



PRINCE  
ALFRED  
COLLEGE



# Parent Handbook

Preparatory School



# Parent Handbook

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## Welcome to Prince Alfred College

Thank you for choosing Prince Alfred College for your son. The PAC Preparatory School is a diverse community of parents, boys and teachers, all working towards providing the best opportunities for our students. We pride ourselves on outstanding educational provisions to meet all boys' needs. Our committed teachers work effectively together to provide the absolute best learning opportunities. They work tirelessly to support the boys' learning, emotional development, and wellbeing.

Our parents, supported by the activities of 'Friends of PAC' ([FoPAC](#)), have many opportunities to get to know one another and welcome new families to our outstanding community. Over the school year there will be numerous opportunities to engage with our staff and each other as we work together to educate your son. I thank you again for choosing PAC for your son and look forward to working with you to ensure he develops into a fine young man, demonstrating the great qualities of a Princes Man.

New families are encouraged to ask their son's class teacher to put them in contact with their FoPAC Class Representative and to keep an eye out on college social media ([Instagram](#) and [Facebook](#)) and [event updates](#) on our website.

### Transition to PAC

All current students and boys who are new to the Preparatory School are invited to attend a Transition Day in Term 4 to prepare for the following year. The boys get to know each other, hear from their new teacher, and take part in activities including a tour of the school where the boys are introduced to key staff members.

## Meet the Teacher & New Boy's Testing

Meet the Teacher Day occurs the day before the start of the new school year and provides new families with an excellent opportunity to establish a connection with their son's teacher, establish goals, discuss needs and answer any questions around school routines. The boys get the opportunity to visit their classroom and see the school spaces before the rest of the school arrives for the first day of Term 1.

New boys will take part in academic testing in the form of Progressive Achievement Tests (PAT). These tests are undertaken annually and enable teachers to track student progress, set goals for students' learning and plan teaching programs to meet the needs of all students.

## Parent Information Evening & Social Evening

During the first week of Term 1, parents are invited to attend a talk from the Head of Preparatory School that sets out the school's development plan for the year ahead. Following this talk, parents will move to their son's classroom to hear from his teacher about routines and expectations for the academic year. The teacher presentations are followed by a social evening for all Preparatory School parents in the garden of St Jacques. This is a wonderful opportunity to meet and talk with other Preparatory School parents. Invitations will be sent to parents with further information.

## Term Dates

See the PAC website for [term dates](#).

### 2025

#### Term 1

2025 Year 7 students orientation day 10.30am-2.00pm, 28 January

Boarders return Tuesday 28 January from 2pm

#### **Wednesday 29 January – Friday 11 April (11 weeks)**

Exeat Dates: 15-16 February, 8-10 March

(Public Holidays: Adelaide Cup – Monday 10 March)

#### Term 2

Boarders return Monday 28 April from 2pm

#### **Tuesday 29 April – Friday 27 June (9 weeks)**

Exeat Dates: 17-18 May, 7-9 June

(Public Holiday: King's Birthday – 9 June)

#### Term 3

Boarders return Monday 21 July from 2pm

#### **Tuesday 22 July – Friday 26 September (10 weeks)**

Exeat Dates: 9-10 August, 5-7 September (School Closure Day: Friday 5 September)

#### Term 4

Boarders return Sunday 12 October from 2pm

#### **Monday 13 October – Friday 5 December (8 weeks)**

Exeat Dates: 1-2 November

## Map

College grounds [map](#).

The code to access the school gate along Dequetteville Terrace at the Preparatory School will be changed each year – please ask the Preparatory School Office staff for the current code.



## Stationery/Book Orders

The Preparatory School does not have a book list. Parents are charged a small fee as part of consolidated charges that is used to purchase all materials that the boys will need at school.

## Learning

### Assessment and Reporting

The school has developed a comprehensive approach for communicating about student achievement throughout the year. Each method complements the other and gives a clear picture of your son's learning goals as well as his progress.

### Continuous reporting

Reports and samples of your son's learning are provided to you each term for English and Maths and each semester for all subjects. This ongoing report provides an assessment of your son's current learning in that area and goals for his development. This approach to reporting provides you with regular feedback on how your son is achieving in each area, as well as goals for future growth. This is accessible via SEQTA.

### Written reports

At the end of each semester, parents will receive a semester report that contains a single comment regarding their son's engagement and social development, and grades and effort comments for each area of the curriculum. The semester report is designed to be read with the progressive reports that parents will have received throughout the semester. Parents will access the progress and semester reports through our learning management system (LMS) SEQTA.

### Parent interviews

Formal parent teacher interviews are held in Terms 1 and 3. Even though these are the designated times for parent teacher interviews, please always feel free to contact your son's teacher if there is anything that you wish to discuss.

## Specialist Lessons

Boys attend specialist lessons each week. These lessons provide a balanced and engaging curriculum designed to challenge and excite the boys in their learning.

Specialist lessons include:

- Performing Arts / Music
- Visual Arts
- Sport and Physical Education
- STEM
- Language other than English – Chinese.

## Pastoral Care

Quality pastoral care is a fundamental part of our responsibility to nurture the unique qualities of each boy in our care. Our [pastoral care](#) philosophy is to teach and encourage boys to practice virtues. We strive to balance the development of performance virtues, such as confidence and resilience, and moral values, such as honesty and compassion.

Furthermore, our taught pastoral care program seeks to instil in our boys the desire and the skills to help others, not for personal gain but because it is the right thing to do, and to develop a strong sense of social responsibility.

## Wellbeing Team

Wellbeing Support is a service accessible to all Preparatory School students. Parents can refer their son, boys can self-refer, and teachers and school staff also refer with any concerns for wellbeing. These concerns can cover a wide range of areas from self-esteem, friendship issues, grief and loss, and anxiety and depression. The wellbeing team work closely with academic support staff, class and specialist teachers. The team values working closely with parents to establish the best plan of support for their son. For further information, please contact the Preparatory School Counsellor, Mrs Emma McKenzie via [emackenzie@pac.edu.au](mailto:emackenzie@pac.edu.au) or (08) 8334 1265.

## Student Success Team

Academic support is provided to Preparatory School students to ensure individual success in the classroom, both academically and socially. Regular classroom and standardised assessments help identify boys requiring support to meet their potential, both extension and intervention. The Student Success Team works closely with families, teachers, and outside professionals to ensure success through shared goals and an evidence-based program both in the classroom and as additional support. An extension program runs alongside the classroom curriculum to provide extension and enrichment activities to ensure every boy is meeting his potential.

For further information, please contact the Preparatory School Inclusive Education Coordinator, Mrs Fiona Howat via [fhowat@pac.edu.au](mailto:fhowat@pac.edu.au) or (08) 8334 1257.

## Organisation

### Uniform and Grooming

All Prince Alfred College students are required to wear full school uniform at school and while travelling to and from school. On PE days, students can come to school in their PE uniform. Summer uniform is to be worn during Terms 1 and 4 and winter uniform is to be worn during Terms 2 and 3. PAC bucket hats must be worn during Terms 1, 3 and 4 for all school-related outdoor activities including co-curricular sport and PE, and recess and lunch play. All items except shoes are available from the [College Shop](#), located on the left-hand side when entering the College from The Parade West. Please ensure all uniform items are in good condition and clearly named.

Individual uniform fitting appointments are offered for all families new to the school and typically take around 30 minutes. Appointments are held in Term 4 for local families starting in Term 1. For families coming from further afield, appointments are typically held closer to the student's start date. For students commencing at other times, appointments are by arrangement.

It is not our custom to allow boys to have any body piercings or to wear jewellery unless for cultural reasons which have been approved by the Head of Preparatory School.

Students' hair must be groomed reasonably short but no shorter than an electric comb setting of No. 3, should be brushed neatly, shaped to the head and clear of the collar and eyes. Extremes of style are not permitted.

For more information on school uniform and the College Shop, please visit our [website](#).



## Medication

For your son's medication during school hours, kindly provide all medicines in their original pharmacy-labelled containers along with signed medical consent forms to the Preparatory School Office. The front office staff will oversee appropriate administration. Teachers will administer medication only with a written request signed by parents. This includes non-prescription medicines like Panadol. Please note that the Preparatory School Office does not store any medicines for general use.

If your son requires medication to be retained at school (e.g., Ventolin, Adrenalin pens), please send it in a clearly labelled bag, accompanied by his Action Plan signed by parents. All medication is securely held in the Preparatory School Office and administered by office staff to prevent access by other children.

For more information about health or medication requirements, please contact the Health Centre via [healthcentre@pac.edu.au](mailto:healthcentre@pac.edu.au) or (08) 8334 1205.

## Sun Protection

We have a 'no hat, play in the shade' policy during Terms 1, 3 and 4, so boys must have a school hat, clearly named, at school each day. Sunblock is also available in the classrooms, but boys are encouraged to have and apply their own.

## Attendance and Requests for Leave of Absence

All students at Prince Alfred College are expected to maintain full attendance during term time. Parents and caregivers have a legal responsibility to ensure their children attend school and students are required to be in attendance every day unless absence from school is authorised by the Head of Preparatory School.

The College plans the curriculum program for each school term in its entirety. All school time is considered valuable and important for learning, and for the development of personal wellbeing and social skills. Research also shows that regular non-attendance can have a significant impact on students' academic achievements and can affect their relationships with other students.

## Notifying of an Absence

If a student is sick and unable to attend school, parents/ carers are expected to contact the Preparatory Office prior to 8.30 am on the day of the absence via the [Prince Alfred College app](#), via email [prepoffice@pac.edu.au](mailto:prepoffice@pac.edu.au) or by phoning (08) 8334 1203. More than three days absence is considered extended absence. There is a menu item in the school app to apply for this type of leave. For extended absences, a medical certificate may be requested by the College. Other requests for leave are discouraged and the automatic authorisation of such leave should not be assumed. Absences can, however, be authorised under the following categories:

- health-related absences
- pastoral or family reasons
- other reasons include selection and participation in a high-performance sporting team, academic activity, performing arts or cultural program. These requests are considered on a case-by-case basis.

Family holidays during term time are not normally authorised. The same applies for early departure at the end of term, and late arrivals following a break. Exceptions can be made based on extenuating pastoral or family reasons and applications should be made via the school app for consideration.

## Late Arrival/Early Departure

If your son arrives late to school, he needs to check in with the Preparatory Office staff so that they can update his attendance record for that day. If you need to collect your son early, please communicate this to your son's teacher and [prepoffice@pac.edu.au](mailto:prepoffice@pac.edu.au) and collect him from/sign him out from the Preparatory Office.

## Daily Schedule

The school day commences at 8.30am with six lessons per day, each lasting 55 minutes. From Monday to Thursday the school day finishes at 3.30 pm. Friday dismissal is 3.15 pm. For Reception students the school day concludes at 3.00 pm each day.

<b>Before school duty</b>	8.15 am to 8.30 am
<b>Admin</b>	8.30 am to 8.40 am
<b>Lesson 1</b>	8.40 am to 9.40 am
<b>Lesson 2</b>	9.40 am to 10.40 am
<b>Eating time</b>	10.40 am to 10.50 am
<b>Recess</b>	10.50 am to 11.10 am
<b>Lesson 3</b>	11.10 am to 12.10 pm
<b>Lesson 4</b>	12.10 pm to 1.10pm
<b>Eating time</b>	1.10 pm to 1.20 pm
<b>Lunch</b>	1.20 pm to 2.00 pm
<b>Lesson 5</b>	2.00 pm to 2.30 pm
<b>Lesson 6</b>	2.30 pm to 3.30 pm
<b>Reception dismissal</b>	3.00 pm Monday to Friday
<b>Year 1 to 6 dismissal</b>	3.30pm Monday to Thursday. 3.15 pm Friday
<b>After school duty</b>	3.30 pm to 3.50 pm Monday to Thursday 3.15 pm to 3.40 pm Friday.

Boys in Year 2 to Year 6 have sports training on Thursday afternoons from 2.30 pm to 3.30 pm. Preparatory School Assemblies are held on Friday afternoons from 2.15 pm to 3.00 pm. On Friday, Years 1 to 6 finish at 3:15 pm to allow our sporting teams to travel to away fixtures.

## End of Day School Pick Up

We encourage all parents to collect their sons from either the roundabout, aka 'The Leaf', or from Dequetteville Terrace where school staff will be on duty until 3.50 pm Monday to Thursday, and 3.40 pm Friday. If your son is not collected by this time, he will be taken to Out of School Hours Care (OSHC), which is in the Gym of the Preparatory School. Fees apply.

## Driving on College Grounds

A reminder to all motorists to drive at or below the speed limit of 10km per hour within the College campus. Drivers need to be particularly vigilant at drop-off and pick-up times and pay attention to traffic management signage within the College grounds. Parking Zones around the school are put in place to ensure pedestrian safety. Children are vulnerable near schools because:

- their small size makes it hard for drivers to see them between traffic, parked cars, poles, and other obstacles
- they are easily distracted and may not be aware of traffic
- they may suddenly run onto the road - e.g. to meet a parent.

Some road rules you particularly need to be aware of are:

- you must not stop in a NO STOPPING ZONE, even for a few seconds, to pick up your child
- you may stop in a NO PARKING ZONE for a few seconds to pick up a child who is waiting nearby (but must not park or leave the vehicle)
- you must not double park or stop in the line of traffic, to pick up or drop off a child
- you must not stop in a bicycle lane
- you must not stop within 20 metres before a crossing or 10 metres after a crossing
- you must not stop within 10 metres of an intersection or junction without traffic lights.

If you have any enquiries regarding this information, please contact either The City of Adelaide Council on (08) 8203 7203 or The City of Norwood, Payneham & St Peters on (08) 8366 4555.

## Out of School Hours Care

Prince Alfred College offers Out of Hours Care (OSHC) before school, after school and during school holidays. Please see our [website](#) for more information about our programs and how to register and book for this service or contact OSHC Director Ms Hayley Ewer via [oshc@pac.edu.au](mailto:oshc@pac.edu.au) or (08) 8334 1268.

## Bus Service

Prince Alfred College operates a bus service that covers the Adelaide Hills and Eastern Suburbs. The service is equipped with BusMinder, which provides real-time information on the location of the bus. The fee structure is provided on our [website](#). Ticket options include one way am/pm or return. The annual fee will be charged directly to your school account at the end of Term 1. For assistance with bus travel, please visit our [website](#) or contact the Main Reception on (08) 8334 1200.

## Eating Arrangements

Students may either bring in their own fruit snack, recess and lunch from home or purchase recess and lunch online through your [Flexischools account](#). Recess and lunch orders are collected from the Preparatory School Tuck Shop and brought to the classrooms. Boys are not allowed to go to the Tuck Shop to purchase food, so they do not need to bring money to school. Please note the College is a nut aware school and students are asked not to bring any nut products in their lunch boxes.

## Library

The Preparatory School and Secondary School each benefit from their own [library](#) with a wide range of resources. The Preparatory School Library is open each day for the boys to visit and borrow books. Boys in Reception to Year 4 can borrow five books at a time. Boys in Years 5 and 6 can borrow seven books each visit. If they have returned their books the boys can borrow more. The library is open at lunchtime for those boys who want to read or enjoy some quieter activities. Parents are welcome to visit the library before and after school to help their son borrow books.



## Co-Curricular

At PAC, we tailor our [co-curricular activities](#) to meet the needs of our boys. We support every boy to pursue their passions by providing expert instruction across a range of activities, giving each boy the chance to excel in their areas of interest.

### Music

Our extensive [music program](#) allows our boys to develop skills in a wide variety of musical settings. Whether they are new to music or accomplished musicians, we offer a range of ensembles and tuition programs, including regular rehearsals and performances.

In Year 2, the boys enjoy a term of strings where they will get to explore violin, viola, or cello. They will receive a weekly small group lesson and get to perform. Year 3 boys participate in our Y3 Choir program. In Year 4, our Beginner Band Program starts. Boys can choose to join the band and learn to play a woodwind, brass, or percussion instrument. Those who do not wish to join the Beginner Band take part in a tuned percussion unit which gives them the skills to join the band program later if they wish.

### Ensembles

Our [music](#) ensembles (including vocal groups) cater for a wide range of interests and abilities, rehearsing before or after school, or at lunchtime. All ensembles run for the duration of the year.

- Guitar Ensemble
- Intermediate Strings (Years 5 to 8)
- Junior Band (Years 5 and 6)
- Junior Drum Corps
- Junior Strings (Reception to Year 4)
- Junior Voices (Years 3 to 6)
- Prep Big Band (Years 5 and 6)
- Tuned Percussion (Years 3 to 6)
- Young Voices (Reception to Year 2)

### Instrumental Lessons

Instrumental lessons in the Preparatory School are at a fixed time. These lessons are provided by highly skilled and experienced teachers. Tuition fees are invoiced directly to parents by the music tutor each term.



## Sport

Sport at Prince Alfred College is an essential, and compulsory, part of our co-curricular offering. Our extensive sports program allows our boys to face challenges, build team spirit, develop their strength and skills, and achieve individual and team goals. For some boys, their experience of sports at Prince Alfred College is the start of an elite sporting career. Our boys choose from a wide range of summer and winter sports. With quality coaching and well-supported training, our boys experience the absolute best in skill development and participation in their chosen sport.

### Nominations for sport

In the Preparatory School, boys from Year 2 to 6 participate in weekly sports training. All boys from Year 4 to 6 are expected to participate in a co-curricular activity in both the summer (Terms 1 and 4) and the winter (Terms 2 and 3). In Year 3, students can choose to participate in soccer or football as part of our winter sports program. You will receive an email in mid-January with a link to an electronic nomination form inviting you to select a summer sport. Later in Term 1, you will be invited to select for winter.

- Summer (Term 1 and 4): Cricket, Tennis, Volleyball, T-Ball, Touch Football.
- Winter (Term 2 and 3): Basketball, Football, Hockey, Soccer, Table Tennis. Chess and Debating are optional extras.

For more information, please contact Mr Sam Barton, Head of PE and Sport, Preparatory School, [sbarton@pac.edu.au](mailto:sbarton@pac.edu.au)

## House Activities

Preparatory School boys take part in three large House events each year. Swimming Carnival for Years 3 to 6, Cross Country for ELC to Year 6 in Term 1, and Athletics and Sports Day for ELC to Year 6 in Term 3. Boys who do well in our House events can go on to represent the College at district and state competitions.

## Outdoor Education

Outdoor education is an integral part of the well-rounded experience offered at Prince Alfred College, contributing to our boys' skill development, sense of belonging and wellbeing. Through overnight experiences, the boys develop character, competence, community-mindedness, and leadership skills, and have fun together as they strengthen friendships and explore the outdoors. At the same time, they are challenged to take responsibility for

themselves, and to learn and grow through a structured program for each year level. Our program is led by our outstanding staff based at our Scotts Creek campus.

### Year 2 | Adelaide Zoo Snooze

The Year 2 Zoo Snooze takes place in Term 4. They will spend one night sleeping at the zoo and will enjoy a night walk and a BBQ. The Zoo Snooze is the boys' introduction to our outdoor education program.

### Year 3 | Woodhouse

The boys visit Woodhouse in the Adelaide Hills for a two-night camp. They sleep in tents and dorms and engage in several outdoor adventure activities.

### Year 4 | Victor Harbor

Year 4 boys spend two nights at Coinda Retreats in Victor Harbor where they undertake a coastal ecology programme. They also enjoy water-based activities at Horseshoe Bay beach.

### Year 5 | Scotts Creek

In Year 5 the boys have their first experience at our Scotts Creek campus. First, they visit with one of their parents or a trusted adult (not a sibling) for our Scotts Creek Experience Weekend. The weekend features a bus ride to Scotts Creek where they explore all the centre has to offer including, canoeing, the traversing wall, zip line, fishing, swimming and more. They sleep in dorms or tents and enjoy some wonderful food and quality time with one another. Later in Year 5 the boys visit again with their class for a three-night stay.

### Year 6 | Scotts Creek and Canberra

In Year 6 the boys spend another three nights at Scotts Creek. This time they have a night sleeping in tents off site as well as revisiting some of the activities they enjoyed in Year 5. In Term 4, the boys fly off to Canberra for the Canberra Tour. Three nights and four full days of educational activities await them. They visit Parliament House, Government House, CSIRO, Questacon, the Australian Institute of Sport and more. The visit is provocation for our HASS Civics and Citizenship unit.

## College Communication

Your son's teacher should be the primary point of contact for general academic or pastoral issues. We encourage parents to contact staff by email which follows the form [jsmith@pac.edu.au](mailto:jsmith@pac.edu.au).

Please visit the [Parent Portal](#) for further information about our systems and how to stay connected.

## Class Representatives

Each class is encouraged to have one or two-parent representatives. The Class Representative's role is to liaise with the Friends of PAC (FoPAC) committee members and the Director of Advancement to keep families informed of school functions and coordinate any social gatherings for parents during the year. Class Representatives often work together to arrange joint year-level functions.

## The College App

[The College app](#) provides parents with easy access to college communications, including notices, news, calendar, links to key documents, absentee notifications, contacts, and access to the Parent Lounge and SEQTA Engage (detailed below). All families are strongly encouraged to download the app to help you stay connected and informed.

Once you have downloaded the app, you can personalise the information you receive by adjusting your subscription preferences. You can do this by going to the 'settings' button at the bottom right of the home screen and then clicking on 'subscriptions' to manage your preferences. You are opted into all categories by default. As a minimum we recommend you remain subscribed to the relevant 'general' category, your son's class or year level, and any co-curricular activities they are involved in. To opt out of a subscription, click on the tag you wish to unsubscribe from. The latest news and events can be viewed by clicking on the 'news' icon. Parent Lounge is the College's [parent portal](#).

## Parent Lounge

In addition to college information, [Parent Lounge](#) will allow you to safely and securely view and update your family's contact information and your child's medical information, and to manage your college fee accounts and payments. Parent Lounge can be accessed by clicking on the 'Parent Lounge' icon in the school app or via the 'Parent Login' link on the homepage of the College website. To access the Parent Lounge, you will need to log in using your Single Sign-On (a single username and password which will provide you with secure access to the portal and learning management system).

## SEQTA Engage

SEQTA Engage is the College's Learning Management System, providing access to your child's timetable. SEQTA Engage can be accessed by clicking on the 'SEQTA Engage' icon in the school app or via the 'Parent Login' link on the homepage of the College website. Please note that you will not be able to access SEQTA Engage until you have set up your Single Sign-On.

## College Website

The [College website](#) provides general information about the College, as well as scholarship information, clubs, news and events.

## Social Media

Our social media pages ([Instagram](#) and [Facebook](#)) provide another way for families to stay in touch with the latest news and events from around the College.

## Student Diary

Preparatory School students will be provided with a student diary to assist with their planning and organisation (different formats for junior primary, and middle/upper primary). The diary will be distributed by their teachers at the start of term. Parents and students are requested to note the following:

- the student diary is a college publication and should be treated with respect
- the cover must not be defaced in any way, nor should pictures be posted on the covers
- the diary should be used to record such things as homework, weekly activities, and assessment results
- the diary will be checked regularly by teachers - parents are encouraged to read their son's diary regularly and when appropriate, communicate relevant information to teachers using the space on the diary pages
- if the diary is damaged or lost, students will be expected to pay for a replacement.

## ICT Services

The ICT Helpdesk provides technical day-to-day support for students and staff, as well as management of warranty service requests through an Apple Authorised Service Provider and loan iPads for students while devices are being repaired. Please liaise with your son's teacher in the first instance if any repairs are required. The ICT Helpdesk team can be reached via email at [ictservices@pac.edu.au](mailto:ictservices@pac.edu.au) or (08) 8334 1273.

## Student iPads

All students in Year 1 to 6 are provided with an iPad. The devices remain at school in Year 1 and 2 and go home most evenings in Years 3 to 6. It is the responsibility of the boys to charge their iPad in the evening and to bring it to school fully charged each day. The IT Department is on hand to assist with any issues relating to connectivity to the network and operating issues. Damage to the iPad is the responsibility of the boy and his family. The College does have insurance, but families will incur a fee of \$150.00 if the iPad is damaged and needs to be replaced.

Year 3 to 6 students will be asked to sign the 'PAC Student ICT Acceptable Use Policy' located in the front of their school diary.

## More Information

Visit our website for more information about the [Preparatory School](#).





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