TRINITY SCHOOL FOR SENIORS

Companionship through Learning

STUDENT HANDBOOK

Revised August 2024

CONTACT INFORMATION

Location: Level 1, 97 William Street PERTH WA 6000
Postal address: 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 during term time
9am to 12pm Monday to Friday during holiday time

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

TSFS Administrative Staff Members:

Caroline Foulis
Program Manager

Karl Sullivan
Administrator/Volunteer Supervisor

Ruth Points
Receptionist/Admin Assistant

Christy Ison
Receptionist/Admin Assistant

Julie Perkins
Enrolment Officer

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.

Vision Statement
Companionship through Learning

Mission Statement
To be guided by God's love and to incorporate the mission of the UCIC as a place where students' emotional, intellectual, social, physical, pastoral and spiritual wellbeing are cared for, irrespective of race, religion, background or economic means.

Aims
TSFS will achieve its mission through the following Aims:

- To provide relevant, stimulating and structured learning opportunities which increase skills and knowledge and the students' capacity to contribute meaningfully to community life.
- To ensure that the school functions as a caring community, enhancing friendships and mutual support.
- To facilitate the personal development and self-esteem of each member.
- To acknowledge and embrace the gifts and diversity of all participants at TSFS.
- To stimulate a sense of collective responsibility.
- To value and respect the dignity and rights of others.
- To provide an opportunity for students to engage in courses which are equitably accessible – both financially and in the opportunity for placement in courses.
- To provide transparent and appropriate ways for students to make representations to school management and the UCIC about issues relevant to the student body.
- To reflect the ethos, vision and mission of the UCIC and build on the interconnection and foundation of the TSFS in the Uniting Church.

UNITING CHURCH IN THE CITY
TRINITY SCHOOL FOR SENIORS
STUDENT CHARTER

The Trinity School for Seniors (TSFS) is a mission outreach of the Uniting Church in the City (UCIC), committed to helping older adults to participate in lifelong learning and to foster and enhance friendship and companionship on this journey. The Trinity School for Seniors functions as an inclusive community facility, to provide education and a mutual support network which meets the physical, emotional, social, intellectual, pastoral and spiritual needs of Seniors in the wider Perth community.

The Uniting Church in the City's vision states:
"On the way with Jesus, to touch and transform the people of Perth, to journey with the wider church, and to engage with our neighbours in the world."

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.*

The Trinity School for Seniors School was started in 1979 at Trinity Church, and celebrates its 45th anniversary in 2024. TSFS currently provides in excess of 80 courses for 400+ students, over five days during a term, and over four terms per year.

PURPOSE

The Student Charter reflects these inter-related visions and is an expression of values and intent. The purpose of the Student Charter is for students of TSFS to understand what it means to be a student at TSFS and includes the expectations students and staff at TSFS have of each other and the schools role and how it fits into the operation of the UCIC.

EXPECTATIONS

Students can expect the right to:

- Be treated fairly and ethically, with respect, dignity and tolerance;
- Have access to information about TSFS regulations, policies and procedures;
- To learn in a supportive and encouraging environment;
- Have their opinion represented through the Student Voice on all matters affecting students;
- Have opportunities to contribute to the organisational, social and cultural life of TSFS through the Student Voice body, together with opportunities to provide feedback for the improvement of TSFS;
- Representation on the TSFS Committee of Management through the due process for election to that body;
- A safe and healthy environment;
- To have any records concerning them dealt with in ways that are secure, with access restricted to designated persons of TSFS;
- To be given a copy of this charter when first enrolled;

Students have the responsibility to:

- Recognise the rights of others, including the rights of other students covered by this Charter, as well as the rights of staff, tutors and visitors;
- Uphold the reputation of the TSFS while engaged in TSFS activities;
- Respect the UCIC / TSFS property and the property of others;
- Not purport to speak or act on behalf of the TSFS, unless explicitly authorised to do so.

TSFS expects students to:

- Behave in a manner that demonstrates respect, dignity and tolerance towards staff of TSFS, tutors and fellow students;
- Adhere to TSFS rules, regulations, policies and procedures;
- Actively and positively participate in teaching and learning;
- Contribute to the organisational, social and cultural life of the TSFS;
- Regularly attend courses for which they have enrolled.

A WORD FROM THE PROGRAM MANAGER

In welcoming you to our School, I would firstly like to acknowledge the Land on which we hold our classes, Whadjuk Noongar Boodjar, and pay my respects to their Elders past and present, and to the ongoing Culture and traditions that lie within Country.

It is with great pleasure that I welcome all new students who are joining our School community in 2024. You have discovered one of the hidden secrets in Perth!

The value of the TSFS experience extends beyond the classroom and into the friendships forged and experiences shared. There are always interesting stories to be told, wisdom to impart and laughter to be shared. Below are a few examples of the comments left by our students that reflects the heart and soul of what TSFS is all about… friendship, meaningful connections, and maintaining a healthy mind, body and spirit.

"I feel fortunate to attend TSFS. It is a friendly, cheerful, and supportive environment, efficiently managed - a great place for seniors" - Valerie

"I value the time given by all your volunteer tutors and I especially value the friendships of everyone. I have found that everyone comes into class with an inclusive and sharing attitude…it's so lovely." – Claire

"The learning is almost incidental to the fun and friendship we have with our teachers and classmates!" – Joan

"*I sincerely wish I had known about this wonderful facility years ago…. although I have many friends, I have found so many more "like minded" students here at TSFS. We share the desire to challenge ourselves in our senior years and this proves to be both mentally and physically stimulating!"*

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

Caroline Foulis, 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 50 tutors; without them we would not be able to service the community of over 400 School members providing *Companionship through Learning*.

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

> *Volunteers are not paid – not because they are worthless,*
> *but because they are priceless.* ~ Sherry Anderson.

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 or knowledge developed in their professional career, or a 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 Voice

The School is supported by a Student Voice Committee 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 September. The Student Voice is actively involved in forming working parties for School events, fundraising initiatives, social activities, contributing to the regular student newsletters and liaising with administrative staff on operational matters on behalf of the student body.

School members can correspond with the Student Voice by email reception@tsfs.org.au or leaving a message with TSFS Reception to pass along to Student Voice representatives.

PROGRAM INFORMATION

Courses Offered
There are 400+ students who attend the School each week and we run a five day per week program. People come from as far afield as Mandurah, Yanchep and the hills suburbs. There are over 80 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 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 students need to complete an enrolment form. Enrolment information is released one to two weeks prior to the commencement of processing enrolments.

Forms can be collected from Reception, Main Hall at Trinity and Queens Buildings, or downloaded from our website: Trinity School for Seniors (perthunitingchurch.org.au) . All courses remain open for enrolments until the course end date.

Membership Fees
Students enrol each semester and payment can be made on a term-by-term basis. Each term fee is currently $99. 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.

Once term starts no refunds will be given 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 bank transfer.

Please notify Reception of any absences/holiday arrangements throughout the term. We reserve the right to withdraw you from class if you are absent for more than 2 weeks without informing us.

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. The majority of classes simply incur a $2 donation on arrival which is payable to your tutor, however there are several that incur a higher fee which is payable at TSFS Reception prior to your attendance. 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 Queens 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
- Queens Main Hall (on a whiteboard)
- Outside TSFS Reception, Queens Building

Newsletters
Our newsletters are distributed fortnightly during the term to keep School members informed about School matters and events happening in our local community. Newsletters are emailed to all students on our mailing list. All new students who have provided us with an email address are added to this mailing list. If you do not wish to receive emails from us you can unsubscribe by clicking the "unsubscribe" link in the email.

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 Queens Buildings. *From the Office* is the name of our school publication, written by the administrative team at TSFS, with a section dedicated to communication from your Student Voice Committee. These newsletters contain 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.

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 Voice representatives, email reception@tsfs.org.au or leave a note with TSFS Reception to pass along to Student Voice representatives.

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 utilises a display cabinet in the Trinity Arcade throughout the year, for the display of artwork and literature publications. 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.

<u>Art & Craft Exhibition</u>

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, needlework, crochet and a range of crafts.

<u>End of Year Celebrations</u>

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 6 weeks. For all items sold, 20% commission will go to TSFS for fundraising purposes. To submit items for display, contact Reception.

Pastoral Care

The UCIC Ministers are available to all students in need of pastoral care and can be contacted via reception.

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 the Student Voice Committee and 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 and on our noticeboards.

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 Queens 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 66 St Georges Terrace, near the AusPost sign.

Queens 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 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 may 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.

COVID-19 Management

In accordance with Policies and Procedures of the Uniting Church in the City, students are to adhere to the following to reasonably manage a health crisis (if required):

- additional cleaning requirements;
- personal hygiene measures when using shared classroom equipment; and/or
- any changes to guidelines in accordance with State Government regulations.

COVID-19 Vaccination Policy
The UCIC recommends all students remain up to date with their covid vaccinations.

Water
Students are strongly encouraged to bring their own bottle of water, especially if you plan to participate in physical activities programs. Cups can be provided if you forget your bottle, but in the interests of sustainability, are not to be used as the norm.

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 Queens Building are smoke and vape 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 or videos 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 and video School events. If you do not wish to be photographed or filmed, please advise a TSFS staff member at the time and excuse yourself from the room (if necessary).

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 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.

Community Groups and Organisations: Reference Brochure for WA Seniors

This brochure has been produced by TSFS with WA senior citizens in mind. It aims to help seniors find and access specific information relating to their age group within the Perth Metropolitan Area. Our focus is to help our members stay connected to useful services on offer within the Perth Metropolitan Area. Resources listed in this brochure relate to:

- Local Community Centres, Groups and Clubs
- Organisations, Support Agencies and Groups
- Computer and Technology
- Events and Expos
- Senior Specific Media
- Libraries
- Local Councils offering Senior Specific programs.

We hope this brochure assists WA seniors with connecting to helpful support resources and keeping active in their community. Click here to download your copy, or alternatively, collect a print copy from TSFS Reception.

act belong commit
Mentally Healthy WA

Proud partner of Act Belong Commit, supporting good mental health in our community.

actbelongcommit.org.au

COMMITTEE OF MANAGEMENT
for Trinity School for Seniors

Graham Metcalf	(Chairperson)
Agnelo D'Souza	(Deputy Chair)
Rev. Frances Hadfield	
Rev. Dr. Katalina Tahaafe-Williams	
Ann Thomson	
Rev. Hollis Wilson	
Maxine Munckton	(Student Representative)

Ex-Officio:

Caroline Foulis	TSFS Program Manager
Simon Godfroy	UCIC General Manager

STUDENT VOICE
for Trinity School for Seniors

Veronica Naughton	(Chairperson)
Valerie Lee	(Deputy Chairperson)
Geoffrey Naughton	(Secretary)
Sue Scrutton	
Jeff Solliss	
Diane Cotter	

Ex-Officio:

Caroline Foulis	TSFS Program Manager

2024 DATES TO REMEMBER

Summer School	8 – 25 January
Term One	5 February – 28 March
Term Two	22 April – 14 June
Winter School	1 – 19 July
Term Three	29 July – 13 September
Term Four	14 October - 29 November
Art Exhibition	13 – 17 October
End of Year Concert	5 December

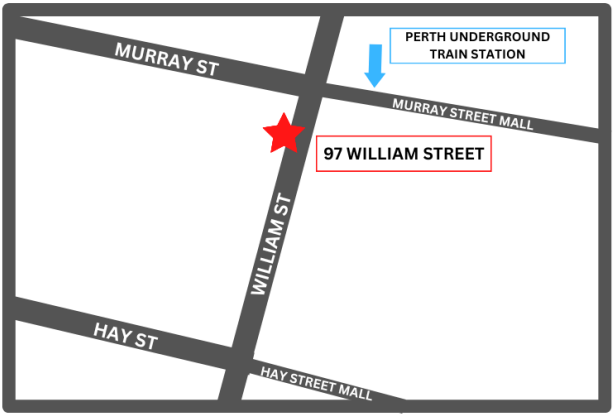
The latest version of this Student Handbook is also available from our website: https://www.perthunitingchurch.org.au/trinity-school-for-seniors

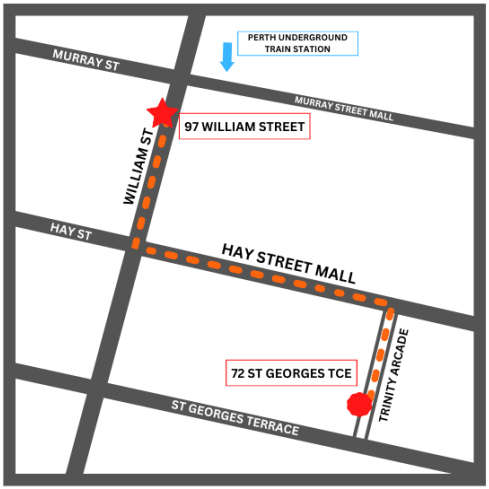
CLASSROOM LOCATIONS

TSFS classes are held in two locations. The buildings are approximately 5–10 minute walk apart through the city.

Queens Building – 97 William Street, Perth

TSFS Reception, and all classrooms are located on Level 1.



Trinity Building – 72 St Georges Terrace, Perth

All classrooms are located on the Ground Floor, Trinity Arcade.