Westminster School
Alison Avenue, Marion, South Australia 5043

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- Mr Grant Bock
Deputy of Upper Primary (08) 8276 0247
- Mr Stuart Burns
Deputy of Middle Primary (08) 8276 0245
- Mrs Vicki Porter
Deputy of Junior Primary (08) 8276 0271
- Mr Danny Page
ELC Coordinator (08) 8276 0293
- Dr Sue Farrent

Email: ws@westminster.sa.edu.au
Web Page: www.westminster.sa.edu.au
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INTRODUCTION

Dear Parents

Welcome to the Preparatory School. Whether your family is continuing with us from last year, or is new to Westminster, the Preparatory School staff and I look forward to working with you for the ongoing education of your children.

All schools vary in culture and expectations, so this booklet has been designed to help you feel confident in your understanding of Westminster’s ways. However, all situations are slightly different and the answer may not be in the Handbook. Please do not hesitate to contact the relevant teacher if you have any questions at all. If there is something you are unsure about, chances are others are as well.

Westminster is a wonderful school – a combination of excellent staff and learning programs and a caring and supportive parent body. Such an environment is maintained through positive communication and by recognising that school, family and student must work together to ensure learning opportunities are maximised.

All our teachers are committed to the education of the children in our care. Please feel welcome to contact them to share your joys and concerns, praise and constructive criticism. The education process is about challenging our understandings and reaching out for new horizons. Every child is at a slightly different point along their life-long learning journey and for most, this path ventures over a wide variety of terrain. Whether venturing over plains or traversing the mountains, we look forward to acting as guide, porter, partner, collaborator and friend.

If you have any questions at all about the School, please do not hesitate to contact me via Mrs Joy Campbell on 8276 0218 so that I can help put your mind at ease.

Grant Bock
Head of Preparatory School
PREPARATORY SCHOOL VISION STATEMENT

Our School Vision
Westminster is a vibrant, warm, learning community recognised for our dynamic approach to education that inspires students to face their future with confidence in a rapidly changing world.

Our Strategic Aim
To craft innovative learning experience which prepare young people for their futures.

Our Priorities
Westminster School has developed five clear priorities to implement our vision and strategic aim. These will allow us to monitor progress and measure our success.

Our Priorities are:

- **People** – Leaders of learning
- **Learning** – Students as lifelong learners
- **Facilities and Infrastructure** – Supporting the learning program through innovative design and best practice.
- **Finance** – Sustainable safeguards
- **Social Accountability**

Westminster is a co-educational Uniting Church School that exists to provide:

- A high quality, comprehensive education that aims to assist our students to realise their potential and develop the individual.
- Students with experience that will facilitate an acceptance of, and respect for individual differences within our School community and beyond.
- A clear set of expectations with respect to:
  - Personal behaviour
  - Manners
  - Interaction with peers
  - Personal and social responsibility.
- A nurturing, supportive and safe School community that aims to develop relationships and promote personal resilience.
- A love of learning.

HISTORY

Westminster School began in 1961, and Preparatory School boys were among those foundation students. It was founded as a result of a vision shared by a number of philanthropic people whose names are perpetuated in the Houses in the Senior School. It was to provide a well-rounded education for day and boarding boys in the Methodist tradition. The School is now affiliated with the Uniting Church of Australia.

In 1978 the first girl students were admitted to the School and this signalled the trend towards a wider curricular and co-curricular offering.

There have been two Headmasters and three Principals of the School, and six Heads of the Preparatory School in the School’s history. The campus now occupies 23 hectares.

The School is governed by a 21 member Council that is appointed through the synod of the Uniting Church.

STRUCTURE

The Preparatory School caters for the students from the ELC to Year 7. We have triple streaming from Reception to Year 3, there are 2 Year 4 classes and triple streaming again from Years 5-7.

Currently our limits on class sizes are as follows:

- Reception: 22 students
- Year 1 to Year 3: 25 students
- Years 4 to 7: 27 students
Each class has a class teacher who is responsible for curricular planning and teaching of English, Mathematics, History, Geography, Health, Science and Technology. Class teachers are also responsible for the pastoral needs of the children in their care. Teachers engage in team teaching in order to offer more expertise and variety to the students. Teachers at each year level plan collaboratively to ensure that all children at each year level cover similar work. Specialist staff teach Art, Music, Physical Education, Library and learning skills, Computing, Japanese, Religious and Values Education, and learning support and enrichment.

The Junior Primary (Reception to Year 2) has their own section of the campus, but come together regularly with the primary to use the facilities available to all. The Westminster Early Learning Centre caters for children from 3-5 years of age. The ELC building is located in close proximity to the Junior Primary classrooms.
<table>
<thead>
<tr>
<th>PREPARATORY SCHOOL STAFF</th>
<th>Phone</th>
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<tr>
<td>Head of Preparatory School</td>
<td>Mr Grant Bock 8276 0218</td>
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<td>Deputy of Upper Primary</td>
<td>Mr Stuart Burns 8276 0247</td>
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<tr>
<td>Deputy of Middle Primary</td>
<td>Mrs Vicki Porter 8276 0245</td>
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<tr>
<td>Deputy of Junior Primary</td>
<td>Mr Danny Page 8276 0271</td>
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<tr>
<td>Prep School Office</td>
<td>Mrs Joy Campbell 8276 0218</td>
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<td></td>
<td>Miss Jessica Pridmore 8276 0219</td>
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<tr>
<td>ELC Coordinator</td>
<td>Mrs Sue Farrent 8276 0293</td>
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<tr>
<td>ELC Staff</td>
<td>Mrs Fiona Sprengel, Mrs Louise Brooks, Mrs Libby Page, &amp; Mrs Dana Campbell</td>
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<tr>
<td>Class Teachers</td>
<td>Ms Juliette Camm Reception 8276 0393</td>
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<tr>
<td></td>
<td>Ms Lynda Millard Reception 8276 0301</td>
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<td></td>
<td>Ms Meg Fitzgerald Reception 8276 0300</td>
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<td></td>
<td>Mr Robert Adcock Year 1 8276 0302</td>
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<td></td>
<td>Mrs Mandy Burns Year 1 8276 0314</td>
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<td></td>
<td>Mrs Sue Whiffen Year 1 8276 0313</td>
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<td></td>
<td>Mr Lee Carter Year 2 8276 0268</td>
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<td></td>
<td>Mrs Joanne Petch Year 2 8276 0396</td>
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<td></td>
<td>Mrs Cassie Schreuder Year 2 8276 0387</td>
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<td></td>
<td>Mr Jeremy Jury Year 3 8276 0311</td>
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<td></td>
<td>Mrs Belinda Daniel Year 3 8276 0305</td>
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<tr>
<td></td>
<td>Mrs Valerie Gordge Year 3 8276 0246</td>
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<tr>
<td></td>
<td>Mr Daniel Mather Year 4 8276 0318</td>
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<td></td>
<td>Mrs Susan Morisset Year 4 8276 0319</td>
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<td></td>
<td>Mrs Mary-Anne Dorey Year 5 8276 0320</td>
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<td></td>
<td>Mr Mike Genikas Year 5 8276 0303</td>
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<tr>
<td></td>
<td>Mrs Valeska Laity Year 5 8276 0304</td>
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<td></td>
<td>Mr Chris Haines Year 6 8276 0315</td>
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<td></td>
<td>Ms Julie Mugford Year 6 8276 0317</td>
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<td></td>
<td>Mr Adam Thompson Year 6 8276 0316</td>
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<td></td>
<td>Mr Peter Galanis Year 7 8276 0308</td>
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<td></td>
<td>Mr Craig Leith Year 7 8276 0306</td>
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<td></td>
<td>Mrs Natasha Wigg Year 7 8276 0307</td>
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<tr>
<td>STRETCH</td>
<td>Mrs Mary-anne Beck (extn 442)</td>
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<td></td>
<td>Mrs Kristy Moody (extn 412)</td>
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<td></td>
<td>Mrs Jane Mather 8276 0297</td>
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<td></td>
<td>Mrs Tanya Madex (extn 402)</td>
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<tr>
<td>Chaplain and Counsellor</td>
<td>Mrs Liz Collins 8276 0395</td>
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<tr>
<td>Music</td>
<td>Mrs Tiffany Hunter, Ms Karen Wandel &amp; Ms Elena Harrison 8276 0236</td>
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<tr>
<td>Physical Education</td>
<td>Mr Steve Wayne 8276 0312</td>
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<td>Ms Lauren Hyde &amp; Mrs Mandy Job (extn 416)</td>
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<tr>
<td>Library</td>
<td>Mrs Julia Baldwin 8276 0322</td>
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<tr>
<td>Religious &amp; Values Education (JP)</td>
<td>Mr Danny Page 8276 0271</td>
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<tr>
<td>Art</td>
<td>Mr Barry Walker 8276 0309</td>
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<tr>
<td>Japanese</td>
<td>Ms Kaori Kamei 8276 0292</td>
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<tr>
<td>ICT</td>
<td>Mr Jon Dyer (extn 410)</td>
</tr>
<tr>
<td>School Assistant</td>
<td>Mrs Alison Bailey 8276 0310</td>
</tr>
</tbody>
</table>
**Daily & Weekly Timetable**

The Preparatory School learning timetable is based on a thirty lesson week in addition to four pastoral periods.

Daily structure comprises:

- Class Period
- Six lessons of forty-five minute duration grouped in pairs in the three main daily segments (beginning of day until recess, recess until lunch, lunch until home).

**Monday to Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:30 – 8:45</td>
<td>Classroom open and teacher present</td>
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<td>8:45 – 8:55</td>
<td>Class Period</td>
</tr>
<tr>
<td>8:55 – 9:40</td>
<td>Lesson One</td>
</tr>
<tr>
<td>9:40 – 10:25</td>
<td>Lesson Two</td>
</tr>
<tr>
<td>10:25 – 10:40</td>
<td>Fitness / Class Period</td>
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<tr>
<td>10:40 – 11:00</td>
<td>Recess</td>
</tr>
<tr>
<td>11:00 – 11:45</td>
<td>Lesson Three</td>
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<tr>
<td>11:45 – 12:30</td>
<td>Lesson Four</td>
</tr>
<tr>
<td>12:30 – 1:00</td>
<td>Pastoral Time</td>
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<td></td>
<td><strong>Monday</strong> Primary Assembly (3-7)</td>
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<td></td>
<td><strong>Tuesday</strong> Chapel (R-4) / JP &amp; Yrs 5,6 &amp; 7 Bounce Back</td>
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<td></td>
<td><strong>Wednesday</strong> House Meeting (R-7)</td>
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<td></td>
<td><strong>Thursday</strong> JP Assembly, Chapel (5-7) / Yrs 3 &amp; 4 Bounce Back</td>
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<td></td>
<td><strong>Friday</strong> Buddy Classes</td>
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<tr>
<td>1:00 – 1:10</td>
<td>Eating Lunch</td>
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<tr>
<td>1:10 – 1:50</td>
<td>Play</td>
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<tr>
<td>1:50 – 2:35</td>
<td>Lesson Five</td>
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<tr>
<td>2:35 – 3:20</td>
<td>Lesson Six</td>
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<tr>
<td>3:20 – 3:30</td>
<td>Class Period &amp; Dismissal</td>
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</tbody>
</table>
**When to arrive:**
Supervised Before School Care operates from 7.15 am until classrooms open at 8.30 am. This service is intended to ensure the safety and supervision of students who need to arrive at School early. Bookings are required for Before School Care. It is important that parents do not leave children in different parts of the School, unless students are attending a supervised before school activity. Please ensure that you sign the students in to Before School Care if students arrive at School before 8.20 am (Rec-Yr 4) / 8.10 am (Yrs 5-7).

In all cases, students are expected to arrive in time to unpack their bags and be ready for their first session at 8.45 am. Students arriving after 8.45 am are required to record their arrival in the ‘Sign In and Out’ book. This is located in the Prep School Office. The Office should be advised of children arriving later than 8.45 am.

**When to leave:**
Children must leave the School at the end of the day within quarter of an hour of being dismissed from class unless they have an after-school activity. Should they still be waiting, for example, when the teacher goes off duty at 3.45 pm, they will be taken to After-School Care, where they are fed and supervised until collected by parents. After School Care operates on a user pays basis.

If a student leaves the grounds with a parent earlier than the scheduled finish time, they are asked to mark this in the ‘Sign In and Out’ sheet in the Prep School Office.

**Where to wait:**
Primary students waiting to be picked up must wait inside the School fence for their own safety. Junior Primary students are expected to be collected from their rooms or from behind the fence in the pick-up zone in the Junior Primary play yard.

Students waiting for TransAdelaide buses also wait inside the Preparatory School fence until their bus arrives.

Students waiting for the A, B or C School buses must do so sensibly on the lawned area outside the Prep School Office, where a teacher will supervise their movement across to the bus.

**Breaks:**
At lunchtime Junior Primary students can either play in their own designated playground, or go to the Computer room, Library or Prep Oval. The Primary students can choose from the Computer room, Library, oval, courtyard or playground areas. Teachers are on duty in each of these locations. Sport equipment is available for general play at lunchtime. At recess Junior Primary students remain in the Junior Primary playground.

The students are supervised by staff as they eat and play. Should anything go wrong, the students are expected to speak to the staff on duty, before taking actions such as visiting the First Aid Centre.

**Food:**
Students usually bring a packed lunch and a snack for recess; however the School runs a canteen for ordering lunch orders. Students may take home the printed lunch bags, which are available from their classrooms. Canteen menus are distributed at the beginning of each School year and parents are notified of interim price changes.

Lunch orders are filled-in at home, the money placed in the bag, and the bag placed in their box in the classroom. There is no facility for the buying of food at recess.

If a student has not been provided with lunch money, or they have forgotten their packed lunch they will be offered a vegemite or cheese sandwich and a piece of fruit. Students can access water from the water fountains around the School.

When the students have eaten their lunch and been dismissed for play, the Preparatory School canteen opens for the sale of drinks, iceblocks, etc. The students have a prescribed limit of spending money and are not allowed to buy for someone else.

**Limits for Preparatory School Canteen:**
- Reception to Year 2: $2.00
- Years 3 to 7: $3.00
TRAVEL TO AND FROM SCHOOL

Many students catch School buses (Adelaide Coachlines). These follow three published routes, which can vary slightly from year to year. These buses deliver students to the designated School bus parking areas outside the School on Alison Avenue. In the afternoon, students assemble on the lawned area to the left of the Prep School Office from where a Preparatory School staff member escorts students to the bus parking location. Preparatory School students are expected to occupy seats at the front of the buses.

A number of TransAdelaide buses also deliver and pick up students in Alison Avenue, close to the front gates. At the Marion Station trains can be caught for both ends of the Noarlunga/City line.

On buses, trains or trams students are expected to wear their uniform properly and behave in a courteous manner, as if their parents were with them. All courtesy must be extended to other passengers. This includes the giving up of seats to adults, quiet conversation and safe behaviour. School bags should not obstruct the aisles, as this is a safety hazard.

**Tickets for buses and trains** are available for purchase from the Preparatory School Office or the Westminster Shop. School bus passes are ordered by the student in the morning before School. Passes for 5, 20 and 40 trips are available. The money is to be placed in an envelope with the details of the student's name, class, House and bus route, written on the front. The pass will be ready for collection at the end of the school day, in time to catch the bus home.

Should your child miss their bus or train, they must go to After-School Care, from where the Director will ring you to collect them.

**Parking:**

For convenience parents can arrive and leave via the Station Gate in Alison Avenue, and park under the trees around the Preparatory School oval. Parents are asked to escort young children to and from their classroom. Please take care when you are parking and reversing as small children are both hard to see and unpredictable in their movements. If using the 'Drop Off' zones located near the First Aid Centre or the Art Centre, parents are asked to remain with the vehicle when dropping-off or collecting their children. **These areas are not a parking zone and is to be used strictly for drop-off and pick-up only.** Parents of Middle and Upper Primary students can pull in to the Drop Off/Pick-Up Zone located near the Preparatory School Office or in front of the Chapel, allowing students to disembark without blocking the roadway for other users. **Outside of the key drop-off/pick-up times each day (8.00 am-9.00 am and 3.00 pm-4.00 pm), 10-minute parking in this area is permitted for loading and unloading purposes only.**

Middle and Upper Primary students are old enough to be dropped in Alison Avenue, and collected from there. There are some parking restrictions, with alternate sides of the road being used morning and afternoon. **Please do not ask your children to wait for you outside of the grounds.**

Please note there is no provision for parking for parents behind the ELC building.

**DAILY ROUTINES**

The students arrive at School after 8.30 am when they should go to their classroom and complete their preparations for the day. Then they may go out and play until the bell. We ask that students avoid using the oval and playground before School. On hearing the bell at 8.45 am students go to their classroom to begin the day.

At the end of recess and lunch students line up at classroom doors. At the end of the day, students are expected to leave the School dressed neatly in School uniform.

Our students are expected to manage these routines with courtesy and commonsense.

**Daily Notices:**

Each morning, the teacher reads out all the notices about meetings and practices, changes to routine and reminders about courtesy or behaviour. The Daily Notices are available online on Inspire and can be accessed by students during breaks and are also displayed on the noticeboard in the breezeway.
WEEKLY ROUTINES

Chapel:
All students attend a service in the Sir Shirley Jeffries Chapel each week. This service is led by the Preparatory School Chaplain and assisted by individual classes and Houses on a rotation basis. Parents are welcome to join us for Chapel services, however seating is very limited.

Assembly
Each Monday at 12.30 pm, Years 3 to 7 go to the Michael Murray Centre for Performing Arts for Assembly. This Assembly, which is led by the Preparatory School Captains and Year Seven students, is the forum for presentations, for imparting our School's culture and for the students to present their reports of their sporting, class and cultural activities. Students who play a musical instrument proficiently are encouraged to take their turn to entertain the School and share their talents.

Primary students are expected to wear their blazers to Chapel and Assembly unless the forecasted maximum is 30ºC or more. The Junior Primary Assembly is held in the Forder Centre or MMC foyer on Thursdays. At this Assembly, led by each class in turn, the students of Years Reception to 2 share the activities and learning that they have been enjoying. It is at this Assembly that the Junior Primary students are recognised for their achievements and citizenship via merit cards.

ATTENDANCE

Once a child is six, it is the law that they be enrolled at school and attend regularly. It is commonsense that they need to be at school in order to get the best out of what is offered. However, they will not learn effectively if they are sick, so please keep them home for the day.

Please ring the Preparatory School Absentee number 8276 0255 by 9.00 am to leave an absentee message. This is a 24-hour number. It is worthwhile putting this number in your phone for quick reference. We would ask that parents not send emails to class teachers advising of a student absence, as this can be problematic should the class teacher be away and therefore unable to access emails. Please advise us if the child has a sports practice or music lesson, so the coach or tutor may also be informed. If your child is likely to be absent for more than one day and you are aware of this at the time of calling, please advise the duration of the absence. If you advised your child’s absence for one day only, staff cannot assume they are still unwell on subsequent days, so it is necessary to phone each day to advise if your child will not be attending School.

Students do not leave the Preparatory School grounds in breaks without the permission of the teacher on duty.

Should you need to take your child to an appointment during the School day, please make sure that you not only pre-warn the class teacher via a diary note, but also ‘sign out’ the child when you are collecting and ‘sign in’ again on return to School. The Sign-In/Sign-Out book is located in the Prep School Office.

The School does not encourage the taking of extra leave in school terms, but also recognises the educational value of travel, should that opportunity present itself. We would prefer students not to take leave in the last week of the school year, as this is a very special time for the students, especially Year 7.

Should you be offered an opportunity to travel, please write to/email the Head of Preparatory School, asking for a leave of absence. Should that absence be longer than one term, a holding fee on the place is charged.

EMERGENCIES

On enrolment we ask you to provide emergency contact numbers and names. We also ask you to indicate your bushfire zone, and your ability to billet other children in case of a bushfire outbreak.

In case of a bushfire, the students in that and adjacent zones will not be dismissed to travel through an unsafe area, but will be marshalled at School, until collected or an all clear is given. In the event of continuing danger, the students will be billeted with a School family or someone you have nominated.

In case of a fire or other such emergency at School, there is a clear set of procedures that we follow.

SICKNESS OR ACCIDENT AT SCHOOL

The School provides a staffed First Aid Centre from 8.30 am to 5.00 pm on School days which is situated on the northern end of the Junior Primary building.
Staff in the First Aid Centre hold a minimum of Senior First Aid and may also have additional qualifications such as that of Registered or Enrolled Nurse.

The role of the Centre is to provide first aid care to students who present with an illness or injury. The main objective is to assist students to recover to a point where they are able to return to class. If this is not possible, assistance is provided until a parent or guardian is able to collect the student. If further medical assistance is required i.e. ambulance, First Aid staff will arrange.

When a student receives attention in the First Aid Centre, the First Aid staff will provide communication via a note or a phone call to parents if considered necessary. Minor cuts, abrasions, grazes, etc. will not require notes. All visits are documented and kept confidentially. The First Aid staff member also communicates with teachers to ensure appropriate follow-up by parents, as is appropriate to the particular circumstances.

VISITORS TO THE SCHOOL

All visitors to the School are required to report their presence to the appropriate person, usually the Preparatory School Office or the Main Reception area. Visitors are required to wear an identification badge during their stay on campus.

EXTREME WEATHER POLICY

We do not close the School in hot weather. However, we do carefully monitor the children’s activity. In line with the recommendations the following practices are adopted.

Physical Education, Sports Practices & Co-curricular activities:

- In extreme conditions, Physical Education lessons are held undercover, indoors or in classrooms and the nature of the activity modified where necessary.

- In the Preparatory School, sports practices are NOT CANCELLED, however when the predicted maximum temperature is 35 degrees and higher, (as appears in that day’s ‘Advertiser’) no ‘in-the-sun’ activities will occur but modified activities may be conducted.

- If at the start of practice, rain is SEVERELY compromising the activity, coaches will take the students undercover or indoors for theoretical or modified activities.

- Parents who are in the vicinity on days of extreme conditions may choose to collect their children earlier. If this is not the case, their regular coach will supervise the students until the normal finish time.

Hats:

- Students are required to wear a hat during Terms 1 and 4 while outdoors. Students can choose from the formal School hat, the ‘broad-brimmed’ hat or the ‘bucket-style’ hat.

- A Westminster hat is compulsory for sports lessons, practices and games.

Sunscreen:

- Students are regularly reminded to apply sunscreen and be Sunsafe. Sunscreen is available in all classrooms.

Drinks:

- Students are reminded of the need to keep their fluid levels up and where necessary drink breaks are arranged and class teachers allow students to have a bottle of water by their desk.

Eating Periods:

- Eating periods are all conducted in shaded areas.

PERSONAL ITEMS POLICY

Personal computer games are not permitted to be used at School. Students may bring mobile telephones to School at their own risk, however they must be switched off during the school day and only used after 3:30pm. Students using mobile telephones outside these guidelines will have the telephone confiscated and their
parents notified. The security of all personal property is the responsibility of the owner. The School accepts no liability in the event of loss or damage to personal property brought to School by students or visitors.

**LOST PROPERTY**

Students need to take responsibility for their own items and need to undertake the following steps in seeking recovery of lost belongings.

1. Check with the classroom teacher. All clearly named and labelled items are returned to class.
2. Check all locations in the School where they have lessons including music rooms, etc.
3. Check lost property in the Year 3 corridor.
4. Ask their class teacher to place a notice in the Daily Notices to advertise the loss.

**SCHOOL UNIFORM**

We expect all of our students to wear the uniform with pride as it identifies them in the outside community, and our School’s reputation is enhanced by the courteous behaviour of our uniformed students. In summer terms, students only need to have their blazer at School on days where there is Chapel or Assembly. If the forecast maximum is 30 degrees or higher, students need not bring their blazer. If the weather is cool all students wear their blazer as their top garment when travelling to or from School and on excursions outside the School. (This includes shopping after school). However during the School day, jumpers are acceptable. Hats are compulsory in Terms 1 and 4. When wearing the winter uniform, students must wear their blazer to and from school each day.

The change over period for Summer/Winter uniform is consistent from Reception-Year 12. Winter Uniform may be worn on any day of the year unless a different uniform is prescribed. Summer Uniform may be worn only before the May exeat and after the September exeat. Summer uniform may not be worn between those dates.

Some co-curricular sports require specialised uniform requirements (e.g. football). Where this is the case, the coach will inform parents. Further information can also be obtained from Mr Wayne.

All items of clothing must be named (name tags may be ordered through the Westminster Shop). It is difficult to find the owners of unnamed clothing.

School uniform requirements are obtainable only at the Westminster Shop, located near the Senior School Tuck Shop. Major credit cards may be used.

**WESTMINSTER SHOP HOURS OF TRADING:**

- **Monday:** 8.15 am – 4.30 pm
- **Tuesday:** 1.00 pm – 4.30 pm
- **Wednesday:** CLOSED
- **Thursday:** 8.15 am – 4.30 pm
- **Friday:** 1.00 pm – 4.30 pm

**Holiday Trading Times**

Holiday trading times may vary from the above times, and these are advertised in the Westminster e-Bulletin leading up to the school holidays.

**Direct telephone 8276 0260**

**Length of Uniform:**

Girls’ School summer dress and winter kilt are expected to be no shorter than completely below the knee and no longer than mid-calf. Boys’ shorts should be a comfortable length and not tight. School jumpers should not be tight but must be of a fit so as to leave the hands exposed. When boys are wearing a blazer the bottom of the summer shirt should not be visible.
Excursion Uniform:
All students leaving the School on excursion are required to wear their blazer and to take special effort with their grooming.

Shoes:
At all times black school shoes, predominantly white sports shoes or brown sandals should be kept clean, in good repair and worn properly.

Jewellery:
Students are permitted to wear a watch and medical information bracelet. Girls who have pierced ears are permitted to wear one matching pair of small, plain gold or silver stud earrings. Multiple studs, sleepers and large or ornate earrings are not permitted. Studs are not to be worn with any sports uniform. No other visible jewellery is permitted. The School accepts no liability in the event of loss or damage to jewellery brought to School by students. Studs removed when in sports uniform will be the student’s responsibility. Teachers will not be expected to take care of studs during this time.

Make-up, nail polish and artificial/acrylic nails are not permitted.

PREPARATORY SCHOOL BOYS UNIFORM

1. GENERAL ITEMS
   - School blazer (when travelling to and from School in summer uniform, if anything is worn over a shirt, the School blazer must be the outer garment. In winter it is compulsory outer garment).
   - shoes, plain black regulation lace-ups (Not permitted are: crepe soles, coloured stitching, coloured laces or sneaker type shoes)
   - green Westminster School bag
   - School hat
   - art smock
   - Sports Tog Bag
   - Library bag (R – 2)
   - Communication Folder (R – 2)

   Optional:
   - green regulation 'V' neck jumper optional

2. SUMMER UNIFORM
   - short-sleeved shirt (R – 7)
   - School shorts
   - summer socks

   Optional:
   - sandals (enclosed heel and toe – brown) Reception – Year 7
3. **WINTER UNIFORM**
   - long-sleeved Banded shirt (R – 7)
   - long sleeved tuck-in shirt (Year 6 and 7)
   - School tie
   - School shorts
   - long socks

   **Optional:**
   - long trousers (R – 7)

4. **SPORTS REQUIREMENTS**
   - School sports polo shirt
   - green shorts (R - 7)
   - Westminster sports sock (R – 7)
   - predominantly white sports-shoes with non-marking soles (minimum coloured striping allowed)
   - School bathers required by all children

   **Optional:**
   - rugby top (R – 7)
   - tracksuit top and track pants
   - spray jacket
   - House polo shirt optional Years Rec – 7 for PE

All items of clothing must be named. It is difficult to find the owners of unnamed clothing.

5. **HAIR**

   Boys are expected to keep their hair clean, neat and tidy. Gelled, undercut, or spiked styles are not suitable for school. Hair should be of a natural colour, neither streaked nor dyed. Hair must not extend below the top of the collar or hang down over the face. Hair must be neatly tapered.

**PREPARATORY SCHOOL GIRLS UNIFORM**

1. **GENERAL ITEMS**
   - School blazer
   - shoes, plain black regulation lace-ups (Not permitted are: crepe soles, coloured stitching, coloured laces or sneaker type shoes)
   - green Westminster School bag
   - School hat
   - art smock
   - Library bag (R – 2)
   - Sports Tog Bag
   - Library bag (R – 2)
   - Communication Folder (R – 2)

   **Optional:**
   - green regulation ‘V’ neck jumper optional

2. **SUMMER UNIFORM**
   - regulation cotton dress
   - summer socks

   **Optional:**
   - sandals (enclosed heel and toe – brown) Reception – Year 7

3. **WINTER UNIFORM**
WESTMINSTER SCHOOL

- pinafore uniform for Reception to Year 3) (Years 2 & 3 can wear either pinafore or kilt)
- kilt uniform for Years 4 to 7
- white regulation blouse with School monogram (R – 7)
- long green socks or tights
- School tie

4. SPORTS REQUIREMENTS
- School sports polo shirt.
- green shorts (R – 7)
- Westminster sport socks (R – 7)
- predominantly white sports-shoes with non-marking soles
- School bathers required by all children

Optional:
- House polo shirts optional Years Rec – 7 for PE
- rugby top (R – 7)
- tracksuit top and track pants
- spray jacket

All items of clothing must be named. It is difficult to find the owners of unnamed clothing.

5. HAIR
Girls are expected to keep their hair clean, neat and tidy. Gelled or spike styles are not suitable for School. Hair should be of a natural colour, neither streaked nor dyed. Hair over the shoulders must be tied in plaits, ponytail or two bunches away from their face. School green, gold, white or School tartan ribbons or scrunchies are the only approved colours to be worn, with plain clips. (School uniform tartan scrunchies are available from the Westminster Shop).

THE HOUSE SYSTEM
The Preparatory School has six Houses. These are named after aspects of the Westminster complex in London, United Kingdom.

Abbey House (Orange) is named after the famous Westminster Abbey, one of the integral sections of the Westminster School, London.

Head of Abbey House: Mr Daniel Mather

Charter House (Blue) is named after the Magna Carta, the great list of freedoms guaranteed by King John I at Runnymede in 1215. It represents the parliamentary process.

Head of Charter House: Ms Julie Mugford

Crown House (Purple) is named after the royal families who have provided leadership throughout history and is specifically representative of the Palace at Westminster.

Head of Crown House: Mr Jon Dyer

Mace House (Red) is representative of the authority vested in the four parts of the complex (Church, Palace, Parliament and School).

Head of Mace House: Mr Jeremy Jury
Wesley House (Teal) is named after John Wesley who founded the Methodist Church and his brother Charles who attended Westminster School, London.

Head of Wesley House: Mrs Julia Baldwin

Wyvern House (Gold) is named after the mythical wyverns, Welsh dragons that were supposed to vanquish evil. John Wesley (Old Scholar of the Charterhouse, London) wore them on his ecclesiastical garments. They therefore represent the Church and are specifically representative of Westminster Abbey.

Head of Wyvern House: Ms Susan Morisset

Students and staff in the Preparatory School are placed in a House. For the students, the placements are permanent and all members of the same family through the generations are placed in the same House.

House Meeting:
Each week students go to their respective House area for their meeting. At House meetings the Heads of House and House staff make every effort to make the students feel comfortable and involve them in House activities. This weekly meeting helps the children to know all of the students in their House and engenders a healthy spirit. At this time Merit Cards are issued to recognise students who have performed particularly well.

As the students progress through the School, and at an appropriate level of development, they take part in a wide range of inter-House competitions, which are designed so that the students learn to try many things, give of their best in every endeavour and feel pleased with their efforts. There is competition in athletics, swimming, cross-country, public speaking, winter sports, summer sports, chess, art and academics.

On the last day of our academic year, the inter-House aggregate shield is presented to the winning House at the Certificate Ceremony.

BOUNCE BACK
For everyone, life is a thrilling and often unpredictable journey that provides joys, satisfactions and highlights, but also some difficulties, frustrations, disappointments and hard times. Through meeting life’s challenges we grow stronger and gain personal coping skills and a sense of who we are. We become more resilient. When we talk about human resilience, we usually mean the capacity of a person to cope with times of adversity and hardship.

When things go wrong for you, or you get ‘knocked down’ by what happens in your life, you can decide to BOUNCE BACK! and be yourself again.

Bad times don’t last. Things always get better.

Other people can help if you talk to them. Get a reality check.

Unhelpful thinking makes you feel more upset.

Nobody is perfect – not you and not others.

Concentrate on the positives (no matter how small) and use laughter.

Everybody experiences sadness, changes, hurt, failure, rejection, and setbacks sometimes. They are a normal part of life. Try not to personalise them.

Blame fairly – how much of what happened was because of you, because of others and because of bad luck or circumstances.

Accept the things you can’t change (but try to change what you can first).

Catastrophising exaggerates your worries. Don’t believe the worst possible picture.

Keep things in perspective. It’s one part of your life an doesn’t have to spoil everything.
BEHAVIOUR MANAGEMENT POLICY

Introduction
At Westminster School students are encouraged to be resourceful and self-motivated, confident and courteous, community spirited and spiritually aware. The School’s Foundation Vision is that of an education centred upon the Christian faith as a motivation and inspiration for living with others. This means that students should not only be exposed to the Christian way of life in formal lessons and worship, but the whole atmosphere of the School should be one of concern for every student in it. Furthermore, the dignity of every child must be recognised in the classroom and our staff aim to be consistent and fair in dealing with students.

In the Preparatory School our behaviour policy is based on the life skills of managing ourselves and considering others. We aim to lead students to be responsible caring people who are able to make wise decisions. We choose our actions and we bear the consequences of them. We call this responsible behaviour.

The Behaviour Management practices in the Preparatory School develop the skills for children to learn to manage their behaviour individually and to maximise their learning opportunities. Children learn to support and encourage each other as they celebrate their successes. Children are clearly reminded that they are responsible for the consequences of their own behaviour. We recognise that children are learners and that all behaviour management is in the context of learning. Underpinning our policy we understand that making mistakes is part of the learning process and we aim to support students to make appropriate choices. All learning environments and staff interaction throughout the School seek to reinforce these guidelines through consistent adherence to the aims and practices outlined in this policy.

School and Class Rules for Students
Everyone has the right to feel safe and to be treated with respect. Each class should adhere to the following six rules. These are outlined in the Student Diary.
1. Stay on task.
2. Put my hand up to speak.
3. Listen with eye contact.
5. Respect other people and their property.
6. Manage myself and my things.

General expectations of Students
The areas of class work, homework, reliability and responsibility are reported on each term as part of the School’s reporting process.

- Students are expected at all times to be polite and courteous to members of the School staff, visitors to the School and one another.
- Remember always to say “Please” and “Thank you” whenever a request is made or something is received.
- Greet fellow students or staff members upon meeting them for the first time each day.
- Be punctual at lessons, sports practices, rehearsals, or any other appointments you are expected to keep.
- Inform staff members, or any other person likely to be affected if you know in advance of likely absence or lateness to School or sport.
- Be ready to follow the School rules and the consequences that will follow if you are unable to follow them responsibly.
- Go about the School buildings quietly and without running at all times so that people using classrooms will not be disturbed.
- Students are expected to complete their school work appropriately, neatly and with pride.
- Students are expected to complete set homework
- Students are expected to comply fully with Westminster’s School uniform codes at all times as outlined in the School Diary and Parent Handbook.
HARASSMENT AND BULLYING

School Policy and Guidelines:
Westminster School, in its pursuit of the ideal that formal education should be centred around the Christian faith, aims to offer a caring and concerned environment in which the whole atmosphere acknowledges the dignity and importance of every individual.

Being harassed:
When we are angry, embarrassed, frightened, humiliated, or uncomfortable, as a result of someone’s deliberate actions or words, it affects our self-confidence. If it persists we find it hard to concentrate on our work and to keep good relationships with others.

HARASSMENT is behaviour which is unwelcome and repeated; it must not be allowed to continue. Some forms of harassment are unlawful.

At Westminster School we have a strong statement on human relations which seeks respect for others from all members of the School community.

- The three Cs, COURTESY, CONSIDERATION and COOPERATION, all have the quality of CARING for others as their basis.
- Any form of harassment breaks this code and is totally against our own rules and in some cases against the laws of our State.

Stopping harassment is important:

- Everyone has the right to feel secure and comfortable at School.
- The expectation is that you are able to travel to and from School feeling safe.
- Everyone has the right to learn in an environment which is free from harassment.
- People who harass others stop them from achieving their best.
- People who harass others can be helped to change their unacceptable behaviour.

Responsibilities:

- All students have the responsibility to give sympathetic support to anyone who is a victim of harassment.
- All students have the responsibility to report any incidents where bullying occurs whether or not they are directly involved.
- Parents and the School have a shared responsibility to work together to help change the unacceptable behaviour of students who harass others and to support students who are victims of harassment.

Harassment or bullying can occur in different ways and can be carried out by an individual or a group.

<table>
<thead>
<tr>
<th>Physical aggression:</th>
<th>This includes tripping, kicking, pushing, fighting or anything else that causes pain or discomfort.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal harassment:</td>
<td>This includes teasing, name calling, threats, “payouts”, “swearing”, “putting others down” or “making fun” of others.</td>
</tr>
<tr>
<td>Racial harassment:</td>
<td>This includes rude remarks or “putting others down” because of their culture, ethnic background, name or physical appearance.</td>
</tr>
<tr>
<td>Sexual harassment:</td>
<td>This includes ‘payouts’, name calling or comments because of how you feel about gender.</td>
</tr>
<tr>
<td>Exclusion:</td>
<td>This occurs when someone is deliberately left out of an activity or group with the intention of hurting that person’s feelings.</td>
</tr>
</tbody>
</table>
Interference with property: This includes moving, hiding, damaging or stealing someone else’s belongings.

Intimidation: Aggressive body language or using your voice as a weapon can intimidate others. Facial expressions that convey aggression or dislike can be particularly intimidating.

Group harassment: People congregating around a person being harassed or bullied, either to participate or observe, contributes to the fear and distress of others.

Harassment by the use of technology Aggressive or demeaning comments made by text messages or via email or messaging networks can be as distressing as receiving those comments in person.

PROCEDURE FOR STUDENTS IF YOU ARE BEING HARASSED
What you can do

Self Management
- Ignore.
- Walk away.
- Laugh it off.

If this does not work persist

Speak to the person harassing you
- Stand up for yourself – be assertive.
- Tell them that you don’t like what they are doing and you want it to stop.
- Tell them they are breaking the school rules.
- Take a friend with you if you need some support.

If this does not work persist

Seek Help
- Go to a staff member for help (A school leader could support you in doing this).
- Tell the staff member everything.
- Decide with a staff member and parent upon a plan.
- Your plan of action may include speaking with the Head of the Preparatory School or the Deputy of Students and your Head of House.
Consequences:

Anyone found to be bullying or harassing another person may be liable to a range of consequences including:

- Parental notification and involvement.
- Counselling.
- Detention.
- Suspension (in serious or repeated instances).
- Expulsion (in cases of aggravated or persistent harassment).

If you are aware of children being bullied or harassed, then encourage them to speak to a member of staff, or their parents.

Outcomes

The School will support you in your endeavours to end the harassment.

The School will support those who report incidents of bullying.

The School will punish students who bully.

The School will deal very seriously when those who retaliate against a person for reporting harassment.

COMMUNICATION

We encourage open communication. We consider that we owe you honest assessment of performance and behaviour. Sometimes this is unwelcome news, but it is necessary if we are to work as partners in your child’s future. We also expect this from you. We do want to know as soon as a child is experiencing difficulties, in schoolwork, in the schoolyard or at home, as all of these areas can impact on their ability to achieve their potential. It is also imperative that we know of any pre-existing difficulties, as it is most unfair on your child whilst we go through the long painful process of discovering this for ourselves, when we could have been giving them special strategies to help them to cope. Children do need to be challenged but we are always prepared to monitor the amount of stretching required so that the goal is achievable for the individual. When a child is working to their individual maximum potential – THIS IS EXCELLENCE. Please do not compare siblings, as each has different interests and strengths, and each needs strong encouragement rather than the negatives, which come from that type of comparison.

Should we be very concerned about your child’s behaviour, work effort or achievement, we will call you in for a conference with all those appropriate, in order to agree on a strategy to overcome the difficulty. Likewise should you have any concerns please do not hesitate to call us.

To Speak to Teachers:

Please make appointments either via the Diary, the Preparatory School Office or the class teacher’s email. These can then be arranged at mutually convenient times. It is inappropriate to interrupt classes or to speak to staff at length during class time. If you are annoyed, upset or concerned, please make a time to speak to the teacher concerned as your first step in clarifying and rectifying a situation. At any time, you are able and encouraged to share further concerns with the relevant Deputy, if it is a learning issue, as they may be able to help a situation be resolved quickly and without fuss.

To Speak to Sports Coaches:

Please wait until the end of a practice or match, and voice your thoughts privately to the coach. Your child will be most embarrassed if they see you expressing your discontent about umpiring or the like loudly and publicly. The same embarrassment is felt if you coach your child independently of the team. Please offer your assistance for umpiring, timing, coaching, etc.
Newsletters:
The ‘Westminster e-Bulletin’ is published fortnightly throughout the year. It is an ELC to Year 12 newsletter and holds the news, events and views of the School. It is important to read each issue. It is distributed online. If you do not receive a copy and would like to, please contact Mr Peter Trenorden on 8276 0234.

The ‘Westminster News’ is published at least twice a year and distributed widely to parents, Old Scholars and the friends of the School.

Class teachers publish a newsletter on a regular basis, these are used to outline curricular topics and class news and are emailed to parents.

We also have blog sites online for each year level. These can be accessed by going to http://community.westminster.sa.edu.au then on the left under the heading Intranet is a link to Preparatory School Blogs. You will then be asked for a username and password. The username is either your child’s if they remember it or you can use the following: Username: Parents Password: Community2014
You can then select the year level you wish to view. These blogs provide another source of information as well as photos of the students involved in activities.

Reports:
2014 Preparatory School Reporting Outline

Term One
- Information Evenings for Junior Primary, Middle Primary, Upper Primary and ELC. These whole group information sessions are held in the first weeks of the year.
- Parent Teacher Interviews – During Week 10 (commencing Monday 31 March)
  This is an opportunity for parents and teachers to work together to establish individual learning goals for each child. Specialist teachers will also be available to meet with parents. A personalised online booking system will be used for parents to make interview times that suit their schedule. Parents who have trouble using an online system will be able to access computers and / or support in the Haslam Library.

Term Two
- Reports
  Detailed ‘semester style’ reports issued by the end of term (Week 9). This will include comments from teachers in all subject areas in much the same way as semester reports have been issued in the past.

Term Three
- A 3-way conference
  During Week 5 (commencing Monday 18 August) a 3-way conference will be held where the parent, student and teacher meet together. The aim of this meeting is to revisit and refine the individual student learning goals for the remainder of the year as well as to reflect on progress made so far. Specialist teachers will also be available to meet with parents.

Term Four
- Final Report
  This report will include a general comment from the class teacher as well as grades and effort from all teachers.
  All co-curricular involvement from throughout the year would be listed on this report, as would other achievements (eg. ICAS competition results, SAPSASA selection, leadership roles, SRC, etc.)

In addition to these reports, parents of students in Years 3, 5 or 7 would receive individual NAPLAN reports as they become available.

It is our intention that this reporting schedule will provide more opportunity for enhanced relationship building between home and School. This structure allows for more involvement from parents and students in the reporting process. It is our hope that with this structure, reporting in the Preparatory School changes its focus from looking back to looking forward. This in turn, we hope, will lead to improved learning outcomes for all students.

Parents are encouraged to examine each report carefully and if any inconsistencies are noted, to discuss these with the class teacher in the first two weeks of the following term. After this point, all reports are archived and modifications cannot be made.
ACADEMIC PROGRAM

Each class teacher takes the responsibility for the writing of the academic program for their class. Whilst there is both a yearly overview and a detailed term program, the individuals in the class are the determiners of the speed of progress. Some children will speed through and need extension, whilst others will require support. This is normal, so the program is always a working document. Teachers in the same year level must cover the same topics throughout the year, and team teaching is encouraged partly to that end. The academic program covers the teaching and learning in English language, Mathematics, Science, Studies in Society and Environment, Japanese, Art, Music and Performing Arts, Computing and Information Technology skills, Health and Physical Education, Technology, and Religious and Values Education. The outdoor education program is part of the Society and Environment studies, and all students from Years 3 to 7 go to camp as part of their course.

Specialist Subjects:

Westminster Preparatory School offers a number of subjects at specialist level. Art, Music and Performing Arts, Physical Education, Japanese, Library, Computing/Information Technology and Religious and Values Education are offered in all year levels.

Supporting Individual Learning Needs:

Individual learning needs are coordinated through the School’s STRETCH Centre. Each year, all students within our School undergo a comprehensive testing program. It is from this testing that students are identified as needing either learning support, or enrichment and extension. Identification also continues throughout the year and from many different sources, allowing for those students who may show their particular talents or learning needs in different ways and at different times.

Support Programs:

Where practicable, students in need are offered programs of support for reading, spelling, writing, mathematics, social skills or other particular areas. Students generally work in small groups, withdrawn from their class, for between one and four sessions per week. Where possible, students are not withdrawn during specialist times, but during the corresponding subject time.

Enrichment and Extension:

Programs of enrichment and extension are offered for those students in need. These programs may include philosophy, science and technology, visual and critical thinking skills, creative problem solving, mathematics, language and debating. Places in these programs are based on a range of criteria and are offered by STRETCH on a program-by-program basis. Once we are aware of a need to extend a student in a particular area, we try to do so. Most language and mathematical extension takes place in a classroom setting, but at times it is an advantage to withdraw the student to work with a small group in the STRETCH Centre.

Other Programs:

Some students require a more individualised learning program to suit their needs. For these particular students, the STRETCH Centre will help prepare such a program, negotiating appropriate curriculum and liaising with teachers, parents and students involved.

A Learning Assistance Program (LAP) is also coordinated by the STRETCH Centre and serves to add another dimension to the provision of individual learning needs at Westminster School.

Scholarships:

The Year 7 students can enter the A.C.E.R. scholarship to compete for scholarships in the Senior School. This is advertised extensively through newspapers leading up to the closing date and the test is sat on a Saturday early in the year. Students may be awarded a full or a half scholarship for the five secondary years. A Year 5 Scholarship will also be awarded for next year with testing in May. These are open scholarships, which mean that our students are competing with those from other primary schools.

There is a School Council Scholarship that is awarded to an excellent all-rounder from Year 7. This is applied for, and students are short-listed and interviewed for the scholarship.

Two Boarding Scholarships are offered each year, and it is possible for them to be granted to a student entering Year 7.
For all Westminster scholarship information please go to our website; www.westminster.sa.edu.au then click on Enrolments and Scholarships.

Competitions:
Our students from Years 3 to 7 have the opportunity to enter in a variety of national competitions in Mathematics, Science and English. The reasoning behind this is that they become familiar and comfortable with test situations, and like to see how they compare with students across the nation. Parents are asked to indicate early in the year should they wish their child to compete in these competitions. As students are entered well in advance, unfortunately refunds are not possible if students miss the competition day. All children in Years 3, 5 and 7 also undertake the Federal Government Benchmark testing.

Homework:
Formal homework is set on Monday to Thursday evenings and includes a range of formal and informal activities. The amount of time depends on appropriateness for student’s year level.

Students in the Junior Primary years (Reception to Year 2) have an emphasis on nightly reading. Years 1 and 2 will have some spelling or social education tasks added on some nights.

From Years 3 to 7 the homework follows a more formal structure. In addition to a minimum of 15 minutes reading every night, a range of tasks is entered into the diary. Please make sure that you see that your child has attempted all sections. The Diary must also be signed by a parent each weekend.

Homework needs to be a set routine. Have a set place, without the distractions of television or radio. Use a timer for each task if day-dreaming is a problem. Use encouragement whenever possible. Please inform teachers of any concerns.

LIBRARY FACILITIES
The Haslam Library is located at the centre of the Preparatory School. It is staffed by Mrs Julia Baldwin, Mrs Vicki Porter and Mrs Alison Bailey. All students have timetabled lessons in the library each week where they are exposed to a wide range of literature genres and authors. They also learn how to use the library effectively and efficiently. The library is also open for small group, individual and casual use as well.

Our staff are always willing to help students and staff with book selection and information gathering. Books may be borrowed or returned as often as needed. The library is open at lunch time for reading, quiet activities and book circulation. It is also open for borrowing before school and after school.

Students in the Junior Primary are expected to have a drawstring library bag for safe transport of the chosen books. Library bags may be purchased from the Westminster Shop.

The library system is computerised and borrowing is ‘on-line’ and all students have access to intranet and internet resources.

MUSIC FACILITIES
All students have access to the facilities in the Music centre and the Michael Murray Centre for Performing Arts. The Preparatory School has its own classroom within this facility.

MUSIC PROGRAM
Music education plays an important role at Westminster Preparatory School. We seek to nurture children’s enjoyment and understanding of music, which we hope will continue to enrich the quality of their lives in years to come. Our diverse music program consists of weekly classroom lessons, an instrumental tuition programme and a co-curricular program. Our Music department is based in the heart of the Senior School, providing our Preparatory School students the unique opportunity of working in close conjunction with Senior School students.

CLASSROOM MUSIC CURRICULUM
Reception and Year 1: Musical concepts are taught through the use of both Orff Schulwerk and Kodaly methodologies. Students experience the joy of music and learn about basic music elements through singing,
movement, written and instrument work. The highlight for the year is the Nativity musical, which involves all students from all Junior Primary year levels.

Year 2: The focus in Year 2 music is the String program. Each child learns the violin, viola or cello for approximately three terms. Within this program students experience both small group and ensemble rehearsals. The program then culminates in a concert for parents to enjoy. Following this, the Year 2 students begin preparing for the Junior Primary Nativity play in which they take a lead role both dramatically and musically.

Years 3 and 4: Music classes focus on an Orff Schulwerk based program. There is a particular focus on the use of percussion instruments (un-tuned and tuned) as students’ ensemble and reading skills are developed in preparation for the Year 5 band program.

Years 3 and 4 String Ensemble: To support and encourage the Year Two students that continue to learn a string instrument we offer a string ensemble for Years Three and Four students. This is seen as an extension lesson for those children who continue tuition. The rehearsal occurs during the school day and is an addition to their normal weekly music lesson.

Year 5: The focus in Year 5 Music is the Band program. Each child learns the flute, clarinet, trumpet or trombone within small groups for the entire year. In Semester Two, all Year 5 students then combine to form one large ensemble and in addition to their small group lessons have a one hour ensemble lesson. The program culminates in a concert for parents to enjoy.

Years 6 and 7: At the end of Year Five Music, a large number of students choose to continue tuition on their band instruments. During Year Six and Seven Music all students who learn a string or band instrument are encouraged to participate in the classroom ensemble. This replaces the normal classroom music lesson and is seen as an extension lesson for the children undertaking instrumental tuition. We have found this ensemble lesson to be extremely beneficial for the students involved. Students not involved in these ensemble groups participate in the normal weekly classroom music lesson. Beat, rhythm and ensemble skills are further developed through the use of percussion instruments. Students also study the following areas: rock ‘n roll music and jazz, orchestral instruments and music technology.

Year Two String Program and Year Five Band Program

Please find below a summary of the aims and philosophies behind our Year Two String and Year Five Band Program. In partnership with you, we hope that your child’s involvement in these unique programs will be both rewarding and positive.

**Why Do We Run These Programs?**

- To provide our students’ with a unique learning opportunity
- To provide our students’ with the opportunity to learn and play ‘real’ instruments
- To introduce children to instruments that they may not have thought of learning
- To provide students with an opportunity to play in a real band or ensemble group

**How Do We Run These Programs?**

- Students receive small group expert instrumental tuition
- Students are involved in regular ensemble or band rehearsals
- Students attend one fifty minute music lesson per week
- Both programs culminate in a concert later in the year

**Cost of the Program**

- The cost is contained within each year level fee ($77 per semester)
- Covers expert instrumental tuition (instrument provided if necessary)
- Compared to private instrumental tuition, this program provides great value for money as well as a number of other significant benefits

**Outcomes**

- We trust that your child will have enjoyed their learning experience and will feel a real sense of achievement
We hope that a large number of students are inspired to continue learning an instrument, preferably on the same instrument or even a new one.

Children will develop skills that will flow on to other areas of their schooling life.

Children will develop skills in creativity, self-discipline, perseverance, teamwork, organisation, presentation, communication, direction, goal setting and achieving goals and excellence.

**Being Involved in Music can provide an:**

- Outlet for creative expression
- A sense of personal achievement and satisfaction
- The development of coordination and fine motor skills
- Improved memory skills
- A greater sense of team work
- Improved self-discipline
- Improved organisational skills
- Building of self-confidence and self-esteem
- The development of a more well-rounded, complete young person

Students are tested for instrument suitability and size. This then provides the experience of working in a rehearsal/ensemble setting with ‘real’ instruments, a crucial aspect of working together with other musicians, and a core part of the Preparatory School music program. Many students have continued to follow instrumental tuition through to Year 12 and tertiary study with outstanding results.

We trust that this has provided you with more detailed information about the philosophy of these programs. In summary, music is a practical subject and it is our aim that all of our students experience this vital element of music education within their involvement in our music program.

**Co-Curricular Music Activities**

The following groups rehearse every week for the whole of the School year.

**Preparatory School Junior Choir**

The Junior Choir provides students from Years 2 and 3 the opportunity to experience choral singing in a fun and relaxed environment. Performance opportunities include School assemblies, School functions and community performances.

**Preparatory School Canto Choir**

The Canto Choir provides students in Years 4 and 5 the opportunity to further extend their singing skills in a relaxed and supportive environment. There is no audition process for the Canto Choir; therefore this group is open to all interested Years 4 and 5 students. Performance opportunities include School assemblies, School functions and community performances.

**Preparatory School Concert Choir**

The Concert Choir is an auditioned group that consists of children in Years 6 and 7. It is compulsory that all students in Years 6 and 7 audition. After auditioning, students may be offered a position in the Choir. The Concert Choir is re auditioned each year.

The Concert Choir focuses on achieving a high standard of performance within their School and community performances. Bi-annually this group is involved in our Westminster Preparatory School Music tour.

**Preparatory School Chapel Choir**

The Chapel Choir consists of a small number of auditioned students from Years 6 and 7. This group is re-auditioned each year. Their role is to lead and enhance the singing at weekly Preparatory School Chapel services.

**Preparatory School Concert Band**

Students who learn woodwind, brass, percussion or keyboard are invited to join the Concert Band. It is preferable that students have been learning their individual instruments for at least twelve months before joining. Entry to this group is at the discretion of the Preparatory School Music teachers and/or ensemble director.
Preparatory School String Ensemble
Students who learn violin, viola or cello are invited to join the String Ensemble. It is preferable that students have been learning their instruments for at least twelve months before joining. Entry to this group is at the discretion of the Preparatory School Music teachers and/or ensemble director.

Preparatory School Flute Ensemble
Students who learn flute are invited to join the Flute Ensemble. It is preferable that students have been learning their instrument for at least six months before joining. Entry to this group is at the discretion of the Preparatory School music teachers and/or ensemble director.

Year 7 Rock Band
Entry to this group is via an audition or invitation from the ensemble director or music teachers. Instruments involved include vocalists, percussion, bass guitar, guitar and wind instruments.

Private Instrumental Tuition
We have a wide variety of instruments and tutors available for students to learn on a private basis during school hours. These optional lessons are scheduled in conjunction with the class teacher and the Performing Arts Assistant. Please note that this option is not available to children in their first semester of Reception. Please contact the music department on 8276 0236 for more information.

Performing Arts Program
All students in Years 3-7 partake in a performing arts program where they are introduced to stagecraft, voice projection, improvisation, script writing, lighting, sound and performance etiquette.

Years 3, 4 and 5 Performance
Each year the Years 3, 4 and 5 students prepare for a musical and dramatic performance with their class. All students are involved and are able to showcase the skills they have learnt within their class presentation.

Year 6-7 Musical
In Years 6 and 7, students are given the opportunity to audition for the Prep School Musical. Here they are able to use the skills they have been developing in the performing arts program in a co-curricular setting. Students are auditioned in dance, singing and acting.

COMPUTING FACILITIES
The Preparatory School has its own laboratories of Windows PCs linked to the School network. Each student is given a network account and may use the computing facilities during lessons and break periods.

Our laboratory comprises multimedia computers, printing and scanning equipment.

Preparatory School students are involved in computing at a number of levels:
1. Class-based I.T. skills program.
2. Integrated curriculum activities using computers.
3. Out-of-class computer laboratory use.
4. Specialist groups or clubs.

Should anyone have a query concerning I.T. or computing, you are invited to contact Mr Jon Dyer who co-ordinates computing in the Preparatory School.

OUT OF SCHOOL HOURS CARE (OSHC)
All families using the OSHC services provided by the School will need to be registered with Centrelink for Child Care Benefit (CCB) or Child Care Rebate (CCR). After registering with Centrelink you will receive a Centrelink Reference Number (CRN) for your family and another for each child. All CRNs need to be advised to our OSHC Director, Christina Pearson T: 8276 0390 or E: cpearson@westminster.sa.edu.au in order to process attendance details.
Further information on the Child Care Benefit can be found at: humanservices.gov.au/customer/services/centrelink/child-care-benefit

Further information on the Child Care Rebate can be found at: humanservices.gov.au/customer/services/centrelink/child-care-rebate

You will be invoiced separately for your School fee account for your OSHC fees and can expect to receive a monthly invoice if your family accesses our OSHC services.

If you have your Child Care Rebate set up so that the rebate is paid to the School, then you only need to pay the balance amount shown on your invoice. If you have the CCR payable directly to you, then please ensure that the total amount on the invoice is paid by the due date. It is also important to note that the payment needs to be directed to the School’s OSHC account, not to the same account as you pay your other School fees.

All payments are to be paid either directly to the Bank account, with your family QuickKids code or via credit card. Christina Pearson in OSHC will have manual payment forms for any families that require them.

Before School Care

Supervised Before School Care will run from 7.15 am until the classrooms open at 8.30 am. This service is designed to be a benefit for our parents who need to drop children early in order to get to their own work on time.

Before School Care and After School Care operate out of the residence on the corner of the Prep School Oval. Students will need to be signed in by parents and they will be dismissed to head to class at 8.20 am. Junior Primary children will be escorted to that section of the School at 8.30 am. Teachers commence yard duty at 8.20 am, however classrooms do not be open to students until 8.30am.

Any student arriving at School before 8.10 am should head directly to Before School Care, unless they are arriving for scheduled activities such as Choir. On arrival at Before School Care students should leave their bags in the corridor and then sign in. This service is intended to ensure the safety and supervision of students who need to arrive at School before the teachers are on duty. It is important that parents do not leave children in different parts of the School.

After School Care

After-School Care is an important service to families. It enables parents to work a full day, or know that, should they be late for any reason, their child is cared for. It is a safety house if a child misses a bus or train. It is not a profit making concern, but as we get no subsidies, it must cover its costs. It is run by a Director, and several assistants, depending on the number booked in. It is available from 3.30 pm to 6.00 pm.

How Does it Work?

Families register their child once per year. After that, they may book them in any day before 1.30 pm. There is casual use, booked in as above, or permanent use. This means a permanent booking for certain days of the week, which means that planned non-attendance needs to be phoned in before 1.30 pm above times. Bookings are made directly with After School Care on 8276 0390. Students still in the grounds at 3.45 pm will be taken to After-School Care, as will students whose parents are not there to pick them up at the conclusion of an after-school activity or sports practice, which will incur a fee. A current fee schedule and registration forms are available from the Preparatory School Office.

Children are given some afternoon tea, and the older students have an option of half an hour of supervised homework time or activities. After-School Care has the use of School facilities.

Where Is It?

After School Care is located in the residence at the corner of the Prep School oval. Messages can be left for After-School Care on their direct line - 8276 0390.

Vacation Care

Westminster School Vacation Care aims to provide quality care for children from ELC to Year 7. The service aims to create a safe, caring and stimulating recreational environment for children.

Vacation Care operates between 8.00 am–6.00 pm. (A late pick-up fee of $5.00 per five minutes per child will apply after 6.00 pm. Please be prompt in picking up your child/children).
Vacation Care is located in the After School Care residence located on the corner of the Prep School oval.

Children who have attended Vacation Care in the immediate previous holiday period will receive a Vacation Care package via their class teacher. Vacation Care bookings can only be accepted when the registration package is completed and submitted to either OSHC, your child’s class teacher or the Prep School Office. If your child does not receive a registration package, this can be obtained from the Prep School Office. If a particular day has filled, your child’s name will be placed on a waiting list.

The fee for Vacation Care attendance will appear on a separate invoice.

SPORT AND PHYSICAL EDUCATION

Co-curricular Sport Options

A list of the competition sports and co-curricular activities offered to Preparatory School children is distributed at the end of the year to allow students to nominate for the following year. Prior to each season, further details regarding venues and practice times are distributed.

Please note that the co-curricular activities are not available to children in their first semester of Reception.

Westminster Preparatory School is involved in the Active After-School Communities Program. This program allows for our Junior Primary students to have access to after school activities, free of charge. We are fortunate to be a part of this program that runs each term and enables children who have nominated, to experience various activities.

Students are required to register and nominate an activity and are required to participate on one afternoon per week. The sessions run from 3.30 pm–4.45 pm and students will be provided with a snack at some stage during the session.

Information detailing this program and nomination forms are sent home each term.

Further information can be obtained from Mr Wayne on 8276 0312 or swayne@westminster.sa.edu.au

Sports Policy

All sporting teams involving students in Years 4-7 will be graded into A and B teams in the event of having two teams. This will only be done where it is possible within the competition to do so. For example if there are two Year 5 netball teams, the teams will be graded into an A and B team and placed in the appropriate graded competition.

We have decided to take this path to allow students to play in teams with team mates of like ability where numbers permit. This will allow both highly skilled students and competent students to play in appropriate teams and levels of competition.

The highly skilled students will continue to develop their abilities by playing with students of similar abilities, as will the competent student who will be given more opportunity to be involved in the game in a level of competition that is appropriate. This is the same theory we may use in the classroom for mathematics or reading groups.

This will only take place where graded competitions are available and numbers of participants permit. If there is only one level of competition available, Westminster teams will be selected of equal ability.

Each student in Reception – Year 7 takes part in the Aquatic and Water Safety activities in Term 4.

Lessons and Fitness Activities:

All children from Reception to Year 7 receive over 100 minutes of physical activity each week. Physical fitness and sporting skills are emphasised through a wide variety of activities. We also conduct a co-ordination program for children aged five, six or seven who need help in this area. Children from Reception to Year 7 participate in two lesson of physical education per week, and fitness activities on the days where P.E. lessons are not scheduled. Further to this, inter-House activities are organised at lunch times. Whole School cross-country, swimming and athletics days are also run on an inter-House basis.
All students are encouraged to take up a sport, whilst those in Years 5 to 7 are expected to play both a winter and a summer sport for the School. This expectation helps the students to ‘belong’, to develop physically and become confident of their own ability.

There are many different sports to choose from and should you need more information, our Head of Preparatory Sport, Mr Steve Wayne, will be happy to help you.

The Preparatory School staff take the co-curricular activities where possible. If you have the skills and enthusiasm to assist with coaching or umpiring please offer your services.

Each sport undertaken requires a practice time. Most of these are after school. Should your child be absent or unable to attend practice, please notify the Preparatory School Office when you ring in your absentee. If your child is at School during the day, it is his or her responsibility to apologise to the coach if a training session is missed. Unless this is done, a match is missed.

When there is more than the minimum number of students for a team, we rotate the students so they have equal access. We aim to provide all students with the opportunity to play the sport of their first or second preference for the School. Should you know of a weekend when your child will be unavailable to play, please let the coach know well in advance so that they can be rostered off.

We expect the highest standards of behaviour on and off the sporting field. Behaviours, such as teasing, questioning of umpire’s decision or criticism of another player’s performance are unacceptable and students (or parents) will be cautioned immediately. Should the behaviour persist, the student will be removed from the match and miss the next one. We have our own code of conduct, which is detailed in this booklet.

Most sport matches are played Friday afternoons after school or on Saturday mornings. Some sports have match times on other days after school. The School does not provide transport to or from matches, so we encourage you to car-pool if getting there is a problem. You are encouraged to come to all matches and support the players. No personal criticism will be tolerated, as it negates the positive effects of the participation.

SAPSASA

Children who perform well in their chosen sports at school may be given the opportunity to represent our school at both SAPSASA and Independent School selection trials. In the past this has led to large numbers of our students going on to represent the district and even the State in their chosen sports. We also enter school teams into most SAPSASA sporting events that take place throughout the year.

SAPSASA representation can often require significant absence from school. As a general rule we limit SAPSASA absence to two weeks per year. As in all cases of extended absence from school, permission for leave must be sought in writing from the Head of Preparatory School.

The Preparatory School allow Years 6 and 7 students (selected by the School) to trial for SAPSASA Exchange and Carnival activities. The School will nominate our best students whether they are in Years 6 or 7.

**It should be noted that for students to be considered for SAPSASA Trials, they must compete in the activity for the School, where the School has a team.

CODES OF BEHAVIOUR IN SPORT

Always remember that at Westminster it is the spirit in which we play our sport that is important – not the result. We emphasise team-work, learning the skills and enjoyment rather than just winning.

For Players:

- Be a good sport.
- Play for enjoyment.
- Work hard for your team as well as for yourself.
- Treat all team-mates and opponents as you enjoy being treated yourself. No put downs.
- Play by the rules.
- Attend all training sessions. Be punctual. Inform the coach if unavailable.
- Control your behaviour on and off the field.
- Learn to value honest effort, skilled performance and improvement.
- Thank your opponents, coach and umpire for the match. Shake hands at the end of the game.
• Be prepared to take your turn at standing out of the team where need be.
• Take pride in your appearance by wearing the correct sports uniform.
• Assist your coach where possible with setting up and packing up equipment.
• Do not leave until your team-mates have finished playing.

For Parents and Spectators:
• Encourage participation by your children.
• Provide a model of good sporting spirit for your child to copy.
• Encourage honest effort, skilled performance and team loyalty from both teams.
• Make new parents feel welcome on all occasions.
• Offer your assistance if you are able.
• Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
• Be courteous in your communication with players, game officials and administrators.
• Help players to be punctual at all times.
• Demonstrate respect for opposing players and their supporters.

For Teachers and Coaches:
• Set a good example for your players.
• Encourage and create opportunities.
• Teach a wide range of team skills.
• Teach your players to be friendly toward opponents and officials.
• Treat all players fairly. Give all interested students a chance to participate in training and games.
• Remove from the field of play any of your players whose behaviour is not acceptable.
• Keep your own knowledge of coaching and developments up-to-date.
• Be punctual for training and games.

GRIEVANCE POLICY FOR PREP STUDENTS

Introduction
At Westminster School, students are encouraged to be resourceful, confident and courteous, community spirited and spiritually aware. In order to provide the best educational opportunities, every student has the right to feel safe and to be treated with respect. If a student has a concern or complaint that affects their learning then we encourage them to speak to someone about it. This policy provides some steps to enable a complaint to be heard and resolved.

Principles
In the first instance a grievance should be dealt with at an informal manner and should involve the class teacher.
At this age it is important for parents to be involved to offer support and advice.
If a grievance cannot be resolved informally it may be necessary to follow the steps outlined the formal grievance procedure.
Grievances should be discussed and resolved to ensure that the needs of all parties are considered within a general framework of co-operation.

Procedures
The guide on the following page will help you to resolve a problem or concern:
Flow Chart for making Complaints—Preparatory School

1. Can you cope with this yourself?
   - Talk to the other person involved.
     - ACTION WORKED 😊

   - ACTION DID NOT WORK 😞
     - Talk it over with your parents

2. Could a teacher help?
   - Talk over your complaint with a teacher and ask for help.
     - ACTION WORKED 😊

   - ACTION DID NOT WORK 😞
     - Talk it over with your parents

3. Could the Prep Chaplain/Deputies help?
   - Talk it over again and ask for help.
     - ACTION WORKED 😊

   - ACTION DID NOT WORK 😞
     - Talk it over with your parents

4. Could the Head of the Prep School help?
   - Make an appointment with your parents to discuss your complaint with the Head of the Prep School
     - ACTION WORKED 😊
Welcome to our Community Groups

We are fortunate to have well established, dynamic groups of people who volunteer and fundraise to support a variety of projects across the whole School.

**Friends of Music** - support the performing arts activities at Westminster School with an emphasis on music. Fundraising involves catering for a variety of internal and external functions in the Murray Centre and other venues in the School as well as assisting with some ‘front of house’ duties.

Contact: Kathy Gadsden (President) T: 0433 278 683, E: kathy@adam.com.au

**Mothers’ Club** – notwithstanding its very traditional name, this is a group open to all, including fathers, friends and grandparents. You can make a valuable contribution to School life while socialising with an energetic group who assist at different functions held mainly during the School day. Monthly meetings are held on Wednesday afternoons at 2.00 pm in the Chapel office and all are welcome to attend. Mothers’ Club fundraises to support the Principal’s Wish List. The installation of the glorious Jubilee stained glass window in the Jeffries Chapel was a Mothers’ Club achievement.

Contact: Kelly Roberts (’87) (President) T: 0419 829 791; E: mjr1969@tpg.com.au

**Parents & Friends’ Association** - being a member of the P&F provides an opportunity to meet, work and socialise with the School Principal and the Senior Leadership Team, teaching staff, fellow parents and families. The main activity of the P&F involves the running of the annual School Fun Fair, now the largest fair of its type in SA and to be held this year on Saturday 31 March. Amongst other activities, P&F is also responsible for the ‘buddy system’ where calls are made to all new families to welcome them to Westminster School. The P&F meets monthly, usually on a Tuesday night, either in the David Jarman Room or other nominated venues around the School.

Contact: Mary Poland (President) T: 0407 791 661; E: marypoland@adam.com.au

**WARTS** - stands for Westminster Aged Repertory and Theatrical Society. WARTS is ideal for those of you who have always wanted to ‘have a go’ onstage but never quite got around to it or did so in a past life. The best thing is that there is no expectation that you have any talent or ability – just a love of theatre and a sense of humour. Each year, parents and staff perform in a one night production in the Murray Centre and this year’s show (the 16th such performance) will be presented on Saturday 5 May 2012. Any funds raised provide support to the Murray Centre. Sprouting from WARTS is WAVE (Westminster Aged Vocal Ensemble), our community choir to keep the troupe (and more) in good voice between WARTS shows. WAVE runs on similar ideals to WARTS, encouraging enthusiastic members who just want to have a good sing of popular songs and perform them in the occasional gig around town. WAVE practises in the Jeffries Chapel, usually in the evening of the second and fourth Wednesday in a month.

WARTS and WAVE Contact: Shelley Pohlenz (Secretary) T: 0423 922 380; E: spohlenz@internode.on.net

**WOSA** - when students leave Westminster School they automatically become members of WOSA and can continue their connection with the School. Past students can renew former School acquaintances at the Annual Dinner, ‘Class of’ year group reunions and, from time to time, at community dinners held interstate and in country areas. The Old Scholars’ Association has several active sports clubs, including basketball, netball, soccer (men and women teams) and football. Our sporting teams welcome other members of the School community to join them.

Contact: Peter Trenorden (’77) (WOSA Executive Officer) T: 08 8276 0234 (School), M: 0417 810 533, E: ptrendon@westminster.sa.edu.au

For all groups, specific meeting/event dates are either advised directly to members or can be found in the e-Bulletin, which is published fortnightly during School terms. Each contact will be able to give you a rundown of the year’s program.