

2025

# 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.



TRINITY COLLEGE

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



# TABLE OF CONTENTS

<b>ABOUT TRINITY.....</b>	<b>5</b>
TEACHING AND LEARNING AT TRINITY.....	5
PRESCHOOL.....	6
JUNIOR SCHOOL (Reception – Year 6).....	6
MIDDLE SCHOOL (Year 7 – Year 10) .....	7
SENIOR SCHOOL (Year 11 & Year 12) .....	7
<b>NEW FAMILIES - INFORMATION AND WELCOME.....</b>	<b>9</b>
RECEPTION TO YEAR 10 STUDENTS .....	9
TRINITY COLLEGE SENIOR (Year 11 & Year 12) .....	9
<b>CONTACT INFORMATION &amp; OFFICE HOURS .....</b>	<b>10</b>
<b>SENIOR STAFF / KEY STAFF .....</b>	<b>12</b>
<b>COMMUNICATION .....</b>	<b>15</b>
CALENDAR.....	15
COMMUNICATING WITH THE SCHOOL .....	15
FACEBOOK / INSTAGRAM.....	15
NEWS.....	15
SCHOOLBOX NOTICES .....	15
SMS.....	15
TRINITY COLLEGE APP .....	16
TRINITY TIMES.....	16
YEAR BOOK.....	16
WEBSITE .....	16
SCHOOLBOX .....	16
<b>DATES OF IMPORTANCE.....</b>	<b>19</b>
2025 TERM DATES.....	19
CHRISTMAS HOLIDAY CLOSURES .....	19
KEY DATES .....	19
<b>EVENTS.....</b>	<b>20</b>
COLLEGE AGM .....	20
GRADUATIONS (Years 6 & 10).....	20
GRANDPARENTS' AND SPECIAL FRIENDS' DAY .....	20
HOUSE DINNERS .....	20
OPEN DAY.....	20
PRESENTATION BALL .....	20
SPEECH AND AWARD CEREMONIES .....	21
YEAR 12 FORMAL.....	21
VALEDICTORY .....	21
<b>FINANCE AND SUPPORT .....</b>	<b>22</b>
SCHOOL CARD SCHEME.....	22

SAVE FOR YOUR CHILD’S EDUCATIONAL FUTURE .....	22
FEE & SUPPORT STRUCTURE 2025 .....	23
PAYMENT AGREEMENT FORM.....	25
EDSTART .....	26
Qkr!.....	27
<b>BOOKLISTS.....</b>	<b>29</b>
JUNIOR & MIDDLE SCHOOL .....	29
MIDDLE SCHOOL.....	29
SENIOR SCHOOL.....	30
<b>SCHOLARSHIPS / TRINITY COLLEGE FOUNDATION .....</b>	<b>31</b>
SCHOLARSHIPS AVAILABLE .....	31
EVENTS .....	31
LOCATION .....	31
DONATIONS .....	31
<b>POLICIES AND RESOURCES .....</b>	<b>32</b>
CHILD SAFETY .....	32
BRING YOUR OWN DEVICE (BYOD) PROGRAMME .....	33
PLAYING SPORT POLICY .....	34
SUN PROTECTION POLICY .....	35
<b>WELLBEING AND SUPPORT (Students and Families) .....</b>	<b>36</b>
CHAPLAIN .....	36
COMMUNITY LIAISON MENTOR .....	36
COUNSELLING SERVICES AT THE COLLEGE .....	37
CULTURAL INCLUSION LEADER.....	39
DEFENCE SCHOOL MENTORS.....	39
LEARNING INCLUSION .....	39
YOUTH WORKERS .....	39
<b>COLLEGE INFORMATION A - Z .....</b>	<b>40</b>
ARCHIVES .....	40
ASSESSMENT AND REPORTING.....	40
BELL TIMES.....	40
BUS SERVICE INFORMATION.....	41
CAMPS, TRIPS AND TOURS.....	41
CANTEEN .....	42
CO-CURRICULAR ACTIVITIES .....	42
COLLEGE BOARD.....	42
COLLEGE DIARIES.....	42
COMBINATION LOCKS AND STUDENT LOCKERS .....	42
FAMILY HOLIDAYS DURING SCHOOL TERM TIME .....	42
ILLNESS / MEDICATION .....	43
INSTRUMENTAL MUSIC LESSONS (Private) .....	43

INTERNET AND EMAIL .....	44
LATE ARRIVAL / EARLY DEPARTURE .....	44
LEAVING THE COLLEGE - CEASING ENROLMENT .....	44
LIBRARIES .....	45
LOCK DOWN INFORMATION FOR PARENTS/GUARDIANS .....	46
LOST PROPERTY .....	46
MOBILE PHONES.....	46
NON – SMOKING .....	46
OSHC / VACATION CARE.....	47
PARENT TEACHER INTERVIEWS .....	48
PARKING AND TRAFFIC AT THE COLLEGE .....	48
SCHOOLYARD SUPERVISION.....	50
SCHOOL MAPS .....	50
SPORTS CANCELLATIONS .....	50
STATIONERY SUPPLIES.....	50
STUDENT ACCIDENT PROTECTION PLAN.....	51
STUDENT LEADERSHIP.....	52
STUDENT SUCCESS .....	53
STUDENT VEHICLES .....	53
UNIFORMS / STARstore.....	53
UPDATE YOUR CONTACT INFORMATION.....	55
VALUABLES AND SPENDING MONEY .....	55
VISITORS.....	55
<b>YOUR SCHOOL COMMUNITY .....</b>	<b>56</b>
HOMESTAY.....	56
PARENTS AND FRIENDS COMMITTEE .....	56
OLD SCHOLARS SPORTING CLUBS .....	57
VOLUNTEERING AT TRINITY COLLEGE .....	57
STARplex.....	58

## 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'. 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 4,500 students from Preschool to Year 12. Our sites are located on Kaurna land and pay respect to all First Nations people.

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 extending gifted and talented students.

## TEACHING AND LEARNING AT TRINITY

The Trinity Educational Model (TEM) is our framework for teaching across the College. It is designed as a unifying document to support students and staff in their growth, learning and flourishing.

Specifically, this framework looks to:

- drive College improvement, tone, and culture;
- underpin a focus on growth and improvement for all;
- improve data and communication flow between schools;
- provide a framework for key teaching and learning decisions;
- focus our professional development;
- enable more significant evidence-based pedagogy and wellbeing programmes to be delivered;
- deliver improved mentoring, staff and student agency, coaching and feedback; and
- improve quality and consistency across the College.

Trinity College nurtures young people to flourish personally and academically through a holistic and expansive approach to education. We believe that:

- The place where learning happens is not just in the classroom. Learning occurs best when students have agency and opportunity to engage in rich and authentic learning environments.
- The nature of intelligence is expandable. At Trinity, we understand that effort and persistence are strong predictors of student success. We want learners to appreciate that their capacity for intelligence can grow as they practise things and that making mistakes is central to effective learning.
- The purpose of education is to build the capabilities of the whole child so that they become effective learners who can contribute positively to society. The future of education includes building capabilities alongside subject knowledge.
- Students should be provided opportunities to develop and live their values in the service of others.
- Our educators as professionals know and understand when their learners are making progress. Progress is one of our central tenets of learning. Progress is about increments of academic achievement but is also about mastering wider skill-sets.

Our Education Model ensures that we are using all our resources to genuinely contribute to student progress. We will monitor key components of effective learning via evidence, and promote quality dialogue between educators and learners.

Our Values of Openness, Opportunity, Excellence, and Community underpin our organisational purpose and approach to education and complement our academic and wellbeing focus. Other dimensions of College life such as our co-curricular and service learning programmes reinforce and enhance our model.

We embrace our Anglican traditions which seek to show God's love to all. Our TEM should be read in context with the College mission, aims and strategic intentions. We actively seek to create an inclusive environment built on truth, justice, and love.



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.

## PRESCHOOL

Trinity College provides an innovative early learning programme for children aged three to five. While full-day sessions are preferred, half-day options are available upon request. The environment offers engaging activities that allow children to learn and practice skills at their own pace.

The College has three Preschools located in Evanston South, Gawler River, and Roseworthy, each providing a high-quality, play-based educational programme in a safe, supportive, and stimulating environment. Nature Play is a core part of our educational approach. Guided by the Early Years Learning Framework (EYLF), these Preschools are Montessori-inspired, creating individualised learning experiences that support each child's growth.

Our school transition programme begins as soon as children join, including visits to Trinity's facilities like the library, farm, playgrounds, chapel, and even classroom interactions. This programme helps children feel comfortable and connected as they prepare for formal schooling.

## JUNIOR SCHOOL (Reception – Year 6)

We 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.

## SENIOR SCHOOL (YEAR 11 & YEAR 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 up to 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.



## Year 12 Results – 2023

- 21 students attained an ATAR above 90.
- The top 3 students attained ATARs above 98 placing them in the top 2.0% in Australia.
- Over 55 Trinity students scored ATARs above 80.
- 345 'A' Grades were awarded.
- 39 A+ grades were attained with 10 Merits.
- 100% of Trinity students achieved their SACE.
- 22 students commenced university courses while still at school – with 12 High Distinctions and 11 Distinctions
- 28 students completed a Certificate II VET qualification
- 84 students studied a Certificate III VET or higher qualification
- 66 students used VET towards their ATAR calculation
- 17 Year 12 students completed a Certificate III skillset used towards their SACE
- 15 students completed a school-based traineeship or apprenticeship within SACE

## 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 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 partnerships 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

## 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 2025 College calendar will be delivered to new families in November 2024.

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

### Welcome Afternoon

On Friday, 24 January, new families with students in Reception – Year 10 will be invited to meet the teacher and drop off books and stationery in the classroom. Current Junior School families will also be invited to drop off their books and stationery during the designated time. Specific times for each school will be communicated to parents closer to the date.

### P&F Welcome Morning Teas

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	8:50am	Under verandah Building 1	Term 1 Tuesday 28 January	Term 3 Tuesday 22 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 & Year 12)

All current Year 11 students (2024) will have the opportunity to meet with their peers and teachers in TCS Studio at 8:50am on Monday 1 December 2024. A two-day programme has been coordinated for students to aid their transition to Year 12 2025. The programme concludes at 3:15pm on Tuesday 2 December 2024.

All current Year 10 students (2024) will have the opportunity to meet with their peers and teachers in the TCS Studio at 8:50am on Thursday 4 December 2024. A two-day programme has also been coordinated for these students to aid their transition into Senior School for Year 11 2025. The programme concludes at 3:15pm on Friday 5 December 2024.

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 Advocate 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 2025 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 & OFFICE HOURS

### Trinity College

Address Alexander Ave, Evanston South  
Postal Address PO Box 131, Gawler 5118  
Email [office@trinity.sa.edu.au](mailto:office@trinity.sa.edu.au)  
Website [www.trinity.sa.edu.au](http://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](mailto:office@trinity.sa.edu.au)

### Central Administration

Address Alexander Ave, Evanston South  
Telephone 8522 0666  
Email [reception@trinity.sa.edu.au](mailto: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](mailto:enquiry@trinity.sa.edu.au)

### Fee Accounts

Address Alexander Ave, Evanston South  
Telephone 8522 0666  
Email [finance.office@trinity.sa.edu.au](mailto: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](mailto: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](mailto:oldscholars@trinity.sa.edu.au)  
Website <https://www.trinity.sa.edu.au/community/old-scholars>

### Trinity College Blakeview

Address 3 Inbarendi Dr, Blakeview  
Telephone 8254 6622  
Email [blakeview.office@trinity.sa.edu.au](mailto:blakeview.office@trinity.sa.edu.au)  
Absentee SMS 0477 113 775  
Absentee Email [bla.absence@trinity.sa.edu.au](mailto:bla.absence@trinity.sa.edu.au)  
Office Hours 8:30am – 4:00pm (term time)  
*Closed during school holidays*

### Trinity College Gawler River

Address Heaslip Rd, Angle Vale  
Telephone 8284 9257  
Email [gawlerriver.office@trinity.sa.edu.au](mailto:gawlerriver.office@trinity.sa.edu.au)  
Absentee SMS 0439 292 291  
Absentee Email [gaw.absence@trinity.sa.edu.au](mailto: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](mailto:north.office@trinity.sa.edu.au)  
Absentee SMS 0437 474 477  
Absentee Email [nor.absence@trinity.sa.edu.au](mailto: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](mailto:roseworthy.office@trinity.sa.edu.au)  
Absentee SMS 0428 952 293  
Absentee Email [roseworthy.absence@trinity.sa.edu.au](mailto: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](mailto:senior.office@trinity.sa.edu.au)  
Absentee SMS 0417 978 221  
Absentee Email [tcs.absences@trinity.sa.edu.au](mailto:tcs.absences@trinity.sa.edu.au)  
Office Hours 8:00am – 4:00pm (term time)  
*Closed during school holidays*

### Parents & Friends – page 56

Blakeview: [blakeview.pandf@trinity.sa.edu.au](mailto:blakeview.pandf@trinity.sa.edu.au)  
Gawler River: [gawlerriver.pandf@trinity.sa.edu.au](mailto:gawlerriver.pandf@trinity.sa.edu.au)  
North [north.pandf@trinity.sa.edu.au](mailto:north.pandf@trinity.sa.edu.au)  
Roseworthy [roseworthy.pandf@trinity.sa.edu.au](mailto:roseworthy.pandf@trinity.sa.edu.au)  
South [south.pandf@trinity.sa.edu.au](mailto:south.pandf@trinity.sa.edu.au)

### Trinity College Libraries – page 45

Blakeview 8254 5847  
[blakeview.library@trinity.sa.edu.au](mailto:blakeview.library@trinity.sa.edu.au)  
Gawler River 8284 6012  
[gawlerriver.library@trinity.sa.edu.au](mailto:gawlerriver.library@trinity.sa.edu.au)  
Roma Waite 8522 0612  
[romawaite.library@trinity.sa.edu.au](mailto:romawaite.library@trinity.sa.edu.au)  
Roseworthy 8522 9905  
[roseworthy.library@trinity.sa.edu.au](mailto:roseworthy.library@trinity.sa.edu.au)

### Music Office

Telephone 8522 0637  
Email [music.office@trinity.sa.edu.au](mailto:music.office@trinity.sa.edu.au)

### Sports Office

Telephone 8522 0645 or 8523 8141  
Cancellations 8522 0696 / Schoolbox Notice  
Email [sport.office@trinity.sa.edu.au](mailto:sport.office@trinity.sa.edu.au)

### STARplex

Address Alexander Ave, Evanston South  
Telephone 8522 0622  
Email [enquire@starplex.com.au](mailto:enquire@starplex.com.au)  
Website [www.starplex.com.au](http://www.starplex.com.au)  
Hours Please refer to the website

### STARstore

Address Alexander Ave, Evanston South  
Telephone 8522 0643  
Email [starstore@starplex.com.au](mailto:starstore@starplex.com.au)  
Website [www.starplex.com.au](http://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](mailto:south.office@trinity.sa.edu.au)  
Absentee SMS 0436 339 677  
Absentee Email [sou.absence@trinity.sa.edu.au](mailto:sou.absence@trinity.sa.edu.au)  
Office Hours 8:30am – 4:00pm (term time)  
*Closed during school holidays*

### Preschools

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](mailto: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 47

Blakeview 8254 5827  
[blakeview.oshc@trinity.sa.edu.au](mailto:blakeview.oshc@trinity.sa.edu.au)  
Gawler River 8284 6027  
[gawlerriver.oshc@trinity.sa.edu.au](mailto:gawlerriver.oshc@trinity.sa.edu.au)  
North & South 8523 8760  
[gawler.oshc@trinity.sa.edu.au](mailto:gawler.oshc@trinity.sa.edu.au)  
Roseworthy 8522 9909  
[roseworthy.oshc@trinity.sa.edu.au](mailto:roseworthy.oshc@trinity.sa.edu.au)

## SENIOR STAFF / KEY STAFF

<b>TRINITY COLLEGE</b>		<b>8522 0666</b>
Head of the College		Nick Hatelly
Deputy Head		Susan Hart-Lamont
Director of Corporate Services		Jon Munn
Director of People & Culture		Carolyn Wilds
Director of Business Administration		Lara Matters
Director of Development		Kay Fyfe
Director of Facilities		Mark Dorian
Director of ICT Services		Marc Furmage
Director of Pedagogy & Practice Development		Lesley Johnson
Director of Teaching and Learning Operations		Allyce Cole
Director of Early Learning		Michelle Heath
Director of Digital Learning		Anthony Sutton
Director of Innovation and Creativity		Samantha Andonis
Head of Learning Management Systems		Wayne Philp
Director of Performance / Head of Music Curriculum / School Music Co-ordinator		Kristy Triantifilakis
Director of Sport		Rupert Sapwell
Director of Instrumental Music		Tricia Hart
STARplex General Manager		Bradley Wenske
<b>BLAKEVIEW</b>		<b>8254 6622</b>
Principal		Richelle Pearce
Head of Junior School		Terri Meldrum
Head of Teaching and Learning (R-6)		Amy Barac
Head of Pastoral Care (R-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
<b>GAWLER RIVER</b>		<b>8284 9257</b>
Principal		Rick Jarman
Head of Junior School		Natalie Bent
Head of Teaching and Learning Junior School		Belinda Dew
Head of Pastoral Care (R-2)		Airlie Washington (Term 1) Linda Schutt (Term 2 - Term 4)
Head of Pastoral Care (3-6)		Kim Dawes

Head of Middle School	James Howard
Head of Teaching and Learning Middle School	Anthony Cini
Heads of Pastoral Care (7-10)	Karen McFarlane Shannon Caire
Office Manager / PA to the Principal	Kerri Webber
<b>EARLY LEARNING CENTRE – Gawler River</b>	<b>8284 6018</b>
<b>EARLY LEARNING CENTRE – Roseworthy</b>	<b>8522 9910</b>
<b>MONTESSORI PRESCHOOL - Gawler</b>	<b>8522 0660</b>
Director	Michelle Heath
Enrolment Enquiries	Anita Borchard
<b>NORTH</b>	<b>8522 0632</b>
Principal	David Kolpak
Head of Junior School	Caryn Schutz
Head of Teaching and Learning (R-6)	Amy Craig
Head of Pastoral Care (R-6)	Travis Burrridge
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
<b>ROSEWORTHY</b>	<b>8522 9900</b>
Principal	Heather Lockett
Head of Junior School	Matthew Skeen
Office Manager / PA to the Principal	Josie Burns
<b>SOUTH</b>	<b>8522 0626</b>
Principal	Vickie Lester
Head of Junior School	Annemarie Nicolai
Head of Teaching and Learning (R-6)	Jarrod Warnest
Head of Pastoral Care (R-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



<b>SENIOR</b>		<b>8522 0608</b>
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		Samara Mapstone
Careers Counsellor		Leanne Tripa
Pathways Co-ordinator		Claire Goble
SACE Co-ordinator		Sue Keylock
Office Manager / PA to the Principal		Kimberley Rasmus
<b>CHAPLAINS</b> – <i>refer page 36 for further information</i>		
Co-ordinating Chaplain		Rev'd David MacGillivray
		Rev'd Tony Nicholls
<b>COLLEGE PSYCHOLOGIST and DIRECTOR OF STUDENT CARE</b>		
– <i>refer page 37 for further information</i>		Lisa Johnson
<b>SCHOOL COUNSELLORS</b>		
Blakeview		Shae Scotland
Gawler River		Nicole John Bec Cortvriend
North		Sally Tripp Suzanne Charnley
Roseworthy		Bec Cortvriend
South		Karen Twigg Suzanne Charnley
Senior		Kayla Stasinopoulos Rachel Tarn
<b>COMMUNITY LIAISON MENTOR</b> – <i>refer page 36 for further information</i>		
<b>CULTURAL INCLUSION LEADER</b> – <i>refer page 39 for further information</i>		
<b>DEFENCE SCHOOL MENTORS</b> – <i>refer page 39 for further information</i>		
<b>CO-CURRICULAR</b> – <i>refer page 42 for further information</i>		

# 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 55 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.

## COMMUNICATING WITH THE SCHOOL

The preferred methods for communicating with your child's teachers are via email, the school diary, or by contacting the school office. Schoolbox provides parents with the necessary email addresses for contacting teachers. For more information on using Schoolbox, refer to the relevant section below. Key contact numbers and email addresses, including those for school offices, can also be found in the first few pages of this handbook.

We value open communication between families and teachers while respecting our teachers' need for personal time. Teachers are not required to read or respond to emails outside regular school hours. It is anticipated that staff reply to emails within two business days. For urgent matters, please contact the school office during office hours for prompt assistance. We appreciate your support in maintaining a healthy work-life balance for our dedicated staff.

## 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](mailto:social@trinity.sa.edu.au)

Tag your own events with [#jointeamtrinity](#) or [#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](mailto: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 to communicate other important information to families such as camp arrival times, Pupil Free Day reminders. Parents can respond to an SMS and this will be received by the School Office.

## 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](http://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, communicate with teachers 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

## 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.

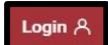
## Who has access to Schoolbox?

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.

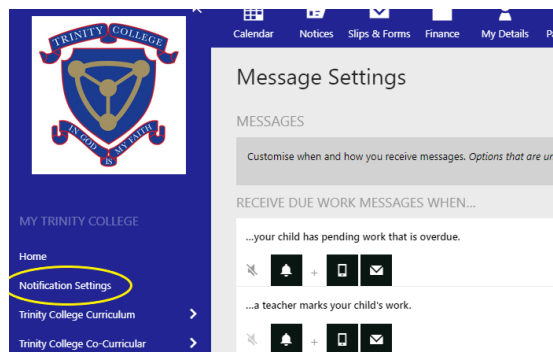
## How can I request support with using Schoolbox?

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

## Notification Settings (side menu)

Users can customise their notification preferences for receiving messages for:

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



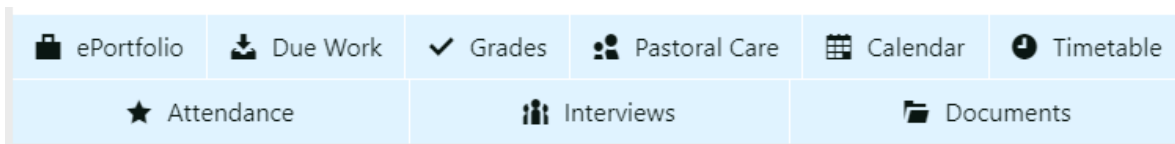
## Useful icons within Schoolbox

### Top Menu



- The **'Calendar'** icon enables you to access to any calendar events that are relevant to the school your children attend.
- The **'Notices'** icon allows you to view current Schoolbox Notices keeping you informed of important information and current events.
- The **'Slips & Forms'** 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 **'My Details'** icon has contact details (email addresses or mobile phone) for family members and your child's medical and emergency contact information. The page contains a tool whereby the College can be easily notified if changes to our records are needed.
- The **'Payments'** icon enables you to make payments towards your child's fee account.

## My Students (side menu)



- **'ePortfolio'** is a file storage area for student learnings.
- **'Due Work'** enables you to see an overview of when your child's assignments are due.
- **'Grades'** enables you to see an overview of your child's grades for years 7-12.
- **'Pastoral Care'** is a pastoral profile of your child, that will continue to develop in the coming years.
- **'Calendar'** enables you to see a calendar that is customised for your child.
- **'Timetable'** enables you to see your child's academic timetable (Please note that this feature is not available for students in R-6).
- **'Attendance'** 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 R-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 R-6.
- **'Interviews'** 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.
- **'Documents'** shows relevant digitised documents (reports and adjustment plans) which are stored on our system.

## 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:

### 2025 TERM DATES

	COMMENCE	FINISH	
<b>Term 1</b> <i>*Staggered start</i>	Tuesday 28 January (R-Yr 7 & Yr 11) Wednesday 29 January (Yrs 8-10 & Yr 12)	Thursday 10 April	11-week term (2-week holidays)
<b>Term 2</b>	Tuesday 29 April	Friday 27 June	9-week term (3-week holidays)
<b>Term 3</b>	Tuesday 22 July	Friday 26 September	10-week term (2-week holidays)
<b>Term 4</b>	Tuesday 14 October	Thursday 11 December	9-week term

### CHRISTMAS HOLIDAY CLOSURES

	2024 LAST DAY OPEN	2025 REOPEN
<b>Central Administration</b>	Tuesday 17 December	Monday 13 January
<b>Blakeview</b>	Wednesday 11 December	Monday 20 January
<b>Gawler River</b>	Wednesday 11 December	Monday 20 January
<b>North</b>	Wednesday 11 December	Monday 20 January
<b>Roseworthy</b>	Wednesday 11 December	Monday 20 January
<b>South</b>	Wednesday 11 December	Monday 20 January
<b>Senior</b>	Wednesday 11 December	Monday 20 January
<b>STARstore</b>	Monday 16 December	Monday 6 January
<b>OSCH / Vacation Care</b>	Friday 20 December	Monday 6 January

### KEY DATES

<b>Wednesday 11 December</b>	2025 Booklist Orders Due
<b>Friday 3 January</b>	School Fee Accounts Sent to Families
<b>Friday 24 January</b>	2025 School Fees Payment Agreement Form Due (if fees not paid in full) OSHC Closure Day
<b>Friday 7 February</b>	Last Day for 8% School Fees Discount (if paying fees in full)
<b>Friday 7 March</b>	School Closure Day – Staff Professional Development (OSHC available)
<b>Thursday 3 April</b>	Trinity Open Day - Roseworthy 4pm – 6pm
<b>Sunday 6 April</b>	Trinity Open Day - Blakeview & Gawler River 11am – 1pm, Gawler Site 12pm – 2pm
<b>Friday 11 April</b>	School Closure Day - Day off in lieu of Open Day (OSHC available)
<b>Monday 28 April</b>	School Closure Day - Staff Professional Development (OSHC available)
<b>Friday 6 June</b>	School Closure Day - Staff Professional Development (OSHC available)
<b>Monday 21 July</b>	School Closure Day - Staff Professional Development (OSHC available)
<b>Wednesday 3 September</b>	School Closure Day - Staff Professional Development (OSHC available)
<b>Monday 13 October</b>	School Closure Day - Staff Professional Development (OSHC available)
<b>Thursday 11 December</b>	Gawler River & South - Student Free Day (OSHC available)
<b>Friday 12 December</b>	Whole College School Closure Day - Student Free Day (OSHC available)



## EVENTS

### COLLEGE AGM

The Trinity College AGM is held on the second Monday in May, in 2025 it is scheduled for Monday 5 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 been 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 & 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. For Year 12, please refer to the event heading 'Valedictory'.

### 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 2025, Roseworthy will hold Open Day on the afternoon of Thursday, 3 April, 4pm – 6pm. On Sunday, 6 April, Blakeview, Gawler River will be open from 11am – 1pm, and North, South, Senior & Montessori will be open from 12pm – 2pm. Student attendance at Open Day is required, and in recognition of this, a day in lieu is provided on Friday, 11 April. Trinity College Open Day unites the community with the wider community, and we look forward to sharing this special event with you. Further information will be provided to families as the date gets closer.

### 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.



## SPEECH AND AWARD CEREMONIES

At the conclusion of the school year, each of our R-10 schools acknowledges student academic achievements, efforts and endeavours in a formal Speech and Award Ceremony. 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.

## 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>

### SCHOOL CARD SCHEME

The School Card Scheme (SCS) 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 2024 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 (2022/2023)
1	\$46,456
2	\$47,724
3	\$48,992
4	\$50,260
5	\$51,528
Each additional dependent child	\$1,268

*Please note this is not the criteria for 2025. This is an example only. The income levels will change for 2025.*

As most School Card applicants are eligible for Centrelink benefits, verification of declared income has been sought from Centrelink. The criteria for the 2025 SCS will not be advised to the school until late January 2025. 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 at 8522 0666 after 13 January 2025, for the 2025 criteria and application forms, or for any further inquiries.

### 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 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 uniforms 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.*

# Trinity College

## fee & support structure 2025

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	Reception to Yr 4	Years 5 to Year 7	Year 8	Years 9 & 10	Years 11 & 12
Full Fee Annual	\$4,740	\$5,070	\$5,890	\$6,850	\$7,470
Annual less early payment discount	\$4,361	\$4,664	\$5,419	\$6,302	\$6,872
School Card Eligible Families Annual	\$1,896	\$2,028	\$2,356	\$2,740	\$2,988
Annual less early payment discount	\$1,744	\$1,866	\$2,168	\$2,521	\$2,749

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 7 February 2025, parents are required to complete, sign and return the Payment Agreement form by 24 January 2025. 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 24 January 2025 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 (Reception to Yr 6)	Middle School (Years 7 to 10)	Senior School (Years 11 & 12)
Diary	\$15	\$15	Nil
Textbooks, including Digital editions	\$0 - \$25	\$175	\$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](http://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 in 2025 are the Year 6/7 trip to Canberra (approximately \$1,300) and the Year 9 Outdoor Education trip (approximately \$550). Families are encouraged to plan for these expenses. Particular subjects from Year 9 onwards may attract a charge for materials and other costs (such as camps or excursions). 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 no greater than the current NAB credit card interest rate 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.

## 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 7 February 2025.** 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 uniforms 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):

		<b>PAYMENT AGREEMENT - 2025 FEES</b>	
<b>PLEASE RETURN THIS FORM TO CENTRAL ADMINISTRATION BY FRIDAY 24TH JANUARY, 2025.</b>			
<p>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 <b>required</b> to complete, sign and return this "Payment Agreement" form to Central Administration by Friday 24th January, 2025. Under this agreement, accounts are to be finalised by the 31st October, 2025.</p> <p>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.</p> <p>If you are applying for School Card, please contact Central Administration on 8522 0666 for your instalment calculation.</p> <p>Families having financial difficulties are advised to contact their Account Manager to discuss options.</p> <p><b>PLEASE NOMINATE YOUR PREFERRED PAYMENT OPTION BELOW.</b></p>			
Student(s) Surname: <input type="text"/>		Family Code ID: <input type="text"/>	
<b>Please indicate in one of the following boxes:</b>			
<input type="checkbox"/> \$ <input type="text"/>	Weekly from 27/01/2025 to 27/10/2025 (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"/> \$ <input type="text"/>	Fortnightly from 27/01/2025 to 20/10/2025 (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"/> \$ <input type="text"/>	Monthly by the 15th day of each month, February to October (9 months)	<input type="checkbox"/>	Please tick if applying for School Card
<b>Method of Payment Please indicate in one of the following boxes:</b>			
<input type="checkbox"/> Cash/Cheque/EFTPOS			
<input type="checkbox"/> B Pay (Biller Code and Biller Reference as printed on statement)			
<input type="checkbox"/> Direct Debit <input type="checkbox"/> I/We request that our current Direct Debit details on file be used.			
Trinity College Gawler Inc (User ID 105963) Direct Debit Terms & Conditions are available <a href="#">here</a> .			
<b>Credit Card Direct Debit</b>		<b>Bank Account Direct Debit</b>	
Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Name on Account: <input type="text"/>		
Card Number: <input type="text"/>	BSB <input type="text"/>		
Card Holder's Name: <input type="text"/>	Account Number <input type="text"/>		
Card Holder's Signature: <input type="text"/>	Account Holders Signature <input type="text"/>		
Expiry Date: <input type="text"/>	CCV <input type="text"/>		
Please continue to deduct money from my account after the instalments have been finalised <input type="checkbox"/>			
<b>ADDITIONAL CHARGES</b>			
This payment agreement covers Tuition Fees and Charges appearing on your initial fee statement. To include payment of additional charges, please contact your Account Manager.			
<b>FINANCIAL HARDSHIP</b>			
<b>SCHOOL CARD</b>			
Families on low income can apply for government assistance to help pay fees. Financial eligibility criteria applies.			
Please visit the <a href="#">School Card</a> Website for details.			
<i>Note: Families paying tuition fees in full by the 7th February, 2025 at School Card rate are still eligible for 8% discount.</i>			
<b>COLLEGE BURSARY</b>			
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 contact your Account Manager for further details.			
<b>IMPORTANT: You must apply each year for both forms of financial assistance.</b>			
Signed: <input type="text"/>		<b>PLEASE RETURN TO:</b> Email: <a href="mailto:finance.office@trinity.sa.edu.au">finance.office@trinity.sa.edu.au</a> Post: PO Box 131, Gawler SA 5118 or lodge at Central Administration	
Name: <input type="text"/>			
Date: <input type="text"/>			
Contact Telephone No: <input type="text"/>			
Electronic signatures appearing on this Agreement are the same as handwritten signatures for the purpose of validity.			





## 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](https://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](mailto:contact@edstart.com.au)



[edstart.com.au/trinitysa](https://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!
- Selected College/School events & opportunities also payable via Qkr!

\*A profile update at the beginning of the new school year is required to reflect your child's year level/class group.


**masterpass**

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

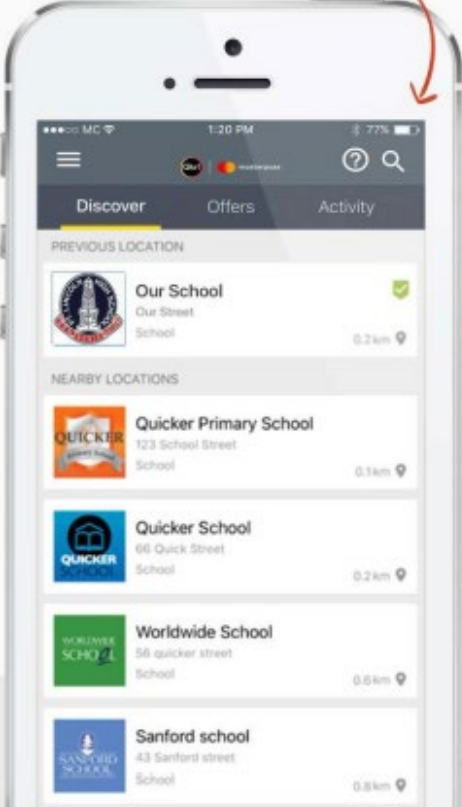
**Step 3 Find our school**  
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

**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'

Search for our school name



27



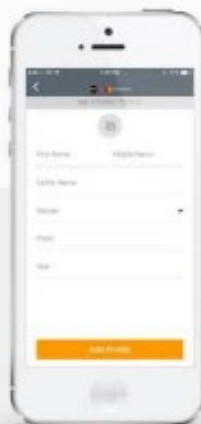
masterpass

## Add your children's details in Student Profiles

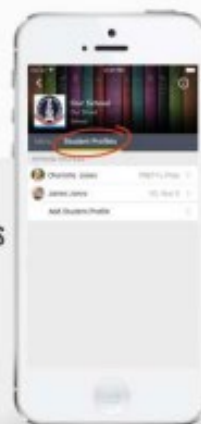
Select  
'Add student profile'



Add each  
child's details



Manage each  
child's details in  
Student Profiles



## Order meals

Select a menu  
from our canteen

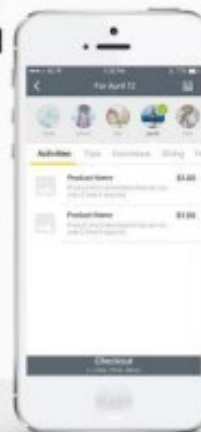


Tap the green  
box to view  
your receipt  
or to cancel  
an order



Select a date  
for a child and  
order a meal

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



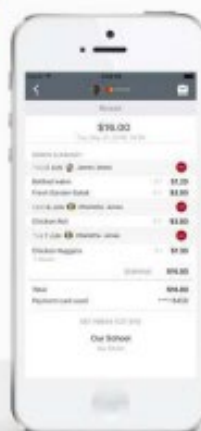
Tap to change  
the date you  
are ordering for

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.

# 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.campioneducation.com.au) using the following Trinity College Code: **WD7X**. Please place your orders by **Wednesday 11 December 2024** for home delivery in the fortnight ending 10 January 2025.

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.campioneducation.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, 4 December 2024.

### Late Orders and Deliveries

If you missed placing your order by the due date, you can still order online at [www.campion.com.au](https://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](mailto:help@campion.com.au)

## MIDDLE SCHOOL

### Digital Textbooks

A single **Digital Textbook Fee of \$175.00 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.

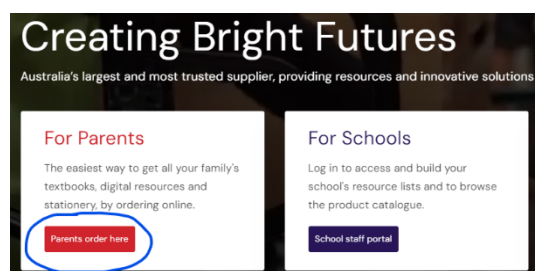
An optional hard copy mathematics book may be purchased by referring to the Box of Books ordering in Senior School information below.

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.



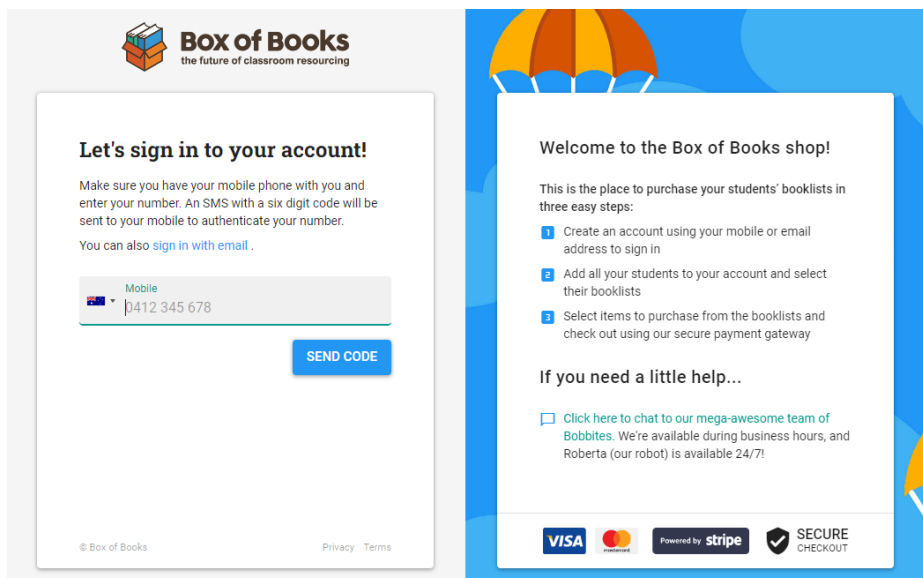


## SENIOR SCHOOL

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 11 December 2024**. 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 textbooks 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 11 December 2024**.

### 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 11 December 2024**. 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, 4 December 2024.

# 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 18 February 2025 (exam Saturday 22 February)

Friday 21 March 2025

Friday 21 March 2025

Friday 21 March 2025

Friday 21 March 2025

### APPLY IN YEAR 10

AON

Friday 8 August 2025

Foundation General Excellence

Friday 8 August 2025

### APPLY IN YEAR 10 or YEAR 11

Aboriginal & Torres Strait Islander

Friday 8 August 2025

Innovation Support

Friday 8 August 2025

Collings Family

Friday 8 August 2025

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 2025 events will include:

Foundation Annual General Meeting

Thursday 15 May 2025

Foundation Fundraising Dinner

Date to be confirmed Term 3

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 to 5:00pm. You can also contact the office via email at [foundation@trinity.sa.edu.au](mailto:foundation@trinity.sa.edu.au) or by telephone at 8523 8754.

## DONATIONS

You can donate online to one or more of the Foundation's tax-deductible funds: the Scholarship Fund, Building Fund, and Library Fund. Visit <http://www.trinity.sa.edu.au/community/foundation> to contribute. 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

## CHILD SAFETY

### Statement of Commitment to Child Safety and Wellbeing

Trinity College is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

All children and young people who come to Trinity College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safe responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

### In practical terms our Child Safety Programme ensures that:

- Staff and Direct Contact Volunteers and School Services Contractors are to have and maintain a current "not prohibited" [Working with Children Check](#) (WWCC) (updated every 5 years) and [Responding to Risks of Harm, Abuse and Neglect – Education and Care](#) (RRHAN-EC) training (updated every three years)
- As part of Trinity College's induction process, Staff complete our child safe induction program, which includes training in our child safe policies, practices and procedures (updated annually).
- Direct Contact Volunteers and School Services Contractors are to read and sign the Trinity College Child Safe Policy Acceptance (updated annually).
- Teachers receive further training on [Protective Practices](#), their legal obligations as [Mandated Reporters](#), and the reporting process.
- The Child Safe suite of policies are provided to parents/carers via links in the Family Handbook and are available on the [Policies & Resources](#) page of the College website.
- A student-friendly version of the Child Safe Policy is published on posters in the schools, taught as part of the Keeping Children Safe curriculum and available on the [Policies & Resources](#) page of the College website.

## Communicating Child Safety Incident to Parents

### In the Event of a Child Safety Incident

If a child safety incident arises, the College will:

- As an absolute priority, take every safety precaution to protect the student(s).
- Immediately advise the South Australian Police (SAPOL) and the Teacher Registration Board (TRB) of any allegation that has been made.
- Work closely with SAPOL and the TRB and apply best practice investigation and support mechanisms.
- Take advice regarding information that can/should be shared with our community to ensure we are being as transparent as we are legally able to.

### Communication with the School Community

The College commits to send accurate, timely and transparent communication to parents/carers in relation to Child safety incidents.

### Concerns About Child Safety

If you have concerns about the safety and welfare of your child, please contact:

- The College's Senior Child Safety Officer, Susan Hart-Lamont, by phoning 8522 0666 or emailing [hartlasu@trinity.sa.edu.au](mailto:hartlasu@trinity.sa.edu.au)
- Your school Principal
- South Australian Police on 131 444

Alternatively, you may seek advice from [Kids Helpline](#) on 1800 55 1800 or [Child and Adolescent Mental Health Services \(CAMHS\)](#) on 1300 222 647

## 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 LWT, which provides a curated range of devices which meet the required specifications and allow families to take advantage of education pricing. The purchasing portal can be accessed via the following link: <https://trinitycollege.orderportal.com.au/>.

### Device Set Up Prior to School Commencing

Once you have purchased the device, or if you already own a suitable device, there are a few steps to take to ensure that students are able to start using their device at school. More information will be sent before the end of the year.



### Seeking Support

An IT Student Helpdesk service is available at each school; times for face-to-face support vary between schools. Students can also seek support by contacting Helpdesk from their Schoolbox homepage. The Helpdesk will support software, network and connection issues, but we are unable to perform any hardware repairs. If you have a hardware issue, you will need to take it back to the place of purchase, or a repair agent.

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**



## SUN PROTECTION POLICY

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

The College supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and student's use. Parents/caregivers are also responsible for providing students with their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to be used while at College or participating in College activities.

Students shall be responsible for the application of sunscreen to all exposed skin areas prior to periods of outdoor activity. Strategies are in place to remind students to apply sunscreen before going outdoors and time will be allocated for sunscreen application prior to outdoor activities. 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 1 August to 30 April.

Students will be required to wear their hats or stay in a shaded area during 1 May to 31 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 1 August to 30 April when undertaking 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 Sun Protection Policy may be obtained by contacting your school office.

## 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 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	<a href="mailto:akechmi@trinity.sa.edu.au">akechmi@trinity.sa.edu.au</a>



## 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	<a href="mailto:johnsoli@trinity.sa.edu.au">johnsoli@trinity.sa.edu.au</a>
SCHOOL COUNSELLORS			
Blakeview	Shea Scotland	8254 6622	<a href="mailto:scotlash@trinity.sa.edu.au">scotlash@trinity.sa.edu.au</a>
Gawler River	Nicole John Bec Cortvriend	8284 6035	<a href="mailto:johnni@trinity.sa.edu.au">johnni@trinity.sa.edu.au</a> <a href="mailto:cortvrre@trinity.sa.edu.au">cortvrre@trinity.sa.edu.au</a>
North	Sally Tripp Suzanne Charnley	8523 8123	<a href="mailto:trippsa@trinity.sa.edu.au">trippsa@trinity.sa.edu.au</a> <a href="mailto:charnlsu@trinity.sa.edu.au">charnlsu@trinity.sa.edu.au</a>
Roseworthy	Bec Cortvriend	8522 9900	<a href="mailto:cortvrre@trinity.sa.edu.au">cortvrre@trinity.sa.edu.au</a>
South	Karen Twigg Suzanne Charnley	8523 8721	<a href="mailto:twiggka@trinity.sa.edu.au">twiggka@trinity.sa.edu.au</a> <a href="mailto:charnlsu@trinity.sa.edu.au">charnlsu@trinity.sa.edu.au</a>
Senior	Kayla Stasinopoulos Rachel Tarn	8523 8786	<a href="mailto:stasinka@trinity.sa.edu.au">stasinka@trinity.sa.edu.au</a> <a href="mailto:tarnra@trinity.sa.edu.au">tarnra@trinity.sa.edu.au</a>

### 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](mailto: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.



call 000



call 1800 55 1800



call 13 11 14

## 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	<a href="mailto:gilesda@trinity.sa.edu.au">gilesda@trinity.sa.edu.au</a>

## 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 (R-10)	Emma Repacholi	8284 6018	<a href="mailto:repachem@trinity.sa.edu.au">repachem@trinity.sa.edu.au</a>
North / South (7-10) Senior		8523 8101	
North / South (R-6)		8523 8155	

## 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 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.

## 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](mailto: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
<b>Blakeview</b>	8:50am	9:40am	10:30am	10:50am	11:40am	12:30pm	12:50pm	1:30pm	2:20pm	3:10pm
<b>Gawler River</b>	8:50am	9:40am	10:30am	10:50am	11:40am	12:30pm	12:50pm	1:30pm	2:20pm	3:10pm
<b>Roseworthy</b>	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
<b>North</b>	8:50am	9:40am	10:30am	10:50am	11:10am	12:00pm	12:50pm	1:35pm	2:25pm	3:15pm
<b>South</b>	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
<b>Senior</b>	8:40am	9:30am	10:10am	10:50am	11:10am	12:00pm	12:50pm	1:35pm	2:25pm	3:15pm
<b>Senior - Wednesday</b>	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 online from the Trinity College website at [www.trinity.sa.edu.au/schools/transport](http://www.trinity.sa.edu.au/schools/transport).

### Co-Curricular Bus Service

Trinity College offers a wide variety of co-curricular activities, some of which are available only at our Gawler site. To ensure all students can access these opportunities, we provide a no-charge co-curricular bus service daily. This service is available for students at our Blakeview and Gawler River sites, and as needed for Roseworthy students, transporting them from their respective schools to Trinity College Gawler. Students must register daily for this free service by visiting their school 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 2025;

- Year 5 – Blackham Introduction Camp (2 days)
- Year 6 - Canberra Civics and Citizenship (5 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.

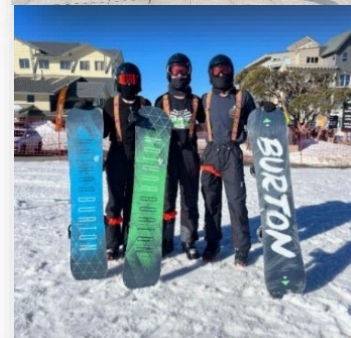
### Trinity2Cambodia

Open to all Year 10 and Year 11 students, the Trinity2Cambodia Service Trip is a once in a lifetime 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 27 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 co-curricular activities at key points during the school year. Please look out for Schoolbox notices with more information on the co-curricular offerings and the nomination process. At this time parents will be asked to create/log in to a Clipboard account to enable access to the extensive co-curricular programme that Trinity College offers.

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.

## COMBINATION LOCKS AND STUDENT LOCKERS

Lockers are assigned to students from Year 6 or 7, depending on the school. Each student receives a school combination lock, which they will use until the end of Year 12. The current cost of the lock is \$16.50 and this will be added to your School Fee Account. If a replacement lock is needed, it can be purchased from the School Office. More information will be provided to parents as the allocation date for lockers and locks approaches.

## 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 several 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 (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 office.



## Extended Travel Leave

Please discuss arrangements for extended travel with your school Principal, at least a term in advance – advising the timing, length of absence and whether the student will enrol at another school during travel. Re-enrolment may be subject to the availability of a place at the appropriate year level. Normal School Fees will apply during the absence period, unless the student is unenrolled.

## ILLNESS / MEDICATION

In the event of illness or injury, students will be sent to the school office's first aid room. Parents/guardians will be contacted if the situation is serious. If a parent cannot be reached, the school will contact the emergency contacts provided by the parent/guardian (please refer to page 55 – Update Your Contact Information). In emergencies, the school will seek medical attention on behalf of the parent/guardian.

If your child requires medication while at school, whether regularly or occasionally, please contact the school office. A medication form completed by the prescribing doctor or physician, and in some cases by the parent, must be submitted to the school. The medication will be administered as needed, following the written instructions from the doctor or parent, and staff will maintain appropriate records. Please do not send your child to school with medication, as this can be a dangerous practice. For further details, 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](#).

## INSTRUMENTAL MUSIC LESSONS (Private)

Trinity College offers facilities for private tutors who conduct instrumental lessons for students during school hours. Please note that music tutors are NOT college staff, and the lessons are arranged through a private agreement between parents and tutors.

### Instrumental Lessons Available

Brass - Tuba, French Horn, Trumpet, Trombone, Euphonium

Woodwind - Saxophone, Recorder, Flute, Oboe, Bassoon, Clarinet

Strings - Guitar (Electric, Classical, Bass) Cello, Violin, Viola, Double Bass, Ukelele

Percussion, Piano, Voice

### Agreement Terms

The lesson agreement is for the entire school year. Early termination can be requested in writing to the tutor at least two weeks prior to the end of a school term.

### Lesson Structure

It is recommended that students have one lesson per week for 25 minutes. Students will leave class for their lesson, and efforts will be made to minimize disruption.

### Payment Information

Payments for lessons are made directly to the music tutors. Prompt payment is appreciated. Tutors may negotiate payment plans with parents at their discretion. A charge for late payments may apply if payment is not received within 2 weeks of the first lesson each term, and your child's place may be subject to cancellation. Please refer to the cost of lessons below for more details.

### Cost of Lessons

The **recommended\*** cost for lessons are as follows:

<b>Individual:</b>	\$30.00 per 25-minute lesson
<b>Group of two:</b>	\$20.00 each student per 25-minute lesson
<b>Late Fee:</b>	\$50.00
<b>College Administration Fee:</b>	\$22.00 per year

\*Please note that these prices are a guideline only. Lesson fees are determined by the tutor and may be subject to change. Families will be informed of lesson costs prior to signing the agreement and will be notified prior to any changes.



## Instrument Hire

College instruments are available for hire at \$55 per term per instrument. A hire contract will be provided upon enrolment.

If instrument hire is no longer required, it is important to return the instrument promptly to the Music Department or School Office to cease charges.

Please note: Guitars, drum kits and keyboards are not available for hire. Students are expected to have an instrument to practice on between lessons.

## Additional Resources

Resources such as reeds, diaries and books are charged to the family school fee account. These items are available at the Music Office (North, South & Senior) or at the School Office (Blakeview, Gawler River and Roseworthy).



## Enrolment

To enrol, please submit an electronic enrolment form by logging onto Schoolbox and selecting 'Parent Services' from the side menu, then 'Instrumental Music Lesson Information'.

Alternatively, you can complete the lesson enrolment form using the QR code.

## Music Office Contact Details

Director of Instrumental Music	Tricia Hart	8522 0637	<a href="mailto:music.office@trinity.sa.edu.au">music.office@trinity.sa.edu.au</a>
Music Administrator	Heidi Chamberlain		

## 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 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 IOUs 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
<b>Roma Waite (Gawler)</b>	8:30am – 4:30pm	8522 0612	<a href="mailto:romawaite.library@trinity.sa.edu.au">romawaite.library@trinity.sa.edu.au</a>	David Matters
<b>Blakeview Library</b>	8:20am – 4pm (closed at recess)	8254 5847	<a href="mailto:blakeview.library@trinity.sa.edu.au">blakeview.library@trinity.sa.edu.au</a>	Sonia Holton
<b>Gawler River Library</b>	8:30am – 3:50pm	8284 6012	<a href="mailto:gawlerriver.library@trinity.sa.edu.au">gawlerriver.library@trinity.sa.edu.au</a>	Ann Fyffe
<b>Roseworthy Library</b>	8:50am – 3:10pm	8522 9905	<a href="mailto:roseworthy.library@trinity.sa.edu.au">roseworthy.library@trinity.sa.edu.au</a>	Heather Lockett

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.

Students can access both the library catalogue and also e-books and audiobooks through Schoolbox using the e-library tile. 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 Reception 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:** Reception to Year 4 students are required to have a library bag to safely transport library books to and from school. Students from Reception 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 or diary barcode label 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 Reception – Year 4 (and up to Year 6 at Blakeview and Roseworthy) 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 (3 years 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

Director of Business Administration		8522 0744	<a href="mailto:business@trinity.sa.edu.au">business@trinity.sa.edu.au</a>
<b>BLAKEVIEW</b>		<b>GAWLER (North &amp; South)</b>	
Address:	95 Parklake Boulevard, Blakeview	Address:	Alexander Ave, Evanston South
Telephone:	8254 5827	Telephone:	8523 8760
Email:	<a href="mailto:blakeview.oshc@trinity.sa.edu.au">blakeview.oshc@trinity.sa.edu.au</a>	Email:	<a href="mailto:gawler.oshc@trinity.sa.edu.au">gawler.oshc@trinity.sa.edu.au</a>
Director:	Eden Bowey <a href="mailto:bowed@trinity.sa.edu.au">bowed@trinity.sa.edu.au</a>	Director:	Michelle Boomer <a href="mailto:boomer@trinity.sa.edu.au">boomer@trinity.sa.edu.au</a>
		The Gawler OSHC service is currently at capacity, please complete the wait list registration of interest form on the College website.	
<b>GAWLER RIVER</b>		<b>ROSEWORTHY</b>	
Address:	107 Angle Vale Road, Angle Vale	Address:	1 Regent Way, Roseworthy
Telephone:	8284 6027	Telephone:	8522 9909
Email:	<a href="mailto:gawlerriver.oshc@trinity.sa.edu.au">gawlerriver.oshc@trinity.sa.edu.au</a>	Email:	<a href="mailto:roseworthy.oshc@trinity.sa.edu.au">roseworthy.oshc@trinity.sa.edu.au</a>
Director:	Silke Blasche <a href="mailto:blaschi@trinity.sa.edu.au">blaschi@trinity.sa.edu.au</a>	Gawler OSHC	Michelle Boomer
		Director (supporting Roseworthy OSHC)	<a href="mailto:boomer@trinity.sa.edu.au">boomer@trinity.sa.edu.au</a>



## 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
<b>Costs</b> <b>BEFORE SCHOOL CARE</b> \$20.50 per session or \$25.50 for casual session		<b>AFTER SCHOOL CARE</b> \$29.00 per session or \$35.50 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
<b>Costs</b> <ul style="list-style-type: none"> <li>• \$61.50 Home Day and \$79.00 Excursion Day + AC if booked prior to bookings closure date</li> <li>• \$61.50 Pupil Free Day if booked prior to the day + AC</li> <li>• \$79.00 Home Day and \$94.00 + AC if booked after the booking closure date</li> <li>• \$79.00 Pupil Free Day booked on the day</li> </ul> <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>Programmes and bookings are released Week 6 every term.</p>			

**ALL OSHC SERVICES are CLOSED from Monday 23 December 2024 to Friday 3 January 2025.**

**\*\*OSHC Closure Day – Friday 24 January\*\***

## 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 several car parks for the convenience of parents, staff and students, as well as compliance with planning permission requirements. The College will maintain these car parks and monitor driver behaviour, seeking professional advice as necessary. All parking on College grounds is at the drivers' own risk.

### Procedure

#### 1. Car Park Availability

Trinity College provides car parks for the those needing to park at the College (refer to the map on the College website).

**Parents:** Three car parks designated for parents (STARplex/Central Admin, North, and South) are subject to a parking agreement with the Town of Gawler, which may inspect them and penalize drivers for parking infringements.

**Staff & Students:** Designated areas for staff and student parking are separate from parent parking at the Gawler site. Gawler River, Blakeview & Roseworthy have shared car parks available for staff, parents and visitors.

**Blackham:** Has a dedicated parking area.

#### 2. Speed Limit

The speed limit in all car parks should be walking pace.

### 3. Drop-off Zones

Drop off zones are available in all parent car parks except for STARplex/Central Admin, which is designated for parking only. To use a drop-off zone appropriately, please observe the following rules:

- Remain in your car.
- Do not block other drivers.
- Drop-off zones are for set down and pick up only.
- Move up as spaces become available to allow vehicles at the end of the queue to enter and clear traffic behind you.

### 4. Pedestrian Safety

Please encourage your child to use the designated safe pedestrian routes and avoid walking through car parks.

### 5. Driver Risk

All parking in Trinity College car parks is at the drivers' own risk. Incidents where damage is caused by Trinity College staff or equipment will be investigated and dealt with on a case-by-case basis by the Director of Business Administration.

### 6. Parking Capacity & Design

Trinity College exceeds the number of car parks required under planning approval to accommodate special events and peak times.

The College's traffic design aims to keep students and vehicles separate.

### 7. Expectations

There is an expectation of common courtesy and adherence to road rules regarding car park use. Student safety is a priority.

**Staff:** Staff are expected to park in designated staff car parks to ensure availability for parents and clients of STARplex. Staff should avoid parking outside designated areas, especially during term breaks when contractor and facility staff movement increases.

### 8. Monitoring and Enforcement

In car parks subject to the agreement with the Town of Gawler, Inspectors can issue expiation notices for inappropriate parking or road rule violations. They will assist in monitoring driver behaviour.

Trinity College Senior staff will supervise behaviour in the student car park.

### 9. Complaints

If drivers wish to report unsafe driving by others, they should be aware that the College can only appeal for safe driving. For further action, they may contact the Police, who may or may not respond. Providing registration details and information about any witnesses may be helpful.

## Guidance from your Local Council

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. Enforcement activities are undertaken by Council General Inspectors. The common offences that General Inspectors may target 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 \$113

## 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. Council General Inspectors appreciate your support to reinforce these important rules.

## 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
- 3:30pm at Gawler River and Roseworthy
- 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

School maps are available on the Trinity College website (<http://www.trinity.sa.edu.au/contact/central-admin>) and printed copies from all school offices and Central Administration. A 360 Virtual tour (<https://www.advancedpromo.com.au/tours/tcgawlersite/>) is available on the Trinity College website.

## 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 10 for hours):

- Blakeview School Office
- Gawler River School Office
- Roseworthy School 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	\$300
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 coverage is not 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 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:

1. 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).
2. have a doctor complete the Medical Practitioner's statement, then
3. lodge your claim at the school office for the school section to be completed. The school office will forward the forms to 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, or
- via the parents' own ambulance cover, or
- 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 the 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 R-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

R-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 R-10 school has two School Captains (Year 10 students) who are supported by Junior and Middle School Student Leaders.

Each House within the R-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](mailto:social@trinity.sa.edu.au).

## STUDENT VEHICLES

Students wishing to drive to school, whether with or without passengers, must obtain permission from their parents/guardians and the Principal of Trinity College Senior. They must also adhere to any regulations deemed necessary by the school.

Senior School students will receive a car park permit once they complete a car park registration form, available from the Senior Front Office. This permit must be displayed while parked on school grounds. Permits can be issued at any time throughout the year.

All students are required to park in designated student parking areas on College grounds. Parking is prohibited in the STARplex and Central Admin car parks.

## UNIFORMS / STARSTORE

### STARstore

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

### Trading Hours

Monday to Friday 8am to 5pm

Saturday 9am to 12pm

\*All changes to STARstore hours will be communicated via website or social media\*

Significant closures to note:

- Tuesday 17 December to Friday 3 January inclusive
- Monday 30 June to Friday 11 July inclusive



All uniform items are available for purchase either in the STARstore or via the College's Qkr! App (refer page 27 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, active wear, goggles and other giftware. STARstore is also an agent for Ezy and Green dry cleaning.

### 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.

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>



# Trinity College

wear the uniform with pride

## Will you appear on stage?

If you're scheduled to appear on stage during a College Service, please adhere to the full Formal Uniform dress code. This includes wearing a **long sleeve shirt and tie**, along with either a skirt, pinafore or culottes paired with navy opaque tights or trousers and black school shoes. For students in **Years 2 to 6, a jumper is required**, while students in **Years 7 to 12 should wear a blazer**.

### Year 2 to Year 6

The Formal Uniform includes a jumper. If wearing a jumper in summer, a tie is to be worn with the shirt.

### Year 7 to Year 12

The Formal Uniform includes a blazer. Summer options require a tie to be worn with the shirt.

### Reception to Year 1

Wear the PE uniform.





## UPDATE YOUR CONTACT INFORMATION



The College maintains a database of information about students and families, which is only useful when it is accurate. If there are any changes to contact details, emergency contacts, or medical information, please notify the College through your school office as soon as possible. We appreciate families keeping us informed of any changes as they occur.

Email addresses are particularly important and often change. They are a vital means of communicating with families and ensuring that they receive up-to-date information from the College. If your email address has changed or if you now have an email address that was previously missing, please update your details with the school office or use the Trinity College online Portal via Schoolbox. Information about Schoolbox can be found on page 16.

## VALUABLES AND SPENDING MONEY

Large amounts of money and valuable items should not be brought to or kept at school. If it is necessary to bring such items, we recommend lodging them with the school office for safekeeping. Trinity College offers various payment options, reducing the need for students to carry large sums of money. Please contact the school office to discuss payment options for specific events or activities.

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

Please ensure all personal property – uniforms, lunch boxes, hats, PE bags, laptops, shoes etc – is clearly labelled with your child's name. This will help school staff notify students when a named item is found.

## 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 individuals on the College grounds can be accounted for in the unlikely event of an emergency.

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

A lock down is signalled by a continuous siren tone lasting for 30 seconds. Visitors should follow the instructions provided by staff, proceed to the nearest lockable room, and await further instruction. For more information on lockdown procedures, please refer to page 46.



## YOUR SCHOOL COMMUNITY

Trinity College takes pride in its strong community support, a tradition that began with the generous contributions of families who volunteered their time to help to help build the College and shape their children's future. Being part of our community offers invaluable experiences for your family.

There are many ways you can get involved in your child's education, including:

- Assisting with reading or covering books in classrooms
- Volunteering in the school office, library, grounds, learning support or canteen
- Coaching or umpiring with the Sports Office
- Joining the Parents and Friends
- Attending school events
- Becoming a Homestay Family
- Joining an Old Scholars Sporting Club

Your participation enriches our school community and supports your child's educational experience.

### HOMESTAY



Trinity College is seeking families interested in providing short-term or long-term homestay for international and country students. Homestay involves welcoming a student into your home, where they will live as part of your family. Many previous homestay families have found the experience both rewarding and interesting. Homestay families are compensated at a rate of \$43 per night.

If you are interested in learning more, please contact the Director of Business Administration at [business@trinity.sa.edu.au](mailto:business@trinity.sa.edu.au) or 8523 8744.

Initially, we are requesting expressions of interest through an application form. We aim to build our Homestay Family database in preparation for future students.

Please note that all household members will need to obtain the following clearances where applicable (see page 57 for more information):

- WWCC (Working with Children Check) - household members 18+
- RRHAN Fundamentals (Responding to Risks of Harm, Abuse & Neglect) - Host Parents only
- Child Safe Policy Acknowledgement - household members 18+

### 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 R-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:

<b>Blakeview President</b>	Tina Cole	8254 6622 / <a href="mailto:blakeview.pandf@trinity.sa.edu.au">blakeview.pandf@trinity.sa.edu.au</a>
<b>Gawler River President</b>	Karla Smith	8284 9257 / <a href="mailto:gawlerriver.pandf@trinity.sa.edu.au">gawlerriver.pandf@trinity.sa.edu.au</a>
<b>North President</b>	Steven McKenney	8522 0642 / <a href="mailto:north.pandf@trinity.sa.edu.au">north.pandf@trinity.sa.edu.au</a>
<b>Roseworthy President</b>	Reuben Brown	8522 9900 / <a href="mailto:roseworthy.pandf@trinity.sa.edu.au">roseworthy.pandf@trinity.sa.edu.au</a>
<b>South President</b>	Angela Curthoys	8522 0626 / <a href="mailto:south.pandf@trinity.sa.edu.au">south.pandf@trinity.sa.edu.au</a>

## 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 \$44.00 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](mailto:volunteering@trinity.sa.edu.au).

### Screening of Volunteers

At Trinity College, all individuals involved with children, including volunteers, parent/guardian helpers, and student volunteers, are required to obtain relevant security clearances. This includes those assisting with overnight camps, classroom reading, and excursions.

### Required Clearances

#### Working with Children Check (WWCC)

- **Eligibility:** Required for anyone aged 14 and above.
- **Duration:** Valid for 5 years from the date of issue.

- **Cost:** Free for volunteers.
- **Process:** Initiate your WWCC through your school office or Central Administration. The process includes a 100-point identity check, which can be completed online or by presenting original documents at the College for verification. Please allow sufficient time for processing, as turnaround times can vary.

## Responding to Risks of Harm, Abuse & Neglect in an Education Care setting (RRHAN-EC) - Fundamentals

- **Eligibility:** At a minimum, Fundamentals training is required for all volunteers aged 14 and above.
- **Duration:** Valid to the date stated on the certificate, this course is updated every 3 years.
- **Cost:** Free for volunteers.
- **Course:** Access the online fundamentals course at <https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses>. The course takes approximately 2 hours to complete. After finishing, you will receive a certificate to download, which must be provided to the College to become a volunteer.

## Child Safe Policy Acknowledgement

- **Eligibility:** Required for all volunteers/helpers.
- **Requirement:** Signed annually to acknowledge the College Child Safe Policy and Code of Conduct.
- **Process:** Information will be provided to each individual required to acknowledge these documents. The documents are available on our website at all times: <http://www.trinity.sa.edu.au/one-college/policies-resources>

## 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	<a href="mailto:blakeview.lap@trinity.sa.edu.au">blakeview.lap@trinity.sa.edu.au</a>
Gawler River	Jodie Chancellor	8284 6011	<a href="mailto:gawler.lap@trinity.sa.edu.au">gawler.lap@trinity.sa.edu.au</a>
North	Samantha Ellingsen	8523 8711	<a href="mailto:north.lap@trinity.sa.edu.au">north.lap@trinity.sa.edu.au</a>
Roseworthy	Josie Burns	8522 9900	<a href="mailto:roseworthy.office@trinity.sa.edu.au">roseworthy.office@trinity.sa.edu.au</a>
South	Natalie Apostolopoulos	8522 0626	<a href="mailto:south.lap@trinity.sa.edu.au">south.lap@trinity.sa.edu.au</a>

## STARPLEX

STARplex ([www.starplex.com.au](http://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**  
STARplex

**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](mailto:enquire@starplex.com.au)**

**ASK US FOR A FREE TOUR...**

**FREE crèche available**



at Trinity College

**STARplex EVANSTON PARK, SA | [www.starplex.com.au](http://www.starplex.com.au)**

