



# PENINSULA

GRAMMAR

INSPIRING PERFORMANCE



## PRE SENIOR SCHOOL HANDBOOK

2021









# CONTENTS

<b>Welcome to Pre Senior School</b>	<b>5</b>	Plagiarism Policy in Pre Senior School	17
<b>Pre Senior School Structure</b>	<b>6</b>	<b>Pre Senior School ICT Acceptable Use Policy</b>	<b>19</b>
<b>Our Leadership Team</b>	<b>7</b>	<b>Student Services</b>	<b>25</b>
<b>Information for Parents and Students</b>	<b>9</b>	School Health	25
Behavioural Expectations Framework	9	Student Services	25
School Rules	9	Department of Learning Support	26
Uniform Regulations	10	Wellbeing	26
Student Attendance	13	Resources for Parents	26
Homework	14	Resources for Students	27
Homework Advice for Students	14	<b>Communication</b>	<b>29</b>
Computer Use and Care	16	<b>Pre Senior School Program</b>	<b>31</b>
Harassment and Bullying	16	Pre Senior School Daily Program	31
Submission of Work and Assessment Policy	16	Subject Selection	31
Sport	17	Challenging Me & Big Picture Learning	33



# WELCOME TO PRE SENIOR SCHOOL

Pre Senior School at Peninsula Grammar is an exciting time for our students. Our innovative “Challenging Me” program is based on extensive research on how best to cater for the needs of adolescent learners. In Pre Senior School, our students are located in their own building, the J.G. Pennell Pre Senior Centre, situated between the Middle and Senior School precincts, and they are taught by a dedicated team of teachers who work collaboratively to develop curriculum, teaching and learning resources.

A unique feature of the program is the three two-week Challenge Blocks students spend outside the regular classroom, in addition to many off-campus extended activities.

All students spend two weeks in Melbourne on our P2C (‘Peninsula to the City’) program which aims to provide students with the experience of working in the City of Melbourne.

Pre Senior Schools also attend a physically challenging ten-day Outdoor Education camp. This aspect of the program sees students achieve personal and group goals way beyond their preconceived ideas. It fosters the development of valuable personal skills and provides each student with a greater awareness of environment and the challenges it offers.

During the Pathways 4 Life block, students undertake community service initiatives and explore and observe a range of career pathways.

The Challenge Blocks complement our multi-disciplinary curriculum of ‘Big Picture Learning’ which incorporates Science, Humanities and Religious Studies. Students will choose topics of interest before they attend the Challenge Blocks. Research will be undertaken during the blocks and then presented on their return to school.

Students will take part in a service learning program whereby they will have the opportunity to learn about and understand the importance of investing in social capital to benefit and support our community.

Our Pre Senior School curriculum also has a particular emphasis on health, nutrition and fitness. Students attend weekly training through the sports program, participate in bushwalks, set themselves various physical challenges and have the opportunity to take part in local fun runs.

With an emphasis on leadership and community, students have the opportunity to work beyond the physical boundaries of the School and meet with a wide variety of community groups. There are extensive opportunities for students to exercise leadership within the year group, running assemblies, activities and year group functions. There is, of course, a continuing emphasis on academic achievement, with a particular goal to stimulate and challenge students through tasks that require complex thought.

The Pre Senior School prepares students for the rigours of the Senior School and VCE with a program that extends and challenges, providing students with unique learning opportunities and personal growth.

We look forward to working with the students in this exciting and formative year.

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**Phillip Henniker**  
*Head of Pre Senior School*



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# OUR LEADERSHIP TEAM

**Mr. Stuart Johnston**, Principal

**Mrs. Lucy Gowdie**, Deputy Principal

**Ms. Karen Church**, Business Manager

**Mr. Graeme Newland**, Director of Information Technology

**Mrs. Kylie Oddy**, Human Resources Coordinator

**Mrs. Louise Nicholls-Easley**, Head of Junior School


**Mrs. Muriel Bakker**, Head of Middle School

**Mr. Phillip Henniker**, Head of Pre Senior School

**Mrs. Sharyn Curtis**, Head of Senior School







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# INFORMATION FOR PARENTS AND STUDENTS

## BEHAVIOURAL EXPECTATIONS FRAMEWORK

The Behavioural Expectations Framework reflects Peninsula Grammar's core values of; stewardship, integrity, coeducational learning, personal excellence, community spirit and Christian faith. This framework, in association with the established School policies, indicates what the School and its students can expect

from each other. The School's mission is to maintain its reputation as a leading co-educational day and boarding school, provide the highest quality teachers, inspire students to reach for personal excellence and nurture in our students the skills and passion to contribute to and engage with the world.

This framework is designed to establish the tone and philosophy of Peninsula Grammar and to provide a standard that creates a safe, positive, and nurturing learning environment.

The framework references the School's:

- Core Values
- Guiding Principles
- Rights and responsibilities of students, staff and parents/guardians
- Behavioural expectations.

The framework outlines the School rules and the Peninsula Grammar Bullying Prevention and Intervention Policy.

It is expected that all members of the School community will embrace this framework so that needs and outcomes are better achieved to advance the vision of our school.

The Behavioural Expectations Framework has been provided to all students and is available from the website under Important Information for Current Students.

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## SCHOOL RULES

The School Rules are to be read in conjunction with the Behaviour Expectations Framework.

Students who become members of the School must know the School Rules. A plea of ignorance of them will not be accepted as an excuse for breaking them. All students are to comply with the Rules and parents are asked to support the School in their application.



# UNIFORM REGULATIONS

All students are expected to wear the school uniform correctly and with pride. A well-maintained School Uniform should be worn tidily and correctly both at school and between home and school. The full school uniform must be worn at all times. Shirts are to be tucked in. Socks are to be pulled up. Where a situation arises concerning a student's uniform, written requests for the temporary wearing of non-regulation items must be referred to the appropriate Head of School.

Uniform must be worn to all school functions and any departure from this rule in respect of sport or excursions must be authorised by the teacher concerned.

A student whose appearance is not in accord with School Rules and does not have a note from his or her parents will be asked to remedy the fault. If prompt action is not taken the student will then be given a note to take home stating that they may not return until the fault is rectified.

Summer uniform may be worn in Terms 1 and 4. Winter uniform may be worn throughout the year, but must be worn from Week 3 of Term 2 and in Term 3. Winter uniform is the formal School uniform and is to be worn for all formal School occasions or events.

## BLAZERS

A student wearing winter uniform must wear the School Blazer or Pre Senior School jacket to and from school. It is not appropriate to wear the School blazer with summer uniform, however the Pre Senior School Jacket may be worn.

## BOYS' SHORTS AND TROUSERS

Boys are to wear their shorts or school trousers at waist height. Shorts should sit above the knee.

School belts are to be worn with both summer and winter uniform for boys in Years 7–12.

## DRESS LENGTH

Summer dresses must be at least mid-knee in length.

The hemline of winter skirts must sit at mid-calf.

## HAIR

Hairstyles are to be sensible and befitting the image of the School (i.e. clean, neat and well groomed).

Hair must be off the collar and the fringe length must be off the face and not tucked behind the ears. Hair must not be shorter than a 4 comb.

Examples of inappropriate styling include, but are not limited to: tails, mohawks, shaven heads, dreadlocks, man buns, undercuts, lines, extreme high fade and mullets.

Hair may be dyed only in natural shades. Visible regrowth is not acceptable.

Males are to be clean shaven.

Girls with shoulder length or longer hair must tie it up.

Ribbons and hair ties/scrunchies may be red or blue. Headbands are not to be worn.

Tortoiseshell butterfly clips which are unobtrusive in size may be worn by girls to keep hair back.

A maximum of two standard size snap clips may be worn to keep hair off the face.

## HOUSE ACTIVITIES

Students are to wear navy shorts and their House polo top to Cross Country and Athletics. Students are to wear school-approved bathers for Swimming.

Girls may wear House coloured hair ribbons to House events.

For House Activities, students are to wear clothing as stipulated by their Head of House.

## JEWELLERY

Watches, with small, unadorned faces and simple watchbands, are allowed. Girls with pierced ears may wear one small plain stud or sleeper in the lower ear lobe. The stud or sleeper may be silver or gold in colour. No other jewellery including tongue and/or facial studs/rings (even when covered with tape), wrist bands/bracelets or any other visible body piercings are permitted.

Students wishing to wear a visible religious icon are to apply to the Director of Educational Operations supported in writing by their parents.

Badges may not be worn in the School, unless related to a School activity, or a charity supported by the School.

## JUMPERS

Jumpers are not to be tied around the waist.

## MAKE-UP/NAIL POLISH

Visible make-up is not to be worn. Nail polish is not permitted.

## SCARVES

Scarves are not to be worn with summer uniform, nor should they be worn to formal occasions e.g. Assembly, Music Concerts, Celebration Evening etc.

## SCHOOL BAGS

Only the official Peninsula Grammar school bags (backpack and sports bags) are to be used to transport student belongings to and from school.

## SCHOOL SHOES

Only black leather lace up school shoes or T-Bar (girls only) are to be worn.











## SCHOOL TIES

School ties must be worn at all times – with both Summer (boys) and Winter (girls) Uniform, except in February with a School short sleeved white shirt bearing the School crest.

A tie must be worn whenever a blazer or Pre Senior School jacket is worn.

## TATTOOS

Students are not permitted to have visible tattoos.

## FREE DRESS DAY POLICY

On special occasions students are permitted to wear a selection of their own casual clothes to school instead of their normal uniform. Generally, these are held as fundraisers for selected charities, therefore a gold coin donation for each student is often requested.

Whilst it is a free dress day, the School still expects students to observe principles concerning the dignity of each person and the respect for others. Students need to be mindful of the styles of clothing and appearance that are deemed to be inappropriate at Peninsula Grammar.

In the case of girls, items considered inappropriate include singlet tops, tops that expose the midriff, micro shorts and micro skirts. This also extends to dresses with single or shoestring straps. Hair still needs to be tied back for some subjects such as Technology and Science. The School rules still apply with regard to the wearing of jewellery, make-up and nail polish.

Students should be mindful that if they are dressed inappropriately, or their appearance is deemed not suitable, then they will be required to change into more appropriate clothing or return home.

## FOOTWEAR

For safety reasons, both boys and girls are not to wear any form of open-toe shoes such as thongs or sandals. All shoes should cover the toe.

## PE CLASSES

If a student has a PE class or sports practice the usual PE and sport uniforms are to be worn; students will then be permitted to change back to free dress.

# STUDENT ATTENDANCE

## ABSENCES

It is the policy of the School that all students are in full attendance, including the first and last days of term. Leave of absence may be granted by the Head of Pre Senior School or the Principal for illness or urgent family matters.

If a student is absent, parents are required to ring before 10.00am to notify the School. We have a 24/7 absentee line and email address that provides one point of contact for parents to use to notify the School of student absences for all children, for both School and sport. Parents can ring 9788 7800 at any time and leave a message or email [absent@pgs.vic.edu.au](mailto:absent@pgs.vic.edu.au). Please provide your child's name and year level.

This is very important as it allows us to complete our regulatory paperwork accurately. We encourage parents not to take their son/daughter out of school during term time. If this is unavoidable however, a written application for leave must be addressed to the Head of Pre Senior School for leave up to ten days, or for leave greater than ten days, addressed to the Principal.

## LATE ARRIVALS AND EARLY DEPARTURES

Students arriving late must sign in at the Safety and Transport manager's office and show their note. If students need to depart School early, they must bring a note from their parent or guardian, or the parent/guardian may contact their child's Mentor by phone or email. The Mentor will issue an 'Early Departure' slip which they are to take to the Safety and Transport manager's office for processing prior to leaving the School grounds.

If a student feels unwell during the day they are to report to School Health. Our Nurses will contact families if necessary. Students are not to call their parents requesting they be collected from school due to illness.

## HOMEWORK

In Pre Senior School at Peninsula Grammar students undertake a homework program to help them develop good study habits and organisation routines. It usually complements class work and can be presented in various forms such as: assignments, models, essays, opinions, debate preparations, investigations, surveys, reviews and reading. Often students will need to revise their unit of work in preparation for tests or quizzes or simply complete unfinished class work.

Mentors can assist in the development of a study plan and parents are encouraged to be involved by questioning their child about the week's requirements and occasionally reviewing what has been completed. Should there be any concerns regarding homework then parents are encouraged to make contact with their child's mentor.

There is no definitive answer as to how much homework is ideal, however, a Pre Senior School student would be expected to complete approximately 60 minutes per week night. This obviously varies throughout the year. Parents should note that prior to Challenge Blocks there is usually a substantial increase in homework expectation.

For study at home, most students find a desk with good lighting and a quiet environment is preferred, however the dining room or family room can be equally successful; those locations may enable parents to keep a check on homework progress and the use of technology. Inappropriate computer use can be a distraction and hindrance to progress in Pre Senior School.

Parents are encouraged to regularly check on tasks and take an interest in the work being completed. If there are circumstances preventing a student from completing homework an email explaining such circumstances will avoid a homework detention. All set tasks are entered onto Zenith together with due dates. Parents can access Zenith via the internet and use of their own allocated password.

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## HOMEWORK ADVICE FOR STUDENTS

- Choose an appropriate way to record all homework, for example in a record book, Sticky Notes, or Outlook, and check it regularly
- Check Zenith regularly
- Establish a regular routine and time to do your homework
- Complete any unfinished class work each night to ensure that it is not forgotten and that you do not become further behind
- Ensure that distractions are kept to a minimum, including avoidance of television, music, mobile phones and especially social media or other computer distractions
- Attempt the more difficult tasks first
- Organise appropriate time portions to each task and don't leave things to the last minute









- Plan your study and homework time in advance. If you have a test or a deadline approaching, write down what you are going to do each night and stick to it
- Be sure to plan around things such as sports training or family commitments to make sure that your plans are realistic
- Don't spend too much time on the one task. If you are having difficulty with anything consult your subject teacher before it is due
- Read over your notes and write summaries before a test is imminent
- Pack your school bag the night before so that you don't leave work at home
- Talk to your parents about what you have to achieve. Sometimes just explaining to parents helps you to remember and work out problems
- Keep reading your English novels and interest material when you have spare time
- Above all, talk to mentors if you need assistance.

Ensure that you catch up on any work missed through absences. It is your responsibility to talk to your teachers about what you missed and what you need to do to catch-up.

## COMPUTER USE AND CARE

The notebook computer is an integral part of student learning at Peninsula Grammar. Across all departments software has been included to enhance the curriculum and development of computer literacy. ICT skills are explicitly taught to develop the students' understanding of the functions and features of individual software programs.

Currently most students are utilising the same device that they were issued with when they entered the Year 7-9 Notebook Program as supplied through the School's preferred supplier. This device carries a 3-year warranty and we envision that this notebook will be sufficient for students until the end of Pre Senior School. The Year 7-9 Laptop Program is built around Windows 10 based devices with stylus input, and as such Apple MAC computers, Android and iPad devices are not supported and are unable to be utilised in the Pre Senior School Program.

There may be exceptions to this such as when a new student begins their education at Peninsula Grammar and already have an existing device. In such cases we will accept a deviation to this ruling. Additionally, if any problems are identified with the School issued device during Semester 2 and it needs to be replaced we will review each requirement on a case by case basis.

## GUIDELINES FOR STUDENTS

- If an activity is based on using your computer, make sure it is charged up each day and ready to go. All your software should be ready to use and make sure you understand the task before you begin
- The playing of games in class is inappropriate and, if detected, student access rights to use the computer in class, or network access may be withdrawn for a period of time
- Should you have a problem with your computer, take it straight to the Service Centre to have it assessed. The Service Centre is open before school, recess, lunchtime and after school. They can fix most things in an hour or two but remember you are responsible for the smooth running of the computer so make sure you keep all systems running well. Computers are not to be taken to the Service Centre during class
- The staff will assist you with any questions you have in class and will always offer you tips to save time and use the computer efficiently. You can help by paying attention to the guidelines, working well in class and asking for help if you have a concern
- All students are expected to treat their computers with the utmost respect at all times. Computers must be carried between classes in an appropriate approved computer bag. Computers are to be locked inside lockers when not in use
- Students should regularly back up their work so as to avoid the frustration and possible impact on assessment grades if their computer breaks down. Ideally school work should be saved in the Office 365 cloud environment thus giving access at all times from anywhere on any device.
- An emergent social issue is the safety and appropriate use of all levels of technology, including the internet, instant messaging, blogs, Facebook and Smart phones. The School has an ICT Appropriate Use Policy that supports our responsible use policy. Parents should contact the School if they have any queries or concerns on how best to maximise ICT learning opportunities within a safe cyber environment.

## HARASSMENT AND BULLYING

Harassment and bullying are not tolerated under any circumstances at school. If students feel they are being harassed or bullied they should speak to a teacher or a parent as soon as possible. The action that follows will be decided on in consultation with Wellbeing and Academic Mentors, the Deputy Head of Pre Senior School and the Head of Pre Senior School.

Students should approach their Mentor if a problem arises, otherwise they should approach a teacher with whom they feel comfortable. All students will be taken through the Bullying Prevention and Intervention Policy early in the year. A full copy of this policy can be found on Zenith and the School's website and within the Behavioural Expectations Framework.



## SUBMISSION OF WORK AND ASSESSMENT POLICY

In line with Peninsula Grammar's commitment to the growth and development of every individual, we have reframed our Middle/Pre Senior School submission policy to better reflect the learning journey of our students. We want our students to know success, to understand their needs as learners and to seek support in developing their understanding of areas for improvement.

To accommodate this our Middle/Pre Senior School policy:

1. Focuses on the growth of every learner.
2. Ensures the learner experiences success.
3. Builds autonomy and accountability within the learner.
4. Establishes and maintains positive relationships between teacher and student.

### STUDENTS ARE EXPECTED TO

- Submit all work prior to or on the due date as listed on Zenith
- Ask for additional clarification and support prior to the due date
- Demonstrate time management and organisation by informing teachers of known absences prior to the due date (including holidays outside of school time).

### LATE SUBMISSION OF WORK

Students who submit their work late (for a reason other than certified illness or unforeseen circumstances) will receive a 10% deduction each day the task is not submitted.

Parents and students will be advised of the failure to submit the task via email or phone.

### COMPETENCY AND ASSESSMENT TASKS

Students who do not receive a satisfactory result (50%) for a task will be expected to attend an additional tutorial to develop and demonstrate competency in the specific skills required for the task with the subject teacher in the week following the tasks due date.

The original grade provided to the student will remain the same; the focus will turn to the skill and the application of it.

Students will work alongside their teacher to consolidate their understanding and develop competency in tutorial sessions held at lunch time or the teacher's discretion.

## PLAGIARISM POLICY IN PRE SENIOR SCHOOL

Plagiarism is defined as the 'part or whole use of others' work without acknowledgement or attribution'. A student will be deemed to have plagiarised if their work can be proven to resemble or replicate someone else's work through use of the same sentences or paragraphs, structure or layout, beyond what could reasonably be considered normal, given the respective nature of each task.

All students receive explicit instruction about what constitutes plagiarism both within the classroom and at the preliminary year level assembly.

All cases of plagiarism are to be managed as follows:

1. If a student is found to have plagiarised either a peer or a source, the matter is to be referred to the Head of Pre Senior School who will, together with the student's teacher and the relevant Head of Department, discuss the serious nature of the action with the student at a formal meeting.
2. Following the meeting, the teacher involved will contact the student's parents via either telephone or email and inform them of the situation, outlining what has occurred and what is now expected.
3. The student is expected to resubmit the task in question in its entirety free of plagiarised material.
4. The student will be required to attend an academic tutorial during lunchtime.
5. The highest mark that the student can achieve from the resubmission is 55%.
6. Should the student have plagiarised from a peer who knowingly lent their work to that student, the student whose work has been plagiarised will receive an official verbal warning of academic misconduct from the Head of Pre Senior School and the relevant Head of Department. The overall mark for their assessment task will be compromised by 10% for such behaviour.
7. Any student involved in a second or subsequent case of plagiarism, including students who are found to have lent their work to others to copy on a second or subsequent occasion, will in addition receive a detention as deemed appropriate by the Head of Pre Senior School.

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## SPORT

All students are expected to represent the School in a Winter and a Summer sport. These sports are chosen at the beginning of each season and students are to commit to training and playing their chosen sport for the entire season. Any possible absence, excluding illness, must be approved by the coach and the Director of Sport, in advance of the event.





# PRE SENIOR SCHOOL ICT ACCEPTABLE USE POLICY

At Peninsula Grammar students are provided with access to email, internet and intranet facilities via the School's network. Below are guidelines governing the acceptable use of all of these facilities. By using the Peninsula Grammar Network students agree to accept the terms and conditions outlined here and in the complete Middle, Pre Senior and Senior Schools' ICT Acceptable Use policy which is available to view via Zenith.

At Peninsula Grammar we support the rights of all members of the School community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour by all members of the School community.

Students are provided with access to email, internet and intranet facilities via the School's network. Below are guidelines governing the acceptable use of all these facilities. By using the Peninsula Grammar Network, students agree to accept the terms and conditions outlined below.

Acceptable device use means students must follow school rules and:

- Be Responsible
- Be Respectful
- Be Safe

## RESPONSIBILITIES

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student knows or suspects their account has been used by another person, the account holder must notify a teacher or the IT Support Services immediately. Students are responsible for their own behaviour using all of Peninsula Grammar's digital platforms. They must be responsible, respectful and safe always.

All messages created, sent or retrieved on the School's network are the property of the School. The School reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

## ACCEPTABLE USE

Students are expected to:

- Use their device for the purpose of school-related work
- Use the Internet appropriately and for the purpose of school-related work
- Bring portable devices fully charged to school every day
- Store only school-related work on their OneDrive or school provided storage space
- Carry their device in an appropriate protective case at all times
- Backup their device regularly onto an external Hard Drive
- Keep their device software up to date
- Have appropriate security measures installed
- Adhere to this Acceptable Use Policy when using the machine, both at home and at school, including during lunchtime or when not in the classroom

Consequences of improper use consistent with the Behavioural Expectations Framework and breaches of the Acceptable Use Policy by students can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students:

- a) Removal of network access privileges
- b) Removal of email privileges
- c) Removal of internet access privileges
- d) Removal of printing privileges
- e) Other consequences as outlined in the School's Behavioural Expectations Framework

## NETWORK

- Students must keep their password confidential at all times. If a student suspects that someone else is aware of their network password, they should contact the IT Service Centre to have their password altered
- Any student with a non-school issued notebook who wishes to access the network must first have the Service Centre configure their notebook with the appropriate software which includes the School's security client
- Upon logging on to the School network, the individual understands that his or her actions may be monitored at any time
- Monitoring of user accounts may include tracking of web pages visited, viewing of sent and received emails, monitoring all material downloaded from the internet, and scanning of files saved on the individual's allocated storage space
- The School network is integral in the development and delivery of the curriculum. Students found attempting to violate or compromise the integrity of the network by any means are guilty of a criminal offence and will be dealt with accordingly
- Under no circumstances will an individual store any games, music, or other related non-school materials on their personally allocated storage space.

## OFFICE 365

- Students while enrolled at Peninsula Grammar have access to the Office 365 suite. Students can logon using their Peninsula Grammar credentials via a browser to <https://portal.office.com> to access the suite and download applications such as Word, PowerPoint, Excel and OneNote to their Laptop, mobile phone or portable device
- Students also have access to OneDrive and are highly encouraged to use this to store their digital data. Students have access to 1 Terabyte of space for their school data
- Students may only use their OneDrive for school related work; under no circumstances are students allowed to use their OneDrive for storage of work of a personal nature
- The use of Office 365 is governed by this policy and students must use it appropriately at all times.

## INTERNET

- The individual using the Peninsula Grammar internet connection is responsible for all material accessed under their account
- The internet connection is to be used for school research, assignments and other school-related activities only. The internet is a valuable research tool and all students are encouraged to use it, provided it is used appropriately
- The Peninsula Grammar internet connection is not to be used to download material that is unrelated to school. This includes games, music, movies and other such material
- The Peninsula Grammar internet connection may not be used to stream any content unrelated to school activities

- Students' internet use is monitored at all times and high bandwidth users will be spoken to by the appropriate Head of House, Wellbeing Coordinator, or Head of Learning Area
- Whilst the School endeavours to block as many unacceptable sites as possible via content filtering software, we realise that no blocking software is 100% effective. If a student comes across an unacceptable site, it is their responsibility to report this to the Service Centre who will add it to the blocked list. Students must not knowingly attempt to access unacceptable content
- Students are prohibited from accessing or downloading various social media programs whilst at school. These include but are not limited to Facebook, Instagram, Tumblr etc
- Students under no circumstances are to attempt to bypass the content filtering software
- Your school issued password is not to be used on any other non-school supplied digital platform. Personal online services should be created and accessed with your own personal email address and associated password.

## EXTERNAL WIRELESS MODEMS / HOTSPOT / TETHERING

- The School provides a wired and wireless network for students. Hence, there is no need for students to have external wireless cards, USB modems or Hotspots. These devices must not be utilised or brought to school.

## EMAIL

- Peninsula Grammar provides an email account for all users
- Email is to be used for electronic communication between two parties. It is not to be used for "spamming" or sending unsolicited "junk mail"
- Students are encouraged to exercise great care when creating email messages. At all times students should use appropriate language and images when sending email
- No student is to harass another person. Email is considered harassment if it offends the receiving party in any way
- Students are not to send unauthorised broadcast messages
- Students are not to send messages containing private information about themselves or any other person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender
- Any user who feels uncomfortable about a message they receive or which they consider to be inappropriate must report it immediately to a staff member
- Students' school email addresses are not to be used for personal email subscriptions such as Facebook, Twitter, TwitchTV etc.



## **COPYRIGHT AND PLAGIARISM**

- Students must respect the intellectual property rights of others and not copy and/or redistribute another person's work. In particular, students should be conscious of the provisions of the Australian Copyright Act (1968) and Copyright Amendment Act (2000). All texts, photographs, video clips, audio clips, music, movies, games and computer software are protected by copyright. Unauthorised copying, distribution or downloading of this type of material can constitute breach of copyright
- For authentication purposes Peninsula Grammar insists that all sources are properly referenced and acknowledged. Plagiarism (copying other people's work and pretending it is yours) is a serious matter that is dealt with accordingly by the School.

## **SCHOOL SOFTWARE**

- Students "lease" the Microsoft operating system and Microsoft Office on an annual basis. When students leave the School other than on Year 12 Graduation, they are responsible for removing the "leased" software and replacing it with the original operating system. The Service Centre may be of assistance with this. If the software is not removed it will cease to work after a period of time. Students graduating at the end of Year 12 are entitled to receive a licensing code that will allow the Microsoft Operating System to continue working. This can be applied for towards the end of the year.

## **BACK-UP RESPONSIBILITIES**

- It is the individual's responsibility to back up their notebook data on a periodic basis. Backups should be at least once a week, preferably to an external device. If an individual's notebook computer fails, and he/she has not performed a backup, only the individual can be held responsible for the loss of any data. The IT department is not responsible for backing up student notebook data and cannot be held accountable for any loss. Students should utilise their OneDrive storage space wherever possible to protect against hardware loss or failure.

## **MOBILE PHONES**

- It is accepted that carrying a mobile phone may add a degree of safety for students on their way to and from school. Students may therefore bring a phone with them to school. The following outlines the expectations for students.
- Mobile phones must be locked in lockers from 8.40am until 3.35pm
- Phones are not to be used at recess, lunchtime, during classes, mentoring, registration or PDP unless it is a specific requirement of the lesson and a teacher has granted permission for them to be brought to class on that specific occasion
- Permission must be sought before taking photos or videoing in any area of the School
- Should any student not adhere to this policy, their phone will be collected by a teacher and placed in a locked cupboard in the Head of Pre-Senior School's office for them to collect at the end of that day. Repeated instances of phone confiscation may lead to further consequences

- In some special circumstances exceptions to this policy may be made and will be managed by the Head of Pre-Senior School
- In an emergency parents can contact their children through the Pre-Senior office on 9788 7764 or through their child's mentor
- In Year 9 students may carry their phones during P2C, Pathways 4 Life and other excursions. Phones are strictly prohibited on camp

All students are responsible for maintaining their own mobile phone security and must ensure that the above guidelines are followed at all times. The School will not be held responsible for any lost or stolen phones.

## **IPODS AND MP3 PLAYERS**

- As a general rule iPods and MP3 players must not be brought to school at any time
- Permission may be granted for students to use iPods or MP3 players under specific teacher instruction during class or for teaching and learning excursions off campus.

## **BREACHES**

Any breaches of the above protocols will result in disabling of the student's account and the appropriate disciplinary action being taken.













# STUDENT SERVICES

## SCHOOL HEALTH

The physical, social and emotional welfare of our students is as important as academic progress; hence our School Health Centre plays a vital role in the everyday life of students. The Health Centre incorporates full time qualified nurses and assistants and welfare coordinators. If parents have concerns or information that the School needs to be aware of, we ask that you contact the relevant department as early as possible.

Nurses are on campus at the Health Centre in the Student Services Centre from 8.30am to 4.35pm Monday to Friday. If a student becomes ill or injured during the day, he/she should report to the Health Centre for assessment and treatment. If the nurse considers that the student is ill enough to go home she will contact a parent/guardian to arrange for the student to be picked up from school. Students themselves should not contact their parents to arrange to leave school.

The Health Centre also arranges periodic immunisations that are made available by the local Shire Council and State Health authorities.

The Health Centre direct telephone extension is 9788 7712, mobile: 0419 581 302, email [schoolhealth@pgs.vic.edu.au](mailto:schoolhealth@pgs.vic.edu.au).

## STUDENT SERVICES

At Peninsula Grammar we provide a safe and respectful learning environment through our commitment to wellbeing. We endeavour to provide every student with the support they need to Learn. Grow. Flourish! We have a team of counselling and health professionals to assist students and their families. The School Counsellors are located in the Student Services Centre. Students may request to see a counsellor themselves or be referred by a parent or staff member. The counsellors make time available to help students with personal problems, social difficulties, organisation concerns, or to assist in developing specific study techniques. Services include:

- Counselling
- First aid
- Consultation
- Assistance with referrals to external agencies
- Specialist programs.

If you are interested in more information, please speak to your child's Mentor.

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## WELLBEING AND POSITIVE EDUCATION TEAM



**Ms. Olivia Shelton**  
Director of Positive  
Education & People



**Ms. Prue Wheeler**  
School Counsellor



**Ms. Lauren Nelson**  
School Counsellor



**Mrs. Rebecca Wonnacott**  
School Nurse



**Ms. Eleanor Holland**  
School Nurse



**Mrs. Hannah Coyle**  
School Nurse



**Ms. Kelli Butler**  
School Nurse

## DEPARTMENT OF LEARNING SUPPORT

The Department of Learning Support operates throughout the school and has the primary role of supporting students of all abilities with differences – physical or academic. The Department is involved in learning testing regimes, identifying students' needs and documenting support strategies. The primary function of DLS is to support and encourage the best individual student outcomes.

## WELLBEING

### UMATTER



uMatter is a whole-school approach to supporting the wellbeing of students and their families. uMatter is a combination of the MindMatters wellbeing framework coupled with the science of Positive Psychology.

Peninsula Grammar will aim to continually improve in four key areas, as these have been proven to make a positive difference in the lives of young people, including:

1. Building a positive school community
2. Social and emotional learning
3. Partnering with parents and families
4. Support for students experiencing mental health difficulties.

### WELLBEING PROGRAM – REACH

The Reach Foundation was established by Jim Stynes and Paul Currie in 1994. Reach has since grown to become a leading youth wellbeing resource, visiting hundreds of schools every year to deliver youth led workshops.

Reach developed a program targeted for Pre Senior School Students called 'Finding Heroes'. The program has a Positive Psychology focus and covers a range of topics. Each term, students will participate in activities, led by their Mentor, on topics such as strengths, values, labels, the masks we wear, the role of the body, resilient thinking and relationship choices.

The Finding Heroes program will be further enhanced with Reach Ambassadors coming out to Peninsula Grammar to work with students to deliver two workshops titled Finding Your Voice and Self-Esteem, Confidence and Positive Peer Dynamic.

## RESOURCES FOR PARENTS

### PARENTLINE

Supports and nurtures positive, caring relationships between parents, children, teenagers and the significant other people who are important to the well-being of families. Visit the website for more information or call 13 22 89.

### RAISING CHILDREN NETWORK

An Australian parenting website that provides comprehensive, practical child health and parenting information and activities covering children aged 0–15 years.

Website: <https://raisingchildren.net.au/>

### FAMILY RELATIONSHIPS ONLINE

The advice line complements the information and services offered by Family Relationship Centres. The website offers access to information about family relationship issues, ranging from building better relationships to dispute resolution.

Website: <https://www.familyrelationships.gov.au/>

### LIFELINE

Lifeline provides all Australians experiencing a personal crisis with access to 24-hour counselling support and suicide prevention services that can be accessed by calling 13 11 14 or on their website.

Website: <https://www.lifeline.org.au/>

### BEYONDBLUE

A national, independent, not-for-profit organisation working to address issues associated with depression, anxiety and related substance-use disorders in Australia. If you need help you can contact 1300 22 4636 or visit the website to seek support.

Website: <https://www.beyondblue.org.au/>



Apps	Name	Cost	
	Music eScape	Free	Developed by Young and Well Cooperative Research Centre. This app allows you to create a mood map of your existing music library and select music to express and enhance your mood.
	ReachOut Breathe	Free	Developed by ReachOut a leading online youth mental health service. This app can measure heart rate and helps guide deep breathing by touching the screen.
	Smiling Mind	Free	Developed by Psychologists this app provides different meditations and mindfulness exercise for every age group. It also allows you to rate your mood and track your progress.
	Uplifted	Free	Developed by ReachOut this app allows you to set time aside to deal with worries so they don't become intrusive. This is a great brain training exercise to keep stress and worries at bay.

For information about other apps that will boost your wellbeing visit ReachOut Toolbox.

## RESOURCES FOR STUDENTS

### REACHOUT

ReachOut is a leading youth mental health website. It provides practical tools and support to help young people get through everything from everyday issues to tough times. The website has factsheets, tools, apps, videos and forums.

Website: <https://about.au.reachout.com/>

### YOUTH BEYONDBLUE

Youth beyondblue provides information on a range of topics and issues that are relevant for young people. The website also allows young people to link in with free confidential counselling either by phoning 1300 22 4636 or webchat.

Website: <https://www.beyondblue.org.au/who-does-it-affect/young-people>

### HEADSPACE

Headspace is a national mental health service for young people. The website has a number of fact-sheets on a range of topics and helps young people link in with their local centre. There is also eheadspace which offers free confidential counselling via webchat or phoning 1800 650 890.

Website: <https://headspace.org.au/>

### KIDS HELPLINE

Kids Helpline offers information and counselling for people aged 5–25 years. The counselling is free and confidential and can be accessed by calling 1800 55 1800, emailing [counsellor@kidshelpline.com.au](mailto:counsellor@kidshelpline.com.au) or webchat.

### LOCAL PROFESSIONALS

If you or a family member needs support, below are a couple of directories that may assist you to find the right service.

Child & Youth Services. Mornington Peninsula Child and Youth Directory helps families find information and service providers relevant to their needs.

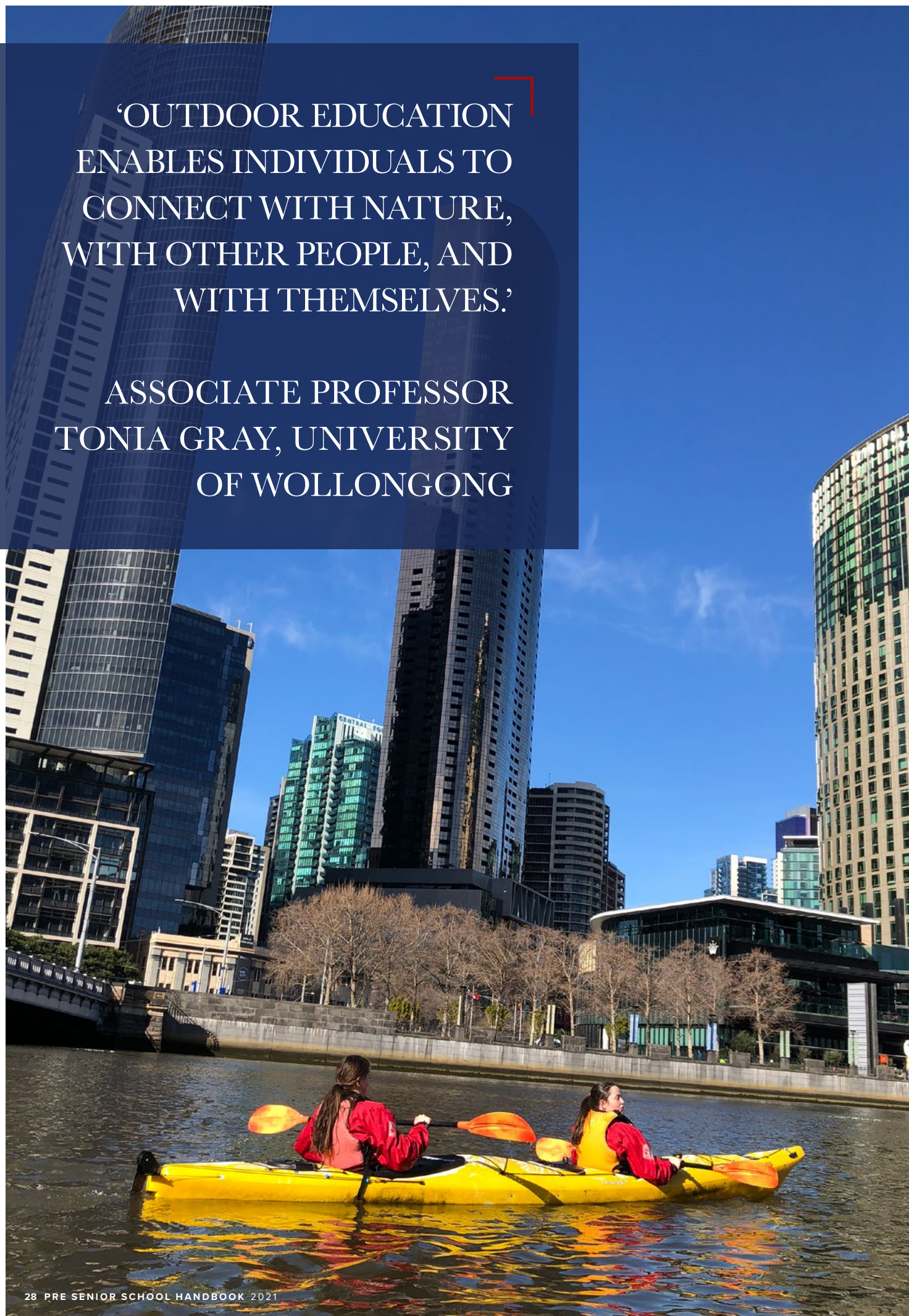
Health Services. Health Engine helps you search for Doctors, Dentists, Psychologists, and many more health professionals in your local area.





‘OUTDOOR EDUCATION  
ENABLES INDIVIDUALS TO  
CONNECT WITH NATURE,  
WITH OTHER PEOPLE, AND  
WITH THEMSELVES.’

ASSOCIATE PROFESSOR  
TONIA GRAY, UNIVERSITY  
OF WOLLONGONG





# COMMUNICATION

Peninsula Grammar uses a range of communication tools to communicate with parents.

## EMAIL

Emailing parents directly allows for timely communication about what is happening in the classroom and also to share information about important events or activities. While we can email both parents or guardians nominated on the enrolment form, we usually only email the primary contact to avoid duplication. Please ensure your email address is kept up to date to ensure we can contact you when needed, and you don't miss out on pertinent information.

## SCHOOL INTRANET SITE, ZENITH

Zenith is our learning management system and our main communication tool for staff, students and parents. It is used both as a learning tool for students as well as a place for parents to find information about what's happening in the classroom and around the school. Zenith also includes information about camps, excursions and key dates for upcoming events.

Parents have their own username and password and are encouraged to regularly check Zenith. When students or parents access Zenith using their password, an individualised page will list homework and current assessment tasks that are password protected. This allows you to keep up to date with your child's learning. The news section is updated on a weekly basis with the news for the week ahead which is published every Thursday. All families have access to the site. If you have any trouble accessing Zenith please contact the School.

## SOCIAL MEDIA

The School has multiple ways for you to connect via social media: Instagram, Twitter, LinkedIn and Facebook where we regularly post information on activities and key events happening around the School.

Most Year levels also have their own Facebook page. Please search for your child's Year level page and request to join. Please note that the School or PSPA does not administer these Year level pages, however, the School may use them to keep you informed.

## WEEKLY BULLETIN

Parents receive a weekly email with all the latest news and upcoming events.

## OPEROO

Operoo is a health and safety system that automatically keeps up to date medical and emergency contact details for all students. It is an innovative parent controlled program used to seek and document consent from parents for students to participate in or attend events or activities such as excursions, sporting activities and camps.

A Operoo profile is only completed once and provides parents the opportunity to update medical and emergency contact information promptly and accurately while providing Peninsula Grammar with instant access to the information provided.

Once the profile has been completed, consent via Operoo for any School event can be instant. Parents can use a PC, laptop, tablet or smartphone to enter the details including:

- Emergency contacts
- Medical checklist - anaphylaxis, asthma, allergies, diabetes, seizures etc
- Ambulance and health insurance details
- Any other care instructions from parents/guardians.

When a student commences at Peninsula Grammar, we will send an email invite via Operoo to the primary contact which includes instructions on how to get started. You MUST update your child's profile to be able to start using Operoo.

Visit the Operoo website for further information at [www.operoo.com](http://www.operoo.com) or feel free to contact the School should you have any questions, by emailing us at [operoo@pgs.vic.edu.au](mailto:operoo@pgs.vic.edu.au).

## SCHOOL APP

The School app is available free from the iTunes store for iPhone and iPad users and from the Google Play app store for those with an android smartphone. iPad users can download the app for iPhone which also offers complete functionality on the iPad. Just search Peninsula Grammar and look for our crest. The app provides Alerts, Calendar Events, School News and other valuable pieces of information for parents.

## TEXT MESSAGES

Parents may be contacted via text using the mobile numbers provided at enrolment for important or urgent information that needs to be delivered in a timely way. This includes notices of sport cancellations, and changes to usual school practices that take effect immediately as a result of emergency situations or a critical incident.

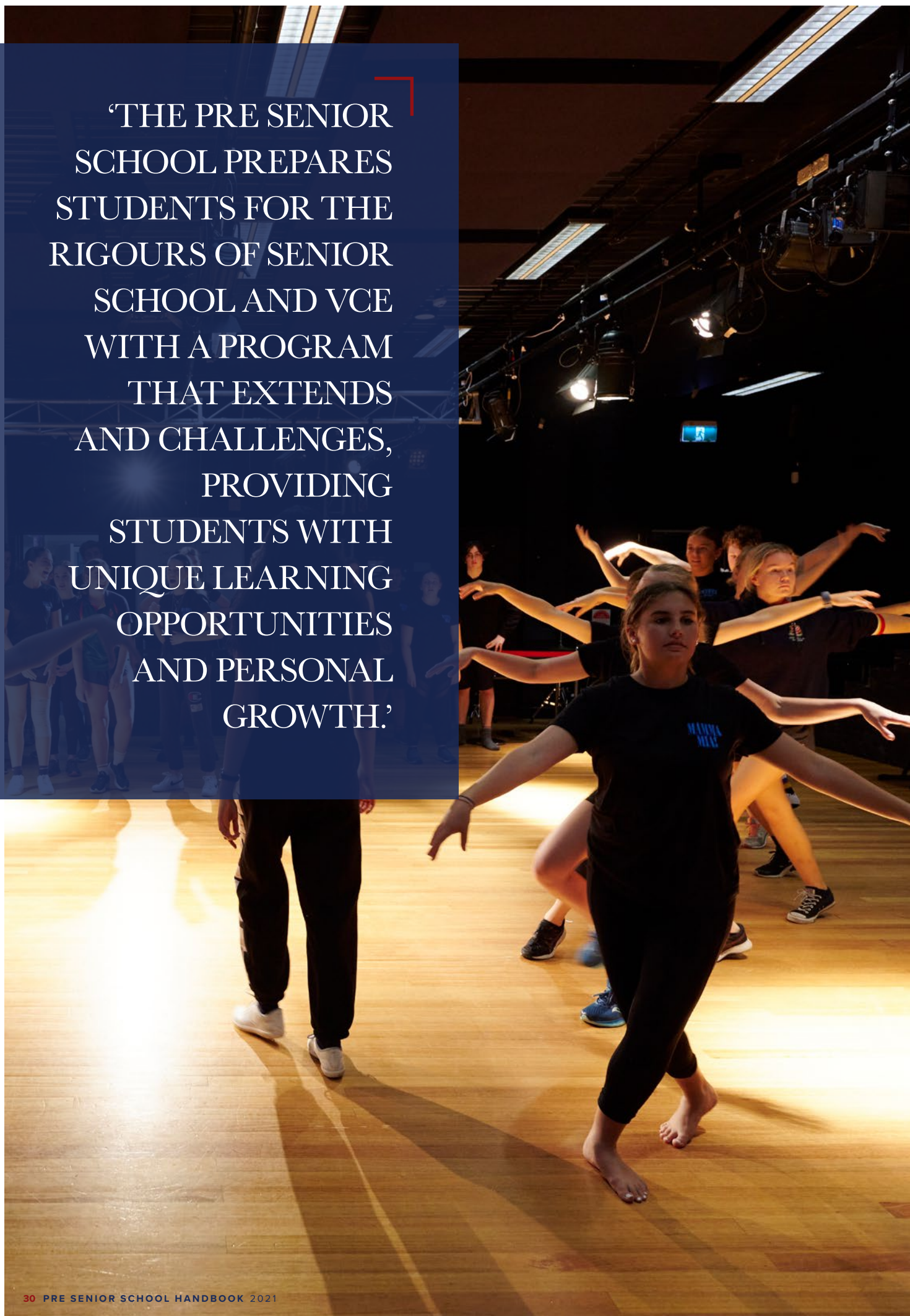
Of course parents will always be contacted via phone when there are key issues to discuss relevant to your child or in an emergency that directly affects your child.

Our commitment to keeping you informed relies significantly on having accurate contact details for you so please ensure you let us know when these change.

## PGSREADY

PGSReady is the Peninsula Grammar School's community readiness platform in the event of changes to our on campus learning. On our PGSReady page is regularly updated and is available from the website under Important Information.

‘THE PRE SENIOR  
SCHOOL PREPARES  
STUDENTS FOR THE  
RIGOURS OF SENIOR  
SCHOOL AND VCE  
WITH A PROGRAM  
THAT EXTENDS  
AND CHALLENGES,  
PROVIDING  
STUDENTS WITH  
UNIQUE LEARNING  
OPPORTUNITIES  
AND PERSONAL  
GROWTH.’





# PRE SENIOR SCHOOL PROGRAM

## PRE SENIOR SCHOOL DAILY PROGRAM

Below are the bell times for daily classes and recess/lunch. Please note registration begins at 8.40am. If students arrive after this time they are required to sign in with the Transport and Safety Manager.

YEAR 5 – YEAR 12	TIMES	MINUTES
Registration	8:40 – 8:47	7
Period 1	8:50 – 9:45	55
Period 2	9:45 – 10:40	55
Recess	10:40 – 11:05	25
Period 3	11:05 – 12:00	55
Period 4	12:00 – 12:55	55
Lunch	12:55 – 1:45	50
Period 5	1:45 – 2:40	55
Period 6	2:40 – 3:35	55
After School (if on campus) Attend to school commitments or gather in designated Year 10, W11 or 12 areas	3.35pm – 7.00pm (Mon – Thurs)	235
	3.35pm – 5.00pm (Fri)	115

## SUBJECT SELECTION

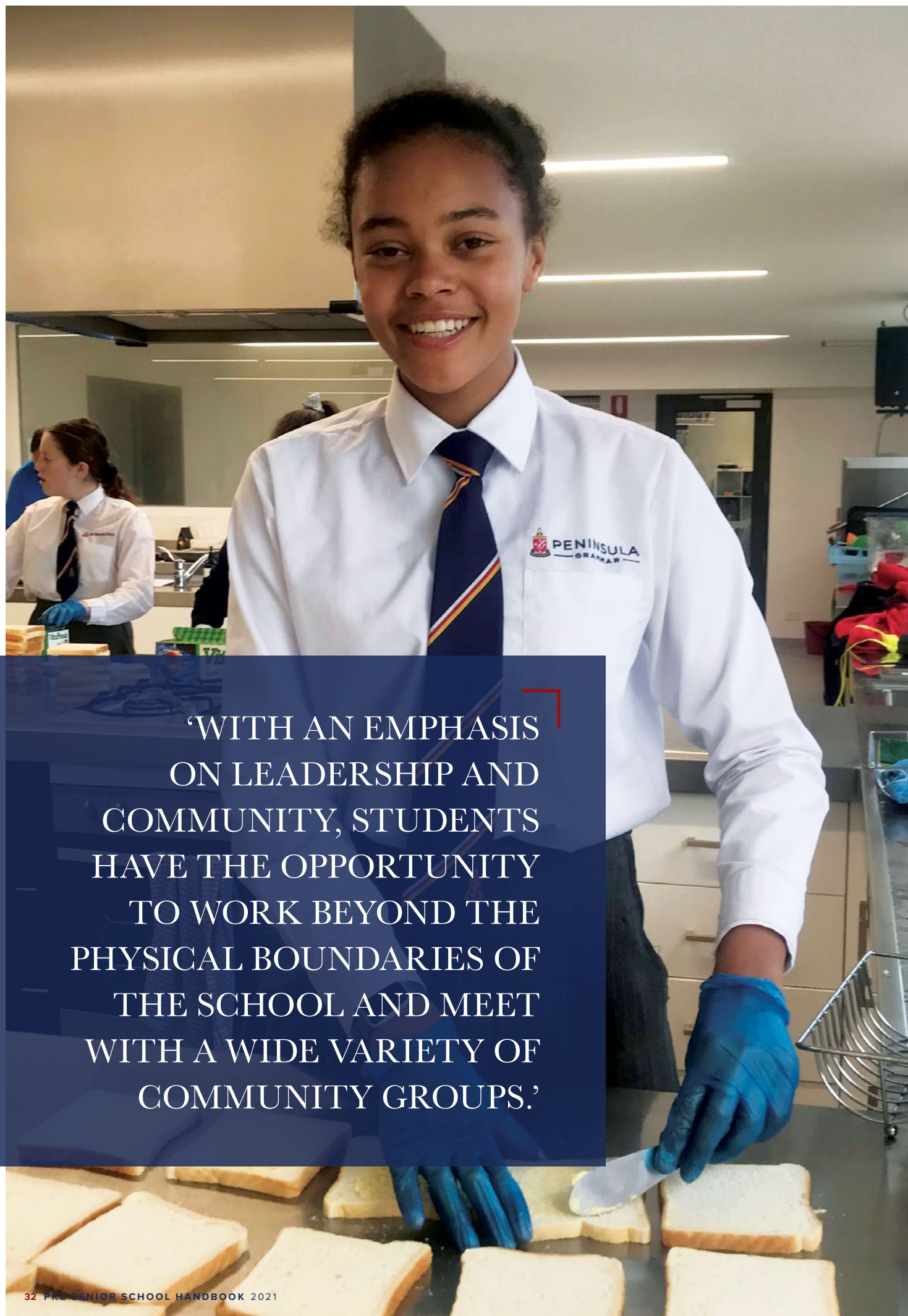
In Pre Senior School students study a core group of subjects (English, Mathematics, Big Picture Learning and Physical Education). They also choose 4 semesters of electives. Students who choose to do a language are required to do two semesters of the chosen language.

When selecting a Year 10 program at the end of Pre Senior School, students can choose electives (in addition to the six core studies). These may include VCE Unit 1 & 2 studies, if their Pre Senior School grades are of an appropriate standard. This would need to be of B standard in the lead in subject and a B average in the core subjects of English and Mathematics. Progress in the Big Picture Learning may also be taken into account, with recommendations being sought from Mentors and teachers.

Unit 1 and 2 subjects have limited places for Year 10 students and are offered subject to availability.

Students will also be nominated to separate Year 10 Mathematics groups at the end of Pre Senior School, and be given some choice as to their English studies.





‘WITH AN EMPHASIS  
ON LEADERSHIP AND  
COMMUNITY, STUDENTS  
HAVE THE OPPORTUNITY  
TO WORK BEYOND THE  
PHYSICAL BOUNDARIES OF  
THE SCHOOL AND MEET  
WITH A WIDE VARIETY OF  
COMMUNITY GROUPS.’



# CHALLENGING ME & BIG PICTURE LEARNING

Peninsula Grammar's Pre Senior program, Challenging Me, recognises the need to engage Pre Senior School students differently. In this critical year level where students make the crucial transition from the Middle School to the Senior School program, learning is relevant, relationships are supportive and our students develop life-long learning skills and a curiosity for self-discovery. The program is centred around our Challenge Blocks which see our students step outside both the traditional classroom and their personal comfort zone and turn 'I can't' into 'I can'. A coherent program incorporates student experience with classroom practice, making student learning relevant and engaging.

The Pre Senior School program "Challenging Me" includes three two week blocks of learning outside the regular classroom. Students spend ten days on a Camp/Expedition, two weeks travelling to the city each day on the Peninsula to the City (P2C) program and two weeks completing a program known as Pathways 4 Life that has a careers focus but which includes a number of other activities that develop personal skills. In addition, students have the option to be involved in a service learning experience in Laos.

## CAMP

Through their involvement in the Outdoor Education Program students gain an appreciation of the outdoors. They become more aware of how to care for natural environments, how to look after themselves in an unfamiliar environment, understand how the natural environment can influence their experience, and how to take measures to deal with those factors.

The Pre Senior School Outdoor Education Camp is designed to provide students with challenges depending on their individual capacity. It aims to foster resilience in students. Students spend 5 days at a "base camp" participating in a number of varied activities. They then complete a 5 day Wollangarra experience, which includes a 3 day expedition. Please be aware that all Pre Senior School students are expected to be available for Saturday sport after camp. It should be noted that all students are expected to attend camp.

## PENINSULA TO THE CITY (P2C)

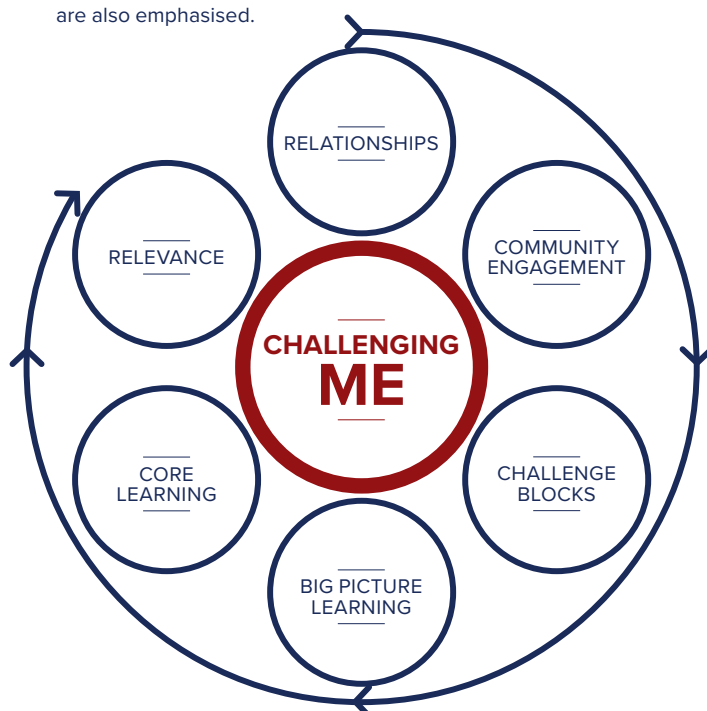
Pre Senior School students develop their independence spending two weeks on P2C, a Melbourne-based experience. Students participate in a range of class and group activities that allow the development of individual skills and knowledge.

P2C includes visits to a number of institutions and key Melbourne locations such as Eureka Tower, Melbourne University and RMIT,

the Old Magistrate's Court, Queen Victoria Market, the Shrine of Remembrance, the State Library, and the Botanic Gardens.

The central focus for student groups is to learn about current social issues and to contribute to positive social change. Students will spend time learning about social enterprises such as The Big Issue and the Asylum Seeker Resource Centre, and will learn about social issues such as homelessness and how these social issues are being addressed.

The P2C experience relies on students accepting responsibility for their diverse, 'hands on' learning experiences. Personal qualities of independence, organisation, initiative and reliability are also emphasised.



## PATHWAYS 4 LIFE

Pathways 4 Life is designed to help students explore the large number of career opportunities that exist. Pathways 4 Life will provide students with rich learning experiences that include: preparation for part time work, real life exposure to workplaces and career opportunities, equipping students with vocational qualifications and undertaking service learning.

After engaging in some preliminary career aptitude testing students investigate a career and learn the skills needed, the type of work involved, the educational qualifications required, the expected salary, and the benefits and disadvantages associated with that career. Students also gain an understanding of the number of educational pathways that they can take to achieve career aspirations. The program also provides students with the opportunity to acquire personal skills in the areas of food preparation, barista, cooking and financial literacy.

Further details of each program will be provided to parents and students nearer the time.

Block One: 26 April – 7 May	
9A and B	Camp
9C and D	P2C
9E and F	Pathways
Block Two: 31 May – 11 June	
9A and B	Pathways
9C and D	Camp
9E and F	P2C
Block Three: 2 August – 13 August	
9A and B	P2C
9C and D	Pathways
9E and F	Camp

All information regarding these exciting and innovative programs will be disseminated as the need arises; this includes any assessment that forms part of the program. Parents will be kept informed via Zenith (Pre Senior School) and Operoo.

## BIG PICTURE LEARNING

The year will commence with a formalised and resourced project-based structure based on the Bill Gates Foundation's 'Big History Project'. The disciplines of Science, History, Geography, Religion and Technology work together to enable deep learning and student choice will be encouraged.

Overall students will undertake six themed Big Picture Learning activities, which are outlined below, during which the key skills for project based learning will be enhanced. These skills will be showcased in the final 'own choice' Follow Your Own Interest project based learning activity at the end of the year. Self-directed learning and self and peer-assessment will encourage students to monitor their own success; the process of achievement and the recognition of failure will all be learning opportunities.

The Victorian Curriculum highlights the importance of Critical and Creative Thinking, which provides a framework upon which students 'challenge previously held assumptions and create new links [and] proposals' and they critically examine their own thinking. Deep learning is encouraged by posing questions, testing ideas and becoming active learners. Our students pose driving questions, test hypotheses and apply their knowledge by using the higher order skills required in the Victorian Certificate of Education.

Recent changes to the VCE have placed greater emphasis on the higher order skills that the Challenging Me program is based upon. The ability to think critically and creatively forms the basis of much of the internally assessed course work as well as being a key feature of the end-of-year examination. Application of knowledge to new situations, evaluation and analysis are key skills to VCE success. The Challenging Me program prepares our students for both this, and for a successful future.

“IF WE TEACH TODAY’S  
STUDENTS AS WE TAUGHT  
YESTERDAY’S, WE ROB  
THEM OF TOMORROW.”  
JOHN DEWEY



Science, History, Geography,  
Technology, Religious studies

### THE BIG HISTORY PROJECT

### WHAT IS OUR WORLD COMING TO?

Sustainability, Science,  
Geography, Religious studies.  
Incorporating Camp

Social issues, media, politics,  
sociology, Religious studies  
Incorporating P2C

### WHAT IS WITH SOCIETY?

### WHERE AM I GOING?

Incorporating Pathways 4 Life.  
Supported by the Careers  
Department

Community Service Learning:  
Engagement and fundraising

### HOW CAN I HELP?

### FOLLOW YOUR OWN INTEREST

Student-directed project-based  
learning: BPL exhibition



## SERVICE LEARNING PROGRAM

Throughout the year students will take part in a service learning program that provides them with an opportunity to engage with the local community. This allows students to gain an understanding of the benefits of volunteering and enlightens students to some of the issues that confront our community. Activities may include:

- Working within the School's Sustainability Program
- Pathways – Wallara, Days for Girls, tree planting etc
- Camp – Peninsula Grammar Heyfield Wetlands ongoing project
- Pre Senior School community Service Experience.  
Options may include:
  - Kunyung Primary School
  - Peninsula Grange Aged Care
  - Eat Up
  - Environmental Projects - Moonlit Sanctuary, Sages Cottage, McClelland Gallery
  - Optional Service Learning experience to Laos
  - Optional Sudanese Homework Club.

## PERSONAL AND SOCIAL LEARNING

The Pre Senior School Personal and Social Learning program is a comprehensive program that aims to help develop the individual student's full potential. The program looks at wellbeing, academic, personal and social issues. The mentor takes on a pastoral role at all times with his or her students.

The program will feature incursions with REACH as well as follow a UMMatter curriculum which will address pertinent issues focusing on physical, emotional and social wellbeing. The program supports students' wellbeing development and learning at school.

## LEADERSHIP POSITIONS

Within Pre Senior School there are many opportunities for students to experience leadership challenges. Throughout the year, there are 4 leaders appointed from each class. These student leaders will work across a number of specific briefs and assist in a range of activities. Leadership positions are also available within the House system. All students are encouraged to develop their leadership skills.

In Term 4 Peer Mentoring Leadership training will be offered to those students interested in acting as a Year 10 Peer Mentor to Year 7s.

## ASSEMBLIES

Principal's Assemblies are held on a Tuesday in the Ansett Hall.

## RECORD BOOK

The School Record Book is optional for Pre Senior School students, and is available from the Head of Pre Senior School.

## STUDENT ID AND PUBLISHING CARD

At the commencement of the year each student will be issued with a photo ID card which must be brought to school each day. This card will be used for printing, photocopying and for all uniform shop transactions. Each student is allocated a nominal allowance per month for photocopying and downloading of appropriate academic material. This is sufficient for expected costs and if the student should exceed this allowance, further credit can be purchased from a machine in the Resource Centre.

Replacement ID cards are issued at a cost of \$5.00 per card and can be obtained from the Audio Visual Department.

## LOCKERS

Every student in Pre Senior School is allocated a locker. The maintenance of a neat locker is the responsibility of each student. At no stage is graffiti to be written on the locker and students will incur a maintenance fee if the locker is wilfully damaged. There is sufficient room inside if the student is organised and neat. Lockers will be randomly inspected throughout the year by staff with the student present. Pre Senior School students are issued with a combination lock which they use for Years 9 to 12. Should a lock become lost or damaged students will be charged for a replacement.

Students are responsible for storing mobile phones and any other valuables in their locked locker at all times.

## ASSESSMENT/GRADE BOUNDARIES

Pre Senior School is a transition year, where grades for some subjects will be introduced. Semester report grades are awarded according to the following standards. Students are assessed on their performance against the objectives and assessment criteria set out for their subject and year level.

	Grade	Percentage
Outstanding	A+	90–100
	A	80–89
Highly competent	B+	75–79
	B	70–74
Competent	C+	65–69
	C	60–64
Approaching competence	D+	55–59
	D	50–54
Not yet competent	E+	40–49
	E	0–39

NA (Not Assessed) is recorded where a student has been unable to complete a task due to absence, illness or other approved reason.



## REPORTS

In 2021 all Pre Senior School students and their parents will receive regular online and real time feedback via Zenith. This will include assessment results and formative feedback on learning habits and behaviour. Parents are encouraged to regularly check Zenith for all feedback, particularly prior to Parent/Teacher/Student discussions.

At the end of each semester a grade summary and Mentor comment will be provided. We encourage parents to discuss the comments and grades with their children and to help them set goals for the semester ahead. If the need arises parents will be contacted. Parents are encouraged to make contact with their child's mentor or subject teachers if they have any queries or concerns arising from the grade summary and mentor comment.

## PARENT/TEACHER/STUDENT DISCUSSIONS

Parent/Teacher/Student discussions are held twice a year and parents can book their times via Zenith.

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## PATH TO SENIOR SCHOOL

Pre Senior School students are involved in a program at the end of the year which introduces them to the subjects and expectations of the Senior School.

At the end of each year there is a comprehensive student handover meeting between the current and next year's Wellbeing leaders. This ensures that all concerned will have better knowledge of the learning, behavioural and other individual strengths and concerns of students.













PENINSULA  
— G R A M M A R —  
INSPIRING PERFORMANCE