



**Oxley**  
COLLEGE

JUNIOR SCHOOL

INFORMATION



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to think  
to dare  
to dream



# WELCOME TO OXLEY COLLEGE

**IN THE JUNIOR SCHOOL WE WANT THAT WORLD TO BE A PLACE OF WELCOME, WONDER AND WISDOM FOR ALL; A PLACE TO THINK, TO DARE AND TO DREAM.**

In the Junior School we don't have as much of a past as the rest of Oxley College, in fact we are only six years old so we know what it is like to be young and full of promise! We're at the beginning of our journey, much like the students we welcome every year.

We are excited to be welcoming you and your family to be part of that journey!

We are really proud of the founding mission of Oxley College and proud of its history and we are excited about the future too. Education is all about the future. It is about hope for our world and the audacious dreams of its people. Schools however must be lived in the

Although the school began only thirty six years ago, it feels like it has been a part of the Southern Highlands landscape for much longer than that- perhaps founded in 1883, not 1983. This is partly due to the graceful main building, Elvo, and the grounds. It is also, however, something deeper than that. I think it is because it seems necessary, indeed inevitable, that a community such as ours should have a school such as Oxley.

The Southern Highlands is a community that has high expectations and wants its children to be able eventually to bestride their world, be it Madrid or Mittagong, Beijing or Bundanoon. Oxley has similar high expectations of its students and will let them see that, with rigour and hard work, almost anything is possible. We aspire to give the students the advantages of a 'big city' school, without parents having to send their children away to the boarding houses of Sydney or Melbourne.

At the same time most people in our community have made the conscious choice to raise our children in a local setting- one with forty thousand people, not four million. People want a school that reflects that. Our beautiful grounds and relatively small size mean that every student is known and cared for. I know most students in the School by name (and know their birthdays) and many of the teachers have deep and long-lasting connections with each child. At the same time we are large enough to offer a strong variety of subjects, sports, activities, bands and social groups.

present as they become a world of their own for the children who inhabit them.

In the Junior School we want that world to be a place of welcome, wonder and wisdom for all; a place to think, to dare and to dream. It is already a place where our teachers are the "imagineers" who create intriguing invitations to learn, who know and care deeply about each child and who are proud to be part of the Oxley community.

Our learning is grounded in the best of what is known and proven by the research. Our students' parents and grandparents will recognise the knowledge and skills

Many people in the Highlands want a school that is co-educational and non-denominational. This reflects their own world views about gender and the role of tolerant, ecumenical spirituality in a school setting. We respect the unique contributions of men and women and know the importance of them working together. We also respect the profound, personal nature of each individual's journey with regard to the 'big questions' of life. This respect is deep in Oxley's soil.

So I think this is why it feels that Oxley has been here for much longer than thirty years: we should have been here in the Southern Highlands since 1883. We are proud to reflect and bring out the best in this community. We are proud to educate the sons and daughters of those who choose to live here. We are proud to be the type of school we are.

On a more personal note, we look forward to meeting the most precious things in your life. We look forward to caring for them and look forward to exposing them to all of the amazing things that this world has to offer. We look forward to being a part of the miracle of their journey from childhood to adulthood. We have encyclopaedias in our library (figuratively), band aids in our sick bay, basketballs in the gym and violins in the music centre. We are ready to go. Welcome aboard.

**Jenny Ethell**  
Head of College

being learnt, from their own learning and at the same time they will be amazed by how different school can be. At Oxley, you'll be amazed by our students. You'll be amazed by the decisions they take, the progress they make and the 100 different ways they can reveal their capacity and uniqueness.

Oxley is a magical place because of our beautiful setting and caring community. We feel privileged to be a part of it and to be trusted to be a part of each child's unique journey.

**Justine Lind**  
Head of Junior School

# OUR VISION

To be a school whose unique combination of **ENLIGHTENED ACADEMIC RIGOUR, CARE FOR THE WHOLE CHILD** and **CULTURAL RICHNESS IN A UNIQUE SOUTHERN HIGHLANDS SETTING** makes for an education which is not surpassed in NSW.

## ACADEMIC RIGOUR:

This means making sure that students strive, stretch themselves and stick to their tasks. It means having high expectations, working hard and rewarding effort. It means making students 'battle ready' for their lives in the highly competitive twenty first century.

## ENLIGHTENED ACADEMIC:

This means an inspirational, liberal and non-denominational education based on critical thinking, creativity and open engagement. Not merely a narrow 'marks driven' education.

## CARE FOR THE WHOLE CHILD:

This means valuing and caring for each child emotionally, ethically and socially, as well as academically. It means us really knowing every child who dons an Oxley uniform.

## CULTURAL RICHNESS:

This means students receiving a high quality cosmopolitan experience in the arts and sport while still retaining the benefits of life in a caring, intimate setting away from the frenetic pace of a major city.

# OUR MISSION

TO (AND FROM) OUR STUDENTS

## AS YOUR EDUCATORS WE WILL:

Excite you with the richness of what is known and inspire you with the possibility of what is yet to be discovered. Also help you think clearly, creatively and with passion.

Care for you emotionally so you feel that College is a safe harbour where you are secure and respected for who you are.

Engage you as often as possible about values, ethics and the biggest spiritual questions in life. This will be non-denominational, informed by the Christian tradition and will also draw from wisdom wherever it is found. Also give you opportunities to serve others.

Help you discover a rich variety of opportunities so that you can experience what it is to really strive and work hard at what is important. These opportunities will be inside and also outside the classroom - on the sporting field, in performance spaces and in the outdoors.

Help prepare you for the future in the exciting, dangerous and uncharted twenty first century.

## AS YOUR EDUCATORS WE EXPECT YOU TO:

Seize each day at school. Approach learning with enthusiasm, open minded curiosity and real wonder.

Care for the others within our College and respect their individual personalities and talents.

Seek to develop a well-founded ethical, moral and spiritual world view which will sustain you throughout your life. Also to 'give back' to others in our region, our country and our world.

Commit to stretching yourself and tenaciously finishing what you start. (To strive, stretch and stick).

Approach your life in the twenty first century with optimism, resilience, passion and wisdom.

# OXLEY COLLEGE HISTORY & PHILOSOPHY

**OXLEY COLLEGE IS AN INDEPENDENT, CO-EDUCATIONAL AND NON-DENOMINATIONAL K - 12 DAY SCHOOL FOUNDED ON CHRISTIAN PRINCIPLES.**

It first opened its doors to students in 1983 with an initial enrolment of twenty four. Oxley is consciously small and personal enough for students to feel that their uniqueness and individuality matter, yet large enough to offer a wide range of subjects and opportunities.

Oxley aims to develop in its students the virtues they will require to lead a happy and fulfilling life. This involves a spiritedness and sensitivity in all that they do, think and feel. It is hoped that Oxley students will carry a sense of challenge, an acceptance of their responsibilities, an awareness of the needs of others and a compassion in meeting those needs. The College seeks to develop the mind, the body and the spirit, recognising that in harmony they contribute to wholeness of being. Above all, we hope to engender in our students an

understanding that 'being' is more important than 'having' and that it is the quality with which one thinks and feels and believes and strives which is paramount.

All educational policies and practices have been established to develop the fundamental principles of this philosophy. High standards of dress, courtesy, conduct and involvement in Oxley activities are expected from students to help them identify with and be loyal to the principles for which Oxley stands. Oxley provides opportunities for every student to achieve. The highest achievement of all – a noble quality of person – is believed to be within reach of everyone.

# ENLIGHTENED ACADEMIC RIGOUR

**AT OXLEY WE WANT TO BE A PLACE OF WISDOM.**

We want to know about the thoughts and actions of the wisest people from across place and time and we want to become wise ourselves. We want to be able to learn how to use this wisdom to enhance our planet and its people, now and in the future. We seek to foster this aspiration and capacity in each child through an experience of learning that is dynamic, innovative and child-centered through the provision of high quality learning and teaching.

Our dedication to preparing students for their futures inspires us to follow best practice in teaching and learning. Our commitment to maximising student achievement is informed by educational research that shows the strategies that make the most difference in the classroom. A Visible Learning framework allows us to use evidence to enhance the learning progression of each child, working in partnership with them as they become equipped and skilled in the articulation of their learning. This approach to transforming learning is based on Professor John Hattie's internationally acclaimed research in *Visible Learning: A synthesis of over 800 meta-analyses relating to achievement* (2009) and his book *Visible Learning for Teachers: Maximising impact on Learning* (2012).

Our teaching staff are dedicated to providing engaging and enriching experiences that will nurture thinking skills, creativity and a love of life-long learning. We see the education of your child as a privilege and seek to build a partnership of school, home and community.

Our curriculum, while firmly grounded in the Australian Curriculum requirements, offers scope for the discovery of the 'Big Ideas' of life, personal passions, abilities and talents. Each student has the opportunity to grow through inquiry, discovery and exposure to a myriad of experiences designed to optimise motivation and hence learning.

Our day is a mixture of core learning experiences, enriched by time spent in specialist facilities. We believe that experience with the arts, language and physical activities is crucial to this development and therefore have deliberately built in exposure to these as a fundamental part of a child's learning journey each week.

**STUDENTS IN EACH STAGE UNDERTAKE CORE EXPERIENCES IN THE KEY LEARNING AREAS OF**

- English
- Mathematics
- Science and Technology
- History
- Geography
- Personal Development, Health and Physical Education (PDHPE)
- Creative and Performing Arts (CAPA)

**AS AN ADJUNCT TO THIS CORE CURRICULUM WE HAVE PROGRAMMED THE SPECIALIST STUDY FOR ALL YEAR LEVELS IN**

- Drama
- Language and Culture
- Music
- Visual Arts
- PE
- Stepping Stones (our unique approach to Philosophy and Ethics)



# OUR STAGE GROUPS

**OUR STUDENTS ARE ORGANISED IN STAGE GROUPS ACCORDING TO THE BOARD OF STUDIES MODEL:**

<b>EARLY STAGE ONE:</b>
Kindergarten
<b>STAGE ONE:</b>
Years 1 and 2
<b>STAGE TWO:</b>
Years 3 and 4
<b>STAGE THREE:</b>
Years 5 and 6

In keeping with our vision to equip our students for the future, digital skills and technology are increasingly embedded as part of everyday learning for all stages. Students have access to interactive white boards, computers and tablets to enrich their learning. In Stage 3, our Bring Your Own designated Device (BYODD) provides one to one access to technology and enables a contemporary and personalised approach to learning.

Our commitment to each student is honoured through a range of personalised programmes to support or extend their current level of development. Our Learning Engagement team works in collaboration with classroom teachers to enhance our early screening and assessment schedules to inform the design of data driven programmes in literacy and numeracy and the continuous monitoring of student progress. This team of expert practitioners are also available to support and advise parents in understanding their child's current learning profile and needs.

The David Wright Library forms part of the resources for all students. Classroom teachers team teach with the Head of Library to facilitate research skills, reading programmes, technology skills and time management. Significant reading resources are also based in the Junior School classrooms.

**COMMUNICATION**

At Oxley we believe that a partnership between home and school is vital for a student's success. Therefore we value the opportunity to have meaningful conversations with students, parents and teachers at pertinent times throughout the year.

We commence each academic year with an information session where parents receive an overview of that particular year's focus and outline. This is also an excellent opportunity to meet with other parents and ask questions. Formal reporting occurs twice a year for all year groups.

The usual pattern of communication is as follows:

**SEMESTER 1**

<b>TERM 1</b>
Information Night and Curriculum Newsletter Parent/teacher Interviews
<b>TERM 2</b>
Curriculum Newsletter Formal Report

**SEMESTER 2**

<b>TERM 3</b>
Curriculum Newsletter Student Led Conferences (3-Way Interviews)
<b>TERM 4</b>
Curriculum Newsletter Formal Report

At Oxley we want to be a place of welcome for all. We know that through a deep trust in our students and the power of positive role models we can achieve our aim to be the friendliest school in the world.

Our students know that we might not be friends with everyone but we can always be friendly. Our teachers know that wellbeing, engagement and expectation are all vital factors in the development of each child.

Pastoral Care has always been a strength at Oxley College. The size of the school enables students to become known and cared for by all members of staff. The focus of Pastoral Care within the Junior School environment is with the classroom teacher. The classroom teacher is the adult with whom students most closely connect and to whom parents speak as a first point of call for both academic and social matters.

Our leadership structure also provides an integrated approach to Pastoral Care; our K-6 Deputy and Co-ordinators of K-2 and 3-6 all contribute to our shared knowledge and team based support of the social and emotional wellbeing of the students. Our Welfare Team, comprising the K-6 Leadership Team, K-12 Learning Engagement Team Leader and College Psychologist meet regularly as a team to monitor and support students with additional needs to be successful. Our support of the whole child ensures that we monitor and nurture the academic, social, emotional and self-management development of the students in our care through a range of evidence based programmes and initiatives.

### **BUDDY PROGRAMME**

Our Junior School Buddy Programme has provided a great sense of belonging for all. Our youngest students adore and admire their older buddies who in turn take great responsibility for the wellbeing of the younger buddies and friends. Throughout the year there are a number of ongoing activities and some special events that nurture and celebrate the buddy relationships.

Each year our Kindergarten students are allocated a Year 6 buddy who provides wonderful support as they settle in to life and learning at Oxley. In addition, there are a number of inter-class experiences to support each child's sense of connection and contribution to the compassionate community at Oxley.



**CARE**

**FOR THE  
WHOLE  
CHILD**

# VOXLEY COLLEGE

## VALUES

Our College Values provide a framework for student aspirations and reflection with regard to all aspects of endeavour; academic, social, emotional, physical and spiritual.

### THE FIVE OXLEY VALUES ARE:

#### WISDOM AND KNOWLEDGE

Cognitive strengths that entail the acquisition and use of knowledge

- Creativity
- Curiosity
- Open-mindedness
- Love of learning
- Perspective
- Reflection

#### FORTITUDE

Emotional strengths that involve the will to succeed in the face of adversity, external or internal

- Integrity
- Courage
- Persistence
- Enthusiasm
- Resilience
- Optimism
- Confidence

#### HUMANITY

Interpersonal strengths that involve caring for others and provide meaning

- Kindness
- Love
- Respect
- Social awareness
- Appreciation of beauty and excellence
- Gratitude
- Humour
- Spirituality
- Respect for our natural environment

#### JUSTICE

Civic strengths that support a healthy community life

- Fairness
- Leadership
- Teamwork
- Service

#### MINDFULNESS

Character strengths that protect against excess

- Forgiveness
- Humility
- Self-discipline
- Patience

Adapted from Peterson & Seligman, 2004



### BEHAVIOUR EXPECTATIONS

All students and staff at Oxley College have the right to be treated fairly and with dignity in an environment free from physical and verbal disruption, intimidation, harassment and discrimination.

To achieve this, Oxley College will maintain high standards of student behaviour at all times. Respect for Self, Respect for Others and Respect for Oxley College replaces individual rules and acts as our guide in supporting students under our care.

### RESPONSIBILITIES AND RIGHTS

RESPECT FOR SELF	
I have a responsibility to be honest, kind, courteous and ethical.	I have a right to feel safe and valued at Oxley College.
RESPECT FOR OTHERS	
I have a responsibility to co-operate, be respectful, kind and not distract others from learning.	I have a right to be treated with kindness and compassion and free to learn.
RESPECT FOR OXLEY COLLEGE	
I have a responsibility to be well dressed and be a positive role model within the school and community.	I have a right to be proud of my college.

The purpose of rules and guidelines is twofold: first, to educate students towards an understanding of the need for order and towards a desire to comply with reasonable regulation: second, to assist the smooth running of the school in all its operations. Discipline should therefore be caring, positive and educative rather than negative, uncaring and repressive. We recognise that mistakes are part of learning and growing up and therefore, when it is necessary to address a student's behavior, it is treated as a problem solving or learning opportunity. We expect that when appropriate, students will respond with humility, honesty and sincerity when reflecting on or apologising for the specific behavior.

As in the Senior School, the principles of Restorative Justice form the basis for policies in this area. Restorative Justice is a model for resolving conflict, repairing relationships and building strong healthy communities. Further information is available on the website.

Under the Pastoral Care umbrella our policies ensure a safe and caring environment with clear rules and responsibilities in place. Programmes for wellbeing, mindfulness and relationships run by classroom teachers aim to help develop good self-esteem and relationship skills in our students.

The achievement of these aims is only possible with the full support and co-operation of parents. As our Year 12 students exit the school gates for the last time we want to develop the whole child who has academic rigor, compassion, integrity and true sense of who are and where they are heading.

# THE JUNIOR SCHOOL HOUSE SYSTEM

The House system provides opportunities for students to become involved in a broad selection of sporting, cultural and service learning activities. This enables students to feel a sense of belonging and achievement across various year groups and outside of the curriculum areas.

Each Junior School student is allocated to a House. To continue the Oxley theme, the Houses are named after Australian pioneers in various fields:

#### CHISHOLM (WHITE)

Caroline Chisholm (1808-1877) was known as 'the emigrant's friend'. She earned this title for her work with poor migrants to Australia last century. She graced the \$5 note for more than 20 years and is remembered as a social activist and philanthropist.

#### FLYNN (GOLD)

Rev John Flynn (1880-1951) was the Presbyterian minister to the outback. He founded the Royal Flying Doctor Service, School of the Air and many other services to outback people. He wanted to create a 'mantle of safety over the inland'. His face is on the \$20 note.

#### WALTON (BLUE)

Nancy Bird-Walton (1915-2009) was a pioneering woman aviatrix who was the youngest woman to hold a commercial pilot's licence at 19. She worked for the Royal Flying Doctor Service becoming known as the angel of the Outback.



New students are allocated to their House as they commence at Oxley which forms a vertical strength to the weave of the College. In addition Family Groups provide more intimate clusters within each House ensuring that each child is known and able to contribute to initiatives that serve our wider community. These groups provide leadership roles for all Stage 3 students who facilitate collaborative Social Service Learning projects in which all students participate.

Students participate in House Swimming, Cross Country and Athletics carnivals and other House competitions including Poetry, Public Speaking and Singing.

### STUDENT LEADERSHIP

Student leadership in the Junior School has a number of manifestations.

In Term 4, Boy and Girl Captains and Vice Captains are appointed. Each House has a Girl and Boy Captain. These students are representatives of the House at different functions such as the carnivals (Swimming, Athletics, Cross Country) as well as other Intra-school Competitions. As part of the Leadership of their fellow students, the Year 6 students also take part in a programme to aid in the development of Leadership skills.

### SOCIAL SERVICE LEARNING

The Oxley College Social Service Learning vision is for our students to support local, national and international communities and make a difference to the lives of others.

**STUDENTS ARE FORTUNATE TO ATTEND OXLEY COLLEGE AND WE BELIEVE OUR STUDENTS SHOULD GIVE THEIR TIME, ENERGY AND SKILLS TO BUILD A BETTER FUTURE.**

Students are fortunate to attend Oxley College and we believe our students should give their time, energy and skills to build a better future. Social Service Learning is not only about giving money and donations it is about investing time in helping those less fortunate than themselves and displaying a true sense of compassion towards others.

During their time at the College our students will be exposed to different Social Service Learning opportunities and to a variety of programmes. Social Service Learning initiatives vary from year to year to allow for student input into the nature and focus of each initiative undertaken by a range of different groups. Classes, House Family Groups and our Student Representative Council (which includes a social and environmental focus) undertake student initiated action to promote fund-raising, community outreach or friend-raising which adds to each child's sense of fun and belonging.



# CULTURAL RICHNESS

AT OXLEY, WE ARE IMMENSELY PROUD OF OUR BEAUTIFUL NATURAL SETTING AND CONNECTION TO THE SOUTHERN HIGHLANDS. WE WANT OUR SCHOOL TO BE A PLACE OF WONDER FOR ALL.

Our learning environment celebrates childhood, our students and the natural connection between the internal and external spaces. We are proud of the sounds of joy, innovation and collaboration that echo through our campus each day. The co-curricular life of Oxley College is rich, broad and inclusive. From Kindergarten onwards, students are encouraged to extend their learning beyond the doors of the classroom into a world of experiences specifically designed to enrich their lives. The aim is to provide opportunities where every child can discover their passion, interest and talents, particularly as part of a team, group or ensemble.

The Co-curricular Programme is offered within the broad areas of the arts and spoken word, sport and outdoor education.

Students have the opportunity to be involved in:

## THE ARTS

Music Tuition  
Music Ensembles: Choir, Band, Strings  
Performance Assemblies  
Drama and Music performance opportunities  
Dramatic Productions  
Public Speaking

## OUTDOOR EDUCATION

Other Learning Experiences (OLE!) and a camping programme occur across the College in K-12. Specifically camps and overnight experiences are built in from Year 2 – 6.

## SPORT

- Local team sport
- Heads of Independent Co-Educational Schools (HICES) carnivals: Swimming, Cross Country, Athletics.
- SHIPS (Southern Highland Independent Primary Schools) carnivals.

There are also numerous other school activities including Robotics, Art Club and Bike Skills. An example of all Co-Curricular activities can be found in a booklet that is issued each term.



# OXLEY COLLEGE PARENTS' & FRIENDS' ASSOCIATION

ALL PARENTS OF OXLEY STUDENTS ARE AUTOMATICALLY MEMBERS OF THE OXLEY P&F.

College staff are honorary members. Friends of the College may join by applying to the P&F Secretary.

The aim of the Oxley P&F is to be a forum and means to implement the P&F's objectives: to promote the educational interests of the Oxley College school community, to assist in the provision of teaching equipment and other amenities for the College and cultivate a sense of community at Oxley College.

The Oxley P&F Executive meet as required in the David Wright Library to discuss key events throughout the year. The P&F elects an Executive Committee and confirms Year Representatives at the AGM in the last term of each school year.

Events held throughout the year are designed to be social or to raise funds. In reality the latter often become social as well, as this is a great way to meet and get to know other parents and members of the Oxley community. Annual events have included parent year group functions, the Trivia Night, Oxley Equestrian Day, the Pin Oak Fair and Eve on the Green.

A Contact List is produced each year and is a great resource for having the contact details for other families at the College. All P&F enquires should be directed to the P&F President.



# OXLEY COLLEGE DIRECTORY

## BOARD OF GOVERNORS

Chairman Mr Frank Conroy AM  
 Deputy Chairman Mr Tony Norris  
 Dr Stephen Barnett  
 Mrs Mandy Lawson  
 Mr John Rapp  
 Mr Denis Mudd OAM  
 Ms Christine Windeyer  
 Ms Anni Ballieu  
 Mr Roderick McAllery  
 Mr Malcolm Noad

## EXECUTIVE

Head of College Mrs Jenny Ethell  
 Deputy Head Learning Mrs Kate Cunich  
 Deputy Head-Pastoral, Senior School Mr Mark Case  
 Head of Junior School To be appointed  
 Director of Business Services Mr Euan Liddell  
 Community Relations Officer/Registrar Mrs Emma Calver

## JUNIOR SCHOOL STAFF

Mr Peter Ayling – Deputy Junior School  
 Mrs Kelly Lees  
 Ms Lara Sheils – K-2 Co-ordinator  
 Mr Michael Winkler  
 Mr Gareth Loveday  
 Mrs Kathy Cupitt  
 Mr Brett Bacon  
 Mr Jonathan Hunt – 3-6 Co-ordinator  
 Ms Belinda Candelori  
 Mrs Kathryn Lonze  
 Mrs Shona Apostolatos  
 Ms Korrily Hope – Student Services  
 Mrs Sally Byrne – PA to Head of Junior School

We also have specialist staff in the areas of Drama, LOTE, Information Services (Library) Music, Visual Arts, PDHPE and Learning Engagement.

To email staff please use:  
**firstname.surname@oxley.nsw.edu.au.**

A full staff list is available on the website via the following link:

<http://www.oxley.nsw.edu.au/about/staff/>

# IMPORTANT GENERAL INFORMATION

## THE SCHOOL YEAR

Term Dates are found via this link:  
[oxley.nsw.edu.au/news-events/terms-college-dates](http://oxley.nsw.edu.au/news-events/terms-college-dates)

## THE JUNIOR SCHOOL DAY

<b>8.55AM</b>	Morning Bell – students move to lines
<b>9.00AM</b>	Junior School commences (Periods 1&2)
<b>10.30 - 10.55AM</b>	Recess: K-2 in play area, 3-6 to the oval
<b>11.00AM - 12.40PM</b>	Middle Session (Periods 3&4)
<b>12.40PM - 1.25PM</b>	Lunch: supervised eating, play for K-6 in play area or oval
<b>1.30PM - 3.15PM</b>	Afternoon classes (Periods 5&6)
<b>3.15PM</b>	Junior School finish school day

The Kindergarten transition to school occurs during Week 1 of the new year. All Kindergarten students commence on the first day of Term 1 and attend until 12.30pm each day. Children will be allocated to one day during the first week to remain at school until 3.15pm for individualised assessments with their teacher. Our Kindergarten families receive a detailed outline of all these arrangements as part of our Orientation process.

## ASSEMBLIES

There is a Junior School Assembly every week to celebrate children's performance and achievement. Parents are welcome to attend.

## MAJOR COLLEGE DATES

A list of Major College dates can be accessed via our website.

## WEEKLY ANNOUNCEMENTS

Upcoming events and notices are circulated to members of the Junior School community via email each Thursday afternoon. This provides a centralised communication to notify parents of key events in the term or any changes to scheduling or events.

## PIN OAK

Each fortnight, Oxley produces Pin Oak – our newsletter. This is uploaded onto our website on Friday. This is an important communication tool for our community and we will send you a weekly email reminder

## BEFORE AND AFTER SCHOOL

We have clear and dedicated supervision of students at all key drop off and pick up areas including the bus stop and turning circle.

All details for supervision before and after school, pick up, drop off and bus arrangements will be outlined in a letter which will be sent to all Junior School parents early in the New Year. Oxley College's traffic management can be found on our website.

## FINANCIALS

All Oxley College families are required to submit the Oxley College Enrolment Agreement at the time of enrolment confirmation. As per the terms and conditions of this Enrolment Agreement, withdrawal from Oxley College at any time requires one term's written notice to the Head of College in advance. Please refer all issues regarding fees and accounts to our Business Manager, Mr Euan Liddell on 4861 1366.

## ABSENCES

If your child is ill please email [office@oxley.nsw.edu.au](mailto:office@oxley.nsw.edu.au) or call phone: 4861 1366 Junior School Student Services as soon as possible. On the day of your child's return they should bring a note explaining their absence and give this to their Class Teacher.

If a child is unable to take part in any school activity for some reason, a note is also required. It is a requirement of the Department of Education and Training that children not be absent from school without the approval of the school. Absence for reasons other than sickness is actively discouraged. Requests for leave should be made to the Deputy Head of Junior School, in writing, well in advance of the leave.

## LATE ARRIVALS/EARLY DEPARTURES

If your child is late please take them to Junior School Student Services office to sign in. If your child is leaving the College before the end of the day they must be signed out by their parent/guardian at the Student Services office.

## STATIONERY

Stationery packs and set texts will be distributed to students in Kindergarten to Year 6 and charged to the parents' school account. A supplementary list will be provided to guide students on items that they may wish to purchase individually.

## NAMETAGS

Please ensure that everything is clearly named, including all items of clothing, sports equipment and books. Unmarked items are difficult to return to the owner when sent to lost property. Students are expected to take care of their possessions that are brought to school.

## CANTEEN

Oxley College has an excellent canteen which operates each day. Fresh produce from the Oxley College vegetable garden is used whenever possible. Canteen price lists are available on the website which is updated each term. The canteen has partnered with Flexi-schools to provide an online ordering facility via the Oxley Canteen link on our website. Children in the Junior School need to bring their own recess from home and lunch orders will be delivered to the classrooms.

## MEDICAL

If your child becomes ill during the school day, they will be looked after in Student Services until their parents can be contacted. All parents will have completed a First Aid and Medical Management Form and medication will be administered accordingly. Oxley College is a 'nut aware' school. We discourage any sharing of foods and follow medical plans provided.

## TRAVEL PASS APPLICATIONS

Travel Pass Information is given out on Orientation Day. Please make sure your child knows how he/she will be getting home on their first full day. Travel passes are mailed directly to families after applications have been completed online.

## MESSAGES TO TEACHERS

Our teachers may be contacted via email or phone and some classes operate a Communication Book that travels between home and school each day. When contacting your child's teacher, please allow at least 24 hours for them to reply. Our teachers are dedicated to their classes and on some days may teach back to back lessons with duties or extra activities during their breaks. If you need to send a time-critical message, please do so through Junior School Reception.

## MESSAGES TO STUDENTS

Please ensure that phone messages during the day are kept for urgent matters. If you need to give your child a message regarding pick up arrangements you will need to call Student Services before 2.30pm. Please make sure your child knows the pick up arrangements for the end of each day.

## SUN SAFE POLICY

Throughout the year, students are required to wear their hat whenever they are outside. Sunscreen is provided in all classrooms.

## ACCIDENT INSURANCE

Students are covered for injury and associated expenses resulting from accidents. This cover relates to accidents occurring within and beyond school time. Full details may be obtained from the Business Manager.

## EMERGENCY PROCEDURES

In the event of an emergency the following will occur:

**Evacuation** – Notification given through the bell system. "A fire has been detected; please proceed to your evacuation route". (Message says fire but is used for any emergency that requires evacuation). All students and staff are to assemble on the oval. K-6 in classes and 7-12 in Houses.

**Lock Down** - Notification given through the bell system. "The school has been placed in lock down; please follow lock down procedures." All staff are to lock external doors, if it is safe to do so. All staff and students are to remain inside the building until three short bells signal the end of the Lock Down.

**Severe Weather** – Notification given through the bell system. "Lightning has been detected in the area; please proceed to a safe location". (Message says lightning but is used in any severe weather emergency that requires evacuation). All students and staff are to move under cover or indoors.

### THE OXLEY SHOP

The Oxley Shop is located in the first demountable on the right, along the second Oxley driveway and operates on Tuesdays, Wednesdays and Thursdays from 8.30am - 4.00pm. Occasionally the shop is open on a Saturday. Please check the website for details. Special arrangements/appointments will be made to assist new parents (Please call the Oxley College office).

### DRESS AND APPEARANCE

All students are expected to wear their uniform with pride on all school days and on special occasions. Blazers must be worn to and from school every day. Students may arrive or leave in their full sports uniform on allocated sports days. All uniform items must be clearly named. Girls with hair longer than shoulder length are to tie their hair back. Boy's hair should not be below their collar.

No jewellery is to be worn to school other than a watch and small plain sleeper or stud earrings for girls.

# OXLEY COLLEGE JUNIOR SCHOOL UNIFORM

## BOYS

- College Blazer
- College Tie
- College Hat
- Trousers (Terms 2 & 3) - mid grey
- Shorts (Terms 1 & 4) - mid grey
- Chambray Blue Shirt (sleeves rolled up)
- Navy V-Neck Jumper or Vest
- College Sock (long grey)
- Black Shoes (strong leather – lace-up)

## PE AND SPORT GIRLS AND BOYS

- College Track Suit
- College Blue Sports Top
- College Sport Shorts
- White Sport Socks
- Athletic Shoes
- Swimming Costume (Years 3 – 6)
- College Hat
- Sports Jersey (optional)

In the Junior School one day is allocated for Physical Education (PE) and all students are required to wear their PE uniform to and from school on that day. The College tracksuit is a compulsory part of this uniform and the jacket should be worn to and from school all year round.

### House Events

- House Polo Shirt must be worn to College carnivals and
- House events – Junior School House colours are Gold, Blue and White.

## GIRLS

### Summer Terms 1 & 4

- College Blazer
- College Hat
- College Straw Hat (optional)
- Summer Dress
- Navy V-Neck Jumper or Vest
- College Sock (short white w stripe)
- Black Shoes (leather – lace-up K-6 or buckle K-2). Ballet style shoes are strictly forbidden

### Winter Terms 2 & 3

- College Blazer
- College Hat
- College Straw Hat (optional)
- College Tie
- Winter Tunic
- Chambray Blue Shirt
- Navy V-neck Jumper or Vest
- Navy Tights or Navy knee-high socks
- Black Shoes (leather – lace-up K-6 or buckle K-2). Ballet style shoes are strictly forbidden

### Bags

- Oxley College Back Pack

### Optional Items

- College Scarf and Beanie (Winter only)
- College Straw Hat (Girls only)
- College Driza-bone Coat

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to think  
to dare  
to dream



PLEASE DO NOT HESITATE TO CONTACT US  
IF YOU HAVE ANY QUERIES OR CONCERNS.

WE LOOK FORWARD TO WELCOMING YOUR  
FAMILY TO OXLEY COLLEGE.

OXLEY COLLEGE **K-12**

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