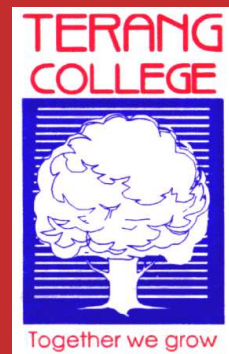




2013

# Parent Information Handbook



Terang College P-4 Campus

1/1/2013

**WELCOME TO TERANG COLLEGE P-12  
P-4 CAMPUS**

Welcome to Terang College (P-4 Campus). I look forward to meeting with all students, their parents and their families and to share the challenge of learning as a positive partnership throughout the year. College must be worthwhile and meaningful and the personal relationships we establish between all the 'people' involved will help make our College a place where childhood needs are met and a nice place to be for all concerned.

I invite all families to share in the life of the College and to work to ensure the proud traditions which have served the Terang Community for well over 100 years are maintained and developed. Our College strives to provide a challenging and varied curriculum within a caring environment where students can learn to their potential. The P-4 Campus is part of a two campus College which has been formed as part of a community decision to become a Prep to Year 12 College. Being one College has enabled the sharing of all resources - physical, financial and human resources, and this will provide increased learning opportunities for all students.

Our campus is committed to providing all students with the very best opportunity for self-development and lifelong learning. This commitment is now expressed in our COLLEGE STRATEGIC PLAN and reflects our desire to ensure our College and all that it seeks to achieve is relevant to the future. Achieving our Strategic Plan can be met most successfully with the support, trust and involvement of all parents and the local community. We want parents to feel that they are valued partners within the College's organization and operations.

This Handbook has been prepared to provide information for parents, students and the Terang community generally about Terang College – P-4 Campus's total College program. It contains information about our organization, our policies, our services, our activities and our curriculum. Detailed information relating to all these issues is provided in special purpose documents such as the Strategic Plan, Policy and Program Statements and Operational Manuals which can be borrowed for person perusal.

Please contact the College at any time if you wish to discuss our College Strategic Plan or any of our policies, programs or procedures. Any queries, comments, ideas or concerns about any aspect of College life at Terang College will always be welcome.

We trust that you find this Handbook useful and encourage you to read it carefully.

**Adam Box**  
**PRINCIPAL**

**Kerrin McKenzie**  
**ASSISTANT PRINCIPAL**

Phone: 5592 1238  
Fax: 5592 2280

**SCHOOLING AT TERANG COLLEGE**  
**Our Commitment to Quality Student Learning**  
**OUR COLLEGE MOTTO..**  
**TOGETHER WE GROW**  
**GOALS AND EXPECTATIONS ...**

Our expectations are expressed in a statement of what the College will strive for...

- the provision of a curriculum which is sensitive to the learning potential and special learning needs of every student.
- a commitment to quality teaching and learning which will provide students with the skills, concepts, knowledge and attitudes which form the foundations of positive life-long learning.
- a welcoming and caring environment for students, staff, parents, the community and visitors.
- a sense of community, co-operation, duty and responsibility.
- a central focus on literacy and numeracy learning.
- active learning of The Arts, The Sciences, Our Social Environment and the Values associated with Personal Development.
- An inquiry learning approach that integrates a variety of curriculum areas.
- learning experiences which consider what is to be learnt, how learning is to be achieved, why learning is necessary, what attitudes should be developed throughout the learning process, and, what learning outcomes should be expected.
- a commitment to quality control of teaching and learning and to continual improvement in all facets of schooling.

## **C. ORGANISATION**

### **C.1 STUDENT and STAFF INFORMATION**

#### STUDENTS...

Student Enrolment for 2012 is anticipated to be constant at around 125 students.

#### P-4 TEACHING STAFF & ROLES IN 2012

|                 |   |
|-----------------|---|
| Adam Box        | - Principal   |
| Kerrin McKenzie | - Assistant Principal   |
| Graeme Downie   | - Sub School Manager  |
| Jill McKenzie   | - Assistant Coordinator & Early Years Literacy Coordinator                            |
| Roslyn Ross     | - Curriculum Coordinator & Library/Art Specialist                                     |
| Nina Pasque     | - Student Wellbeing Coordinator   |
| Margaret Blain  | - Reading Recovery, Early Years Numeracy Coordinator &<br>Student Teacher Coordinator |
| Anne Molan      | - Language Support Coordinator  |
| Alanna Fidge    | - Sports Coordinator & ICT Coordinator  |
| Robyn Jackson   | - Prof. Development Coordinator   |

#### P-4 SUPPORT STAFF

|                 |  |
|-----------------|--|
| Wendy Chesshire | - Office Manager                           |
| Fairlie Langley | - Education Support Officer/Office Support |
| Nicole Gregory  | - Education Support Officer                |
| Chris Wearne    | - IT Support                               |
| Luke Burnett    | -IT Support                                |
| James Leversha  | - IT Support                               |

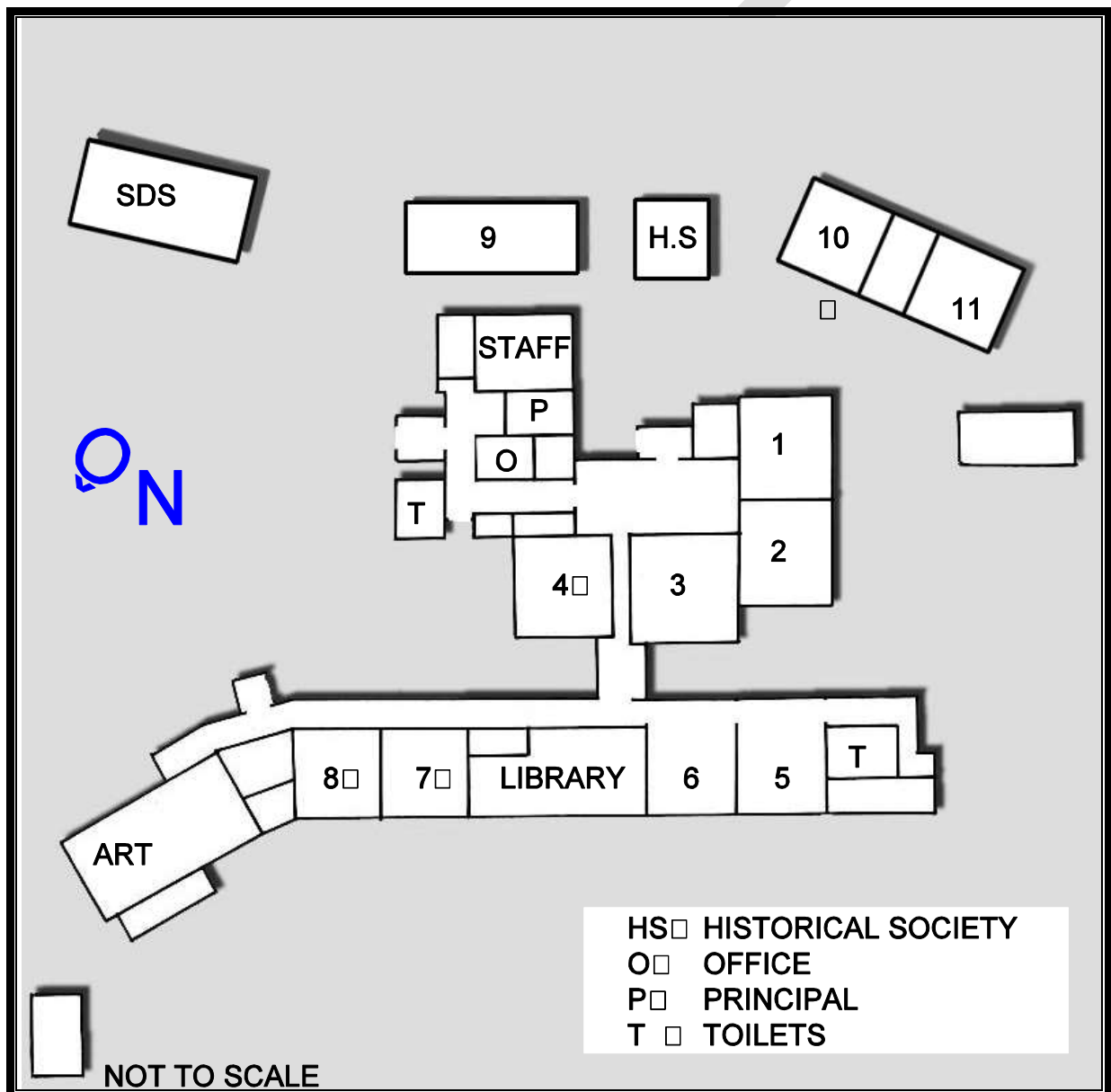
**C.2 COLLEGE FACILITIES.**

Terang College P-12  
P-4 Campus  
6655 Princes Highway  
(P.O. Box 169)  
TERANG VIC 3264

Ph. (03) 5592 1238

Fax: (03) 5592 2280

Assistant Principal Mobile: 0418 107 854



### C.3 COLLEGE OPERATIONS

Term Dates..2013

Term 1 Tuesday 29<sup>th</sup> January (student free day)  
Wednesday 30<sup>th</sup> January to Friday 28<sup>th</sup> March  
(Preps do not attend on Wednesdays until after the (Labour Day Long Weekend)

Term 2 Monday 15<sup>th</sup> April to Friday 28<sup>th</sup> June\*\*

Term 3 Monday 15<sup>th</sup> July to Friday 20<sup>th</sup> September\*\*

Term 4 Monday 7<sup>th</sup> October to Friday 20<sup>th</sup> December

*\*\*Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school, so contact your school for details.*

#### STUDENT CONTRIBUTION

Each student will be charged a material and service contributions. College Council determines this amount annually. **This is not a voluntary contribution.**

#### COLLEGE HOURS

Official entry to College

8.45am (Teacher supervision from 8.45 am)

NB. Students may enter College building upon arrival.

College Commences (Bell) - 9.00am (Students assemble in class groups)

Morning Recess (Bell) - 11.00 - 11.30am

Lunch (Bell) - 1.30 - 2.15pm

Dismissal (Bell) - 3.15 pm

Music will precede bell at 'session beginning' times.

Students must assemble as required by class teacher.

Monday Morning - Whole Campus - Formal Assembly.

Friday period 4 – P-4 Assembly in Multipurpose Building (12.30).

#### PUNCTUALITY

It is important that children arrive at College on time. Late arrival can interfere with classroom routines and be unsettling for children. The time between 8.45 - 9.00am is an important time in the child's day. This is when they meet and talk to friends, chat to the teacher and generally prepare for the day. It is to every child's advantage to arrive at College no later than 8.55 am. Punctuality is a courtesy and a desirable trait to foster. Please help to develop the punctuality habit.

## **COLLEGE UNIFORM**

The College Uniform is actively promoted by all sections of the College community. A uniform is seen as a valuable means of displaying a common sense of purpose and unity and a significant means of promoting the values and culture of the College within and beyond the general community.

It is College policy that all children must wear a Terang College Logo widebrimmed/bucket hat during summer. – Term 1 & 4.

### **GIRLS..**

**WINTER:-** Navy tracksuit pants, skirts or pinafores, red polo shirts or skivvies, navy windcheater/polar fleece jacket/ woollen jumper with college logo and navy or white socks or tights.

**SUMMER:-** Regulation cotton frock, navy or white socks and navy windcheater/polar fleece jacket/ woollen jumper with college logo or Navy shorts, red polo shirt and Terang College wide brimmed/bucket hat.

### **BOYS..**

**WINTER:** Navy windcheater/polar fleece jacket/ woollen jumper with college logo, navy or white socks, tracksuit pants or trousers, red shirt, polo shirts, skivvies or t-shirts.

**SUMMER:-** Navy shorts, red, white or light blue shirts polo shirts or t-shirts, , navy windcheater/polar fleece jacket/ woollen jumper with college logo and Terang College wide brimmed/bucket hat.

**N.B.** The College logo is available from the College office and is the sew-on type. The wearing of thongs, by either boys or girls, is not permitted and personal jewellery must be discrete and must not interfere with any College based activity such as physical education.

## **PERSONAL APPEARANCE**

All students are encouraged to wear clothing which is 'suitable for the occasion' at all times. With a variety of passive and physical activity it is important for students to wear appropriate multi-purpose footwear, proper fitting clothing, and adequate protective (and weather appropriate) clothing.

**JEWELLERY:** The College takes no responsibility for the safety of any item of personal jewellery. The wearing of a wrist watch to College is permitted. The wearing of decorative and other jewellery such earrings to College is discouraged. Students who have their ears pierced may wear a stud or a small round sleeper. For safety reasons students must remove any other body piercing jewellery.

HAIR: Hair can only be dyed a natural hair colour.

N.B. The College takes no responsibility for any injury, which may accidentally occur to a student, which is related to the wearing of a sleeper or a stud.

#### SUNSCREEN PROTECTION

Every effort is made to encourage each and every student to be prepared with respect to protection from the sun while the child is at College or engaged in College activities such as excursions. Regular reminders are placed in the Newsletter and sunscreen is always available at College for a child to use if they do not have any personal sunscreen. PLEASE ensure your child wears a hat on days when the sun may cause concern. A Terang College wide brimmed or bucket style hat during the summer period is compulsory. The College is a 'Sunsmart' College and has a policy which is published in an early newsletter.

#### PERSONAL HYGIENE

Children should be provided with a clean handkerchief every day. While tissues are available for emergencies, all children are encouraged to accept responsibility for their own personal health and hygiene. Wash taps are located outside the building and in the toilets.

#### COLLEGE BAG / LIBRARY BAG

All students are required to take special care with library books and other College property as well as their personal property when travelling to and from College. Prep students are provided with a library bag while the provision of an appropriate College bag for all students will ensure the protection of both College and personal property.

#### MEAL BREAKS

10.00am - At 10.00am students have a 5 minute break in which time they may have 'brain food (Fruit)', this should tide them over until 11.00am when they have recess.

11.00am - Because of the 2 hr class time before lunch, it is advisable that students have sufficient snack food to tide them over until their 1.30pm lunchtime.

1.30 - Lunchtime is at 1.30p.m, please ensure you have packed a sufficiently healthy lunch and snack for students as they have not eaten since 11.00am.

#### CANTEEN

College lunches are provided by the Terang College canteen at reasonable prices. The canteen is available daily unless otherwise advised via the Newsletter.

Ordering procedure for canteen lunches - A paper 'lunch' bag, with the child's name, room number and lunch order clearly marked. The correct money should be placed in the bag. The bag is placed in the 'Lunch Order Box' located in the classroom. The box is collected from the College and returned to the College foyer at lunchtime.



Canteen price lists are provided for all parents via the Newsletter or from the office on request. Students may only order what is listed on the P-4 Canteen Price List,. Other products sold at the Canteen such as lollies, etc., are not available for students until they reach the 5-12 Campus.

### **LOST PROPERTY AND VALUABLE PERSONAL ITEMS AT COLLEGE**

All clothing should be **clearly named** otherwise it is very difficult to accept any responsibility for its ownership. Lost property is kept in a central position for one term. At the end of the term the items are presented to the children at assembly and items not claimed are packed and sent to charitable organizations.

Children should not bring items of value to College unless invited to do so by a teacher for a specific purpose. Radios, walkie-talkie, mobile phones, iPods', etc., are not permitted at College and it is unwise to allow children to bring expensive toys or games of any kind to College. No responsibility can be accepted, by the College, for loss or damage to valuable items of any kind not normally required for the learning and teaching program.

### **STUDENTS BRINGING MONEY TO COLLEGE**

All money sent to College for a particular purpose, i.e. Book Club, excursion, raffle, etc., should be placed in an envelope, and clearly labelled with the child's name, room number, purpose of payment and amount enclosed. Any reply slip should accompany the money in the envelope and should be handed to the classroom teacher or office manager as soon as the child arrives at College. The envelope must be sealed to avoid any loss of money. Official receipts will be issued from the Office.

Class teachers maintain an accurate record of monies received and large amounts for camps, etc. will be issued with individual receipts from the office.

### **ASSEMBLIES**

#### **1. MONDAY ASSEMBLY**

A formal Assembly of the whole campus is held every Monday morning at 9.00am, weather permitting. Students assemble in class groups in a formal formation. This Assembly enables the students' to focus on the singing of the National Anthem and the reciting of the College 'Pledge' as led by a Year 4 student. Messages and specific whole College issues are also considered at this time. It is important all children be at College in time for this assembly.

## **2. FRIDAY ASSEMBLY**

Most Friday's the P-4 Campus assembles in the Multipurpose Room at 12.30pm for a 1 hour 'whole campus' activities session. An agenda of class, group or individual cultural activities, classroom program displays or exhibitions, reports of various College and community based activities, presentation of 'awards', recognition of birthdays, celebrations of various activities, focus for student welfare issues, etc., is chaired by a teacher or a student. The assembly is a special feature of Terang College's 'Student Welfare' Program and parents are welcome to attend at any time but particularly if their child is performing.

## **3. RECESS ASSEMBLY**

After each recess students will line up at the area designated by the class teacher.

### **CHANGE OF TRANSPORT ARRANGEMENTS AT END OF DAY**

If you have made alternate arrangements from the usual for your child travelling home, could you please ensure that you advise the teacher/office in writing so that teachers are not looking for students at the end of the day who would normally travel on a bus, etc..

### **TRAVELLING TO and FROM COLLEGE**

#### **Buses..**

A large number of our students travel to and/or from College on town and country buses. Buses are a private concern and once children board a bus they cease to be under College supervision. The bus driver has the right to exclude any child from traveling on the bus if his/her behaviour is not acceptable. Teachers supervise the loading of buses each afternoon.

It is the responsibility of parents to obtain information on bus routes and timetables from either the College or the relevant bus companies. Students who reside beyond the 4.8 km limit from the College must have completed a special DE&T. (Department of Education & Training) Free Bus Travel Form. All other children who travel on a bus must make special arrangements with the individual bus company that services their area. A small fee is charged by the bus company that services the 'town' run. When traveling on buses all students must remain in their seats until the bus has stopped.

**DEECD policy decrees that students cannot travel on any other bus other than their own. If students wish to go to another student's house, alternative arrangements should be made.**

#### **Private Car..**

Students who travel to and/or from College by private car must be collected from just inside the College gates and escorted back to the car. Parents must not park in the bus lanes and every care must be taken when children leave or enter a vehicle in this area. Teachers will be on duty at the gates to help supervise children. Parents cannot pick up students from another family without written permission from both families involved.

It is expected that students walking/riding to school go directly to and from the College using the safest most direct route to their home.

### **Walking..**

All children walking home must be aware of the road rules associated with their route from and to home and be prepared to obey any crossing instructions provided either by flags or a supervisor as in the case of the highway crossing near the College gate. Children using the supervised crossing must only cross the highway on the supervisor's instructions - failure to do so will be deemed a serious breach of College rules and identified accordingly.

Children are encouraged to walk in pairs or in a group. All Prep Level children must be accompanied by an adult or an older student wherever possible.

### **Bicycle..**

Children riding a bike to College must be fully aware of the road rules which govern bike travel. It is important that all bike riders are made aware of the route to be taken to and from College by their parents and that every care is taken to ensure safe and courteous riding practices are observed at all times. Where possible bike riders should cross the Princes Highway at the supervised crossing, which is in front of our campus. **We don't encourage children to ride their bikes to College until they are in Year 3.**

Children must wear a Bike Helmet when riding to and from College.

Children are NOT to ride their bicycle in the College ground at any time. They must get off their bicycle and walk it to the bike racks located at the back of the College.

### **COLLEGE/CLASSROOM COURTESY**

All parents and visitors **MUST** report to the Office unless prior arrangements have been made.

Once children are at College they become a legal responsibility and the College must act to protect them under all circumstances.

Whilst the College encourages parent/guardian interest and support the following guidelines should be adhered to. These guidelines are to ensure the safety and wellbeing of students, parents and staff.

- Parents/guardians wishing to speak to classroom teachers their child's progress should make an appointment.
- Parents/guardians are not to be in student designated areas including playground and classrooms unless a teacher is present or they have been given permission by College staff.
- If parents wish to visit their child's classroom to view work or see how they are going, they should seek permission from the classroom teacher. (Please keep in mind that classrooms are also staff workplaces.)

- Parent helpers are encouraged. Times and routines will be established by classroom teachers as required.

Parents do not need to report to the office if

- They are involved in parent classroom helper programs
- When dropping students off prior to 9.00am
- When collecting students after 3.15pm.
- When attending Friday assemblies.

Parents/Guardians must report to the office for the following:

- Student late arrival to school.
- Collecting students for an appointments or early dismissal.
- Wishing to speak to/make an appointment to see a teacher.
- Dropping items off for students during class time.

### **EARLY DISMISSAL**

Children are not permitted to leave the College early at any time during the College day unless a parent has made a direct request, preferably in writing, to the class teacher or Principal.

Dental or medical appointments must be confirmed by parents, preferably in writing, to the class teacher, noting times and name of parent or responsible adult who will pick up the child from College.

Parents, who wish their children to attend music lessons during College hours, must notify the Principal in writing of all details. Permission must be granted before a child can attend 'in school times' lessons. Normally, exemption from College for more than an hour is not granted. Provision for children to attend a 'special' lesson during College hours is provided for in regulations governing school attendance. Please contact the Principal with enquiries and request details.

### **HOUSE SYSTEM**

Our House System operates from Year Prep to 4 with three Houses.

Keilambete (Blue)  
Keayang (Green)  
Dalvui (Red)

Children are encouraged to participate in various House activities during sport time and lunch time for house points. Competitions are run strictly for motivation, enjoyment and maximum participation.

#### **C.4 RELIGIOUS EDUCATION**

Our College has a regular and on-going commitment to effective Religious Education. A program is implemented within a weekly program conducted by teachers approved by the Department of Employment and Training, and under the direction of the Council of Religious Education. The development of 'values' within a specially approved Religious Education Course of Study and within the College's formal and informal 'Personal Development' program is a key component of the College's comprehensive curriculum and we strongly encourage all students to be involved. Any Parents who don't want their child to participate in this program can inform the College on the enrolment form or they can contact the College in writing at the beginning of the College year.

#### **C.5 COLLEGE/PARENT COMMUNICATION**

##### **Newsletter..**

Our main source of communication with parents is through the weekly Newsletter. This can be accessed via our College web page on [www.terangcollege.vic.edu.au](http://www.terangcollege.vic.edu.au) or if you do not have access to this service a printed copy is distributed to the eldest in the family on Thursdays/Fridays. Alternately the newsletter can be emailed to individuals upon request. Parents are advised to seek out the Newsletter each week as it contains news on a wide range of issues relevant to the College, to education generally and to the community. Important dates, response slips, changes to College routines, meeting details and opportunities for celebration are included. A calendar of events and community information is also included as a regular feature. IF A NEWSLETTER DOES NOT ARRIVE HOME ON A WEEKLY BASIS, PLEASE CONTACT THE COLLEGE.

##### **Parent Notices..**

Notification of College activities will be in writing wherever possible. Teachers will send home special activity/excursion notices generated through the CASES21 Administration system under the official College letterhead with any reply slips attached. Students will be given the responsibility for bringing home such notices unless the nature of the notice requires a level of confidentiality whereby the notice will be placed in an addressed, sealed envelope and either given to the student or posted as required.

### **Parents contacting the College.. An OPEN DOOR policy..**

Parents are encouraged to contact the College with any comment, concern, query, etc. about any issue or matter which relates to the operations, practices or procedures of the College. Parents should feel free to share any aspect of a student's life which they feel may be relevant to their child's education and to keep the College informed of any matter which may affect their child's College life in any way. The College will ensure the strictest confidence is maintained where the parent feels such confidentiality is required. The Principal, Campus Principal or a teacher can be requested to maintain confidentiality with any matter relating to a student's personal welfare.

Please note College Office Operation hours.. (C.6 COLLEGE ADMINISTRATION)

### **Publicity and Promotion..**

Every opportunity to publicise College activities through the College Newsletter and through the local media is taken as a means of keeping our community informed of our College, its programs and the achievements of students.

Reporters from the 'Terang Express' and the 'Warrnambool Standard' are regularly briefed on College activities and are very supportive of our College and its students. Many of the photographs taken by the media personnel are included in our College magazine which is distributed at the end of each College year.

The College Council actively promotes and publicises the College as part of its College Development Program Agenda.

## **C.6 COLLEGE ADMINISTRATION**

### **Office Contact**

|           | <b><u>Official Hours of Operation:</u></b> | <b><u>Lunchbreak</u></b> |                   |
|-----------|--|--------------------------|-------------------|
| Monday    | 9.00 am – 1.30 pm                          | 1.45 – 2.15              | 2.15 pm - 4.00 pm |
| Tuesday   | 9.00 am – 1.30 pm                          | 1.45 – 2.15              | 2.15 pm - 4.00 pm |
| Wednesday | 9.00 am – 1.30 pm                          | 1.45 – 2.15              | 2.15 pm - 4.00 pm |
| Thursday  | 9.00 am – 1.30 pm                          | 1.45 – 2.15              | 2.15 pm - 4.00 pm |
| Friday    | 9.00 am – 1.30 pm                          | 1.45 – 2.15              | 2.15 pm - 4.00 pm |

***Between 1.00-1.30pm lunches are collected from local milkbar.***

It would be appreciated if phone contact could be restricted to official office hours as detailed above.

For any emergency, please contact the College as someone (teacher, parent or aide) will respond as required.

**Appointments..**

Parents are invited to make an appointment to make formal contact with the Principal, Campus Principal or a teacher. Appointments can be made before or after College hours or during College hours if the need arises. Phone appointments should be avoided although such arrangements can be made if no other alternative is possible.

**Notification of an Absence**

It is a requirement of the Department of Employment and Training that parents are asked to notify the College, in writing, if a student has been absent from College for any reason. Such notification is recorded on the Department of Education 'Student Absence' section of the computer system CASES.

**Student Records..**

All records maintained at College are subject to the Freedom of Information Act. While some records are retained by the Principal/Campus Principal as 'Strictly Confidential', all records can be viewed by a parent on request within the company of the Principal/Campus Principal. All teachers will make a student's 'regular' assessment and special purpose records available to a parent on request (appointment). Such 'regular' records will be made available to a third party (e.g. College psychologist) only with the expressed permission (preferably written) of a parent. A student's cumulative record will be maintained within the College or passed on to the student's following College. The principal, with the co-operation of the parent, will retain discretion with the release of 'confidential' records.

**C.7 JUNIOR SCHOOL COUNCIL**

The Junior School Council was established several years ago to foster responsibility and leadership in our Year 4 students. The Year 4's hold a democratic election at the start of the College year. The positions of responsibility are President, Secretary and Treasurer. These positions are rotated each term by House Captains. The J.S.C raises funds throughout the year to assist College programs, purchase equipment and to upgrade facilities. The J.S.C executive is our student body leaders and also has a role in organizing campus fundraising activities. The J.S.C is an integral part of our student/ teacher relations and is certainly an important part of our College environment.

## **D THE WELFARE OF OUR STUDENTS**

### **D.1 REPORTING STUDENT ACHIEVEMENT AND PROGRESS**

Parents are very welcome to make an appointment to discuss any aspect of their child's schooling with the class teacher, specialist teacher, Campus Principal or Principal at any time during the College year.

Two formal written reports are presented to parents each year - end of 2nd and 4th terms. A formal parent teacher interview is conducted during Term 1 & Term 3. Parents can request (by appointment) an interview at any time while teachers may seek a special appointment with a parent if the need arises.

### **D.2 CODE OF CONDUCT - STUDENT WELFARE AND DISCIPLINE POLICY**

1. The Student Welfare and Discipline Policy has been developed by the College community to provide guidelines for the development of safe, sensible and responsible social behaviour throughout all aspects of College life. It aims to establish the rights and responsibilities of the College community; promoting good tone and discipline and providing the best possible opportunity for each child to experience access to and success with an education to which they are entitled.
2. One of the aims of the College is to encourage and foster the development of co-operative courteous and confident attitudes, and to develop respect for the person and property of self, others and for the property of the College which is to be shared by all. To realise this aim, it is essential that the support and co-operation of children, teachers, parents and the wider community is fully harnessed.

#### **A. BEHAVIOUR WHICH IS FOSTERED AND ENCOURAGED**

1. All children to be courteous and well mannered, considerate to others and to treat all College and personal property with respect.
2. To behave in all College activities in a manner which does not interfere with the access of others to a full and uninterrupted education and does not prejudice the good name of the College?
3. All children to think before they act: becoming responsible for their actions, attitudes and behaviour.
4. To be respectful to teachers, parents, visitors to the College and to each other; respect is a mutual behaviour.
5. To be alert and responsive to College routines and procedures; College bells; assemblies; corridor movements, playground rules and College boundaries.
6. To maintain a clean, healthy environment by placing litter in bins.



7. To be punctual and receptive to learning opportunities.
8. To respect the rights of others to a safe, secure and healthy classroom/playground environment.
9. To play in designated areas in a manner which is safe, co-operative and respectful of the rights of others who use the same space.

It is essential children understand that there is a reason for establishing rules and guidelines as a code of behaviour and to observe them so that the College is more conducive to effective education. Breaches of discipline by children will draw meaningful consequences. Within the Department of Employment, Education and Training Guidelines personal counseling, withdrawal from activity, various levels of detention and, if necessary, suspension, will be applied as the nature of the breach of discipline so determines.

**B. BEHAVIOUR WHICH IS DISCOURAGED AND NOT ACCEPTABLE**

1. Discourteous behaviour - speaking out of turn, answering back, being disrespectful to teachers and other adults.
2. Dangerous behaviour - fighting, stone throwing, climbing on fences, trees or buildings, playing with sticks or other dangerous objects.
3. Thoughtless behaviour - dropping litter, wearing football boots inside, interfering with the personal property of others.
4. Unpunctual behaviour - being late for an assembly or a class away from the regular classroom.
5. Disobedient behaviour - not obeying teacher instructions, leaving the College ground without permission, being in an out-of-bounds area of the College.
6. Selfish behaviour - classroom behaviour which makes it difficult for others to enjoy, feel secure and be positive within the classroom.
7. Destructive behaviour - damage or vandalise property; College, own, other or community.
8. Rude behaviour - swearing, being abusive or vindictive towards others, spitting.
9. Uncooperative behaviour - running in corridors, pushing in lines, not completing tasks as requested.
10. Unhealthy/unsafe behaviour - playing in toilets, chewing bubble gum, wearing unnecessary jewellery.

## **CHILDREN MUST KNOW THEIR BOUNDARIES**

- A. Certain areas of the College are out of bounds.
- the 'slope' area behind the Multi-Purpose Room
  - around the bikes in the Bike Shed
  - any section of the College where work is being carried out by workmen.
- B. Certain areas are restricted areas.
- all passageways and classrooms are not to be used by children at recess and lunchtimes unless a wet weather timetable is called.
- N.B. children should only be in the College grounds after College with permission from the College Council or the Principal.
- C. Climbing - only on playground equipment provided for such purpose. The following activities are too dangerous at College.
- climbing on steps and railing
  - climbing trees, over fences or on the roof of any building.
- D. Safety and Health - to keep the College a safe place, children must not....
- play or swing on steps/rails
  - play or sit in doorways
  - play in toilets
  - bounce balls on walls other than designated ball walls
  - throw anything but approved balls kick anything but approved balls, and only on the oval or designated asphalt areas
  - bring knives or other dangerous items to College
  - play with sticks, stones, matches or sharp objects
  - smoke at College or bring any other type of drug into College. (Except prescribed medication with instructions from parent which must be handed to the classroom teacher)
  - run inside buildings or around corners
  - slam or push doors

## **WHEN OUT OF COLLEGE BOUNDARIES**

It is essential that children on excursions, camps, sporting activities or any other form of activity away from the College environment, obey the rules placed on them in the situation they are in. These rules are made for the safety of the individual child and the group. If the children cannot conform to College expectations in these situations they will have to remain behind at the College.

### **D.3 STUDENT SAFETY**

Our College aims to develop good safety habits for each and every child. It is important, for his/her own safety and for the welfare of others; children know the basic rules of safety associated with College.

These we consider to be:

1. To know his/her full name, address and home phone number
2. To travel directly between home and College in the manner approved by parents and the 'law'.
3. Cross the highway at the school crossing - supervised by the crossing supervisor
4. Stay on the footpath when walking to and from College
5. Not play on the footpath or roads
6. Not run from behind parked cars
7. Not accept rides from strangers (if in doubt call a teacher)
8. Not bring articles to College which may cause accidents or injury
9. Show respect for those in charge of safety - parents, teachers, bus drivers, crossing supervisors, police, etc.
10. Not ride bicycles in a manner which is unsafe to self and others

Please Note: BIKES - We ask parents to back up our work at Terang College and ensure

that if children ride bikes to College, they wear helmets and observe the rules of the road. For their own safety children are not permitted to ride their bikes in the College ground. Children who do not obey road and College rules, regarding bikes, will be asked to leave them at home until such times as they can act in a responsible manner. A covered shed is provided for bikes but the College cannot accept responsibility for loss or damage to bikes while at College. We strongly recommend that children below Year 3 only ride to College when accompanied by an adult

#### **D.4 RECESS AND LUNCHTIME SUPERVISION OF STUDENTS**

Each recess and lunchtime at the College, a staff member is on duty supervising the yard. Any child who has a problem, or needs attention for injuries etc. should contact the duty teacher (or the office if 'urgent'). A teacher with 'First Aid' qualifications is always on duty to attend to children's' injuries. Parents will be notified by telephone if their child is seriously hurt and by note of a minor incident.

## **D.5 STUDENT INFORMATION**

College Attendance/Absence..

College is compulsory for all children over the age of six, and frequent absences, without a legitimate written excuse, are reportable to the Authorities. A written or verbal explanation must be provided by parents for all student absences as required by the Department of Education & Training. If a child is to be away for any length of time, it is appreciated if the College can be notified of the circumstances. A phone call to the office is sufficient.

Emergency Information..

It is essential that the Confidential Student Information form be completed accurately when each child enrolls and must be kept up to date. The College must be notified immediately of any change to accurate information, e.g. change of emergency contact, change of telephone number, etc. Occasional reminders to parents are issued through the College Newsletter, particularly at the beginning of the year.

Medication..

If a child is on any type of medication, parents are requested to contact the General Office where the medication must be left with dosage instructions. A written record of all medication administered is kept in the office.

Accidents at College..

If a child has an accident or suffers an injury at College the following procedures take place:

1. First Aid (by qualified staff) is administered where necessary. In the case of minor accidents or injuries the administration of first aid is usually sufficient and the child returns to their normal routine.
2. If the injury suffered causes inconvenience, and the child is considered in need of medical attention or supervised rest, the parent is contacted to collect the child from College. If parents are unavailable to respond the emergency person is contacted.
3. If the case is a serious accident, the ambulance is called and the parent notified.

## **D.6 STUDENT SUPPORT SERVICES**

A wide variety of support services are available to parents through the College. If parents wish for more information on any of those listed below, or wonder about other services, please contact the College.

Some of the more widely used services are:-

1. School Medical and Dental Services
2. Visiting teacher for the hearing impaired and the visually impaired
3. Clinical Guidance and Counseling Services personnel (Psychologists)
4. Speech Therapy Service

5. State Schools Relief Committee - for help with children's' clothes
6. Family Services

#### **D.7 STUDENT COUNSELLOR**

Terang College employs a full time student Counselor to Counsel children at the request of parents.

Counsel children at the request of teachers ( with parents permission )

Participate in class programs and the Personal Development Program as requested.

Counsel parents as requested.

Be part of the Welfare and Discipline Committee

#### **D.8 INTEGRATION/INTERACTION OF DISABLED STUDENTS**

The College provides for the welfare of all its pupils. Recent emphasis towards integration of children with disabilities, handicaps and problems in learning within the College can be supported by the application for Disability and Impairment funding. Our College aims to provide a supportive environment for disabled students, their parents and the teachers who will be primarily responsible for their classroom management.

A Program Support Group (P.S.G) for each child determines the program, resolves issues and, with the input of consultants, cares for the total education of a child considered appropriate for integration resource support. Members of the P.S.G. are the child's parent, a parent advocate, the Principal/or his nominee, the class teacher and relevant student services consultants.

Assistance is given to ensure each child is able to participate in normal classroom experiences at every possible opportunity.

Liaison between the parents, College personnel and College Council is assisted by the Student Welfare Sub-Committee of the College Council.

Some children with particular disabilities may attend Hampden Special Development School part-time to participate in programs which cater for their very special learning and development needs.

#### **D.9 INFECTIOUS DISEASES: INSTRUCTIONS FOR CONTROL**

DEECD SCHOOL OPERATION INSTRUCTIONS

Exclusion of Patients and Contact from School. The following table supersedes instructions previously followed in schools.

"Contact" means child of school age or pre-school age living in the same house as the patient; "Patient" includes carrier, and "School" includes any pre-school center, kindergarten, primary school or secondary school.

A patient or contact shall be prevented from attending school unless the conditions (where applicable) hereunder prescribed are complied with.

| Condition   | Exclusion of Cases   | Exclusion of Contacts   |
|---|--|---|
| Amoebiasis (Entamoeba histolytica)                | Exclude until there has not been a loose bowel motion for 24 hours.  | Not excluded.   |
| Campylobacter                                     | Exclude until there has not been a loose bowel motion for 24 hours.  | Not excluded.   |
| Chickenpox  | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.                                       | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded. |
| Conjunctivitis                                    | Exclude until discharge from eyes has ceased.  | Not excluded.   |
| Diarrhoea   | Exclude until there has not been a loose bowel motion for 24 hours.  | Not excluded.   |
| Diphtheria  | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later. | Exclude family/household contacts until cleared to return by the Secretary.   |
| Hand, Foot and Mouth disease                      | Exclude until all blisters have dried.   | Not excluded.   |
| Haemophilus influenzae type b (Hib)               | Exclude until at least 4 days of appropriate antibiotic treatment has been completed.  | Not excluded.   |
| Hepatitis A                                       | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.   | Not excluded.   |
| Hepatitis B                                       | Exclusion is not necessary.  | Not excluded.   |
| Hepatitis C                                       | Exclusion is not necessary.  | Not excluded.   |
| Herpes ("cold sores")                             | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.   | Not excluded.   |
| Human immunodeficiency virus infection (HIV/AIDS) | Exclusion is not necessary.  | Not excluded.   |
| Impetigo  | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.   | Not excluded.   |
|   |  |   |

|   |   |   |
|---|---|---|
| Influenza and influenza like illnesses                      | Exclude until well.   | Not excluded unless considered necessary by the Secretary.  |
| Leprosy   | Exclude until approval to return has been given by the Secretary.   | Not excluded.   |
| Measles*  | Exclude for at least 4 days after onset of rash.  | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility. |
| Meningitis (bacteria - other than meningococcal meningitis) | Exclude until well.   | Not excluded.   |
| Meningococcal infection*                                    | Exclude until adequate carrier eradication therapy has been completed.  | Not excluded if receiving carrier eradication therapy.  |
| Mumps*  | Exclude for 9 days or until swelling goes down (whichever is sooner).   | Not excluded.   |
| Pertussis* (whooping cough)                                 | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment. | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.   |
| Poliomyelitis*  | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.                              | Not excluded.   |
| Ringworm, scabies, pediculosis (head lice)                  | Exclude until the day after appropriate treatment has commenced.  | Not excluded.   |
| Rubella (german measles)                                    | Exclude until fully recovered or for at least four days after the onset of rash.  | Not excluded.   |
| Salmonella, Shigella  | Exclude until there has not been a loose bowel motion for 24 hours.   | Not excluded.   |
| Severe Acute Respiratory Syndrome (SARS)                    | Exclude until medical certificate of recovery is produced.  | Not excluded unless considered necessary by the Secretary.  |
| Streptococcal   | Exclude until the child has received  | Not excluded.   |

|   |   |  |
|---|---|--|
| infection (including scarlet fever)         | antibiotic treatment for at least 24 hours and the child feels well.  |  |
| Tuberculosis                                | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious. | Not excluded.  |
| Typhoid fever (including paratyphoid fever) | Exclude until approval to return has been given by the Secretary.   | Not excluded unless considered necessary by the Secretary. |
| Verotoxin producing Escherichia coli (VTEC) | Exclude if required by the Secretary and only for the period specified by the Secretary.  | Not excluded.  |
| Worms (Intestinal)                          | Exclude until there has not been a loose bowel motion for 24 hours.   | Not excluded.  |



## **E. OUR COLLEGE CURRICULUM**

### **E.1 YEARS PREP TO 4**

The Victorian Essential Learning Standards include standards at six levels. The levels broadly associated with schooling from Years Prep to 4 are as follows:

Level 1 – Preparatory Year

Level 2 – Years 1 & 2

Level 3 – Years 3 & 4

Beginning school is a major upheaval in children's lives, especially those who have spent the majority of their lives at home. The foundation knowledge, skills and behaviours that children must develop in Levels 1 and 2 to become successful learners at school are:

English (reading, Writing, Speaking and listening)

Mathematics

The Arts (Creating and making)

Interpersonal Development (with an emphasis on socialization)

Health and Physical Education (Movement and physical activity).

Without the knowledge, behaviours and skills that are learned in these domains, children will be restricted in their capacity to succeed in the other domains as they progress through schooling. At Level 3 students begin to respond to information, ideas and beliefs from contexts beyond their immediate experience. Consistent with this development, additional standards across a range of domains in the three strands are introduced.

The first challenge at school is for children to socialize and to become engaged behaviorally, emotionally and cognitively. Engagement is a state that remains critical to success throughout schooling. Engagement moves from a minimal level of engagement where children conform, motivated by extrinsic demands, to a higher level of behavioural engagement where their motivation is more intrinsic. The latter includes resilient behaviour that is the capacity to overcome stress and adversity. Resilient children achieve more highly at school and better manage the ups and downs in life. Schools play a significant role in helping children to develop resilience.

### **E.2 ENGLISH**

English is an important part of all learning and teaching within the school's curriculum. It is essential for all students to develop a high level of literacy in order to achieve success in College and in life generally.

English at Terang College...

provides relevant and interesting learning experiences which will assist students to learn effectively to listen, talk, read and write within their individual capabilities and their potential for learning.

- i) is taught through a variety of teaching and learning strategies, such as, co-operative learning activities and individual tasks, to encourage learning and the development of each student's English skills.
- ii) builds directly on each student's store of knowledge and already learned skills.
- iii) encourages a lifelong love of literature.
- iv) develops skills in reading, writing, speaking and listening which will enable students to function successfully in everyday life.
- v) promotes competence in oral and written expression and leads students to become proficient users of language tools, such as, books, writing materials and word processing equipment (computers).
- vi) allows for daily experiences in English activities, which includes a balance between skill sessions and time to experiment with language e.g. conference writing.
- vii) is integrated across the curriculum and is linked to all curriculum policies and programs and is reflected in their implementation.
- viii) is shared with the home.
- ix) is assessed on an ongoing basis to determine achievement.

The Library Resource Centre...

The Library Resource Centre has been set up to allow children and teachers to select books and non-book materials to aid them in educational and recreational reading. The children and teachers may borrow books from the Picture Story, Fiction and Non-Fiction sections. Reference books such as encyclopedias can be borrowed on over-night loan by the children.

Formal library sessions are conducted with each class. Each class has one 45 minute session per week. During these lessons children are given necessary skills to help them become independent users of the library's resources. Children may also borrow books during these lessons and are able to keep them for two weeks and return them during their next library lesson or at the out of class times which are indicated below. A library bag must be provided by the borrower, in which the books can be safely carried home. Year Prep, One and Two are able to borrow one book during their library lessons whilst Years Three and Four may borrow two books.

Borrowing and returning times for children outside of library lessons are:

Mornings: 8.30 - 9.00 am and Lunch times: 1.45 - 2.10 pm.

### **E.3 MATHEMATICS**

Number/Space/Measurement/Chance & Data/Structure & Working Mathematically

The course aims to develop concepts and skills through the use of materials and problem solving activities based on real-life situations. Emphasis is placed on matching language development to the learning of mathematics - particularly the positive impact of oral language. Three methods of computation are developed: written, mental and calculator. Other 'number' topics developed from Prep to Year 4 include counting, pattern and order, place value, fractions and problem solving.

Practical 'measurement' topics include length, area, perimeter, column, money, time, mass, graphs and spatial relations.

A child-centered, balanced activity-based program progressively broadens the child's experience in mathematics enabling them to use their acquired skills and knowledge in a constructive and meaningful way.

#### **E.4 INQUIRY LEARNING/INTEGRATED CURRICULUM**

Science..

Science provides children with the opportunity to learn about their world in an orderly way. Investigating and handling everyday things allows the children to collect information about their environment that is meaningful to them. Children are encouraged to collate the information discovered and draw conclusions. Matter, energy, life, time, change and relationships are investigated within the program.

Humanities – History & Geography..

The Humanities program aims to enlarge the child's knowledge of the social world, locally and beyond, and to develop the child's ability to investigate and begin to explain some of the fascinating social situations which are presented to them. A comparison of life in Australia with that of other countries is a major focus. Customs, language, food, clothing, housing, industries and climate are aspects investigated within the program

Information, Communication Technology..

Each classroom has access to a computer. The main emphasis in the middle school is placed on word processing which enables children to work through a series of drafts of a piece of writing until they are satisfied the writing is ready for publication. Research skills are developed by access to CD Encyclopedias and internet caches. In the infant area the emphasis is on familiarization initially through access to word processing and problem solving games.

Children will eventually develop from the familiarization stage to more advanced stages of specific computer usage as they progress through the College

The College employs a computer technician to maintain all computers. The campus is fully networked with children being able to access 50 CD's with a click of a button.

Problem solving

Basic Skills - Math's and Language

Information Processing - Data base activities

Printing and Publishing Techniques

Adventure Games

Internet Use

E Mail Use

## **E.5 HEALTH & PHYSICAL EDUCATION**

Physical Education/Recreation and Sport...

All year levels participate in a minimum of two sessions per week of specific physical education activity.

The program is based around particular movement skills.

Ball handling            Athletics  
Gymnastics             Dance  
Major/minor games    Swimming

The skills gained within the developmental sessions are then applied to game and sport situations as the child develops in competence and confidence.

### **HEALTH KNOWLEDGE AND PROMOTION**

The aim of the Health program is for the children to develop a more positive attitude towards a healthy lifestyle. The main areas of the Health program are:

A Look at Me Myself and Others  
Sickness to Health    Drugs  
Recreation and Leisure    Nutrition  
Personal Hygiene    Safety

The Health Knowledge Program is conducted in Years 3 - 4. This program covers peer relationships, coping strategies, feelings, problem solving and bullying awareness.

In Year 4 the program covers growth and development leading up to and beginning puberty.

Outdoor Education...

The College has developed an attractive outdoor environment. It has been developed to:

- encourage pupils to develop and improve their environment
- encourage the growing of trees and plants within the bounds of the College environment
- assist children with a better/wider understanding of tree planting and after care of all other plants
- improve the aesthetic outlook of the College grounds and buildings
- encourage bird and insect life of the College grounds so that they can be incorporated into the classroom learning situation.

Children are encouraged to plant trees and care for them within the College grounds.

## **E.6 THE ARTS**

### Visual Art...

The College provides a sequential program to provide a range of experiences in painting, drawing, printing, modeling/sculpture, and construction, threads and textiles, collage and art appreciation. Necessary skills will be taught to allow children to express individual ideas and enjoy art.

### Performing Arts...

#### Drama..

The drama program offers students a range of, and experience in, dramatic forms, e.g. role play, mime, improvisation, puppetry and relaxation.

Students work co-operatively in groups or individually to explore, negotiate, rehearse and perform drama for a particular audience or purpose.

Students are encouraged to reflect on their work and respond to constructive feedback.

#### Dance...

In the dance program students make their own dances or create dances. The making of dance involves discovering, practicing, improvising, developing, selecting and evaluating movements that communicate ideas, images and feelings.

Students will perform or share dance for an audience or peers.

Students will evaluate their work, not only the end product, but the process involved in producing the end product.

#### Music...

The music program aims at providing a broad range of musical experiences for all levels throughout the College. Experiences include making and creating music, listening to music, discussing and reading about music.

The music program aims to:

- capture the interest of all students
- provide them with enjoyment and a sense of achievement
- cater for differing rates and styles of learning
- satisfy and extend students with more developed musical knowledge and skills.

#### Media Studies...

In the early years (P-3), most of the students contact with media is linked to entertainment and enjoyment and the program builds on this enjoyment and helps students in developing critical skills that heighten their understanding of their media environment.

Year 4 media may be taught separately or through an integrated approach. The students experiment with media forms (film, TV, photographs, radio programs, newspapers and magazines) and text to convey ideas, moods and stories.

They identify the different purposes that media are used for by a range of audiences.

## **F. OUR PARENTS - A COLLEGE PARTNERSHIP**

### **F.1 COLLEGE COUNCIL - A Governing Responsibility**

Committee Structures/Purposes...

The College Council consists of ten non DEECD representatives, four DEECD representatives and the Principal is the Council's Executive Officer.

The College Council is the mechanism chosen by the Government to determine the policy of the College within the guidelines applying to all State Schools.

The Terang College Council exercises its responsibility through the adoption of a comprehensive agenda and a sub-committee structure:

1. Technology
2. Finance and Development
3. Community Links
4. Fund Raising

The College Council of Terang College consists of fifteen members. Half the Council retires annually, on March 31st, and elections for new members are held during March. Eight scheduled meetings and two or three special meetings are held throughout the College year. Meetings are held on the third Monday of each month at 7.30 pm. All parents are welcome to attend these meetings as observers or they may submit, in writing, business items for the agenda.

Meeting Schedule - College Council hold their meetings on the third Monday of each month.

### **F.2 PARENTS' ASSOCIATION - Supporting Role**

Structure/Meeting Schedule...

Parents' Association consists of 6 Office Bearers: President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

The Parents' Association is a parents' and citizen's body formed to promote the welfare of the College. It performs many and varied tasks essential to the smooth running of the College and can be considered the chief fund raising body in the College. No school can 'live' without a Parents' Association and this is very true of Terang College – P-4 Campus.

Meetings are advertised in our weekly newsletter.

PLEASE GIVE THESE PARENT GROUPS YOUR ACTIVE SUPPORT

### **F.3 PARENT HELPER'S PROGRAM**

At the beginning of the College year helpers are sought to assist with the College's many and varied tasks. The College's reading program which mainly consists of hearing children read and talking to them about books they are reading is one of the inspirational areas of parental involvement. Other areas include;

Helping children with their writing..

Excursions..

Cooking and craft activities..

Working with children on math's activities such as problem solving tasks..

Art/Craft activities..

Typing and word processing..

A call for voluntary helpers with 'special' projects such as working bees, Art Room cleaning or library book processing is made through the weekly Newsletter.

Listening to Children Read...

Parents who are able to give of their time on a regular basis become reading 'tutors' to children, i.e. listening to a child read, reading to a child, talking about what is being read, sharing thoughts, ideas, impressions about books, etc. An opportunity exists each year for parents to participate in a Literacy training program. Parents are wonderful 'tutors' and children thoroughly enjoy interaction with them in a relaxed and sharing manner.

All year levels are involved in this program and teachers organise suitable times etc. on an individual basis.

Classroom Helpers...

Parents, friends and grandparents are always welcome to participate in classroom activities. Teachers welcome the support of parents for a whole range of activities and seek support via a personal note to parents as the need arises. Support for teachers are excursions both local and 'out-of-town' is greatly appreciated. Teachers seek assistance as required and endeavour to involve as many parents as possible throughout the year.

Working Bees, etc....

The College Council organises an extensive working bee program to help maintain the College grounds, undertake detailed cleaning of 'low usage' areas and undertake small development/construction projects.

## **G. SPECIAL ACTIVITIES AND PROGRAMS**

### **G.1 EXCURSIONS AND CAMPS**

College Camps...

Terang College has developed a camping program for Prep – Year 4 students. Preps begin with an after College activity followed by a barbeque. Year 1 & 2 have a sleepover, and a three day Year 3/4 camp each year focuses on co-operation, resourcefulness, independence, tolerance and determination. Activities such as bush walking, canoeing, rope course challenge, bush art, bush construction and a range of drama, music and craft activities are incorporated into a busy and carefully structured program. Duty groups and activity groups enable students to make decisions and reflect on the outcomes for the wellbeing of themselves and others.

Teachers plan excursions to fit in with their regular classroom learning experiences and utilize the photographic, video and audio materials available to record the outside experiences for follow-up classroom study.

Flagstaff Hill, Tower Hill, the beaches, gardens, city shops and businesses and surrounding farms are all fully utilized for excursions.

Excursions...

Many opportunities arise within the regular classroom program and within the whole College program for excursions and educational visits beyond the College. Providing 'real life' experiences and enabling students to interact within the wider community enriches learning experiences and gives meaning and purpose to a range of College based learning activities. Students react very positively to carefully planned and targeted excursions and we encourage all students to take advantage of the experiences offered.

### **G.2 CULTURAL ACTIVITIES AND CULTURAL GROUP VISITS**

The Campus Staff arrange a variety of in-College performances for students, usually one per term. Many of these performances involve audience participation.

### **G.3 COLLEGE SPORT - Beyond the College Opportunities**

Our College encourages interschool sport at all times in the following sports:

\* Football      \* Basketball      \* Netball

Athletics is our major event for interschool sports. This includes such events as:

Sprinting      Jumping      Long-distance  
Shot Put      Hurdles      Obstacle course

Swimming is also encouraged at the interschool level.

Children who achieve success at the local level are permitted to follow their success through to the highest level.



#### **G.4 COLLEGE PHOTOS**

Each year a reputable company is engaged to take individual and family photos of our students. Where possible, this is usually done in Term 1 of the College year and every class has a group photo taken. The option of individual and family photos is available to parents upon request.

#### **G.5 SOCIAL SERVICE**

The Junior School Council sponsors different organizations' throughout the College year, e.g. Red Nose Day, Royal Children's' Hospital Appeal and Deafness Foundation.

#### **G.6 COLLEGE BANK**

(This will only occur if the college has sufficient numbers using the service)

All students are invited to participate in the Commonwealth 'Dollarmite' Savings program. The bank will arrange for all the necessary materials and students will submit their deposit book and savings on a weekly basis (Fridays) to the College. The College records deposits and the bank processes transactions. For this recording task, the College receives small commission funds which are allocated to the Junior School Council to cover their operational costs.

#### **G.7 BOOK CLUB**

Our College uses Scholastic Book Club and they offer several levels of book club. There are approximately seven issues per year catering for the various stages of your child's development

There are no membership fees in these book clubs and neither you nor your child is under any obligation to participate. The aim of the club is to encourage children to read and enjoy their reading. At the beginning of each book club offer the children receive their own copy of Wombat, Lucky, or Arrow student news which contains details of all books offered.

The College also benefits through book club as bonus points are forwarded to the College with each issue of book club which at the end of the year the Librarian purchases (using the points gathered throughout the whole year) items for the students to use in the Library

#### **G.8 FINAL ASSEMBLY AND FAMILY CHRISTMAS CAROLS**

A Christmas Picnic is held during the last week of the year. Parents, family and friends are invited to share a picnic lunch, attend a short assembly and be involved in carol singing in the afternoon.

**TERANG  
COLLEGE**



**Together we grow**

**Thank you for reading our Parent Handbook...**

**Our Motto...Together We Grow**

**Please feel welcome to be part of our College...**