



QUEENWOOD

Per aspera ad astra

2021

PARENT

DIRECTORY

Queenwood acknowledges the Cammeraigal people of the Guringai nation who are the traditional custodians of the land on which the School is built and we pay respect to Elders both past and present.

All information contained in this document is correct at time of printing; all curricular and extracurricular activities are subject to change. Visit QUEENWOOD.NSW.EDU.AU for up to date information.



Term Dates 2021



Term 1

Thursday 28 January – Thursday 1 April

Kindergarten commence Monday 1 February

Term 2

Tuesday 20 April – Friday 18 June

Term 3

Tuesday 13 July – Thursday 16 September

Term 4

Tuesday 5 October – Wednesday 1 December



The History of Queenwood

“From our beginning with five pupils our objects have been the same - to give our girls a happy school life, with opportunities for each to learn, to win and to accept defeat gracefully, to do her best work, to play, to develop her manifold and varying interests, to accept responsibility and to find eventually an adult life that is satisfying.”

MISS MEDWAY,
1960 REPORT

Queenwood was established in a multistorey Victorian house on the sloping hills of Balmoral in 1925 and for nearly 70 years it was guided by three women, Miss Lawrance, Miss Rennie and Miss Medway, who were driven by their conviction that young women were entitled to high-quality education. They built a school in which each girl was encouraged to balance her academic endeavours with a broad program of participation and contribution, a school with a culture of warmth, curiosity and openness, a school which was distinctive for its size and strength of community – large enough to provide the full range of opportunities, and small enough for each of our girls to be known. This has created an enduring legacy which is woven into the fabric of our culture and community.

Principals

MISS GRACE LAWRANCE, 1925 – 1930
 MISS BEATRICE RENNIE, 1931 – 1962
 MISS VIOLET MEDWAY, 1942 – 1982
 MRS ALISON STALLEY, 1982 – 1987
 MRS JUDITH WHEELDON, 1987 – 1996
 MRS KEM BRAY, 1996 – 2008
 MR JAMES HARPUR, 2008 – 2012
 MS ELIZABETH STONE, 2014 – PRESENT

The School's Birthday

The School's Birthday is celebrated each year to mark the first day of operations of the School. Established by Miss Grace Lawrance and Miss Beatrice Rennie, the School opened on 21 September 1925 with five day pupils. This was also Miss Rennie's birthday; hence, it took on additional special meaning. Each year, the girls brought flowers and presents to Miss Rennie. She loved the posies; however, she was embarrassed by the gifts. This began a tradition that continues today; girls bring posies of flowers that are distributed to local nursing homes and hospitals, just as they were during Miss Rennie's time.

Foundation Day

Foundation Day is celebrated each year to mark the day of the School's Official Opening. Mayor Alderman Burrows, the mayor of Mosman, officially opened the School on 29 October 1925.



The History of Queenwood

School Houses

There are three houses at Queenwood.

QUEEN: Green and Gold

WOOD: Red and White

SCHOOL: Blue and Brown

All students are advised of their school house allocation upon commencement at Queenwood.

Girls who have older siblings or other family connections to a particular house will be placed in the same house. Various house competitions are held throughout the year such as Sports and Music events.

Our Values

The Queenwood values have taken different forms since the inception of the School. In developing our Strategic Direction we have reaffirmed the values Truth, Courage and Service, as declared by our founders and expressed in the words of the beloved School Hymn.

In truth we:

- Seek knowledge and a deep understanding of the world;
- Act with honesty and integrity;
- Grow in wisdom with a strong sense of identity and self-knowledge; and
- Lead upright lives with a strong moral compass.

With courage we:

- Persevere through adversity;
- Think and act with independence;
- Engage openly and confidently with diverse people and ideas; and
- Rise to the challenge of the complex and the unfamiliar.

Through service we:

- Respect the value of humanity in all its diversity;
- Seek justice and peace with humility and compassion;
- Stand with the vulnerable and marginalised in our local community and beyond; and
- Cultivate a generous and joyful spirit.

Queenwood Motto

The significance of the School's motto: *Per Aspera ad Astra* 'Through Struggles to the Stars' was explained by Miss Rennie:

'Per Aspera' precedes 'ad Astra' and so it is that strength and courage are necessary, for the highest and best are not attained without struggle... There is so much that needs reforming in the world today, so many wrongs to be righted, so many poor and sick to be tended, so many weak to be protected. Are not these high adventures which call for women of strength and courage and purpose?

That sense of purpose, the willingness to engage with challenge and the desire to make a contribution remain at the heart of Queenwood's mission.

School Hymn

*Happy is our School surrounded
Everywhere by loveliness
Sloping hills and sleeping waters,
With Thy glory ever bless;
May the beauties of creation
In each one an echo find,
Thoughts and words and actions guiding
Purifying heart and mind.*

*Far above the world at even
Stars glow in the darkling sky,
Beck'ning us to strive towards them
Urging to endeavour high
Star of Truth, O make our thinking
So sincere and pure and bright,
That all dross of falseness perish
In Thy fiery, searching light.*

*Star of Courage, so inspire us
That we fearlessly may fight,
Spite of danger, scorn and laughter,
In the cause of truth and right.
Star of Service, make us dwell on
Not our own but others' needs,
Happiness and comfort bringing,
by self-sacrificing deeds.*

*Truth and courage and devotion,
Building stones of beauty rare,
Sanctified by God's own spirit,
Make each soul a temple fair.
Loving Father, may each member
Of our School be always true
To the ideals they have learnt here,
And the world with blessings strew.*

B L RENNIE (1932)



After School Care

Queenwood has partnered with Extend to offer fun, flexible out of hours care in the Junior School as follows:

- **After School Care:** 2:50pm – 6:00pm weekdays
- **Vacation Care:** 8:00am – 6:00pm weekdays

Extend is Australia's largest family owned and operated Outside School Hours Care (OSHC) provider. They are able to process Child Care Subsidy payments.

To find out more, or to book, visit:

<https://www.extend.com.au/school/queenwood/>

Teachers will discuss specific requirements for each subject during lessons in the first few weeks of term. Initially, girls might need:

- blue or black pens
- pencils, sharpener, eraser
- scissors and glue
- ruler
- highlighters
- lined A4 exercise books for the first few weeks of term

NB: No white out



Book Orders

TO ORDER

- 1 Access: <https://order.campion.com.au/#homeView>
- 2 Create an account, or continue without an account
- 3 Select: New South Wales
- 4 Select: Queenwood
- 5 Enter the code: **KF8D** (open for Junior School 21 October, open for Senior School 16 November)

If you would prefer a paper form, please contact Junior School or Senior School Reception.

If you would like to speak to Campion please call +612 8905 8691.

Junior School stationery requirements are included on the Campion Book List. Senior School students are growing more independent and have discretion in selecting their own stationery. They may consider purchasing coloured envelope folders for each subject so they can store worksheets, text books and assignments for each subject in an orderly manner.



Careers

The role of the Careers Advisor at Queenwood is to assist students in exploring their options after school. This includes university or other pathways across Australia and internationally. The girls have access to a wealth of expertise to help them determine and prepare for the next stage. We encourage our girls to explore widely as they consider further study and professional pathways.

The Careers Advisor also assists Years 10 – 12 students in managing their applications and applying for scholarships or special programs. Queenwood regularly hold careers events and Years 10 – 12 receive a careers newsletter tailored to their year group.

Students can schedule an appointment via the Careers appointment button on the Careers CANVAS page to speak with the Careers Advisor at a time suited to them.

CONTACT

**Clare Hurst
& Justine Fowler**
Careers Advisors

[careers@
queenwood.nsw.edu.au](mailto:careers@queenwood.nsw.edu.au)



Code of Conduct

All students are expected to meet the expectations and standards of the School and to develop a sense of responsibility for their own actions and behaviour. The School helps students develop this by making the consequences of each student's decision clear to her. Good choices are explained and encouraged and, where appropriate, are recognised through praise, positive feedback, Q awards and so on. The negative consequences of poor choices are also explained and may be underlined by clear feedback and warnings or the imposition of sanctions.

This Code of Conduct is most commonly applied to behaviour at school. In some circumstances, however, a student's behaviour outside school can have a serious impact on members of the school community or on the School itself. For this reason, behaviour outside school (e.g. off-site, online or during the holidays) may be a breach of this Code of Conduct and can attract the same consequences as behaviour in school.

Three simple principles will guide our girls well in almost any situation:

- Is this action **SAFE** for all concerned?
- Is this action **CONSIDERATE** towards everyone who might be affected?
- Does this action **REFLECT WELL** on yourself, your family and your school?

Saying words is action too. Here are three more questions to help:

- Is it true?
- Is it kind?
- Is it necessary?

Academic

Students are expected to:

- Be self-disciplined and take a positive approach to learning, working to the best of their abilities.
- Participate actively in lessons, work respectfully and collaboratively with others, and acknowledge the perspectives of others.
- Take responsibility for their own learning, completing classwork and homework to a high standard and submitting all tasks on time.

Attendance

Students are expected to:

- Be punctual.
- Attend school from the first day of term to the last, including compulsory activities and events such as sports carnivals, Speech Night and so on.
- Follow the procedures for absence.

Lunch

QUEENWOOD IS A NUT-AWARE SCHOOL

- Students must remain on campus during breaks; they should bring lunch with them, or order it via the Flexischools website www.flexischools.com.au
- The canteen is nut free and students are encouraged to be mindful when packing their lunch. There are girls in the School with serious allergies so students are not to share food with their peers
- In the Junior School there are three breaks: Crunch and Sip (a piece of fruit or vegetables and some water), Recess and Lunch.
- In the Senior School there are two breaks: Recess and Lunch.



Code of Conduct continued

Technology

Students are expected to:

- Use technology for educational purposes and never bully, harass or support negative behaviours.
- Use school time for relating to their teachers and peers directly.
- Observe the law and the terms of usage.
- Keep their passwords secure.
- Switch off mobiles phone during school hours and either hand their mobile phone to their class teacher or store securely in their locker.

There is helpful information for parents at **CYBERSMART** 1800 880 176, www.esafety.gov.au

Social Media

We recognise that students use social media to express their views, ideas, comments and criticisms on a wide range of issues. Social media includes forums, blogs, micro blogs, photo sharing, video sharing, wikis, podcasts and social communities which include, but are not limited to: Facebook, Snapchat, Instagram, YouTube, TikTok, Twitter, WhatsApp, LinkedIn.

The behaviour expected of girls on campus is also expected of girls online both during the school day and outside of hours. Be SAFE, CONSIDERATE and ensure behaviour REFLECTS WELL on you, your school, your friends and your family. Here are some guidelines:

- **Be truthful.** Do not impersonate or falsely represent another person and respect the rights and confidentiality of others.
- **Be kind.** Do not bully, harass or threaten others on social media or post content that is hateful. Do not defame Queenwood or members of the Queenwood community.
- **Be considerate.** Do not post content on any social media account while on school property or in school uniform (including sports uniform).

Uniform

Students are frequently reminded of the uniform requirements and must observe them at all times.

In particular:

- Students must wear uniform with respect. All clothing must be regulation uniform and in good condition. Dresses are to be knee length, and hats must be worn to and from school. Shoes must be polished. Hair that reaches the shoulder must be tied back.
- Junior School students may wear Sports uniform on PE and sport days.
- Senior School students participating in sport activities before school or on PE/sport days are required to change between activities.
- Students are not to wear makeup, nail polish or jewellery. Queenwood earrings (one in each ear lobe) and a watch are permitted.

Junior School Behaviour Expectations

In order for the School to run smoothly and safely for all, we rely on students to be honest, to respect others, and to follow instructions of staff. These basic standards are to be observed at all times, and failure to do so is a particularly serious breach of the Code of Conduct.

- Adhere to Queenwood values and show excellent manners and courtesy. For example, students should step aside or hold open doors for adults, and observe classroom guidelines given by their teachers.
- Be inclusive at all times i.e. class work groups, friendship groups and any school activities.
- Be kind and positive with each other. Bullying will not be tolerated in any form.
- Move quietly and not run through grounds and buildings. Do not use the lifts without a lift pass.
- Cross all roads safely and use pedestrian crossings.
- Represent the School in an exemplary manner at all times, including away from school.



Code of Conduct continued

- Respect school and personal property. Keep grounds, buildings and classrooms tidy. Chewing gum causes much damage and is strictly forbidden.
- Be kind to and positive with each other. Bullying will not be tolerated.
- Take care of and responsibility for their belongings and show respect for that of others.
- Abide by all classroom rules.

While in the playground, students must:

- Remain seated during eating time until the bell is rung or they are dismissed by a teacher. No student may eat on the artificial grass areas.
- Sit quietly and await teacher instructions when a whistle sounds. The whistle signals an emergency.
- Remain in the playground at break times. Students may not go back into the building for forgotten items.
- Keep the playground tidy.

- Wait in the playground or under the vergola to be collected by the teacher supervising any extra-curricular activity. Students attending music lessons or lunchtime rehearsals do not have to wait, and may go directly to their lesson or rehearsal.
- Play in the shade if they do not have a hat.
- Leave the playground quietly, following the instructions of the supervising teacher.

Senior School Behaviour Expectations

In order for the School to run smoothly and safely for all, we rely on students to be honest, to respect others, and to follow instructions of staff. These basic standards are to be observed at all times, and failure to do so is a particularly serious breach of the Code of Conduct.

Students are also expected to:

- Adhere to Queenwood values and show excellent manners and courtesy. For example, students should step aside or hold open doors for adults and observe classroom guidelines given by their teachers.

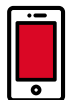
- Be inclusive at all times i.e. class work groups, friendship groups and any school activities.
- Bullying will not be tolerated in any form.
- Move quietly and not run through grounds and buildings.
- Cross all roads safely and use pedestrian crossings.
- Represent the School in an exemplary manner at all times, including away from school.
- Respect school and personal property. Keep grounds, buildings and classrooms tidy. Chewing gum causes much damage and is strictly forbidden.
- Observe the School's driving and parking rules.
- Do not use the lifts without a lift pass.

Consistent application of sanctions is important, and must be balanced with consideration of factors such as the student's age, understanding, previous conduct and the context. In some cases, misconduct may result in withdrawal of privileges or standing down from a position of leadership.

Sanctions may vary in severity according to the behaviour being addressed. Typically uniform and jewellery infringements, and mobile phone use during the day fall towards the lower end of the spectrum, while misuse of technology, persistent tardiness, failure to complete homework on a regular basis fall into the middle. All of these may attract a Friday detention of variable length. Saturday detentions may also be imposed. Multiple Friday detentions in a term, dishonesty and disrespect towards staff are more serious.

The most serious infringements may result in suspension or expulsion – sanctions imposed by the Principal. These might include persistent bullying, damage to property, use of drugs or alcohol or serious misuse of technology.

Students should understand that attending school detentions take priority over all other commitments.



Communication

Queenwood communicates with students and parents using the following platforms:

Newsletter

The **School** communicates with **parents** using the newsletter subscription list. It is imperative that parents remain subscribed to this list as it is used to disseminate important information including academic reports and medical alerts.

Canvas

Kindergarten: Teachers direct **student** news and reminders to parents via Canvas. Parents are encouraged to use the portal with their daughter so that she is familiar with the platform.

Years 1 & 2: Teachers direct **student** news and reminders to parents via Canvas. Parents are encouraged to use Canvas with their daughter as she begins to manage her time independently.

Years 3 – 12: Teachers communicate with **students** using Canvas regarding day-to-day information, coursework information and assessments.

Social Media

The **School** regularly communicates with the Queenwood **community** using social media channels. Pictures from excursions, recognition of school events, the latest school news and celebration of student and staff achievements are posted on Facebook, Instagram, Twitter and LinkedIn.

Email


Parents with academic or pastoral queries relating particularly to their daughter should communicate directly with the **class teacher or tutor** via email. Class teachers will give priority to face-to-face contact with the girls each day, so a proper response to email inquiries may take up to two working days. Always direct urgent communications to Reception.


Parents should be good role models and respectful in all interactions.

SOCIAL MEDIA

We would love to share your daughter's news with the Queenwood community; please send images to communications@queenwood.nsw.edu.au so we can celebrate her achievements.

 **Find us on Facebook:** www.facebook.com/QueenwoodSchool

 **Follow us on Instagram:** [@QueenwoodSchool](https://www.instagram.com/QueenwoodSchool)

 **Follow us on Twitter:** [@QueenwoodSchool](https://twitter.com/QueenwoodSchool)



Counsellor

The role of the School Counsellor at Queenwood is to assist students in dealing with issues that they may find difficult to manage on their own. The School Counsellor can provide strategies to help students cope with challenging situations and to make sense of their experiences. The relationship is embedded in confidentiality unless the issue encroaches on school rules or Government law.

Senior School girls may make appointments in person, via email or by telephone. Parents of Junior School girls may make appointments for their daughters via email. Appointments can be scheduled at a time to suit the student including before school, at lunch or during the day.

CONTACT

Mrs Jillian Gallagher
School Counsellor,
Clinical Psychologist

Monday & Tuesday
+612 8968 7757

Wednesday,
Thursday & Friday
+612 8968 7761

counsellor@queenwood.nsw.edu.au



Data Collection Form

All schools in New South Wales are required to collect census information for the following purposes:

- When registering or enrolling students with the New South Wales Education Standards Authority (NESA);
- When administering standardised tests on behalf of the Australian Curriculum, Assessment and Reporting Authority (ACARA);
- When applying for Federal Government funding; and/or
- To track and forecast demographic trends within the School population.

This content is saved in a secure database as part of your daughter's existing school record.

QUERIES

DirectorOfAdmissions@queenwood.nsw.edu.au

LINK

<https://www.surveymonkey.com/r/DataCollection2021>



For more information please refer to the [Privacy Policy](#) on our website.



Day-to-Day Important Information

Junior School Timetable

ROLL CALL AND JUST READ	8:20AM	-	8:40AM
PERIOD 1	8:40AM	-	9:30AM
PERIOD 2	9:30AM	-	10:30AM
RECESS	10:30AM	-	10:50AM
PERIOD 3	10:50AM	-	11:50AM
PERIOD 4	11:50AM	-	12:50PM
LUNCH	12:50PM	-	1:45PM
PERIOD 5	1:45PM	-	2:45PM
KINDY DISMISSAL	2:50PM		
YEAR 1 DISMISSAL	2:55PM		
YEAR 2 DISMISSAL	3:00PM		
YEARS 3 - 6 DISMISSAL	3:10PM		

Junior School Absence Procedure

If your daughter is unwell or is unable to attend school for any reason, you are required to call Reception on **+61 2 8968 7711** or email junior.switch@queenwood.nsw.edu.au by 9:00am. An SMS message is sent to all parents of girls whose absence remains unexplained at 9:30am. This message asks parents to contact Reception in order to confirm the absence. If your daughter is absent, a signed note (or email) explaining the reason must be given to the class teacher upon return.

If your daughter is late, where practical, parents should send an email or call the School to notify of her late arrival. When the student arrives at school, they must sign in at Junior Reception.

Parents should always endeavour to make medical, dental and other appointments out of school hours.

Family holidays must be taken during school holidays and only in extraordinary circumstances should holidays be arranged during school terms. Permission to be absent during term for any reason must be requested 3 weeks in advance from the Principal.



Day-to-Day Important Information

Senior School Timetable

Monday, Tuesday, Thursday, Friday

TUTOR GROUP	8:20AM	-	8:30AM
PERIOD 1	8:35AM	-	9:35AM
PERIOD 2	9:40AM	-	10:40AM
RECESS	10:40AM	-	11:00AM
PERIOD 3	11:05AM	-	12:05PM
READING	12:05PM	-	12:25PM
PERIOD 4	12:30PM	-	1:30PM
LUNCH	1:30PM	-	2:20PM
PERIOD 5	2:20PM	-	3:20PM

Wednesday

TUTOR GROUP	8:20AM	-	8:30AM
PERIOD 1	8:35AM	-	9:35AM
PERIOD 2	9:40AM	-	10:40AM
RECESS	10:40AM	-	11:00AM
PERIOD 3	11:05AM	-	12:05PM
WELLBEING	12:10PM	-	12:50PM
ASSEMBLY	1:00PM	-	1:30PM
LUNCH	1:30PM	-	2:20PM
PERIOD 5	2:20PM	-	3:20PM

Senior School Absence Procedure

If your daughter is unwell or is unable to attend school for any reason, you are required to call Reception on **+61 2 8968 7777** or email: absence@queenwood.nsw.edu.au by 9:00am. Your daughter must bring a signed note with her to Reception on her return to school. Her absence will be recorded on our online system. An SMS message is sent to all parents of girls whose absence remains unexplained at 9:30am. This message asks parents to contact Reception in order to confirm the absence and the reason for such absence.

If students are late, where practical, parents should send an email or call the School. When the student arrives at school they must sign in at Reception. A signed note explaining the reason they were late must be given to their Tutor the following day.

Parents should always endeavour to make medical, dental and other appointments out of school hours. Family holidays must be taken during school holidays and only in extraordinary circumstances should holidays be arranged during school terms. Permission to be absent for any reason must be requested 3 weeks in advance from the Principal.

Belongings

The School takes no responsibility for the loss of valuable items on school property. Girls are encouraged to look after their own belongings. Senior School girls are encouraged to keep their belongings in their locker. Lost Property is at Reception.



Extracurricular Activities

Students have the opportunity to be involved in a wide range of extracurricular activities. These include a variety of sports, music, enrichment and community service initiatives. These activities occur either before school, at lunch or after school, and some attract a charge for special materials required or for specialist coaching. Once enrolled, students are expected to honour their commitment by attending all scheduled sessions. Details of current extracurricular activities (including eligibility, times, costs, booking details etc.) are available in the *On Offer* booklet.



Governance

Council of Governors

Dr Amanda Bell

BA Dip Ed PhD FACE FAIM FAICD
Chair

Mrs Lucinda Brogden AM

BComm PG Dip Psych MAICD

Mr Murray Dearberg

BA LLM (Syd)

Professor Gemma Figtree

MBBS(Hons 1) DPhil (Oxon) FRACP
FCSANZ FAHA

Ms Chris Franklin

BComm MBA

Ms Kelly McFadden

MBA MAICD

Mr Stuart Osborne

BBus ACA CTA MAICD
Treasurer

Mr Andrew Tompson

BEng(Hons 1) MSc MBA (Exec) MACID
MIEAust

Senior Executive

Ms Elizabeth Stone

BA LLB MLitt GradDipEd AMusA
Principal

Mr Christopher Daunt Watney

BA DipEd MEd MACEL
Deputy Principal

Mrs Angela Toohey

DipTeach MEd
Head of Junior School

Ms Wendy England

BBus CPA
Director of Business and Finance

Mrs Kim Elith

BEd(Hons) MEd
Director of Curriculum

Mrs Emma Macey

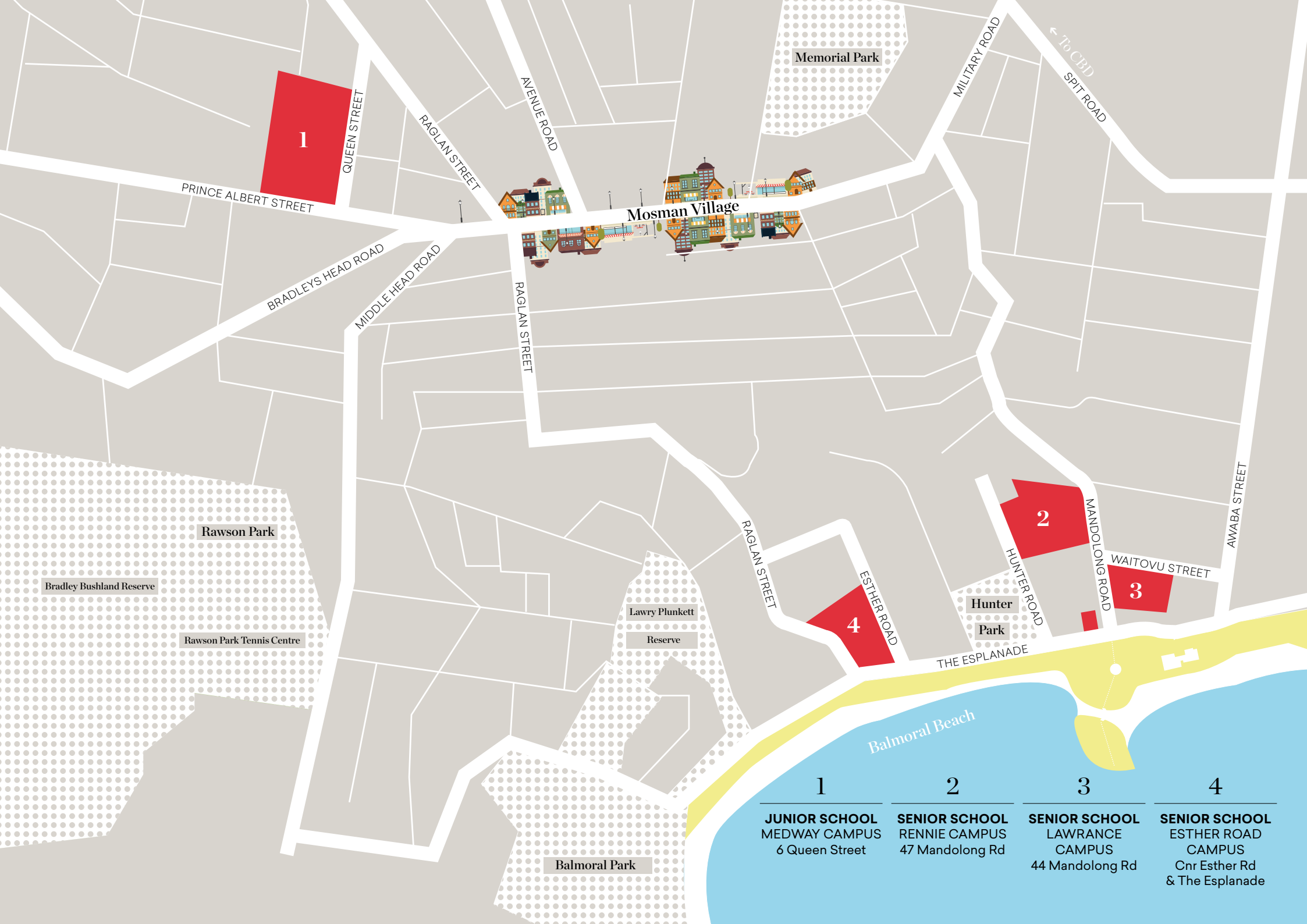
BArtEd BDes(Hons 1) PGCEd
Director of Admissions

Mrs Sharon Johnston

BEd
Director of Sport, Junior School

Mr Gavin Russell

BA(Hons) QTS MSc(Hons)
Director of Academic Operations



1

Memorial Park

Mosman Village

Rawson Park

Bradley Bushland Reserve

Rawson Park Tennis Centre

Lawry Plunkett Reserve

Hunter Park

Reserve

Balmoral Park

2

3

4

1

2

3

4

**JUNIOR SCHOOL
MEDWAY CAMPUS**
6 Queen Street

**SENIOR SCHOOL
RENNIE CAMPUS**
47 Mandolong Rd

**SENIOR SCHOOL
LAWRANCE
CAMPUS**
44 Mandolong Rd

**SENIOR SCHOOL
ESTHER ROAD
CAMPUS**
Cnr Esther Rd
& The Esplanade



Medical

All families of students new to the School must complete a Health Form prior to commencement. We encourage full disclosure without which our obligation and ability to care for your child may be compromised.

Parents of students with high risk conditions such as Anaphylaxis, Asthma, Diabetes or Epilepsy will also be asked to submit a specific health plan for their daughter. These assessments provide us with detailed information relating to the student's current treatment, symptoms, triggers, maintenance and emergency procedure.

With parents' permission, plans will be displayed for staff reference. This information is recorded and used as a reference when your daughter needs medical attention or appears unwell. Teaching staff will be informed of special health needs.

For assistance, or to request a printed form, please contact the Admissions Office on **+ 61 2 8968 7714** or enrol@queenwood.nsw.edu.au

To update medical information, please contact Business.Office@queenwood.nsw.edu.au or **+ 61 2 8968 7790**.

Emergency Contacts

Accidents do occur. In any emergency, the injured student will be the primary consideration. Parents will be contacted as soon as possible. If a parent cannot be contacted, the School acts in loco parentis. It is of critical importance that we have reliable up-to-date information and it is essential that the School be notified of any changes of telephone numbers and that emergency contact numbers are also provided and updated as necessary. This information needs to be emailed to the Business Office at: Business.Office@queenwood.nsw.edu.au

If both parents are away from home for any length of time and your daughter is under the care of a temporary guardian, please notify your daughter's class teacher or tutor of the emergency contact details during your period of absence.

Immunisations

Schools are required by the NSW Health Department to collect the immunisation records of all students. You will be asked for a copy of your daughter's Australian Central Immunisation Register (ACIR) medical certificate in the online form; please have it ready. If your daughter holds an international immunisation certificate, you will need to arrange to see a General Practitioner (GP) who will ensure your daughter's immunisation schedule meets the Australian requirements. Medicare will then issue an ACIR certificate.

Illness at School

When a student is sick at school, she should inform her class teacher. If required, parents will be contacted to arrange collection.

Medication at School

For asthma and severe allergic reactions, parents need to supply duplicate medication (e.g. Epipen, inhaler) to both their daughter and Reception. It is the parents' responsibility to collect medication at the end of each academic year and return it on or before the first day of school the following year. At this point, emergency care plans are reviewed and medication is updated. It is the parents' responsibility to be aware of expiry dates.

HOW TO COMPLETE A HEALTH FORM

Complete the online form via this link or the QR code below.
<https://www.surveymonkey.com/r/HealthForm2021>



Any accompanying documentation must be submitted prior to commencement.

NEED HELP?

For assistance, or to request a printed form, please contact the Admissions Office on **+ 61 2 8968 7714** or enrol@queenwood.nsw.edu.au

MEDICAL UPDATES?

Please contact Business.Office@queenwood.nsw.edu.au or **+ 61 2 8968 7790**



Outdoor Education

Across the school year, Years 3 – 11 venture on an annual school camp that works on many levels of personal development. Students get to know each other out of the traditional school environment, while participating in adventurous physical activities such as abseiling, canoeing and bushwalking. The ability to work as a team and gain new skills creates a bond between the girls, who also develop self-confidence and resilience when faced with challenges.

Queenwood works in partnership with specialist outdoor education providers to deliver a unique sequence of Outdoor Education Programs from Year 3 through to Year 11. Camps focus on building leadership skills in the senior years. Each program builds incrementally on the previous year, with students gradually developing a greater sense of independence and confidence in the natural environment.

Intrinsically, the sequence requires more from students each year. This may be in the form of longer programs, more demanding personal organisation, changing environments or more effective communication. These camps not only provide opportunities for the girls to experience a range of exciting activities, but they encourage students to take initiative, think responsibly and make empathetic decisions. This is especially important in today's ever increasing digital world.

FAQs

Does every girl have to attend?

The Outdoor Education Program is compulsory. It is integral in developing in the girls a deeper understanding of themselves, others and the natural world.

It is also an important activity for integration within the year group. It is an expectation that Queenwood students commit to the Outdoor Education Program and attend camp. The inherent benefits of camp cannot be realised without student participation and attendance. Where necessary, staff responsible for pastoral care and the Outdoor Education Program can adapt programs to meet individual needs and enable girls to attend camp.

Only in extreme cases will a girl be permitted to not attend camp (e.g. medical condition, hospitalisation, recovering from injury or surgery) and formal permission must be sought from the Principal or Deputy Principal Senior School. Parents play a crucial role in supporting the School in the delivery of the program. Confidence, enthusiasm and active engagement in their daughter's journey are the key factors that will help to ensure a positive outdoor educational experience.

Can my daughter take her phone?

Phones are not permitted on camp. It is important that the girls are able to remove themselves entirely from modern technology and 'unplug' from the invasiveness of digital life. A clear purpose of attending camp is the formation of a strong connection with the natural world and phones do not allow this to occur. In the rare case that a girl does need to communicate with home during the camp, this can be arranged with staff. There is no need for any girl to have her own mobile phone.

Whom do I contact in case of a family emergency?

Please call the school emergency contact number. A school representative will be able to take your call. This phone will be attended 24 hours a day. Queenwood has clear lines of communication to all venues and group leaders.

Where do I find more information?

Full details, including contact information, are sent to parents well in advance of Camp Week with further information available from Reception:

senior.switch@queenwood.nsw.edu.au or
junior.switch@queenwood.nsw.edu.au.



Risk Warning

(Under Section 5M of Civil Liability Act 2002) On Behalf of Queenwood and AHIGS: Sporting Activities 2021

Queenwood School (“Queenwood”) organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with IGSSA, a sub-committee of the Association of Heads of Independent Girls’ Schools NSW (AHIGS). Students participating in these sporting activities take part in practice and in competitions.

Queenwood 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.

Queenwood and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Queenwood 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.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

(Under Section 5M of Civil Liability Act 2002) On Behalf of Queenwood and AHIGS: Non-Sporting Activities 2021

Queenwood School (“Queenwood”) organises many activities such as debating, mock trial, orchestra, choir, drama, dance, public speaking, the Da Vinci Decathlon and many others 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 activities take part in practice and in competitions.

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.

Queenwood and AHIGS also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While Queenwood and AHIGS take measures to make the 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 activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching a non-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 (e.g. a collapsed stage during a debating competition).

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.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.



Safe and Supportive Schools

Promoting and providing a supportive learning environment in which all students can expect to feel safe is an essential function of all schools. Students have a fundamental right to learn in a safe, supportive environment and to be treated with respect. The framework referenced below presents a way of achieving shared vision of physical and emotional safety and wellbeing for all students at Queenwood.

Guiding Principles for the Provision of a Safe and Supportive School Environment

Australian Schools:

1. Affirm the right of all school community members to feel safe at school.
2. Promote care, respect and cooperation, and value diversity.
3. Implement policies, programmes and processes to nurture a safe and supportive school environment.
4. Recognise that quality leadership is an essential element that underpins the creation of a safe and supportive school environment.
5. Develop and implement policies and programmes through processes that engage the whole school community
6. Ensure that roles and responsibilities of all members of the school community in promoting a safe and supportive environment are explicit, clearly understood and disseminated.
7. Recognise the critical importance of pre-service and ongoing professional development in creating a safe and supportive school environment.
8. Have a responsibility to provide opportunities for students to learn through the formal curriculum the knowledge, skills and dispositions needed for positive relationships.
9. Focus on policies that are proactive and oriented towards prevention and intervention.
10. Regularly monitor and evaluate their policies and programs so that evidence-based practice supports decisions and improvements.
11. Take action to protect children from all forms of abuse and neglect.

Reference: National Safe Schools Framework

www.curriculum.edu.au/verve/_resources/natsafeschools_file.pdf



Technology

Excellent teaching relies on a broad range of methods and we therefore embrace the use of a wide variety of technologies. Our aim is to deepen thinking and learning, and we recognise the new opportunities to connect, create and collaborate provided by technology. Teachers and students are encouraged to navigate the changing digital landscape thoughtfully and critically. The use of technology is regularly reviewed and modified in light of current evidence. Our approach is balanced: technology is welcomed and integrated where it assists learning, but we are wary of uncritical enthusiasm that promotes technology for its own sake.

There is helpful information for parents at **CYBERSMART 1800 880 176**, www.esafety.gov.au

Kindergarten – Year 8

No personal technology device required.

Years 9 – 12

- Look for robustness, the device will have to withstand being packed in your daughter's bag so also consider a protective case or sleeve.
- Consider ergonomics and the weight of the device – the device should weigh 2.0kg or less.
- Look for a mid-range processor and memory specifications; the least expensive devices may be slow, whilst the most expensive will have performance only required for high-end gaming and therefore reduced battery life.
- An Intel i5 processor and 8gb of RAM is recommended.
- 256gb hard drive space (storage) is recommended. (Students studying Visual Arts or Design and Technology should consider 512gb).
- 13" screen – anything larger and portability is sacrificed, anything smaller and ergonomics are impacted.
- Wi-Fi Only – no cellular (3G or 4G) capabilities.
- Extended warranty is highly recommended as is insurance.



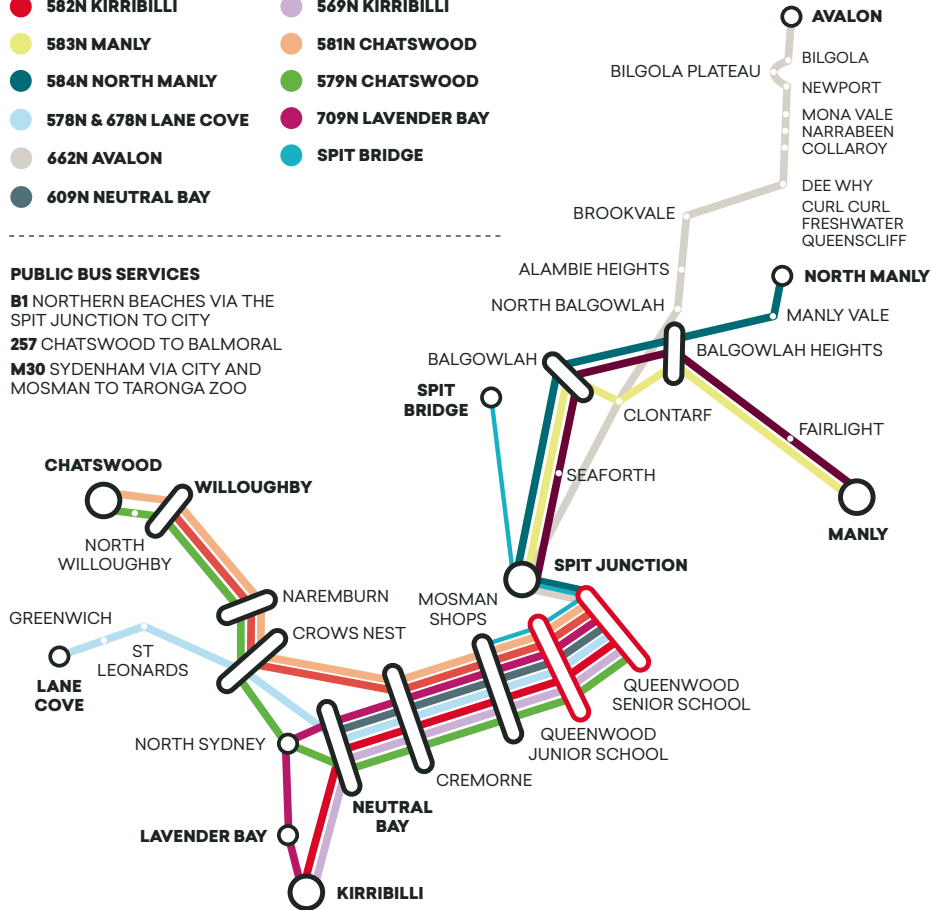
Public Bus Services



- 608N MANLY
- 582N KIRRIBILLI
- 583N MANLY
- 584N NORTH MANLY
- 578N & 678N LANE COVE
- 662N AVALON
- 609N NEUTRAL BAY
- 751W WILLOUGHBY
- 569N KIRRIBILLI
- 581N CHATSWOOD
- 579N CHATSWOOD
- 709N LAVENDER BAY
- SPIT BRIDGE

PUBLIC BUS SERVICES

- B1** NORTHERN BEACHES VIA THE SPIT JUNCTION TO CITY
- 257** CHATSWOOD TO BALMORAL
- M30** SYDENHAM VIA CITY AND MOSMAN TO TARONGA ZOO



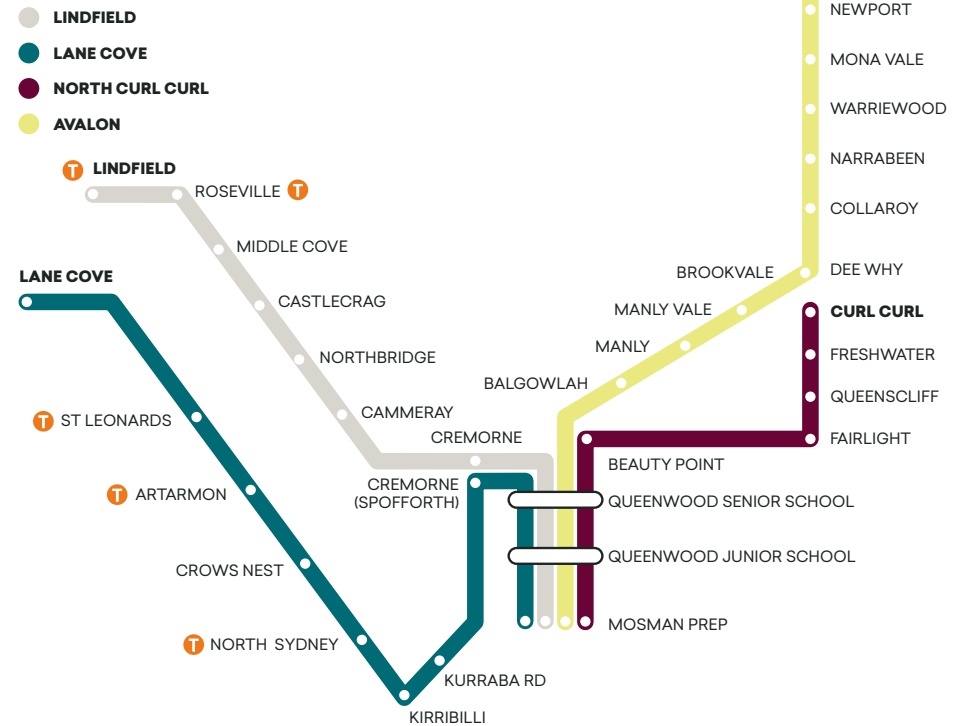
HOW TO APPLY FOR FREE TRAVEL ON NSW BUSES

1. Complete the online application form at www.opal.com.au/about-opal/opal-for-school-students
2. Transport for NSW then processes the application. Once approved, the School Opal Card will be sent to the home address you provided in the application.

REMEMBER Parents must apply for students aged 15 and under. Students must apply if aged 16 and over.



Queenwood Bus Routes



HOW TO BOOK THE QUEENWOOD BUS Term 1 2021 Bookings open 16 Nov

REGISTRATION and payment is via Trybooking.

Queenwood – Avalon trybooking.com/90797

Queenwood – Lane Cove trybooking.com/339320

Queenwood – Lindfield trybooking.com/610397

Queenwood – North Curl Curl trybooking.com/339328

FURTHER ENQUIRIES For further information about the Q bus service please contact the Business Office on +61 2 8968 7790 or q@queenwood.nsw.edu.au

The Queenwood Bus Policy can be found on the Queenwood website: queenwood.nsw.edu.au/Student-Life/School-Transport

For specific enquiries about the bus route please contact Forest Coachlines on +61 2 9485 0698



Travel continued

Travelling to Junior School by Car: Kiss & Drop Zone

There are some steps that parents can take to reduce traffic congestion around the School and make it safer for parents and students.

- Please remain in your vehicle at all times in the 'Drop-off and Pick-up' zone in the car park.
- Make sure girls use the footpath-side door when getting in and out of a car.
- As much as practicable, all bags and other belongings should be on the floor in the car with your child, not in the boot.
- Please do not engage staff in conversation about your child's day or her general progress; this only prolongs the wait for other parents.
- Car park is supervised from 8:00am – 8:20am and again in the afternoon from 2:50pm – 3:30pm.
- If your child is not there, move through the area and circle around to join the queue again, thereby allowing those waiting behind to keep moving.
- Collect your children following the release time allocated to your eldest child.
- Do not park in vacant staff car parking spaces; these are reserved strictly for staff only.
- All girls must be collected by 3:30pm from the car park. Any girl not collected will be sent to Reception.
- All girls must be collected by 4:00pm unless participating in an after school activity.
- If stationary for any length of time, please turn off your engine.

CAR QUEUE

1. Purchase a specialised Car-ID that flips down from your front visor signsafekids.com
 2. Use the designated 'drop off and pick up' zone situated in the Staff Car Park Queen Street. From Prince Albert Street, enter Queen Street and turn left into the car park.
- | | |
|-----------------|--------|
| 3. Kindergarten | 2:50pm |
| Year 1 | 2:55pm |
| Year 2 | 3:00pm |
| Years 3 – 6 | 3:10pm |



Uniform

Junior School Uniform

School Bags

- Backpack \$80
- Library / Excursion bag \$25
- Sports bag \$35

Summer Uniform

- 2 x Red Summer dress \$85 ea
- Panama hat \$70
- Panama hat - rain cover \$10
- Blazer \$200
- Jumper \$75
- Raincoat \$22
- Recess play hat \$14
- Socks, 3 pack (white turnover) \$15
- Red shoes (K-2 only) \$80
- Black shoes (3-6)

Winter Uniform

- Pinafore \$135
- 2 x Shirt/Blouses \$50 ea
- Black knee-length socks, 3 pack \$24
- Black tights \$15 - \$20

Sports Uniform

- PE shirt \$45
- PE shorts \$30
- Tracksuit pants \$75
- Tracksuit jacket \$95
- Sports socks \$10
- Optional: Earrings \$35

Senior School Uniform

School Bags

- Backpack large \$90
- Sports bag \$35

Summer Uniform

- 2 x Grey Summer dress \$90 ea
- Panama hat \$70
- Black blazer \$220
- Jumper \$75
- Socks, 3 pack (white turnover) \$15
- Black shoes

Winter Uniform

- Woven skirt \$135
- 2 x Shirt/Blouses \$55 ea
- Black tights \$20
- In addition to the above:
 - Year 10 – Tie, red*
 - Year 11 – Tie, charcoal*
 - Year 12 – Tie, stripe*

Sports Uniform

- 2 x PE shirt \$50 ea
- PE shorts \$35
- Tracksuit pants \$75
- Tracksuit jacket \$95
- "House" shirt \$35
- Sports cap \$21
- Sports socks \$10
- Swimsuit \$80
- Swim cap \$3.50
- Optional: Earrings \$35

Uniform Requirements

- Students must wear their uniform with respect. All clothing must be regulation uniform and in good condition. Dresses are to be knee-length, and hats must be worn to and from school. Shoes must be polished. Hair that reaches the shoulder must be tied back.
- Students are not to wear makeup, nail polish or jewellery. Queenwood earrings (one in each ear lobe) and a watch are permitted.
- We actively encourage students to wear sunscreen and to apply sunscreen before school each day.
- Sun hats are a compulsory part of the school uniform in the Junior School. 'No Hat, Play in the Shade' means that girls without a hat must stay in shaded areas during outdoor breaks and activities.

APPOINTMENT BOOKINGS

Visit www.schoolinterviews.com.au/book/step1?z=lsbg3o and enter the code **d9ccv**

Siblings should book adjacent slots in the booking system.

Bookings open 12 October 2020.

Appointments are at the Uniform Shop in the Junior School, 6 Queen Street, Mosman and take approximately 45 minutes.

The initial cost is approximately \$1200 with an additional \$300 for winter items required in March/April. Cash payments cannot be accepted.

ONLINE ORDERS

www.flexischools.com.au

QUERIES

Uniform.Shop@queenwood.nsw.edu.au, **+61 2 8968 7740**

The Uniform Shop is open **by appointment only** Monday, Tuesday, Thursday & Friday 9:00am – 3.30pm.



Queenwood Parents Association

The objectives of the QPA include:

- The maintenance of goodwill and interest of parents amongst themselves and towards the School;
- To support the School in a material, practical and financial manner; and
- The raising of matters of interest to the Association with the Principal.

The welcoming of new families to the School

Parents meet once a term for general meetings. The QPA news items are communicated in the Queenwood Newsletter and more detailed articles in the QNews. There is a QPA Committee Meeting once a month (during term time).

To assist with communication, the QPA organises year level parent representatives at the beginning of the year to liaise between the parents and the School. These year level representatives provide a variety of social events.

For questions, suggestions, or to get involved, contact gpa@queenwood.nsw.edu.au



Site Information

Animals on School Grounds

Owing to NSW Department of Health restrictions, animals are not permitted to enter school grounds without specific prior permission. Parents are advised not to bring pets of any other kind into the school grounds without prior permission. Please refer any requests to the Head of Junior School or the Deputy Principal.

Emergency Evacuation Procedures

Students and staff carry out evacuation drills and lockdowns at regular intervals throughout the year. Any parent who is on-site during an emergency evacuation is requested to follow the directions of staff and is not to collect their child and leave.

No Smoking

Queenwood has a strict 'No Smoking' policy. Parents, staff and visitors are not permitted to smoke within the school grounds.

Visiting the School

Parents who wish to visit the School during school hours must sign in via Reception and wear a visitor's badge while on the school grounds.



Key Contacts

General Enquiries

queenwood.nsw.edu.au
q@queenwood.nsw.edu.au

POSTAL DETAILS:

Locked Bag 1, Mosman 2088

Junior School

6 Queen Street, Mosman 2088

T: +61 2 8968 7711

OFFICE HOURS:

Mon – Fri
 8:00am – 4:00pm

Senior School

47 Mandolong Road, Mosman 2088

T: +61 2 8968 7777

OFFICE HOURS:

Mon – Fri
 7:45am – 5:00pm

After School Care

T: 1300 366 437

www.extend.com.au

Art & Design Campus

Cnr Esther Road and The Esplanade,
 Mosman 2088

T: +61 2 9969 5461

Book Orders

T: +61 2 8905 8691

www.campion.com.au

Business Office

6 Queen Street, Mosman 2088

T: +61 2 8968 7790

M: +61 2 9960 6724

Careers

Clare Hurst & Justine Fowler

careers@queenwood.nsw.edu.au

Counsellor

Mon – Tues

T: +61 2 8968 7757

Wed – Fri

T: +61 2 8968 7761

Counsellor@queenwood.nsw.edu.au

KIDS' HELPLINE

T: 1800 551 800

www.kidshelpline.com.au

HEADSPACE

T: 1800 650 890

www.headspace.org.au

CYBERSMART

T: 1800 880 176

www.esafety.gov.au

Lunch Orders

www.flexischools.com.au

Music Lessons (Private Tuition)

T: +61 2 8968 7712

Music@queenwood.nsw.edu.au

Science & Sport Campus

LAWRANCE CAMPUS:

44 Mandolong Road, Mosman 2088

T: +61 2 8968 7739

OFFICE HOURS:

Mon – Fri
 7:45am – 3:45pm

Specialised Programs

T: +61 2 8968 7724

Catherine.Phoon@queenwood.nsw.edu.au

Sport

Junior.Sport@queenwood.nsw.edu.au

Senior.Sport@queenwood.nsw.edu.au

T: +61 2 8968 7739

Aquatics@queenwood.nsw.edu.au

T: +61 2 8968 7772

Dance@queenwood.nsw.edu.au

Tennis Centre

1110 Oxford Falls Road
 Oxford Falls NSW 2100

T: +61 2 9452 2298

M: 0421 813 940

Tennis@queenwood.nsw.edu.au

OPENING HOURS:

Mon – Tues
 8:00am – 10:00pm

Wed – Fri
 8:00am – 9:00pm

Saturday
 8:00am – 5:00pm

Sunday
 10:00am – 5:00pm

Uniform Shop

FOR APPOINTMENTS:

Monday, Tuesday, Thursday & Friday
 9:00am – 3:30pm

T: +61 2 8968 7740

Uniform.Shop@queenwood.nsw.edu.au

FOR ORDERS:

www.flexischools.com.au

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FOREST



CARBON
NEUTRAL



CHLORINE
FREE

STAY UP TO DATE ON THE LATEST QUEENWOOD NEWS BY FOLLOWING US ON FACEBOOK, TWITTER, INSTAGRAM AND LINKEDIN.



QUEENWOOD

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queenwood.nsw.edu.au

ABN 83000532696