



Tenison Woods College

MIDDLE SCHOOL HANDBOOK

2025



Head of Middle School
Nick Patzel

Building on Excellence

THE MIDDLE SCHOOL NURTURES ADOLESCENTS AS THEY MAKE THEIR TRANSITION INTO YOUNG ADULTHOOD

Students in Year 7 to 9 have access to state-of-the-art facilities to develop their academic and social skills within a safe and supportive learning community.

The Middle School focuses on strong pastoral care and support, creative and innovative learning opportunities and hands on learning. The curriculum incorporates problem-based learning with a focus on preparing students for the future and equipping them with life skills. To help each student achieve their best, we use a team-based approach involving parents, carers, teachers, counsellors and the students themselves.

Students are encouraged to develop their own learning programs, so they acquire values essential in their future careers and study. Staff provide a safe and caring environment within the Catholic tradition, with students developing personal responsibility.

Middle Years

OUR MIDDLE SCHOOL PASTORAL CARE PROGRAM UTILISES SHINE+ MOTTO IN PROGRAMS PURPOSELY CATERING FOR THE NEEDS OF EACH OF THEIR DEVELOPMENTAL STAGES.

The 80-minute formal Pastoral Care lesson per week for Years 7 & 8 students also supports them with their transition into high school by supporting goal setting and organisation.

Pastoral Care is incorporated into the 9SHINE program which is a purposely integrated subject including Health and Physical Education and Outdoor Education which supports the needs of students in order to build resilience.

Students engage in the Youth Encounter alcohol and other drug education online program mapped to the Australian Curriculum and the Keeping Safe: Child Protection Curriculum. The interactive exact research-based online learning platform consists of content, graphics, short videos and downloadable PDFs for each student.

College Yearbook

Tenison Woods College issue one College Yearbook to all school families annually. Packed with Photos, stories and events, the Yearbook is compiled across the year and distributed the following year.



Wellbeing Programmes

YEAR 7

Big Life Journal evidence-based resources are utilised in order to grow student self-esteem, resilience, love of learning and to take on challenges. The engaging resources also help students to set goals with a growth mindset, learn from mistakes and focus on solutions. The eSmart learning experience builds digital intelligence in students aged 10-14, giving them the knowledge and skills they need to harness the opportunities and deal with the challenges of the digital world.

YEAR 8

Year 8 students participate in an eight-week course. Female students complete 'Women the World Needs' life matter course and the males the 'A Blueprint To Becoming A Man'. In addition to covering the Child Protection Curriculum, students study a variety of topics through the 'Life Matters Insititute'. Topics covered include, mental health, body image, mentors and leadership, relationships and being accountable.

YEAR 9

Through presentations, student curriculum, teacher resources and digital content, the Resilience Project's Education Program supports mental health in the classroom.

The research is clear; the more positive emotion you experience, the more resilient you will be. For that reason, the course focuses on three key pillars that have been proven to cultivate positive emotion; Gratitude, Empathy and Mindfulness (GEM), with Emotional Literacy being a foundational skill to practice these strategies.

YEAR 9SHINE

With more time dedicated to selected specialist offerings, students begin to open their horizons for what their Senior Schooling pathway will be. Through the 9SHINE program, the students engage with the Resilience Project to explore their own identities and develop lifelong skills. This is just one example of our focus and commitment to student wellbeing.

PROACTIVE WELLBEING SUPPORT

We are well resourced with staff to empower our students to build their resilience & relationship skills and to navigate 21st century issues. Each year level has a Wellbeing Coordinator who is responsible for overseeing the student's wellbeing by utilising restorative practices and helping to create a sense of belonging through student leaderships groups and wellbeing initiatives & events. As well as Wellbeing Coordinators we have wellbeing counsellors. Laura Herbert is the Student Counsellor for the Middle School, and aims to support students and families across the college. Laura coordinates face to face counselling and assists with proactive programs. In addition, we have a Director of Wellbeing Tania Sigley, who works closely with families and oversees health and wellbeing policies and programs for the college.

2025 WELLBEING COORDINATORS:



Year 7
Kym Hammond



Year 8
Nathan Creedy



Year 9
Madison Jones

MIDDLE SCHOOL WELLBEING



Director of
Wellbeing
Tania Sigley



Laura Herbert
Student
Counsellor

BYOD - Bring Your Own Device

PROVIDING A SUITABLE LAPTOP FOR USE AT SCHOOL

Students undertaking Years 7-12 at Tenison Woods College must have a suitable laptop to use at school. There will be a small number of devices for emergency day loan in the Library/Resource hub to accommodate student ICT needs, but these loan devices will not be available for long-term use.

We urge families for whom purchasing a laptop will cause significant hardship to contact Mr Neal Turley, Business Manager, to discuss your individual circumstance and how the College can support your family in this approach.

BENEFITS OF THE BYOD PROGRAM

BYOD encourages students to develop responsibility in the care and use of their own laptop. It is an expectation that when laptops are not being used in class, they will be stored securely by the students in their locker or a locked area. While all care will be taken, the College is not able to take any responsibility for the laptops brought into school. We will ensure that students are offered the safest possible environment for their laptop and welcome feedback in this regard from families.

- BYOD enables us to consider new possibilities for our student's personal learning journey.
- BYOD promotes individual, self-directed learners who can find solutions to education problems.
- BYOD provides an engaging learning environment for students to discover and explore their own learning journey.
- BYOD supports anytime, anywhere collaborative learning environments.
- BYOD is another way to improve student engagement, to interact with peers, to improve communication and to extend the place and time of learning, not restricting learning to the classroom.

Visit the BYOD Page/s on the Portal page, via the Tenison Woods College Website.
<https://www.tenison.catholic.edu.au/byod-information/parents-carers-byod-information>

SEQTA Engage

SEQTA is the online learning management system used at Tenison Woods College. The parent component of SEQTA is named Engage and keeps families involved in all aspects of their child's education via a smartphone app or browsing to www.engage.tenison.catholic.edu.au

For support regarding Connect@Tenison and SEQTA Engage, please send an email to connect@tenison.catholic.edu.au

To view SEQTA Engage Introduction Video, Login Guide and User Guide, please visit the connect@tenison page on the website: www.tenison.catholic.edu.au/teaching-and-learning/connect-tenison

New Parents to the College will receive a welcome email with instructions on how to logon to SEQTA. This email must be actioned within 7 days of receiving the original email.

SEQTA Learn

SEQTA Learn enables students to take control of their education. At the click-of-a-button, students can access important school information – including timetables, lessons, resources, homework, assessments and more. SEQTA Learn allows students to complete their schoolwork and manage their learning – regardless of whether they're at home or in the classroom.

Parent-Carer Communication - EdSmart

Tenison Woods College use EdSmart for communications between the school and families.

School forms, student permission slips are all electronically delivered via email with EdSmart, taking the place of paper permission forms. Responses can be returned immediately via EdSmart. Up to the minute Broadcasts can be sent to Parents via SMS making communication much more time effective.

Day-to-day in the Middle School

DAILY PASTORAL CARE 8.40AM

Students should arrive at School at around 8.30am and wait in their designated areas until their classroom is opened. The day begins with attendance being taken in home group after the second bell at 8.40am.

Late arrivals must sign in on the attendance iPad at the Front Office (Shepherdson Road Entrance), Pam Ronan Centre Office (White Office Entrance) or Middle School services office in the Gilap Wanga Building.

It is recommended for the safety and wellbeing of the students that a late arrival is accompanied by a phone call/note or email from a parent/carer to the Front office to ensure all attendances are correct.

Students leaving early for Medical appointments/ family/social reasons are also required to sign out at one of the administration offices with prior notification from Parents/Carers.

ATTENDANCE

If your child can not attend school due to illness/family social commitment, please contact the school on 08 8725 5455, or you can call the Absentee line and leave a message on 08 8724 4659. You can also send a text message to 0429 134 568. Please include your child's full name, homegroup and the reason your child will be absent.

Students that have a planned absence of more than 5 days will require an exemption form, which is available from the Front Office.

Students should be at their classroom for Pastoral care at 8.40am

Lesson 1: 8.55am

Lesson 2: 9.35am

Lesson 3: 10.15am

RECESS 10.55 – 11.20

Lesson 4: 11.20

Lesson 5: 12.00

Lesson 6: 12.40pm

LUNCH 1.20 - 2.00PM

Lesson 7: 2.00

Lesson 8: 2.40

DISMISSAL - 3.20PM



PARKING / DROP OFF AREAS

Visitor parking is available at the front of the Early Learning Centre or at the rear of Gilap Wanga.

Students can be dropped off and picked up from the "Kiss and Drop" zones located outside the Barrie Holmes Stadium via the White Avenue entrance, or in front of the Administration Office area via the Shepherdson Road entrance, or at the rear of the school Gilap Wanga car park.

LOCKERS

Middle school students are issued with lockers to safely store their belongings. A combination lock is issued at the beginning of year 7 and are retained for the duration of Middle and Senior School. If a lock is lost/damaged, this may incur a \$20 charge via school invoicing. At the end of each year, the combination locks are kept secure by the following years home group teachers, to be re-issued at the beginning of the next year.

Day-to-day in the Middle School

TIMETABLES

New Students to the School will have their timetable posted or emailed to them in the last week of the School term prior to them starting. Returning students will be able to access their new Timetable on SEQTA at the beginning of the New school Year.

BOOK LISTS

Book lists are issued to families at the end of the School Year. Please ensure that your child has the required recommended stationery on their first day of school.

CANTEEN

The Tenison Woods College Canteen is available for lunch orders, for Reception to Year 9 students.



TENISON WOODS COLLEGE HAS INTRODUCED THE QKR! APP (PRONOUNCED - QUICKER).

Qkr! is a free mobile app which allows parents and carers of students at Tenison Woods College to use their smartphones to place School Canteen lunch orders. The cut off period for School Canteen orders is prior to 8:30am on the day you wish to order. Any orders received at or after 8:30am will not be processed for that day and will prompt you to select another day to order. Year 6-9 Students will need to present themselves to the canteen to receive their lunch order.

This online order service is available for the School Canteen only (not the Sugarloaf Café). Once you have downloaded the App, you will need to register and search for Tenison Woods College. If you do not have access to a Smart Phone, orders can be made via the online Portal at <https://qkr-store.qkrschool.com/store> Orders Via App Store or Play Store are the preferred option for ease of use.

Note: No refunds will be given. If your child goes home sick, the Parent / Carer will need to notify the canteen at their earliest convenience. The canteen will try to hold the order for another day where possible and if enough notice is given. If the Canteen is not notified by the parent / carer, the item/s will be forfeited.

An information sheet and menu can be found via the website: www.tenison.catholic.edu.au/community/canteen

CANTEEN VOLUNTEERS

For parents/carers who wish to volunteer at the canteen, the Volunteer Registration Process will need to take place and you can then contact Canteen Manager, Leanne Sandow to express your interest. When you are rostered on to work in the canteen, your start time will be 10.00am and finish time 2.00pm.



Fees & Uniform

FEES

The tuition fee includes all class excursion costs from Reception through to Year 9 students which are not refundable if you choose not to attend. It does not include costs associated with College representation for sport or extra curricular activities or excursions for elective (or non-core) subjects. Please refer to the Curriculum Handbooks for these additional costs. Inclusive Education ('Poplars') students should allow for an additional \$210 - \$320 charge. This is due to the significant number of additional excursions that they participate in.

Fees are charged once per year and are issued at the beginning of the School Year. Any fee related queries, or Direct debit setup can be arranged by calling the Finance department on 08 8725 5455 or emailing accounts@tenison.catholic.edu.au

For any confidential fee issues, a meeting with the School Business Manager can be arranged by calling the Front Office.

UNIFORM

Term 1 and 4, summer formal uniform is worn. Term 2 and 3 full formal winter uniform is required. If the temperature is forecast to be above 23 degrees students may wear summer uniform. If the temperature is forecast to be below 23 degrees students may wear winter uniform.

A sun hat is required to be worn on any day where the UV rating states 3 or above. Students in Year 7, 8 or 9 are permitted to wear their PE uniform on the day they have PE lessons or Sports Academy Lessons. It is highly recommended that you clearly label all items of Uniform.

The Uniform Shop is located adjacent to the Front Office (enter via the Front Office).

The Uniform Shop is open Tuesday, Wednesday and Thursday; the opening hours are as follows:

Tuesdays - 8:00am – 12:00pm

Wednesdays - 8:00am – 12:00pm

Thursdays - 12:30pm – 4:30pm

Transport

BUS SCHEDULES

Enrolling your child at Tenison Woods College, facilitates access to nine Bus Routes. Please visit the Website for up to date times and stops.

- Penola 1
- Eight Mile Creek
- Millicent
- Naracoorte
- Coonawarra
- Port MacDonnell
- Beachport, Millicent
- Mil-Lei
- Kalangadoo, Glencoe

Afternoon school services on the last day of school term operate one hour earlier with the exception of Term 4, when school finishes at normal time.

Please note: At times there will be changes to schedules, however notice is usually given a week prior to the change. Mount Gambier City Bus run by Link SA also services Tenison Woods College.

Applications for a Concessional Pass are available at the Front Office, as well as City Bus Route information.

Contact Us

ADDRESS

Cnr White Avenue & Shepherdson Road
Mount Gambier
South Australia 5290

POSTAL ADDRESS

PO Box 965
Mount Gambier
South Australia 5290

TELEPHONE

Tenison Woods College	(08) 8725 5455
Absentee Line	(08) 8724 4659
College Uniform Shop	(08) 8724 4637

WEBSITE

www.tenison.catholic.edu.au

EMAIL

info@tenison.catholic.edu.au