



FRENSHAM

INFORMATION BOOK 2021

But this year is now,
And this year is new.
With so many
changes already,
It may be time
to bloom.

Sissy Fairrie
(Year 9)





Welcome to **Frensham**

This Information Book contains background information and specific advice on the operations and policies of the Frensham Campus of Frensham Schools (Gib Gate, Frensham and Sturt). To provide a context for the current policies and the information relevant to planning for 2021, historical data is also included, where appropriate.

While not a definitive document, this Information Book is designed to be used as a first point of reference and a guide to understanding the School. Newsletters and regular written advice to parents form an important adjunct to this Book and should be read as statements or clarification of policy by all parents.

The Information Book and other resources for parents are available on Schoolbox, the School's Communication Management System. Schoolbox and the Frensham website are updated regularly to provide news and allow for future planning.

Above all, we urge parents to communicate with the School directly at any time should you require further information or clarification of procedures.

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BACKGROUND INFORMATION

FRENSHAM SCHOOLS

Frensham Schools is owned and operated by Winifred West Schools Limited, and consists of:

Frensham	a secondary boarding and day school for girls;
Gib Gate	a co-educational Preschool to Year 6 day school;
Sturt	a school of excellence in arts, design and fabrication.

FRENSHAM

A forward-thinking Boarding School

Frensham is an outward-looking and forward-thinking boarding school. In a spectacular living and learning environment, girls are challenged and supported to develop the skills and the willingness to make a positive difference in the world.

Frensham girls are expected to be confident and respectful, curious, creative and grounded.

Boarding at Frensham is a way of life

Boarding at Frensham is a wonderful experience where valued friendships are formed.

With over 70 percent of students in residence, our boarding tradition sets us apart. We are the only school in Australia with a full-day tailored programme across the entire week, with each year group's needs and interests catered for differently.

Along with sport on weekends, boarders have fixed study times, evening workshops, academic coaching and dedicated time for music practice. Balancing a full weekend schedule is important personal time for optional activities, reading, and relaxation with friends.

Teachers are on campus throughout the week for support and guidance, and students are encouraged to work independently and manage their time responsibly.

In this unique environment, each student is encouraged to be active and compassionate in recognising the needs of others, responding with generosity and integrity, and leading by example.

Our motto: 'In love serve one another'

The Iris, Frensham's school emblem, was chosen for its beauty, strength and ability to flourish in all conditions.

Frensham's values and educational ethos are based on the philosophical position that our moral purpose in life is to develop our talents and use them for the common good – to make a meaningful contribution to the world.

Global citizens of today and tomorrow

Frensham students are encouraged to make a real difference in the world. They are taught to value kindness and resilience, and to carry these attributes with them for life.

Living in residence, students form strong, lifelong friendships. They are inspired and supported to work together to embrace and overcome challenges, and to celebrate each other's achievements.

It is this sense of community that shapes the School's character and the character of our students. Success is measured in the way girls carry themselves beyond school – with a courageous and generous spirit.

A (re)defined education

We want students to thrive. With the belief that students rise to the intellectual life around them, Frensham creates a culture designed to inspire intellectual and emotional growth in maturity. Our curriculum is personalised and flexible, and we benchmark our academic outcomes for students and the School against global standards.

A progressive approach

The world is more connected than ever. Entire industries are changing and new ones are emerging every year. In response, we are strengthening links internationally and re-defining our curriculum to future-proof our School.

Teachers to inspire

Truly great schools are underpinned by outstanding teachers. Frensham teachers are known for their professionalism and expertise, and they value the fact that their professional learning is delivered by leading researchers and practitioners from around the world. Every student leaves Frensham with an ambitious, well-defined and accessible tertiary pathway



Jamieson Programme ~ unique to Frensham

Adolescence can be a time for pushing boundaries and risk taking. Frensham's Jamieson Programme addresses one of the most important questions we consider as educators: 'What is worth learning in a complex and rapidly changing world?'

Our Jamieson Programme is built on the belief that exposure to challenges in a secure environment can awaken in young people a belief in themselves that will stay with them throughout their lives.

Essential Focus / Goals of the Jamieson Programme

<p>Global Citizenship</p> <ul style="list-style-type: none"> To develop an understanding of your responsibilities as a global citizen; To develop an intelligent perspective about other cultures. <p>Responsibility / Service and Leadership</p> <ul style="list-style-type: none"> To be the best you can be; To understand and act on your environmental responsibilities; To develop an awareness of your responsibilities to help those less fortunate. 	<p>Health / Fitness and Physical Challenge</p> <ul style="list-style-type: none"> To develop and sustain a healthy lifestyle; To understand and develop your physical capabilities. 	<p>Critical, ethical and flexible thinking</p> <ul style="list-style-type: none"> To develop a love of learning; To become a skilled and critical user of technology; To become a disciplined learner; To develop creativity coupled with strong work ethic; To develop a deep understanding of mathematics, literature, science, history and the arts.
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The Jamieson Programme includes student participation in Cambridge courses:

- Year 9: (IGCSE) **Global Perspectives** – providing opportunities for enquiry into, and reflection on, key global issues from a personal, local, national and global perspective.
- Year 10: (IGCSE) **History** or **Geography**

**FRENSHAM is accredited by CAMBRIDGE to offer subjects from the International General Certificate of Secondary Education (IGCSE) – an international qualification for 14 to 16 year olds.*



Cambridge International School

The Duke of Edinburgh's International Award

Within the Jamieson Programme, beginning in Year 9, all students are involved in cultural, practical and adventurous activities. They lead expeditions, learn the value of community service, gain practical skills and take part in physical activity, meeting challenges that encourage ingenuity, confidence and teamwork.



Environmental care

Frensham is a member of the Community Environment Network and our grounds are a designated Land For Wildlife area where native, orphaned animals are rehabilitated.



Fit for the future

Being fit (both mentally and physically) is a central part of Frensham culture. Outside the classroom, we see sport as a great way for students to challenge themselves, uncover talents, build confidence and form strong bonds of friendship along the way.

The School has fantastic sporting facilities, including a cross country track, synthetic and grass fields, tennis and netball courts, an indoor swimming pool and a gymnasium.

Professional coaches and teachers support girls to maximise their skills and fitness, and set the highest expectations for student conduct on and off the field.

Sport

Representative Sport is an essential, celebrated part of life at Frensham. Well over 90 percent of girls represent the School in the Independent Girls' Schools (IGSSA) competition, every term.

With all teams in our much-loved purple, green and white, Frensham's sporting spirit is on display each Saturday morning at the Games Field. Owing to the School's expansive grounds, we host round matches 'at home', with our parents forming an integral part of the welcome we extend to visiting teams and their families.

Our Equestrian* and Snowsports teams also represent the School at local, state and national events.

IGSSA competitions and competitive team sports are organised by term:

TERM 1	TERM 2	TERM 3	TERM 4
<ul style="list-style-type: none"> • Gymnastics • Tennis • Softball • Swimming 	<ul style="list-style-type: none"> • Athletics • Basketball • Cross Country • Football • Gymnastics • Swimming 	<ul style="list-style-type: none"> • Athletics • Gymnastics • Hockey • Netball • Swimming 	<ul style="list-style-type: none"> • Gymnastics • Touch • Tennis • Swimming • Water Polo
<ul style="list-style-type: none"> • Equestrian* 	<ul style="list-style-type: none"> • Equestrian* • Snowsports* 	<ul style="list-style-type: none"> • Equestrian* • Snowsports* 	<ul style="list-style-type: none"> • Equestrian*

**Riding is scheduled within the co-curricular programme across the full year. Girls with their own horses ride at their choice of venue, at designated times. Lessons are scheduled by the School for those wanting to learn.*

Music, Drama, Art & Design

Frensham has always nurtured the arts – they are an integral part of the fabric of the School. Whether it be in the performing arts (music and drama), art and design or writing, students are actively involved in creating and producing in a range of forms to express their unique and personal views about the world.

Sturt School of Excellence in Design & Fabrication

Adjacent to Frensham, Sturt plays an essential role in a Frensham education. Sturt is Frensham Schools' contemporary world-class centre for design, technology and the arts. Our Design and Fabrication Studios at Sturt form a creative hub where expert teachers lead courses in digital design and fabrication, supported by the latest technologies.

Today's dreamers are tomorrow's doers

The world is buzzing with technological innovation and scientific discovery, and STEM subjects (Science, Technology, Engineering and Mathematics) are at the core of our academic curriculum. At Frensham, we include the Arts in our approach to STEM. Science and Technology interpreted through Engineering and the Arts – all based in elements of Mathematics – collectively known as STE(A)M.

Frensham is moving beyond traditional structures and breaking new ground for Australian schools. A recent example is the establishment of the Frensham Personalised Learning Plan (PLP) programme and the Stage 5 STEM elective.

We urge students to be innovative and entrepreneurial, in response to ever-increasing opportunities to develop their creative, technological and collaborative skills.



Our Teachers

Frensham's highly qualified teachers nurture students to think critically and creatively, and to value the learning process as much as the end result.

Our goals are

- To meet the individual learning needs of all students by personalising programmes, experiences and outcomes
- To promote a growth mindset in every student and member of staff
- To develop leadership capacity in all students and staff
- To create a learning community that embraces innovation, inspired by evidence-based research and external critique

Each year our Foundation funds scholarships to support professional learning experiences for outstanding teachers.

In keeping with our position as a world class school, staff represent Frensham nationally and internationally at courses and conferences.

CHARACTER EDUCATION

The Frensham Character Programme is designed:

- To induct students and staff into the living history and culture of Frensham
- To lay the foundations for a purpose-driven approach for students to learn, live, lead and work individually and together in a way that embodies the motto of Frensham by studying and putting into practice its values, graduate outcomes, qualities and dispositions
- To build a shared understanding across the Frensham community and beyond about how the traditions and ongoing work of Frensham connects with the broader world of service and opportunity.

Grit, gratitude and good humour

Frensham offers girls a rich and rewarding experience at a pivotal time in their lives.

Through the rhythm of daily life, they are taught that great things come through dedicated effort, patience, and self-belief. It is this legacy that fires the Frensham spirit – and the way of life that girls come to know and love.



RELIGION

Frensham is a non-denominational school based on Christian principles, encapsulated in the School motto '*In Love Serve One Another*'.

Prayers are held in Cooper Hall every morning. Every second Sunday a Service is held in Cooper Hall unless a special service is scheduled in Clubbe Hall for a Parent Weekend. All students attend School Services. School Services are marked on the annual calendar published to our community, and parents or visitors to the School are welcome to attend. Day Leave on a Sunday begins after School Service if it is held in the morning.

COMMUNITY SERVICE

Fundamental to the School's philosophy is the concept of community service. This is fostered by a range of activities designed to raise money to support a number of charities. Regular student-initiated and -organised dress-up dinners and discos, video nights and skit nights promote awareness of community service and provide all students with the opportunity to contribute throughout the year. Together with funds raised at these events, collections from School Services and proceeds from one-off events are pooled for distribution at the end of the year.

Information about these charities is discussed in Tutor Groups.

In 2020, donations from Frensham were made to:

- Bridging the Gap Foundation
- Bush Heritage
- Dolly's Dream
- Hamlin Fistula (Ethiopia) Australia
- Red Cross Australia
- Red Cross Lebanon
- Royal Far West
- Royal Flying Doctor Service
- Rural Aid
- Rural Fire Service – Mittagong Branch
- School for Life (sponsorship – two students)
- Smith Family Child Sponsorship (two children)
- Dignity House Southern Highlands Women's Refuge
- Wayside Chapel
- Wrap with Love (blankets)

Additionally, Year 8 assist with Riding for the Disabled on a rostered basis and Year 9, Year 10 and Year 11 visit local Nursing Homes each week after school as part of their service programme.



BOARD of GOVERNORS of FRENHAM SCHOOLS

Ms Belinda Cassidy	
Ms Sarah Dulhunty	
Mr Mark Horsfall	Gib Gate Nominee
Mr Paul Hunter	
Ms Kirsty McIvor	Sturt Nominee
Mr Craig Mitchell	Deputy Chair
Mr Sam Paradise	
Ms Elizabeth Stuart	Chair / Frensham Nominee
Mr Edward Studdy	
Mr Ross Thompson	

EXECUTIVE of FRENHAM SCHOOLS

Ms Sarah McGarry	Head of Frensham and Head of Frensham Schools
Mr Geoff Marsh	Deputy Head of Frensham and Deputy Head of Frensham Schools
Ms Sally Robson	Head of Gib Gate
Mr Patrick Duck	Business Manager and Company Secretary
Ms Kate Chauncy	Director of Teaching and Learning P-12
	Coordinator of Gifted & Talented Programmes P-12
Mr Gary Palmer	IT Manager

FRENHAM ADVISORY COMMITTEE

Frensham Advisory Committee is an advisory body to the Head set up under rules approved by the Board of Governors. It meets at least three times each year to discuss matters raised by the Head or the committee members as pertaining to Frensham policy and procedures. The Committee comprises up to 12 representatives from the parent body and ex-officio members. As vacancies arise, parents may submit nominations through currently serving members.

2021 Advisory Committee**Ex-officio:**

Ms Sarah McGarry	Head of Frensham Schools
Mrs Pook Austin	President of Fellowship

Parents:

Ms Victoria Bevan	(Coco Potgieter Year 11; Sylvie Potgieter Year 9)
Mr Mac Burge	(Isobel Year 11; Julia Year 10)
Mrs Penny Crawford	(Alexandra Year 12; Emily Year 9)
Mr Stuart Fox	(Lauren Year 8)
Mr John Hopkins (Chair)	(Judith Year 11)
Mr Terry McGrath	(Zé Year 11)
Dr Jodie Parker	(Ruby D'Rozario Year 12; Pia D'Rozario Year 10)
Mr Stephen Rickwood	(Anna Year 12)
Mrs Karen Shadbolt	(Elizabeth Year 8; Scarlett Year 7)
Ms Penny Strang	(India Hicks Year 12; Abigail Hicks Year 11; Phoebe Hicks Year 9)
Mrs Jane Vickery	(Isabelle Year 8)
Mrs Charlotte Warner (Secretary)	(Camilla Year 11)

Mrs Lil Wilson

(Inka Year 10)

PREFECTS 2021

Year 7	Sarah Brown, Jessica Greig, Ivy McGufficke
Year 8	Harriet Collins, Ella Hopperton
Year 9	Adelaide Alker, Emilie Hassall, Madeleine Mulligan
Year 10	Erin Alcorn, Georgia Hill, Willa Mitchell
Year 11	Ella Clark, Eliza Friend
Year 12 / Vice Head Girl	Taylah Stoney
Year 12 / Head Girl	Annabelle Ranken

YEAR 12 STUDENT LEADERS 2021

Erin Alcorn	Head of Linden Turner House, Vice Captain of Touch
Adelaide Alker	Captain of Softball
Grace Amos	Head of Madrigals, Head of Media Management
Tess Armstrong	Head of Hartfield House, Vice Captain of Touch
Elke Arnott	Head of Bryant McCarthy House, Vice Captain of Snowsports
Alexandra Barton	Head of Tours for Visitors, Head of Holt Café
Jessica Billett	Head of Kennedy Strings, Head of Duke of Edinburgh's International Award
Alexandra Bolger	Head of Hartfield House, Head of Holt Café
Coco Bradley	Head of Duke of Edinburgh's International Award, Head of Holt Café
Sarah Brown	Head of Hartfield House, Vice Captain of Football
Annie Burke	Head of Bryant McCarthy House, Vice Head of Event Management
Amelia Byrne	Head of Environment, Head of Holt Café
Ella Clark	Head of Public Speaking, Vice Captain of Tennis
Isabella Clifton-Bligh	Head of Overseas Students, Head of Linden Turner House
Harriet Collins	Captain of Cross Country
Aoibh Costello	Head of Glenn Music Centre, Vice Captain of Hockey
Alexandra Crawford	Head of Community Service
Sachi Darling	Head of Hartfield House, Vice Head of Drama
Ruby D'Rozario	Head of New Students, School Photographer
Meg Fairrie	Head of Pen & Ink, Head of Clubbe Hall Lighting
Eliza Friend	Head of Pen & Ink, Captain of Swimming
Sarah Glanville	Head of Bryant McCarthy House, Vice Captain of Cross Country
Jessica Greig	Captain of Football, Head of Tours for Visitors
Amelia Guilfoyle	Captain of Hockey, Vice Captain of Softball
Ruby Halloran	Head of Hartfield House, Vice Captain of Equestrian
Laura Harper	Head of Holt Café, Vice Head of Event Management
Emilie Hassall	Head of New Students, Head of Kennedy House
India Hicks	Captain of Athletics, Head of Holt Farm
Georgia Hill	Head of Drama, Vice Captain of Football
Ella Hopperton	Head of Kennedy House
Lily Hunt	Head of Senior Choir Firsts, Head of Environment
Emma Jancewicz	Head of Fitness Centre, Vice Captain of Gymnastics
Mollie Laird	Head of Holt Farm, Vice Head of Community Service
Alex Lester	Vice Captain of Water Polo, Vice Head of Event Management
Grace Lewis	Head of Jazz Band, Head of Design Studios
Edie Lochhead	Head of Art Studios, Head of Environment
Natasha Long	Captain of Water Polo, Head of Digital Presentations for Events
Grace Mackenzie	Head of Art Studios, Vice Captain of Basketball

Harriet Mackie	Head of Day Boarders, Head of Tours for Visitors
Gabriella Maples	Captain of Athletics, Vice Head of Event Management
Ivy McGufficke	Head of Holt Farm
Willa Mitchell	Captain of Equestrian, Vice Captain of Netball
Madeleine Mulligan	Head of Senior Choir Seconds, Head of Duke of Edinburgh's International Award
Chloe Munro	Head of Event Management, Vice Captain of Equestrian
Lilith Parker	Captain of Gymnastics, School Photographer
Natasha Pegios	Chair of Forum
Sophie Perkins	Head of Concert Band, Head of Glenn Music Centre
Sophia Pernice	Captain of Snowsports, Head of Mathematics Club
Isabelle Promnitz	Head of Senior Choir Thirds, Head of Day Boarders
Annabelle Ranken	Captain of Tennis
Anna Rickwood	Head of Holt Café, Vice Head of Drama
Sophie Rodwell	Captain of Netball, School Photographer
Madeleine Scott	Head of Kennedy House, Head of Holt Café
Georgia Shakeshaft	Head of Debating, Captain of Basketball
Emily Shorthouse	Head of Holt Café, Vice Captain of Snowsports
Taylah Stoney	Captain of Touch, Head of New Students
Jemima Storch	Head of Kennedy House, Vice Head of Event Management
Eleanor Swan	Head of Concert Band, Head of Drama
Lara Tait	Head of Event Management, Head of Kennedy House
Amy Thompson	Captain of Equestrian, Head of Kennedy House
Olivia Turner	Head of Community Service
Skye Vander Straaten	Head of Hartfield House, Vice Head of Community Service
Brigitte Watkin	Chair of Forum
Emily Webb	School Photographer, Vice Head of Community Service (including Reunions)

FRENSHAM FELLOWSHIP (OLD GIRLS' ASSOCIATION)

The Frensham Fellowship is the organisation formed by former students and staff who pay a life subscription to join. Girls are invited to join the Fellowship at the end of Year 12. Fellowship's main aims and objectives are to keep old girls and staff in touch with each other and the School, which is done through various activities organised by the committee throughout the year. News of activities can be found in the annual Chronicle, Fellowship Newsletter or on the website: **www.frensham.nsw.edu.au/community/alumni**

The 2021 Annual General Meeting will be held on Wednesday 9 June 2021 to elect the office bearers. The President of Fellowship or her nominee is a member of the Frensham Parent Advisory Committee and is a Director of the Board of Foundation of Winifred West Schools Ltd.

Branches of the Frensham Fellowship exist all over the world and current membership stands at approximately 3000. Useful names and addresses include:

Address: PO Box 34, Mittagong 2575 *(for all official correspondence)*
 Email: **fellowship@frensham.nsw.edu.au**
 Phone: + 61 2 4860 2000
 Website: **www.frensham.nsw.edu.au/community/alumni**

President: Mrs Pook Austin (Alison Cameron, 1968)

UK Fellowship: Mrs Sarah-Jane Holden, 9 Parkside Avenue, Wimbledon SW19 5ES
 + 44 2 0894 41396 **sj@tingariarts.com**

WINIFRED WEST SCHOOLS FOUNDATION LIMITED

Winifred West Schools Foundation Limited is the fundraising arm of the Schools. Funds raised by the Foundation are directed to one of the five principal funds:

- the **Endowment Fund** accumulates a capital base, which is invested. Income is distributed to the Schools to meet specific needs. Donations are not tax-deductible.
- the **Building Fund** consists of assembled funds that are spent on eligible building works. Donations are tax-deductible.
- the **Bursary Fund** (for Scholarships and Bursaries) is a specialist endowment fund which accumulates a capital base, and is invested. Income provides bursaries, in the form of Educational Grants and Scholarships. Donations are tax-deductible.
- the **Library Fund** accumulates funds to be spent on books and to benefit the Schools' libraries. Donations are tax-deductible.

Bequest Programme

In 2019, Foundation established a special bequest group in order to recognise and honour those who choose to remember Frensham Schools in their Will.

Working alongside the Board of Governors, we deeply desire to strengthen Frensham Schools in the years ahead, and look to our community for support in this endeavour. To continue our traditions, and to build the base for future achievements, it has been named **The Winifred West Legacy**.

For more information about how to become part of The Winifred West Legacy, please contact Ms Jackie Dalton, Director of Philanthropy – Phone: +61 2 4860 2000 – Email: jdalton@frensham.nsw.edu.au

FOUNDATION MAJOR EVENT 2021 for FRENHAM SCHOOLS

Saturday 4 September – Foundation 40th Anniversary Ball (postponed in 2020)

2021 WWS FOUNDATION DIRECTORS

Benefactors' Representatives

Mrs Kris Arnott
Ms Sarah Clutton
Mrs Angela Greig
Mrs Tina Griffin-Hunt
Mr Peter Shorthouse
Mr Scott Staniforth
Mr Alan Watson (Chair)

Governors' Representatives

Mr Sam Paradice
Mr Edward Studdy

Fellowship Representative

Mrs Pook Austin (Alison Cameron, 1968)

Further information about WWS Foundation may be obtained from the Business Manager at:
PO Box 34 Mittagong NSW 2575 – Phone: +61 2 4860 2000 – Email: business@frensham.nsw.edu.au

PUBLICATIONS

The Head sends regular Frensham Schools' Newsletters to parents to keep them up-to-date with School happenings. Newsletters are also sent to the entire Frensham Schools' community and posted via the website and Schoolbox, Frensham's Communication Management System.

Books of particular interest available at Sturt:

Portrait of Winifred West
Fifty Years at Frensham
Frensham - An Historical Perspective
Winifred West - Addresses & Talks
Frensham '100 Years On' 1913-2013 ~ A Reflection

by Priscilla Kennedy
by Esther Tuckey
by Susan Emilsen
edited by Priscilla Kennedy
edited by Susan Flaxman

FRENSHAM BUILDINGS AND PROPERTY

SCHOOL BUILDINGS

THE MAIN HOUSE, the building in which Frensham was started, originally belonged to the Tooth family. It now houses the reception room (North Room), the Head's study and the Registrar's office.

Also associated with the Main House are the following:

- Dining Room and Kitchen – all school meals;
- Manchester Square – delivery area at rear of kitchen;
- Health Centre.

LITTLE WING was the first house built in 1917. Originally known as The Wing, it became Little Wing after North and West Wings were built. It is now the staff administrative area. Little Wing also comprises:

- The Board Room – this area includes the Reading Room;
 - Fiction Library – no longer a library; now used as an office and reception area;
 - Staff Administration Room – a communications centre for staff;
 - Staff Common Room – upstairs;
 - Executive Staff Offices including Deputy Head, Director of Studies and Director of Teaching and Learning P-12.
- Little Wing is out of bounds to the students, except for appointments with Senior Staff.

WHITE COTTAGE

- Student Administration
- Director of Boarding
- Director of Activities and Careers
- Bathroom – used by staff, students and visitors
- All sporting information

NORTH WING, so called because it faces north, was built in 1926, one year after Cooper Hall.

WEST WING, so called because it faces west, was built in 1937.

- Collectively these two wings are known as North-West, the main teaching block
- The HSIE Staff Room with the balcony at the junction of the two wings is known as the North-West Frontier

NORTH-WEST

Top Floor

- Art – studios, gallery, staff room
- French / Latin Classrooms
- Languages Laboratories (NSW School of Languages)
- English / Languages / Drama Staff Room

Middle Floor

- HSIE Classrooms – Rooms 1, 2, 3, 7 and 8
- Computer rooms – Rooms 4 and 5
- HSIE Staff Room
- Careers Centre / Study Hall

Ground Floor

- English Classrooms – Rooms 6, 9, 10 and 11
- Mathematics Staff Room – Room 12
- Mathematics Classrooms – Rooms 13, 14, 15 and 16
- PDHPE Classrooms – Room 17

COOPER HALL (formerly School Hall), built in 1925, was the only indoor venue for services, concerts, plays etc. until Clubbe Hall was built. Now, Prayers each weekday morning and some School Services are held there. Theatre lighting was installed to enhance performance and to support permanent and special Art Exhibitions. It was renamed in 2013 in honour of the late Ian Cooper AM, Teacher of Music from 1960 to 2012.

THE ESTHER TUCKEY LIBRARY was opened in 1971 by Miss Tuckey, for whom it was named. She had been on the staff as Librarian and English teacher for many years; she also edited the Chronicle for some time. In December 2007 the building was demolished to make way for construction of the 'new' Esther Tuckey Library, in operation from Term 1, 2009 and officially opened on Sunday 1 March 2009 by Her Excellency Professor Marie Bashir AC CVO, Governor of New South Wales.

SCHAVEMAKER CENTRE FOR SCIENCE AND TECHNOLOGY was opened in 2003, named in honour of Miss Ann Schavemaker, Headmistress of Frensham (1994-2000).

- Science Laboratories (3)
- Research Laboratory
- Collaborative Learning Space (CLS)
- Science Staff Room

THE CENTENARY POOL opened in December 2014. A state-of-the-art, indoor, heated, dual-pool facility including an 8-lane 25m Competition Pool (2m deep to accommodate Water Polo) and separate *Learn to Swim* pool.

STURT STUDIOS – DESIGN AND FABRICATION

Three Design and Fabrication studios were established in 2015 to complement the existing workshops at Sturt. These studios formed a creative hub where courses in digital design and fabrication are being taught by expert teachers, with access to the latest technologies to facilitate 3D printing, laser cutting and use of CNC router. In 2020, Jewellery and Metalwork Studio was refurbished to accommodate more students.

AGRICULTURE has been established in the small Old School House on the Stanley Street property adjacent to Turner Cottage. There is a classroom and inside working space as well as an outside area devoted to vegetable plots, a poultry run, hothouse and hydroponics unit.

HOLT FARM is situated on the eastern side of the tennis/netball courts. It comprises 10 hectares which are used as a teaching facility for the Agriculture Department and currently runs beef cattle, prime lambs, pigs and alpacas.

WAVERLEY ANNEXE is now used as Clothing Pool.

CLUBBE HALL was built to celebrate Frensham's 50th Birthday in 1963 and opened in 1966. The name honours Phyllis Anna Harrison Clubbe, Winifred West's greatest friend and co-founder. It was financed almost completely by gifts from friends of Frensham all over the world. The Walcker pipe organ was given to Frensham by Phyllis Bryant and her relatives in memory of Mrs 'Ma' Bryant. In 2020, technical and interior refurbishment was completed, including the installation of state-of-the-art audio and visual systems.

Clubbe Hall contains:

- Main Hall
- Orchestra Room – teaching room for Music classes and for ensemble rehearsals
- Upstairs – dressing rooms, costume wardrobe, bathrooms
- Ranier Uniform Shop

FORTY-SIX was the first house built after the Second World War in 1946; it was supposed to be temporary and was built to take 18 students. Currently it accommodates WWS Ltd Company Office and the office of the IT Manager.

GLENN was the first house to be bought, even before the main house of Frensham itself, which was rented until 1916. Glenn (originally called Little Frensham) was bought in 1915 and renamed in 1938 in honour of Blanche Glenn, its housemistress for many years. Miss Glenn first came to Frensham in 1919 to teach French and she was editor of the Chronicle for a long time. In 1989 Glenn was dedicated as a Music Centre containing music teaching and practice rooms, a composition studio, classroom and staff office.

DRAMA STUDIO

Over the years it has twice provided temporary dormitory accommodation and was converted to the stage/green room. After the proscenium arch was bricked up again, the space was used as an art studio, and later as a gymnasium. Currently it is used as an intimate drama theatre refurbished in 2005.

THE PARKER GYMNASIUM was opened in 1993 by Miss Cynthia Parker OAM for whom it is named. Miss Parker was Frensham's fourth Headmistress from 1968 to 1993 and, before that, taught physical education at Frensham from 1961 to 1965. The gymnasium contains:

- Sports Hall – competition-sized Basketball/Netball court;
- Dance Studio;
- Weights Room;
- Circuit / Exercise Room;
- PE Staff Room.

SCHOOL GROUNDS

The Frensham campus covers 178 hectares, most of which is accessible to students:

- Games Field – Hockey fields, Netball/Tennis courts and the Beverley Bunting Pavilion;
- Open Air Theatre – substantially renovated during 1998;
- Lower Holt – woodland area for general recreation;
- Upper Holt – native bushland area;
- Synthetic turf Hockey Field;
- The Centenary Trail – 3km Cross Country track.

BOARDING HOUSES

HARTFIELD was one of the two junior boarding houses and the first house to be built in the Holt; it was dedicated on 17 July 1934 – Frensham's 21st Birthday. The house was named for Margaret Hartfield. She gave the first lesson at Frensham, a Singing lesson, and also taught Music and German. The tablet at the east entrance was set in place by Fanny West (nee Sturt), Winifred West's mother. Extensive renovations were completed in 2006 to provide large bedroom-style accommodation for Years 7-9 and twin-bed studies for Year 10.

KENNEDY extension and refurbishment commenced in July 2017 and completed for the start of Term 1 2018. The second house to be built in the Holt, Kennedy was opened in 1956 and named in honour of Frances Kennedy, Miss West's sister, who taught a variety of subjects in the early years. Later she concentrated on Drama, and Kennedy was built near the open-air theatre for this reason. In 1988 a new house was built to meet Ordinance 70 fire prevention requirements and was dedicated to Mrs Kennedy; an extension to the original building remains, known as the Annexe, and used for examinations. Kennedy is the second of the two junior boarding houses. Student accommodation is configured as in Hartfield.

BRYANT McCARTHY extension, linking Bryant and McCarthy, was completed in January 2012 and include a reception area and office, 14 additional Year 12 bed-studies and a large common room for Year 12. The link building also connects to a new residence for staff. **Bryant House** was named after Phyllis Bryant, Frensham's second Headmistress from 1938 to 1965. She was also on the staff from 1931 to 1934 teaching Physical Education. Bryant was opened in 1970 and refurbished in 1998 when the junior dormitories converted to senior twin bed/study areas. Bathrooms were renovated in 2006. Opened in 1981, **McCarthy House** was named in honour of the McCarthy family; two students, Marjorie and Betty, were Frensham pupils and their father and brother solicitors to the School.

LINDEN TURNER refurbishment and expansion was completed in 2016, adding 16 additional twin rooms (32 beds), new student common room, bathrooms, laundry, Parent Reception, drop-off/pick-up at Waverley Parade frontage. Originally, Linden Cottage was purchased from the Department of Community Services in 1995 as part of the 'Stanley Street property' and was converted into senior accommodation and Turner Cottage was similarly converted and opened in 1998 for Year 12 Students. Connecting the two senior cottages there is a Staff Residence known as Topp Cottage named to honour the service to the school by Mr Godfrey Topp, Warden of Winifred West Schools Limited for a number of years. From Term 3 2019, Linden Turner accommodated Years 9, 10 and 11.

THE SCHOOL YEAR

SPECIAL OCCASIONS

THE BIRTHDAY WEEKEND is possibly the most important of the School's many functions. The School's Birthday is celebrated on the Friday of the Birthday Week closest to 1 June. Traditionally, the School celebrates with a special Birthday Luncheon for staff and students and a half-day of whole-School activities. The weekend closest to the Birthday is the Birthday Weekend and parents and Old Girls of the School visit to help celebrate the event. There is a drama production, usually over two nights (Friday and Saturday), and a School Service in Clubbe Hall on the Sunday. All students must attend the major events of the weekend and members of the wider school community are also invited.

FINAL PRAYERS AND THE CAROL SERVICE are also mandatory for all students and are most important occasions for parents and the school community. Games on the Games Field on Saturday morning are followed by Final Prayers in Clubbe Hall at 2.30pm then Afternoon Tea. In the evening there is a musical production, again in Clubbe Hall, and on Sunday morning at 11.00am, the Carol Service brings to a close the school year.

PARENT TEACHER WEEKENDS are designated for each year group. It is usual to hold the Parent / Teacher interviews in Clubbe Hall on the Saturday morning and to have a special School Service on Sunday which is followed by a short concert/presentation to parents and students and Morning Tea. Other functions such as parent dinners are also organised over the weekend. Parent Weekends are identified on the Calendar and Schoolbox and an invitation is sent prior to the event. For Boarders, overnight Leave with their own parents only is permitted to allow full attendance at events of the Parent Teacher Weekends for Years 8, 9, 10 and 11. For the Years 7 and 12 Weekends, there is no overnight Leave, owing to evening events.

CLOSED WEEKENDS (Parent Free) are weekends when the School focuses internally on events for students centred on campus or built upon activities specific to a Year group or House. Overnight Leave for Full and Weekly Boarders is not permitted on Closed Weekends and Day Boarders are expected to attend all activities designated for their Year group. Day Leave is also limited to ensure that every student is able to participate fully in the weekend's activities.

Closed Weekends are designated on the School Calendar. Parents are urged to consult the Calendar when planning family occasions to ensure that full attendance on Closed Weekends is supported.

For the Birthday Weekend and the Open Day Weekend, parents are encouraged to be part of the special programme planned.

JAMIESON WEEKENDS began in 1986 when some of the bequest of Hilda Jamieson was used to buy camping equipment for Frensham. At first, the scheme involved Year 7 students who were taken into the Holt for weekends. Later, it involved special weekends devoted to a series of one-off activities for small groups. Staff and outside helpers offered students a variety of experiences from the culinary arts to physical work, creative options and unusual sports.

Many of the activities planned conform to the spirit of the Duke of Edinburgh's International Award so that, through participation in Jamieson activities, students may gain approval to complete Service and Skills components for the D of E programme.

The concept of Jamieson Weekends is now applied to planning for Closed Weekends and for the final week of the school year, designated 'Jamieson Week'. Since 2010, the Jamieson Programme has been implemented, extending the original concept to the core curriculum.

FATHER-DAUGHTER BALL – the Father-Daughter Ball for all girls (Years 7-12) is held every three years.

BUSH DANCE – the Bush Dance under the Big Top is held every five years.

IRIS COUNTRY FAIR

This major fundraising event is held every five years and relies on support of the entire Schools' community.

TERM DATES 2021

2021 Term Dates for Students and Parents

Boarding Houses open from 5.00pm on the evening prior to first day of each term

Terms 1, 2 and 3 & Long Weekend break end at 3.00pm.

Term 4 at Frensham ends after the Carol Service, 12.00pm Sunday 12 December.

TERM 1	Friday 29 January to Wednesday 31 March
TERM 2	Tuesday 20 April to Thursday 17 June <i>Queen's Birthday Long Weekend: Monday 14 June; Frensham departs 3.00pm Friday 11 June</i>
TERM 3	Tuesday 13 July to Thursday 16 September
TERM 4	Monday 6 October to Sunday 12 December (After Carol Service)

WINIFRED WEST SCHOOLS FOUNDATION FOCUS

The **WWS Foundation Livestock Enterprise** started in 2013 with the **Cattle Herd Project – Raising Cattle to Raise Capital**. In 2017 the project was expanded to include sheep so the Cattle Herd Project has now become the Livestock Enterprise. With the aim of establishing a sustainable income stream of a perpetual nature, the Livestock Enterprise gives both cattle and sheep farmers in our community an opportunity to make a significant contribution to the Foundation by hosting small numbers of stock that are owned by the Foundation.

The Foundation has relied on donations from the Frensham Schools community to support the establishment of the Livestock Enterprise.

FOUNDATION MAJOR EVENT 2021 for FRENHAM SCHOOLS



Foundation contact details:

Ms Michele Scamps

Phone: +61 2 4860 2100

Email: mscamps@frensham.nsw.edu.au

2021 CLOSED WEEKENDS & PARENT WEEKENDS FOR STUDENTS AND PARENTS

- Please note that on **Closed Weekends** all Boarders remain at School and Day Boarders participate in organised activities. Closed Weekends at beginning and end of term are 'parent-free' weekends.
- On **Parent Weekends**, overnight Leave may be taken with parents [except Year 7 and Year 12 Parent Weekends].

2021 Parent Weekends for Students and Parents

All students are required to attend the Sunday Service & Concert on Parent Weekends

TERM 1	Year 7 Parent Weekend and Open Day	Saturday 27 - Sunday 28 February
	Year 10* Parent Weekend	Saturday 20 - Sunday 21 March
TERM 2	Year 8 Parent Weekend	Saturday 15 - Sunday 16 May
	Year 12 Parent Weekend and Birthday Weekend	Saturday 5 - Sunday 6 June
TERM 3	Year 11 Parent Weekend and Year 10* Planning for Senior Studies (with parents on Saturday)	Saturday 7 - Sunday 8 August
	Father-Daughter Ball	Saturday 7 August
	Year 9 Parent Weekend	Saturday 28 - Sunday 29 August

** Please note that Year 10 parents and students meet in both March and August*

Closed Weekends for Full and Weekly Boarders

On **Closed Weekends** all Boarders remain at School for organised activities.

TERM 1	Saturday 30 - Sunday 31 January	
	Saturday 27 - Sunday 28 February	Open Day [parents attend]
TERM 2	Saturday 24 - Sunday 25 April	
	Saturday 5 - Sunday 6 June	Birthday Weekend [parents attend]
TERM 3	Saturday 17 - Sunday 18 July	
	Saturday 11 - Sunday 12 September	
TERM 4	Saturday 9 - Sunday 10 October	
	Saturday 11 - Sunday 12 December	Final Prayers & Carol Service [parents attend]

CALENDAR of EVENTS: The calendar on Schoolbox [accessed via the parent portal] contains the most up-to-date and detailed information. The cooperation of parents is sought in encouraging students to take part in activities organised by students and staff throughout every term. In addition to information provided to students on a daily basis, notices are provided to parents prior to all special events giving details of the activities taking place.

BOARDING

The Nature of Community and Boarding Life at Frensham

This section of the Information Book is written primarily for parents but it is important information that should provide the basis for discussion with your daughter.

At Frensham learning and living together are fundamental to our community life and our desire to fulfil the aims of our Founder, aims that have remained constant since the School's foundation by Winifred West in 1913.

We believe that the strong sense of community created through our boarding ethos enables us to provide an exceptionally rich and exciting education in its broadest sense for the benefit of each student in our care.

About Boarding

Boarding is vibrant at Frensham. We believe it provides the opportunity for students to maximise their potential in myriad ways. Day students are called 'Day Boarders' - to reinforce everyone's commitment to the boarding ethos of the School.

The Role of the House

The Houses are small enough for each student to know she is a vital part of the community; it is important how each student behaves towards others and it should be easy for her to contribute to House life and to share responsibility.

It is important that she know what other students in other years are doing, and feel an essential part of the whole School. The verticality of grouping and size of the groups are crucial elements of boarding at Frensham.

However, there is more to House life than the above; the ethos of the School depends on the way older students look after younger ones, the very real friendships that are made, regardless of age (frequently, students are friends with others two years older or younger than themselves). This ethos is born in the House and extends within House year groups and then to other groups.

Integral to this model of education is that House Staff and Form Tutors, with their overview of pastoral and academic development, gain strong insight into their students. There are several built-in checking systems: House and Form meetings are a major factor; they are not just for notices, they are an important contact time for students with Staff. Routines ensure further regular contact and are considered precious, guaranteed interaction with each student.

In this environment, caring for each student's pastoral needs creates the foundation from which everything else will grow.

Boarding Staff

The DIRECTOR OF BOARDING, supported by Seniors in Boarding, is directly responsible to the Head for the day-to-day functioning of the Boarding Houses. In particular she is responsible for ensuring the care and welfare of the students – including discipline and maintenance of standards and manners. She coordinates travel for students both to and from school and, in liaison with nursing staff, visits to orthodontists, doctors and other medical practitioners.

Each House has one or two full-time HOUSE STAFF whose duties include the discipline and domestic routine of that boarding establishment. Relief House Staff also support the House System as required and teaching staff may also be resident. The role of House Staff at Frensham includes pastoral, academic and disciplinary responsibilities and some administrative duties. House Staff have the ultimate responsibility of overseeing the daily routines in their Boarding Houses. They will, in particular, see that the students use their common rooms sensibly and keep common rooms, dormitories and living areas tidy. House Staff are responsible for the weekly collection, dispatch and distribution of laundry and dry cleaning and the account record-keeping.

House Staff are aware of the Leave requirements and the signing-out procedures and are responsible for ensuring that students fully adhere to regulations concerning going off campus.

It is expected that House Staff meet the adults who are signing students out of the House and, if necessary, that they make the Leave requirements known to those adults.

If a serious breach of the School rules occurs, House Staff will see that the Director of Boarding is immediately informed and that the details of the incident are recorded and advised to the Head of Frensham for consideration and action.

Health Care

Qualified nurses are full-time members of staff and readily available to every student. If a student is experiencing any problem which needs professional counselling then there are counsellors to whom students may be referred.

Frensham is an 'allergy-aware' school. Some of the students at Frensham have severe allergies which can induce anaphylactic shock. Parents of students with allergies must notify the School ahead of time so that suitable management plans can be implemented and supervised by the Health Centre.

Weekend Life

At Frensham the weekends are an integral part of the pattern of the whole and contribute to the balance of the week. Rehearsals for Plays are divided between mid-week and the weekend, as are educational trips, musical, sporting and dramatic events. The themes of Sunday services, led by senior students, echo those developed during the week and therefore add to the sense of community and purpose. Activities at the weekend are designed to strengthen the sense of community and enrich the academic programme. Weekend time consolidates friendships and a sense of belonging which comes through shared experience is deeply imbued. Day Boarders are encouraged to be a full part of the community by attending activities.

The community spirit, mutual support and intimate knowledge of each other gained through diverse shared experience are greatly treasured; all are part of the whole. A sense of purpose permeates all aspects of School life and the driving force is commitment to care and excellence.

For such a community to succeed in its aims, all must accept and then embrace the same values.

Parent Communication

Communication with parents is crucial. By knowing and understanding parents' views and values we are able to support students in developing their own values. Vital to success for every student is support of the School's values by parents. Often the greatest challenge described by parents is the balancing of respect for the School's efforts to guide students towards independence with the essential contact with staff and attendance at School events. Senior Staff are invaluable guides in this matter and parents are urged to seek or provide clarification or feedback at every point, to ensure that our communication channels are open and positive.

Student Behaviour

The highest standard of behaviour is expected.

The aim of the School is to encourage self-discipline and an awareness of the value of the positive contribution that an individual can make to the life of the School or any other community.

We seek to ensure that a student's behaviour is, at all times, reasonable, considerate and respectful, and we aim to provide a moral framework within which students may develop their own individual skills while becoming courteous and tolerant citizens.

Students learn of and contribute to the expectations of the School community through every aspect of daily life: from House Staff in House Meetings, in individual conversations with members of staff, in lessons and from the general ethos of the School. Most important is that learned through observation of parents and staff who model expectations.

Frensham documents and policies which give more information and guidance on behaviour include the School Diary, Newsletters and other sections of this Parent Information Book.

Each student is also a member of a Form with a Form Tutor and a Year Coordinator but is also free to seek assistance or guidance from any member of staff, as it is recognised that each student will effectively choose the person in whom she wishes to confide. Therefore the aim is to provide as many options for support for her as possible.

Communication from the students over any matters of concern may be voiced to any member of staff, through any other student. There are regular Prefects' Meetings and Forum Meetings.

It is also an intrinsic part of the ethos of the School that students care for each other. Thus each member of Year 7 has a Shadow from the year above who looks after her, particularly when she is new. There are also Cracks (Year 10 linked to Year 7) and student Heads of House, who may provide a listening ear and who are encouraged to seek adult help as appropriate. Issues which would need adult assistance are discussed in students' leadership preparation.

Community Rules

Rules exist to protect both the individual and the community. All rules are based on consideration for the health, safety and emotional and physical wellbeing of everyone within the community and respect for the individual and property.

Serious disciplinary matters include:

- leaving the School without permission;
- breach of school rules when in the school grounds or outside;
- smoking/vaping – all types (nicotine and non-nicotine), illegal drinking or being found in possession of cigarettes /e-cigarettes, alcohol or other illegal drugs;
- being in the company of a student doing any of the above;
- entertaining guests without appropriate permission;
- damaging or defacing property;
- breach of studies policies;
- 'bullying' (including cyber bullying) – attitudes and behaviour that could damage others' welfare.

To ensure the smooth-running of the community, students are not permitted to:

- use another student's property without her permission;
- enter another student's House [dormitory or study] without being invited and accompanied by her;
- drive a motor vehicle to or from School outside approved limits;
- use a mobile phone other than within approved times and locations, as advised at School;
- be a passenger in a car driven by another student, without the Head's permission;
- act in a way that makes another student feel uncomfortable or afraid (*see Positive Peer Relations Policy*).

Personal Security in school:

- A student must check with her House Staff member or whoever is on duty if going out of the House in non-lesson time.
- All students must also sign out from and into the House in non-lesson time.
- Walking around the campus is subject to particular rules i.e. minimum numbers and use of particular pathways at night.

The Head will be directly involved in matters where:

- a student breaches trust within the life of the School community;
- a student's attitude and behaviour are damaging to the life, welfare and study of others;
- a student breaches the law of the land or moral code.

Sanctions for breach of community rules include:

- withdrawal of privileges;
- suspension from class or House;
- suspension from School;
- expulsion from School.

Parents are expected to support the School's effort to promote community rules.

In all matters of discipline the School operates in accordance with procedural fairness protocols. Parents are always fully involved in the process of resolving serious disciplinary issues.

Dress Code (*updated for students by Ella Pratt, Year 12, 2018*)

Students, being representatives of Frensham, are asked to dress 'appropriately' both on and off campus.

The dress code or sense of what is 'appropriate' for boarders to wear when they are off campus locally after school or on weekends is described as casual, but modest. Singlet or bare midriff tops, gym wear, untidy or torn clothing and pyjama pants are not considered appropriate for street or Dining Room wear. For formal occasions and celebrations, such as Christmas Lunch, students 'dress up' according to the guidelines for the event.

Mutual respect and consideration are guiding values used frequently to assist with recognised issues surrounding positive body image: students are encouraged to consider how comfortable their choice of clothing makes themselves and others feel.

Students are encouraged to ask for clarification from staff or peers if there are any questions surrounding the school dress code.

Community Support – Where To Go For Help

It is only natural that, at some stage, most students will have some form of difficulty, be it from problems with study to problems of a more personal nature. The key is to communicate any concerns to someone who can help: parents, staff, friends, older students.

Making a Complaint

There may be an occasion when a student wishes to make a complaint. Usually, concerns will be expressed in conversation with her parents, a friend, a student who has a leadership role, House Staff or indeed with any other member of staff whom she trusts, and her concerns will be addressed informally and to her satisfaction.

However, a student may feel the need to express herself more fully or she may remain concerned, worried or upset about something affecting her welfare. When she is talking to a member of staff about such a concern she may take someone, eg a friend, an older student, another member of staff, with her if she so wishes.

Frensham aims to give students exceptional opportunities: to grow, explore, fail and succeed in a safe, yet highly stimulating, environment. We aim to create a community which is supportive, exciting and nurturing, encouraging personal growth. We aim to create a caring community founded in the core values of mutual respect, encouragement and trust.

Above all, every matter of concern raised with the School is considered important; confidentiality and procedural fairness are integral to the School's response.

JUNIORS

Juniors (Years 7 to 10) are accommodated in integrated groups in Hartfield, Kennedy and Linden Turner Houses. Students are encouraged to assume responsibility for the day-to-day running of the Boarding House under the supervision of House Staff. Year 10 Heads of House are appointed to serve in a leadership role on a termly basis.

Students should expect to remain in the same House in Years 7 and 8. Students in Years 7 and 8 benefit from having a more senior student (Year 10 and Year 11, respectively) act as a mentor in their first years at Frensham. The students put great store on this relationship which often leads to a lifelong friendship.

YEAR 10

Each term Year 10 students are rotated between the Junior Boarding Houses, Hartfield and Kennedy, to provide as much experience as possible in a leadership role with students in Years 7, 8 and 9. The team of 'Seniors' in a Junior House works closely with House Staff to monitor daily routines and to share in care and support.

Year 10 is also accommodated in Linden Turner as part of their Senior Leadership preparation.

SENIORS

Seniors are usually housed in twin or single bed/study rooms in smaller house units and usually move in Year 11 and again in Year 12. Within these Houses there is a greater degree of autonomy and students may enjoy many of the facilities found in university college environments. Year 12 boarders are accommodated in single rooms in Bryant McCarthy.

ACCESS TO HOUSES

For security purposes each House has a keypad system for students to gain entry to the House. This number fails at certain times of the day; ie when House Staff are not on duty. For security and privacy, girls' parents may only access the Boarding Houses with House Staff permission.

HOUSES FOR 2021

- | | |
|-------------------|--|
| • Bryant McCarthy | Senior Boarding House (Years 11 and 12) |
| • Hartfield | Junior Boarding House (Years 7 to 10) |
| • Kennedy | Junior Boarding House (Years 7 to 10) |
| • Linden Turner | Junior/Senior Boarding House (Years 9 to 11) |

WEEKLY BOARDING

As a Weekly Boarder in Years 7-10, students are required to travel home each Open Weekend after Sport.

Weekly Boarders must also adhere to the Closed Weekend Policy which requires that they stay at School for all Closed Weekends (as per the annual calendar).

- Whether your daughter returns to School on Sunday by 8.30pm or on a Monday morning by 8.00am depends upon where you live and your family commitments. We ask, however, that families establish a regular routine of departure and return so that House Staff know when the School is responsible for your daughter and when you are responsible for her.
- Weekly Boarders travelling to other areas where the School does not provide escorted transport should make travel arrangements with the Director of Boarding on the preceding Thursday (by 1.00pm) or be returned to School by parents.
- If your daughter is to remain at School on an Open Weekend, or if there is any change to the normal routine, please advise the Director of Boarding in writing of the changed circumstances.
- An Exeat Form should be completed if your daughter is not returning home on a weekend, but is staying elsewhere.

Weekend Transport to Sydney (after Sport)

- A bus is provided on Saturday, departing after Saturday morning Sport (approximately 12.30pm) for Central Station. Seats must be booked with the Director of Boarding in advance and should be notified to her on the Thursday (by 1.00pm) preceding the Saturday. Weekly Boarders in Years 7-9 travelling to Sydney must take the escorted bus to and from School or be transported by parents or a responsible adult. If using the bus, parents must collect their daughters from Central Station.
- The return bus leaves Central Station, Western Forecourt, Bay 9 at 6.30pm on a Sunday evening of an Open Weekend; this bus is escorted by a member of staff. Seats must be booked with the Director of Boarding in advance and should be notified to her on the Thursday (by 1.00pm) preceding the Saturday.
- Weekly Boarders in Years 10-12 travelling to Sydney may use public transport to and from School or take the escorted bus. However, they must not leave until after Sport on Saturday morning. Seats must be booked in advance.
- **Please note for pick-up and drop-off: The bus will arrive at Central at around 6.00-6.15pm (and can only wait for 15 minutes) for 6.30pm departure. The bus bays are a one-way drop-off with very limited parking. Parking infringements officers are present.**

Sports Finals – Open Weekend

When the Semi-Finals fall on an Open Weekend, Sydney transport arrangements cannot be confirmed until the Friday because the number of teams in the Semi-Finals affects what will happen at School.

As a general rule:

- Friday afternoon and evening activities are as per normal for all boarders regardless of place in Finals.
- All Boarders will be given the opportunity to support the teams in the Semi-Finals.
- Weekly Boarders who are registered to catch the school bus to Central Station will be advised of an earlier arrival time or, if supporting the teams in the Semi-Finals, will be dropped at Central Station after Finals.
- Weekly Boarders not going to Sydney may be collected from the House at 9.00am on that particular Saturday.

DAY BOARDERS IN THE HOUSE

Day Boarders are members of a Boarding House and may go to the House at lunchtime or later in the day to shower and change for an evening activity or stay overnight after parents make arrangements in advance with House Staff. Fees for casual overnight boarding are pro-rata. When in residence, Day Boarders are expected to conform to all routines of Full Boarders. Day Boarders staying late should be collected from their Boarding Houses. For all Frensham students, regardless of boarding or day status, the School Fees include all meals, in the School Dining Room.

By arrangement, Day Boarders may also attend breakfast and dinner at no extra cost.

GENERAL HOUSE ROUTINES

TRAVEL

End of Term Travel, Start of Term Travel information

When booking travel, the School is governed by the regulations and deadlines of RailCorp. This applies to start and end-of-term requests. Please ensure your daughter is aware of travel plans so that the School can arrange all requirements. Your assistance in this matter would be appreciated.

The above also applies to the Sydney bus, a RailCorp bus, for both end-of-term and start-of-term and bookings are essential. Last-minute bookings cannot be accommodated and parents will be responsible for their daughter's travel arrangements.

Parents who would like their daughters to travel by air to a destination either for a Long Weekend or at the end of term need to be aware that transport to the Airport will be provided.

Whilst the School is not able to accommodate individual requests for Airport pick-up to return to School, the Sydney bus to Frensham departs Central Station, Western Forecourt, Bay 9 at 6.00pm and parents are encouraged to arrange their daughter's transport to meet that bus or make alternative arrangements.

If there are late changes to the travel arrangements and girls will not be requiring the booking, please contact your daughter's House. The School needs prior notification in order to assist.

Emergency Contact

- The Director of Boarding has the full manifest for forward and return travel for the entire school before girls depart school for the travel period.
- Please call the Director of Boarding (via Reception in normal School hours) should travel plans change, so that we know when a girl is not expected on the bus/train. The staff member then contacts the School Travel Service (STS) with this information, as it comes in.
- STS is in touch directly with the Director of Boarding if issues arise with travel. For instance, if a bus breaks down, they will call and let her know which stops will be affected. If the timing is such that the girls are at the pick-up location already, she will call a girl's mobile phone and have the message passed on and contacts any parents/girls who need the information. (She will also call/text parents/girls who can be contacted before they leave home.)
- For the 24 hours after term ends and 24 hours before term commences, parents who have an emergency re travel arrangements should call the emergency Health Centre number (+61 2 4860 2107) – which will be forwarded to the Director of Boarding.
- NB: For non-urgent travel matters, the Director of Boarding also checks emails regularly - prior to and on days when girls are travelling.

Luggage restrictions on CountryLink Buses and Airlines

CountryLink has set guidelines as to the type of items, the sizes and weights of luggage that may be carried on the bus; please refer to the Director of Boarding for a detailed list. International students need to check luggage restrictions applicable with the airline before travel.

Open Weekend Travel Information

To accommodate travel requests on Open Weekends, all girls have the responsibility to fill in the appropriate sheets which are provided at White Cottage by 1.00pm Thursdays.

The Sydney bus information is as per *Weekend Transport to Sydney (after Sport)*. Drop off and Pick up at Central Station is from Western Forecourt, Bay 9.

Parents who would like their daughters to travel by air to a destination, either for the Long Weekend or at the end of term, need to be aware that transport to the airport will be provided if travel can be coordinated to fit the times proposed by the School.

The Sydney bus to Frensham departs Central Station, Western Forecourt, Bay 9 at 6.00pm and all parents are

required to arrange their daughter's transport to meet that bus or make alternative arrangements. Parents are also asked to be at Central Station punctually to pick up or drop off their daughters, as the time allowed for the bus to park is limited. If assistance is required please contact the Director of Boarding.

Closed Weekends and Parents Weekends

The School does not organise travel on Closed Weekends and Parent Weekends.

TELEPHONES

House Phones: owing to the House routines, incoming calls should be between 8.00am to 8.30am or 3.30pm to 9.00pm.

- | | |
|-------------------|-----------------|
| • Bryant McCarthy | +61 2 4860 2160 |
| • Linden Turner | +61 2 4860 2190 |
| • Kennedy | +61 2 4860 2180 |
| • Hartfield | +61 2 4860 2170 |

Please note that the main reception operates between the hours of 8.00am-5.00pm. +61 2 4860 2000

During the school day, Senior Boarding staff can be contacted on the following number: +61 2 4860 2114

Emergency or after hours calls can be made to the Health Centre on +61 2 4860 2107

Please note that weekend communication is best directed to the Houses or via email to:

boarding@frensham.nsw.edu.au

LAPTOPS

Computer facilities are provided in the Houses and classrooms. However, all students are required to bring their own laptop to School.

- All students must have laptops for use at School and Prep. For Boarders, limited weekend use will be permitted for entertainment and communication.
 - It is expected that girls will use their laptops sensibly, adhering to the ICT Student User Agreement at all times.
 - Students in Years 10-12 retain and charge their laptops beside their beds over-night and have access to the laptop at appropriate times throughout the week and over the weekend.
 - For girls in Years 7 to 9, laptops are charged and locked in a cupboard overnight. Access to laptops are as follows during the week:
 - Laptop cupboards are open before breakfast for students who have morning commitments – all other girls may collect laptops after breakfast before leaving for school.
 - Laptops are kept by the students throughout the school day.
 - Laptops must be in the cupboard by 4.15pm.
 - Laptops are taken out on the way to dinner for evening Prep.
 - Laptops must be in the cupboard by 8.45pm.
 - Times allocated for computer use on the weekends ensure that girls spend time with each other, without the use of computers. This is seen as valuable time by both staff and girls.
 - Years 7 to 9 Day Boarders have a space in the cupboard for when they are in the House during those times which laptops are not allowed.
 - Sometimes students are working on an assessment for which they need their laptop, possibly after school. Extra time with their laptop can be spent in the House computer area if working on school work. Permission is given by the House Staff on duty or by the Director of Boarding.
 - The House Staff aim to be supportive of the girls in their endeavour to do the right thing; girls cannot be monitored at all times in the House while using their laptops. Consequently there is a high degree of trust between the staff and girls.
-

MOBILE PHONES

- A register of mobile phone numbers is kept in every House and a night checklist is completed to confirm phones are handed in.
- Mobile phones are not taken to class unless in response to approved teacher request.
- Mobile phones are not taken to the Dining Room or to Prep.

Weekday access to mobile phones and tablets is as per a published schedule within the following guidelines:

- **Year 7:** up to an HOUR each day Monday-Friday
All mobile phones and tablets are handed in by 8.30pm
- **Year 8:** up to an HOUR each day Monday-Friday
All mobile phones and tablets are handed in by 8.55pm
- **Year 9:** Girls have access to IT devices after scheduled afternoon activities and after Prep
All mobile phones and tablets are handed in by 9pm

Day Boarders may seek permission from House Staff to use phones in the Duty Room area to contact family members to clarify pick-up arrangements. Otherwise, IT device access is as for Weekly and Full Boarders.

- **Years 10-11:**
Mobile phones are accessible each afternoon (phones are handed in before dinner)
Mobile phones are accessible after Prep – handed in by 9.15pm (Y10)/9.30pm (Y11)
- **Year 12:** have full access to IT devices – phones, laptops etc.

Weekend use:

Time is allocated in the weekend House programme for ‘tech’ and ‘non-tech time’ – for studies, entertainment and communication.

LEISURE VIEWING ON STUDENT DEVICES

Viewing for students in Years 7-11 is restricted both during the week and on weekends. This includes downloading and streaming onto laptops, iPods, iPads and mobile phones.

VIDEO COMMUNICATION

To ensure privacy, arrangements can be made with the Director of Boarding for video conferencing to be set up in advance, e.g. Zoom.

FOOD AND PERSONAL NEEDS

MEALS must be attended by all students when in the School (this includes Day Boarders on campus). This is mainly for safety reasons so that no individual is isolated in a building while everyone else is in the Dining Room. Cooking facilities are available in the Boarding Houses for Seniors in Year 12 as arranged with the Director of Boarding at weekends. School meals are balanced and nutritious and students are guided to eat sensibly.

Students change out of school uniform for dinner at School. (If seniors have classes just prior or post dinner they must be in full uniform for dinner.)

PERSONAL TOILETRIES should be brought from home. Toothbrushes, etc, may be purchased from the Health Centre.

LAUNDRY – Students in Years 7-10 are expected to send the bulk of their clothes to the laundry (charges apply). The School provides limited washing and drying facilities in each Junior House. Towels and bed linen are laundered by the School at no charge. Each Senior Boarding House has a washing machine and drying room, and year group rosters are made for the use of these facilities. Years 11 and 12 pay only for the garments sent to the laundry.

COLLECTION OF STUDENT PARCELS AND LETTERS

A list of parcels and letters is posted on the noticeboard at White Cottage, Monday-Friday before Morning Tea. Mail is issued only to the addressee. Please ensure all mail is correctly addressed: Frensham, Student Name, PO BOX 34, MITTAGONG NSW 2575.

EXPENSES/POCKET MONEY

It is recommended that students not have cash in Houses.

Debit cards are preferable with a sensible limit set by parents for each Term.

PASSPORTS

Passports for international students should be handed to the Director of Boarding at the start of term and these will be stored in the safe in Administration. The Director of Boarding will retrieve the passports and provide to students just prior to the end of each term.

Renewal of Passports – parents are asked to monitor expiry dates of passports to ensure they can be renewed in a timely manner.

BIRTHDAYS

Students' birthdays are marked by special wreaths and ribbons created by fellow students. The wreaths and ribbons are worn throughout the day to allow the School to celebrate the special occasion. Birthday parties for students in Years 7 and 8 may be held on Birthday Island. The whole year group is included and parents are welcome after School for the celebrations. Students may go out for dinner with their own parents on their birthday and must return by 8.30pm.

Local parents often order a cake for their daughter to share with friends. International students want to be able to reciprocate and they may order a cake themselves for this purpose. The Director of Boarding will assist in ordering a birthday cake with a local patisserie, after receiving a written request from parents. Payment for the cake should be arranged through the Director of Boarding.

LOCKERS

Lockers are available in each House and also in the main school block for use by Day Boarders. The Director of Boarding and the Deputy Head are responsible for the management of these lockers.

PET SHED

Any pets that are housed within the Pet Shed must be cared for in accordance with 'Animals in Schools' guidelines. A register must be kept of the activities associated with these animals. The welfare of the animals is of paramount importance and is under the supervision of the Animal Welfare Officer who is a member of staff. Students in all years may apply for a place for their pet in the Pet Shed.

TRAVEL AND TRANSPORT

The Director of Boarding organises all travel details for students for all weekend exeats and holidays. There is a special coach at the end and beginning of each term (except the beginning of Term 1 and the end of Term 4) to transport students. These are booked seat coaches only and all bookings should be made through the Director of Boarding well in advance of the date of travel.

On the Saturday afternoon of all Open Weekends there is a supervised coach from Frensham to Central Station leaving at 12.30pm and on Sunday evening of all Open Weekends there is a supervised coach from Central Station to Frensham leaving at 6.30pm. Bookings must be made with the Director of Boarding by the Thursday prior to the weekend of travel. Travel costs are charged on the sundries account at the end of term.

On selected weekends, a Sunday evening bus will travel to Cootamundra, Harden and Yass to return students to school.

TRANSPORT TO AIRPORT – Parents should contact the Director of Boarding directly to arrange transportation to and from the airport.

CARS AT SCHOOL – YEAR 12 (Terms 1-4) and YEAR 11 (after Year 12 departure in Term 4)

Parents must seek permission from the Head, in writing, if they wish their daughter to have a car at School. If permission is granted, the full details of the car, make and registration number must be forwarded in writing. After every use of the car, a Boarder will be required to hand car keys to her House Staff immediately on return to school. Day Boarders may only use their cars between School and home. The car may not be used during the normal course

of the school day. Keys are to be handed to the Year 12 Coordinator and collected from School Administration Office. No passenger may be taken without the Head's prior approval.

DRIVING LESSONS with local driving schools are available at current rates. Parents are required to make ALL arrangements and notify the School. If you wish your daughter to take her driving test at Mittagong, please consider familiarisation lessons locally, so that she has a known vehicle to drive for the test. Driving lessons may not be scheduled during class time or extra-curricular/scheduled activities.

DRIVING TESTS should be arranged out of school commitment time or in vacation only. Leave is not approved for students to miss class or co-curricular commitments to take a Driving Test.

DAILY TRAVEL

Please contact Berrima Buslines on 02 4871 3211 for information regarding local bus transport options.



GENERAL HOUSE ROUTINES

Monday to Friday	6.55am	Wake-up call
	7.05am	Second wake-up call
	7.15am	Girls up, beds made
	7.20am	House breakfast bell
	7.30am	Breakfast
	8.00am	House chores
	8.10am	House bell for Prayers
	8.25am	Morning Prayers
	9.00am	House locked (Year 12 may return to the House after Morning Tea)
	11.55am-12.50pm	Lunch A – Houses open (Prefect meeting Friday – Houses closed)
	12.50pm-1.45pm	Lunch B – Houses open
	1.30pm	Afternoon classes
	3.35pm	Classes end, Houses open
	3.55pm-5.25pm	Activities
	5.50pm	House bell for First Dinner
	6.00pm	First Dinner (or 6.40 pm Second Dinner) (Monday-Thursday) [6.30pm Dinner on Fridays for all – followed by Friday Night Activities]
	6.45pm	Supervised Prep (Monday-Thursday) – Prep finishes for Year 7 – 8.00pm – Prep finishes for Years 8 & 9 – 8.30pm – Year 10 may continue to work subject to House requirements – Formal Prep finishes for Years 11 & 12 – 9.00pm (Years 11 & 12 – 3-4 hours per night total expected)
	9.00pm	Devices off, alarms set, Year 7 in bed, silence
	9.30pm	Lights out, silence – Years 8 & 9
	9.30pm	Private study in own room – Year 10
	10.00pm	Lights out, silence – Year 10
Saturday	6.55am	Rising Bell (or earlier, depending on Sport commitments)
	7.00am – 8.00am	Breakfast
	10.30am	Except on Closed Weekends, Day Leave begins (if all sporting commitments have been met)
	12.00noon onwards	Lunch
	5.50pm	House bell for 6.00pm Dinner
	8.30pm	Girls signed out with adults should return to school
	9.30pm	Lights out, silence
	10.00pm	Lights out, silence – Year 10
Sunday	8.15am	Rising bell
		Breakfast bell 25 minutes after rising bell
	10.00am or 6.00pm	School Services (per calendar) Day Leave with adults commences after School Service/Concert
		Lunch and Dinner as for Saturday
	8.30pm	Girls signed out with adults should return to School
	9.00pm	Lights out, silence – Year 7
	9.30pm	Lights out, silence – Years 8 & 9
	10.00pm	Lights out, silence – Year 10

MEAL TIMES: All students are required to be in the Dining Room at designated meal times. They are not permitted to remain in the Boarding Houses. The Dining Room Supervisor checks with Heads of Tables at each meal to ensure all students are present. If parents need to collect students during meal times they should collect them from the Dining Room via permission from the Director of Boarding only.

ABSENCE: Parents should contact the School (+61 2 4860 2000 or absence@frensham.nsw.edu.au) as soon after 8.00am as possible if their daughter will be absent. A note of explanation must be provided on the girl's return (to School Office). If, as the result of illness or injury, a Day Boarder is unable to participate in any school activity, a note is required. Day Boarders may not leave the school grounds during school hours without prior parental written request to the School.

REQUESTS FOR LEAVE: Telephone requests regarding absences are not acceptable. The Head requires written and signed requests, well in advance of the event, to allow consideration and a written response. (See p60)

HEALTH CENTRE AND MEDICAL CARE

Frensham has a Registered Nurse available 24 hours a day, 7 days a week on campus. Dispensary for regular medication is held at the times below:

Weekdays Dispensary hours: 7.15-8.15am, 12.10-1.45pm, 5.30-5.55pm and 8.00-9.00pm.

Weekends Saturday Dispensary hours: 7.30-8.00am, 12.30-1.00pm and 6.30-7.00pm.

Sunday Dispensary hours: for one hour following breakfast and then 6.30-7.00pm.

Contact with the *duty staff member on weekends* is by internal emergency phone.

PATIENTS are usually observed for several hours or overnight and parents are advised as appropriate. Parents are asked to let Health Centre staff know when students return from Sick Leave, and to keep staff up-to-date with any health problems during holidays in writing.

DOCTORS' APPOINTMENTS are made by the School's Health Centre staff with local Medical Centres. Parents may name a doctor but we give no guarantee that he/she will be available for consultation. All medical appointments for boarders are facilitated by Health Centre staff.

MEDICATION – Medical prescriptions recommended by a doctor are obtained by Health Centre Staff and the House Staff must be aware of the routine. All “controlled medications” are to be accompanied by written instructions from the prescribing doctor and are to be dispensed from the Health Centre. NO medications are to be kept in the House.

DENTISTS are located in Mittagong, Bowral and Moss Vale, but parents are advised to arrange appointments during holidays. If students are required to visit orthodontists in other areas, parents are requested to arrange escorts. Travel arrangements should be discussed with the Director of Boarding.

Emergency orthodontic work can be arranged. There are several orthodontists in the area. Health Centre Staff can arrange details for on-going work or emergency treatment.

AMBULANCE – As the School does not have Ambulance Cover, personal ambulance cover is necessary for each student.

HOSPITAL – The closest public hospital is at Bowral and is the one used in an emergency. Parents may, if they prefer, request the Southern Highlands Private Hospital, also in Bowral.

COUNSELLING services are available in the local area and students (or parents on behalf of their daughters) are encouraged to discuss any issues requiring support or guidance, in confidence, with a respected adult such as the Head, the Director of Boarding or Health Centre Staff. Students may be referred, as appropriate, to local professionals such as psychologists or counsellors. **Our approach to mental health support and student wellbeing is published annually to parents and students, and we expect to work proactively and closely with parents and girls.**

SUN-SAFE POLICY

- All Boarding Houses are provided with pots of sunscreen and students are encouraged to apply each morning and reapply on visits to the House during the day.
- Caps are to be worn on the Games Field.
- Caps are to be worn and sunscreen applied for all leisure activities, eg swimming, bush-walking. (NB No singlet-style T-shirts permitted.)
- ‘Sunbathing’ is actively discouraged.

SPECIAL DIETS are arranged for students with particular medical needs, such as diabetes. Any special dietary requirements should be discussed with Health Centre Staff who will liaise with the Kitchen. Vegetarian meals are available at all meal times, by prior arrangement with the Health Centre.

MOVEMENT AROUND CAMPUS

Students are not permitted to move around the campus unaccompanied after dark. At other times of the day all girls are encouraged to be in pairs when moving around campus.

RUNNING OFF CAMPUS

Year 11 and 12 students are permitted to run or walk off campus. They must be in pairs and a full description of their route, including estimated return time, must be approved by House Staff.



unselfish pursuit of
excellence

Sometimes we are tested
not to show our weaknesses, but
to discover our strengths...

(Message on Bryant McCarthy door)

FRENSHAM – SCHOOL CURRICULUM 2021

Frensham Foundation Course (Stage 4: Years 7 - 8)	Stage 5 Course (Years 9 - 10)	Preliminary Course (Terms 1 - 3 Year 11)	Higher School Certificate Course (Term 4 Year 11 - Year 12)
<p>Core Subjects English* Mathematics* Science History Geography Drama French Latin (Year 8) Technology Visual Arts Music Personal Development, Health and Physical Education (PDHPE) Personalised Learning Plan (PLP)* (Literacy and/or Numeracy) Religious Education Frensham Studies <i>Jamieson Programme – including STEM Projects (Science, Technology, Engineering, Mathematics)</i></p> <p>Elective (Year 8) French or Language Studies</p>	<p>Core Subjects English Mathematics Science Australian History, Geography, Civics and Citizenship Personal Development, Health and Physical Education (PDHPE) Religious Education <i>Jamieson Programme – including Cambridge IGCSE Global Perspectives and Cambridge GCSE History or Geography</i></p> <p>Electives Agricultural Science Design & Technology Drama French History Language Studies Latin Music NSW School of Languages Personalised Learning Plan (PLP) STEM (Science, Technology, Engineering, Mathematics) Visual Arts</p>	<p>Core Subjects English (Advanced, Standard) Electives Agriculture Ancient History Biology Business Studies Chemistry Design & Technology Drama Economics English Extension 1 & Extension 2 French (Continuers, Extension) Geography NSW School of Languages Latin (Continuers, Extension) Mathematics (Standard 2, Advanced, Extension 1, Extension 2) Modern History (plus Extension **) Music (Music 1, Music 2, Extension) Personal Development, Health & Physical Education (PDHPE) Physics Science Extension Studies of Religion Visual Arts</p> <p>Additional Senior Study Skills Programme</p>	<p>Core Subjects English (Advanced, Standard) Electives Agriculture Ancient History (plus Extension**) Biology Business Studies Chemistry Design & Technology Drama Economics English Extension 1 & Extension 2 French (Continuers, Extension) Geography NSW School of Languages Latin (Continuers, Extension) Mathematics (Standard 2, Advanced, Extension 1, Extension 2) Modern History (plus Extension **) Music (Music 1, Music 2, Extension) Personal Development, Health & Physical Education (PDHPE) Physics Science Extension Studies of Religion Visual Arts</p> <p>Additional Senior Study Skills Programme</p>

** Note: NESA allows 1 unit of Extension History to be taken with either Ancient History and/or Modern History)

THE EXTENDED AND ENRICHED CURRICULUM

THE ENRICHED and EXTENDED CURRICULUM...to inspire: the unselfish pursuit of excellence; emotional and intellectual maturity; respect, support and celebration of gifts differing; passionate engagement with school life; responsibility to develop and share one's talents; willingness and confidence to contribute to the wider world.

PROGRESSION: Years 7-11 (ie indicates where activities are introduced or changed)

YEAR 7		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Frensham Studies* - Year 7 parent weekend Music and Drama Presentations (whole Year Group) - Outdoor Education Camp* - Prefect Meetings (led by Prefects of Year 7) - Participation in End of Year Production without audition - Year 7 sports teams - Access to multi-age co & extra-curricular activities; <i>Sturt Design courses/dance/tennis/music/livestock show teams</i> - Opportunity to be involved in all music ensemble groups - Year 7 Debating - Year Group Friendship Development Programme - Character Education - Cyber Safety 	<ul style="list-style-type: none"> - Different rooms for each subject – movement around campus - Reach Annual Progression Assessment: Digital Technologies/Writing/English/Mathematics/Science - ICAS: Digital Technologies/Writing/English/Mathematics/Science - National Assessment Programme for Literacy and Numeracy (NAPLAN) - Internal Examinations end of Term 3, except for semesterised courses - Subjects additional to mandatory courses: - Frensham Studies (includes Study Skills), Drama, RE - Competitions: <i>Mathematics Challenge, Geography, Writing Competition, Coding, South Coast Public Speaking</i> - Mathematics Club - Prep = 1 hour 15 minutes (supervised by teachers in Library) - End of Year 7 – select: Elective French and Language Studies 	<ul style="list-style-type: none"> - Sharing within a community – boarding experience (Year 7 housed in one dormitory to end of Term 3 then mixed with Years 8-10 later in the year) - Interaction with Senior girls through: Sport, House, Shadow (Year 8), Crack (Year 10), End of Year Production, Bounce Back programme - Character Education programme - Opportunity for all Year 7 to be involved in whole school social activities for the first time - Junior Choir (7/8) - IGSSA Sports teams comprise Year 7 only - Dining Room duties (Breakfast) - Preparation of Shadow Books in Term 4, for Year 7 following - Jamieson Week activities*
* Jamieson Programme		

YEAR 8		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Outdoor Education Camp* - Assistants for Riding for Disabled* - Drama Production – Years 8-9 (Year 9 weekend) - Shadows for Year 7 - Year 8 parent weekend Music and Drama Presentations (whole Year Group) - Audition for parts in End of Year Production - Farm Management (roster)* - Art Enrichment Classes (Terms 2 and 4) - Flag and Bell (roster)* - Character Education 	<ul style="list-style-type: none"> - Students are able to study Elective French, NSW School of Languages or Language Studies - Latin introduced as Core subject - Presentation Skills* - Reach Annual Progression Assessment: Digital Technologies/Writing/English/Mathematics/Science - ICAS: Digital Technologies/Writing/English/Mathematics/Science - Competitions: <i>Mathematics Challenge, Geography, Writing Competition, South Coast Public Speaking, Coding</i> - Mathematics Club - Prep = 1hour 45minutes (supervised by teachers in Computer Rooms) - End of Year 8 – select 3 additional Elective subjects for Years 9/10 	<ul style="list-style-type: none"> - Shadow for Year 7 - Sport – graded teams of Years 8 & 9 - Opportunity to be a Head of Form for Years 7/8 Form groups - Junior Choir (7/8) - On-going involvement with their Cracks (Year 11) as part of Form/Bounce Back programme - Character Education programme - Induction into the Duke of Edinburgh's International Award (Term 4)* - End of Year Production - Jamieson Week activities*
* Jamieson Programme		

YEAR 9		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Global Forum (3 days)* - Seniors at Junior Sport - Outdoor Education Camp* - The Duke of Edinburgh's International Award commences* - Extended Jamieson Programme* - Burn Bright* - Nursing Home visits – after school* - Holt management – after school* - Senior cast members and crew for Years 8/9 Drama Production (cast members by audition) - Madrigals (Years 9-12) (by audition) - Year 9 parent weekend Music and Drama Presentations (whole Year Group) - Morning Tea Duty in the Dining Room (roster) - Character Education 	<ul style="list-style-type: none"> - Jamieson Programme – Thursdays week A (1.30-8.30pm)* - Global Perspectives, Cambridge IGCSE - Elective Studies (2 additional subjects studied) - Study Skills programme in Form – managing time, organisation, summarising - Personalised Learning Plans (PLPs) - Language Studies continues (can be new Elective option) - Reach Annual Progression Assessment: Digital Technologies/Writing/English/Mathematics/Science - ICAS: Digital Technologies/Writing/English/Mathematics/Science - National Latin Examination (Years 9-12) - Junior Debating team – AHIGS - Preparation for acceleration (Term 4) - National Assessment Programme for Literacy and Numeracy (NAPLAN) - Competitions: <i>Mathematics Challenge, Geography, Writing Competition, South Coast Public Speaking, Coding</i> - Pen & Ink (Years 9-12) - Mathematics Club - Prep in Science & Technology Centre (supervised by teachers) = 1hour 45minutes 	<ul style="list-style-type: none"> - Captains of Junior Sport teams - Duke of Edinburgh's International Award – overnight expeditions (x 2)* - Year 9 Caving Expedition* - Head of Form / Forum Representative - Focus on Community Service / Global citizenship - Character Education programme - Heads of Dorms – Junior Houses - School socials with boys' schools - End of Year Production - Jamieson Week activities* - On-going involvement with their Year 12 Cracks
* Jamieson Programme		

YEAR 10		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Heads of Junior Boarding Houses (1 Term) - Lunch Duties – Dining Room - Outdoor Education Camp* - Begin attending 'An evening with...' guest lectures - Senior Sports teams (Years 10-12) - Silver Duke of Edinburgh's International Award – 2 night expeditions* - Nursing Home Visits can continue* - Holting involvement can continue* - Year 10 parent weekend Music and Drama Presentations (whole Year Group) - Character Education 	<ul style="list-style-type: none"> - Preparation for Senior Studies programme - Orientation Programme for Year 11 (Term 4) - Jamieson Programme – Financial Literacy* - Global Perspectives Cambridge International AS Level General Paper - University Tour (1 full day) - Careers Profiling & Personal Interviews with Careers Advisor - Personalised Learning Plans (PLPs) - Reach Annual Progression Assessment: Digital Technologies/Writing/English/Mathematics/Science - ICAS: Digital Technologies/Writing/English/Mathematics/Science - National Latin Examination - Competitions: <i>Mathematics Challenge</i>, <i>Geography</i>, <i>Writing Competition</i>, <i>South Coast Public Speaking</i>, <i>Coding</i> - Pen & Ink - Mathematics Club - Independent Prep in boarding houses (with tutors) - Term 4 Subject selection for Senior Studies (Years 11 & 12) 	<ul style="list-style-type: none"> - Leaders in Stage 5 Forms - Changing boarding environment – rotation through Junior Houses - Cracks for Year 7 - Character Education programme - Opportunities to coach Junior Sports teams - Responsibilities for Sample Boarding programme - Community Service in local community eg Legacy, Appeals* - Beginning Coaching General Principles - Referee / umpiring courses - End of Year Production - Jamieson Week activities*
* Jamieson Programme		

YEAR 11		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Senior Studies Seminars (as Year 11 group) - Year 11 into 12 day - Orientation Programme - leadership - U Turn the Wheel – driving safety programme - Supervision of Prep & classroom locking (roster) - Skill Development/ Speed reading/ Use of library Resources (Study Days) - Junior Form visiting eg re ANZAC Day - Mock Trial - Duties for Year 12 Birthday & Year 12 Dinner - Extension of Day – Extension and other subjects - Careers & University Days - Stage Management & Stage Crew – leadership - Year 11 parent weekend Music and Drama Presentations (whole Year Group) - First Aid Course opportunity - Burn Bright* - Character Education 	<ul style="list-style-type: none"> - Preliminary Studies – leading to HSC courses - Independent Prep in boarding houses - Subject choice discussions for Year 12 - Private Study experience for time management - Opportunity for National Art School workshops - Careers interviews - Specialist Tutors for Design & Technology programme [through Sturt] - Director of Studies Interviews – re progress - Senior Studies - National Latin Examination - Competitions: <i>Mathematics Challenge, Geography, Writing Competition, South Coast Public Speaking, Coding</i> - Pen & Ink - Mathematics Club - Term 4 Final subject selection for HSC 	<ul style="list-style-type: none"> - Boarding in Senior Houses - Cracks for Year 8 - Sports coaching - Public Speaking opportunities through Lions, Rotary Clubs, RSL (optional and by selection) - Junior Leaders – Exchange, environment, nursing home visiting - Year 11 speak to Year 10 about subject selection - Option to request a Staff Mentor for Years 11 & 12 - Level 1 Coaching courses - Referee / umpiring courses - Character Education programme - Community Service – Year group focus - Extension of Drug / Sex Education - Driver Education - Co-ordination of Red Cross Blood Donation - 'An Evening With...' guest lectures - Election of Prefects (Term 3) - Appointment of all Leadership Positions (Term 3) - End of Year Production - Jamieson Week activities*
* Jamieson Programme		

YEAR 12		
Activities specific to the group	Academic	Social / Cultural
<ul style="list-style-type: none"> - Studies workshops throughout the year - Monitoring of individual progress - Language Studies or Extension English - Mentoring by Senior staff - Year 12 Family Dinner – [Birthday Weekend] - Position of responsibility for full year [all students] - Fellowship Breakfast - Year 12 Dinner – with staff and parents - ‘Round-the-Kitchen Table’ – Dinner discussions (Current Affairs) - Music and Drama Presentations at the Year Weekend Concert (whole Year Group) - Character Education - Burn Bright 	<ul style="list-style-type: none"> - Close support and supervision of Year 12 HSC studies - Senior Studies - Pen & Ink - Mathematics Club - Careers Guidance - Health and Wellbeing Consultants - Personal Profile development - University Days 	<ul style="list-style-type: none"> - Year 12 plays a major role in programming, managing and leading activities for younger students with Senior Staff. - All students have an appointed responsibility to allow full experience in a leadership role, working with others to achieve shared goals. - Elected Prefects lead particular years of the student body and liaise with staff to provide a voice for students and a benchmark of expectation in terms of student behaviour, involvement and contribution.

SCHOOL CURRICULUM – STUDIES

- The Curriculum for Year 7 is mandatory.
- In Year 8, students commence Elective Studies in French or Language Studies.
- At the Year 8 Parents' Meeting, subject choices available for Year 9 are discussed. Staff provide recommendations as to the best possible course of study for individual students.
- Higher School Certificate courses and procedures (for Years 11 and 12) are explained in the Stage 6 Handbook distributed to parents at the Year 10 Planning for Senior Studies meeting in Term 3.
- Studies policies and procedures are distributed to specific Year Groups to clarify expectations or to provide guidelines as required.

The process of subject selection is comprehensive and involves each student with staff and parents, in direct consultation. Guide booklets, interviews and review are essential to the process and parents and students are encouraged to seek guidance as required.

Every effort is made to allow each student to study the courses of her first choice. Sometimes, when it is not possible to provide every combination of subjects for every student, important choices have to be made and staff and parents are crucially involved with students in the decision-making process.

NSW SCHOOL OF LANGUAGES / DISTANCE EDUCATION / CAMBRIDGE IGCSE

It may be possible, in certain circumstances, to enrol students in courses offered through the NSW School of Languages or Distance Education Centres. There are strict enrolment criteria and significant costs involved.

These courses are only available for study at Years 9 – 12 level as they must be courses that lead to the award of a Higher School Certificate.

NSW School of Languages applicants must be capable of working independently and must be reliable in the completion of assignments. A period allocation within the normal school timetable would be expected.

Enquiries, in the first instance, should be made to the Deputy Head or the Director of Studies.

International Student programme – details are available from the Registrar, by request.

Year 9 students study Cambridge IGCSE Global Perspectives and Year 10 students study Cambridge IGCSE History or Geography.

Year 9 students have the option of studying a language and a Personalised Learning Plan (PLP) focusing on an area of interest.

TUTORIAL GROUPS

Alongside and integrated with the House System, Tutorial Groups are another fundamental unit in the pastoral care system and are organised on the basis of the curriculum stages.

FORM TUTOR

Each group is in the care of a Form Tutor who is responsible, with the support of the Year Coordinator, for the care, discipline and coordination necessary for the needs of each student.

Tutors' responsibilities include:

- Roll check and monitoring of absences for sickness or special leave;
 - Monitor and advise on academic programme liaising with Subject Teachers, Coordinators, Director of Studies and Deputy Head as appropriate;
 - Liaise with House Staff on such issues as social wellbeing;
 - Organise timetables and coordinate extra-curricular activities, music practice etc;
 - Monitor work patterns and assessment marks – providing guidance where necessary;
 - Contribute to individual School Reports, twice yearly;
 - Supervise the satisfactory completion of assigned tasks / duties;
 - Communicate with parents of their Tutor Group on a termly basis.
-

STUDENT LEADERSHIP

- All new students entering the School are assigned a 'Shadow', a student in Year 8 for Year 7 and a student in the same Year, House and Tutor Group for students entering in Years 8-12. The 'Shadow' is given the responsibility for ensuring a smooth transition for the new student.
- Year 10, as Seniors of the Junior Houses, are also linked to a member of Year 7 and play a 'big sister' role for three years. For boarders particularly, the 'Crack' system is extremely important and core to the strong connections between students of different ages. All 'Cracks' are assigned by the end of Week 2 each year.
- All Year 12 students are appointed to a leadership position and are inducted into their role on the first day of Year 12 studies.
- Staff are also assisted by the Prefects [elected by staff and students] who are responsible for much of the student administration of the School. The Head Girl is also elected by staff and students. Prefects are allocated to a Year group and meet weekly with the Head of Frensham to plan activities and share responsibilities.
- Frensham Forum is a student advisory group, with a representative from every Form group. Members are elected by their peers and serve for one year. Issues of importance to students can be discussed through Forum and student representatives report back to their Year Groups. Recommendations of Forum are passed to the Head by the Chair and Secretary of Forum.

REPORTS

The Deputy Head, Director of Teaching & Learning, Director of Studies, Director of Boarding, Form Tutor, Subject Teachers and House Staff have regular discussions to maintain a clear picture of a student's progress both academically and socially.

WRITTEN REPORTS are completed each semester. Should a student's progress or conduct cause concern, then communication with parents can be made at other times as well.

REPORT READINGS At the end of each report period, the Form Tutor takes the opportunity for a report reading with each student to ensure appropriate reinforcement and follow up of key issues raised in the report.

PARENT MEETINGS are held for each year group on a Saturday morning. Parents are expected to attend ALL Parent Meetings for the Head's briefing and to talk with all staff involved in the teaching and welfare of students. For senior year groups, students are invited to share the interview process with parents and staff.

CONTINUOUS REPORTING to inform learning including grades and assessment results are made available to parents throughout the academic year via Schoolbox.

Parent Meetings for 2021 are as follows:

TERM 1	Year 7	Saturday 27 February	(morning)
	Year 10	Saturday 20 March	(morning)
TERM 2	Year 8	Saturday 15 May	(morning)
	Year 12	Saturday 5 June	(morning)
TERM 3	Year 11	Saturday 7 August	(morning)
	Year 10*	Saturday 7 August	(afternoon)
	Year 9	Saturday 28 August	(morning)

* The Planning for Senior Studies afternoon for Parents and Year 10 Students is held to discuss senior study requirements, and is mandatory.

STUDY SKILLS

Study skills are an integral part of the content of all subjects and are constantly taught, revised and practised in class. Each subject undertakes a programme of study skills particular to that area of study. These would include such things as:

- note-making;
- summarising;
- vocabulary-learning techniques;
- examination preparation.

Within Tutor Groups, Form Tutors are involved in on-going programmes of review of student progress, group activities addressing study skill problems, individual counselling and advice.

CAREERS GUIDANCE

- a) All students in Year 10 complete a Careers Assessment that includes tests of Career Occupational Preference, Aptitude Testing and a Myers-Briggs Type Indicator re personality type, preferred learning style and work environment and full reports are sent to parents.
- b) Interviews, with senior staff, focus on review of the Careers Assessment and on goal setting for senior years.
- c) A University Tour is conducted for Year 10, prior to commencement of Senior Studies.

Year 10 students complete Work Experience for five days at the end of Term 2. It is expected that students will choose to do this work experience within their home environment. All students have access, via the Careers Centre, to online resources and a range of publications such as handbooks for the various state and international institutions, information from private colleges and TAFE course outlines.

There is also a self-assessment programme, 'The Self Directed Search', which helps students determine their interests and abilities in relation to possible future careers. The Careers' Centre also co-ordinates the UAC applications for tertiary institutions, residential college applications, cadetships, traineeships etc.

Year 11 and 12 students are interviewed at the beginning of their two years of senior studies, followed up with regular individual careers' counselling. The purpose of the interviews is to determine career choices and to ensure that subject choices will enable students to pursue their chosen goals. Careers Guidance is also available at all senior Year Group Parents' Meetings.

SPECIAL NEEDS EDUCATION – RESOURCE and INDIVIDUALISED PROGRAMMES

All intervention is developed with the individual needs of each student paramount. Each programme is designed to meet the immediate needs of the student and is constantly reviewed and revised as these needs change.

Working with Senior Staff, the Director of Teaching & Learning and Coordinator of Gifted & Talented Programmes plans and administers programmes for support, extension or enrichment.

The School complies with the NCCD Data Collection legislation.

THE ESTHER TUCKEY LIBRARY

The Esther Tuckey Library is located on the south-west corner of the St Francis Courtyard.

HOURS OF OPERATION

Monday	8.00am to 6.00pm and 6.45pm - 9.00pm
Tuesday	8.00am to 6.00pm and 6.45pm - 9.00pm
Wednesday	8.00am to 6.00pm and 6.45pm - 9.00pm
Thursday	8.00am to 6.00pm and 6.45pm - 9.00pm
Friday	8.00am to 4.00pm
Weekends	by arrangement, all term (term time) – both days

- Teachers reserve the Library for reading or class research periods.
- Students have full access at any other time during the day.
- Senior students have unrestricted use of the library during hours of operation.
- Year 11 students are required to be in the Library during their study periods.

The Library is staffed by trained Teacher-Librarians who manage the research skills programmes, monitor and develop extensive online resources of the Library and support individual learning.

LOANS POLICY

- Two weeks, with renewal where necessary.
- Years 7-10: up to 6 items.
- Years 11-12: up to 8 items.
- Email reminders are sent to students re overdue books.
- If overdue items have not been returned after four written reminders and personal contact by librarian, full replacement costs are charged to school accounts.
- Students are allowed to take books out over all vacation periods.

THE COLLECTION

The Library offers thousands of books, including e-books and audio books, as well as current periodicals and magazines. Specialist collections include the Rosemary Dobson Memorial Collection and the Frensham Collection (of Old Girls' work).

ELECTRONIC RESOURCES

Students have access to a wide range of digital information sources via the computers in the Library and via the Frensham Intranet pages which can be accessed from any computer with web access on campus or from anywhere in the world. The digital resources linked to the School Intranet include subscriptions to online reference databases, resource materials for courses run on campus, guides to referencing and study skills resources. The Teacher Librarian works closely with Subject Teachers to provide links to the most current and valuable information for specific topics of study and assessment information.

The library catalogue for text resources is fully automated using the INFINITI cataloguing system. Students can search the library system and view the catalogue across the School.

A high-quality colour laser printer has been installed in the library to allow students and staff to print colour work at the highest resolutions. Students send their colour printing requests via their classroom teacher to the Library Staff.

INFORMATION TECHNOLOGY

Frensham provides technological resources for staff and students which are used creatively across the curriculum. Frensham's progressive approach to technology is in keeping with its strong commitment to the preparation of students to be confident, competent and critical users of technology in a world increasingly dependent on multimedia and digital communication.

It is compulsory for all students to bring their own mobile computing devices to school as part of our Bring Your Own Device (BYOD) programme.

Mobile devices are connected to the school network wirelessly and Internet access is managed by our Cyberhound Security Appliance ensuring e-safety and focus on academic activities.

The device should meet the following minimum specifications:

	OS X Minimum Requirements
Model	Air or Pro (Air preferred)
Operating System Version	10.15 (Catalina) or later
Memory	8GB or greater
Hard Disk	250GB (500GB preferred) – students are encouraged to save their academic work to Google Drive
Screen	13"
Processor	Minimum 1.6Ghz Intel i5
Optical Drive (ie CD/DVD)	Not necessary
Software	None required at this stage
Case	A rugged case to protect the device
Access	An account with administrative rights that the School can use to configure and install applications and devices.
Anti-Virus Protection	School provided

INFORMATION TECHNOLOGY RESOURCES –

Student Acceptable Use Policy (for parent reference)

Purpose

Frensham recognises that electronic information and communication skills are now required as essential knowledge for members of our society and as future employees. The electronic communication and information resources of Frensham are made available to enhance the educational experiences of students and to provide staff with the tools necessary to implement and enhance the School's education programme.

Electronic communication systems include internet, intranet, email and related applications. The purpose of this document is to provide guidelines on the use of these resources.

Access

Frensham provides access to information and communication technology resources for students to conduct research and communicate with others. Access to the information environment at Frensham is a privilege and must be treated responsibly as such by all users of these systems.

Frensham teachers and students recognise the publication of personal information on websites such as Facebook can pose serious risks. Students and staff are encouraged to be vigilant about safety and reputable character.

Students' laptops and other mobile devices can be configured to the school network so that students can access files and printers.

Acceptable Use

Frensham actively promotes access by students to a wide variety of information resources to enable them to:

- become effective and safe users of the Internet and other communication tools;
- develop appropriate skills in analysis and evaluation of information;
- become motivated, responsible and independent learners.

Acceptable use of Frensham's information technology resources is based on common sense, decency and the legal responsibilities applied to the networked computing environment.

Unacceptable Use

Unacceptable uses include the following:

- sending or displaying offensive messages or pictures (this includes information that is racist, sexist, obscene, irreligious or contains abusive language);
- harassing, insulting or attacking others;
- using, or trying to use, others' accounts;
- trespassing in others' folders, work or files;
- using the network to disrupt its use by others;
- disrespecting others' privacy and intellectual property;
- damaging computers, computer systems or computer networks (eg by the introduction of computer viruses, physical abuse of hardware, alteration of source codes or software settings etc);
- violating copyright laws (the legal rights of software producers, network providers, copyright holders and licence agreements must be honoured);
- intentionally wasting resources, eg. excessive downloads, unnecessary printing etc;
- employing the network for commercial purposes or activities by for-profit institutions or organisations, product advertisement or political lobbying;
- downloading of applications such as computer games and careless storage of files;
- using unauthorised VPNs, proxies or any other method to circumvent or bypass the School's security systems.

Monitoring

Student use of the school ICT network and BYOD is monitored.

The use of computers at School should be primarily as an educational tool.

- Inappropriate and offensive material should not be downloaded.
- Downloading of non-academic material (e.g. streaming video, games and apps) should be limited to outside teaching time (including Prep) and should not be excessive.

Sanctions

Sanctions for abuse of these privileges will be a matter for standard school disciplinary procedures and/or legal action.

Sanctions may also include:

- the withdrawal of the right to use the School's network resources;
 - an instruction from a teacher or teaching assistant to stop using a computer (including a student-owned BYOD);
 - the temporary removal and/or inspection of a student-owned BYOD;
 - the removal of inappropriate material from the memory of a student-owned BYOD.
-

INFORMATION TECHNOLOGY CONTRACT

Information Technology refers to all computer hardware, software, systems, databases, telecommunications and electronic data transmission used in gaining access to information, locations and people.

Information Technology can be used to access people and databases external to Frensham. This gives students the opportunity to learn valuable skills and have access to people and information on databases at locations around the world. However, it is not possible for the School to control what or who is on those computers. A very small part of that contact may be illegal, dangerous or offensive. While supervising teachers will exercise their duty of care, protection against exposure to harmful information and interaction is ultimately the responsibility of each student.

Frensham provides access to Information and Communication Technology resources for students to conduct research and communicate with others. Access to the information environment at Frensham is a privilege and must be treated responsibly as such by all users of these systems.

Student Section – Acceptable use of Frensham’s information technology resources is based on common sense, decency and the legal responsibilities applied to the networked computing environment. This agreement will remain in force for the duration of the academic year in which it is signed.

When I use Frensham Information Technology resources to access the Internet or contact any location, database or person external to Frensham:

1. I will not reveal home addresses or phone numbers – mine or anyone else’s.
2. If I come across anything that is illegal, dangerous or offensive, X-rated or obscene, I will clear any offensive material from my screen and immediately, quietly inform the supervising or nearest teacher.
3. I will use polite and appropriate language.
4. Internet access is available for curriculum related information. I will not use the Internet in class time, for any purpose which is unrelated to the school curriculum. Library and Prep computers are to be used exclusively for academic research.
5. I will not prepare for transmission, print or transmit information which is discourteous towards an individual, school or other organisation or is of an illegal, obscene or offensive nature.
6. I will record each source of information and correctly acknowledge its origin in a bibliography attached to my work, and will not make use of that information in any manner which may infringe copyright laws.
7. I will not attempt to harm or destroy the data of another user, the network/Internet or sites connected to the Internet or attempt to breach security codes or passwords.
8. I will not create, propagate or use computer viruses.
9. I will not copy software to or from school computers.
10. In fairness to other users I will make my Internet use as efficient as possible, not intentionally wasting resources such as excessive downloads, unnecessary printing etc.
11. I understand that if there is suspicion or evidence that I have broken the conditions of this contract, my access to Frensham Information Technology will be suspended immediately pending investigation and appropriate measures will be taken.

Student’s name:	Date:
Student’s signature:	Date:

Parent/Guardian Section

While all reasonable effort will be made to ensure that inappropriate material is not received, transmitted or printed by students using its computer facilities, I acknowledge that the School does not accept responsibility for the accuracy or nature of information obtained through connection to external computer communication services, nor does it accept responsibility for information transmitted by or printed by students.

I understand that while use of information technology at Frensham gives students valuable learning and information opportunities, and that while supervising teachers will exercise their duty of care, the protection against exposure to harmful information and interaction is ultimately the responsibility of each student.

I believe that my daughter understands this responsibility, and I hereby give my permission for her to access information technology, in accordance with the Acceptable Use Policy. I understand that students in breach of the Policy will be subject to appropriate action by the School, which may include loss of access for a specified time and/or further disciplinary measures.

I give authority for my daughter to have access to the Information Technology available through Frensham on the terms set out in the Information Technology Policy and the Information Technology Contract as signed by my daughter.

Parent / Guardian name:	Date:
Parent / Guardian signature:	

Note: an online version of this form is available – access will be provided in an email to parents in January.

EXTRA AND CO-CURRICULAR PROGRAMME

Students are encouraged to take part in as wide a range of sport and extra-curricular activities as their timetables allow. A full schedule of activities is published annually and students may join activities or Extra Subjects throughout the year. The Deputy Head can be contacted for assistance to parents or guidance to students.

SPORT

Attendance

Students who are selected for Frensham sporting teams are expected to attend all scheduled matches and training.

Other than in exceptional circumstances, requests to miss matches during the term of competition will be denied. It is an expectation that all students in Years 7-12 who are on campus will be at the Games Fields during Saturday Games until at least 10.30am on Saturday mornings.

Uniform

All competitors are expected to be in full sports uniform before and during matches, including those who have finished playing matches. Students who do not play sport and are spectators on the Games Fields are expected to wear sports uniform.

Frensham participates in the Independent Girls' Schools Sports Association (IGSSA) competitions and competitive team sports are organised on a termly basis:

Term 1	Term 2	Term 3	Term 4
Tennis Softball Swimming	Athletics Cross Country Basketball Football Swimming	Athletics Hockey Netball Snowsports (not IGSSA) Swimming	Gymnastics Touch Tennis Swimming Water Polo
* Equestrian competitions are scheduled across all terms. The majority of Equestrian competitors also play IGSSA team sport.			

The number of teams Frensham is allowed to enter is determined by IGSSA and is dependent on the size of the competition and the sporting facilities which we can contribute to the competition. Competition sport is usually on a Saturday morning; home or away games are indicated on Schoolbox. Parental involvement in supporting games from the sidelines is strongly encouraged.

Year 9 parents form the volunteer team to support the BBQ breakfast catering. All Year 9 parents are asked to register to join the roster for 2021, for at least one Saturday morning per term.

IGSSA VENUE CLOSURE – SATURDAY SPORT

Occasionally it is necessary to cancel Saturday sport due to wet or very hot weather or poor air quality.

Due to the short season for all IGSSA sports, every attempt is made to play the inter-school matches and cancellations of Saturday sport are rarely made before Saturday morning, unless a venue notifies IGSSA that the facilities will not be playable prior to this.

There are **two ways** you can find out if a venue is opened or closed:

- 1. myIGSSA Mobile Screens:** <http://m.ahigs.nsw.edu.au/>
- 2. IGSSA Website:** www.ahigs.nsw.edu.au

EXTRA SUBJECTS & ACTIVITIES

In addition to the competitive sports, a range of other Extra Subjects and Co-Curricular Activities is available at an **additional cost** to parents:

- Horse Riding
- Music Tuition
- Dance
- Swimming (non IGSSA)
- Sturt Activities
- Yoga
- Tennis Coaching

TENNIS COACHING is available, with lessons conducted on campus.

Individual or shared (2 students) – 30-minute lesson per week (8 lessons per term)

HORSE RIDING is available through local providers on Monday and Wednesday afternoons; transport is arranged for the students; tuition and transport costs are charged.

DANCE CLASSES are offered with lessons available on campus. Beginners and more advanced classes can be catered for.

SWIMMING (non IGSSA) – individual coaching and extended squad training at The Centenary Pool.

MUSIC

Frensham has a rich history of musical excellence and the team of Music staff and tutors is committed to ensuring students are supported in the pursuit of their musical studies. There are ample practice rooms in the Glenn Music Centre, each equipped with one and, in some cases, two quality pianos. There are several grand pianos, a harpsichord and pipe organ in Clubbe Hall. This professional theatre complex, opposite the Glenn Music Centre, accommodates rehearsals for co-curricular ensembles as well as a performance space for Pop and Rock musicians.

About 1 in 3 students at Frensham participate in co-curricular music ensembles. These include the Glenn Strings, Kennedy Strings, String Quartet, Concert and Stage Bands as well as the Junior, Senior and Madrigal Choirs. All of these ensembles perform a functional role within the musical life of the school, enriching our ceremonies and entertaining students and parents in regular concerts.

Performance opportunities occur on a daily basis for students who choose to play or sing as the school processes into Morning Prayers. At least once a term, musicians can be signed up to perform at Concert Practice. Students are also selected to perform musical items at Friday Prayers as well as the public concerts held on each of the six Parent Weekends.

Music technology is an important part of the contemporary musician's armoury. Students learn to notate compositions using free software such as *Musescore* and, at the higher level, the more sophisticated *Sibelius* software, licensed to the Music faculty. Students also learn to record, sequence loops and mix tracks using *Garage Band* and *Audacity*.

An additional opportunity exists for musicians to gain performance coaching by Ms Sabine Madden, Coordinator of Gifted & Talented Programmes – Music.

Please note: A term's notice in writing must be given by parents when a student is to discontinue music lessons or tennis coaching or similar activity for which fees are charged, otherwise a half-term's fee will be charged in lieu.

STURT – SCHOOL OF EXCELLENCE IN ARTS, DESIGN & FABRICATION

Design and fabrication courses are available for particular Year Groups either in association with Sturt or at Sturt. Courses offered include Ceramics, Jewellery, Textiles and Woodwork.

Parents will be notified of available activities prior to the start of each term, with enrolment forms to be completed online.

Fees for extra subjects and materials are payable at the end of term and are billed on the following term's account.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Designed to foster personal achievement, The Duke of Edinburgh's International Award is undertaken from Year 9. All in Year 9 are strongly encouraged to participate. The concept is one of individual challenge. It presents to young people a balanced, non-competitive programme of voluntary activities which encourage personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to the community.

The award is a programme of cultural, practical and adventurous activities covering four different areas: Service, Expeditions, Skills and Physical Recreation. The four areas are designed to complement each other and provide a balanced programme.

- The Service section is designed to develop in participants a sense of community service and a feeling of responsibility to others.
- The Skills section aims to encourage the development of personal interests and practical skills. Examples of skills include arts, music, cooking and drama.
- The Physical Recreation section requires regular participation in a selected sporting activity. An example would be playing in a team.
- The Expeditions section challenges the Award participants to undertake an outdoors venture with a specific purpose in an unfamiliar environment. For example, a bushwalking expedition would involve route finding, navigation, pitching tents, striking camp and all planning tasks related to the venture.
- Gold Duke of Edinburgh Expeditions are generally planned and organised by Gold candidates through Provider companies. Although the School does not generally conduct these expeditions, support is given in the planning and preparation phase. Such expeditions must be conducted during holiday periods.

Additional costs are incurred for each expedition.

OUTDOOR EDUCATION – CURRICULUM CAMPS

Outdoor Education at Frensham reflects a sequence of progressive outdoor “immersion” experiences linked to a cross-section of KLA curriculum outcomes.

The Outdoor Education Programme Goals aim to:

- provide opportunities for adventure as well as physical and emotional challenges that help students to know themselves and their potential and therefore increase their self confidence;
- develop students' aesthetic appreciation and spiritual perceptions in relation to the natural world;
- provide opportunities for the development of leadership skills;
- develop a responsibility to and understanding of the natural environment and our relationship to it;
- provide opportunities for the development of an historical and geographical awareness of the world around us.

In order to achieve these goals a curriculum for each year level has been developed in conjunction with the Outdoor Education Group (OEG). This curriculum has links to identified KLA outcomes which are enacted before, during and after the “immersion” phase of the programme. <https://www.oeg.edu.au/>

The Outdoor Education and Senior Studies programme is scheduled for all years in Term 1: Week 6, from Tuesday 2 March to Thursday 4 March 2021.

Full information with permission form, medical form and details of the programmes will be emailed to allow parents to complete essential information online early in Term 1. The cost of each programme depends on the type of activities undertaken and the location of the activities.

Programme Summary:

Week 6 – Term 1

Year	Programme Outline for Years 7-10
7	<p>Holt Expedition</p> <p>Year 7 will spend three days in the Holt area of Frensham, accompanied by teachers and a professional instructor.</p> <p>They will learn basic camp craft including setting up camp, cooking, camp hygiene, teamwork, environmental awareness, orienteering, map reading and navigation. They will also take part in a rock climbing and abseiling session.</p> <p>Year 7 will be introduced to a Discovery Ranger, who will teach them about Aboriginal Culture, Bush Tucker and Native Bush Lore.</p>
8	<p>Adventure Tour of Glenworth Valley</p> <p>Year 8 will experience an expanded view of the coastal hinterland environment by undertaking an expedition in Glenworth Valley.</p> <p>They will ride, hike, canoe and camp from one destination to the next.</p> <p>This is a highly mobile undertaking, travelling in groups of 10-13 with professional instructors and teachers. Students will navigate from one location to the next, set up camp, cook, and put into action the skills they learned in the previous year.</p>
9	<p>Kangaroo Valley Expedition</p> <p>Year 9 will engage in a practice Duke of Edinburgh's International Award Bronze level expedition. Accompanied by professional instructors and teachers, they will canoe Tallowa Dam and hike parts of Moreton National Park. Camp craft and navigation skills will be tested with a particular emphasis on supporting each other.</p>
10	<p>Silver Expedition or Biloela Safari</p> <p>The Year 10 expedition will meet the requirements for a Silver level Duke of Edinburgh's Award trip.</p> <p>The Silver level expedition will take students to the Tugalong staging area where they will commence a three-day expedition (two nights), ending at the Outdoor Education Group (OEG) property, Lemon Juice Gully at Biloela, and onwards to the Belanglo staging area. Camp craft, endurance, group and navigation skills will be tested on this expedition.</p>

Year	Programme Outline for Years 11-12
11	<p>Leadership Programme</p> <p>The Year 11 group will engage in a number of different activities around the theme of developing leadership. They will also experience a number of different physical activities including Yoga, Pilates and a spin cycle class. Students will work with staff on creating a role play centred on a topical issue where leadership is important. All Year 11 will stay in the boarding houses and complete their programme at approximately 9.00pm on the Thursday evening.</p>
12	<p>Life Beyond Frensham</p> <p>As part of their ongoing Careers Programme, Year 12 will visit the two major Universities in Canberra. They will also have the opportunity to visit a number of attractions in Canberra, designed to enhance their HSC studies and provide stimulus for tertiary studies.</p> <p>All of Year 12 will be staying in Canberra on Tuesday night and at Frensham on Wednesday night. From lunch (12pm) until 2pm on the last day of the programme Year 12 will be leading Year 7 through a range of activities. The activities are designed to build the leadership skills of Year 12 and to induct Year 7 into the life of Frensham.</p>

EXAMPLE OF “What to Bring for the Outdoor Education Programme”

Note that long distance boarders and international students need to bring the minimum equipment listed here at the beginning of Term 1. [This is noted in the Head’s Return to School letter dispatched in January.]

Storage of outdoor equipment for international students is available at School.

The following is the minimum equipment required.

Detailed information for each activity will be sent out prior to Outdoor Education Week.

CLOTHING:

- 2 T-shirts
- 2 thin woollen jumpers or fleece
- 2 pairs of thick socks e.g. Explorers
- 1 thick woollen jumper
- 3 pairs of underwear
- 1 set of thermals (top and bottoms)
- 1 beanie
- 1 long-sleeve shirt
- 1 broad-brimmed sunhat
- 1 pair long pants
- 1 pair walking boots/shoes
- 1 pair shorts
- 1 pair shoes for water activities (old sneakers, not Crocs)

CAMPING EQUIPMENT

- Sleeping bag
- Small lightweight torch and battery and spare globe
- Plastic bowl, mug, fork & spoon
- Water bottles (please have 3 litres total)
- Variety of garbage bags (grocery bags, large bags etc), two must be large for waterproofing your sleeping bag and your pack.
- Cleaning kit (in plastic bag) – 1 cleaning cloth, 3 scourers
- Whistle on cord

PERSONAL ITEMS

- Any personal medication e.g. Ventolin, allergy medication (make sure this is on your medical form)*
- Toiletries - comb/brush, toothbrush, toothpaste
- Sunscreen and lip balm
- Toilet paper in two snaplock plastic bags
- Matches in waterproof container (eg. old film canister; make sure you take the striker too!)
- Personal First Aid kit (e.g. bandaids, roller bandage, strapping tape and personal hygiene needs)

OPTIONAL

- High energy munchies - Trail mix, dried fruit, chocolate, jelly beans, **no wrapped lollies or nuts.**
- Camera in two plastic bags
- Book to read
- Insect repellent
- Diary/journal for writing (include a pen)

OEG ISSUED EQUIPMENT

- Rainjacket
- Sleeping Mat
- Stove and fuel bottle
- Maps and Compass
- Safety Equipment
- Activity Equipment
- Pack

*Personal medicines are arranged through the Health Centre.

DEBATING / PUBLIC SPEAKING / MOCK TRIAL

Junior Debating and Public Speaking

Debating and Public Speaking are part of the English curriculum for all students in Years 7-10. The Head of Public Speaking works with English staff to organise internal debates and interschool debates. Debating workshops for all years are conducted throughout the year in preparation for the AHIGS Festival of Speech which is held in October.

Public Speaking

Students interested in public speaking can enter the annual Junior and Senior English Plain Speaking Competition, the South Coast Public Speaking competition and the AHIGS Festival of Speech. All students present a speech in class during the year as part of the English programme.

Senior Debating

The annual AHIGS Festival of Speech is conducted in Sydney and allows Frensham to compete against other independent girls' schools in the areas of Debating, Public Speaking, Current Affairs, Drama, Poetry, Prose Readings and Religious and Ethical Questions.

Mock Trial

Representatives from Year 11 participate in the Mock Trial Competition run by the Law Society of NSW.

Risk Warning under Section 5M of the Civil Liability Act 2002 issued on behalf of Frensham and AHIGS:

Sporting Activities and Non-Sporting Activities 2021

Frensham organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these sporting activities take part in practice and in competitions.

Frensham and AHIGS expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

Frensham organises many activities such as Debating, Mock Trial, Concert Band, Choir, Outdoor Education, The Duke of Edinburgh's International Award during the course of a year. Students participating in these activities take part in practice and in competitions.

The Association of Heads of Independent Girls' Schools NSW (AHIGS) administers and convenes inter-school activities (such as Archdale Debating and Festival of Speech) in which many students, including students of this school, participate.

While *Frensham* and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

POSITIVE PEER RELATIONS POLICY

All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. We hope to assist students to build positive peer relations by managing and eliminating unacceptable behaviour in the School. See also – *Community Rules (page 22)*.

Please complete the online form of this agreement – access will be provided to parents on an email in January.

1. What is unacceptable behaviour?

Unacceptable behaviour is behaviour directed at an individual or group of people that a “reasonable” person would consider to be offensive, belittling or threatening. All forms of bullying are considered to be unacceptable behaviour. When unacceptable behaviour occurs, there is usually an imbalance of power where the person behaving unacceptably has more authority or is older, stronger or cleverer than the target. Any action which makes the target feel uncomfortable or afraid can be classed as unacceptable behaviour.

- It can take a number of forms: physical, verbal, gesture, extortion and exclusion.
- It is an abuse of power.
- It can be planned and organised or it may be unintentional.
- Individuals or groups may be involved.

2. Some examples of unacceptable behaviour include:

- any form of physical violence such as hitting, pushing or spitting on others;
- interfering with another’s property by stealing, hiding, damaging, destroying it;
- ‘borrowing’ another’s property without permission;
- using put-downs, belittling others’ abilities and achievements, writing offensive notes, graffiti, email or text messaging – social networking about others;
- making degrading comments about another’s culture, religious or social background;
- hurtfully excluding others from a group;
- making suggestive comments or other forms of sexual abuse;
- making rude comments about another’s appearance;
- forcing others to act against their will;
- cyber bullying;
- swearing.

3. If we are the target of unacceptable behaviour:

- we may feel frightened, unsafe, embarrassed, angry or unfairly treated;
- our work, sleep and ability to concentrate may suffer;
- our relationships with our family and friends may deteriorate;
- we may feel confused and not know what to do about the problem.

4. What do we do to manage and eliminate unacceptable behaviour at Frensham?

As a school community we will not allow cases of unacceptable behaviour to go unreported but will speak up, even at risk to ourselves.

a This requires STAFF to:

- Be role models in word and action at all times.
- Be observant of signs of distress or suspected incidents of unacceptable behaviour.
- Make efforts to remove occasions for unacceptable behaviour by:
 - arriving at class on time and moving promptly between lessons;
 - arranging seating plans for students in the classroom;
 - arranging groups for group work.
- In the boarding house arranging Cubies and bed spaces.
- Take steps to help targets and remove sources of distress without placing target at further risk.
- Report suspected incidents.

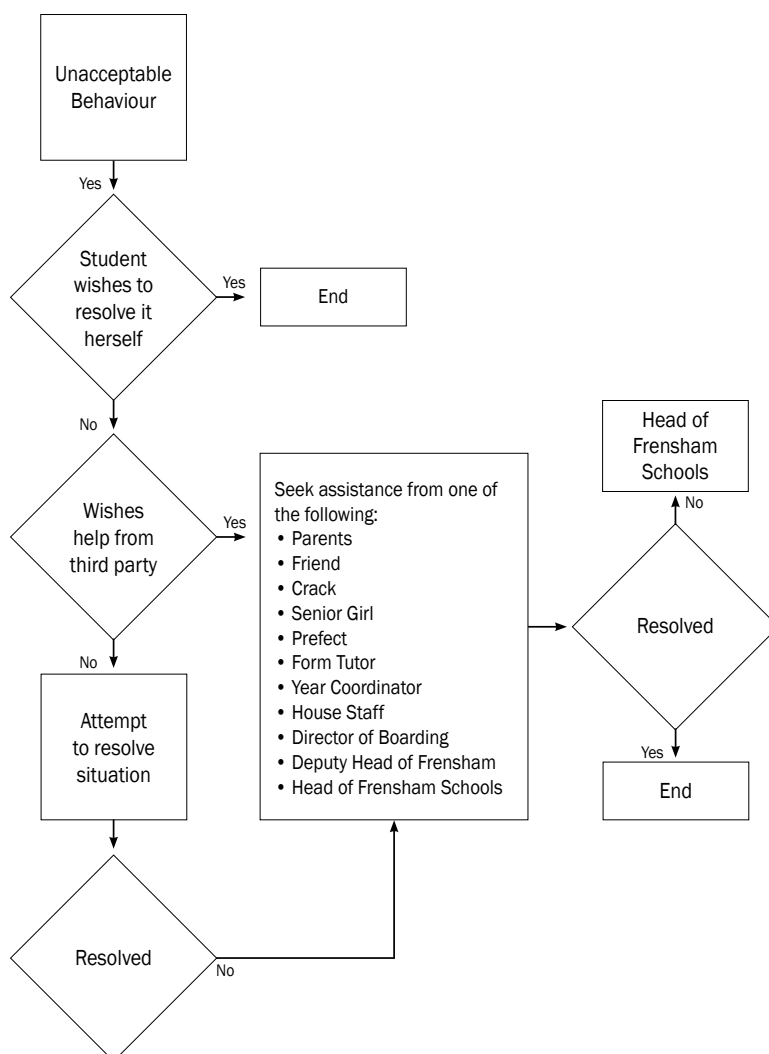
b This requires STUDENTS to:

- Refuse to be involved in any unacceptable behaviour. If you are present when unacceptable behaviour occurs, if appropriate, take some form of preventative action.
 - Report the incident or suspected incident and help break down the code of secrecy.
- If students who are the targets of unacceptable behaviour have the courage to speak out, they may help to reduce pain for themselves and other potential targets.

c The School recommends that PARENTS:

- Watch for signs of distress in their daughter eg unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising, a change in eating habits.
- Advise your daughter to tell a staff member about the incident. If possible allow her to report and deal with the incident herself. She can gain much respect through taking the initiative and dealing with the problems without parental involvement.
- Inform the School if unacceptable behaviour is suspected.
- Keep a written record (who, what, when, where, why, how).
- Do not encourage your daughter to retaliate.
- Do not intervene or get personally involved with the person who has behaved in an unacceptable way towards your daughter.
- Communicate to your daughter that parental involvement, if necessary, will be appropriate for the situation.
- Be willing to attend interviews at the School if your daughter is involved in any unacceptable behaviour.
- Be willing to inform the School of any cases of suspected unacceptable behaviour even if your daughter is not directly affected.

4. Flowchart for managing Unacceptable Behaviour



The following is a Statement on Parties, Alcohol, Smoking, Drugs and Videos – prepared by The Association of Heads of Independent Schools of Australia. (NSW Branch)

Growing up in our complex society today is no easy matter. Young people have more temptations to face (eg drugs and alcohol), more opportunities to exercise their independence (eg cars, bank cards) and / or exposure to anti-social behaviour (eg the internet, social media). Today's young people find life's choices more perplexing and tantalising than any previous generation did.

Our Schools share with parents responsibility for the development of our young people and their capacity to cope with life. If either avoids responsibility, then the other becomes relatively powerless to provide effective influence. Parents may well earn the later reproach of their children when too much freedom has been granted too soon.

Our experience indicates that parents are not uniformly aware of the issues and problems and, consequently, we have drawn up this statement in the hope that it will be helpful.

School-organised Functions

At any function organised by the School for school children, the consumption of alcohol and tobacco is strictly forbidden. (There may be specific exceptions to this in some schools about which individual schools will notify parents).

It should be noted that no function is to be arranged in the name of the School without the School's formal approval.

Other Social Functions: (eg parties, informal gatherings and formals) Parents who are organising parties for their children would be advised to vet the invitation list carefully. A whole class or year function to which one or two individuals are not invited could be interpreted as a direct exclusion by the group and therefore very hurtful to those individuals.

Smoking: The proven relationship between smoking and future health problems is undeniable. The fact that tobacco is addictive is all too often and conveniently overlooked by young people. We believe that smoking should be avoided.

Alcohol: The Law is that under-age children (under 18 years) found drinking on licensed premises will be prosecuted. The Law relating to under-age children (under 18 years) drinking alcohol has been significantly tightened recently so that adults serving alcohol to children who are not their own are liable to prosecution. Despite this, our experience indicates that:

- alcohol is easily purchased by those who want it
- a mix of older and younger children at a party makes control of drinking very difficult
- BYO invitations encourage alcohol consumption
- parties work best when parents are present and exercising responsibility
- ample quantities of cold, non-alcoholic drinks should always be available
- ample quantities of food, more filling than chips, should be available

Driving: The relationship between drinking and driving and injury and death in motor accidents is well known. The problem is especially serious among young people.

The Law provides that a learner or P-Plate driver found to have been drinking any alcohol is liable to prosecution and loss of licence.

Drugs: The Law prohibits the so-called 'soft' drugs as well as 'hard' drugs. Many parents do not appreciate that drugs are easily and freely available, especially at many parties. First time users of marijuana do not pay. Young people with their own bank accounts can become involved in this "culture" without their parents knowing.

Timing: Private parties should be organised in holidays and NOT in term time.

SUGGESTIONS

We offer the following suggestions to parents:

- Invitations should be issued, preferably in writing.
- The size of the party should be manageable, say no more than 30.
- Gate-crashers should immediately be evicted without question.
- Responsible parents must be in constant attendance and exercising supervision.
- Guests should not be permitted to leave the party and return later.
- Make ample quantities of attractive, cold, non-alcoholic drinks available.
- For young children especially, parties extending beyond midnight lead to over-tiredness. This is particularly accentuated if there is a sequence of such evenings. Such late nights should be discouraged.
- Parents should be alert to the real dangers of guests attempting to bring their own alcohol.
- When your daughter is invited to a party, enquire whether parents will be present. Make arrangements for transport to and from the venue.
- There are many types of “good time” gatherings such as barbeques, swimming pool functions, games evenings, (billiards, table tennis etc.) and sit-down dinners.

While this document is the outcome of the concern of many Heads of Schools, parents should be mindful of the specific requirements of Frensham. The use of tobacco, alcohol or drugs is absolutely prohibited at School or while the students are in the School's care.

Frensham discourages students and their families from organising large group parties for all but the Year 12 group, because parties where the whole group has not been invited can be divisive and upsetting for some children. At no time should the name of the School be used in association with a function unless that function has been formally sanctioned by the Head. The School organises a number of ‘social activities’ which are carefully structured and supervised and we consider this more than adequate for students under 18 years of age. Frensham celebrates each student's birthday with special traditions.

CHILD PROTECTION

Our School is committed to ensuring a safe working/living environment for the students in our care. To this end the School works in accordance with current legislation regarding Child Protection:

- all teaching and house staff have been trained in Child Protection issues and are aware of their obligations;
- all staff have undergone a screening process to ensure that no individual with a conviction of a serious offence against children is employed by the school; this screening process includes casual staff and volunteers.

Any parent who has any concerns, regarding either potential risks to their children or to the procedures the School has put in place, is encouraged to contact the Head for discussion.

‘Reportable Conduct’ is defined as:

- any sexual offence or sexual misconduct committed against, with or in the presence of a child, including child pornography offences
- any assault, ill-treatment or neglect of a child or
- any behaviour that causes psychological harm to a child- even if the child consented to the behaviour.

SCHOOL POLICIES – all policies are available to Parents on Schoolbox (see: School Policies)

- **Frensham Schools Privacy Policy**
- **Sex Discrimination Policy**
- **AIS Child Protection Policy**
- **Whistleblower Policy**

SCHOOL UNIFORM

School uniform is worn for all daily lessons/activities and at most school functions.

Summer (Terms 1 and 4)

- 4 Summer shirts
- 3 Summer tunics (6-9cm above knee when kneeling)
- 1 Blazer
- 1 Pullover
- 1 Vest
- 7 Ankle Socks
- 4 Hair ribbons
- 1 School Backpack
- 1 Brown lace up shoes
- 1 Felt hat [inc hat band]
- 1 Rain jacket (new 2021)

Winter (Terms 2 and 3)

- 4 L/S Winter Shirts
- 2 Winter tunics (6-9cm above knee when kneeling)
- 4 Tights
- 5 Long pull-up socks
- 4 Hair ribbons
- 1 Woollen Scarf
- 1 Gloves
- 1 Winter tie
- 1 Felt hat [inc hat band]
- 1 Rain jacket (new 2021)

Sport Items

- 4 Cotton sport briefs
- 3 Green sports shirts
- 1 Tracksuit jacket
- 1 Tracksuit pant
- 2 Sports shorts
- 1 Sports cap
- 1 Sports shoes
- 4 Sports socks
- 1 Swimming costume
- 1 Swimming cap

Please note that the above are School specified sports uniform. Other items depend on selection of sports.

Jewellery: Only a wrist watch and one set of plain gold or silver studs in the earlobe are to be worn. Other jewellery, if worn to School, will be confiscated till the end of term.

NB: Hair: Shoulder length or longer hair must be tied back with School ribbons. A hair-style that works with the hat is important for special occasions.

Tights: School uniform tights are not the same colour as anything that can be purchased outside School.

Frensham Backpack

(compulsory purchase for all new students)

Formal Occasions

Full uniform with blazer and hat is worn for all school services and special occasions.

Sundries for Boarders

- Adequate supply of underwear
- Night attire (2 sets)
- Warm dressing gown
- Rubber thongs/Slippers
- Doona + 2 covers (optional)
- Gumboots (optional)
- Umbrella/Raincoat
- Toiletries
- Washing powder and washing bag (Years 8-12)
- Mending equipment
- Swimming towel
- Mug and water bottle

NB BED LINEN & TOWELS ARE SUPPLIED BY SCHOOL

UNIFORM SHOP for uniform fitting, purchase of uniform items and ordering goods, please contact the Ranier Uniform Shop: Mrs Michelle Wynn on +61 2 4860 2136 or by email frensham@ranier.com.au. All fittings are by appointment.

Opening times: Monday: 12noon to 5.00pm
Thursday: 12noon to 5.00pm

Online ordering is now available at www.ranier.com.au

SHOES (Clarks Brown Lace-Up) – daily cleaning is an expectation.

Athlete's Foot: Springett's Arcade, Bowral +61 2 4862 1014. **Fera Shoes:** High Street Arcade, Bowral +61 2 4861 4289. **Shuworx:** 14 Clarence Street, Moss Vale +61 2 4869 5100.

All students wear their own clothes when going out of School grounds. As students change for dinner in the evening, an adequate supply of suitable street clothes, other than jeans, is needed. Dress is expected to be conservative and simple and to provide appropriate covering. Sleeveless and singlet tops are not appropriate.

Closed shoes are necessary, not just thongs or sneakers.

Please ensure that all clothing is adequately labelled.

CLOTHING POOL accepts uniforms in good condition and the relevant basic amount is refunded to parents on the term account. For the purchase of goods at Clothing Pool (for both Gib Gate & Frensham uniform), please contact Ms Michele Scamps on +61 2 4860 2000 or clothingpool@frensham.nsw.edu.au to arrange an appointment.

PE / SPORTS UNIFORM

Sports socks (white with purple/green stripe)
 Green sports shirt **
 Green cap to be worn for all sports
 Purple tracksuit **
 Purple/green/white rugby jumper
 Purple sports shorts **

Shoes

Correctly fitted lace up running shoes (to be worn for all sports unless otherwise stated)

Optional

Sleeveless green fleecy vest

Note:

- **New sports shirt and sports shorts must be worn for IGSSA SPORT from 2021**
- 2019 tracksuit to be phased out end of 2021

**** NEW 2020**

REPRESENTATIVE TEAM UNIFORMS AND EQUIPMENT

TERM ONE

TENNIS

Frensham sports skirt
 Purple compression shorts **
 Green Frensham sports shirt **
 White Frensham socks
 Tennis Racquet

SOFTBALL

Brown knickerbockers
 Green Frensham sports shirt **
 Long green Frensham socks
 Green Frensham cap
 Softball glove
 Shin pads
 Mouth guard

SWIMMING (Runs all year)

Frensham swimming costume
 Sports uniform (including tracksuit)
 School swim cap (with logo)
 Goggles
 Sports bag (Frensham)

TERM TWO

BASKETBALL

Basketball top
 Purple sport shorts **
 White Frensham sports socks
 Football boots or cross-trainers

FOOTBALL

Football shirt
 Purple sport shorts **
 Long green Frensham socks
 Sports shoes

CROSS COUNTRY (Terms 1 & 2)

Black Compression Pants
 Athletics/Cross Country singlet
 White Frensham sports socks
 Purple sport shorts **

TERM THREE

HOCKEY

Hockey uniform (top and skirt) **
 Purple compression shorts **
 Long green Frensham socks
 Hockey runners (optional)
 Shin pads
 Hockey stick
 Mouth guard

NETBALL

Netball uniform (dress) **
 Purple compression shorts **
 White Frensham sports socks

ATHLETICS (Terms 2 & 3)

Black Compression Pants
 Athletics/Cross Country singlet
 White Frensham sports socks
 Sports shoes /running spikes (optional)
 Purple sport shorts **

TERM FOUR

TENNIS

Please see Term 1 for uniform / equipment list

TOUCH FOOTBALL

Frensham Touch shirt
 Purple sport shorts **
 White Frensham sports socks
 Green cap
 Grass sports shoes
 (or football boots, plastic studs)

GYMNASTICS (Runs all year)

School leotard
 Full PE Uniform

WATER POLO

Frensham Water Polo swimming costume
 Water Polo cap (supplied by the School)
 Please see Swimming for uniform / equipment list

LEAVE REQUIREMENTS

GENERAL

Written parental permission to the Head is required for:

- a) absence overnight from School;
- b) absence for family reasons;
- c) driving with an escort under 21 years of age;
- d) having a car at School.

- Telephone requests are not acceptable for any absence.
- An adult is deemed to be a person over the age of 21 years.

Written parental permission to the Deputy Head is required for:

- a) absence on a School day for medical/dental reasons;
- b) Sports leave.

REQUESTS FOR LEAVE: Telephone requests regarding absences are not acceptable. The Head requires written and signed requests, well in advance of the event to allow consideration and a written response.

Please note that overnight leave Monday to Thursday is not provided for students.

Leave requests are requests by parents for students to be missing from the School programme. This includes requests to miss class, team sport and Sunday Services. Leave requests are to be in writing, addressed to the Head and are responded to through the Head's office.

MEDICAL LEAVE – requests for medical and dental appointments should not be made on the first and last days of term. Where possible, medical and dental appointments should be made to coincide with holiday periods. Please consult the Schoolbox and annual calendars before making a medical appointment.

OVERNIGHT LEAVE (EXEATS) – for Full Boarders

Years 7-10 have 12 overnight exeats per year. These may be taken across the year*, as required, either as Friday or Saturday nights 'singly' (one exeat counts for each night) or as a Friday and Saturday night of the same weekend (one exeat counts for each night), if sporting commitments permit.

*Year 10 may take their 12 exeats over three terms, before they move into 'life as a Year 11 boarder' in Term 4.

An Exeat Form signed by the parent must be received by Administration by 12 noon on Friday. If you wish the Director of Boarding to purchase train or bus tickets, please send details by Wednesday.

Years 11 and 12 overnight exeats require written permission from parents; students hand in Exeat Forms to Administration by 12 noon on Friday and sign out as indicated on the form. With such permission on appropriate weekends, Seniors may leave school after the last lesson scheduled for Friday afternoon. On return, by 8.30pm Sunday, students sign in with their House Staff. Senior students have leave, subject to school commitments and work pressures, to be absent on any open weekend if their parent has completed the required Exeat Form.

Forms should be posted or sent as a signed PDF via email to boarding@frensham.nsw.edu.au for the attention of the Director of Boarding.

DAY LEAVE (NB – restricted on Closed Weekends so that students attend all School events)

Outings are possible for students in Years 7-10 provided they are collected by an adult who is then responsible for them throughout the day. That person should sign the student out and in with House Staff.

It is not appropriate for adults to sign students out and then to leave them unsupervised in Bowral or similar.

Times: **Saturday** – After Sport (10.30am earliest) till 8.30pm; **Sunday** – After Services till 8.30pm

Year 10 students are allowed to shop in Mittagong on Saturday for 2 hours and in Bowral once per month for 2 hours. Students must go in pairs or in groups.

Years 7, 8 and 9 students are escorted for local shopping, as required on weekends.

Senior students (Years 11 and 12) may go out locally in groups of 2 or 3, signing out and in with House Staff:

Monday to Friday – 4.00pm to 5.30pm;

Saturday – After Sport to 5.30pm;

Sunday – After School Services to 5.30pm

Adult escorts are expected if senior students are to be out on Saturday or Sunday until 8.30pm.

FRIDAY DINNER is a time when parents may take their own daughters out. However, given that Friday night activities programmes are an important part of boarding life, this should not be a regular arrangement.

YEAR 12 – DAY BOARDERS

Year 12 with 'study periods' in the afternoon may go home to work but they are required to sign out to indicate that they have left School for the afternoon.

All other Day Boarders will be expected to remain in School for the normal duration of the school day i.e. 8.15am to 3.45pm. If leave is required for a medical appointment or similar, written advice in advance is required.

WEEKLY BOARDERS

It is assumed that Weekly Boarders are going to their home each weekend **after Sport on Saturday** (10.30am earliest) except on Closed Weekends. If this is not to be the case then it is necessary for parents to complete an Exeat form in the usual manner indicating with whom the weekend is to be spent, the time and mode of travel etc.

CHANGE OF ADDRESS / TELEPHONE NUMBER

These should be sent to the Head as soon as they occur. These measures are to ensure contact details are correct in case of emergency.

PARENTAL ABSENCE from home should also be made known to the School and a guardian nominated who can be contacted in case of emergency.

ADMINISTRATION

STATIONERY is available through Company Office and students are charged on their account.

TEXTBOOKS

The School operates a textbook hire facility. Students in Years 7 – 11 are charged a hire fee in each of the first three terms. Provided the textbooks are returned in good condition (Year 11 = only those books which are not required for Year 12), a refund is given in Term 4. There is a standard charge per term for the first three terms and, provided the books are returned in good condition at the end of Term 4, a refund of approximately 30% of charges paid, will be credited to the account.

Books lost are charged at replacement cost and any items which remain the property of the student (dictionaries, workbooks, calculators etc.) are charged on Stationery Sundries.

INSURANCE

Attention is drawn to Paragraph 5 of the Enrolment Form which states: "Possessions taken to school are at Parents' risk and no claim against the School will be entertained."

Accident insurance – Accident insurance coverage, which provides financial benefits to students and their family in the event of accidental injury, is in place for all enrolled students of Gib Gate and Frensham.

There is no separate charge for this insurance cover as the cost has been built into the Schools' budget. The cover is for 24 hours a day/seven days a week provided the student is engaged in school or organised sporting activities, including travel to and from such activities.

Details of the events covered by the policy and the procedure to follow should you think you have a claim under the policy are obtainable from the Business Manager.

NB: It is strongly recommended that parents ensure they have insurance coverage of any BYOD equipment including mobile phones and laptops.

FEE ASSISTANCE SCHEMES

GOVERNMENT Parents who believe they may be eligible for the various Government schemes because of isolation of their home, the type of secondary education available in the locality or because of income are advised to contact the nearest Centrelink office.

CONCESSIONS The School operates a concession scheme for families who experience unexpected, short-term financial hardship and who have difficulty in meeting the fees. The level of help available is limited and is directed to individual needs. Enquiries should be directed to the Head or the Business Manager.

WITHDRAWAL Should circumstances arise whereby a student needs to be withdrawn, as per the Terms and Conditions of Enrolment, one term's notice must be given in writing to the Head of Frensham Schools. Written notice should be received no later than the first day of the School term, at the end of which the notice expires, otherwise one term's fee will be payable (Tuition and Boarding Fees as applicable).

STATUS CHANGE Requests for a change of status must be directed to the Head of Frensham in writing.

- i. One term's notice of withdrawal must be given in writing to the School, otherwise one term's fee will be payable.
- ii. Full, Weekly and Day Boarder places are offered in accordance with the School's enrolment process. Approval of a request for a Full or Weekly Boarder to change to Day Boarder status is subject to a Day Boarder place being available and is not automatic. Should a Day Boarder place not be available, the student may remain enrolled as a Full or Weekly Boarder or provide one term's notice of withdrawal (as per i.)
- iii. One half term's notice of requested change in a student's status from Full to Weekly Boarder must be given to the School in writing.
- iv. Boarders in Year 12 who during that year are approved for a change of status to Day Boarder will be charged the full boarding fee for the year.

NB: There will be no reduction in fees for a Year 12 Boarder who becomes a Day Boarder during the course of the year.

VISITING MITTAGONG

(Information for parents)

While the district has many motels and other forms of accommodation, it is advisable to make bookings well in advance for special occasions, especially the end-of-year weekend.

PARENT SUPPORT

Parent Advisory Committee members will contact new parents to offer support, information and clarification of procedures.

SCHOOL TELEPHONE LIST

Telephone +61 2 4860 2000

(8.00am to 5.00pm Monday to Friday)

Email: frensham@frensham.nsw.edu.au

AFTER HOURS – EMERGENCY ONLY

Health Centre +61 2 4860 2107

BOARDING HOUSES – Staff Duty Room

Bryant McCarthy +61 2 4860 2160

Hartfield +61 2 4860 2170

Kennedy +61 2 4860 2180

Linden Turner +61 2 4860 2190

RESOURCES for PARENTS – parenting teenage girls

In our efforts to work closely with parents, the following list of resources is included in our annual Parent Information Book. This list is in no way intended to be definitive but includes some of the titles either used by the School as core resources or those recommended to the School by parents. Most of the publications listed are also excellent resources for students and can be an effective discussion focus if shared by parents and girls.

Most of the books listed will also be available for borrowing through the Esther Tuckey Library or the Health Centre: +61 2 4860 2107.

Most important is that parents accept responsibility for advising the School when concerning changes in mood or behaviour of your daughter are observed. Contact with a member of staff, if only to test perceptions, is always urged.

Books:

Donaghy, Bronwyn	<i>Anna's Story (Drug Education) (Harper Collins Australia)</i>
Dweck, Carol	<i>Mindset (Ballantine Books)</i>
Gillespie, David	<i>Teen Brain (Pan Macmillan Australia)</i>
Ginsburg, Kenneth R.	<i>Building Resilience in Children and Teens – Giving Kids Roots and Wings (American Academy of Pediatrics)</i>
Heiney, Rose	<i>Being a Boarder [UK Boarding Schools' Association publication]</i>
Martin, Andrew	<i>How to help your child fly through life: the 20 big issues (Bantam Books)</i>
McLean, Susan	<i>Sexts, Texts & Selfies – How to keep your children safe in the digital space (Penguin Random House Australia)</i>
Mullins, Andrew	<i>Parenting for Character (Finch Publishing, Sydney)</i>
West, Winifred	<i>Addresses and Talks [available through Sturt Shop: +61 2 4860 2083]</i>
Wiseman, Rosalind	<i>Queen Bees and Wannabes (Bullying) (Piatkus Books)</i>

Websites:

<https://bullyingnoway.gov.au/>

Resources for parents, students, communities about Bullying – including Kids Helpline: 1800 55 1800

<https://beyou.edu.au/>

Promotion of Mental Health and Wellbeing of students in secondary schools

<https://www.dese.gov.au/student-resilience-and-wellbeing>

Student Resilience and Wellbeing – The Australian Government recognises that schools play a vital role in promoting the social and emotional development and wellbeing of young Australians.


In addition, parents are invited to seek further information about general adolescent health issues through the Health Centre coordinator.

NOTES



The day's song has been sung
For the day is now done
And the day was a good one to share.
The light is all up
And there's tea in the cup
And the day was honest and fair.

Freyjika Parker (Year 9)

 frensham1913



FRENSHAM SCHOOLS

GIB GATE · FRENSHAM · STURT

FRENSHAM Range Road, PO Box 34 Mittagong NSW 2575

+61 2 4860 2000 • frensham@frensham.nsw.edu.au • www.frensham.nsw.edu.au