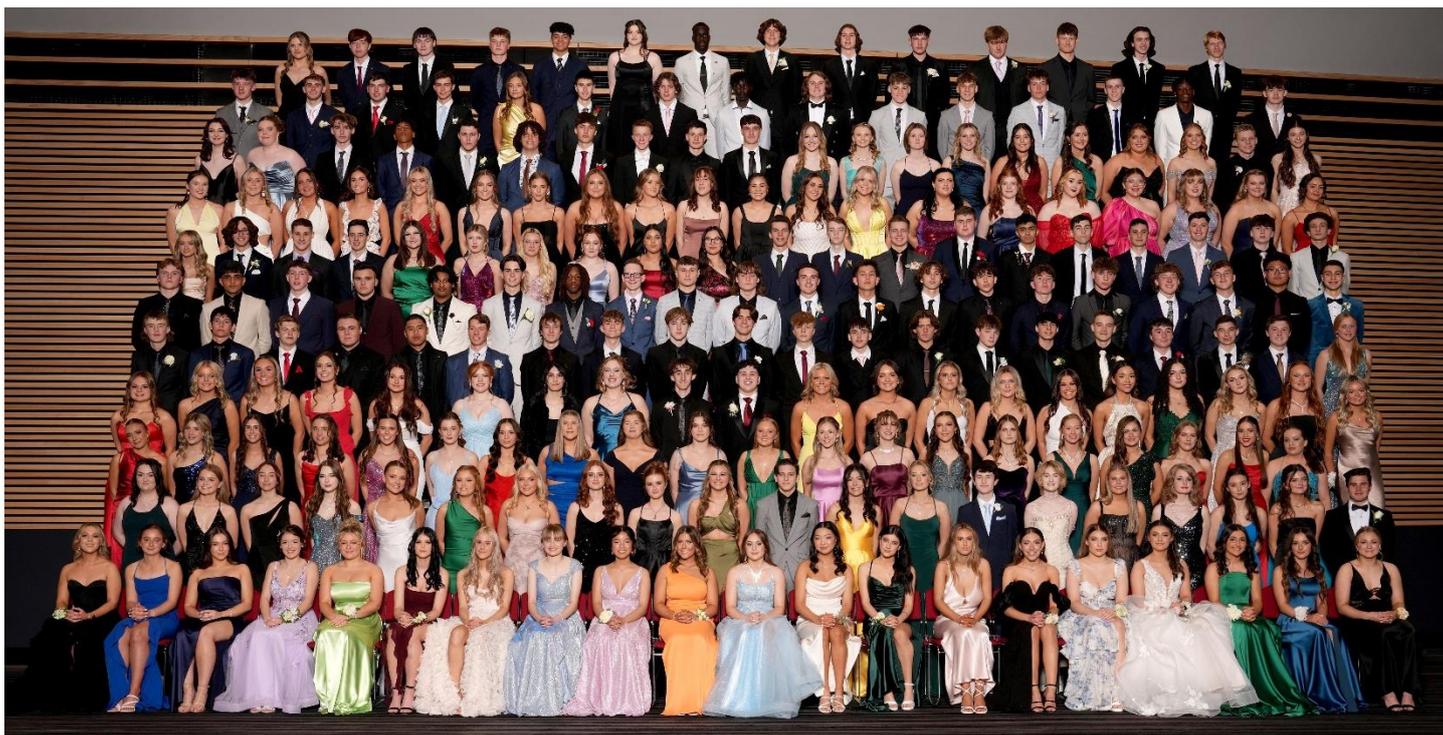
At the conclusion of the school year, each of our EY-10 schools acknowledges student academic achievements, efforts and endeavours in a formal Speech and Award Presentation. These dates are available on the College calendar and is a compulsory event for all students with an invitation extended to their families and the staff of the College. It is a special occasion for the Trinity community to join students and staff as the school celebrates individual, sporting and House achievements. Invitations detailing further information will be communicated to families in the weeks leading up to presentation dates.

PRESENTATION BALL

The Presentation Ball is a significant event for the students and families of Trinity College. It is a formal occasion when we introduce our Year 11 students to the community as young adults. The evening is held outside of the College at a venue in Adelaide.

Students have six weeks of dance classes in the lead up to the event. The format of the evening involves the presentation of students, followed by the Trinity Waltz, an optional King's Waltz with a significant adult in the student's life. The cost of the event is approximately \$110, this includes a two-course dinner, soft drinks package and entertainment. Additional beverages may be purchased on the night.

All students are presented in a formal outfit of their choice. The students are provided with more detail when they sign up to the event.



YEAR 12 FORMAL

The Year 12 Formal is a ticketed, non-compulsory social event managed by the students themselves, with the creation of a theme, selection of a venue and menu decisions.

It is an event for Year 12 students to dress up, dance and celebrate their final year at school in a relaxed setting with staff, well before exam preparations occur. The Year 12 Formal is generally held mid-year and is an alcohol-free event.

VALEDICTORY

The annual Valedictory Service, attended by Year 12 students and their families, is a celebration of the achievements of the graduating class and an opportunity for the College to formally congratulate and farewell them. Invitations and further information are provided to families in the weeks leading up to the service date.

FINANCE AND SUPPORT

Parents can view current and useful finance and support information (contacts, Payment Agreement forms, Fee and Support Structure, School Card, Scholarships and FAQs) on the College Schoolbox platform – <https://schoolbox.trinity.sa.edu.au/homepage/6887>

FEE AND SUPPORT STRUCTURE 2024

Trinity College fee & support structure 2024

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



Trinity College fees

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

Tuition Fees	EY to Year 4	Years 5 to Year 7	Year 8	Years 9 & 10	Years 11 & 12
Full Fee Annual	\$4,610	\$4,930	\$5,720	\$6,660	\$7,260
Annual less early payment discount	\$4,241	\$4,536	\$5,262	\$6,127	\$6,679
School Card Eligible Families Annual	\$1,844	\$1,972	\$2,288	\$2,664	\$2,904
Annual less early payment discount	\$1,696	\$1,814	\$2,105	\$2,451	\$2,672

Total fees payable are subject to a combination of early payment discount, sibling discount, Capital Development Levy, position in the family and receipt of financial assistance, if applicable (see over). Fees are charged for the full year before the start of Term 1. They can be paid in full or by regular pre-arranged instalments. For students commencing during the school year, parents will only be charged a pro-rata amount based on the number of school weeks remaining for the year and will have the opportunity to receive the early payment discount if paying in full up-front.

If fees will not be paid in full prior to the early payment discount date of 9 February 2024, parents are required to complete, sign and return the Payment Agreement form by 25 January 2024. This form is available on Schoolbox or in the instance of posted accounts, it is enclosed with the first fee account of the year. Additional copies can be requested from Central Administration.

Accounts not paid or without a completed Payment Agreement returned by 25 January 2024 will be considered to be in arrears.

If families are having financial difficulties they are advised to contact their Account Manager to discuss options.

SIBLING DISCOUNTS

2nd Child.....	15%	4th Child and subsequent children	100%
3rd Child.....	30%		

Sibling discount rates apply to tuition fees. The Capital Development Levy has been discounted based on sibling discount rates. Discounts are given for the second and subsequent children in a family on one fee account.

Additional charges and family budgeting considerations

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

Capital Development Levy (Compulsory)	1st child	2nd child	3rd child	4th & subsequent children
Full Fee students	\$300	\$255	\$210	Nil
School Card students	\$150	\$128	\$105	Nil
Textbook/Stationery	Junior School (EY to Year 6)	Middle School (Years 7 to 10)	Senior School (Years 11 & 12)	
Diary	\$15	\$15	Nil	
Textbooks, including Digital editions	\$0 - \$25	\$165	\$0 - \$400	
Stationery	\$60 - \$90	\$60 - \$80	\$30 - \$40	

The compulsory 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 with no additional charge for the 4th or subsequent children. The figures above have been calculated by applying the sibling discount rate in advance. This levy contributes to the ongoing development of the College through buildings and facilities and is non-refundable for students who leave the College during the year.

PAYMENT METHODS

Payments can be made by: Bpay, Direct Debit, EFTPOS, Visa, Mastercard, Cash or Cheque at Central Administration, Blakeview, Roseworthy and Gawler River schools. Edstart for Year 7 and above. For full Edstart details, visit the website at www.edstart.com.au/trinitysa.

BYOD - COMPUTER

Students in Years 7-12 are required to provide their own notebook computer that meets the specifications set by the College. Further information can be obtained from the College website about BYOD specifications. Some financial assistance for this programme is available to students that qualify for school card or can show financial need. Application for support is through your School Principal.



TRINITY COLLEGE

Alexander Avenue
Evanston South SA 5116
Tel: (08) 8522 0666
Email: enquiry@trinity.sa.edu.au
Web: www.trinity.sa.edu.au



Additional charges

ENROLMENT FEES

To apply for enrolment, a non-refundable fee of \$40 per child is payable upon submission of a complete Application for Enrolment Form.

To confirm acceptance of an offered position, a non-refundable Enrolment Acceptance Fee of \$150 is required together with the return of the completed and signed Enrolment Contract.

CAMPS, COURSE COSTS, EXCURSIONS, INCURSIONS AND ACTIVITIES

Camps occur periodically throughout the life of a student at Trinity College. The two camps that have the most significant cost are the Year 7 trip to Canberra** (approximately \$1,350) and the Year 9 Outdoor Education trip (approximately \$460). Families are encouraged to plan for these expenses. Particular subjects from Year 9 onwards may attract a charge for materials. These costs are outlined in subject information available on Schoolbox. Most excursions up to and including Year 8 are covered within tuition fees. Additional voluntary activities such as individual music lessons are charged on a user-pays basis.

BUILDING FUND

New families to the College are encouraged to make a non-refundable voluntary donation of \$400 to the Building Fund. Donations can be made to the Building Fund at any time; any amount is welcomed and appreciated. All Building Fund donations are tax deductible and non-refundable.

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 financial assistance and discounts below), based on financial need. An administration charge equal to current NAB credit card interest rates is charged on amounts overdue which are dated prior to the current year. In the event of an account being in arrears, students will not be able to attend non-curricular activities such as, but not restricted to, ski trip, overseas trips, interstate sporting trips.

***The Trinity College Foundation will subsidise the Year 7 Canberra trip by \$200 per student and a larger subsidy for School Card students.*

Financial assistance and discounts

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

The College offers 8% discount for early full payment of annual tuition fees.

8% discount is applied to net tuition fees if full payment of the account is made on or before 9 February 2024. All previous outstanding amounts **must be** paid to qualify for the discount. The 8% discount is calculated on tuition fees less all eligible discounts. Additional charges that appear on your fee statement such as Capital Development Levy, Textbooks, Stationery are not subject to this 8% discount.

Eligibility for School Card assistance is based on State Government financial criteria. It is the family's responsibility to apply for School

Card assistance each year. Please contact Central Administration if further details are required.

Consideration for financial assistance of up to 60% off net tuition fees can be given upon application and suitable financial data being supplied to the Finance Director. Assistance for some other educational experiences, such as camps, may also be considered. All applications are treated confidentially. Families are encouraged to promptly contact their Account Manager if they need financial support.

Save for your child's educational future

Trinity College offers current and future parents of the College the ability to save for the education of their children. Accounts in credit receive accumulated discount that, together with the principal, 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 receive accumulated discount, currently at an attractive rate of 1.5%.* This 1.5% 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.

Costs for camps, uniforms, excursions and other school related activities can be charged to your account up to the value of the accumulated credit in your account at the time of incurring 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 8522 0666.

**The rate of calculating the growth is linked to the National Australia Bank small investment rate and may change.*

PAYMENT AGREEMENT FORM

Payment Agreement form (example shown below):



PAYMENT AGREEMENT - 2024 FEES

PLEASE RETURN THIS FORM TO CENTRAL ADMINISTRATION BY THURSDAY 25TH JANUARY, 2024.

Fees are charged for the full year before the start of Term 1 and can be paid in full, or in instalments via a Payment Agreement. If fees will not be paid in full prior to the early payment discount date, parents are **required** to complete, sign and return this "Payment Agreement" form to Central Administration by Thursday 25th January, 2024. Under this agreement, accounts are to be finalised by the 31st October, 2024.

Accounts not paid in full, or those without a completed "Payment Agreement" returned will be considered to be in arrears. In order for future students to be offered a position at Trinity College, accounts must not be in arrears.

Families having financial difficulties are advised to contact their Account Manager to discuss options.

PLEASE NOMINATE YOUR PREFERRED PAYMENT OPTION BELOW.

Student(s) Surname: _____ **Family Code ID:** _____

Please indicate in one of the following boxes:

<input type="checkbox"/> \$ _____ Weekly from 29/1/2024 to 28/10/2024 (40 weeks) Preferred day	Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/>
<input type="checkbox"/> \$ _____ Fortnightly from 29/01/2024 to 21/10/2024 (20 fortnights) Preferred day	Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/>
<input type="checkbox"/> \$ _____ Monthly by the 15th day of each month, February to October (9 months)	<input type="checkbox"/> Please tick if applying for School Card

Method of Payment Please indicate in one of the following boxes:

<input type="checkbox"/> Cash/Cheque/EFTPOS	<input type="checkbox"/> I/We request that our current Direct Debit details on file be used.
<input type="checkbox"/> B Pay (Biller Code and Biller Reference as printed on statement)	
<input type="checkbox"/> Direct Debit	

Credit Card Direct Debit	Bank Account Direct Debit
Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Name on Account: _____
Card Number: _____ / _____ / _____ / _____	BSB _____ / _____
Card Holder's Name: _____	Account Number _____
Card Holder's Signature: _____	Account Holder's Signature: _____
Expiry Date: ____ / ____ CCV _____	

Please continue to deduct money from my account after the instalments have been finalised

Direct Debit Request Service Agreement Terms & Conditions are available on the Trinity College Website at www.trinity.sa.edu.au
Please note: Dishonoured payments will incur charges and dishonoured amounts are required to be settled prior to the next payment due date.

SUNDRIES
Sundry charges are not calculated in this payment agreement and are to be paid by the end of the month in which they are charged.

FINANCIAL HARDSHIP
SCHOOL CARD
Families on low income can apply for government assistance to help pay fees. Financial eligibility criteria applies.
Note: Families paying tuition fees in full by the 9th February, 2024 at School Card rate are still eligible for 8% discount. School Card applications must be submitted at the time of payment.

COLLEGE BURSARY
Families on low income who do not qualify for government assistance may qualify for fee assistance of up to 60% off net tuition fees upon application and suitable financial data being supplied. Please telephone 8522 0666 for further details.
Please enquire at Central Administration should you require further information with regard to School Card applications or a College bursary.

IMPORTANT: You must apply each year for both forms of financial assistance.

Signed: _____

Name: _____

Date: _____

Contact Telephone No: _____

PLEASE RETURN TO:
Email: finance.office@trinity.sa.edu.au
Post: PO Box 131, Gawler SA 5118 or
lodge at Central Administration

Electronic signatures appearing on this Agreement are the same as handwritten signatures for the purpose of validity.

BOOKLISTS

JUNIOR & MIDDLE SCHOOL

SCHOOL DIARIES

Diaries will not appear on booklists. They will be provided to students at the start of the school year and the cost of \$15 will be added to Family Fee Accounts.

STATIONERY

Stationery can be ordered online at [Campion Education](https://www.campion.com.au) using the following Trinity College Code: **23XH**. Please place your orders by **Wednesday 13th December, 2023** for home delivery in the fortnight ending 12 January, 2024.

It is important that stationery is consistent and of high quality. Campion Education provides a convenient service at discounted rates however you can purchase the equivalent stationery from your chosen supplier, if preferred.

Phone orders can be made on 8337 4544.

Campion Education store is located at [29 O G Road Klemzig SA 5087](https://www.campion.com.au)

Payment

Full payment is required at the time an order is placed. Payments can be made by Credit Card (Visa or Mastercard only).

For those without access to the Internet please contact your school office for assistance in placing your order.

To use the credit in your fee account to purchase books, please contact your account manager for support on 8522 0666.

If the options outlined above will cause extreme financial difficulty, please contact your account manager on 8522 0666 prior to Wednesday, 6th December 2023.

Late Orders and Deliveries

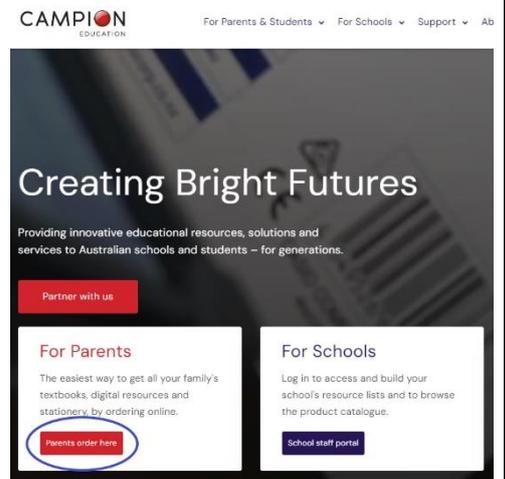
If you missed placing your order by the due date, you can still order online at www.campion.com.au and select the remaining delivery option. Alternatively, you can visit the Campion Education store or telephone your order on 8337 4544.

Exchanges and Refunds

Exchanges and refunds will be made on any goods deemed faulty from the manufacturer.

Campion Help

Phone: 1300 433 982 | Email: help@campion.com.au



MIDDLE SCHOOL

DIGITAL TEXTBOOKS

A single **Digital Textbook Fee of \$165.00 will be added to your Family Fee Account**. This will ensure your child has access to textbooks for all their subjects. You **do not** need to place an order.

An optional hard copy mathematics book may be purchased by referring to the Box of Books ordering in Senior School information below.

A full list of resources included in the Digital Textbook Fee can be found by navigating to Box of Books via Parent Services in the side menu in Schoolbox.

Accessing Digital Textbooks

Students can access their digital books from the beginning of Term 1 without the need of an access code, by simply clicking the icon on their Schoolbox top menu bar.

If this is the first-time the student has accessed Box of Books, they will need to sign in using their school email address and password. Students new to the College will be provided with these details on their first day.

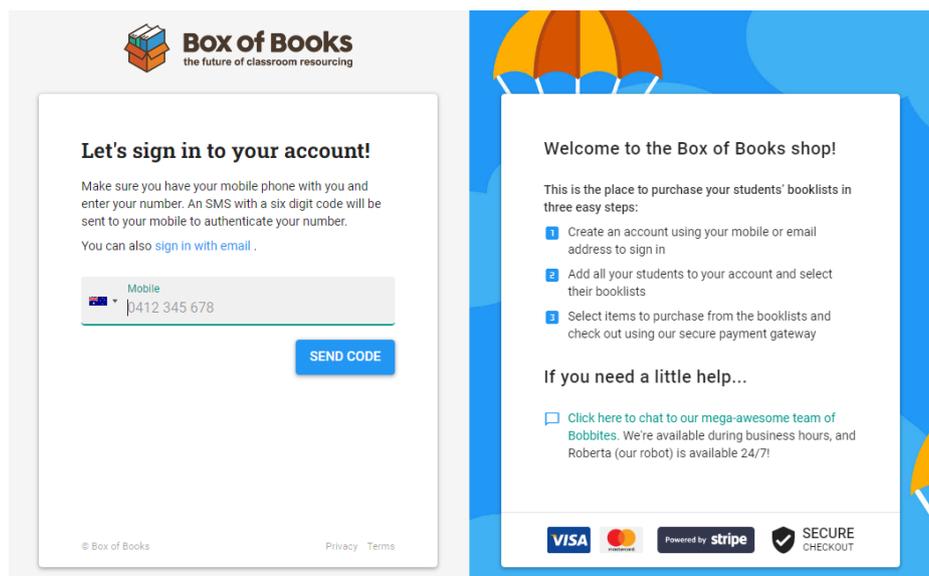


SENIOR SCHOOL

Where available, eBooks will need to be purchased. Most eBooks incorporate multimedia materials such as embedded videos as well as offering interactive features like quizzes or simulations. Students and teachers are able to create shared annotations that enhance student understanding, morphing many eBooks from content delivery vehicles into fully collaborative discussion hubs. In addition to the ebook, the option to purchase a hard copy of the textbook is available in some instances. When an ebook is not available, the hard copy must be purchased.

All Senior School resources, including ebooks and hard copy textbooks will need to be purchased through the [Box of Books Shop](#) no later than **Wednesday 13th December 2023**. Access can also be made through the Parent Services side menu in Schoolbox.

For further assistance, please see this short informative guide on [How to Purchase Books](#) or contact the Box of Books team through the in-app support function.



Accessing Digital Textbooks

Students can access their digital books from the beginning of Term 1 without the need of an access code, by simply clicking the icon on their Schoolbox top menu bar.

If this is the first time a student has accessed Box of Books, they will need to sign in using their school email address and password. Students new to the College will be provided with these details on their first day.



Physical Delivery

Hard copy text books will be shipped to your home or nominated delivery address (please note some Workbooks are not available until mid-year). Delivery can be tracked through your Box of Books account. To ensure you receive all available items, please order by **Wednesday 13th December 2023**.

Late Orders

Box of Books will make every attempt to fully supply all physical orders; however, they cannot guarantee stock levels for orders placed after **Wednesday 13th December 2023**. Your order may be split into multiple deliveries.

Refunds & Returns Policy

The Box of Books refunds and returns policy is available at: <https://www.boxofbooks.io/returns>

Payment Alternatives

For those without access to the Internet please contact your school office for assistance in placing your order.

To use the credit in your fee account to purchase books, please contact your account manager for support on 8522 0666.

If the options outlined above will cause extreme financial difficulty please contact your account manager on 8522 0666 prior to Wednesday, 6th December 2023.

SCHOOL CARD SCHEME (SCS)

The School Card Scheme provides financial assistance towards the educational expenses incurred by low income families. The scheme is administered by the Department for Education and Child Development.

Example: The eligibility criteria for 2023 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 for the household.

Number of Dependent Children	Gross Annual School Card Income Limit (2021/2022)
1	\$43,458
2	\$44,644
3	\$45,830
4	\$47,016
5	\$48,202
Each additional dependent child	\$1,186

Please note this is not the criteria for 2024. This is an example only. The income levels will change for 2024.

As most School Card applicants are eligible for Centrelink benefits, verification of declared income has been sought from Centrelink. The criteria for the 2024 School Card Scheme will not be advised to the school until late January 2024. 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. Current School Card families are required to re-apply each year they are eligible. If you fail to apply we are unable to adjust your fees accordingly.

Applications can be completed online at the beginning of the year, for further information visit:

<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

Please contact Central Administration on 8522 0666 after 15th January 2024 for the 2024 criteria and application forms, or for any further queries.

SAVE FOR YOUR CHILD'S EDUCATIONAL FUTURE

Trinity College offers current and future parents/guardians of the College the ability to save for the education of their child/ren. Accounts in credit receive accumulated discount 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 receive accumulated discount currently at an attractive rate of 1.5%*. This 1.5% 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. Costs for camps, uniforms, excursions and other school related activities can be charged to your account up to the value of the accumulated credit in your account at the time of incurring 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/guardians 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-E), 8522 0633 (surnames starting F-I), 8522 0629 (surnames starting J-Q) and 8523 8727 (surnames starting R-Z).

*The rate of calculating the growth is linked to the National Australia Bank small investment rate and may change.

EDSTART



Flexible payment plans

Edstart is providing payment plans for your fees at Trinity College.

- ✓ Reduce your annual fee payments
- ✓ Pay in weekly, fortnightly or monthly instalments
- ✓ Change or cancel your plan at any time with no additional cost

Edstart Extend

Edstart Extend is a payment plan to help make it easier for you to budget for school fees. Better suited for families with children in Year 7 or above, it allows you to reduce your annual fee payments by spreading them over a longer period beyond the current school year.

- ✓ Edstart will pay your school each term
- ✓ Choose your preferred schedule for payments to Edstart
- ✓ Your plan will cover all current and future fees, as well as any overdue fees
- ✓ Extend for up to five years after your youngest child finishes Year 12
- ✓ Bundle other education costs like uniforms, laptops, excursions and extracurriculars



How flexible are the payment plans?

You have the flexibility to make adjustments or cancel your plan at any time if there are changes to your budget. There are no fees, charges, clawbacks or penalties for making these changes.

How to get started

Calculate your plan and apply online at edstart.com.au/trinitysa

You can apply at any time during the year and we will tailor a plan to meet your needs based on your remaining school fee balance. To be eligible, you must have a child in Year 7 or above.

1300 139 445 | contact@edstart.com.au | edstart.com.au/trinitysa



Edstart credit criteria and terms and conditions apply. Edstart Australia Pty Ltd ABN 48 611 024 205 holds Australian credit licence number 485096.

Qkr!

Order your child's lunch or uniforms via Qkr!

*A profile update at the beginning of the new school year is required to reflect your child's Year Level/Class Group.



For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

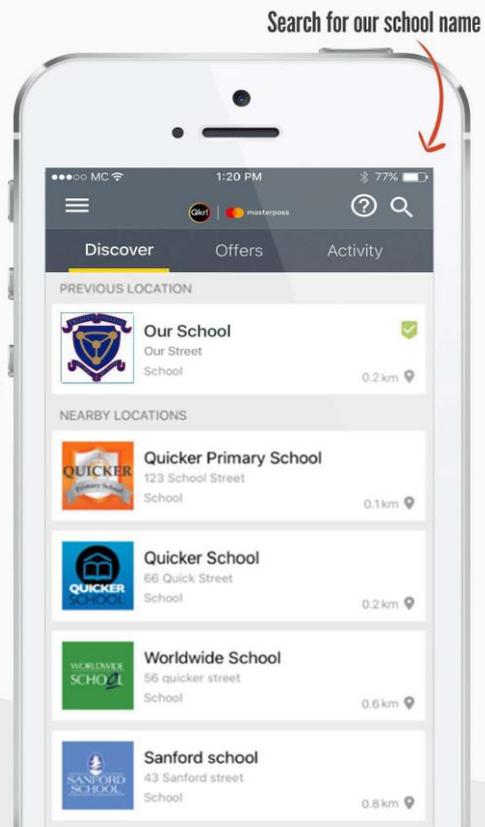
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





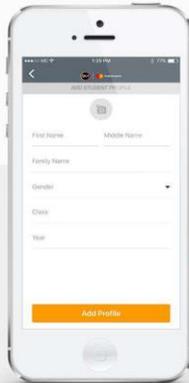
masterpass

Add your children's details in Student Profiles

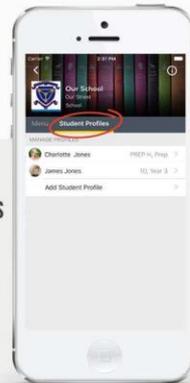
Select 'Add student profile'



Add each child's details

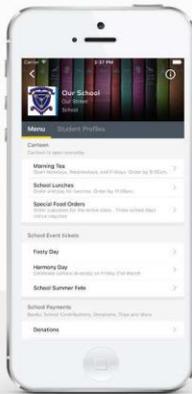


Manage each child's details in Student Profiles



Order meals

Select a menu from our canteen

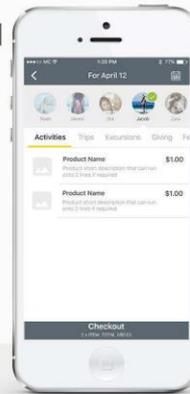


Tap the green box to view your receipt or to cancel an order



Select a date for a child and order a meal

Tap 'Repeat order' to copy all paid orders from one week to the next



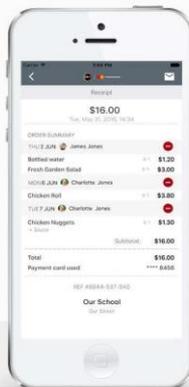
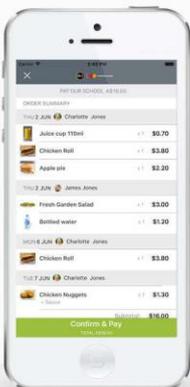
Tap to change the date you are ordering for

Tap to change the child you are ordering for

Tap 'Checkout' then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

SCHOLARSHIPS / 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 are a range of scholarships and awards that students can apply for.



TRINITY COLLEGE FOUNDATION

SCHOLARSHIPS AVAILABLE

APPLY IN YEAR 6

Academic
Colin & Alexandra Hamilton
General Excellence
Performing Arts
Sliding Doors Scholarship

DEADLINE

Tuesday 20 February 2024 (exam Saturday 24 February)
Friday 22 March 2024
Friday 22 March 2024
Friday 22 March 2024
Friday 22 March 2024

APPLY IN YEAR 10

AON
Foundation General Excellence

Friday 2 August 2024
Friday 2 August 2024

APPLY IN YEAR 10 or YEAR 11

Aboriginal & Torres Strait Islander
Innovation Support
Collings Family

Friday 2 August 2024
Friday 2 August 2024
Friday 2 August 2024

APPLY IN EARLY YEARS

Roseworthy Hewitson Scholarship

Friday 2 August 2024

Further information about each scholarship as well as the scholarship application form is available from the College website at <http://www.trinity.sa.edu.au/contact/enrolments/scholarships>

EVENTS

The Foundation Office hosts a number of friend-raising and fundraising events that you are welcome to attend.

Our 2024 events will include:

Foundation Annual General Meeting	Thursday 16 May 2024
40 th Birthday Community Dinner	Saturday 17 August 2024
Donor Thank You Event	Invitation only

LOCATION

The Foundation Office is located between STARplex and Central Administration. Office hours are Monday to Friday 9:00am - 5:00pm or contact the office by email foundation@trinity.sa.edu.au or telephone 8523 8754.

DONATIONS

You can donate online to one or three of the Foundation's tax-deductible funds, the Scholarship Fund, Building Fund and Library Fund. Visit <http://www.trinity.sa.edu.au/community/foundation>. All donations support the current and future students of Trinity College.

POLICIES AND RESOURCES

There are a number of policies and resources that relate to the day-to-day running of the College. You can view the full policies and resources on the College website - <http://www.trinity.sa.edu.au/one-college/policies-resources>.

Policies include:

- Child Safety Policies (for Adults & for Students)
- Bullying Prevention and Intervention
- Complaints Handling Policy
- Credit Reporting Policy
- Environmental Sustainability Policy
- General Privacy Collection Notice
- Mobile Phone & Personal Device Policy
- Parent Code of Conduct
- Privacy Policy
- Student Behaviour Policy
- Student Friendly Complaints Handling Policy
- Sun Protection Policy (Students)
- Terms & Conditions of Enrolment
- Working with Children Checks Policy

Resources include:

- Family Handbook (this document)
- College Calendar
- Digital Learning Devices (BYOD)
- Cultural Safety & Inclusion Enrichment Plan
- Reconciliation Action Plan
- Australian Government Schools Collection Notice
- Application for Exemption from School Enrolment
- Student Accident Protection Plan

BRING YOUR OWN DEVICE (BYOD) PROGRAMME

Students in Years 7 – 12 are required to provide their own notebook computer (laptop) that meets the specifications set by the College. Further information about BYOD specifications can be obtained from the College website - <http://www.trinity.sa.edu.au/one-college/policies-resources>.

- BYOD Program: Information for Families
- Bring Your Own Device (BYOD) Acceptable Use Policy
- Bring Your Own Device (BYOD) Student Responsibilities

Financial Assistance

Some financial assistance for this programme is available to students that qualify for school card or can show financial need. Application for support is through your School Principal.

Purchasing a New Device

Families are welcome to purchase any device that meets the specifications (as outlined in BYOD Program: Information for Families) from their preferred vendor, or to use the optional purchasing portal provided by CompNow, which provides a curated range of devices which all meet the required specifications and allow families to take advantage of education pricing. The purchasing portal can be accessed via the following link: <https://shop.compnow.com.au/school/trinity-college>.



Device Set Up Prior to School Commencing

In order to ensure student laptops are ready to go for Day 1, set up instructions can be found in the BYOD Program: Information for Families document. Set up is encouraged to occur at home in the days leading up to school commencing.



Seeking Support

IT Student Helpdesk services are available at each school for students to seek support – support requests can be logged through the Helpdesk from their Schoolbox homepage.

Help Desk

PLAYING SPORT POLICY

The College encourages and supports students to play sport at school and in the community. Students who elect to play a sport outside the College that the College also offers are also required to play that sport for the College.

In this circumstance the intent is to create a mutually beneficial arrangement between club and school where both parties co-exist to provide the student with an enriched sporting experience. For further information, please refer to the full Playing Sport for the College Policy here - <https://www.trinity.sa.edu.au/opportunities/sports-at-trinity>.

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 Schools competitions and association divisions.

The competitions 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.

Exemptions from playing sport for the College are happily given 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 participations occur 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 from winter sports must reach the Head of Sport before the end of March. Exemptions from 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.

We are fortunate to have the overwhelming support of parents for our sporting programme and your children's participation in it. Students are placed in well-managed and age-appropriate competitions with excellent facilities and competitions. As for other policies at the College, it is an enrolment expectation that all students and parents abide by the stated policy on sport.

Any student wishing to trial for SAPSASA, SSSSA, SAAS, statewide knockout or any other school-based competitions **must** be representing Trinity College to gain endorsement.

You can learn more about our sporting framework [here](#).

#jointeamtrinity



WELLBEING AND SUPPORT (Students and Families)

CHAPLAIN

Our Christian faith inspires and animates all that we do and strive to do through education at Trinity College as we seek to live out our motto, 'In God is my Faith'. The spiritual life of the College is supported and encouraged primarily by the members of the chaplaincy team. Chaplains may be ordained Anglican ministers or lay (not ordained) people of faith. Chaplains lead the public worship life of our community through prayer and Bible teaching in assemblies, chapel services, and other formal occasions, as well as providing spiritual guidance to staff, students and families. Ordained Chaplains may also serve the Trinity community through more formal Anglican occasions such as baptism, confirmation, weddings, and funerals. Chaplains support the religious education program by teaching classes or through support of teachers and work with our pastoral care teams where appropriate as part of our holistic care of students for their flourishing.

COMMUNITY LIAISON MENTOR

Trinity College offers extra support as needed to students and, if necessary families to help integration into the school community to ensure students successfully access the curriculum. This may include one on one support for particular students, some translation assistance to make sure that students and the school clearly understand expectations and conversations with students to help them become confident learners.

COMMUNITY LIAISON MENTOR

Michael Akech	8254 6622 / 8523 8705	akechmi@trinity.sa.edu.au
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COUNSELLING SERVICES AT THE COLLEGE

Trinity College offers a professional counselling service to students at the College who are interested in accessing this support. This service is offered in support of student wellbeing and may include assistance for students or families to access specialised community supports. Students may access counselling at school independently, however School Counsellors always endeavour to work in partnership with families where appropriate.

There is a school counselling service on site at each Trinity school. In addition, we have a College Psychologist, who provides professional consultation, supervision and support to the School Counsellors, and is involved in strategic development of student wellbeing initiatives.

COLLEGE PSYCHOLOGIST			
	Lisa Johnson	8522 0666	johnsoli@trinity.sa.edu.au
SCHOOL COUNSELLORS			
Blakeview	Shea Scotland	8254 6622	scotlash@trinity.sa.edu.au
Gawler River	Nicole John Danka Barlow	8284 6035	johnni@trinity.sa.edu.au barlowda@trinity.sa.edu.au
North	Sally Tripp Danka Barlow	8523 8123	trippsa@trinity.sa.edu.au barlowda@trinity.sa.edu.au
South	Karen Twigg Danka Barlow	8523 8721	twiggka@trinity.sa.edu.au barlowda@trinity.sa.edu.au
Senior	Kayla Stasinopoulos Rachel Tarn	8523 8786	stasinka@trinity.sa.edu.au tarnra@trinity.sa.edu.au

WHAT IS A SCHOOL COUNSELLOR?

A School Counsellor is someone who has received special training in how to support other people to get through difficult times in life. Trinity College only employs School Counsellors who have recognised and reputable qualifications in psychology, social work, or counselling.

The role of a School Counsellor is to provide support to students about matters that are impacting on their wellbeing at school. Sometimes the matters dealt with by School Counsellors are contained to the school setting only, but often the matters addressed by School Counsellors at school are also relevant outside of school and especially at home and with family.

WHEN DO STUDENTS SEE A SCHOOL COUNSELLOR?

Students might request to see a School Counsellor when experiencing a difficult event, relationship or situation, when help is needed to manage overwhelming thoughts or feelings, when they have a mental health concern, or when they have a tough decision to make. Sometimes, a parent, caregiver or teacher or someone else might be the one to notice that things aren't right for a student and might recommend that a student see the School Counsellor. School Leadership staff may help to determine whether school counselling is a best response to support the student.

Some matters related to student emotional health and wellbeing are better addressed with other supportive adults at our schools. For conflicts between students, friendship concerns, general worry and general stress over schoolwork or grades, we ask that a student's class teacher, Head of House or Head of Pastoral Care be consulted in the first instance. If the matter is one that any of these people feel requires the involvement and expertise of the School Counsellor, they will assist students to contact the Counsellor as a matter of priority.

Our School Counsellors are not expected to provide the only source of ongoing, significant mental health treatment or intervention. Where significant or specialised mental health support is required by a student, the School Counsellor can encourage and assist students to obtain the proper support from local public or private mental health services in the area. School Counsellors may continue to work with a student, in collaboration with an outside agency or professional, to ensure the best outcomes for a student while they are at school. Sometimes, and for a variety of reasons, students may not be comfortable or willing to meet with a School Counsellor. In this instance School Counsellors are always happy to talk with students or families about community-based options that may be a better fit for them.

COUNSELLING IS CONFIDENTIAL

School Counsellors are bound by Privacy Laws and by a strict code of professional practice and ethics that requires them to maintain the confidentiality of the students they see. There are some situations in which it may not be possible for a School Counsellor to maintain this confidentiality. When the School Counsellor believes that the student is at significant risk of harm to themselves or others, when a student reports to us that another student is at risk, where a student discloses unlawful activity, or when the School Counsellor is required by a court of law to surrender information about a counselling relationship, the counsellor has a responsibility to disclose information about these matters to the Principal and in many cases to the parents or third-party services.

School Counsellors understand and respect the crucial role that families play in the lives of students at school and, wherever it is considered appropriate, work to either: encourage students to speak voluntarily to parents, carers or family about the issues they have brought to counselling, or seek permission from students to share key information with families, to facilitate the best possible support for students.

HOW DO SCHOOL COUNSELLORS HELP?

By Listening and Understanding

School Counsellors help by deeply and carefully listening, understanding and guiding students through discussion about problems. School Counsellors can help students to work through difficult feelings, thoughts, decisions or situations they are facing. School Counsellors can also advocate on behalf of students when it is important that a student's feelings and thoughts are understood by others.

By Building on Skills and Knowledge

School Counsellors support students to try-out, refine and weigh-up skills and strategies to help them respond to the current situation and build confidence to respond to difficult situations or experiences in the future.

By Providing Practical Help

School Counsellors can also help students with practical things like talking to teachers or families on their behalf and helping students to plan and manage their schooling demands in tough times.

* School Counsellors cannot provide an emergency or out of hours service*

- For support in an emergency telephone 000.
- For urgent mental health assessment out of hours contact the Women's and Children's Hospital Emergency Department who can provide assessment and support.

FLOW COUNSELLING SERVICES



Flow Psychology and Therapeutic Services are located in STARplex. Services include clinical psychology, educational psychology, occupational therapy and speech pathology. To improve access for families, Flow Psychologists also offer a service on site at each Trinity school. Please contact admin@flowpsych.com.au for information about referrals, pricing and appointments.

TELEPHONE AND ONLINE COUNSELLING OR SUPPORT

- **Kids Help Line** - 1800 55 1800 offers free, private and confidential, 24-hour telephone and online counselling service specifically for young people aged between 5 and 25.
- **eHeadspace** - (<https://www.eheadspace.org.au/>) is open from 8:30am –12:30 am every day. Students can create an account online to access free phone or online counselling support. This is for young people aged 12 to 25 years.



CULTURAL INCLUSION LEADER

A unique position to the College, working in a co-ordinated role with staff, students and families to increase capacity and knowledge for the College Reconciliation Action Plan (RAP) and for working with Aboriginal and Torres Strait Islander staff, students and families across the College. The Cultural Inclusion Leader brings together the fantastic work that is happening across the College, promoting the sharing of ideas and programmes and creating relationships.

CULTURAL INCLUSION LEADER		
Dale Giles	8523 8104	gilesda@trinity.sa.edu.au

DEFENCE SCHOOL MENTORS

The Defence School Mentor (DSM) Programme is designed to provide practical assistance to Defence families and support the social and emotional wellbeing of Defence students.



Trinity College has three DSMs that work across Trinity schools to assist Defence students and their families with changing schools, integrating into the school community and providing support during parental absences.

Further information about the programme can be found on the College website -

<https://www.trinity.sa.edu.au/community/parents>

DEFENCE SCHOOL MENTORS			
Gawler River / Blakeview (EY-10)	Leanne Sander	8284 6018	sanderle@trinity.sa.edu.au
North / South (7-10) Senior	Macey Holliday	8523 8101	hollidma@trinity.sa.edu.au
North / South (EY-6)	Kylie Harrison	8523 8155	harrisky@trinity.sa.edu.au

LEARNING INCLUSION

Inclusive education is an advanced, evidence-based teaching model that ensures all students have equal opportunities to access, participate in, and progress within the same learning environment as their peers. It involves integrating high-quality teaching strategies and making reasonable adjustments to foster a sense of belonging and success for every student, regardless of their abilities or backgrounds. This approach hinges on three critical elements: the educators' beliefs and attitudes (Philosophy), the physical and social environments of learning (Place), and the applied instructional methods (Practice), each vital to creating a comprehensive, inclusive educational setting.

YOUTH WORKERS

Our Youth Workers are a part of the broader Wellbeing Team at each Trinity school and they help support students to feel connected, safe and engaged at school. Youth Workers may be introduced to students to broaden their network of trusted adults at school and to build or rehearse skills to regulate emotion and navigate the day-to-day challenges of school life. Importantly Youth Workers may also help everyone to better understand and grow a student's unique skills and interests as a way to build engagement and connectedness. Youth Workers promote and coordinate school life activities which might include Breakfast Clubs, Operation Flinders and What's the Buzz programmes. Youth Workers do not offer formal counselling, but can support students to link in with a range of more specialised supports at school when needed.

COLLEGE INFORMATION A - Z

ARCHIVES

Records of the social history of our College are collected by the Trinity 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-visual recordings and many other cultural materials. The historical records are collected and preserved in the Archives Room, which is located within the Roma Waite Library at the Gawler site as a supplementary facility within the school.

Donations of items of historical significance are welcome. 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. If you would like to tour the Archives or learn more about College history, please do not hesitate to contact the Archivist by emailing archives@trinity.sa.edu.au

ASSESSMENT AND REPORTING

Formative and summative assessment at Trinity College occurs on a regular basis throughout the year to provide informative feedback for students and parents. This feedback helps teachers frame the classroom learning to improve student academic outcomes.

Students in the Junior School, receive written formal reports at the end of each semester. These reports are available for parents to view or print at any time via Schoolbox, the College's Learning Management System (LMS).

Students in the Middle School receive continuous feedback for each subject studied, which can be found in Schoolbox. They receive a written formal report at the end of each semester which is available for parents to view or print via Schoolbox.

Senior School students receive continuous feedback within Schoolbox, on all assessment tasks. Teachers provide accessible, relevant and timely feedback to students on where they are at with their learning, how far their learning has progressed and how to move forward with their learning in a continuous manner. Parents are able to view within Schoolbox this feedback at any time for an up to date snapshot of academic progress. Students in the Senior School will receive a written formal report at the end of each semester. These reports will be made available to view or print via Schoolbox.

BELL TIMES

	Lesson 1	Lesson 2	Recess	Lesson 3	Lesson 4	Pastoral Care	Lunch	Lesson 5	Lesson 6	Finish
Blakeview	8:50am	9:40am	10:30am	10:50am	11:40am	12:30pm	12:50pm	1:30pm	2:20pm	3:10pm
Gawler River	8:50am	9:40am	10:30am	10:50am	11:40am	12:30pm	12:50pm	1:30pm	2:20pm	3:10pm
Roseworthy	8:50am	9:40am	10:30am	10:50am	11:40am	12:30pm	12:50pm	1:30pm	2:20pm	3:10pm

* Co-curricular activities at Blakeview, Gawler River & Roseworthy occur between 3.10pm and 4.15pm

	Lesson 1	Lesson 2	Pastoral Care	Recess	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Finish
North	8:50am	9:40am	10:30am	10:50am	11:10am	12:00pm	12:50pm	1:35pm	2:25pm	3:15pm
South	8:50am	9:40am	10:30am	10:50am	11:10am	12:00pm	12:50pm	1:35pm	2:25pm	3:15pm

* Co-curricular activities at North and South occur between 3:30pm and 4:30pm

	Lesson 1	Lesson 2	Lesson 3	Recess	Lesson 4	Lesson 5	Lunch	Lesson 6	Lesson 7	Finish
Senior	8:40am	9:30am	10:10am	10:50am	11:10am	12:00pm	12:50pm	1:35pm	2:25pm	3:15pm
Senior - Wednesday	Double Lesson		TULIP	Recess	Lesson 4	Lesson 5	No Lessons			
	8:50am - 10:30am		10:30am	10:50am	11:10am	12:00pm	1:00pm Dismissal			

* Co-curricular activities at Senior occur between 3:30pm and 4:30pm

BUS SERVICE INFORMATION

Trinity College works in conjunction with private bus companies who provide travel to and from school for students. Further information and bus timetables are available from Central Administration, your school office and online from the Trinity College website at www.trinity.sa.edu.au/schools/transport.

Co-Curricular Bus Service

Trinity College offers its students a wide variety of co-curricular activities and some of these are only offered at our Gawler site. Therefore, to ensure students have access to all that Trinity College has to offer, a no charge, co-curricular bus service operates daily, for students at our Blakeview and Gawler River sites, taking students from their respective school to Trinity College Gawler. Students are required to register their name for this free service daily, by visiting their School Front Office.

CAMPS, TRIPS AND TOURS

Camps - Students at the College have the opportunity to attend a variety of camps. The following camps will run in 2024;

- Year 5 – Blackham Introduction Camp (2 days)
- Year 6 - Aquatics camp (3 days)
- Year 7 - Canberra Civics and Citizenship (5 days)
- Year 8 - Blackham Experiential camp (3 days)
- Year 9 - Flinders Ranges Experiential camp (4 days)

French & Chinese Language Trips - The opportunity for Trinity students to travel abroad occurs either through the language curriculum, service programme or competitions. Chinese and French are among the most commonly spoken and widely used languages in the world and both are taught at Trinity. Additionally, our students have the opportunity to visit China or France every second year as part of our cultural exchange programme with our sister schools in these countries.

Oak Valley Trip - Trinity College has partnered with the Oak Valley Aboriginal Community, to offer a unique opportunity for interested students in Years 9 -11 to grow their understanding of Aboriginal history, culture and perspectives, through a hands-on, immersive experience that will take place in Semester 2.

Snow Trip - Students in Years 10 -12, who are interested in snow and snow sports and are keen for an exciting challenge, are offered the opportunity to attend the annual Snow Trip to Mt Hotham, numbers are capped at 40. This is a highly popular event with tickets historically selling fast. Detailed communication will be posted to families closer to the date.

Trinity2Cambodia - Open to all Year 10 and Year 11 students, the Trinity2Cambodia Service Trip is a once in a life time opportunity to visit the beautiful country of Cambodia with a genuine purpose. The aim of the trip is to foster an understanding of what it means to “think globally, act locally” and to support others in an ongoing and sustainable way. More communication will be posted to families closer to the date.

Other Trips - Trinity is also invited by a variety of organisations to compete in sport, music, academic tournaments and other activities, which have resulted in invitations to travel abroad to represent the College or Australia, as well as interstate competitions.

Read more about Trips & Tours on the College website - <https://www.trinity.sa.edu.au/opportunities/co-curricular>.



CANTEEN

Each school has its own canteen, which provides students with lunch orders and counter service. School canteen menus can be requested from your school office and are viewable on the Qkr! App. In addition to cash and EFT, each canteen has a payment option of Qkr! Please ensure you are using the relevant school Qkr! page when ordering. Information about the Qkr! App can be found on page 28 of this booklet.

CO-CURRICULAR ACTIVITIES

Trinity College prides itself on creating many opportunities for students to explore new skills and develop their talents, throughout the school year. Trinity seeks to offer affordable and convenient arrangements for its students to enjoy a variety of activities external to the classroom. We aim to keep the prices of these activities as low as possible, with many at no extra charge, to assist with the cost of living pressures on families. View a guide of what's on offer here - <https://www.trinity.sa.edu.au/opportunities/co-curricular>

Students will have the opportunity to nominate for activities at key points during the school year – please look out for Schoolbox notices with more information on the nomination process when the dates get closer.

Contacts and further information on specific co-curricular activities can be located in Schoolbox Co-curricular Overview pages - <https://schoolbox.trinity.sa.edu.au/homepage/19508>

Please refer to the Bus section of this handbook for information about the free daily bus service in place for Blakeview, Gawler River and Roseworthy students.

COLLEGE BOARD

Consisting of elected and appointed parent/guardian representatives and members of the College community, the College Board appoints the Head of Trinity College who is responsible for the day-to-day operation of the College. The College Board sets the strategic direction of the College and ensures that the principles of good governance and accountability are evident at all times. The College Board also reports the College's finances at the Annual General Meeting. Visit the Governance page of our website for more information pertaining to the College Board - <https://www.trinity.sa.edu.au/one-college/governance-acara>.

COLLEGE DIARIES

Students in Junior and Middle School receive a College Diary as part of their stationery order each academic year. These diaries contain valuable information for students and parents. Diaries will be delivered to Junior and Middle Schools to be distributed by teachers at the beginning of Term 1. Students in Senior School do not use a diary as advice and information is provided through the Schoolbox system.

FAMILY HOLIDAYS DURING SCHOOL TERM TIME

It is less disruptive to student learning if family holidays are taken during school holidays but, we understand that for a number of reasons, this is not always possible. The nature of school instructional and learning pedagogy including explicit and hands on/group-based activities cannot be easily replicated outside the school environment. Given the voluntary nature of absences from school or family holidays teachers will not normally be expected to provide any further work. Likewise, it is not always possible to modify assessment periods for students when the absence from school is for a voluntary reason.

Junior School parents/guardians may wish to liaise with their child's classroom teacher about any required catch-up. In the Middle School and Senior School, the onus is on students to speak with their subject teachers regarding work requirements from missed lessons or assignments that may be due.

Government legislation requires planned absences from school for an educationally significant period of time (one week or more) have prior permission from the School Principal. Please enquire at your school for the correct form or download an Application for Exemption from School Enrolment form, located on the College website under Policies and Resources - <https://www.trinity.sa.edu.au/one-college/policies-resources>. Please complete and submit to your School Front Office.

ILLNESS / MEDICATION

In an event of illness or injury, students will be sent to the school office. A sick bay is available and parents/guardians will be contacted if the illness or injury is serious. In the event a parent cannot be contacted, the school will then contact the emergency contacts using details supplied to the College by the parent/guardian (please refer to page 52 – Update Your Contact Information). In an emergency, the school will seek medical attention on behalf of the parent/guardian.

If your child requires medication while at school, either regularly or on an occasional basis, please contact your school office. A medication form completed by the prescribing doctor/physician, in some cases by the parent, must be held by the school. The medication will be administered when required and according to the doctor's/parent'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.

Exclusion Periods for Infectious Diseases

SA Health recommends that individuals with certain illnesses be excluded from educational settings for a certain period of time. For a full list of the exclusion periods, please visit the [SA Health website](#).

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 makes available to students the use of the internet, email and online resources as part of the educational programme offered from Early Years (Reception) to Year 12. Students can only gain access to these resources by using their own username and password.

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 College 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 [Student Behaviour Policy](#). Trinity College, through the Director of Digital Learning and the Director of Information Technology, reserves the right to limit or terminate access to the computer network, including the internet, if the conditions outlined in the [BYOD Acceptable Use Policy](#) are breached.

Students are required to accept this policy because 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 remains individual responsibility on students to ensure that they use the College's resources responsibly for educational purposes. By asking students to accept a code of practice, students are aware of their rights and responsibilities in relation to using the internet and other computing resources.

LATE ARRIVAL / EARLY DEPARTURE

Parents/Guardians taking their child out during the school day, must ensure the child has been signed out at the school office before they leave the school grounds. Learn more about the procedure for early collection, by contacting your school office. Likewise, if a student arrives late to school they must sign in at their school office.

LEAVING THE COLLEGE - CEASING ENROLMENT

In accordance with the Terms and Conditions of Enrolment, if your child leaves the College prior to the completion of Year 12, a minimum of 10 school weeks' written notice in advance must be given. Failure to give the required notice will incur a fee equal to 10 weeks' tuition fees. To notify your Principal in writing of your intention to leave, contact your school office for a Notification of Intention to Leave form.

Please ensure your child has returned all items (including library books, musical instruments and laptops) and that any monies owing to the College (including OSHC fees, school office IOU's and camp payments) are finalised prior to your child's advised leaving date. After the last day of attendance, any charges and/or credits due will be applied to your school fee account. If there is a refund due, your bank account details will be requested.

A copy of the Terms and Conditions of Enrolment can be found on the website - <https://www.trinity.sa.edu.au/one-college/policies-resources>

LIBRARIES

	Hours	Phone	Email	Library Manager
Roma Waite (Gawler)	8:30am – 4:30pm	8522 0612	library.rw.returns@trinity.sa.edu.au	David Matters
Blakeview Library	8:20am – 4pm (closed at recess)	8254 5847	blakeview.library@trinity.sa.edu.au	Sonia Holton
Gawler River Library	8:30am – 3:50pm	8284 6012	library.gr@trinity.sa.edu.au	Ann Fyffe
Roseworthy Library	TBC	8522 9905	roseworthy.library@trinity.sa.edu.au	

Students are welcome to visit any of the 4 libraries across the College. Students are encouraged to visit outside of their weekly library lessons and to borrow for both recreation and research. Parents are also welcome to accompany their children before and after school. Our libraries have a wide variety of sections and resources for students and families ranging from learning to tie shoelaces, to puberty and cyber safety. The libraries often celebrate special events with displays.

With some differences across our libraries, where offered, students may;

- use the computer (study purposes only);
- play chess or other board games;
- participate in lunchtime activities;
- read;
- complete their homework;
- return or borrow books

Students are expected to be responsible for the items they borrow and this includes returning them on time and paying for loss or damage.



Library catalogue and the school's electronic databases can be accessed at home via Schoolbox. Students can also learn how to borrow our e-books and online audio books – just download the ePlatform app from your app store, find our library and log in using your library (student) ID, then browse and borrow an e-book to read on your device. With over 1500 titles to choose from and being accessible 24/7, there is something for everyone.

Blakeview, Gawler River and Roseworthy Libraries are also the contact for their schools Scholastic Book Club and the Premier's Reading Challenge.

Student ID Cards & Borrowing

Students in Years 7 to 12 are required to have an ID card which is updated annually. This card serves several purposes including library borrowing and student travel concession. The initial card is free but if lost, there will be a replacement cost of \$4. The Student ID card will also indicate their Student ID number, this number is allocated to them by the College. The Student ID number can be used to access the Online Public Access Catalogue from anywhere, to check due dates, loan or place reserves on books.

Blakeview & Roseworthy: Students in Early Years to Year 6 are required to have a library bag to safely transport library books to and from school. Library staff will record their Library (Student ID) number on their library bag. Students in Year 7-10 are able to use their Student ID card to borrow books, however it is not a requirement. Instead, all students will use their Student ID number to borrow books.

Gawler River & Roma Waite: Early Years to Year 4 students are required to have a library bag to safely transport library books to and from school. Students from Early Years to Year 6 are allocated a non-photo library card, which is used for library borrowing and kept at the library desk. Students in Year 7-12 are required to use their Student ID card when borrowing.

Library Bags

Trinity Library bags are available for purchase from STARstore or Blakeview Front Office. Library bags are a requirement for students in Early Years – Year 4 (and up to Year 6 at Blakeview) and are encouraged for older students as a great way of protecting our resources.

LOCK DOWN INFORMATION FOR PARENTS/GUARDIANS

A lockdown is a response to an incident or potential danger. SAPOL can notify a school of an incident in the immediate area, not necessarily on the premises, but still of concern and ask for a lockdown. This is not always due to criminal activity. It could be a stray animal, gas leak or situation that students should not witness like a car accident or aggressive adult behaviour. It can also be a hoax. A lockdown can also be the result of a dangerous situation noted by the school itself.

What Trinity College will do:

- The audible alarm initiating a lockdown is a 30-second-long continuous siren. Deactivation is 3 siren blasts.
- Regularly practise a lockdown so that staff and students are confident in the procedure.
- Send an SMS/email alert to the parents/guardians of students on the site affected. This alert is automated and will go to the primary contact on the school database.
- Send an all clear SMS/email alert to the primary contact of each student on the site affected when all clear is announced.
- Send an information email to parents/guardians of students on the site after all information has been collated and the all clear is announced.
- Have the Counsellor/Chaplain check in or debrief with students to support them after the all clear is sounded.

What you can do:

- Ensure your primary contact details are always up to date.
- On receiving an SMS alert notify other family members as necessary
- Resist the urge to ring the school. During a lockdown, school office staff may be keeping phone lines free to take calls from SAPOL or other such emergency organisations.
- Resist the urge to come to school. This could place you in a situation of danger.
- Trust staff to keep your child safe and supported.
- Don't speculate on social media. You will be given all the details, as known, in an email after the all clear.
- Do not come to pick up your child early unless directed. Children can build resilience if they are supported to return to normal routine as soon as the all clear is announced.

Parents can listen to the College Bell Warning system in Schoolbox – Parent Services

<https://schoolbox.trinity.sa.edu.au/homepage/19486>. This may be useful as a visitor to the school and or to listen to with your child if they have recently experienced a drill at school. Students also hear these sounds at school as part of College drill practices.

LOST PROPERTY

Lost property is returned to each school office and Central Administration. If the item is clearly marked, it is returned to the student. 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.

MOBILE PHONES

Trinity College acknowledges there are legitimate reasons for students to bring a mobile phone or personal digital device (i.e. smart watches) to school. All parent to student (and vice versa) contact during school hours, should be done via the school office. Please read the Mobile Phone & Personal Device Policy available on the website - <https://www.trinity.sa.edu.au/one-college/policies-resources>

NON – SMOKING

Trinity College is a non-smoking College. Consequently, smoking is not permitted anywhere on College grounds.

OSHC / VACATION CARE

Trinity College has an Out of School Hours Care service located at each of our school sites; Blakeview, Gawler (North and South), Gawler River and Roseworthy providing Before School Care (BSC), After School Care (ASC) and Vacation Care programmes (VAC).

Our goal is to provide inclusive and child-centred care that allows children to develop skills and independence through quality programming and positive child-educator relationships. We aim to offer children recreational experiences that provide for their social, physical, emotional and intellectual development, whilst also drawing on the interests of individual children to create a child-based programme. We encourage a collaborative culture that creates a strong sense of belonging within Trinity and the wider community.

We support, train and educate our staff to certify their skills and ensure that their knowledge is constantly developing, ensuring safe and inclusive practices for all children within our care.

Through the running of accessible, affordable quality care, our OSHC services contribute to the economic and social wellbeing of families and communities, assisting them to manage the competing demands of work, study and family. We provide care from the ages of 5-12 years but are able to accept children preschool age (3yr 9 months) and above the age of 12, by negotiation with the Director of the service. Each family is able to apply for Centrelink rebates - to find out more please contact the Director of OSHC your child is attending.

For further information about each service, please visit the Trinity College website:

<https://www.trinity.sa.edu.au/community/out-of-school-hours-care>

Co-curricular activities escort: Please discuss this with the Director at the service.

COLLEGE OSHC ENQUIRIES

BUSINESS MANAGER		Stephen Rosier	8522 0744	rosierst@trinity.sa.edu.au
BLAKEVIEW		GAWLER (North & South)		
Address:	Parklake Boulevard, Blakeview	Address:	Alexander Ave, Evanston South	
Telephone:	8254 5827	Telephone:	8523 8760	
Email:	gbvoshc@trinity.sa.edu.au	Email:	gawleroshc@trinity.sa.edu.au	
Director:	Eden Bowey boweyed@trinity.sa.edu.au	Director:	Michelle Boomer boomeremi@trinity.sa.edu.au	
GAWLER RIVER		ROSEWORTHY		
Address:	107 Angle Vale Road, Angle Vale	Address:	1 Regent Way, Roseworthy	
Telephone:	8284 6027	Telephone:	8522 9909	
Email:	groshc@trinity.sa.edu.au	Email:	roseworthy.oshc@trinity.sa.edu.au	
Director:	Silke Blasche blaschsi@trinity.sa.edu.au			

BEFORE / AFTER SCHOOL CARE

Blakeview	Gawler River	Gawler (North and South)	Roseworthy
6:30am to 8:30am 3:00pm – 6:00pm	6:30am to 8:30am 3:10pm – 6:00pm	6:30am to 8:30am 3:15pm – 6:00pm	6:30am to 8:30am 3:15pm – 6:00pm
Costs BEFORE SCHOOL CARE \$19.50 per session or \$24.50 for casual session		AFTER SCHOOL CARE \$28.00 per session or \$34.00 for casual session	

VACATION CARE / PUPIL FREE DAYS

Blakeview	Gawler River	Gawler (North and South)	Roseworthy
6:30am to 6:00pm	7:00am to 6:00pm	6:30am to 6:30pm	6:30am to 6:00pm
Costs <ul style="list-style-type: none"> • \$59.00 Home Day and \$76.00 Excursion Day + AC if booked prior to bookings closure date • \$59.00 Pupil Free Day if booked prior to the day + AC • \$76.00 Home Day and \$90.50 + AC if booked after the booking closure date • \$76.00 Pupil Free Day booked on the day <p><i>*AC is an Activity Cost which is charged in addition to the daily fee to expand the opportunities available to your child/ren, as we strive to provide the highest quality of care.</i></p> <p style="text-align: center;">Programmes and bookings are released Week 6 every term.</p>			

ALL OSHC SERVICES are CLOSED from Friday 22nd December 2023 to Friday 5th January 2024.

PARENT TEACHER INTERVIEWS

During the year there are two occasions for formal parent teacher interviews. These dates are set in our College calendar, please refer to the hard copy provided to families or on the website. Each school will provide information regarding the booking process and structure for the evening as the date gets closer.

Parents are welcome to make an appointment to see teachers on other occasions or email teachers if there are any concerns.

PARKING AND TRAFFIC AT THE COLLEGE

Policy

Trinity College has a number of car parks for the convenience of our parents, staff and students and because of requirements arising out of planning permission for the College. The College will maintain the car parks and monitor driver behaviour. Professional advice will be sought as necessary. All parking on College grounds is at the drivers' own risk.

Procedure

- Trinity College provides car parks for the convenience of people who need to park at the College (refer to the map on the College website).
 - Parents – three of the car parks for parents: STARplex, North & South parent car parks are subject to a parking agreement with the Town of Gawler that may inspect them and penalise drivers for parking infringements.
 - Staff & Students – there are designated places for staff and student parking, separate from parents at the Gawler site.
 - Gawler River, Blakeview & Roseworthy have shared car parks for staff, parents and visitors.
 - Blackham has a dedicated parking area.
- Speed in all car parks should be walking pace.

3. There are drop off zones in all parent car parks except STARplex which is a parking only car park. In order to use a drop off zone appropriately the following rules should be observed;
 - a. you must remain in your car;
 - b. please don't block other drivers;
 - c. drop off zones are intended for set down and pick up only;
 - d. please move up as spaces appear – this allows vehicles at the end of the queue to enter the drop off zone and clear traffic obstruction behind you.
4. Please encourage your child to use the safe pedestrian routes provided and not walk through car parks.
5. All parking in Trinity College car parks is at the drivers' risk. Incidents where it can be shown that damage was caused by Trinity College staff or equipment will be investigated and dealt with on a case by case basis by the Business Manager.
6. Trinity College has always gone beyond the number of car parks that might be required under planning approval to ensure that special events and peak times can be catered for.
7. There is an expectation of common courtesy and obeying the road rules in relation to the use of the car parks within the College grounds. Student safety is at the heart of these expectations.
8. In the car parks subject to agreement with the Town of Gawler Inspectors can issue expiation notices for inappropriate parking or disobeying road rules, and they will assist in monitoring driver behaviour in those car parks.
9. If drivers wish to complain about the driving of others, then they should be advised that there is little the College can do other than appeal to everyone to drive safely. If the complainant wishes to take it further advise them to call the Police who may or may not take action. If reporting to police, registration details and details of any other witnesses (even if just their vehicle registration number) may be helpful.
10. Trinity College Senior will take a supervisory role in relation to behaviour in the student car park.
11. It is expected that staff would park in designated staff car parks so as not to take away parks that should be available for parents and clients of STARplex.
12. The traffic design of the College is based on the principle of keeping students and cars separate. Staff should not park outside of car parks in order to be close to their classroom. This is particularly the case in term breaks when we have a lot of contractor and facility staff movement around the College.



MESSAGE FROM THE TOWN OF GAWLER



Each school has dedicated parent carparking, all are professionally designed by traffic engineers and regularly reviewed for opportunities to improve. All experience peak periods of congestion. Impatience, ignoring signage or disrespect for other road users can significantly increase the likelihood of an accident. The common offences that Council's General Inspectors will be targeting are:

- stopping/parking on a footpath (*you must not stop in a 'No Stopping' area at any time. Drop off and pick up is not allowed even for the briefest time*).
- parking on a NO STOPPING area i.e. yellow or school keep clear lines (*an unbroken yellow kerb line is a no stopping line and therefore the same rules apply as for a 'No Stopping' sign*).
- parking in a NO Parking area
- double parking
- parking in bus lanes
- parking on a nature strip or verge
- parking so that the vehicle causes an obstruction

Expiation fees can attract a penalty of up to \$111

Parking Around Schools

Due to the intense nature of traffic around schools at peak times, streets can represent heightened danger for children. Children are not easily visible and often act impulsively, which means if you are driving around a school please take special care, to ensure we keep our children safe. Remember that children copy grown-ups, encourage good road sense by watching them closely and leading by example. Avoid parking in drop off/pick up zones.

Helpful Tips for School Zones

As parents and caregivers, we have a great responsibility to ensure children stay safe in school zones. We also play a key role in educating children about road safety. The following are five helpful tips for safety in school zones:

- Allow enough time to take your child to the school gate safely and without rushing.
- Always observe parking signs and speed limits in and around school zones. They are designed to keep your child safe.
- Talk about signs and traffic lights with your child. Identify and discuss places where it is safe to get out of the car and cross the road.
- Teach your child how to cross the road using the 'stop, look and listen' process – stop at the kerb, look and listen for traffic and then decide whether it is safe to cross.
- Park a few streets away and walk your child to school. This is also good exercise and helps teach your child road safety rules.

Going against the road rules places not only your child's life at risk, but those of others. The Inspectorate team at the Town of Gawler appreciate your support to re-enforce these important rules.

PRIVATE INSTRUMENTAL MUSIC LESSONS

Trinity College provides facilities to private tutors who conduct instrumental lessons for all students. Music tutors are NOT College staff therefore the music lessons are a private agreement between the family and music tutor. Payments for lessons are to be made directly to the music tutors.

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	Percussion (<i>drum kit, tuned percussion</i>)
Oboe	Violin	Trombone	Voice
Clarinet	Viola	French Horn	Piano
Bassoon	Cello	Tuba	Ukulele
Recorder	Double Bass	Trumpet	Guitar (<i>acoustic, electric, bass</i>)

Cost of Lessons

Please note that as the payment for instrumental music lessons forms the livelihood of 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.** The cost for Instrumental Music Lessons in 2024 is:

Individual:	\$30.00 each
Group of two:	\$20.00 each
Administration:	\$22.00 per year

Hire of Instruments

A Hire form must be completed before the instrument is issued. These instruments are available for hire at the given rates per term:

Flute	\$55.00	Violin	\$55.00	Trumpet	\$55.00
Clarinet	\$55.00	Viola	\$55.00	Trombone	\$55.00
Oboe	\$55.00	Cello	\$55.00	French Horn	\$55.00
Bassoon	\$55.00	Double Bass	\$55.00	Tuba	\$55.00
Alto Sax	\$55.00	Tenor Sax	\$55.00	Euphonium	\$55.00

It is important to note, that if Instrument Hire is no longer required, the instrument must be returned promptly to the Music Department. **It is at this time that charges will cease.**

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

Reeds, Instrumental books and Instrumental accessories can be purchased from the Music Department Office.

Lesson Enrolment

An instrumental music lesson enrolment form can be submitted electronically by logging on to your Schoolbox account and selecting 'Parent Services' on the side menu, then Instrumental Music Lesson Information. Alternatively, you may complete the lesson enrolment form by following this direct link: [Instrumental Music Lessons Enrolment Form](#). This form must be completed prior to commencing instrumental music lessons.

Music Office Contact Details

Director of Instrumental Music	Louise Skelton	8522 0665	skeltolo@trinity.sa.edu.au
Music Office Manager	Kerry Goode	8522 0637	goodke@trinity.sa.edu.au

SCHOOLYARD SUPERVISION

Students should not be on school grounds before or after yard duty times; they will not be supervised.

Before school yard duty commences at 8:20am at all sites.

After school yard duty concludes;

- 3:35pm at Blakeview and Roseworthy
- 3:30pm at Gawler River
- 3:45pm at North and South

Unless the student is at STARplex for a supervised activity, they should not be dropped off or collected from STARplex. Students should be dropped off and collected at the designated school drop off zone. Parents/guardians are asked to adhere to the speed limits in and around College grounds.

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.

For safety reasons, all schools have reserved certain areas 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.

SCHOOL MAPS

Available on the Trinity College website (<http://www.trinity.sa.edu.au/contact/central-admin>) and all school offices. 360 Virtual tour (<https://www.advancedpromo.com.au/tours/tcgawlersite/>) available on the Trinity College website.

SOLAR PROTECTION

Sun protection for students at school is a shared responsibility between parents, students and the school. Visit the website for more details <https://www.trinity.sa.edu.au/one-college/policies-resources>.

Sunscreen

SPF30+ sunscreen cream is a 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 day during the SunSmart period of 1st August to 30th April.

Students will be required to wear their hats or stay in a shaded area during 1st May to 31st July when the UVR reading is 3 or above.

Optional Accessories

The regulation blue woollen beanie can be worn to and from school and during recess and lunch but should not replace the regulation hat during the SunSmart period.

Co-Curricular Activities

Students are required to wear a hat during the SunSmart period of 1st August to 30th April when under taking an outdoor co-curricular activity. Students may remove their hat when undertaking a specified activity that makes wearing a hat difficult, eg. bowling.

Sunglasses

Students may wear approved sunglasses when undertaking outdoor activities. The College recommends that parents check that their children's sunglasses comply with Australian Standards AS 1067:2003 (Category 2, 3 or 4).

Long Sleeve Shirts

All Trinity shirts are monogrammed with the College name or crest and may be worn all year round. When worn as part of the Formal Uniform, the shirt is worn with a tie. The short sleeve shirt may be worn without a tie in Summer. Short sleeve shirts are available in banded and non-banded styles in all sizes. Non-banded shirts are required to be tucked in at all times. A full version of the College's Solar Protection Policy may be obtained by contacting your school office.

SPORTS CANCELLATIONS

Cancellations and scheduled amendments are posted on Schoolbox each day.

STATIONERY SUPPLIES

General student stationery supplies can be purchased as required by students during office hours (refer page 9 for hours):

- Blakeview Front Office
- Gawler River Front Office
- Roseworthy Front Office
- Central Administration

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 Risk Manager, Aon Risk Services Australia Ltd is 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. The cover is for 24 hours a day/seven days a week. This plan has limited cover and families should consider it in conjunction with your own health insurance requirements.

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

- 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.
- ambulance cover, for both accident and illness emergencies.

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 up to \$20,000 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.

This schedule is intended to be indicative only; actual benefits for an incident can be advised on request. Please contact Central Administration should you require a complete schedule of benefits and compensation.

Permanent or second teeth (not being denture or fillings)	Per tooth
Loss of teeth due to accidental breakage/fracture	\$350
Crowning or similar restoration of accidentally fractured or broken teeth	\$300
<i>Maximum payable for any injury/s</i>	<i>\$5,000</i>

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 \$250 per week for a maximum of 52 weeks.

Emergency Home Help - 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 \$250 per week for a maximum of 52 weeks.

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 and Medicare (**please note that no coverage is available for 'Medicare gap' expenses**) may be reimbursed. The insurer will pay 100% of incurred expenses up to \$7,500 per injury event.

How to lodge a claim – While your first priority is your family, this Plan provides you the reassurance that other matters, such as the financial implications, are not an added burden.

Should the need arise to make a claim please:

- complete the School Student Accident Claim Form which is available on the College website - <https://www.trinity.sa.edu.au/one-college/policies-resources> (also available from Central Administration & school offices).
- have a doctor complete the Medical Practitioner's statement, then
- arrange for the school's Principal or Office Manager to complete the applicable section. The school office will forward the forms to the Office Manager at Central Administration for lodgement with the insurer.

Ambulance Cover at School

Trinity College now has Ambulance cover as part of the Student Accident Protection plan. This is a 24/7 policy and covers all accidents that happen to Trinity College students at school or at home. This cover includes pre-existing conditions.

In the event that an ambulance is called; the ambulance bill will be addressed to the parents/guardians of the student who was transported.

This bill can be paid a number of ways:

- by the parents and claimed as part of the Students Accident Claim
- via the parents' own ambulance cover
- via the parents' own private insurance

Alternatively, the unpaid ambulance bill can be given to the school office. The College will pay the bill and claim the cost via our Student Accident Protection Plan.

STUDENT LEADERSHIP

College Captains

The Trinity College Senior (TCS) Prefect model operates using two College Captains and two Vice Captains. All four will share duties dependent on their individual strengths. Captains and Vice Captains may meet periodically with the Head of the College and the Principal of TCS. These representatives will be selected during a self-nomination and voting process to determine the Prefect group, carried out at the end of Year 11 in preparation for the following year.

Students wishing to nominate for Prefect/College Captain should be exemplary role models, maintain an academic record that suggests they will have the time and energy to devote to the role of Prefect, have an exemplary attendance record, demonstrate initiative, create a positive impact at TCS, have an appropriate social media footprint and be committed to all facets of the position

College Prefects

In an ideal world we have an expectation that all of our Year 12s are leaders but, in practical terms, a representative group is selected as Prefects to serve the needs of the students and the College.

We want our Prefects to provide leadership that is;

- Contemporary

- Distributed
- Inclusive

The role of Prefect is to serve and represent their peers and the College. Prefects are ultimately responsible to the Head of the College but will have a direct reporting connection to the Principal of TCS and delegates of the Principal. This position is for one year (four terms).

Prefects will establish leadership/student voice teams as well as represent the College at community and public events such as ANZAC Day and some EY-10 assemblies across the College. Prefects should also be the voice of students at events such as Open Day, Year 10 and Year 11 transition programmes and on school tours where requested.

It is important that Prefects seek to understand the views of students in the College and represent them to the Head of the College, then be involved in the plans for positive change. The Prefect group will also work alongside the Year 11 Student Leader group for the benefit of TCS and its community.

School Captains and Leaders

EY-10 schools have slightly varied Student Leadership roles, all essentially recognising the importance of student voice and promoting leadership growth and opportunities for its students. Each EY-10 school has two School Captains (Year 10 students) who are supported by Junior and Middle School Student Leaders.

Each House within the EY-10 schools also have leadership roles for students, further strengthening student voice, embracing leadership qualities and building our leaders of tomorrow.

STUDENT SUCCESS

The College shares news via its social media platforms and on the News section of the website. Please send any content to social@trinity.sa.edu.au.

STUDENT VEHICLES

Students who wish to drive to school, with or without passengers, must have permission from parents/guardians 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. Students must not park vehicles in the STARplex car park. Senior School students will be issued with a car park permit once a car park registration form, available from the Senior Front Office, is completed. The permit must be displayed whilst parked on school grounds. Permits are available for issue at any time, all year.

UNIFORMS / STARstore

STARstore

18-20 Alexander Avenue, Evanston Park
Telephone: 8522 0643 or 8523 8126

Trading Hours

Monday to Friday 8am to 5pm
Saturday 9am to 12pm

Changes to STARstore hours will be communicated via website or social media

It is a requirement of the College that the Trinity uniform be worn by all students at all times. Please click on the link to view Trinity College Uniform Guidelines and Uniform Price List here - <https://www.trinity.sa.edu.au/schools/uniforms>



All uniform items are available for purchase either in the STARstore or via the College's Qkr! App (refer page 28 for Qkr! Information).

Please allow plenty of time when purchasing uniforms, as some items may need to be ordered.

Also available for purchase are school shoes and sandals, active wear, goggles and other giftware. STARstore is also an agent for Gawler Dry Cleaners.

Pre-used Clothing is Available for Purchase

When bringing your second-hand items to STARstore to be considered for sale, the items must be **clean, not altered, have the current logo and in reasonable condition**. Suitable items are purchased at set prices and will incur a standard administration fee of 30%. Payment will be made by way of credit to your school fee account or funds being deposited into your nominated bank account. Please note that proceeds of purchase will be allocated first to amounts outstanding to the College.

UPDATE YOUR CONTACT INFORMATION



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 via your school office. We always appreciate families passing changes onto us as they occur.

Email addresses seem to be the most changeable piece of information we maintain and are a vital means of contacting families and ensuring that they are up to date with information about the College. If your email address has changed or if you have an email address when you did not previously have one, please supply details to your school office or alternatively use the Trinity College online Portal via Schoolbox. Information about Schoolbox can be found on page 15.

VALUABLES AND SPENDING MONEY

Large amounts of money and valuable items should not be brought or kept at school. If it is necessary we suggest that it should be lodged with the school office. Trinity College offers a range of payment options, eliminating the need for students to carry large sums of money, please contact your school office to discuss payment options for a particular event/activity.

The College is not responsible for lost items. Students are encouraged to use their lockers where provided, or lodge valuables with the school office for safe keeping.

Please label your child's property – uniforms, lunch boxes, hats, PE bags, laptops, shoes etc. If an item is named, school offices are then able to notify students to collect their found item.

VISITORS

Outside of dropping off or picking up students, visitors to College sites must sign in at the school office or Central Administration. Visitors are also required to sign out when they leave the College. This process ensures that all people on the College grounds can be accounted for in the unlikely event of an emergency situation.

An evacuation is signalled by repeated siren tones for a duration of 5 minutes. Visitors are asked to follow instructions provided by staff to proceed to a nearby evacuation point and report to a school official.

A lock down is signalled by a continuous siren tone for a duration of 30 seconds. Visitors are asked to follow instructions provided by staff to proceed to the nearest lockable room and await further instruction. Please refer to page 42 for more information on lock downs. Both an evacuation and lockdown are deactivated with a 3 siren blasts.

YOUR SCHOOL COMMUNITY

Trinity College is proud of its strong community support which dates back to the founding days of the school when families 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: 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 attending school events.

HOMESTAY



Trinity College is always on the lookout for families who are interested in providing short-term or long-term homestay for both international and country students of Trinity College. Homestay entails opening up your home to a visitor (student) who will live as part of your family. Previous homestay families report the experience as

being both highly rewarding and interesting. Families will be remunerated for having a homestay student, currently at the rate of \$43 per night.

If you are interested in finding out more, please contact Stephen Rosier on 8522 0644 or Brenda De Duonni on 8523 8744. Initially we are seeking an expression of interest and then families can fill in an application form. We would like to build our Homestay Family database in preparation for future students. All members of the household will require the following clearances where applicable (refer to page 54 for more information on these clearances);

- WWCC (over 14 years of age)
- RRHAN (over 14 years of age)
- Child Safe Policy Acknowledgement

PARENTS AND FRIENDS COMMITTEE

The Trinity College Parents and Friends are subcommittees of the College Board and are comprised of Parents and Friends from each EY-10 school of the College. Each school committee meets once or twice a term. 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 as well as raise funds for the benefit of the College. If you would like to be involved in your school’s Parents and Friends Committee, please contact your School Parents & Friends President:

Blakeview President	Tina Cole	8254 6622 / blakeview.pandf@trinity.sa.edu.au
Gawler River President	Karla Smith	8284 9257 / gawlerriver.pandf@trinity.sa.edu.au
North President	Steven McKenney	8522 0642 / north.pandf@trinity.sa.edu.au
South President	Angela Curthoys	8522 0626 / south.pandf@trinity.sa.edu.au

OLD SCHOLARS SPORTING CLUBS

There are five Old Scholars sporting clubs that members of the wider community can join. The Pavilion located on the Waldeck Oval is the unofficial home to these sporting clubs - Football, Hockey, Cricket, Netball and Tennis. The sporting clubs host fundraising activities and social events throughout the year. All sporting club contact details are on the College website <https://www.trinity.sa.edu.au/community/old-scholars/old-scholars-sporting-clubs>



VOLUNTEERING AT TRINITY COLLEGE

Trinity College is proud of its strong community support which dates back to the founding days of the school when families 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: 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 attending school events.

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 \$42.00 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 as Volunteers make a highly valued contribution to the College.

We invite parents/guardians/grandparents/aunts/uncles of the College who are interested in becoming a Volunteer or LAP Mentor to register now, so that when need arises we can call on your assistance. To register interest or request more information, please email volunteering@trinity.sa.edu.au.

Learning Assistance Programme (LAP)

One highly valued group of volunteers are our dedicated LAP volunteers. These volunteers come into the College to provide one to one mentoring for the same student each week for one 50-minute lesson. Volunteers nominate a time that works well for them. Students may be involved in LAP to develop confidence in learning, to extend a talent or to develop new skills in a fun and creative way. The primary focus is on making LAP available to students who would benefit from having a positive, learning-based relationship with a caring and safe adult or senior student mentor. Volunteers and students are matched on shared interests, the student's needs and the skills and talents of the volunteer. LAP volunteers are not reimbursed for their time. If you are interested in this programme, please contact the LAP Coordinator at each of the schools. Further information about our LAP programme can be found on the website - <https://www.trinity.sa.edu.au/opportunities/positive-education-snapshot/learning-assistance-program>

LAP CO-ORDINATORS			
Blakeview	Sheralyn Farley	8254 5899	blakeviewlap@trinity.sa.edu.au
Gawler River	Jodie Chancellor	8284 6011	gawlerriverlap@trinity.sa.edu.au
North	Josie Burns	8523 8711	northlap@trinity.sa.edu.au
South	Natalie Apostolopoulos	8522 0626	southlap@trinity.sa.edu.au

Screening of Volunteers

The College requires that all persons involved with children, including volunteers and parent/guardian helpers, student volunteers, obtain relevant security clearance. This applies also to parents/guardians who assist with overnight camps, classroom reading, excursions.

At Trinity College, the following clearances are required;

WWCC

A Working With Children's Check (WWCC) can be initiated for anyone aged 14 and above. A WWCC will last for 5 years from date of issue. There is no cost for volunteers to have this check completed. Please speak to your school office or Central Administration to have the process commenced. A 100-point identity check is either processed online or your original documents brought to the College for verification. Turnaround times can vary so please allow plenty of time.

RRHAN-EC

For all volunteers aged 14 and above, the online fundamentals course can be accessed here:

<https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses>. The course takes approximately 2 hours and at the end you will be presented with a certificate to download. A copy would need to be provided to the College if you were to become a volunteer.

Child Safe Policy Acknowledgement

Signed each year, acknowledging the College Child Safe Policy and Code of Conduct. Information will be provided to each person required to acknowledge the above-mentioned documents, at a date set by the College, this date may vary depending on the department you are linked to. These documents are available on our website at all times - <http://www.trinity.sa.edu.au/one-college/policies-resources>

STARplex

STARplex (www.starplex.com.au) is a state-of-the-art facility owned and operated by Trinity College as a not-for-profit recreation centre for the benefit of the school and the community. STARplex is home to the College Uniform Shop (STARstore) but the centre also boasts: heated indoor swimming pools, air-conditioned sprung floor courts, fitness centre, Pilates studio, café, creche and theatre. Current parents and old scholars are eligible for discounts in fitness and swim centre programs.

STARplex does not offer a school age child minding service and school age students are not permitted to be in STARplex unaccompanied by an adult outside school operating hours, unless enrolled in a STARplex program.

As a Trinity Current Parent - show your Trinity School Account at STARplex Reception to receive your Corporate Discount...



FITNESS MEMBERSHIPS
10% discount. No joining fee.
+ Ask about eligible discounts*
GYM / GROUP FITNESS / WATER FITNESS *T&C Apply



SWIM CENTRE
Swim Centre Membership discounts.
50% discount on 3rd* child for Learn to Swim.
10% discount on Squad Fees (from State development onwards)
STARplex Swim School accepts the SA Government Sports Vouchers *T&C Apply



BABYGYM & KINDERGYM
First 2 WEEKS FREE* When purchasing a full term *T&C Apply
(New participants only)
Kindergym and Babygym are Gymnastics Australia's fun and playful movement based learning experience designed specifically for children 5 years and under.

Additional Special Offering at STARplex...



MEMBER DISCOUNT **PILATES STUDIO**
Join the Fitness Centre & get discount on Pilates!
Discover a new full body workout with Reformer Pilates classes.
*T&C Apply

GET ACTIVE TODAY!

Phone 8522 0622

Email: enquire@starplex.com.au

ASK US FOR A FREE TOUR...

FREE crèche available



STARplex EVANSTON PARK, SA | www.starplex.com.au  