Middle School Handbook 2015
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**  
Barr Smith Reception Phone: 8303 9000  
Barr Smith Absentee Phone: 8303 9020

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

www.seymour.sa.edu.au
Welcome to the Middle School. You will find it a vibrant place where your daughter will flourish.

The Middle School team aim to prepare young women who are confident in themselves with skills they can use to tackle a world we can only imagine. Girls will develop a ‘set of tools’ to achieve the most out of their learning and respond to the world, others and the pressures around them in an appropriate manner.

They will be encouraged to appreciate the gifts and talents they have been given, and to search for and participate in opportunities to give back to their communities.

Your daughter will be given the power to make choices in a supportive environment so she feels in control as she moves through adolescence. By providing an accepting environment we encourage girls to have a positive sense of self.

The Middle School is a busy part of Barr Smith Campus, and your daughter will be offered many opportunities through programs such as co-curricular activities, Outdoor Education camps, Study tours, and excursions, and I encourage her to make the most of these.

To take advantage of such occasions organisation is key. Students in the middle years are growing towards independence and I ask that you support her and the school in developing these necessary organisational skills. Please read through this handbook before the start of the school year with your daughter so you are aware of our expectations, and use it as a reference during the year.

I look forward to working in partnership with you to achieve the best for your daughter.

Rachel McKee
Head of Middle School
## Contents

**Seymour College**

**Middle and Senior School map** ...... 4

**People You Will Meet** ................. 6

Principal ........................................ 6
Head of Middle School ........................ 6
Form Teachers ................................. 6
Year 8/9 Guardian ............................. 6
Other Staff ...................................... 6
2015 Middle School Forms .................. 7

**Advice for Middle School students** 8

Before term begins ................................ 8
Being organised — some suggestions ....... 8
How parents may help ........................... 8

**General Information** ....................... 9

After school supervision ....................... 9
Bus ................................................. 9
Calendar ......................................... 9
Clans .............................................. 10
Class organisation ............................. 10
Co-curricular activities ....................... 11
Code of Behaviour .............................. 12
Counsellors ..................................... 12
Curriculum Support ......................... 13
Daily timetable .................................. 13
Exchange ......................................... 13
Excursions ....................................... 13
Food .............................................. 13
Homework ...................................... 14
Lost property ................................... 15
Medical information and medication ....... 15
Merits .......................................... 15
Money ........................................... 15
Photographs .................................... 15
Relationships .................................. 15
Sickness ....................................... 16
Staff room ..................................... 16
Sun protection .................................. 16
Swimming and Sports Days .................. 17
Telephone ....................................... 17
Traffic .......................................... 17
Valedictory .................................... 17
When things go wrong ....................... 17
Year 9 Independent Learning Project (ILP) ........ 18

**Communication** ......................... 18

Appointments ................................... 19
Contact details ............................... 19
Messages ....................................... 19
Parent/Teacher Interviews ................... 19
Reporting and assessments ................... 20
Requests for leave ............................ 20

**Equipment** ................................. 21

Bags ............................................. 21
Books and stationery .......................... 21
Cameras ....................................... 21
Electronic devices ............................ 21
Lockers/ICT Storage ........................... 21
Mobile Phones .................................. 21

**Bushfire Action Plan** ...................... 22

Catastrophic Fire Days ....................... 22
Procedures in the event of a bushfire on a Catastrophic fire day ......... 22
Barr Smith Campus ........................... 22

**Uniform** ..................................... 23

Summer ....................................... 23
Winter ......................................... 23
Wearing of the formal uniform ............. 23
Accessories .................................... 24
Body piercing .................................. 24
Uniform exemptions ......................... 24
Casual days/Camps/Excursions .............. 24
Special uniform items ........................ 24
Non-compliance ................................ 24
Sun safety .................................... 25
PE uniform .................................... 25
Wearing of PE and Sports uniforms ....... 25

**Seymour College Community**

**Groups** ................................. 27

The Seymour College Foundation .......... 27
Functions ....................................... 27
Old Collegians’ Association ............... 27
Parents’ and Friends’ Association ........ 27

**Subjects offered at each year level**

(Middle School): ......................... 28
People You Will Meet

Principal
The Principal, Mrs Anne Johnstone, is responsible for the wellbeing of all members of Seymour College — the academic, administrative and support staff and students of Junior, Middle and Senior Schools.

Head of Middle School
Mrs Rachel McKee responsible for the routines and administration of Middle School, for the program and for the wellbeing of the Middle School staff and pupils.

Form Teachers
The Form Teacher is the person who is in charge of your daughter’s form. She/he is concerned with the general wellbeing and progress of your daughter and deals with the administration of class matters. The Form Teacher is the key member of staff in communication between home and school.

In Years 6 and 7, the Form Teacher teaches your daughter the “core” subjects. At Years 8 and 9 level, the Form Teacher usually teaches the class for at least one subject.

Year 8/9 Guardian
Ms Belinda Sziller offers an additional level of pastoral care for students in Years 8 and 9. Ms Sziller works closely with the Form Teachers, the College Counsellors and the Head of Middle School.

Other Staff
Deputy Principal Mr Darren Pitt
Director of Studies Mrs Ruth Massie
Director of Learning and Operations Ms Leonie Harwood
SACE Coordinator Mrs Robyn Scott
Director of Service Learning Ms Lynne Moten
Gifted and Talented Coordinator Ms Christine Grzesik
Executive Assistant to the Principal Mrs Rebecca Carolan
Assistant to the Deputy Principal Mrs Kay Gray
Administrator: Middle and Senior School Mrs Agnes Fowler
Director of Boarding Ms Caroline Hodges
Director of Enrolments and Community Relations Ms Sally Penn
Director of Marketing and Communications Ms Mon Saunders
Student Administration Officer/Abbie Office Ms Alicia Woodrow
The Middle School Forms for 2015 are:

<table>
<thead>
<tr>
<th>Year 6</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6H</td>
<td>Miss Jane Hopper</td>
</tr>
<tr>
<td>6G</td>
<td>Mrs Louise Gibbons</td>
</tr>
<tr>
<td>6M</td>
<td>Ms Rachel Muncaster</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 7</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7H</td>
<td>Mrs Bianca Hodgkiss</td>
</tr>
<tr>
<td>7L</td>
<td>Mr Leif Larsen</td>
</tr>
<tr>
<td>7S</td>
<td>Mr Trevor Stephenson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 8</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8E</td>
<td>Mrs Sharon Eichinger</td>
</tr>
<tr>
<td>8F</td>
<td>Ms Donna Ferguson</td>
</tr>
<tr>
<td>8K</td>
<td>Mrs Tricia King</td>
</tr>
<tr>
<td>8M</td>
<td>Miss Kate Mawson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 9</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9K</td>
<td>Ms Carlene Kupke</td>
</tr>
<tr>
<td>9S</td>
<td>Ms Madalena Styles</td>
</tr>
<tr>
<td>9W</td>
<td>Ms Kelly Walker</td>
</tr>
</tbody>
</table>
Advice for Middle School students

Before term begins

- Name all books and clothing in at least two places.
- Set up a quiet place for doing homework. A well set up desk, pinboard and lamp are all useful.
- Establish a suitable place to charge electronic devices overnight so that they are always ready for use, not in your bedroom.
- Remember to keep some emergency money hidden in your purse for a phone call or unexpected bus fare.
- Check all uniform items to ensure appropriate fit and condition.
- Before the first day, have a trial run of getting to school if public transport or the walk is unfamiliar.
- If possible, make contact with another student in your year level to go over your plans for the first day.

Being organised — some suggestions

- Try to be on time and to arrive a little early each day to organise books and belongings for the day.
- Organise your books for lessons 1 and 2, then 3 and 4, then 5 and 6 so that you only have to go to your locker at recess or lunch
- Check your SOCS page timetable and school diary each night to prepare books, sports clothing, musical instruments, work, etc you will need for the next day.
- Regularly clean out your desk, locker and school bag.
- Name all your notes and handouts. Keep up to date with your filing.
- Let your school diary aid your memory — plan and record your homework and make a list of items that you need to remember each day.
- Try to meet due dates and ask for help if this is difficult.

How parents may help

- Help your daughter to find a regular time for doing homework to establish a routine.
- The suggested time for homework will be advised by Form Teachers at the beginning of the school year. The amount of time varies according to the subject and the year level.
- Expect that the start of the school year may be a little tiring for your daughter and adjust routines as you think best!
- Check and sign the school diary each week. Feel free to use it as a means of communicating with subject and/or Form Teachers.
- If you are concerned about anything or want to discuss any aspects of your daughter’s progress, please ring or come in and see us.
- Familiarise yourself with the routines, rules and expectations so that you are best able to support your daughter’s responsible involvement in the College.
- Keep this book in a handy place so that you can refer to it throughout the year.
General Information

After school supervision

- There is no general supervision in the grounds after school and students should not be in the grounds after 3.45pm, unless in a supervised area.

- If a student remains on the school grounds after 3.45pm, she must be at a supervised school activity such as a sports practice or music practice, or she must sign in to the Taylor Resource Centre which is open until 6.00pm. The student must then remain in the Resource Centre until she signs off when she leaves. Students using this facility have access to resources of the library, including the computers and can study, do homework or read quietly.

- Please do not arrange to have your daughter wait for you outside the school grounds. If you are delayed, a message can be passed on to her, provided she is where she is expected to be.

- Students who are not collected on time from a practice or the Taylor Resource Centre must wait at the Boarding House for their parents.

- Please be prompt in collecting your daughter from any after hours activity. It is an imposition on staff if they must wait any length of time beyond the advertised finishing time for an activity.

Bus

The College provides bus services to many areas of Adelaide. Information about these services can be obtained from the College website: [www.seymour.sa.edu.au/enrolments/bus-services/](http://www.seymour.sa.edu.au/enrolments/bus-services/)

While the bus drivers monitor student conduct, it is expected that passengers will behave with self-discipline, courtesy and concern for all members of the community.

Calendar

Calendars, which include important dates of Senior, Middle and Junior School activities are distributed to parents and students. Parents and students will be made aware of any alterations to the calendar.

A comprehensive calendar of all College events is available on SOCS.
Study tours/camps

The program of Outdoor Education begins from Year 6. Staff with specialist skills and knowledge in this field are deployed or employed as need be. The consolidated charge covers most costs and any additional requirements are advised via a letter to parents.

Outdoor Education and Study Tours are an integral part of the Seymour curriculum and hence all students are expected to participate.

<table>
<thead>
<tr>
<th>Year</th>
<th>Camp/Study Tour</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 6</td>
<td>Camp: Aldinga</td>
<td>3 days in Term 1</td>
</tr>
<tr>
<td>Year 6</td>
<td>Study Tour: Ballarat</td>
<td>5 days in Term 3</td>
</tr>
<tr>
<td>Year 7</td>
<td>Camp: Victor Harbor</td>
<td>3 days in Term 1</td>
</tr>
<tr>
<td>Year 7</td>
<td>Study Tour: ACT</td>
<td>4 days in Term 2</td>
</tr>
<tr>
<td>Year 8</td>
<td>PD Camp: Port Elliot</td>
<td>2 days in Term 1</td>
</tr>
<tr>
<td>Year 8</td>
<td>Camp: Murraylands</td>
<td>3 days in Term 3</td>
</tr>
<tr>
<td>Year 9</td>
<td>Camp: Scotts Creek, Morgan</td>
<td>5 days in Term 3</td>
</tr>
</tbody>
</table>

Clans

Every student belongs to one of the four clans:

<table>
<thead>
<tr>
<th>Clan</th>
<th>Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRUCE (white)</td>
<td>Clan Guardian: Mrs Dagmar Schmidt-Duncan</td>
</tr>
<tr>
<td>CAMERON (yellow)</td>
<td>Clan Guardian: Mrs Chrissy Tinsley</td>
</tr>
<tr>
<td>DOUGLAS (blue)</td>
<td>Clan Guardian: Ms Mia Timberlake</td>
</tr>
<tr>
<td>STEWART (red)</td>
<td>Clan Guardian: Ms Melissa Boden</td>
</tr>
</tbody>
</table>

Students support their Clan by involvement in sporting and cultural activities, class activities, academic achievements and any other College or Clan ventures which may be arranged.

Class organisation

By Middle School age, students are encouraged to view the classroom as their place of work and hence it is important that they are developing the skills and resilience to work with a diverse population amongst their peers and staff.

When deciding class groups, teaching staff consider academic abilities, social behaviours and skills, teaching and learning styles and the overall balance of class groupings. Students are advised of their form classes via letter during mid January.
Co-curricular activities

We encourage students to participate in the co-curricular program, although a sensible balance between academic, co-curricular and out of school activities should be maintained. A co-curricular activity page is in the diary for each term. It is intended that this be monitored by parents and girls in conjunction with the Form Teacher.

Below is an overview of co-curricular activities on offer to Middle School students in 2015.

Overview of activities offered in Middle School by term:

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Club – details TBA</td>
<td>Science Club – details TBA</td>
<td>Math Club – Years 6-7, before school and lunchtime</td>
<td>Math Club – Years 6-7, before school and lunchtime</td>
</tr>
<tr>
<td>Year 6/7 Book Club – Lunchtime</td>
<td>Year 6/7 Book Club – Lunchtime</td>
<td>Year 6/7 Book Club – Lunchtime</td>
<td>Year 6/7 Book Club – Lunchtime</td>
</tr>
<tr>
<td>Year 8/9 Literary Society – Lunchtime</td>
<td>Year 8/9 Literary Society – Lunchtime</td>
<td>Year 8/9 Literary Society – Lunchtime</td>
<td>Year 8/9 Literary Society – Lunchtime</td>
</tr>
<tr>
<td>Debating Debates Tuesday evenings</td>
<td>Debating Debates Tuesday evenings</td>
<td>Debating Debates Tuesday evenings</td>
<td>Chess</td>
</tr>
<tr>
<td>Chess</td>
<td>Chess</td>
<td>Chess</td>
<td>Chess</td>
</tr>
</tbody>
</table>

Following is an overview of the Performing Arts offered in 2015. If you would like more information please contact the Head of Performing Arts, Mr Graeme Quinn gquinn@seymour.sa.edu.au

Note that rehearsals are usually once a week in lunchtimes, or before or after school.

Overview of Performing Arts offered in Middle School

- **Barr Smith Strings**: Year 6–9 string players
- **Senior String Orchestra**: Advanced string players, Years 6–12 (by audition)
- **Middle School Concert Band**: woodwind, brass, percussion players, Years 6–9
- **Big Band 2**: trumpets, trombones, saxophones, rhythm section (by audition)
- **Big Band 1**: advanced players (possible limited places for Middle School girls by audition)
- **Funk Band**: saxophones, brass, vocalists, rhythm section
- **Mighty Fine Percussion Ensemble**: mostly Middle School players, many have percussion lessons.
- **Middle School Steel Pan Band**: Jamaican steel pans
- **Pipe Band**: pipers and Scottish drummers
- **Clarinet Ensemble**: Years 8 - 12
- **Flute Ensemble**: occasional rehearsal and performance opportunities
- **Guitar Ensemble**
- **Year 6 and 7 Choir**
- **Senior Choir**: Years 8 – 12
- **Musical Theatre Group**: singing, dancing and stagecraft during Term 1 and 2
- **Middle School Production**: rehearsals twice a week through Term 3 and early Term 4
Below is an overview of summer and winter sports offered at Seymour in 2015. If you would like more information please contact Sports Administrator, Mr Chris Davidson cdavidson@seymour.sa.edu.au. Please note that match days are listed. Training times will be in negotiation with coaching staff.

**Overview of Term 1 & 4 Summer Sport**

<table>
<thead>
<tr>
<th>Mid-Week Matches – Year 6</th>
<th>Athletics, Softball, Swimming, Tennis, Volleyball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday Morning Matches – Years 7–9</td>
<td>Rowing Year 8–9, Softball, Tennis, Volleyball</td>
</tr>
<tr>
<td>Mid-Week Matches – Years 7–9</td>
<td>Basketball, Swimming, Water Polo (Years 8-9)</td>
</tr>
</tbody>
</table>

**Overview of Term 2 & 3 Winter Sport**

<table>
<thead>
<tr>
<th>Mid-Week Matches – Year 6</th>
<th>Basketball, Hockey, Netball, Soccer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday Morning Matches – Years 7–9</td>
<td>Badminton, Hockey, Lacrosse, Netball</td>
</tr>
<tr>
<td>Mid-Week Matches – Years 7–9</td>
<td>Soccer</td>
</tr>
</tbody>
</table>

**Additional sports:**

Cross Country, Equestrian, Interschool Athletics, Interschool Swimming, Triathlon

Pedal Prix – training starts in Term 2 on Sundays and commitment is required to attend the 2 x 6 hour races in June and July, and the 24 hour Murray Bridge race in September.

We encourage students to participate in the co-curricular program, although a sensible balance between academic, co-curricular and out of school activities should be maintained.

**Code of Behaviour**

All students are required to sign a Code of Behaviour contract which appears in the school diary. All members of the College community should show respect for others, the environment and themselves. Students travelling to and from school are expected to behave considerately to members of the public and to be positive ambassadors for the school.

**Counsellors**

- Ms Rebecca Forrest and Ms Rhonda Masters are the College Counsellors. They are available for students to make appointments or for staff to refer students for assistance.
- Appointments with the Counsellors generally occur during the school day and students are given an appointment slip to remind them of their time.
- The Counsellors can be contacted through the Student Administration Officer, Ms Alicia Woodrow, in Abbie Office on 8303 9021.
Curriculum Support

To support the work of classroom teachers the Curriculum Support teachers are on hand to give assistance to students with particular needs. This support structure is utilised both within and outside the classroom setting and may be given through team teaching methodologies or through student withdrawal from mainstream lessons.

The Curriculum Support Teachers are also available to students before school and at lunch times.

Daily timetable

We consider that good time management skills are essential for successful learning. The day begins at 8.40am and students need time prior to this to organise their belongings. Therefore, they should be at school no later than 8.30am.

The timetable is structured as a ten-day cycle. Hence, weeks of the term are referred to as Week A or Week B.

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Start Time</th>
<th>Finish Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form</td>
<td>8.40</td>
<td>8.50</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>8.55</td>
<td>9.45</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>9.50</td>
<td>10.40</td>
</tr>
<tr>
<td>Recess</td>
<td>10.40</td>
<td>11.00</td>
</tr>
<tr>
<td></td>
<td>10.55 preparation bell</td>
<td></td>
</tr>
<tr>
<td>Lesson 3</td>
<td>11.00</td>
<td>11.50</td>
</tr>
<tr>
<td>Lesson 4</td>
<td>11.55</td>
<td>12.45</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.45</td>
<td>1.35</td>
</tr>
<tr>
<td></td>
<td>1.30 preparation bell</td>
<td></td>
</tr>
<tr>
<td>Lesson 5</td>
<td>1.35</td>
<td>2.25</td>
</tr>
<tr>
<td>Lesson 6</td>
<td>2.30</td>
<td>3.20</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3.20</td>
<td></td>
</tr>
</tbody>
</table>

Members of staff are rostered on duty before school and we ask that students do not arrive at the College prior to 7.45am unless special arrangements have been made. Classrooms are unlocked between 7.45am and 8.00am.

In Middle School, students are often required to move from room to room for lessons. They must move quickly and quietly, and ensure that they have with them all the items which are needed for each lesson.

Exchange

Two students in Year 8 are able to apply for exchange with students from Ruyton Girls’ School in Victoria. Students in Year 9 are given the opportunity to apply for a short term (approximately 4 weeks) reciprocal exchange with Diocesan School for Girls, Auckland, New Zealand, York House School, Vancouver, Canada, or a 10 day exchange to St Aidan’s Anglican Girls School, Queensland.

Excursions

During the year, students are taken on excursions thought to be educationally beneficial. Parents will be informed of all relevant details prior to any excursion being conducted.

Food

Parents are reminded of the benefits of healthy eating for their child’s educational development. It is also recommended that girls avoid sharing food, and that they have an awareness of products containing nuts or other frequently occurring allergens.

For Year 6 and 7 students, lunch orders completed during morning form period are delivered to the classroom or can be collected from the canteen at the start of lunch. Financial matters are simplified if, when possible, the correct amount of money is sent from home.

The canteen is open at recess and lunch times for over the counter sales.

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.
Fundraising

All fundraising activities are to be approved by the Head of Middle School and the Director of Service Learning. The sale of chocolates and other “occasional foods” are managed in accordance with the College’s Healthy Eating guidelines.

Homework

Homework is an integral aspect of study. Details of work to be completed should be recorded in the student’s diary each day. 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;
- enable the student to develop independent work habits and the organisational skills necessary for the completion of a set task in a fixed time frame; and
- take responsibility for her own development.

Homework is checked by testing, by staff correction of work or as a collective exercise. Each of these methods will facilitate the reinforcement of information for the student and enable staff to detect students in need of assistance.

It is essential therefore that students:

- complete all homework assignments as 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;
- use the time to advantage if no precise homework is set, eg read, revise.

Recommended Homework Times

Year 6: 45 mins + 15 mins reading
Year 7: 60 mins
Year 8: 75 – 90 mins
Year 9: 90 – 120 mins
Hot weather policy

Students are not dismissed early in hot weather. In the event of serious bushfire risk, students living in risk areas (as notified by parents) will be kept at school until contact with parents is made to arrange safe transport home.

Lost property

All items of clothing, stationery and sports equipment should be clearly named and stored in locked lockers. Lost property is held in a lost property box outside the Abbie Staff Room.

Medical information and medication

Please ensure that we are kept up to date throughout the year with any changes in medical information. Send any changes via your daughter’s Form Teacher, or directly to the Health Centre.

If your daughter requires medication during school hours, this should be lodged at the Health Centre in its original supplied packaging, together with clear instructions for administering the medication.

Each year it is necessary to upgrade the list of students who require special medication for allergies. We ask that parents advise the College of specific allergies and provide an Action Plan with your daughters’ Medical Form.

Medication should be:

- in date;
- clearly marked with your daughter’s name and form; and
- clearly marked with the directions of administering, 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.

Merits

Girls are awarded merits acknowledging citizenship, achievement and contribution to the College. Bronze, silver and gold awards acknowledge the achievements of 4, 8 or 12 merits.

Money

It is inadvisable for students to bring excessive amounts of money to school. If, for some reason, a larger amount of money or some particularly precious article must be brought to school, the student should ask her Form Teacher to take care of the item.

If a student loses money, the Form Teacher should be advised immediately.

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/

Relationships

It is our belief and expectation that in all interactions within the College community we should endeavour to demonstrate respect and concern for others, our environment and ourselves. This is reinforced both implicitly and explicitly in the educational programs and policies of the College, and is the foundation of all pastoral care.

The middle years are a time when individuals often experience challenges in their relationships. When a student encounters difficulties, she is encouraged to seek advice and support from her Form Teacher, Guardian or the Counsellors. Learning to manage the highs, lows and ‘in-betweens’ of relationships empowers the individual and provides vital life skills.

All students are required to sign a Code of Behaviour which appears in the school diary.
Resource Centre

The Taylor Resource Centre (which includes the computing room) is open from 8.15am until 6.00pm, including recess and lunchtimes. A library staff member is available to assist students from 8.15am until 4.00pm, after which a member of staff supervises the girls.

The library has an extensive collection of fiction and non-fiction books, reference books, periodicals and newspapers. The library also houses audio-video equipment, videos and DVDs. There are computers within the library in addition to those in the computer room. These computers provide students with access to a variety of online databases and to the Internet to assist them in their studies. Library staff work with students formally and informally and are always happy to assist students whether using electronic resources, or print sources.

Sickness

There is a Health Centre at the College, staffed by a nursing sister who cares for students taken ill or injured during the school day. Students who need to go home due to illness must report to the sister on duty who will contact parents to make arrangements. Students who are unwell will not be sent home without parental permission. Attendance at the Health Centre is recorded in the back of the diary.

Staff room

Staff Room Reception is located at the western end of the middle storey of the Abbie Building.

Parents are asked to telephone for an appointment if they wish to discuss any matter with a staff member. The Head of Middle School, Mrs Rachel McKee, is also available by appointment. Her assistant, Mrs Agnes Fowler, can be contacted on the school number.

Sun protection

Seymour College takes sun safety seriously, and implements a range of strategies to provide adequate protection from the sun. The College strongly recommends that:

- All students wear hats which protect the face, neck and ears when outdoors.
- Students wear shirts with collars and sleeves, and made of closely woven material which also breathes.
- SPF30+ broad spectrum water resistant sunscreen be worn on all exposed parts of the body.
- Sunglasses should be worn.
- Sun protection vests are worn for aquatic activities.
Swimming and Sports Days

Both Swimming and Sports Days are entire day events and are held at the College. Students come to school wearing their sports uniform with their day’s requirements in a small bag. Families are encouraged to come along to Sports Day and to enjoy a picnic lunch under the trees on the oval. While parents are most welcome to come to the Swimming Carnival, please understand that, due to limited space, parents must remain outside the pool area.

Telephone

Students who wish to use the telephone for a matter of urgency must ask the permission of a staff member and report to the Staff Room office.

Traffic

To ensure student safety, parents are requested NOT to drop off or collect students within the school grounds between 8.15am and 4.15pm.

In exceptional circumstances (e.g., if your daughter is bringing a double bass to school), please use extreme care in dropping off and collecting your daughter, avoiding the area between Taylor Building and Barr Smith House.

Please note that through traffic between the McGregor and Barr Smith Campus is prohibited.

Please observe all parking and speed restrictions in force within the grounds, in Gilles Road and in Wootoona Terrace. As the area near the gates becomes very congested, we would encourage parents to arrange a meeting place with your daughter further up Gilles Road or Wootoona Terrace.

Valedictory

The final College function is the compulsory Valedictory Service that is held in the Sports Centre, involving all students from Years 6 to 12. This is the culminating event for the Year 12 students and is the most important formal occasion of the College calendar. It is a most grand and fitting end to the school year.

When things go wrong

Life will inevitably present us all with hurdles and how we respond to these challenges is crucial. At times, the girls will need support and guidance in dealing with the consequences of their choices and the College adopts a restorative approach to dealing with conflicts and difficulties. This involves reflecting on what occurred, who was impacted, thought processes surrounding the situation, and mapping a restorative pathway for all concerned.

On occasions, it is necessary to ask students to spend some time reflecting on their interactions within the College community. In the event of serious misconduct, a student may be given a Friday afternoon or Saturday detention. Parents are given notification of this in writing one week prior to the date.
Year 9 Independent Learning Project (ILP)

During the final semester of Middle School, the Year 9 girls’ attention is focussed on the skills that will be needed for success in their senior years. Some of these skills encompass the following:

- The ability to organise and commit to an item of work that extends over a longer period of time.
- The ability to construct an assignment or piece of work with limited guidelines.
- The opportunity to direct an open task in an area of interest.
- The recognition of the benefit of the process of learning rather than focussing on the end result.

During Term 3, all Year 9s engage in the ILP with their work then being exhibited in the final week of the term. Girls are able to select any topic that interests them, with the only requirements being:

- That their project reflects a maximum of 15-20 hours of work. It is important that this aspect is managed so that the girls do not spend time on their project to the detriment of other non-negotiable aspects of their lives.
- The Year 9 teachers allocate time within the homework program for the girls’ ILP.
- That they establish a relationship with a mentor who guides their progress throughout the ILP. The mentor is organised by each student and takes on a support role by engaging with the student in a manner that supports the student’s planning and management of their project.

Communication

There are various avenues of communication within the College.

- Concerns about a student’s general welfare should be addressed to her Form Teacher, who has immediate responsibility for her well-being and progress.
- Academic issues should be discussed with the subject teacher and/or Head of Faculty and/or the Director of Studies.
- The diary is a useful and preferred means of sending messages to staff, or for staff to communicate with parents.
- The College’s online collaboration system SOCS contacts information from teachers and important updates from the College.
- Tartan Talk is posted to each family twice a year.
- A regular bulletin is emailed, giving calendar updates and reminders.
- Information about excursions and special events will be sent home by letter. It is helpful for our planning if parents return permission/reply slips promptly.
- The College website contains information about many aspects of the school.
Absences

In the interests of students’ wellbeing and safety, it is important that the College is notified of any times that students will be absent from the Middle School.

A student’s absence should be reported by a telephone call or SMS from a parent or guardian to Middle School by 8.40am giving the student’s name, class and Form Teacher, and reason for absence.

Absentee Phone Line: 8303 9020 or sms 0419 151 922
The Absentee Phone Line operates 24 hours a day, 7 days a week.

If it is necessary for a student to leave school before the usual dismissal time, a note must be brought from home and shown to the Form Teacher at the start of the day.

If a student has an illness requiring prolonged absence, initial advice is all that is necessary. However, if notification has not been received, an SMS will be sent to the nominated parent mobile phone to establish the whereabouts of the student.

If your daughter has work due on the day she is absent, it must be delivered to the College, as stated in our Submission of Work Policy. If sick on the day of an oral or summative task, a medical certificate should be supplied and the task will be presented on the next day back at school.

Appointments

Please avoid making appointments for students in school hours wherever possible. If a student has an appointment during the day, details of the appointment should be written in the diary, and shown to the form teacher. Students must also sign out at the Abbie Staff Room Office prior to leaving for an appointment, and report in to the Office on their return.

Contact details

We ask that changes of address, telephone numbers, emails 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

All students in Middle School are required to have a Seymour diary with them at all lessons. Diaries are a most useful avenue of communication between teachers and parents. Should there be the need, parents are encouraged to write brief notes to the Form Teacher in the diary. Parents are asked to make a weekly check of the diary and sign accordingly.

Diaries are not to be drawn on, decorated or used in an inappropriate manner. Should this occur, students will be required to purchase a new diary.

Late arrivals

If a student arrives late to the College, or needs to depart early for an appointment, she must report to the Abbie Staff Room Office, taking her diary so that it can be noted accordingly. If she returns to the College following an appointment, she must also report her arrival to the Abbie Staff Room. Early departure requests are to be written in the diary, and sighted by the Form Teacher that morning.

Messages

If parents need to contact their daughter during the school day, messages can be left at the Abbie Staff Room Reception prior to 3.15pm. A note can then be delivered to the student as required.

Parent/Teacher Interviews

These are held late in Terms 1 and 3 and provide an opportunity for parents to discuss their daughter’s progress with her various teachers. To enable as many parents as possible to speak with the staff on these occasions, interviews are limited to 10 minutes (15 minutes for Year 6/7 Form Teacher). Should parents require a longer discussion, they are invited to make an alternative time with their daughter’s teacher/s. The process for booking interviews is detailed in a letter which will be sent home prior to the interview dates (published in the calendar).
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

Interim Reports for Years 8 to 12, are sent home in approximately Week 7 of Term 1, prior to Parent/Teacher Interviews. They give an indication of a student’s initial progress in each subject. If a teacher wishes to discuss a student’s progress, she/he will request an interview via the Interim Report. Interview booking sheets will be sent home with the Interim Report. It is recommended that all Year 6 and 7 parents have an interview with the Form Teacher.

Detailed semester reports are posted home at the end of each semester, containing grades and a comment for each subject, plus a comment from the Form Teacher. A student’s co-curricular activities, awards she may have gained and leadership positions held are also recorded.

At any time during the year, parents are welcome to approach subject teachers, the Form Teacher, Year 8/9 Guardians, or the Head of Middle School regarding their daughter’s progress. An appointment may be arranged by contacting the Abbie Staff Room.

Requests for leave

We ask that parents arrange holidays to coincide with school vacations so that students are not absent during the term. Leave of absence can only be granted by the Principal or Head of Middle School. Any request for leave should be directed, in writing, to the Head of Middle School. Please note that it is the student’s responsibility to catch up on work missed and that ultimately, we believe that it is not possible to replicate the benefits of classroom interaction and learning.
Equipment

Bags
Students are to use the regulation Seymour bag. Other bags can only be used if additional space is required for
sports equipment.

Books and stationery
Each student receives the required books from Campion Education at the beginning of each year. On-line purchase
information is distributed to current students in Term 4 for the purchase of the following year’s books.
Students may purchase stationery items from the Seymour Shop. Boarders can charge those items to their account, all other
students can pay by cash or cheque. For large purchases day students may phone their parent for a credit card payment.

Cameras
In the interests of student privacy, cameras are only to be used for sanctioned class activities or projects. This includes
mobile phone and iPad cameras.

Electronic devices
The use of all electronic devices is informed by the College’s guidelines and policies of acceptable use, the details
of which can be accessed through the College website. It is expected that all members of the College community will
understand and abide by these policies.

Lockers/ICT Storage
All students are allocated a locker and padlock. Lockers are to be kept securely locked at all times. Lost padlocks will be
replaced by the College with the cost being charged to the student’s account. At recess and lunch times laptops should be
locked in lockers as these are social times and should be technology free. If students need to work in break time they can
go to the Taylor Resource Centre.

Mobile Phones
If it is necessary for a student to have a mobile at school to contact parents after school hours it must be kept turned
off and locked in her locker during the school day. If a student needs to contact a parent during the day she must obtain
permission from her Form Teacher, Guardian or the Head of Middle School. Students are welcome to use school phones to
make emergency calls to parents.

Parents are reminded that the Abbie Office, which is contacted on the College number 8303 9000, is the most appropriate
point of contact if you are wishing to get a message to your daughter. This will ensure your child is reached quickly and
assisted in an appropriate way.
Bushfire Action Plan

A record of students who live in bushfire risk areas is kept in the College database and updated each year, based on whether or not the home suburb falls into a designated fire zone. Students identified as living in a potential bushfire risk area will receive a notification slip to place in their diaries and will be alerted to the procedures which will be put in place.

In the event of a bushfire our immediate concern is the safety of our students.

• To minimise the risk to students when there is a bushfire in their area, the College will keep students at Seymour and contact parents to confirm the family's alternative travel and/or accommodation arrangements.

• No students who travel through bushfire risk areas will be allowed to go home without the College first contacting their parents.

• School buses will be notified of the bushfire risk and will be given a list of students who will not be going home as usual. School bus routes will be diverted if necessary and parents alerted to this.

Catastrophic Fire Days

A Catastrophic fire day is confirmed by approximately 4.15pm on the previous day. Families should monitor CFS warnings and be prepared to act according to government advice and their own Bushfire Survival Plan. Parents will need to make their own decision about travel to and from the College on these days, in accordance with government advice, but we recommend that families minimise travel through risk areas.

The College procedure will also be put in place on Catastrophic fire days.

School buses which travel through the Mt Lofty Fire Zone will not run on Catastrophic fire days. (No further notification will be given to families on these days.) Details of routes affected will be sent to families registered to use the bus service.

A letter requesting more detail on families’ bushfire plans and the further action the College should take in the event of a bushfire/ on a Catastrophic fire day will be sent out shortly to all families on record as living in a bushfire risk area.

Procedures in the event of a bushfire on a Catastrophic fire day.

The College monitors bushfire warnings and is notified of bushfire risks during the day via CFS and AISSA.

If notified of a bushfire on a Catastrophic fire day, we will ring the school bell continually for one minute at 3.25pm and then again at 3.28pm.

Barr Smith Campus

Students who have been identified as living in or travelling home through bushfire risk areas are to assemble in the CPA Auditorium. Students will be advised of risk areas. Those students who are not affected will be dismissed to return home as normal.

Those students affected remain at school. The College will contact parents for further instructions. If parents are unavailable, the emergency nominee will be contacted.

Girls will be kept at the College until collection by a parent, guardian or responsible person as nominated by parents.

Parents collecting girls should call at the Taylor Resource Centre. The following information will be recorded:

• Girl’s name, year and class;

• Name of person taking custody;

• Destination;

• Contact telephone number; and

• Time of departure from school.

Students will be advised of these procedures at a Barr Smith Assembly, but we ask that parents also discuss these practices, as well as their own family’s bushfire action plan, with their daughter/s.
The uniform of Seymour College is symbolic of our traditions and our values. Each student at Seymour is expected have pride in and take care of her uniform. The uniform is to be worn at all times except on designated casual clothes days. Students must ensure that they wear their uniform in accordance with the College policy, and that all items are kept in good order and clearly named.

**Summer**
- Summer dress
- Summer hat with hat band & badge
- Jumper
- Blazer
- Clan badge (gift from the College to new students Years 6-12)
- White socks
- Black shoes
- Navy sandals (optional)
- Clan sash
- Black Watch or navy hair accessories

**Winter**
- Black Watch tartan skirt
- White short-sleeve (compulsory for Year 12) or long-sleeve blouse
- Black Watch tartan tie
- Tie pin (gift from the College to new students)
- Jumper
- Blazer
- White socks (optional)
- Black tights (70 denier opaque)
- Black shoes
- Clan sash
- Clan badge (gift from the College to new students Years 6-12)
- Black Watch tartan or navy hair accessories
- Black Watch tartan scarf (optional)
- Navy gloves (optional)

**Wearing of the formal uniform**
- While there is no stipulation as to the timing of the wearing of summer or winter uniforms, it is generally expected that the summer uniform is worn in Terms 1 and 4 and the winter uniform is worn in Terms 2 and 3. Students may choose to wear the summer uniform in Terms 2 and 3 when the estimated temperature is 25°C or above (as recorded on the SOCS home page).
- In summer, the straw hat must be worn by all students.
- The top button of both the summer dress and the winter blouse is to be buttoned, and ties are not to be worn ‘half mast’.
- Summer and winter uniforms are to be long enough that they cover the knee when standing and not longer than mid-calf.
- Jumpers may be worn with summer or winter uniform. For Years 2-12 girls, jumpers must be removed or covered by the blazer when worn outside the school grounds.
• Blazers are required with both summer and winter uniform for all assemblies and special occasions by Years 2-12 girls.
• Shoes are to be plain, black lace-ups with no raised heels/soles, and no coloured stitching. They must be kept polished, with the laces tied.
• Sandals can be worn with the summer dress, instead of black shoes, when the estimated temperature is 25°C or above. They are to be enclosed toe and enclosed heel and are worn without socks.
• Years 2-12 girls are to have a Clan Sash which is required for occasions such as Clan birthdays, Clan Choral and Induction. The sash is worn across the right shoulder.
• Years 6-12 girls are to have a Clan Badge, a gift from the College to new students.
• Special occasion items may only be worn for the designated event or time. Year 12 jumpers are only to be worn at school during the designated year.
• Students will be required to replace uniform items that are in poor condition or which do not fit adequately.
• All items should be clearly named.

**Accessories**

Hair must be neatly brushed, securely tied, and worn in a suitable style. Hair of shoulder length or longer is to be securely tied and pinned away from the face. Untidy, unusual or extreme haircuts, hairstyles and hair colours are not acceptable. Accessories must comply with school regulations:

- Hair ribbons, scrunchies and head bands: Black Watch or navy.
- Hair combs, clips, elastics: navy, black or tortoiseshell.

The only acceptable items of jewellery which may be worn are:

- a wristwatch
- one pair of small, plain sleepers or studs, which can be gold, silver or pearl (to be worn in the earlobes) if ears are pierced
- MedicAlert items.

Noticeable make up is not to be worn with the school uniform. This includes coloured nail polish.

**Body piercing**

Band Aids are not permitted to cover any additional piercings in the ears or nose, and if students do have additional piercings, they must either remove the jewellery or wear transparent ‘keepers’ which are flush with the skin.

**Uniform exemptions**

In the event of extenuating circumstances, a student may apply to the Head of School for a uniform exemption (e.g. wearing of a signet ring of significant importance). If this exemption is granted, the student will be given a signed form to keep in her school diary.

**Casual days/camps/excursions**

Clothing and footwear must be suitable and appropriate for school wear and must allow complete and safe participation in the designated activities of the camp, excursion or school day. The Head of School will address any concerns with a student and/or their parents before participation can continue.

**Special uniform items**

On occasions, there may be a request for a special item of uniform, e.g. Pedal Prix uniform, special event windcheaters, year level jumpers. A written proposal for any such additions to the uniform must be presented to the Uniform Committee convenor, following the same process as for Uniform Changes (refer to Uniform Changes or Additions Proposal form on SOCS).

**Non-compliance**

The Heads of School may elect to give a detention without a student accruing three ‘infringements’ where a student is intentionally disobeying the expectations stated in the uniform policy.

Non-regulation items, e.g. jewellery, will be confiscated and placed in a labelled envelope which will then be kept in the Abbie Office. From 3.30pm on the day of confiscation, parents will be able to collect their daughter’s labelled envelope, although parents can opt to collect the envelope at a later stage if they wish. Students are not able to collect the envelope themselves, although it is their responsibility to inform their parents of the confiscation.
Sun safety
In the summer months, approved headwear must be worn for PE lessons and for outdoor sports.

PE uniform
- Sports polo
- Clan polo
- Sports skirt
- Gym shorts/Black sports briefs
- Sports socks – crew with stripes or low-cut with stripes
- Predominantly white sports shoes (not recreational shoes)
- Slouch hat/Sports cap
- One piece bathers

Optional
- Rugby top
- Gym shorts
- Navy shorts
- Microfibre track pants
- Wet weather jacket
- Bathers
- ¾ Leggings (Years 6-12 only)
- Rash top (Years 6-12)
- Board Shorts (Years 6-12)

Wearing of PE and Sports uniforms
As with all aspects of the College uniform, PE and Sports uniforms are to be worn neatly and in accordance with the College policy at all times.

- Students must wear full PE uniform for PE lessons and sport. Where applicable, the correct specialised Sports uniform must be worn for the particular sport.
- PE and Sports uniforms are not to be worn to and from school unless students are attending a designated sports practice or match before or after school. In Middle and Senior schools, non-compliance attracts an automatic detention.
If a student has a PE lesson she is entitled to wear sport uniform in the lesson prior to or after the PE lesson but then must get changed into Formal uniform at the next available recess, lunch break or after school. This only applies in blocks e.g., block 1 and 2, or block 3 and 4, or block 5 and 6.

Girls with sports practice before school can continue to wear their sports uniform until recess if they have PE in Lesson 1 or 2. If they do not have PE lesson 1 or 2, they must get changed before Form Time.

In the afternoons, girls with sports practice after school may wear their sports uniform if they have a PE lesson in Lesson 5 or 6.

It is unacceptable for a student to leave school in their Sports Uniform after school unless they have an after school sports practice.

Students who have a practice after school but not in the morning must wear Formal uniform in the morning.

After a PE lesson or sports practice, students are to change out of their PE or Sports uniforms during the nearest break, unless there is another sporting commitment later in the day.

Boarders may wear PE Uniform to school on days when they have a PE lesson. Boarders who only have an after school practice must wear their Formal uniform and return to the Boarding House at the end of the day to change.

Clan polos may be worn for inter-clan activities such as Sports Day or Clash of the Clans.

The white Sports polo must be worn for interschool matches unless there is a designated strip for that sport and for PE lessons.

Rugby tops and wet weather jackets are to be worn only with the PE and Sports uniforms.

Jumpers are not to be worn with PE and Sports uniforms.

Rugby tops and wet weather jackets are to be worn only with the PE and Sports uniforms.

Shoes must be recognised sports shoes (predominately white with white laces) which give adequate support for sporting activities.

Middle and Senior students are encouraged to wear the white sports cap for PE lessons, outdoor sports and when outside in the sun.

All items should be clearly named.
Seymour College Community Groups

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.

Functions

There are a number of functions throughout the year for parents and families. Details of these events are published in the newsletters or via letters and parents are encouraged to come along and meet other families. Some Middle School events to note are:

- **Middle School Picnic**: A family gathering for all Middle School members, held in Term 1.
- **Year Level Drinks**: A parent gathering for the members of each year level with drinks and nibbles provided. This is a great way to meet other parents.
- **Taylor Open Afternoon/Visitors’ Day**: Parents and special guests (grandparents) of girls in Years 6 and 7 are invited to spend the afternoon viewing their daughter’s work.
- **College Carols Night**: A superb way to greet the festive season for families.

Old Collegians’ Association

The College has a very active Old Collegians’ Association. If mothers who are old scholars are interested in joining, they are encouraged to contact Sally Penn, of Director of Enrolments and Community Relations on 8303 9000 or sjpenn@seymour.sa.edu.au

Parents’ and Friends’ Association

Seymour College is proud of its very active Parents’ and Friends’ Association (P&F). 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.

P&F Association notices are sent home from school with your daughter. The P&F organises Parent Representatives for each year level. These representatives help to organise functions and act as a link between families.
Subjects offered at each year level (Middle School):

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* Curriculum Support – Students may only take Curriculum Support after discussion with the Head of Learning and Operations.
Seymour inspires within each student a passion for life-long learning, a celebration of community and a quest for personal excellence.