

TRINITY SCHOOL FOR SENIORS

Companionship through Learning



STUDENT HANDBOOK

Revised November 2017

CONTACT INFORMATION

Level 1, 72 St Georges Terrace PERTH WA 6000
PO Box X2222 PERTH WA 6847
PH: (08) 9483 1333

Email: Reception@tsfs.org.au

Website: www.perthunitingchurch.org.au

Office Hours: 9am to 3pm Monday to Friday

**Please use Reception as a point of contact for
general School enquiries and absentees.**

TSFS Administrative Staff Members:

Loren Izzi
Program Manager

Anke Martins
Administrator

Kylie Stidwell
Administrative Assistant

Ruth Points
Administrative Assistant

WELCOME TO TRINITY SCHOOL FOR SENIORS

This student handbook is intended as a guide to the very comprehensive educational, social and support services that Trinity School for Seniors (TSFS) offers to West Australian senior citizens. This document is revised annually; the latest version can be accessed from our website, alternatively request a copy from Reception.

About TSFS

TSFS is an inclusive community for older adults to share mutual interests, enhance friendships and participate in lifelong learning.

TSFS was started in 1979 and is a mission outreach of the Uniting Church in the City. The School is a recreational facility for older adults (60 years and over), providing education and a mutual support network which meets the physical, emotional, social, intellectual, pastoral and spiritual needs of Seniors in the wider Perth community.

TSFS is a great place to make new friends and learn new skills in a relaxed, friendly environment. Welcome to our school community!

Vision Statement

Companionship through Learning

Mission Statement

TSFS will achieve a balance between educational programs, social activities, peer learning opportunities and a holistic attitude towards wellness.

Aims

- To provide learning opportunities for seniors
- To ensure that the school functions as a caring community
- To facilitate the personal development and self-esteem of each member
- To stimulate a sense of collective responsibility
- To value and respect our volunteers

The objects of the Trinity School for Seniors are to provide:

Companionship: *by conducting activities for students which enhance friendships and the sharing of mutual interests;*

Learning: *through structured learning programmes for students which increase their skills and knowledge and their capacity to contribute meaningfully to community life;*

Well-Being: *through the conduct of activities and structured learning programmes for students which assist them to remain physically and mentally healthy.*

Student Charter

The Student Charter helps students of TSFS to understand what it means to be a student at TSFS, and includes the expectations students, staff and volunteers at TSFS have of each other and the School's role and how it fits into the operation of the Uniting Church in the City.

A copy of the Student Charter is available on our website:

<http://www.perthunitingchurch.org.au/tsfs-student-charter>

A WORD FROM THE PROGRAM MANAGER

Let me introduce myself... I began working for Trinity School for Seniors in 2011 as Administrator supporting the Head of School role. As of 2016 I have the pleasure of managing the operations of the School, under the new title of Program Manager. Those familiar with the School will know this role had many title changes over recent years – Coordinator, Director, Head of School, and the newest in the list, Program Manager. I am enthusiastic to continue serving our school community in my role at TSFS, inspired by the dedication of our teaching staff and passionate about working to continue the success of this mission. It is a privilege and a joy to interact and learn from the effervescent, kind-hearted and diverse members that make up our School community. There's always interesting stories to be told, wisdom to impart and laughter to be shared.

It is my continued ambition in 2018 to work towards expanding the service capacity of this mission. As our current program is limited by available classroom space, it is necessary to develop innovative ways to better serve the many seniors participating in the School each year. The value of the TSFS experience extends beyond the classroom in the friendships forged and experiences shared. In conjunction with continuing to facilitate the School's extensive program, I will endeavour to offer new approaches to *Companionship through Learning* outside the classroom environment, utilising community facilities and events occurring in the City of Perth and surrounding areas.

I would like to extend a warm welcome to our new students joining the Trinity School for Seniors community in 2018. I look forward to getting to know each of you as we embrace this new year and new adventures.

My exceptional admin team and I are here to assist you on your TSFS journey. We hope your first term is fulfilling and enjoyable, but remember there are so many courses on offer – if your first pick isn't quite meeting your expectations, come have a chat to us in Reception. Together we can find the perfect fit for you!

Loren Izzi
Program Manager

MANAGEMENT STRUCTURE

Trinity School for Seniors (TSFS) is a service to the community offered by the Uniting Church in the City (UCIC). The governance and management of the School is the responsibility of the Church Council. TSFS is very generously supported financially by the UCIC. Student membership fees, grants and fundraising activities help to contribute to this cost. The governance, financial and legislative compliance of the School is directed by Uniting Church in the City Church Council.

Committee of Management

The School is supported in governance matters by a Committee of Management for TSFS which is made up of external representatives and student representatives. Committee members share their knowledge and expertise to promote best practice.

Program Manager

The Program Manager is responsible for the operational management of the school's programs, for effective service delivery of the mission's purpose. Ensuring all activity of the TSFS facilitates the aims and objects of the School in accordance with the values and ethos of the Uniting Church in the City. The Program Manager reports to the UCIC General Manager and the Committee of Management.

Tutors

The success of our School can be attributed to the talent, knowledge and dedication of our tutors. TSFS recognises the valuable contribution of its 66 tutors; without them we would not be able to service the community of over 700 School members providing *Companionship through Learning*.

TSFS Tutors are employees of the UCIC. Tutors may be a paid employee or may elect to be a volunteer tutor. Approximately half our tutors are volunteers, generously donating their time and expertise.

Volunteers are not paid – not because they are worthless, but because they are priceless. ~ Anonymous

The School welcomes individuals who wish to volunteer within the School community by way of tutoring a class. Few of our tutors are qualified teachers; often many started as students at the School and

have transitioned to take on teaching roles. TSFS tutors are enthusiastic and compassionate people with a hobby, skill/knowledge developed in their professional career or general interest that they would like to share with others.

Our tutors are an invaluable asset to our mission, to the way we provide services and support our community. Sincerest thanks to our tutors for their efforts in making our School community a special place to be.

Student Forum

The School is supported by a Student Forum consisting of six elected representatives from the student body. The term of office for elected representatives is two years, with three representatives being elected each year. Annual elections are held in conjunction with the Annual General Meeting in August/September. The Student Forum is actively involved in forming working parties for School events, fundraising initiatives, social activities, distributing a regular student newsletter and liaising with Administrative staff on operational matters on behalf of the student body. School members can correspond with the Student Forum by email studentforum@tsfs.org.au or leaving a message in the Suggestions Box located in the Main Hall of both the Trinity and Queen's buildings.

PROGRAM INFORMATION

Courses Offered

There are approximately 700 students who attend the School each week as we run a five day per week program. People come from as far afield as Mandurah, Butler and the hills suburbs. There are over 100 courses each term, ranging from art classes to current affairs sessions, foreign languages and physical activities, as well as the very popular craft activities, music and recreational games. Information regarding the courses offered each term can be located on the enrolment form. Brief course descriptions can be found in the annual Course Information Brochure to introduce new courses and assist students in class selection. Additional information can be given to students by TSFS staff on request.

The School provides adult community education services to senior citizens. The minimum entrance age is 60 with no maximum age limit.

Trinity School for Seniors is committed to helping students participate in a wide range of classes that will be intellectually stimulating; we offer opportunities to exercise creativity, to learn a new language or practice a hobby or craft in a group. We encourage students to maintain their physical activity and also to take time to catch up with friends. There are no exams and no certificates of achievement. There is a great deal of fun, laughter and support for one another.

Enrolment Information

All existing students need to complete an enrolment form prior to term commencing. New students are required to complete an Application for Membership form, as well as an enrolment form prior to enrolling. Enrolment information is released one week prior to the commencement of processing enrolments (November of the prior school year). Enrolment information will be emailed to all students that have enrolled at the School in the prior term, and up to 12 months prior. Alternatively, forms can be collected from Reception, Main Hall at Trinity and Queen's Buildings, or downloaded from our website www.perthunitingchurch.org.au. All courses remain open for enrolments until the course end date.

Membership Fees

Students have the choice to enrol each term or for the whole year. Payment can be made on a term-by-term basis or paid in full. Each term fee is currently \$70. This allows for enrolment in up to three (3) courses. Each additional course will incur a \$20 surcharge.

The Membership Fees are used to supplement the costs of running the School. The Uniting Church in the City contributes considerable financial, tenancy and human resources support to the School. Membership fees are set at a significantly discounted rate for all students.

No refund will be given upon courses commencing due to change of mind or non-attendance.

Withdrawals prior to the commencement of term will be refunded the enrolment fee, deducting a \$5.00 administrative fee for processing the reimbursement cheque.

Please notify Reception of any absences/holiday arrangements throughout the term.

Some classes require students to purchase additional materials. Please refer to the Course Information Brochure, under the course description, for further details regarding material lists. Materials lists can be collected from Reception or from your tutor.

Summer School and Winter School

Summer School and Winter School are a great way to introduce new and exciting courses to existing and prospective students. Each program is run over a three week period; Summer School is timetabled for January whilst the Winter School is scheduled in July.

These holiday programs do not require students to enrol in advance. A fee of \$2.00 per course is payable on arrival. Volunteers generously give their time and expertise to run these courses. As these programs are a fundraising opportunity for the School, additional donations are greatly appreciated.

COMMUNICATION

Noticeboards

There are several Trinity School for Seniors noticeboards in the Trinity and Queen's Buildings. The information found on these noticeboards includes official information, school activities, social activities and a copy of the latest newsletters. Noticeboard locations:

- Trinity Main Hall
- Queen's Main Hall (on a whiteboard)
- Outside Reception, Trinity Building

Newsletters

At Trinity School for Seniors two newsletters are produced – the *Trinity Times* and *From the Office*. These newsletters are distributed during the term to keep School members informed about School matters and events happening in our local community. Newsletters are emailed to all students enrolled in the current term who have provided us with an email address. If we do not have your email address, the newsletter is also available on noticeboards and a limited number of take-home copies at Reception and in the Main Hall of both the Trinity and Queen's Buildings.

From the Office

From the Office is a publication by the administrative team at TSFS – distributed fortnightly. It contains the latest information about all operational matters relevant to students currently enrolled at the School. This is an important way for staff to communicate with students and tutors. Please take the time to read this newsletter each fortnight.

Trinity Times

The *Trinity Times* is produced by the Student Forum to keep students informed on matters relating to the Student Forum, School Events, Community Events and articles/ notices submitted by fellow students. This newsletter is distributed twice per term and is relevant to current School members and former School members who may be interested in attending social events at the School if they are no longer able to manage attending regular classes. Students and Tutors are encouraged to contribute to this student newsletter. Please forward any submissions to studentforum@tsfs.org.au for inclusion or leave a message in the Suggestions Box located in the Main Hall of both the Trinity and Queen's buildings.

Compliments, Complaints and Suggestions

At Trinity School for Seniors, the Staff welcome your comments in person or in writing. Questions or problems can be resolved by asking TSFS staff members at Reception. Support is available Monday to Friday during office hours (9am – 3pm). Outside office hours, students may email Reception@tsfs.org.au or leave a telephone message and a staff member will respond to your enquiry at their earliest opportunity.

To correspond with your Student Forum representatives, email studentforum@tsfs.org.au or leave a note in the Red Suggestion Box, collected by the Student Forum. These are located on the:

- Information Desk in the Trinity Main Hall; and
- Stage in the Queen's Main Hall.

SCHOOL EVENTS

Showcasing Opportunities

At the end of the school year, TSFS celebrates its success by holding an Art & Craft Exhibition and an End of Year Concert. The School also provides an annual publication called the Journal and displays artwork in the Trinity Arcade throughout the year. Student involvement is vital in organising and running successful School events so please contribute when you can. Information about School event working parties and short-term volunteer positions will be advertised via our *From the Office* newsletters.

The aims of these showcasing opportunities are to promote:

- Increased self-esteem and self-confidence of our students;
- Increased understanding and empathy towards a culture that values the older person and their involvement in society;
- The skills and talents of our students;
- An opportunity to raise awareness of active ageing and lifelong learning to the general public;
- An awareness of the diverse and rich opportunities provided by Trinity School for Seniors.

Art & Craft Exhibition

The Annual Art and Craft Exhibition provides an opportunity for members of the school to showcase their work to the wider community. This event is organised by the Program Manager with the support of a working party and is displayed in the Trinity Main Hall. The Exhibition displays paintings and craftworks including oils, acrylics, pastels, watercolour, pencil, embroidery and a range of crafts.

End of Year Celebrations

The day provides a wonderful opportunity to celebrate another successful year of Trinity School for Seniors. The end of year celebration is held in the week following the last week of Term Four and begins with a Service of Lessons and Carols in the Trinity Church. This is followed by a shared morning tea provided by the students and tutors. To conclude the day, a concert is performed to showcase items students have been working on during the year.

Trinity Arcade Display Cabinets

An opportunity has been gifted to TSFS to showcase and sell students' and tutors' work in the Display Cabinets in Trinity Arcade. All items will be displayed for a maximum of one term. For all items sold, 20% commission will go to TSFS for fundraising purposes. To submit items for display, contact Reception.

Journal

This annual publication is a record of the written work and artwork created at the School and a recount of School events and social activities that took place throughout the year. All students are encouraged to submit work for this publication. Tutors are encouraged to support students to display their skills and talents through this event. Planning begins in first term and this work is co-ordinated and supported by a working party comprising tutors and students.

Pastoral Care

Memorial Service

In June of each year, TSFS hosts a Memorial Service to commemorate the passing of School members over the 12 months prior as well as those too frail or unwell to continue attending the School. The whole School community is invited to attend this event.

Social Activities

At Trinity School for Seniors, we value social interaction as much as continued learning and keeping active. Social activities are an integral part of the School, run primarily by volunteers. Social activities may be organised on School premises or may utilise events happening in our local community such as theatre bookings, ten pin bowling, luncheons, coach trips and other out-of-school activities. Information about upcoming events can be found in the School's newsletters, noticeboards and the News page of our website.

Morning Teas

Throughout the year morning teas are organised as an informal social event to bring the school community together, allowing students to catch up with their Trinity friends and welcome our new students into the TSFS community. These events may be organised through the Student Forum and advertised through the *Trinity Times* newsletters, or they will be organised within a class group and verbally communicated amongst the students and/or by the tutor.

Morning teas are held in the Trinity Lunch Room. All participants are asked to bring a small plate of food to share. Tea and coffee can be purchased from the volunteers in the Trinity Lunch Room.

Please note: If you are organising a social meet up in the Trinity Lunch Room, please let Betty (Lunch Room Co-Ordinator) know in advance to arrange an extra volunteer in the kitchen.

HEALTH AND SAFETY

Safety and Security

Please be aware of your personal belongings and keep them safely with you at all times. If you are involved in or witness an accident, incident or hazard, such as theft, a slip/fall or a maintenance issue, please report it to a TSFS staff member as soon as possible.

Emergency Evacuation

Our emergency evacuation procedure and site maps are displayed in the corridors and in most classrooms in the Trinity and Queen's Buildings.

Please ensure you are aware of the evacuation procedures and assembly points in case of an emergency.

Trinity Building Assembly Point: Left onto St Georges Terrace, assembling outside St Martin's Building near the AusPost sign.

Queen's Building Assembly Point: Left onto Wolf Lane, assembling outside the entrance of Arcade 800.

Do not use the lift when evacuating and do not re-enter the building until you have received the "all clear" from a fire warden.

An emergency fire drill practice conducted by the Fire Wardens will take place during the term time and students are expected to participate. It is imperative each student follows the directions of their Tutors to ensure a speedy and safe evacuation of the premises.

First Aid

TSFS staff members have completed basic first aid training. If a student feels unwell or has a minor fall that requires attention, this will be dealt with in accordance with our first aid procedures. An ambulance will be called to assist them, if necessary. Alternatively, the student will be provided with a taxi voucher to take them to their general practitioner or their home (whichever is suitable). After a medical incident, it is advisable that students seek medical attention by their own doctor before returning to School.

If you feel an ambulance is required please don't hesitate to call 000.

Water

Students are encouraged to bring their own bottle of water, especially if you plan to participate in physical activities programs.

Food and Hot Drinks in the classroom

Please allow yourself time to have a lunch break when planning your classes. Food and hot drinks are not to be consumed in the classrooms.

Smoke Free Premises

The Trinity Building and Queen's Building is smoke free. This includes all classrooms, toilets, offices as well as the Main Halls, Trinity Lunchroom and adjoining outdoor areas.

Privacy

Uniting Church in the City Outreach Services comply with the relevant Privacy Act legislation. We collect membership details for our own internal use. These details will be used to undertake data analysis and to help us to plan and implement our programs more effectively. The information is not shared with any other organisation.

Photographs

Trinity School for Seniors reserves the right to use any photographs taken on UCIC premises for promotional purposes. TSFS Staff members will endeavour to visit classrooms throughout the year to capture classes in action, as well as photograph School events. If you do not wish to be photographed, please advise a TSFS staff member at the time photographs are taken and excuse yourself from the room (if necessary) while photographs are taken.

Before you take a photo of another person on TSFS premises or at a TSFS event, you must seek their permission. You must also seek permission to photograph another person's work before taking the photograph.

Visitors

All visitors to the School, including carers, must make themselves known at Reception and wear a visitor's badge at all times while on TSFS premises.

ADDITIONAL INFORMATION

UCIC is committed to fair and equal access to all of our members. If you are facing financial hardship, please contact the Program Manager, to discuss your payment options in confidence.

Students may attend from any suburb in Perth, provided they can make their own way to the school. Access to classrooms may inhibit some individuals. If you have any mobility concerns, please contact Reception to discuss further or arrange a tour of our facilities.

Trinity Lunch Room

The Trinity Lunch Room is open to the general public and is well-used by members of the TSFS community as a social meeting place. It is a project of the Trinity Adult Fellowship and is run by Mrs Betty Creagh and a large group of volunteers.

Trinity Lunch Room profits do not benefit the Trinity Uniting Church but are given away through the Trinity Women's Guild and Trinity Evening Fellowship to numerous charities.

The Lunch Room is open Monday to Friday. Tables and chairs are in the shade outside for your convenience on sunny days. Bring your own lunch and buy a cup of tea, coffee or a cool drink.

Community Groups and Organisations Guide

We have compiled a folder of brochures and information sheets about community resources relevant to senior citizens. The aim of this guide is to inform TSFS students and potential students of the various community groups and organisations in the Perth area. This folder is available to be viewed in Reception.

We are continually adding to this folder, working towards including other diverse program information that offer advice and support in the areas of health and well-being, mobility, disabilities, mental health, independent living, community safety and financial assistance. Suggestions of organisations that offer support and advice in any of these areas are welcomed.

COMMITTEE OF MANAGEMENT

for Trinity School for Seniors

Rev Craig Collas (Chairperson)
Geoff Kay
Pam Mason
Penny Searle-Hellens
Jann Rutherford
Donald Nicholas (Minutes Secretary)

Ex-Officio:

Loren Izzi TSFS Program Manager
Neil Starkie UCIC General Manager

STUDENT FORUM

for Trinity School for Seniors

Jan Wright (Chairperson)
Val Northcombe (Newsletter Editor)
Denise Moore (Minutes Secretary)
Barbara McAllister
Christine Shaw
Mary Rayner

Ex-Officio:

Loren Izzi TSFS Program Manager
Neil Starkie UCIC General Manager
Betty Creagh Trinity Lunchroom Coordinator

2018 DATES TO REMEMBER

Summer School	9 – 25 January
Term One	12 February – 6 April
Term Two	30 April – 15 June
Winter School	3 – 19 July
Term Three	30 July – 21 September
Term Four	15 October – 30 November
Memorial Service	20 June
Art & Craft Exhibition	14 – 18 October
End of Year Concert	6 December

Revised November 2017

Latest version of this Student Handbook is available from our website:
<http://www.perthunitingchurch.org.au/tsfs-student-charter>

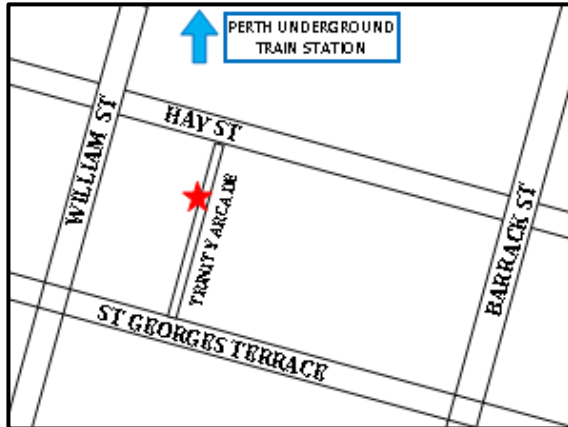
CLASSROOM LOCATIONS

TSFS classes are conducted from the following two buildings:

Trinity Building – 72 St Georges Terrace, Perth

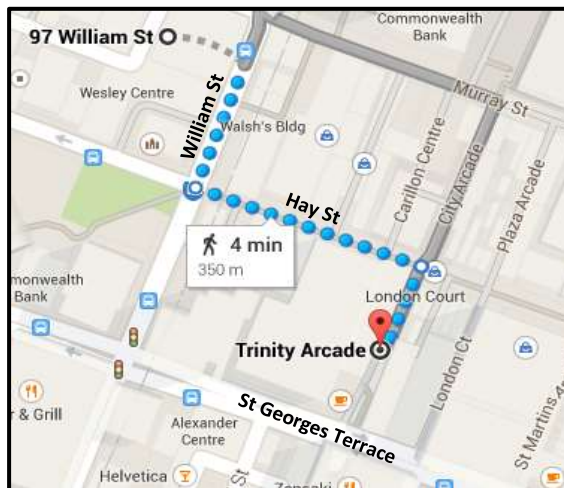
Reception is located on Level 1, Trinity Arcade

All classrooms are located on the Ground Floor, Trinity Arcade



Queen's Building – 97 William Street, Perth

All classrooms are located on Level 1



Please note: Any queries whilst attending classes at the Queen's Building must be directed to Reception in the Trinity Building. Please **DO NOT** refer to the UCIC Reception Office.