



2nd EDITION

TINTERN  GRAMMAR

OVERSEAS STUDENT HANDBOOK 2022





TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE,
SIDE BY SIDE.

CONTENTS

TINTERN GRAMMAR AIM AND SCHOOL STRUCTURE.....	5
INTRODUCTION.....	6
PEOPLE YOU NEED TO KNOW AT TINTERN GRAMMAR.....	7
COUNSELLING AND WELFARE CONTACT LINES.....	9
GRIEVANCES AND DISPUTE SETTLEMENT SERVICES.....	9
STUDENT COUNSELLOR.....	8
CREATIVITY, PERFORMANCE, SPORT AND FITNESS.....	10
EAL HOMEWORK CLUB.....	11
STUDENT PROGRESS MEETING.....	12
TERM DATES.....	12
SCHOOL RULES AND PROCEDURES.....	12
TINTERN GRAMMAR UNIFORM.....	12
MYTINTERN.....	15
SCHOOL CANTEEN.....	15
CHARTER BUS TRANSPORT.....	16
ADVICE FOR NEW STUDENTS STUDYING AT TINTERN GRAMMAR.....	16
SCHOOL CAMPS.....	16
CULTURE SHOCK AND ADJUSTMENT.....	19
BEING AN OVERSEAS STUDENT.....	19
EMERGENCY SERVICES.....	20
STUDENTS POLICIES AND PROCEDURES.....	20
HOMEWORK POLICY.....	20
CAMPUS MAPS.....	22

OUR VISION

We foster strong character in young women and men,
enabling them to achieve personal excellence, strive with
confidence, and aspire to create a better world.

WE BELIEVE IN



WE ARE

Open-minded inquirers
Knowledgeable, caring thinkers
Principled, reflective communicators
Balanced risk takers

TINTERN  GRAMMAR

EXCELLENCE & CONFIDENCE, SIDE BY SIDE.



This handbook will help you understand how Tintern Grammar is organised, who you need to know, where to find them and the places you will want to go. Keep it with you for the first few weeks at school to help find information when you need it. If you need to know more, ask the Overseas Students Co-ordinator, your Pastoral Mentor, Year Level Co-ordinator, student buddy or Leader, any of your class teachers or your classmates. They will be happy to help you.

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
- 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:

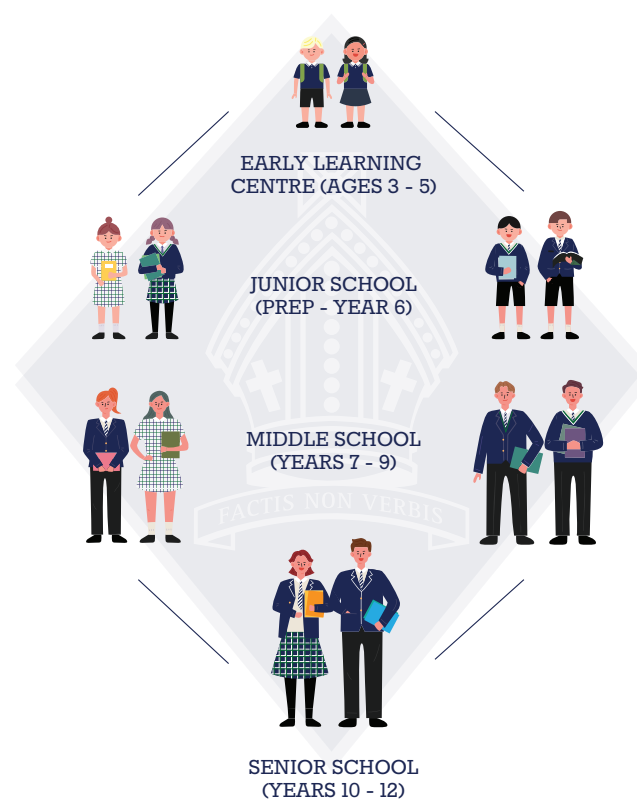
- academic, creative, spiritual and physical maturity
- personal excellence of endeavour
- an ability to relate to others in a positive and affirming manner
- self-discipline and responsible use of authority

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

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 Principal and Vice-Principal oversee the whole of the school.





INTRODUCTION

Starting at a new school in a new country can be a challenging and exciting time. There are new friendships to be made, new interests to explore and a new culture to experience. We welcome you to Tintern Grammar and we are delighted that you are sharing this experience with us.

TINTERN GRAMMAR - AN INTERNATIONALLY MINDED SCHOOL

Tintern Grammar is very committed to internationalisation and diversity and we are very proud that our community includes many students and staff from diverse backgrounds. We believe such diversity enriches our lives and that we can all learn from our differences, as well as from our similarities. At Tintern Grammar we expect that every student will be treated with respect and that their individual strengths, talents and cultures will be nurtured and celebrated.

HOW TO USE THIS HANDBOOK

This handbook tells you how Tintern Grammar is organised, and is a helpful reference for you. Keep it with you for the first few weeks to find information when you need it. It will direct you to people who can help you if you have a problem. It will show you where the different areas of the school are and it will explain how the school works.

OPPORTUNITIES AT TINTERN GRAMMAR

At Tintern Grammar there are a great variety of activities and opportunities that occur all year round. Please check information on the portal and noticeboard as well as ask questions if you are unsure. We encourage you to become involved in the life of the school. Music, sport and technology, as well as a range of overseas student activities

are all on offer. You might like to try something you have never done before and may not have the opportunity to do again!

HOW CAN WE HELP YOU?

Most people find that adjusting to a new country, new language and friends is at first challenging and difficult. But remember that there are others who feel the same and the school is here to help you in your transition and adjustment to your new life. Remember that at Tintern Grammar there is a whole network of people who are here to help you. These include the Overseas Student Co-ordinator, the Student Counsellors, the Chaplain, Career's Counsellors, the School Nurse and of course your Pastoral Mentor, Year Co-ordinators, Heads of Faculty and Co-curricular staff. The more effort you make to speak to other students and fully participate in school life, the more rewarding your time will be at Tintern Grammar and in Australia. To assist you with your integration into life at Tintern Grammar and in Australia, Tintern Grammar runs a comprehensive Overseas Students Orientation Program for all new students.

We feel sure you will find your time at our school and in Australia to be a rich, rewarding and enjoyable experience.

PEOPLE YOU NEED TO KNOW AT TINTERN GRAMMAR

The Overseas Student Co-ordinator will be able to answer most of your questions or will direct you to someone who can. You can make contact either by email or in person.



PRINCIPAL

Name: Mr Brad Fry Email: principal@tintern.vic.edu.au
Office location: Administration Building



VICE PRINCIPAL

Name: Ms Jason McManus Email: jmcmanus@tintern.vic.edu.au
Office location: Administration Building



ASSISTANT PRINCIPAL

Name: Ms Oriana Constable Email: constable@tintern.vic.edu.au
Office location: Administration Building



HEAD OF SECONDARY SCHOOL

Name: Mr Brett Trollope Email: btrollope@tintern.vic.edu.au
Office location: Senior College



HEAD OF GIRLS' JUNIOR SCHOOL

Name: Mrs Allison Prandolini Email: aprandolini@tintern.vic.edu.au
Office location: Junior Schools Administration



MIDDLE SCHOOL CO-ORDINATOR

Name: Mrs Anthea Watkins Email: awatkins@tintern.vic.edu.au
Office location: Middle School building



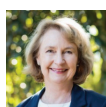
HEAD OF BOYS' JUNIOR SCHOOL AND DIRECTOR OF STUDENTS

Name: Mr Adam Kenny Email: akenny@tintern.vic.edu.au
Office location: Junior Schools Administration



ELC DIRECTOR

Name: Ms Kristin De Vos Email: kdevos@tintern.vic.edu.au
Office location: Early Learning Centre



DIRECTOR OF ADMISSIONS AND MARKETING

Name: Ms Rae Byrom Email: rbyrom@tintern.vic.edu.au
Office location: Administration Building



OVERSEAS STUDENT CO-ORDINATOR

Name: Wendy Shih Email: wshih@tintern.vic.edu.au
Office location: Administration Building

The Overseas Student Co-ordinator will be able to offer you advice, assistance and support in all matters related to your personal, social and academic wellbeing and integration into life at Tintern Grammar.



CHAPLAIN

Alison Andrew is the Tintern Grammar Chaplain and she can be contacted for personal and faith issues.

Name: Rev. Alison Andrew Email: aandrew@tintern.vic.edu.au
Office: Middle School

ABSENCES

If a student is unwell to attend school, the parent or local support carer must telephone the Absentee Hotline on 9845 7722 or send an email to absence@tintern.vic.edu.au before 8.30am.

FIRST AID

The Health Centre is located near the Uniform Shop at the Morinda Street entry to the school. There is a trained staff member on duty who will help you if you are unwell.

CAREERS CENTRE

The Careers Centre can be contacted regarding questions about careers and university entrance requirements that particularly relate to overseas students. It is located on the upper level of the Senior College. Handbooks and other resource materials relating to overseas students are also located in the Careers Centre. Here you will also find information on your choice of study area, careers, tertiary course options, and tertiary entrance procedures. You are welcome to use the material during normal school hours and at other times by appointment.

Careers Counsellors:



Mrs Heather Ruckert
Email: careers@tintern.vic.edu.au
Office: Senior College



Ms Trine Ord
Email: careers@tintern.vic.edu.au
Office: Senior College

PROGRAM AND PASTORAL SUPPORT CONTACTS

A number of other staff members at Tintern Grammar are on hand to give you guidance and offer support to you throughout your journey at school.



Year 12 Co-ordinator:
Name: Mrs Heather Ruckert
Email: hruckert@tintern.vic.edu.au
Office location: Senior College



Year 10 Co-ordinator:
Name: Mr Rowan Kidd
Email: rkidd@tintern.vic.edu.au
Office location: Senior College



Year 11 Co-ordinator:
Name: Mrs Megan Scholz
Email: mscholz@tintern.vic.edu.au
Office location: Senior College



Years 7 & 8 Girls' Co-ordinator:
Name: Anthea Watkins
Email: awatkins@tintern.vic.edu.au
Office location: Middle School



Years 7 & 8 Boys' Co-ordinator:
Name: Mrs Naomi Baulch
Email: nbaulch@tintern.vic.edu.au
Office location: Middle School

STUDENT COUNSELLOR

This is the procedure to be followed by students wishing to visit the Student Counsellor

1. Appointments with the Student Counsellor must be scheduled to take place during free periods, lunchtime or recess
2. In rare circumstances a student may require immediate counselling during class time. You must notify your classroom teacher before seeing the Student Counsellor.



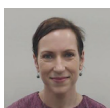
DIRECTOR OF STUDENT WELFARE SERVICES

At Tintern there are also trained counsellors who are available to assist you with any personal problems. Appointments can be made through email or your form teacher.

Name: Catie McNamara

Email: cmcnamara@tintern.vic.edu.au

Office location: Student services



SCHOOL COUNSELLOR

Name: Ms Sam Davies

Email: sdavies@tintern.vic.edu.au

Office location: Student services

Availability: Wednesdays and Thursdays - Middle School girls (Years 7-9)

COUNSELLING AND WELFARE CONTACT LINES

From time to time you may need support for issues affecting your personal life. Your first point of contact is to advise the Overseas Student Co-ordinator. We are here to help you. Other outside Community Services are:

Kids Help	FREECALL 1800 551 800
Lifeline 24 hour Counselling Service (Melbourne Metropolitan area)	13 1114

GRIEVANCES AND DISPUTE SETTLEMENT SERVICES

If you have a grievance concerning a Tintern Grammar process or decision which you feel has not been solved satisfactorily by the staff of Tintern Grammar and the Tintern Grammar Grievances Procedure, or your local support carer, you may also ask someone from outside the school and separate to your local support carer to act as your advocate. See contacts below.

Legal Aid Victoria	9259 5444
Commonwealth Ombudsman - Overseas students http://www.ombudsman.gov.au/making-a-complaint/overseas-students	FREECALL 1800 362 072



CREATIVITY, PERFORMANCE, SPORT AND FITNESS

Tintern Grammar is well known for the high standards achieved by its students in the areas of Music, Drama and Sport. Inter-House activities are held throughout the year. These events enable students to improve their performance in a self-motivated and organised way and to assume leadership roles. The House system provides an opportunity for a large number of students across year levels to participate in the annual athletics, swimming and cross country carnivals, House chorals, team games, and debating. There are also opportunities to participate in organised activities such as badminton, netball and hockey, drama productions and musical groups.



Butterss Cross House Teacher

Mr Steven Lo
slo@tintern.vic.edu.au



Gordon Grant House Teacher

Mrs Sheryl Jurey
sjurey@tintern.vic.edu.au



Mansfield McKie House Teacher

Ms Jeanette Kropp
jkropp@tintern.vic.edu.au



Somner Stewart House Teacher

Ms Tisha Eggleston
teggleston@tintern.vic.edu.au



Dann Watt House Teacher

Mr Matthew O'Brien
mobrien@tintern.vic.edu.au

MUSIC

Tintern Grammar prides itself on a long-standing history of excellence in the area of Music. We offer a core classroom program, comprising of compulsory Music classes in Year 7 and Music electives in Years 8, 9 and 10. This includes special focus on composition and Music Technology. We then offer a Music pathway in the senior years, in both the IB and VCE streams. A range of performance ensembles is offered to Senior College students who play an instrument or sing. Membership of these ensembles is voluntary, but all students who learn an instrument in or out of school are encouraged to participate in one or more groups. Most of these ensembles are non-auditioned, however, students may be asked to audition for entrance into some of the more senior ensembles. Most rehearsals are held outside normal school hours as part of the Tintern Grammar' co-curricular program.

Ensembles include:

Tintern Grammar Chamber Orchestra
Tintern Grammar Symphony Orchestra
Tintern Grammar Wind Symphony
Tintern Grammar Concert Band
Scrolls String Orchestra
Senior & Intermediate Jazz Bands
Tintern Grammar Concert Choir
Senior Chamber Choir (Female)
Senior Chamber Choir (Male)
Intermediate Choirs (Boys and Girls)

Various smaller groups including:

Clarinet Ensemble
Saxophone Ensemble
Flute Ensemble
Brass Ensemble
Guitar Ensemble
Percussion Ensemble
String Quartet
Contemporary Ensembles
Various Chamber Ensembles



SPORT

HOUSE SPORT

At Tintern, students are divided into five House groups for an exciting range of activities, including three major sporting carnivals throughout the year – Swimming, Athletics and Cross-Country – where students represent their Houses. The focus of House activities is on participation and the enriching of students' experiences within the School.

INTER-SCHOOL SPORT

Our secondary students participate in sporting activities through our association with Eastern Independent Schools Melbourne (EISM). These sports include: Athletics (Track and Field), Australian Rules Football, Badminton, Basketball, Cricket, Cross-Country, Football, Hockey, Indoor Cricket, Netball, Soccer, Softball, Swimming, Table Tennis, Tennis, Touch Rugby, Ultimate Frisbee and Volleyball.

SENIOR SPORT/RECREATION

Because regular physical activity is essential to maintaining a balanced life for our Senior College students, we give them the option of participating in either Inter-School Sports or Senior Recreation on Wednesday afternoons. Recreational activities include bike riding, yoga, golf, lawn bowls, indoor sports, martial arts, dance, swimming and group fitness.

NO WEEKEND SPORT

We recognise the importance for students to be free to participate in club sporting opportunities on the weekend, so all our competitive sport is timetabled into the school week. This gives our students more time to spend with family and friends, and to be involved in other activities on weekends. It is an expectation for all students, including Overseas Students to participate in sport.

ART

All our art staff are trained artists who pride themselves on assisting all students in expressing themselves artistically.

As well as exploring the latest technologies and inspirations in contemporary and traditional art, we also offer courses in textiles, 3D construction, photography, printmaking, Graphics and Art exploration, and have world famous artists regularly visiting and presenting to our students.

Art activities include:

- Annual art tour to Tasmania - MONA gallery
- Permanent two story professional exhibition gallery to showcase student works
- Co-curricular Life drawing classes
- A diverse curriculum that covers all areas of the arts - painting, drawing, design, sculpture, printmaking, textiles
- Key Guest speakers and regular excursions to various art Galleries in Victoria
- Teachers/Educators who are also practicing artists
- Extension art programs including HORIZON

EAL HOMEWORK CLUB

During your time at Tintern Grammar you will have the opportunity to join with other overseas students in co-curricular activities such as the EAL Student Homework Club. This is an opportunity for overseas students to meet regularly and to participate in social events and community activities. There will also be opportunities for you to get to know local students and to share and showcase your culture and experiences with the rest of the school community. This is held every Tuesday lunch at N001. For more information, please contact the Overseas Student Co-ordinator.



STUDENT PROGRESS MEETING

In first and third term Student Progress Meetings are organised for all students. You should arrange meetings with your teachers and invite your local support carer to attend the meeting with you and pass on to your families information about your academic and social progress at the school. The Overseas Student Co-ordinator will also be in touch with your parents regarding information that needs to be passed on to them.

TERM DATES 2022

Term 1 starts for Year 7, 10, 11 and 12 (full day)	Monday 31 January
Term 1 starts for all new students in Years 8 – 9 (part day)	Tuesday 1 February
Term 1 ends	Friday 8 April
Term 2 starts (students)	Wednesday 27 April
Term 2 ends	Friday 17 June
Term 3 starts (students)	Tuesday 12 July
Term 3 ends	Thursday 15 September
Term 4 starts (students)	Monday 3 October
Term 4 ends	Thursday 8 December (Junior & Middle Schools)

PUBLIC HOLIDAYS 2022

Australia Day	Wednesday 26 January
Labour Day	Monday 14 March
Good Friday	Friday 15 April
Easter Monday	Monday 18 April
Queen's Birthday	Monday 13 June
Mid Term Break	Friday 19 August
Mid Term Break	Monday 31 October
Melbourne Cup Day	Tuesday 1 November

SCHOOL RULES AND PROCEDURES

Please see your relevant school section handbook for details of all day to day procedures. Please refer to Years 7 – 9 Middle School Handbook and Years 10 – 12 Senior College Handbook.

TINTERN GRAMMAR UNIFORM

All students are required to wear the correct school uniform at school and while travelling to and from the school. The students and their uniform represent Tintern Grammar and its standing within the community. The Tintern Grammar Uniform Shop is the sole supplier of the School Uniform. It is situated near the Morinda and Loma Streets entrance of the school (please see back page for map).

UNIFORM POLICY

Below are the Tintern Grammar uniform requirements. Tintern Grammar students are expected to take pride in their personal appearance. When wearing the School uniform in public, it should adhere to the expected and approved standards, be worn appropriately and students should appear neat and tidy.

All Students - General

- Care with appearance is expected. The prescribed uniform should be well-presented. Well-pressed uniform, clean shoes and signs of obvious care are required.
- The School uniform should not be mixed with casual or other clothing.
- Apart from inter-school and recreational sports days or House Sports days, the School blazer is the outer garment to be worn to and from school - an exception being days when the forecast maximum temperature is 30°C or above, or when the temperature reaches this level unexpectedly during the day.

- Only badges issued by the school may be worn with the uniform.
- Any student whose hair falls below the bottom edge of their collar will wear their hair tied back with a hair tie in one or more of the School colours (navy blue, maroon, green or white).
- Students with pierced ears may wear only one small plain pair of metal studs or sleepers (one only in each lobe). Other than this, no visible jewellery may be worn by boys or girls.
- Visible piercings other than the above are not permitted while wearing the School uniform.
- Make-up, including mascara, is not to be worn.
- Coloured nail polish or shellac and other artificial nail coverings are not to be worn.
- Extreme hairstyles and unevenly or unnaturally coloured hair are not permitted.
- The prescribed School jumper may be worn, but never as the outer garment to and from school.
- Scarves, if worn in winter, must be plain navy blue. They may not be worn to any School Assembly.
- ELC students are permitted to wear a plain white skivvy during colder months. Any other additional undergarments should not be visible.
- On rare occasions there may be a scheduled “free dress day” or an excursion where parents/guardians are advised that their son/daughter may wear casual clothes. On such days it is requested that parents pay particular attention to their child’s attire.

Again, the principle of taking pride in one’s appearance applies. Shorts/dresses or skirts that are too short or low slung are not acceptable and nor are any clothes that will expose a bare midriff or bare shoulders. Offensive t-shirts are not permissible. For safety, footwear must enclose the foot completely (i.e. no thongs, sandals, or open-toed shoes).

- A student deemed to be dressed inappropriately may not attend any School excursion as applicable. Instead, the relevant Head of School will ring to arrange for a parent or guardian to collect them from school.
- As per the Sun Smart Policy for their relevant section of the school, students from ELC – Year 6 are expected to wear the School broad-brimmed hat when at play in Terms 1 and 4 or attending PE classes or sporting events.
- Students from Years 7 – 12 are required to wear a hat when attending PE classes or sporting events and are strongly encouraged to wear a hat when outside in Terms 1 and 4.

- For designated formal occasions, all students will be required to wear their School uniform with tie, unless the temperature and conditions demand otherwise. Students will be informed ahead of time if this is to be the case.

Girls School Uniform

This uniform may be worn all year round and is compulsory for the winter months (1 June to 31 August) and on designated formal occasions.

- Blazer
- Long sleeve white blouse/shirt with school mitre (two different cuts available)
- School jumper when desired
- Winter skirt (Years 6 - 12) worn with navy tights and ‘T-bar’ shoes or black polishable lace-up shoes or
- Uniform navy trousers worn with navy school socks and black polishable lace-up shoes
- Winter tunic (Prep - Year 6) worn with navy tights or knee length navy socks or
- Uniform navy trousers worn with navy school socks and black polishable lace-up shoes
- School tie (Years 3 – 12)

Girls in Years 3 – 6 have the option to wear either trousers or summer shorts with the long sleeve shirt and tie between 1 June to 31 August.

Year 12 students are permitted to wear the Year 12 jumper during their Year 12 year.

Girls Summer Option

This option is available from the start of Term 1 to 31 May and from 1 September to end of Term 4.

- Summer dress or
- Summer short sleeve shirt with mitre and summer shorts (summer shirt not to be worn with school tie or trousers)
- White school socks
- ‘T-bar’ shoes or black polishable lace-up shoes

Girls Uniform Requirements

- Mid-calf plain white school socks without insignia or branding must be worn in summer
- Summer dress to touch the kneecap in a normal stance when a student looks down at their feet
- Undershorts: girls may wear plain black ‘bikeshorts’ under their summer dress
- The girls’ square-tailed blouse or the summer short sleeve shirt to be worn untucked. The hem should sit at mid-fly, not sitting above the top of the shorts and not lower than the crotch line



- The skirt or tunic will touch the kneecap in a normal stance when a student looks down at their feet
- Ties must be worn with the top button on their shirt buttoned and the tie worn against the button
- Navy tights may vary in weight and material in deference to the temperature and student preference, but may not feature a pattern

Boys School Uniform

This uniform may be worn all year round and is compulsory between 1 June and 31 August and on designated formal occasions.

- Blazer
- Long sleeve white shirt with school mitre
- School jumper when desired
- Trousers worn with navy school socks
- Black polishable lace-up shoes
- School tie (Years 3 – 12)

Boys in Years 3 – 6 have the option to wear either trousers or summer shorts with the long sleeve shirt and tie between 1 June to 31 August.

Boys Summer Option

This option is available from the start of Term 1 to 31 May and from 1 September to end of Term 4.

- Blazer
- Short sleeve summer shirt with mitre (not to be worn with school tie or trousers)
- Summer shorts
- Navy school socks
- Black polishable lace-up shoes

Boys Uniform Requirements

- Mid-calf plain navy school socks without insignia or branding must be worn

- The older style summer shirts with uneven scallop hems must be worn tucked in
- The new style summer shirts are worn untucked. The hem will sit at mid-fly, not sitting above the top of the shorts nor lower than the crotch line
- The new style summer shirt will be the Tintern boys' required uniform from Term 1, 2022
- If a tie is worn, the top button on their shirt must be buttoned and the tie done up against the button.

Students will be given a reasonable opportunity to address inappropriate wearing of the uniform.

This will be followed up by Year Level Coordinators in the secondary school and class teachers in the Junior School.

Continued breaches of the School's uniform policy will result in an escalating set of consequences. In repeated cases, contact will be made with parents to seek support of the School's expectations.

Sports Uniform

- Sport: on inter-school sports and recreational sports days only (i.e. not Physical Education), students are expected to wear full correct sports uniform to and from school. Only on such days may the Sports Rugby top be worn to and from school. On House Sports days students are expected to wear full correct sports uniform to and from school to which they may add appropriate articles in House colours upon arrival at school.
- Physical Education: students from Years 3 – 12 must change into their correct PE uniform at the start of practical PE classes and then change out of PE uniform for other classes. They are not allowed to stay in PE uniform throughout the day. The exception to this is when PE is timetabled for Period 1 or Period 4, students may arrive or leave school respectively, in PE uniform but must wear School uniform for the remainder of the day. When Junior School students have after-school

sporting activities, they may travel home in sports uniform.

- Physical Education: Prep – Year 2 students are permitted to wear the correct PE uniform to school and remain in it all day when they have timetabled PE lessons.
- Students must wear plain, unbranded white sport socks with their uniform. Students may choose between wearing ankle socks or mid-calf length socks.

School Bags

- Tintern Grammar School Backpack and Sports bags are a required item of uniform for all students
- All students must use the Tintern Grammar Backpack appropriate to their section of the school to bring required class items to and from school. (see Uniform Shop List)
- All students must use the Tintern Grammar Sports Bag appropriate to their section of the school to bring required sports/PE gear to and from school.
- Students must not use non-Tintern Grammar bags to bring items to and from school.

School Shoes ELC – Year 12

- All students (Years 3 – 12) must wear black polishable lace-up shoes
- Girls may alternatively wear black polishable ‘t-bar’ shoes.
- Students in ELC may wear runners (any colour) with velcro fastening but no flashing/light up components.
- Students in Prep to Year 2 may wear black polishable school shoes with Velcro fastening.
- Students in Year 2 may also wear black polishable lace up shoes.
- Sports shoes must have non-marking soles.

Please Note: The black polishable school shoe must be below ankle height.

LOST PROPERTY

Parents are asked to make sure that ALL clothing is clearly marked with the student’s name. Every effort is made to return lost belongings to the owner. Lost property is stored at the reception areas of the school (Main Administration Building, Senior College or Junior School reception - see campus map page 31).

MYTINTERN

MyTintern is the school’s online portal. You will need access to our intranet both at school and from home as important information about your classes will be posted here. All of your subject teachers will post homework and class resources through MyTintern. You will be provided with your login details and a password when you arrive, as well as an IT orientation session. MyTintern can be accessed online at: portal.tintern.vic.edu.au. If you need help with this or have difficulty accessing MyTintern, please contact the Tintern Library.

CANTEEN

MIDDLE SCHOOL AND SENIOR COLLEGE

The Tintern canteen is open daily for recess and lunchtime. You can buy a wide range of food including snacks, coffee, soft drinks and meals such as rice dishes and pasta, salads in summer and soups in winter. Many students also choose to bring their lunch and snacks from home. It is located in the Visual Arts Building.

JUNIOR SCHOOL

Lunch orders are available daily. Students may bring from home an envelope or bag with an order written on it and payment enclosed. This is to be placed in the class Canteen, which is taken to and collected from the Canteen by class monitors. Menus and price lists are distributed at the beginning of the year. All students need to bring their own morning tea every day as the Canteen is only for lunch orders. In Term 4, Year 6 students are given the privilege of buying extra snacks directly from the Canteen during recess and lunch. Please note for health and safety reasons, the Canteen is unable to process any items received that are sealed with staples.

Please see page 28 and 29 for setting up a Flexischools account.

CHARTER BUS TRANSPORT

We provide a comprehensive transport system for all students to get to and from school. We provide transport solutions to a wide selection of suburbs. If you would like help organising your transport plan, please contact our Transport office on 9845 7892 or transport@tintern.vic.edu.au



ADVICE FOR NEW STUDENTS STUDYING AT TINTERN GRAMMAR

Depending on your year level and subject choice, you may be in classes with students from your form group or you may be in classes with students who are not in your form or even your year level. Students move to different classrooms for different subjects; do not wait in your form room for the teacher to come to you. Don't worry about getting lost at first, there will always be someone around to show you the way.

- At the end of each lesson, the bell rings to tell you that you need to hurry to the next class. You have 3 to 5 minutes between each class. There is no bell to tell you when the next lesson starts, and there are no bells in Senior College.
- You should call your teacher 'Miss...' or 'Mrs...' or 'Mr...' and look at them when you speak to them, or when they speak to you. It is impolite if you do not look at them in the face when talking to them. You do not need to stand up in class when the teacher speaks to you, unless he or she asks you to.
- Each year level has a Level Co-ordinator. The Level Co-ordinator is another person you can go to for help and advice.
- Australian schools and classrooms are more informal than in some overseas schools. However, this does not mean that the work is easy or that they lack discipline. In many subjects your Australian teachers will expect you to question and challenge the ideas presented in the classroom.
- Research projects and assignments will be given in most subjects. It is important to plan your time and ask teachers for help if you don't understand the assignments. Overseas students often find this difficult, but your teachers will be happy to assist you if they know you are having difficulties.
- Australian education does not value "rote learning" (learning the exact words of the teacher or the textbook). You are encouraged to use your own words in essays and assignments to show that you understand the material. Teachers at Tintern Grammar are always willing to help you. Always tell them when you have a problem or do not understand. It is not a sign of inadequacy to do so; rather it shows that you are an active and engaged learner who is taking some initiative. This will be appreciated by your teachers.
- The only way to succeed in your studies is to improve your English language as soon as possible. To do this you must speak, read and write English every day. Watch the television news every day so you improve your listening comprehension, read English language novels and magazines to expand your vocabulary and speak to the Australian students as much as possible. This will help your English and you will also make friends. Your teachers will not expect the same level of English from you as the Australian students, and they will help you by speaking slowly and repeating instructions. They will ask you if you understand and if you don't, then you must tell them. They are happy to help you with your English. Don't be afraid to try out your English. Australians are always happy to help.

SCHOOL CAMPS

Camp Programs in the Junior School reinforce learning and establish independence with students. They are also sequential in nature, with each camp building on the experiences of the year before.



JUNIOR SCHOOL

Camp Programs in the Junior School reinforce learning and establish independence with students. They are also sequential in nature, with each camp building on the experiences of the year before.

YEARS 3 & 4

GIRLS

Camp Manyung - \$325
7 - 9 November 2022

A major emphasis is placed on social activities at camp in a comfortable environment. It also offers a series of outdoor adventure activities including orienteering, hiking, archery and bush craft.

BOYS

Camp Adanac - \$325
8 - 10 August 2022

A major emphasis is placed on social activities at camp in a comfortable environment. Boys enjoy camp activities such as the Flying Fox, Giant Swing and low ropes, whilst staying in accommodation that is just like being at home.

YEAR 5

GIRLS & BOYS

Narmbool/Sovereign Hill - \$740
24 - 26 August 2022

Our Year 5 girls and boys attend a two night/ three day stay at the unique Narmbool property, where they experience sustainability in action, and participate in Outdoor activities, including hiking. They also attend Sovereign Hill for a day where activities include a gold mine tour, Educational sessions complementing the unique Goldfields environment, and attend the Aura Night Show.

Phillip Island Surf Camp **2 - 4 November 2022**

Our girls and boys immerse themselves in a beach environment, where they learn to surf, enjoy boogie boarding, participate in a beach carnival and enjoy the sights of Phillip island.

YEAR 6

GIRLS & BOYS

Canberra - \$1,200
15 - 17 June 2022

Following their study on Government, the girls and boys attend Parliament in session and visit places of national importance such as the War Memorial, Art Gallery and Questacon.

MIDDLE SCHOOL

The camping program in Middle School allows students to be challenged and to take risks in a controlled environment. The camps and their challenges change from year to year to meet the particular needs of the age group. Boys and girls attend the same camping program, however, sleeping arrangements are separate and they attend separate activities during the day.

YEAR 7

GIRLS & BOYS

7 - 11 February 2022
Iluka Lodge - \$805

The Aquatics camp occurs early in Term 1 based around Shoreham with a major focus on building relationships with peers and staff. Students spend half the time in a campsite where they can comfortably participate in a local aquatic experiences. The other half of their experience is in tents at a bush site where students are

introduced to the journeying concept of OE. These fundamental skills and experiences are the foundations for future journey's and expeditions. Activities include: stand up paddle boarding, snorkelling & swim adventure, cycle skills, initiatives, surfing, bushwalk and tree climb.

YEAR 8

GIRLS & BOYS

9 – 13 May 2022

The Grampians - \$650

Students will “journey” through a range of challenged based activities, camping at a variety of sites within the northern Grampians. The program, will promote growth and excitement. Students will need to develop a greater level of responsibility for self, and develop a sense of empathy and teamwork towards others. Students will be immersed in a more natural environment with minimal facilities for longer. Activities include: initiative challenge, bike riding, rock climbing and hiking.

YEAR 9

GIRLS & BOYS

Extensive Outdoor Education Program - \$2,250

The overarching theme of Year 9 is Challenge, which aligns with the Outdoor focus. Students need to apply the fundamental skills taught previously and build on them to achieve 3 unique camp experiences throughout the year.

Bushwalking: 21 February – 25 February 2022

Students attend a 5 day/4 night camp at the Great Ocean Walk.

Winter Activities Camp: 8 – 12 August 2022

In winter, students experience a 5 day camp based in residential accommodation in the Mansfield area. Activities include: Rafting, Cross-Country Skiing, Mountain Biking, Bushwalking and an Adventure Race.

Summer Expedition: 28 November – 2 December 2022

In Summer, students experience a 5-day journey where the main focus is a specific activity. A variety of options based in Victoria will be offered to students.

SENIOR COLLEGE

As students mature, our camp and conference programs maintain a strong pastoral focus while also preparing students for the future. Students are engaged in activities that further develop their character, connectedness to their peers and staff, independence, organisation and study skills.

YEAR 10

14 – 16 February 2022

City Experience - \$550

All Year 10 students attend a City Experience camp which focuses on students gaining a different understanding of Melbourne. The students are accommodated in the city and activities provide opportunities to develop relationships and to gain an appreciation for the diversity of Melbourne.

They visit various sites of educational, historic and cultural significance and participate in a range of group bonding activities.

YEAR 11

14 – 16 February 2022

Phillip Island - \$460

Year 11 students attend a conference at Phillip Island. The focus is on students gaining an appreciation about strategies that will assist them personally and academically across their final years of schooling and into the future. They also enjoy the opportunity to participate in group recreational activities.

YEAR 12

14 – 16 February 2022

Year 12 Conference - \$250

Creating a ‘balanced life’ during Year 12 is the focus of the Year 12 Conference. Students attend this non-residential conference and hear from a variety of inspirational speakers with the aim of creating a greater awareness about important social issues in our modern society and strategies to support their academic learning and wellbeing. There will also be workshops and group activities to engage the students.

ATTENDANCE AT CAMPS

Please note that attendance at camps is compulsory and all students are expected to participate. Costs are kept to a minimum based on all students attending and on the hiring of fully qualified staff for each activity to ensure maximum safety. Camp charges are billed in the



Term in which the activity takes place; however, the Year 9 Camping program is charged over 4 Terms. Refunds will only be made for students in exceptional medical circumstances.

PLEASE NOTE: Tintern has the following 'refund policy' with regard to camp charges. **Illness:** should your daughter/son be unable to attend due to illness a medical certificate needs to be provided to receive a full refund. **Notice of inability to attend:** (without a medical certificate): 2 months or greater - 75% refund, 1 – 2 months - 40% refund, Less than 1 month - 25% refund, 1 week or less - no refund.

CULTURE SHOCK AND ADJUSTMENT

Most people find that adjusting to a new country, new language and new friends can be challenging at times. Do not be disappointed if you feel a little unhappy and homesick at first; there are probably others who will be feeling the same way and there are many people who will be happy to help you with your period of adjustment.

It can take time to feel comfortable with your new school and your different life in Australia. Try to be patient with yourself and the people around you; in the end you will find yourself settling in and enjoying your life at Tintern Grammar.

BEING AN OVERSEAS STUDENT

STUDENT SUPPORT

As an overseas student, you have already engaged with your local support carer. Please ensure you maintain a regular contact with him or her. If you have any concern or query, please see the Overseas Student Co-ordinator.

Tintern accepts Overseas Students from Prep to Year 12, however Overseas Students enrolling from Prep to Year 8 are required to be accompanied and live with one, or both parents under a Guardian Visa. This condition is not negotiable. Homestay arrangements are possible for Overseas Students enrolling in Tintern from Year 9.

HOMESTAY

Australia is a multicultural country and the homestay host come from a diverse range of countries and cultural backgrounds. Also the host family structure may not be the traditional 'nuclear model'. For example, there are single mother, couples without children and retired couples.

An overseas student will be carefully matched to a compatible homestay family through the consultation with the selected homestay company and Overseas Student Co-ordinator at Tintern Grammar. The suitability of the selected homestay family is always based on the best fit of the criteria given by the student and the parents.

Please note of following expectation as an overseas student staying in a homestay:

- As the homestay host treat you as a part of the family, please respect the homestay family's lifestyle, and the house rules;
- Communicate with the homestay family openly and honestly, politely and willing to ask for questions and help; 'privacy' and 'space' is very important to Australian, so cannot enter the bedroom of a homestay family member unless you knocked and invited to come in;
- Check with the homestay host for the laundry routines to follow; must be returned back to the homestay before curfew: 9 pm during the weekday and 9:30 pm for the weekend;

- Seek permission from the homestay host prior to bringing a friend over for a visit or having a meal;
- Inform the homestay when you are going out on the weekend, where and when you will be home. You should also ask if your home could pick you up from the nearest train station;
- Share the mobile number or WeChat with the homestay host, local carer and Overseas Student Co-ordinator, and notify change of new mobile contact;
- Be mindful of usage of the internet, please check with your host for the internet limit;
- When you are calling your parents or friends late at night, please keep the voice down as the host family may already be sleeping;
- Maintain an acceptable personal hygiene such as showering daily and clean the bathroom and toilet after personal use;
- Don't eat snack or food in the bedroom as it can attract cockroach
- Because of the drought and water restrictions, you should spend a maximum of 4 minutes in the shower;
- Communicate with the homestay family, homestay company and OSC regards to the holiday plan 4 weeks prior to taking the holiday;
- Notify the homestay family if will not be home for dinner and expected time to be home, also transport arrangement;
- It is encouraged to raise concerns in relations to the homestay arrangement with homestay host, local carer and OSC;

If you wish to change your homestay, please see the Overseas Student Co-ordinator. For more information, see the Homestay Policy available on Tintern's website.

EMERGENCY SERVICES

In case of an emergency dial 000 for Fire, Ambulance or Police services, or from a mobile dial either 000 or 112 anywhere in Australia. These are free calls.

TINTERN EMERGENCY NUMBERS

In a real emergency, Tintern Grammar overseas student can call: 9845 7769 which is manned 24 hours a day, 7 days a week. In addition, Tintern

Grammar overseas student can also contact the Overseas Student Co-ordinator number: 9845 7867.

STUDENTS POLICIES AND PROCEDURES

Tintern Grammar takes the care and responsibility of our students' welfare extremely seriously and we believe that every student has the right to receive the best possible education whilst in a safe and nurturing environment. All relevant student and parent/guardian policies can be accessed from the MyTintern Portal page under Student Services and Parent Services.

To check the list of student policies, please go to the Tintern Portal - <https://portal.tintern.vic.edu.au/homepage/13413>. You will click on 'student services' on the left hand side, then click on 'Student Policies' and you will see the full list of the school policies.

- Academic Honesty - Plagiarism Policy
- Assessment & Reporting Policy
- Code of Conduct - Students
- Complaints Policy
- Harassment & Bullying Advice Sheet
- Harassment & Bullying Policy - Students
- International Students Complaints and Appeals Policy
- Mobile Phone Policy - Students
- Social Media Policy - Students
- Student Counselling Policy
- Teaching & Learning Policy

OVERSEAS STUDENTS – HOMESTAY ACCOMMODATION

BACKGROUND

This Policy is based on guidelines issued by VRQA, pursuant to section 4.5 .1(2) (b) and (3) of the Education and Training Reform Act 2006, ESOS Act and National Code.

DEFINITIONS

In these guidelines:

- ETR Act means the Education and Training Reform Act 2006
- Homestay accommodation means the provision to an overseas student of board and or lodgings by a homestay host family for a fee

- Overseas student has the same meaning as in section 1.1.31 of the ETR Act

THE POLICY

1. This Policy is to be read in conjunction with both Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. The Policy will be reviewed annually and updates will be notified to all Tintern Grammar employees, contractors and volunteers, and our homestay provider company (companies) and host families, as well as being posted on the School Portal and the School's website.
2. In particular, homestay host families will be provided with a copy of Tintern Grammar's Child Safe Policy and Tintern Grammar's Child Safe Code of Conduct. All adult members of the homestay host family are required to hold a valid WWC and are required to sign the aforementioned Code of Conduct and to abide by all relevant sections of the Tintern Grammar Child Safe Policy. These requirements must also be met in circumstances where the overseas student has permission to be living with a close family relative as defined in item 3 below.
3. In determining an appropriate homestay location and host family for Tintern Grammar's overseas students the School abides by the following guidelines:
 - Before entering an agreement or arrangement for the provision of homestay accommodation to an overseas student, or issuing a Confirmation of Appropriate Accommodation Welfare (CAAW) form to the Department of Home Affairs, in circumstances where homestay accommodation will be provided to overseas student, Tintern Grammar will ensure, after making all reasonable enquiries, that the student is at least Year 9 at the time of commencing the homestay accommodation.
 - The Guideline above does not apply during any period the overseas student is or will be living with a parent or close family relative (an aunt, uncle, grandparent or sibling) approved as suitable by the Department of Home Affairs as part of the student's visa approval or during any period or circumstances exempted by the Director VRQA.
4. Tintern Grammar has the expectation that each overseas student's student support services will undertake to make regular visits to their

homestay accommodation to ensure that the matters listed below are consistently met to the School's satisfaction:

- Matters relating to the student's personal safety must be clearly satisfied - including those relating to Tintern Grammar's Child Safe Policy and also relating to travel arrangements to and from the School
- Appropriate meals, sleeping arrangements and studying facilities must be provided
- The student's accommodation must provide for appropriate levels of warmth/cooling and bathroom facilities

In addition, Tintern Grammar's International Student Co-ordinator also undertakes to visit all new homestay host families before the student is placed with them and thereafter every six months, and to investigate the homestay accommodation if a complaint of any nature is received. The International Student Co-ordinator undertakes to complete a Homestay Site Visit Checklist developed by the Department of Education and Training to ensure a thorough check is carried out and recorded. The report is then uploaded onto the student management system and the next visit is scheduled in six months.

HOMEWORK POLICY

PURPOSE

The purpose of this policy is to provide guidance as to the Schools' expectations of students regarding homework. Homework is defined as work at home or beyond the hours of timetabled lessons and is important to a student's on-going education and an integral part of the teaching and learning program.

COMMENCEMENT AND VARIATION

This policy commences operation on 19 November, 2014 and replaces all Homework policies of the School. This policy is subject to variation by Tintern Grammar from time to time. Amended policies will be communicated to all employees, families and students.

OVERVIEW

The school supports providing students with homework in order to:

- foster good study habits;

- complement and reinforce classroom learning;
- provide students with an opportunity to be responsible for their own learning; &
- revise, consolidate or extend specific concepts taught in class.

GUIDELINES

Student's Responsibilities:

To complete homework independently unless otherwise directed.

To accept responsibility for their own homework, which entails:

- asking for assistance early in the week prior to the submission date;
- submitting work by the due date;
- checking with teacher if absent;
- submitting work which is neatly presented; and
- allocate adequate time on a regular basis in order to complete required tasks.

EXPECTATIONS

Approaches to and expectations of homework differ between Primary and Secondary Years.

JUNIOR SCHOOLS HOMEWORK

As part of the curriculum at Tintern Junior Schools, homework is given. This gives parents the opportunity to be involved in their child's learning and to develop an awareness of the curriculum being taught. It is designed to be a positive experience, which consolidates and enhances skills taught at school. All children are actively involved in reading each night.

Homework tasks are generally to be completed during the school week, leaving weekends free for family time. Tasks are appropriate to the individual student's development and learning needs.

JUNIOR SCHOOLS HOMEWORK TIME COMMITMENT

Listed below are the guidelines for the homework time allocation. It is a guide only; students should plan to complete tasks on nights that do not clash with other commitments.

- **Prep:** Home tasks will reflect each child's individual development, plus a minimum of 10 minutes reading experience daily, where possible
- **Years 1 & 2:** No more than 10 minutes, twice a week plus a minimum of 10 minutes reading daily, where possible.

- **Years 3 & 4:** No more than 15 minutes, three times a week plus reading daily, where possible.
- **Years 5 & 6:** No more than 25 minutes a night 4 times a week + reading daily where possible.

As part of the transition phase to Year 7, Year 6 students may be completing more open-ended tasks as part of their homework routine.

N.B. Class assignments/projects are generally not given as homework for Junior School students.

They form part of the research skills teaching program conducted at school. However, homework may be given which involves collecting information or data and doing simple research activities to be used for project work completed in class.

MIDDLE SCHOOLS HOMEWORK

The Middle Schools pastoral program devotes time at each year level to sessions on personal organisation and study techniques. These programs are further consolidated and formalised in the Senior College at Tintern Grammar.

Throughout the Middle Schools, students should aim to develop good study strategies by engaging with the programs run by the School and also by talking to students in more senior levels to find out what methods these students have employed.

SECONDARY SCHOOL HOMEWORK TIME COMMITMENT

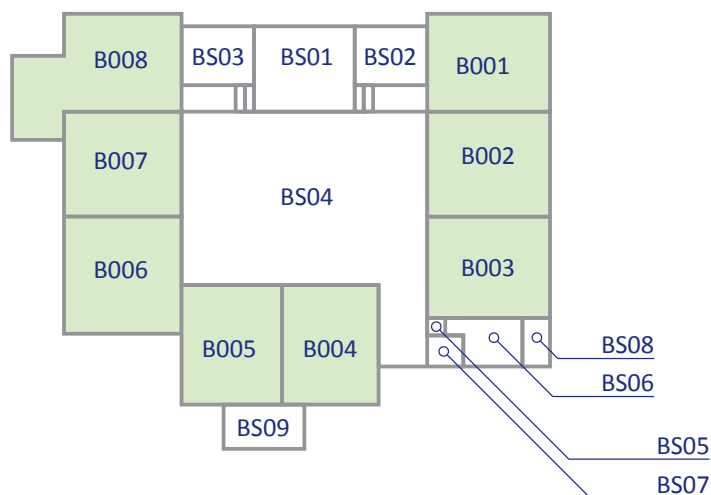
It is recommended for:

- **Year 7:** 4 x 45 min sessions or the equivalent per week
- **Year 8:** 4 x 60 min sessions or the equivalent per week
- **Year 9:** 4 x 75 min sessions or the equivalent per week (7-8 hours per week)
- **Year 10:** 30-40 minutes x 4 subjects per night (8-9 hours per week)

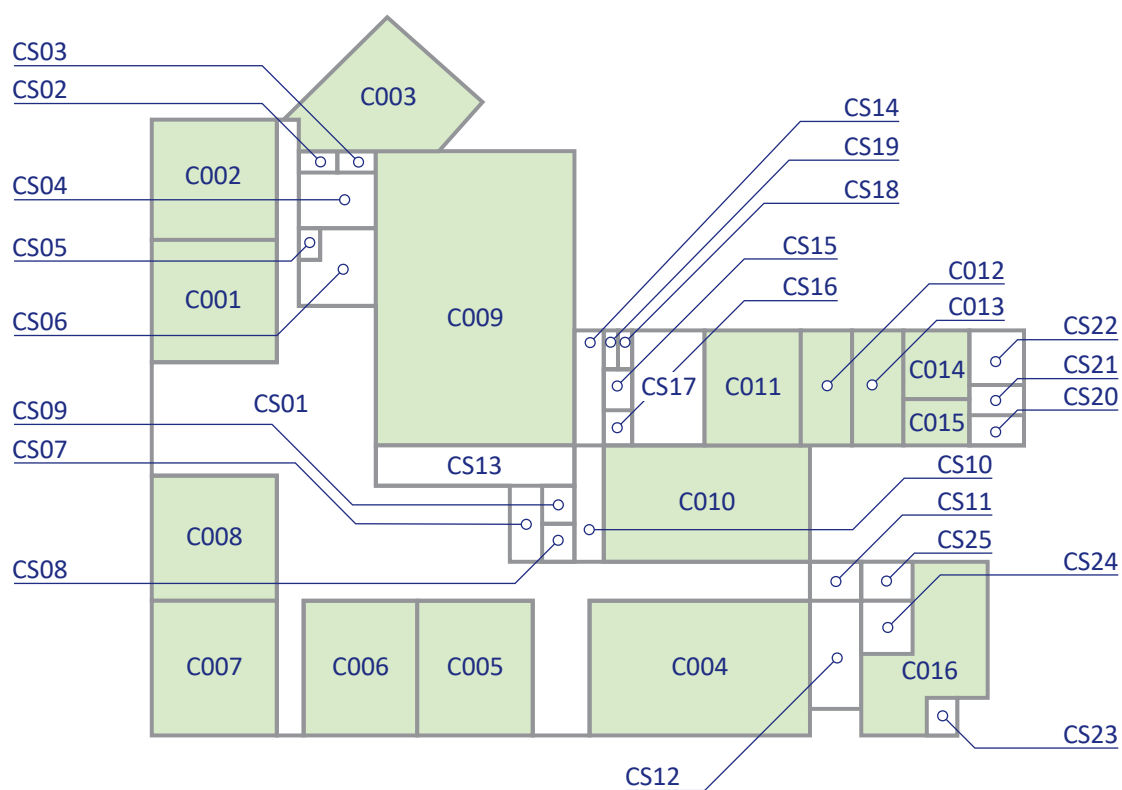
N.B. Initial reading of English novels is not included in this allocation. Students should expect that homework will be a nightly responsibility and that there will be some homework on the weekend as well. No homework will be set specifically for the term breaks in Years 7-10. Some work may be set in the cycle prior to the end of term for submission in the first cycle of the new term.

Further details of the Homework Policy and tips for successful study can be found in each of the Schools' Student Handbooks.

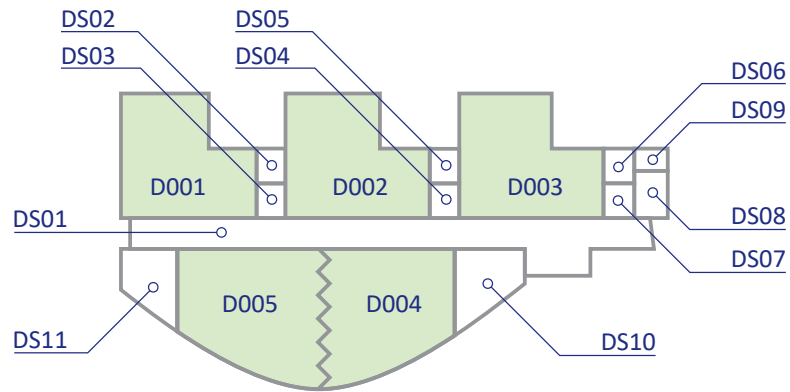
B Boys' Junior School



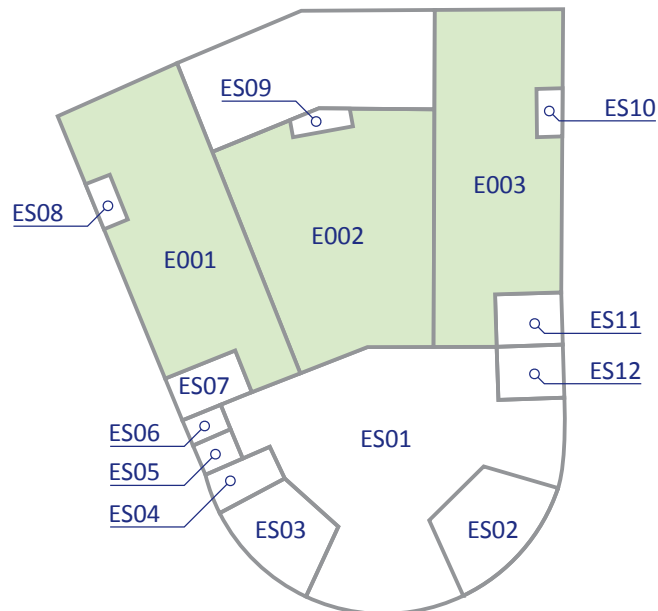
C Girls' Junior School

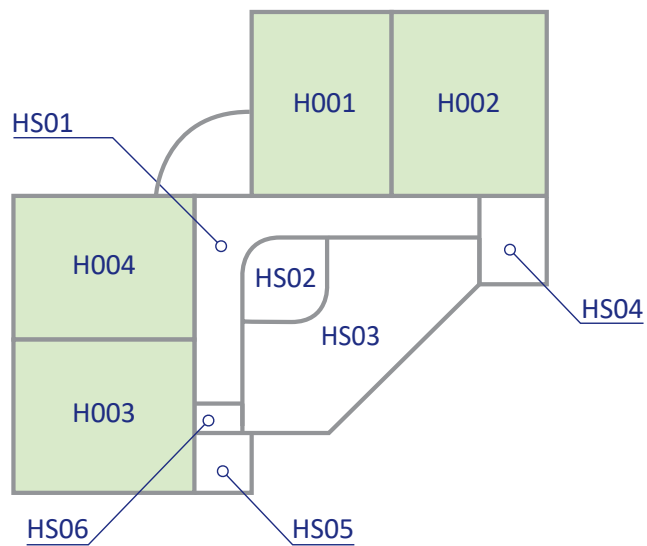


D After School Care

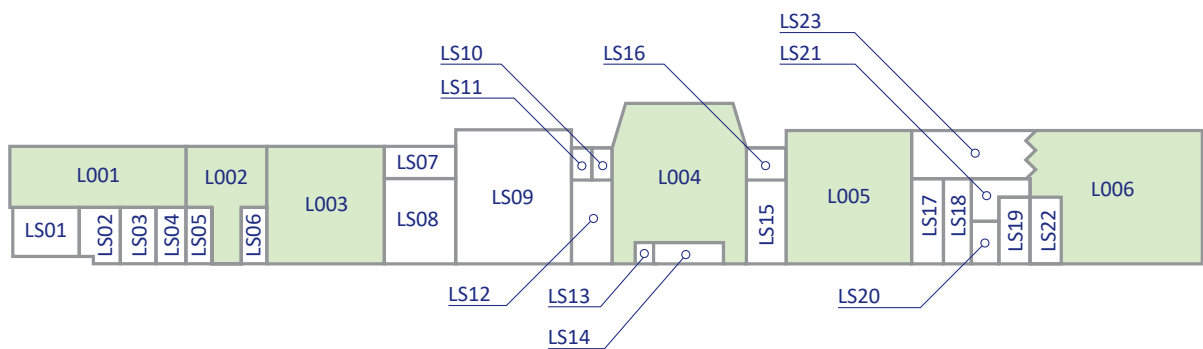


E Early Learning Centre (ELC)

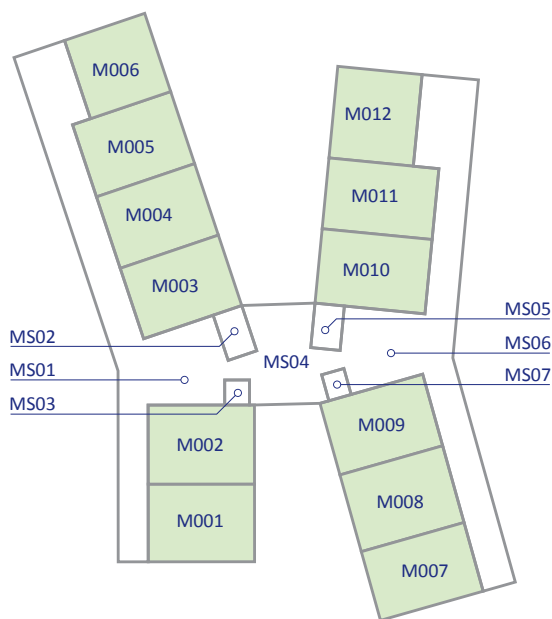




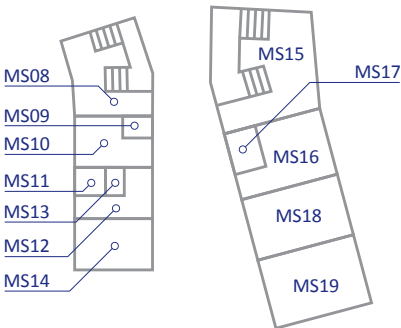
L Home Economics/Physics



M Middle School

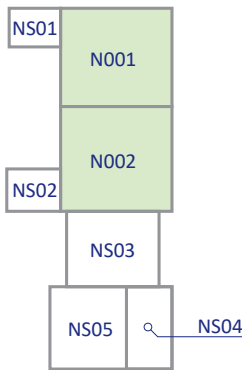


First Floor

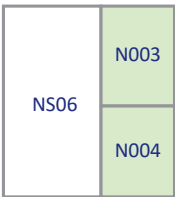


Ground Floor

N Year 9 Centre

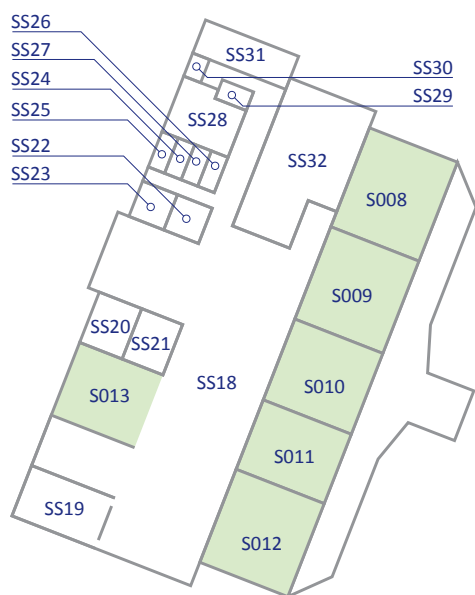


Ground Floor

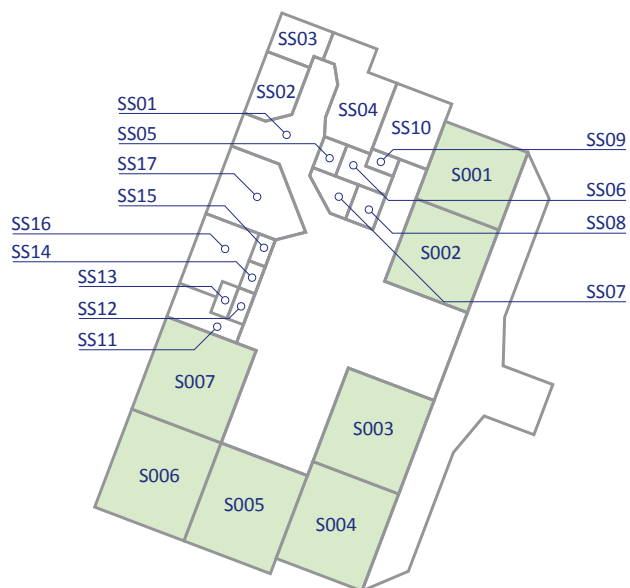


First Floor

S Senior College

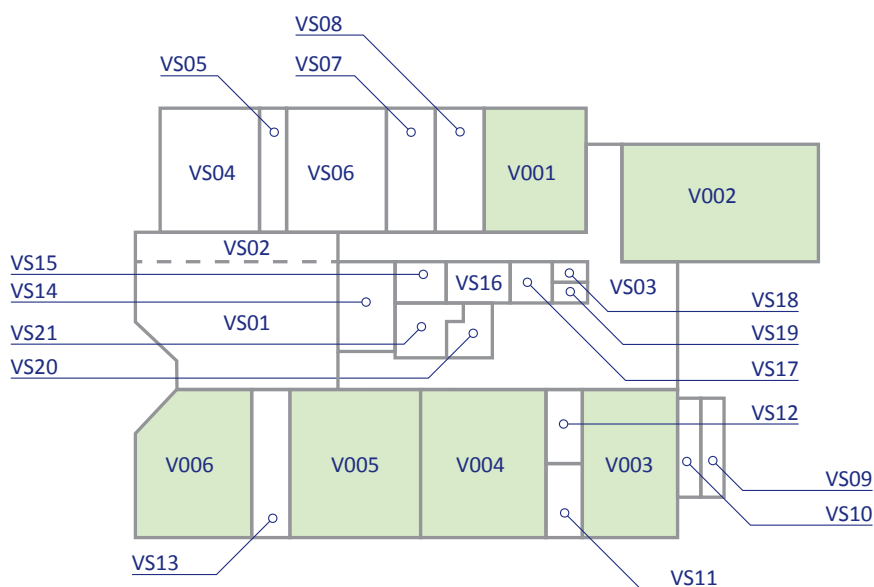


Ground Floor



First Floor

V Visual Arts







Simplify your school life.

We have partnered with Flexischools, to make school lunches even easier.



- 1 Order online at anytime
- 2 Enjoy cashless convenience
- 3 Pay with Visa, Mastercard, PayPal or direct deposit

Set up your account

1 Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.

2 Login/Register

- **Already a Flexischools user** – Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** – Click '**Register**', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.

3 Top Up Your Account

To make ordering fast and simple, you can set up automatic top ups in your '**User Profile**'.

Order

1 Place your Order

On the app home screen, scroll down to view your school services such as canteen and uniforms. Then **swipe left and right** to view all available services.

2 Make your Selection

Find the service and press '**Order**', then select the items you wish to order.

3 Make Payment

Select your payment option and complete payment to place your order.



10 years supporting the school community



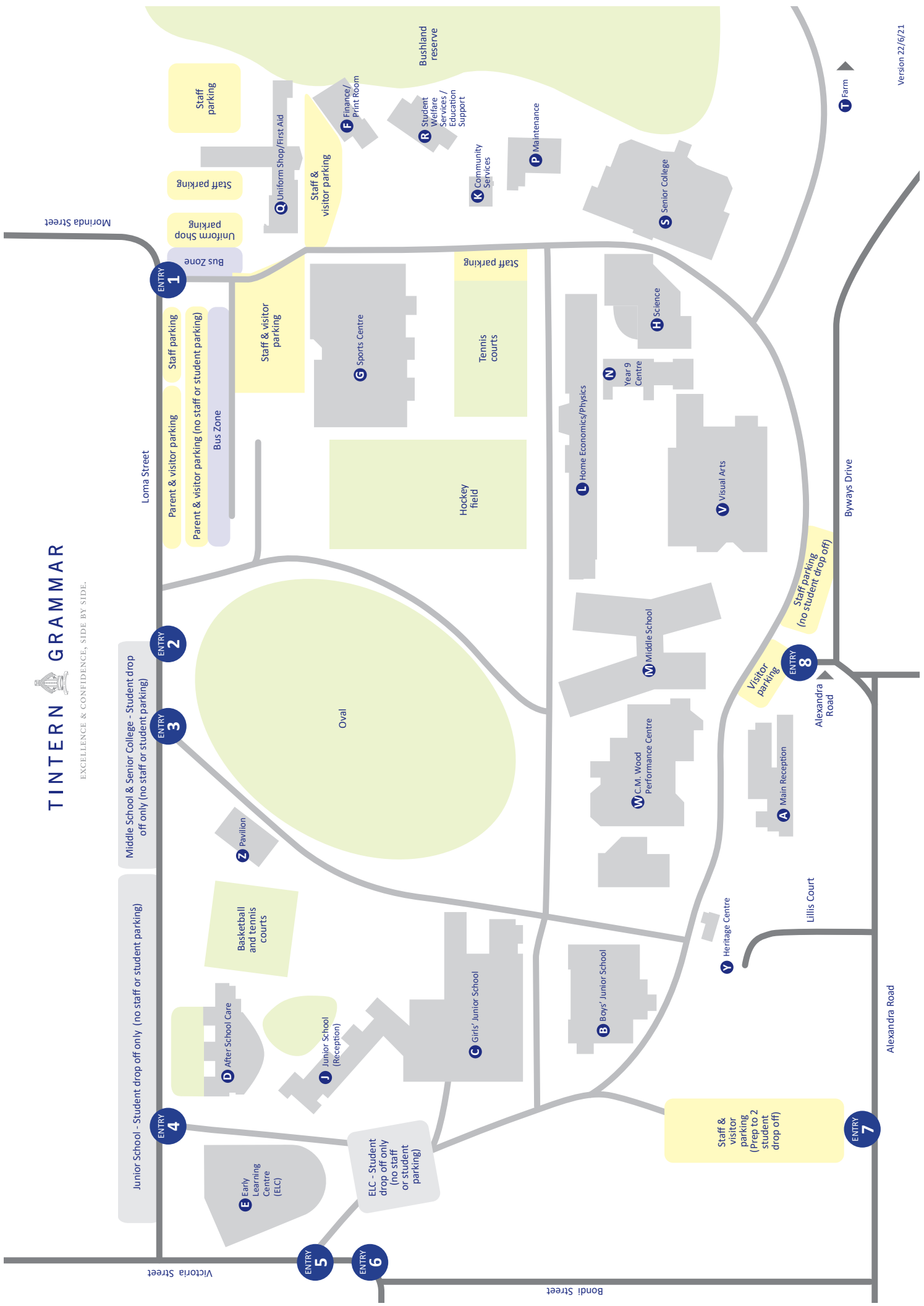
Committed to healthy eating



Over 1,500 happy schools

 **flexischools**







TINTERN GRAMMAR

tintern.vic.edu.au

Main Office Reception: (03) 9845 7777 Facsimile: (03) 9845 7712

Absentee Hotline (03) 9845 7722 (between 8.00 - 9.00am) Office Hours: 8.00am – 5.00pm

90 Alexandra Road Ringwood East VIC 3135 Australia | PO Box 26 Ringwood East VIC 3135 Australia

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