Term Dates 2015

Term 1:  
Tuesday, 27 January – Boarders return
Wednesday, 28 January – Wednesday, 1 April (Sports Day)
Exeat Dates: Saturday, 14 to Sunday, 15 February
Saturday, 7 to Monday, 9 March

Term 2:  
Monday, 20 April – Boarders return
Tuesday, 21 April – Friday, 26 June
Exeat Dates: Saturday, 16 to Sunday, 17 May
Saturday, 6 to Monday, 8 June

Term 3:  
Monday, 20 July – Boarders return
Tuesday, 21 July – Friday, 25 September
Exeat Dates: Saturday, 8 to Sunday, 9 August
Saturday 5 to Sunday, 6 September

Term 4:  
Monday, 12 October – Boarders return
Tuesday, 13 October – Friday, 4 December
Exeat Dates: Saturday, 31 October to Sunday, 1 November
Saturday, 21 to Sunday, 22 November

Seymour Shop 2015 Trading Hours
Monday 8.00am–4.30pm
Tuesday Closed
Wednesday 8.00am–4.30pm
Thursday 1.00pm–5.30pm
Friday Closed

Phone Numbers and Email Addresses
Junior School Reception Phone: 8303 9001
Junior School Absentee Phone: 8303 9001 / 9020 (4.30pm–8.15am)

Email: initialsurname@seymour.sa.edu.au
eg.stravers@seymour.sa.edu.au

www.seymour.sa.edu.au
The Junior School staff and I welcome you to Seymour, a friendly, caring learning community where our commitment to working collaboratively with parents, as partners, is reflected in our daily routines and expectations.

Together our school community encourages, nurtures and works to sustain respectful social relationships between students, staff and parents. These are essential to ensuring that each student feels safe, happy and connected at school and is able to pay full attention to their learning.

As an important step in developing the mutual trust that is needed to continually strengthen our home-school partnerships, we present this Parent Student Handbook, which conveys very clearly our aims and policies on the very many areas of life in a busy and dynamic place of learning. If we collectively refer to the Handbook, it will hopefully reduce misunderstanding between home and school and allow parents and teachers to continue to work together for the good of each Seymour girl.

We hope that the information presented will facilitate a closer cooperation and understanding between those who work collaboratively, to support every girl’s journey through the Junior School. I encourage you to discuss with your daughter the values underpinning policies and procedures at Seymour.

The Junior School aims to foster an enthusiasm for learning, building upon the creativity and curiosity that each child has as she begins school. In addition to quality delivery of the formal curriculum this includes cultivating understanding and habits of learning that enrich each student’s acquisition of information. This is measured in a student’s ability to judge, discriminate, explain, apply and extend their knowledge. Skills vital for ongoing success in life beyond school.

Each student’s awareness and tolerance of the needs of others is also actively encouraged and modeled. Self-reliance, initiative, cooperation, kindness, self-discipline and a sense of moral judgement are fostered. These skills for life encourage our girls to build strong, positive relationships with others whilst developing the self-confidence required to continually strive to do your best.

The commitment we make to your family, as you can see, are great. Equally your family’s commitment to Seymour, and investment in your daughter’s future are enormous. Let us not take either for granted, and work together towards united successful outcomes. I look forward to working with you and encourage you to contact me with any queries, concerns or affirmations.

Please join us in sustaining the wonderful community of support and understanding that exists at Seymour.

Shelley Travers  
Head of Junior School
Seymour College
Junior School and
The Early Years at Seymour map
People You Will Meet

The Principal
The Principal, Mrs Anne Johnstone, is responsible for the program and well-being of all members of Seymour College staff.

Head of Junior School
Mrs Shelley Travers, the Head of Junior School, is responsible for the routines and administration of the Junior School, and for the curriculum, discipline and well-being of the Junior School staff and pupils. She is supported by the Assistant Head of Junior School. The Head of Junior School is directly responsible to the Principal of the College.

Form Teachers
The Form Teacher deals with the administration of all class related matters and can help with any issues pertaining to your daughter's well-being. Form Teachers are responsible for teaching all core subjects.

Extra Subject Teachers
Subjects such as Art, Chinese, Music, Library and Physical Education are taught by specialist teachers. Adaptive Education and Extension Studies are supervised by classroom teachers, and supported by specialists.

Other Staff
Deputy Principal – Mr Darren Pitt
Head of Learning & Operations – Mrs Leonie Harwood
Head of Studies – Mrs Ruth Massie
Assistant Head of Junior School: Learning – Mrs Steph Bates
Assistant Head of Junior School: Students and Community – Mrs Chris Stepien
Junior School Administrative Assistant – Mrs Deb Virgo
Director of Enrolments & Community Relations – Mrs Sally Penn
Director of Marketing & Communications – Mrs Mon Saunders
General Information

Absences
A child’s absence should be reported by a telephone call to the Junior School by 9.30am giving the child’s name, class and Form Teacher. If a child has an illness requiring prolonged absence, initial advice is all that is necessary. However, if notification has not been received, parents will be contacted during the morning to establish the whereabouts of the child.

If it is necessary for a child to leave school before the usual dismissal time, a diary note must be brought from home on the previous day, requesting this.

Parents must report to the Junior School Office if they need to come to school during the school day. Girls in Years 2 to 5 will need to wait for parents at the office to be collected by parents for appointments during the day.

We ask that parents arrange holidays to coincide with school vacations so that their child is not absent during the term. Leave of absence can only be granted by the Principal or Head of Junior School. Any request for leave should be directed, in writing, to the Head of Junior School.

Allergies
Each year it is necessary to upgrade the list of students who require special medication for allergies. We ask that parents advise the Head of Junior School/classroom teachers of specific allergies and return one set of medication to be placed in the First Aid Room in the Junior School.

Medication should be provided in its original supplied packaging:
• clearly marked with your child’s name and form; and
• clearly marked with the directions for administration, along with any other precautions deemed necessary by your doctor, and dated.

A letter from your doctor, providing details of the allergy and treatment, is requested for our records and information.

Nut Aware Policy: To protect all children at Seymour who have a severe allergy to nuts and nut products it is a school policy that foods containing nut products are not brought to school. Products marked “may contain traces of nuts” are permitted.

Parents must personally bring any antibiotics to the Junior School office with clear instructions.

Birthday party invitations
If birthday party invitations must be distributed at school, we ask that they be handed to the Form Teacher. The Form Teacher will insert them into the students’ diaries or folders at the end of the day, to minimise embarrassment or disappointment.

Books and stationery
Each student receives the required books from Campion at the beginning of each year. Online booklists are made available to current students during Term 4 for the following year’s books.

Calendar
Calendars, which include important dates for Junior, Middle and Senior School activities, are distributed at the commencement of the school year to each family.

A comprehensive calendar of all College events is available on SOCS.
Clans
Every girl from Foundation (Reception) to Year 5 belongs to one of the four Clans: Bruce (white), Cameron (yellow), Douglas (blue) and Stewart (red).

Girls support their Clan by enthusiastic involvement in sporting activities, class activities, academic achievements and any other School or Clan ventures which may be arranged. Clan credits are awarded for achievements and admirable deeds.

Unless there is a family affiliation, girls will be allocated a Clan by the College.

Coaching Clinics
Coaching clinics for boys and girls, aged 4-14 years, are held at the College during school vacations.

We offer many activities throughout the year, including fencing, gymnastics, orienteering, rock climbing, self defence, soccer and junior tennis (ages 7-14).

Other programs include:

Bike Riding (ages 4-14): Catering for all skill levels. Learn road safety, technique and riding without training wheels. Instructor, Felicity Johnson, is a gold medallist Paralympian at London Olympics. Must bring your own bike and helmet. Enclosed footwear must be worn.

Bubble Soccer (ages 8-14): NEW! Two sessions only. A brand new concept which offers the unique, unforgettable experience of playing soccer in a bouncing, inflatable suit!

Cirkidz (ages 6-14): Come and try circus skills such juggling and acrobatics.

DANCEPL3Y (ages 4-14): NEW! Two sessions only. High energy mixed dance focused on movement and creative dance.

Laser Skirmish (ages 8-14): An indoor activity, promoting teamwork and leadership skills.

Rhythm Connect (ages 7-14): NEW! One session only. Learn to play and feel the rhythm of Africa. Individual drums provided.

Ultimate Frisbee (ages 8-14): NEW! Three sessions only. Played with a Frisbee disc, this is a fast, fun game. Learn to control the disc and score goals!

Please note that the range of activities may change each holiday break.

For further information about the vacation program, please contact the Sports Centre Manager on 8303 9030.
**Courtesy**

Good manners have been described as a concern for the comfort and well-being of other people. Different customs apply in different countries and in different circumstances.

The following suggestions will help you to understand what is expected of Seymour College students, and on all occasions when Seymour College students are present.

Students should stand when:
- any adult enters a classroom;
- greeted by any adult in the school grounds; and
- speaking to a member of staff.

Students are encouraged to use names when addressing people.

Students travelling to and from school in uniform are expected to behave with decorum and consideration of others. They must be quiet, polite, neatly dressed and ensure that they give up their seats to adults on public transport if all other seats are in use.

During excursions, students must be attentive, thoughtful and meticulous in following the instructions of Form Teachers in charge. Seymour College students are expected to be courteous and considerate at all times whether they are wearing uniforms or their own informal clothes.

**Daily timetable**

**Foundation (Reception) to Year 5**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40 am</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>9.20 am</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>10.00 am</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>10.40 am</td>
<td>Morning Recess</td>
</tr>
<tr>
<td>11.00 am</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>11.40 am</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>12.20 pm</td>
<td>Lesson 6</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Lunch <em>1.00-1.10pm: eating lunch inside with Form Teacher</em></td>
</tr>
<tr>
<td>1.50 pm</td>
<td>Lesson 7</td>
</tr>
<tr>
<td>2.30 pm</td>
<td>Lesson 8</td>
</tr>
<tr>
<td>3.10 pm</td>
<td>Form Period</td>
</tr>
<tr>
<td>3.30 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**Dental service**

The Linden Park School Dental Service (at Linden Park Primary School) offers free dental care for all students. Application forms may be obtained from the Clinic (telephone 8379 8707).

**Food**

The Junior School Canteen endeavours to provide food which is low in sugar and high in nutritional value. Menus and price lists are distributed to the students and extra copies are available from the Junior School office.

The canteen is not open at recess and lunch times for general sales. All items must be ordered through the class basket system before 8.40 am.

Lunch orders are to be written on named brown bags and payment enclosed in envelopes. Financial matters are simplified if, when possible, the correct amount of money is sent from home.

Brain Snack — All classes have a snack of fruit, vegetables or cheese at approximately 9.30am.

Drink bottles are to contain water only.

**Grounds**

Each Form is responsible for the tidiness of the grounds in areas adjacent to the classroom. Students are required to place rubbish in the bins provided and to dispose of any other rubbish which might be found.

Classes help with clean up duty as an adjunct to each child being responsible for their own rubbish.
Holiday Club

Seymour College has partnered with Camp Australia for the provision of our Holiday Club program. Holiday Clubs will operate from 7.00am to 6.00pm on weekdays during each school holiday break.

An annual enrolment fee is charged per family in addition to an on-going fee per day. Please refer to www.campaustralia.com.au for more information.

Homework

Homework is an integral aspect of study. Homework is set in order to:
- give the student the opportunity to review current work;
- enable the student to reinforce her knowledge of current work and give her the opportunity to undertake related tasks using her own initiative, working at her own pace and with her own resources; and to
- enable the student to develop independent work habits, organisational skills necessary for the completion of a set task in a fixed time frame and responsibility for her own intellectual development.

It is essential that students:
- complete all homework assignments when set and hand them up promptly;
- ensure that any work missed through absence from lessons (eg a music lesson) is researched and completed;
- seek the advice of staff when experiencing difficulty with content, self-organisation or time limits;
- have a signed note in their diary if they are unable to do homework; and
- use the time to advantage if no precise homework is set, eg read, revise.

Homework time is allocated as follows:

**Foundation and Year 1:**
10 minutes reading with a parent.

**Years 2 and 3:**
10 minutes reading, 10 minutes written and 5 minutes Music each day.

**Year 4:**
20 minutes in Terms 1 and 2; 30 minutes in Terms 3 and 4, and 10 minutes Music each day.

**Year 5:**
40 minutes plus 10 minutes reading; and 10 minutes music each day.

Homework is not set for weekends. However, students should spend some time reading and finishing incomplete work.

iPads

iPads are required for all Year 4 and 5 students. It is the student’s responsibility to make sure that she adheres to the iPad/ICT Policy and that her iPad is kept securely during the school day in a storage area within the classroom. iPads must be adequately charged at home in preparation for use for the school day.
Lost property
All items of clothing, stationery and sports equipment should be clearly named. Lost property is held outside Martyn Building in a clearly labelled box.

Money
Students are not permitted to carry excessive amounts of money. Money must be kept with the child, preferably in a small named purse. If, for some reason, a larger amount of money or a precious article is brought to school, the child should ask the Form Teacher to take care of the item.

If a child loses money, the Form Teacher or Junior School office should be advised. Junior Primary classes (Reception/Foundation to Year 1) are to hand money in named purses to Form Teachers for safe keeping.

Photographs
Class and individual photographs are taken annually. Details will be advised during the year. A Photo Permission Form is required for each child and this is available on the College website at: www.seymour.sa.edu.au/enrolments/orientation/

Punctuality
Please note that it is important for students to be at school on time each day. This enables them to be prepared for the day.

Religious Education
A Junior Primary Assembly and a full Junior School Assembly are incorporated into the timetable.

In these assemblies, the aims of the Religious and Values Education Curriculum are supported, developing the students’ understanding of Christianity, its philosophy and history through stories, discussions, drama, games, work books, hymns, prayers and Bible studies. Weekly assemblies include hymn singing, stories and prayers.

The calendar of the Church is observed as well as seasons and special days. The assemblies are based on sharing and caring for each other.

Resource Centre
The Resource Centre is a vibrant part of McGregor Campus with big books, pictures, kits, videos, Science and Maths equipment being regularly borrowed by Form Teachers.

Both the Form Teacher and the teacher-librarian collaboratively broaden the students’ research and literary skills through a weekly lesson. As well as this lesson, each week the class has a browsing and borrowing session. Students are encouraged to exchange books often and the Centre is open before and after school as well as at lunchtime.
Sickness
If a child feels unwell during lesson time, the Form Teacher should be informed and the child will be sent, accompanied, to see the School Assistant in the First Aid Room.

At lunch and recess times, the child should report to the First Aid Room after seeing the teacher on duty.

If the illness or injury is sufficiently severe for the child to need to go home or to the doctor, a staff member will contact either parent or, if unavailable, other persons selected by parents to be contacted in emergencies.

Staff contact
Parents are asked to telephone for an appointment if they wish to discuss any matter with a staff member. The Head of Junior School/Assistant Head of Junior School are available to discuss any matters of concern upon request or appointment. Parents may contact staff by email when required.

Telephone
Students who wish to use the telephone for a matter of urgency must ask permission from a staff member and report to the school office. Mobile phones are not permitted in the Junior School.

Uniform
The uniform of Seymour College is symbolic of our traditions and our values. Each student at Seymour is expected to have pride in and take care of her uniform.

**Footwear:** Shoes must be polished regularly and kept in good repair. Socks and tights must be clean, neat and worn tidily.

**Hair:** Hair is to be kept short or to be tied back from the face once it is shoulder length or longer. At all times, hair should be well-groomed and suitably styled. Black Watch ribbons/scrunchies can be worn in the hair.

**Jewellery:** Watches may be worn. Plain sleepers or plain ear studs are acceptable. Items other than Clan or School badges may not be worn.

**Labelling:** Please ensure that all items of clothing and other personal effects (such as lunch boxes, drink bottles, etc.) are clearly named. Labels are available from the Seymour Shop.

Full details of the uniform requirements for the Early Years and Junior School are available on our website at [www.seymour.sa.edu.au/enrolments/seymour-shop](http://www.seymour.sa.edu.au/enrolments/seymour-shop) or on SOCS.
**Specialist Lessons**

**Art (Foundation to Year 5)**

Students are encouraged to be creative and are taught the necessary skills to solve problems, and to express themselves in their own ways. In Junior School, students are encouraged to develop their innate talents and to gain enjoyment from the process and the finished product.

**Languages (Chinese)**

A specialised Chinese teacher delivers the Junior School Languages program to students from The Early Years at Seymour to Year 5. The program is designed to allow skills taught in Chinese to be reinforced and built upon in subsequent year levels.

**Music**

In Junior School, students participate in three music (choral, instrumental and movement) lessons a week. All students in Year 3 learn the recorder for a semester and a stringed instrument for a semester. Descant recorders may be purchased through the booklist.

Advanced music students will have the opportunity to participate in various ensembles. Year 4 and Year 5 students may audition for the Junior School Choir.

**Extra curricular music:** Private lessons are available at the College for the following instruments:

<table>
<thead>
<tr>
<th>Bagpipes</th>
<th>Cello</th>
<th>Clarinet</th>
<th>Double Bass</th>
<th>Flute</th>
<th>Guitar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percussion</td>
<td>Pianoforte</td>
<td>Recorder</td>
<td>Saxophone</td>
<td>Trumpet</td>
<td>Viola</td>
</tr>
</tbody>
</table>

Lessons in the theory of music are also available. Qualified teachers are available for tuition, and some instruments are available for hire. Forms are available from the Junior School Office.

Parents are asked to note the dates for music tuition and assist younger students by reminding them to bring to school the necessary instruments and books.

**Physical Education**

There are two Physical Education lessons for girls each week, with the emphasis on participation and basic skills at each child’s own level of development. These skills are taught through gymnastics (formal and educational), athletics, swimming, ball skills and dance. Basic health education and general co-ordination activities are included in the program.

Each class also has fitness sessions with Form Teachers throughout the week.

A wide variety of sporting equipment is available for use by the students at lunchtime.
Student Safety

**Important:** Please refer to section entitled Delivery and Collection of Students — Traffic

During playtime students play in areas designated for their year level.

**Out of School Hours Care (OSHC)**

Before School Care is available from 7.00–8.30am.

After School Child Care is available from 3.30–6.00pm on school days.

Seymour College has partnered with Camp Australia, the leading OSHC provider in Australia, for the provision of this service. An annual enrolment fee is charged per family in addition to an on-going fee per session. Please refer to [www.campaustralia.com.au](http://www.campaustralia.com.au) for more information.

Student Wellbeing

Students’ emotional well-being is supported with weekly lessons in personal development.

We are committed to applying the concepts of positive psychology across the entire College, especially in our pastoral care program. Often referred to as the science of flourishing or optimal functioning, positive psychology provides evidence-based strategies in understanding and building wellbeing and resilience.

It is of particular value for educators as the research clearly demonstrates that wellbeing and learning are inextricably linked. Further, it is focused on building positive emotions, engagement, positive relationships, meaning and accomplishment.

As a staff, we develop strategies to help our students understand and master this concept through establishing helpful thinking patterns and developing a positive self-concept. We also strive to foster each girls’ strength of character through cultivating resilience and the capacity to persevere in the face of challenges, as well as developing tenacity in the pursuit of goals.

The students are also guided in developing and understanding their personal needs and those of others. This personal foundation provides the essential framework for Health Promoting Schools lessons in Drug Education, Growth and Development, along with the care and understanding of the Body Systems, Diet and Exercise.

Student needs are catered for through small group or individual programs. Our College Counsellor works on topics such as organisational skills, strategies for building relationships and general communication skills. Partnerships with parents are further enhanced through parent workshops which address issues relevant to families.
Swimming Pool

Swimming lessons are organised for Foundation to Year 5 students. Students may wear one-piece bathers or school bathing suits, available from the Seymour Shop. All students must wear a rashi for sun protection. Students are not permitted to enter the pool area unless supervised by a teacher. At all times the rules of the pool must be observed.

Communication (School/Parent)

Confidential information

A Confidential Information Form is distributed to parents new to Seymour College requesting details of home address, home telephone number, business telephone numbers, and emergency telephone numbers to enable staff to contact the parents.

It is asked that this form be completed and returned promptly so that your daughter’s records may be completed. We would also ask you to complete and return the Student Record Update sheet.

We ask that changes of address, telephone numbers, etc be advised as soon as possible to enable records to be kept up-to-date. Notification should be made to the Deputy Principal’s office.

Diaries (Years 2 to 5)

Diaries are a most useful avenue of communication between Form Teachers and parents. Each entry is to be signed daily by a parent to ensure that homework has been completed and messages etc have been seen. Should there be the need, parents are encouraged to write brief notes to the Form Teacher in the diary.

Parent/Teacher information evening

Early in the first term, an evening is conducted where staff and parents meet and discuss educational programs planned for the coming year. It is highly recommended that parents attend this function to meet with their child’s Form Teacher.

Privacy Policy

All information the College collects and holds relating to students and families is gathered to enable us to provide schooling for your daughter. The purposes for which the College uses such information is in line with the Seymour College Privacy Policy based upon the national privacy principles contained in the Commonwealth Privacy Act.
Reporting and assessments

Formal reports are distributed to parents at the end of Terms 2 and 4 for students in Foundation (Reception) to Year 5 classes. Parent/teacher interviews are conducted in Terms 1 and 3.

At any time during the year, parents are welcome to approach the Form Teacher or Head of Junior School regarding your child’s progress. An appointment may be arranged by contacting the Junior School office.

Delivery and Collection of Students

Arrival

We ask that children are at school and ready to commence the daily program by 8.40am. Children do need time prior to this to organise their belongings and, therefore, should be at school no later than 8.30am. Students may enter the College from Gilles Road or the school driveway.

Entrances from Wootoona Terrace may be used.

Students arriving in Gilles Road should enter through the small gate leading to the pathway. If they enter through the staff car park, students should walk in the marked lane for pedestrians.

Parents may enter from Portrush Road, park and walk to classrooms. They are asked to exit the school grounds also via Portrush Road.

Dismissal

Students may be collected from the area near the drive entrance (the Cottage or Gilles Road).

Foundation (Reception) to Year 2 parents collect children from a previously negotiated area, where possible.

The prompt collection of students will alleviate traffic congestion at 3.30pm. If a parent does not present at 3.30pm the student goes to the Drive/Gilles Road entrance with the teacher on duty.

Children may not play in the playground after school while they are waiting for a parent.

If, for some reason, a parent is unable to collect a child at the appropriate time, the child will be delivered to our Out of School Hours Care Facility.

Excursions

During the year, students are taken on educationally beneficial excursions. Parents will be informed of all relevant details prior to any excursion being conducted.
Study tours
Years 2 to Year 5 undertake study tours/camps of varying lengths. The study tours are designed to reinforce the concepts taught in a particular subject area of the Australian curriculum.

Traffic
We ask that you observe the following procedures:
• Please leave all driveways along Gilles Road clear.
• Parents are requested to use the school crossing at all times.
• Please observe all parking signs.
• Please observe speed limits.
• Please do not park in or across the entrance to the staff car park

Yard duty times
Parents are advised that classrooms in the Junior School are open from 8.20am and we ask that students do not arrive at school prior to that time. Students arriving before this time must go straight to Before School Hours Care.
Students are not permitted to enter or remain in classrooms unless a teacher is present in the room. Members of staff are on duty at recess and lunch breaks.
Dismissal is at 3.30pm. A teacher is on duty on Gilles Road and in the Drive after school for 20 minutes. After that time all students will be taken to After School Hours Care.

Seymour College Community

The Seymour College Foundation
The Seymour College Foundation assists in the preservation and development of facilities and programs for the pursuit of excellence by current and future students. It provides financial assistance from funds invested and assets acquired through the generosity of members of the wider Seymour community.

Old Collegians’ Association
The College has a very active Old Collegians’ Association. If mothers who are old scholars are interested in joining, they may obtain the name of the Secretary from the school office.

Parents’ and Friends’ Association
Seymour College is proud of its very active Parents’ and Friends’ Association. New parents are welcomed to the school community by way of a special gathering early in the year. You are encouraged to participate in the activities of this Association which are most worthwhile and promote a close bond within the school community.
Parents’ and Friends’ Association notices are sent home from school with your child.
Seymour inspires within each student a passion for life-long learning, a celebration of community and a quest for personal excellence.