



PRINCE
ALFRED
COLLEGE



Parent Handbook

Preparatory School

Parent Handbook

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Welcome

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.

[The Princes Men Charter](#) defines how we live our values of Respect, Excellence, Belonging and Endeavour providing guidance for our students, staff and wider Prince Alfred College community.

FoPAC

One of our four College values is 'Belonging'. Our parents, supported by the '[Friends of PAC](#)' (FoPAC), have many events and opportunities to get to know one another and welcome new families to our 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. If new or current parents are looking to share and access other parent contact information, please access this through the [Parent Lounge](#) "Parent Directory". We will call for volunteers for Class Representatives at the Parent Information Evening – please approach your son's teacher if you are interested in taking on this role.

Orientation & Key Dates

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. Before this day we hold a Welcome Picnic specifically for new families, providing an opportunity to make connections and ensure there are some familiar faces during their orientation program.

New Boy's Testing

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.

Open Classroom / Teacher Visits

We invite new families, and families of current students who would like a refresher, to visit their new classroom and say hello to their teacher the day before Term 1 commences. This short visit can provide additional confidence for students if needed.

FoPAC Welcome Morning Tea

On the first day of Term 1, FoPAC host a Welcome Morning Tea for all families to enjoy after they drop off their sons for their first day of the new academic year from 8.15 am – everyone is welcome.

Preparatory School Welcome Assembly

All Preparatory School families are then invited to join staff and students from Reception to Year 6 for a Welcome Assembly held in ANZAC Hall.

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.

FoPAC Family Fun Night

At the end of the second week of term, our community is invited to join in a fun night with rides, food, drinks and a movie, organised by FoPAC and held on the Front Oval.



Term Dates & Events

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

College events are summarised in our [Calendar](#), accessible via the app or our website.

Term 1	Wednesday 28 January to Thursday 2 April Public Holiday: Adelaide Cup, Monday 9 March	10 weeks
Term 2	Tuesday 21 April to Friday 26 June Public Holiday: Royal Birthday, Monday 8 June	10 weeks
Term 3	Tuesday 21 July to Friday 25 September School Closure Day: Friday 11 September	10 weeks
Term 4	Monday 12 October to Friday 4 December	8 weeks

Map

The College grounds [map](#) is available for download from our website.

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.

Daily Operations & Logistics

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. Everything the boys need is provided for them in class.

Daily Schedule

The school day commences at 8.30 am 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.

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.

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



Attendance & Leave

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 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 the below, considered on a case-by-case basis:

- selection and participation in a high-performance sporting team
- academic activity
- performing arts or cultural program.

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 and collect him from/sign him out from the Preparatory Office. Students are not permitted to meet their parents elsewhere; Duty of Care must be handed over by a member of staff, and recorded in our attendance system.

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). Fees apply.

Out of School Hours Care

We care deeply about the welfare and safety of our students. As staff, we hold Duty of Care for all students at PAC during school hours; we have teachers on duty before school and after school to ensure safety beyond the school day. Teachers are on playground duty from 8:15am, and on duty at pick up locations after dismissal, until 3:45pm. OSHC is available for students to utilise outside of these times.

If your son arrives on campus before teachers are on duty and classrooms open (8.15am), please take your son to OSHC so that we can ensure Duty of Care. Any unsupervised students found on campus before or after school duty hours will be taken to OSHC, and fees will apply:

- Before school: \$10.00
- After school: \$40.00.

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 or (08) 8334 1268.

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.

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 or reception@pac.edu.au

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 from 8.15am to 4pm 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. 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.

Student Wellbeing

Pastoral Care and Wellbeing

Prince Alfred College is committed to developing men of character by nurturing boys to build self-awareness, form and maintain positive relationships, and care for themselves and others.

We believe it is our responsibility to equip boys with the social and emotional skills required to be caring and compassionate men. We understand that explicitly teaching social and emotional

learning leads to positive outcomes for students' mental health, relationships, behaviour, and academic achievement.

Our Princes Man Programme aims to create a clear and coherent curriculum to teach social and emotional learning to our boys. It incorporates topics, such as, emotional literacy, personal strengths, positive coping, problem solving, stress management, help seeking, identity, positive relationships and keeping safe.

Wellbeing Team

Wellbeing Support is available to all students in the Preparatory School. Students can self-refer or be referred by their parents, teachers, or school staff. Support assists with a broad range of concerns, including self-esteem, friendship challenges, grief and loss, anxiety, or emotional regulation. We work closely with academic support staff, class teachers, and specialist teachers to ensure a coordinated approach to each child's needs. Partnerships with parents are central to our work, and we value collaborative planning to determine the most effective support for each boy.

For further information, please contact our Preparatory School Counsellor, Mrs Emma McKenzie, at emckenzie@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 or (08) 8334 1257.

Health

The Health Centre is staffed by Registered Nurses on a roster during the term time. If your son feels sick or is injured at school, he should speak to his teacher and ask to be excused from the class to report to the Preparatory School Office for first aid. If further advice or assistance is required, the Health Centre may be contacted.

A reminder the College is a nut aware school and students are asked **not** to bring any nut products in their lunch boxes.

Medication

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

All medication and action plans must be kept current and in date, and it is the responsibility of parents / guardians to comply promptly with requests by the College for replacement medication or plans.

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

Sun Protection

We have a 'no hat, play in the shade' policy during Terms 1 and 4, and from September 1 in Term 3. 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.

Learning

We offer a range of unique and diverse programs and experiences to cater for all learners, no matter their interests or abilities. At its core, our classroom program, delivered by the classroom teacher, includes instruction in the fundamental subjects of English and Mathematics, as well as Humanities and Social Sciences, Health and Wellbeing, and the development of key digital literacy skills.

All the programs offered in the Preparatory School are underpinned by the values inherent in our Princes Man Program.

Specialist Lessons

Boys attend specialists lessons each week to compliment the classroom program. These lessons provide a balanced and engaging curriculum designed to challenge and excite the boys in their learning. They are characterised by key experiences at each year level, which build sequentially to develop students' knowledge skills proficiency.

Specialist lessons include:

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

- STEM
- Visual Arts.

These specialist subject areas are further complemented by comprehensive co-curricular and outdoor education programs aimed at complimenting the physical educational and academic programs and developing young men of character and purpose.

Chinese Language

Our Chinese program spans from ELC to Year 6, offering a coherent and progressive learning journey in which students develop proficiency in spoken Mandarin and written Chinese characters. Language learning begins through songs, rhymes and play and gradually shifts towards purposeful communication, while cultural understanding is embedded throughout the curriculum. Students engage in enriching, hands-on experiences such as Chinese cooking in Year 5 and real-life language simulations, including ordering bubble tea in Year 6. Cultural celebrations and festivals, including Chinese New Year, the Dragon Boat Festival and the Mid-Autumn Festival, provide insight into Chinese values, traditions and beliefs, fostering intercultural understanding and appreciation.

Music

Music is an integral part of all students' learning journey in the Preparatory School. All students develop their musical understanding and practical skills in weekly Music classes, in addition to our dedicated Immersion Programs in Years 2 to 5. As the instrument that we all have, singing is at the heart of our Music experience in the Preparatory School, with all students taking part in a variety of performances at key events. Boys then have the opportunity to take part in our extensive co-curricular ensembles and instrumental tuition offerings.

Curricular

Weekly Music lessons develop students' understanding of the elements of music. From rhythm to pitch, history to composition, boys learn the skills needed to appreciate music and take part in their own music making. Our first immersion experience is the Year 2 String Immersion Program, where all boys learn either violin, viola or cello for the year. They receive an instrument to take home and expert instruction from our team of professional strings players and educators. Year 3 Voice Immersion is next, with a special focus on the voice as an instrument and learning to sing in a group setting. Year 4 marks the start of our widely successful Band Program, where the full cohort forms the Year 4 Beginner Band as they spend the year learning a concert band instrument (brass, woodwind, percussion, bass) and taking part in several concert experiences. In Year 5, the boys are able to take to the stage in a school musical; it is a delight to watch so many boys enjoying themselves as they sing, dance and act together.

Co-Curricular

Our co-curricular music ensembles cater for a wide range of interests and abilities, rehearsing before school or at lunchtime. All ensembles run for the duration of the year. The relevant instrument skills and experience are required to take part in ensembles, with the exception of vocal groups and drum corps, where all interested boys are welcome to take part.

- Pizzicato Strings (Reception to Year 3)
- Junior Strings (Years 4 to 6)
- Young Voices (Reception to Year 2)
- Junior Voices (Years 3 to 6)
- Prep Small Vocal* (Year 5 to 6)
- Junior Concert Band (Years 5 and 6)
- Prep Big Band (Years 5 and 6)
- Junior Drum Corps (Years 3 to 6)
- Guitar Ensemble (Years 5 and 6)

*Entry via audition process.

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. Please contact the Music Department for more information.

Sport & PE

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.

In the Junior Primary years, our focus is on developing fundamental movement skills through activities and games. In Years 3 to 6 the focus shifts to refining the movement skills and learning, and understanding how to use these in more complex situations.

Nominations for sport

In the Preparatory School, Reception to Year 3 students participate in our weekly Sports Sampling Program where they experience a range of different sports across the year. 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.

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

For more information, please contact Mr Sam Barton, Head of PE and Sport, Preparatory School, sbarton@pac.edu.au

Clubs & Activities

Activities form an important part of our co-curricular program and provide opportunities for each boy to experience different activities, develop their skills in a safe environment, and nurture new friendships. Students are required to participate in at least one summer and one winter sport co-curricular activity to support the benefits of physical activity and teamwork in developing boys of character and purpose.

In addition, we offer a range of music co-curricular activities **as well as internally and externally provided clubs** which boys can choose to participate in. Details about the optional Preparatory School Clubs and Activities program, which is updated termly, can be found [via the website](#). This program continues to grow, with over a dozen different activities currently available.

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.

Excursions / Incursions & Girls' Schools Program

As part of the PAC commitment to developing young men of character and purpose, we offer a range of class and year-level incursions and excursions that build knowledge, confidence and capability in our boys. These opportunities help our boys connect their learning with tailored real-world experiences that stay with them for life.

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 overall wellbeing. Through time in nature, adventure and challenge, our overnight experiences help students develop new skills and explore teamwork, personal growth, resilience and self-confidence—key elements in shaping their character.

Our year-level camps provide opportunities for students to have fun together while strengthening friendships. All programs are led by our outstanding staff based at the Scotts Creek Outdoor Education Centre.

Year 2 | Belair

Year 2 students will enjoy their first overnight camp at a hard-top venue near Belair. They will be introduced to their first school camp through activities in Belair National Park and onsite experiences. This overnight program supports the development of independence, personal responsibility and a meaningful connection with the natural environment.

Year 3 | Woodhouse

The boys travel to Woodhouse in the Adelaide Hills for a two-night camp. They participate in a range of activities designed to build teamwork and social skills. Students gain confidence by trying new challenges, discovering their strengths and engaging with the natural world.

Year 4 | Victor Harbor

Year 4 students spend two nights in Victor Harbor, where they are introduced to tent camping. Through coastal activities, wildlife encounters and exploration of the natural environment, students build resilience and strengthen their connection to themselves, each other and the outdoors.

Year 5 | Scotts Creek

In Year 5, students experience their first program at our Scotts Creek campus. They attend two camps:

- Weekend Experience – Students and a parent are invited to Scotts Creek for a shared experience focused on connection, enjoying time together and learning about the local environment. A variety of fun activities help build relationships and lasting memories.
- Year 5 Cultural Perspectives Camp – During this three-night camp, students deepen their understanding of the traditional owners of the Scotts Creek area. They develop campcraft skills, build a connection to place and learn how to contribute positively to their class community.

Year 6 | Scotts Creek and Canberra

- Scotts Creek – Students spend three nights at Scotts Creek, building on their previous experiences. They develop their knowledge of local ecology and landscapes and take part in a journey-based adventure to expand their campcraft skills. This program further enhances social skills, self-responsibility and independence.
- Canberra Tour – In Term 4, the boys travel to Canberra for a three-night, four-day educational tour. They visit Parliament House, Government House, CSIRO, Questacon, the Australian Institute of Sport and more, providing an engaging introduction to our HASS Civics and Citizenship unit.

Homework

Homework expectations are summarised in the Student Diary for ease of student understanding. If you would like to access the formal policy document, please visit 'Parent Resources' on the College website.

Assessment & 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.

Ongoing 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.

Uniform & Devices

Uniform

A [Uniform Handbook](#) and [price list](#) is available on the College [website](#).

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 outdoors at all times in Terms 1 and 4, and from September 1 in Term 3.

Parents are urged to ensure that all clothing, shoes, hats and equipment are clearly marked with a student name and contact number. 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.

Grooming

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; this includes shaved lines, colour, or significant length changes.

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 or (08) 8334 1273.

Students will be asked to sign a summary of the 'PAC Student ICT Acceptable Use Policy' located in the front of their school diary. If you would like to access the formal policy document, please visit 'Parent Resources' on the College website.

Student iPads

All students in Year 1 to 6 are provided with an iPad. The devices remain at school in Year 1 to 4 and go home some evenings in Years 5 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.

Social Media & Smart Devices for Students

The College is addressing the critical issue of smart phone and social media use among our students by building on and adapting our current practices. Our approach is driven by data linking these technologies to adolescent mental ill-health and child safety concerns. The College's position is aligned with our Values of Respect, Excellence, Belonging, and Endeavour as well as our Purpose which is to nurture each boy to develop into well-rounded young men of good character, who are prepared to contribute positively to society. It is based on extensive research, parent survey data, and a review of policies from other leading schools.

More broadly, the Australian Federal Government, with bipartisan support, has recently legislated for a ban on social media for children under 16 years of age.

Students in the Preparatory School:

- Must not have a smart phone, smart watch, or mirroring technology on College grounds. An exception is where a smart phone or watch is used to help manage a medical condition, such as diabetes which is to be documented in the student's health care plan, or the device is an agreed adjustment for a student with a disability or learning difficulty (to be documented in the student's support plan).
- Students are permitted to wear a non-smart watch and bring a dumb phone to school. The dumb phone and any watches with communication capability must be handed to the teacher at the start of the day.
- The College recommends that no electronic devices be kept in bedrooms overnight – including gaming consoles.
- The College encourages parents to delay the provision of smart devices until a time in secondary school when you believe your son is of an appropriate age and maturity.
- The College encourages parents to delay access to social media for all Preparatory School aged boys in line with government recommendations.
- Students will not be allowed to use school iPads after school while waiting for pick up.

Parent Communication & Platforms

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. Please try to email or phone some days in advance to arrange a meeting with your son's teacher; urgent requests will be given every consideration.

For general College news 'The Red Thread' is sent fortnightly via email for community reference. 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 Marketing and Community Engagement 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. Each Friday your classroom teacher will be sending notices via the College App.

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.



Contacts & Further Information

Prince Alfred College 23 Dequetteville Terrace, Kent Town SA 5067 Postal Address PO Box 571 Kent Town SA 5071 e: enquiries@pac.edu.au w: www.pac.edu.au	
Telephone Numbers	
Main Office (8:30am – 4:30pm)	t: +61 8 8334 1200 e: enquiries@pac.edu.au
Preparatory School Office (8:00am – 4:00pm)	t: +61 8 8334 1203 e: prepoffice@pac.edu.au
Secondary School Office (8:30am – 4:30pm)	t: +61 8 8334 1264 e: studentservices@pac.edu.au
Early Learning Centre	t: +61 8 8334 1258 e: elcadmin@pac.edu.au
Health Centre	t: +61 8 8334 1205 e: healthcentre@pac.edu.au
Out of School Hours Care	t: +61 8 8334 1268 e: oshc@pac.edu.au
Boarding House	t: +61 8 8334 1201 e: boarding@pac.edu.au
Scotts Creek Outdoor Centre	m: 0436 636 565 e: dcibich@pac.edu.au
College Shop	t: +61 8 8334 1833 e: collegeshop@pac.edu.au
Kent Town Swim	t: +61 8 8334 1285 e: enquiries@kenttownswim.com.au w: www.kenttownswim.com.au
Prince Alfred College Old Collegians Association	t: +6 18 8334 1880