



TINTERN  GRAMMAR

EARLY LEARNING CENTRE HANDBOOK 2021





TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE,
SIDE BY SIDE.

Contents

A warm welcome to our Tintern Grammar Community	4
Tintern Grammar Aim	5
Tintern Grammar and ELC Structure	5
The ELC Program	5
Tintern Grammar Early Learning Centre and Outside School Hours Care Philosophy	6
Key Staff	6
First week in the ELC	7
Your child's class schedule may look like this	7
Arrival and Pick-up time	7
End of day school arrangements	7
After School Care	8
Flexibility	8
Communication	8
Learning Management Portal	8
Interviews	8
Absences	8
Clothing	9
Toileting	9
What to bring to school	9
What items to take home	9
Important Forms	9
First Aid	9
Medical Conditions	9
Minimum Period of Exclusion for Infectious Diseases Cases	10
Communicable Diseases Exclusion Table	10
Outside School Hours Care Program	11
Holiday Program	12
Curriculum	12
Parent involvement	12
Any Questions?	12
Key Contacts/Numbers	13
Core Values at Tintern Grammar - 'The Compass'	14
School Map	15

A warm welcome to our Tintern Grammar Community



Since 1991, children in the Tintern Grammar Early Learning Centre Pre-Prep (4 year old) class have enjoyed the fun and friendship of belonging to a group of young learners. The children are very much part of our Junior School community and are regarded fondly by staff and other students. We believe that your child's time with us is the beginning of a wonderful adventure and that it provides a springboard for a love of learning.

Children learn best through play and this is supported in our Early Learning Centre. Staff plan experiences for the children centered on their interests, development, intentional learning and supported by the Victorian Early Years Framework.

Our children are active participants in their learning. Developing a sense of wonder and curiosity through imaginative, free and structured play opportunities. Our programs are developed in such a way that the children are confident, creative and capable learners.

We strive to ensure that the children in our Early learning Centre have opportunities to play both inside and outside within our purposefully designed centre. Our outside space allows children to explore, take risks and develop a deep sense of appreciation for the natural setting Tintern Grammar has to offer and their own place in the world. We place an emphasis on sustainability, the world around us and our impact on it. We support this through our Tinternwood Farm visit and within our daily practise at the centre.

Your children will have many opportunities to explore music and movement, physical education activities, Letterland and Library sessions. These are provided through the specialist programs on offer at Tintern Grammar and add to your son or daughter's overall education.

This booklet contains some important information which should ease your entry into the 2021 school year for your child.

May your time with us at Tintern Grammar be filled with pleasure.

Kristin De Vos
Director and Teacher Early Learning Centre

Tintern Grammar Aim

Tintern Grammar provides educational and cultural experiences that offer each student opportunities to:

- develop an enquiring mind;
- find purpose and enjoyment in learning;
- value and appreciate excellence and opportunity; and
- develop personal and professional skills for life in the context of the dynamic and challenging environment of C21 Australia and its global context.

Students are encouraged to strive for:

- academic, creative, spiritual and physical maturity;
- personal excellence of endeavour;
- an ability to relate to others in a positive and affirming manner; and
- self-discipline and responsible use of authority.

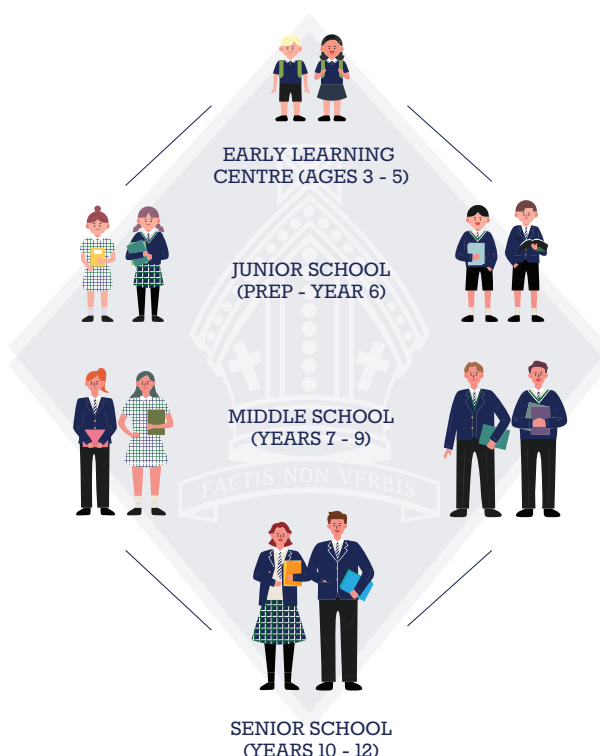
In an environment which engages students, staff and families in co-operation and respect, and in which care, compassion, challenge, fulfilment and commitment are guiding values.

Tintern Grammar and ELC Structure School Structure

Tintern Grammar operates under a parallel learning model.

- Boys and girls learn together in our ELC classes.
- Prep – Year 9 boys and girls learn separately.
- Years 10 – 12 students come together to create a joint Senior College. The Senior College has common facilities for Years 11 and 12 and separate learning spaces for Year 10 boys and girls.
- The Principal and Vice Principal oversee the whole of the school.

Parallel Learning Model



Early Learning Centre Structure in 2021

Early Learners - Rotational Model (See image)

Pre-Prep A (5 days)
Monday to Friday

Pre-Prep B - Rotational Model
(See image)

The ELC Programs

MON	TUES	WED	THURS	FRI
A	A	A		
		B	B	B
C	C		C	C
D	D	D	D	D

GROUP A

3-day program Mon, Tues, Wed only

GROUP B

3-day program Wed, Thurs, Fri only

GROUP C

4-day program Mon, Tues, Thurs, Fri only

GROUP D

5-day program

Tintern Grammar's Early Learning Centre and Outside of School Hours Care Philosophy

'Excellence and Confidence. Side by Side'

We believe in developing positive meaningful relationships with the children in our care, fostering a sense of belonging for the children and their families.

Through these nurturing relationships, children feel safe, secure and supported in our Early Learning Centre.

Embedded throughout the program we acknowledge and show respect to the people of Aboriginal and Torres Strait Islander origin. We also acknowledge that the children, their families and our educators, come from a variety of cultural backgrounds. We celebrate the richness that diversity brings to the Early learning Centre.

Our children are active participants in their learning. Developing a sense of wonder and curiosity through imaginative, free and structured play opportunities. Our programs are developed in such a way that the children are confident, creative and capable learners.

We value the intentional teaching that is provided by our specialist programs. Through these programs the children develop and are exposed to skills across a wide range of disciplines specifically related to the programs on offer: Music, FMS (Fundamental Motor Skills) and Library.

We ensure that the children in our care are exposed to both manmade and natural resources and provided with time and space to explore their learning environment.

We strive to ensure that the children in our Early Learning Centre have opportunities to play both inside and outside within our purposefully designed centre. Our outside space allows children to explore, take risks and develop a deep sense of appreciation for the natural setting Tintern Grammar has to offer and their own place in the world. We place an emphasis on sustainability, the world around us and our impact on it. We support this through our Tinternwood Farm and within our daily practise in the centre.

We value that we are nestled in a school setting which supports the children's sense of belonging to the wider Tintern community. This supports their smooth transition to their formal education.

The children at Tintern Grammar are becoming informed citizens of the world developing lifelong skills to support them into the future.

The children experience "Excellence and Confidence", supported by the Victorian Early Years Learning Framework, the School Compass, Mission, Vision. Guiding aims and the School Motto "Deeds not Words."

OSHC Philosophy

Tintern Outside School Hours Care values a positive, supportive and nurturing environment where activities, resources and routines reflect the breadth of age groups and individual needs. Educators value the partnerships formed with each child's family, the wider school community and each other to support each student's wellbeing, current capabilities, dispositions and preferences. This responsive and welcoming environment provides a place of belonging for both students and their families.

Key Staff

Principal, Tintern Grammar

Brad Fry

Director of Early Learning Centre

Kristin De Vos

Head of Girls' Junior School

Allison Prandolini

Head of Tintern Boys' Junior School and Director of Students

Adam Kenny

ELC Teachers

Kristin De Vos, Claire Trappitt, Anita Mathews, Genevieve Brown

ELC Assistants

Andrea Catena, Meagan Cerantola, Mikaela Kelly, Natalie Martin, Hayley Warner and Kate Woods

OSHC Co-ordinator

Karen Woolsey

Prep Teachers

Mallory Peters (Boys) and Nicky Thomas (Girls)

First week in the ELC

Some hints for the first week:

Please come on the days your child would normally attend.

- Friday 29th January Small Group Orientation for Early Learners only. ELC (all groups) Parent Teacher Interviews in the afternoon.
- Monday 1st February Small Group Orientation for Early Learners. Morning Tea for parents. Half Day until 12pm for Pre-Prep A and Pre-Prep B. ELC (all groups) Parent Teacher Interviews in the afternoon. There is no OSHC available.
- Tuesday 2nd February Half day until 12pm for Early Learners, Pre-Prep B and Pre-Prep A. There is no OSHC available.
- Wednesday 3rd February Half day until 12pm for Early Learners, Pre-Prep B and Pre-Prep A. There is no OSHC available.
- Thursday 4th February Half day until 12pm for Early Learners and Pre-Prep B. Full day for Pre-Prep A. There is no OSHC available.
- Friday 5th February Half day until 12pm for Early Learners and Pre-Prep B. Full day for Pre-Prep A. There is no OSHC available.
- Week beginning 8th February Full time for all classes. OSHC available from this day.

Please feel free to give your child half days for as long as he/she needs

You only need to bring a snack for the half days. Please bring a hat on the first day and apply sunscreen before your child attends school. We can reapply if necessary. Make sure your child's sunscreen bottle is named and in their bag.

There are no specialist classes during the first week. There will be Parent/Teacher interviews prior to the children starting full days held in the afternoons.

Your child's class schedule may look like this

8.00am	Arrival at the ELC Parents to sign children in
8.30am	Morning Meeting Play/Inquiry based activities/ experiences either indoors or outdoors Specialist Classes
10.30am	Snack Play/Inquiry based activities/ experiences either indoors or outdoors Specialist Classes

12.30pm	Lunch Play/Inquiry based activities/ experiences either indoors or outdoors Specialist Classes
3.00pm	Pick up time Parents to sign children out
3.00–6.00pm	OSCH Program (optional)

Arrival and Pick-up time at the ELC

- Parents can use the ELC car park or Loma Street to park vehicles. For safety reasons please reverse park into the spaces.
- Please observe Council Parking signs, drive and park carefully and be aware of the children around.
- ELC children are to be taken to the ELC Building each morning and must be collected from the classroom at the end of each day (except in the case of OSHC).
- They are not permitted to walk to the gate alone.
- Each morning and afternoon, parents are required to sign an attendance and exit register/sign in book.
- All parents/guardians will be issued with a swipe card to enter the building. These swipe cards are active from 8am to 3:15pm exclusively. An electronic sign-in/out system is used for children arriving after 9.00am and departing before 3.00pm. This is in the Junior School Reception Area.

End of day school arrangements

- 3.00pm is normal pick up time - most children are quite tired by the end of the day and would benefit from going home at this time.
- 3.00 –3.15pm - we would hope and encourage parents to use the time as a buffer time in case you are running late. Please ring to inform staff if you are running late.
- After 3.15pm - if you arrive after this time you will be charged for OSHC. Please note that once the children have left the ELC Building charges will also apply.
- Please ensure that you book in your son/daughter to OSHC via the Junior School Reception or sign up sheet in the ELC foyer or classroom. **This is very important so we have the correct staff to student ratios.**
- Please be aware that once a child is signed out and picked up from the ELC, all supervision of the child is the responsibility of the parent/guardian.

- We would encourage parents to use the Prep to Year 2 playground (in front of the IJ Day building beside the ELC) which is very safe for little ones such as the ELC students.
- This playground is not close to the road/car park, has seating for the parents and is visually open for parents to monitor their children at all times. It is a perfect spot to enjoy a lovely time with others in our community.
The safety and welfare of our children are always our highest priority.

Flexibility

Whilst the hours of the class are set at 8.00am – 3.00pm, there is definitely room for flexibility at the parent's discretion. Parents are encouraged to negotiate times within the above hours with the class teacher, if necessary. The individual needs and responses of your child are major consideration at all times.

Communication

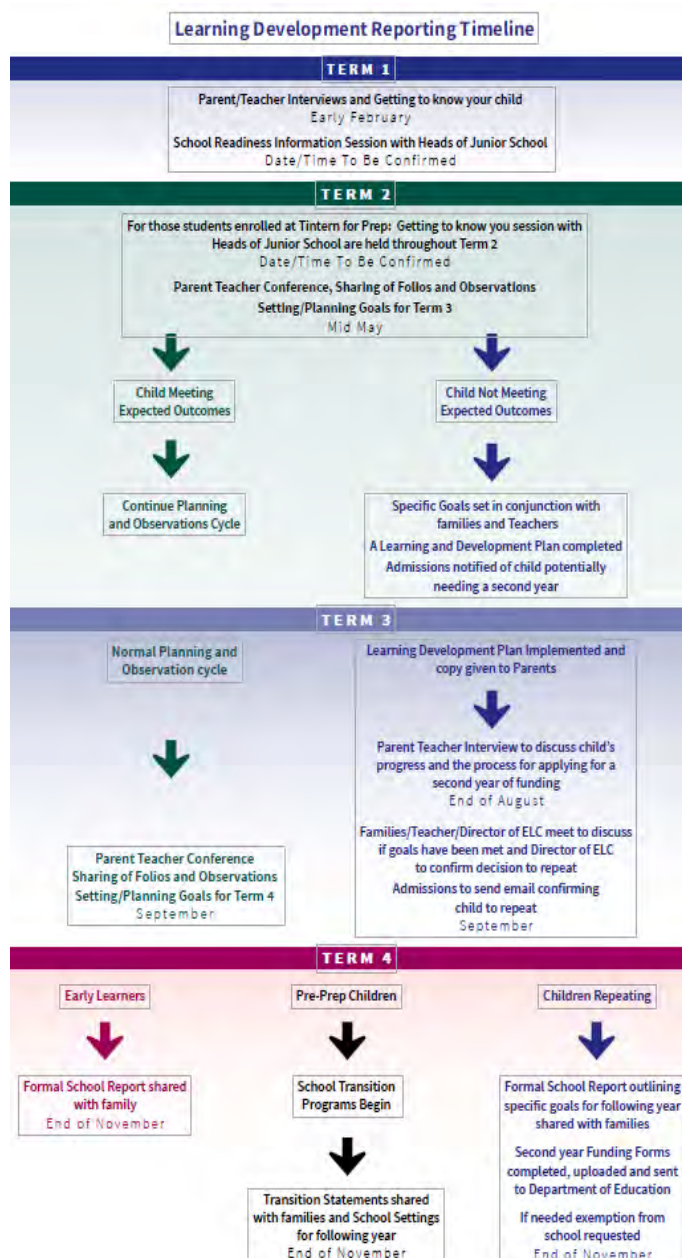
Our School values open and honest communication between home and school. Parents are well informed about events and news through a number of avenues:

- The Record Book
- ELC Portal pages
- Appointments with the Director of ELC or Class Teacher at any time
- Emails from the Director of ELC or Teacher
- Informal discussions at the beginning and the end of each day
- Aspectus Newsletter

It is essential that the ELC staff know any details about your child which may be beneficial to their care or education. However, the mornings and afternoons are busy times, so please be mindful that the supervision of the students remains a priority at these times and it may be better to consider alternative communication methods. If you have any concerns, don't hesitate to make a time to see the relevant ELC Teacher or Director of ELC at any time.

Learning Management Portal

There is a Parent Portal site for the Early Learning Centre. Our families can access this site through our Tintern Grammar website. This site presents the latest photographs, news, notices, newsletters and important calendar dates.



Interviews

Parent/teacher interviews are held twice a year. If there are any concerns during the year additional interviews can be arranged with the teacher.

Absences

Parents are asked to leave a message with the Junior School Office, the Absentee Hotline or the absentee email address if your child is to be absent from school.

Junior School Reception: 9845 7826
 Absentee Hotline: 9845 7722
 Absentee email address: absences@tintern.vic.edu.au
 Please do not ring directly to the ELC Building or email the teachers. The office staff are more than happy to take your message.

Clothing

The uniform is very practical and sturdy and young learners feel very important in them. The uniforms help our children to identify as part of the Tintern Community and, importantly, they begin to feel a sense of pride in their appearance. ELC students wear a uniform which is available from the Tintern Uniform Shop (9845 7824). The uniform is:

- School tracksuit pants/School Shorts
- School T Shirt
- School Jumper/Polo
- Runners - shoes should have Velcro fastenings and should be a runner.
- School Hat - hats should be a school hat purchased from the uniform shop.
- Jacket - all students are required to own and wear the school 'jacket'. This can be purchased at the school uniform shop. Please do not wear jackets other than the school uniform.
- White Skivvy - ELC students are able to wear a white skivvy during colder months. This can be purchased from the uniform shop.
- Spare underpants/socks - a spare pair of underpants and a pair of socks should be kept in the schoolbag
- LABELS on all clothing ARE ESSENTIAL.
- Please ensure your child wears school uniform items ONLY - no additional items can be worn with the uniform.

Toileting

- We are aware that there will be some students who may still be in the final stages of toilet training. These children are required to wear pull-ups as we do not have any nappy changing facilities for children within the classrooms. Please provide spare pull-ups and flushable wipes in your child's school bag.
- Any student who is not fully toilet trained will be monitored very carefully. If you wish, this will be discussed at the beginning of the year interviews.

What to bring to school

ELC children need to bring the following each day:

- Sunhat
- Roll on sun screen, so students can self administer
- Please provide a named water bottle
- Morning snack and lunch in a sturdy named lunch box.

- Lunch should consist of items such as a sandwich or roll, some fruit, vegetables, sultanas or cheese - staff encourage 'fruit first' at snack time
- Spare underpants/socks
- For 3 year old students only - if you think your child will need a rest during the day please bring a single sheet (cot size), small blanket and a small pillow for sleep time. Please bring in a clearly labelled bag which is easily identifiable by your child.

Do not worry if your child does not eat a great deal at school. It is usually too exciting to eat much in the first few days. Good school habits begin early... so please make sure that snacks and lunch are very nutritious.

What items to take home

- Drink bottles - these should go home daily to be cleaned and refilled each day
- Bedding (3 year olds)
 - Bedding is sent home at the end of each term for washing
 - Parents are always welcome to take bedding home to wash at any time
 - Bedding will be sent home if it becomes soiled

Important Forms

1. *'Student Information Update' Form* - Due to regulations, it is essential that this form is filled out and returned to school **prior** to your child starting school.
2. *Immunisation Status Certificate* - Once students are immunised we would ask that you supply this information for the school records.
3. *Medical Action Forms* - if your child has a medical condition forms are required **prior** to your child's first day.

First Aid

Basic first aid is administered when necessary, but if a child is unwell and cannot join the program for any reason, parents will be contacted and a request for the child to be collected will be made. If basic first aid is administered, parents will be required to sign a medical form at pick up time. Sick children should stay at home.
- Please be mindful of the fact that unwell children fret for their families and, also, germs are rapidly spread amongst young children.

Medical Conditions

If your child has a medical condition including Anaphylaxis, Asthma or an Allergy please indicate on the Student Information Update form. Staff will contact you concerning an Action Plan and this will need to be completed by your GP **prior to your child beginning school.**

Minimum Period of Exclusion for Infectious Diseases Cases

Below is a table which indicates a 'Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts'. You will also be able to view this table and other policies in our ELC Policy and Procedures Manual. A copy of this document is placed in the foyer of the Early Learning Centre and is available on the ELC Portal page.

Communicable Diseases Exclusion Table

Disease or condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Head Lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded

Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours.	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	No excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Varicella (chickenpox)	Exclude until all blisters have dried - this is usually 5 days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease. Otherwise, not excluded
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Outside School Hours Care Program

Enrolment

Parents wishing to use the service should contact the Junior School Reception during School hours on 9845 7826 or sign the OSHC Program sheet in the foyer of the ELC (and note it in the Sign In Book in the classroom).

All families using these services must comply with the following legal requirements:

1. Parents are required to sign out at pick-up time
2. Notification from parents is required if their child is being collected by anyone other than the parent

Cancellations

Should cancellation be necessary then it is appreciated that you notify us as early as possible. **The usual fee will apply if we are not notified of a cancellation.**

Program

This program is run by Karen Woolsey (OSHC Co-ordinator) and is play-based. It operates Monday to Friday during school terms.

The students attending experience a range of creative/physical activities such as indoor and outdoor play, construction games and child directed projects and activities. The OSHC Program runs from the IJ Day Building, using the indoor and outdoor facilities. A simple afternoon tea is included as part of the fee.

Holiday Program

A regular school Holiday Program operates for students ELC–Year 6. A wide variety of enjoyable and educational activities are incorporated into the Program which operates from 7.30am until 6.00pm most holiday weeks in the year and is run by an external company '**TEAM KIDS**'.

Parents are notified of dates ahead of time in the newsletters, emails and on the Parent Portal.

Curriculum

Tintern Grammar Early Learning Centre's program encourages a life-long love of learning within each child. Our unique program pairs play-based exploration and learning with teacher-led investigation, designed to support each student's learning style and to foster confident, independent learners.

Literacy and Numeracy skills are explored and developed through a wide range of play-based activities, spontaneous learning opportunities, and teacher-directed group learning. The classroom environment will support students' learning by providing a literacy and numeracy rich learning space. Students in the ELC will also have the opportunity to attend **Library** lessons, as well as enjoy borrowing books to take home.

Tintern Grammar ELC staff build on students' phonemic awareness by using the well known **Letterland** program, which provides an exciting introduction to the world of letters and words. The Letterland program continues into the Boys' and Girls' Junior Schools (up to Year 2) and provides a solid foundation for reading and spelling.

Music is an essential part of Tintern Grammar and our ELC students regularly attend music classes to learn how to create sounds, explore instruments, follow beats and rhythms and move creatively to music.

FMS (Fundamental Motor Skills) helps to develop the children's motor skills as they complete different challenging and stimulating activities that assist students in refining their skills in balance, co-ordination, strength and flexibility.

Students learn the basics of sports through participating in sports activities and games with rules. All of the ELC students will have extensive opportunities to practise their gross-motor skills in our dynamic outdoor learning area.

The Tintern Grammar ELC program is designed to inspire children's learning by ensuring that the learning is meaningful to students' own experiences, and related to their interests. We also try to provide students with experiences to support and enhance their learning such as excursions, incursions, visits to the Tinternwood Farm and involvement in some Junior School special events.

Parent Involvement

We would warmly welcome parents to assist at school. Parents often help with activities within the classroom, excursions, farm visits, and some specialist classes.

Any Questions?

New parents often have numerous questions about the exciting first few days of the ELC year. Please feel free to telephone the school to ask Mrs Kristin De Vos or Class Teachers any questions you may have.

We trust that your experience with Tintern Grammar, through the ELC, will be a very happy one.

Key Contacts/Numbers

Director and Teacher Early Learning Centre

Kristin De Vos

Ph: 03 9845 7894

E: kdevos@tintern.vic.edu.au

Head of Girls' Junior School

Allison Prandolini

Ph: 03 9845 7826

E: aprandolini@tintern.vic.edu.au

Head of Boys' Junior School and Director of Students Student Leadership and House Co-ordinator

Adam Kenny

Ph: 03 9845 7826

E: akenny@tintern.vic.edu.au

Outside School Hours Care Coordinator

Karen Woolsey

Ph: 03 9845 7882 after 3.00pm or Junior School Reception

03 9845 7826

E: kwoolsey@tintern.vic.edu.au

Uniform Shop

Ph: 03 9845 7824

Please see website for more up-to-date trading times

E: uniformshop@tintern.vic.edu.au

Business Manager

Damien Horman

Ph: 03 9845 7846

E: dhorman@tintern.vic.edu.au

Student Fees & Accounts Receivable Officer

Debra Urquhart

Ph: 03 9845 7814

E: durquhart@tintern.vic.edu.au

Absentee Hotline

Ph: 03 9845 7722

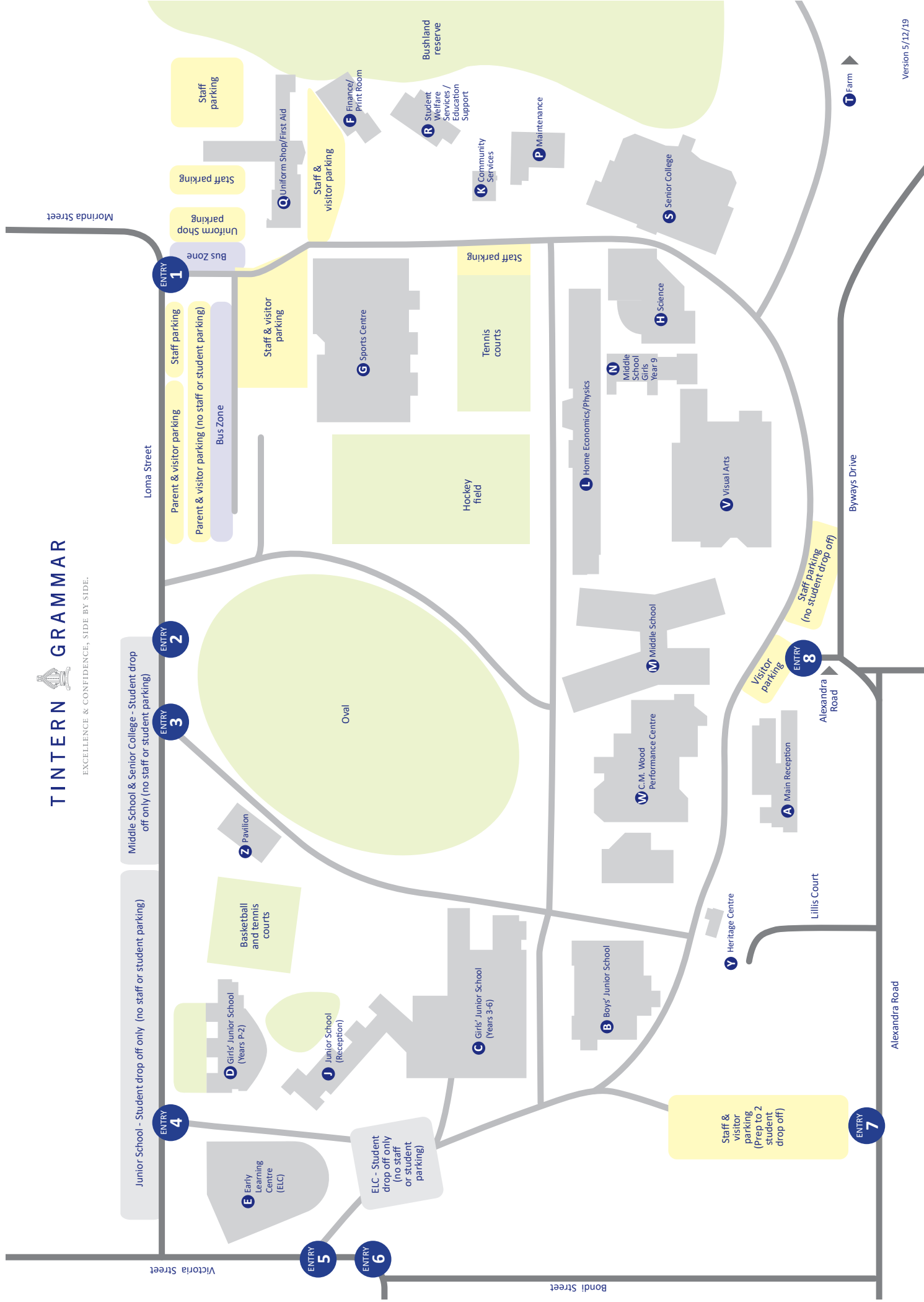
Please feel free to contact Mrs De Vos if you have any queries with regard to the ELC class or other aspects of your child's education.

Core Values at Tintern Grammar - 'The Compass'

At Tintern Grammar we believe it is important that our boys and girls experience and are taught guiding values that will remain with them for life. In keeping with the Tintern Grammar Board's 2020 vision of ensuring a distinct path for every girl and every boy and ensuring that our students are confident, happy, resilient and ready to embrace life, as well as morally grounded and respectful with a generous spirit, this inspirational teaching tool is used across Tintern Grammar.

The development and promotion of each Compass point is a focus each and every day for every Tintern Grammar student. This occurs throughout our programs and is designed to specifically cater for the developmental needs of our boys and girls at each stage of their schooling journey.







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EXCELLENCE & CONFIDENCE,
SIDE BY SIDE.

tintern.vic.edu.au

Junior School Reception: (03) 9845 7826 Facsimile: (03) 9845 7712

Junior School Reception: juniorschool@tintern.vic.edu.au

Head of Junior School: aprandolinil@tintern.vic.edu.au Absentee

Hotline (03) 9845 7722 (between 8.00 - 9.00am)

Office Hours: 8.00am – 4.00pm

Tintern Grammar PO Box 26 90 Alexandra Road RINGWOOD EAST VIC 3135 AUSTRALIA

ACN 004 293 994 | ABN 24 693 089 021 | CRICOS 00348E