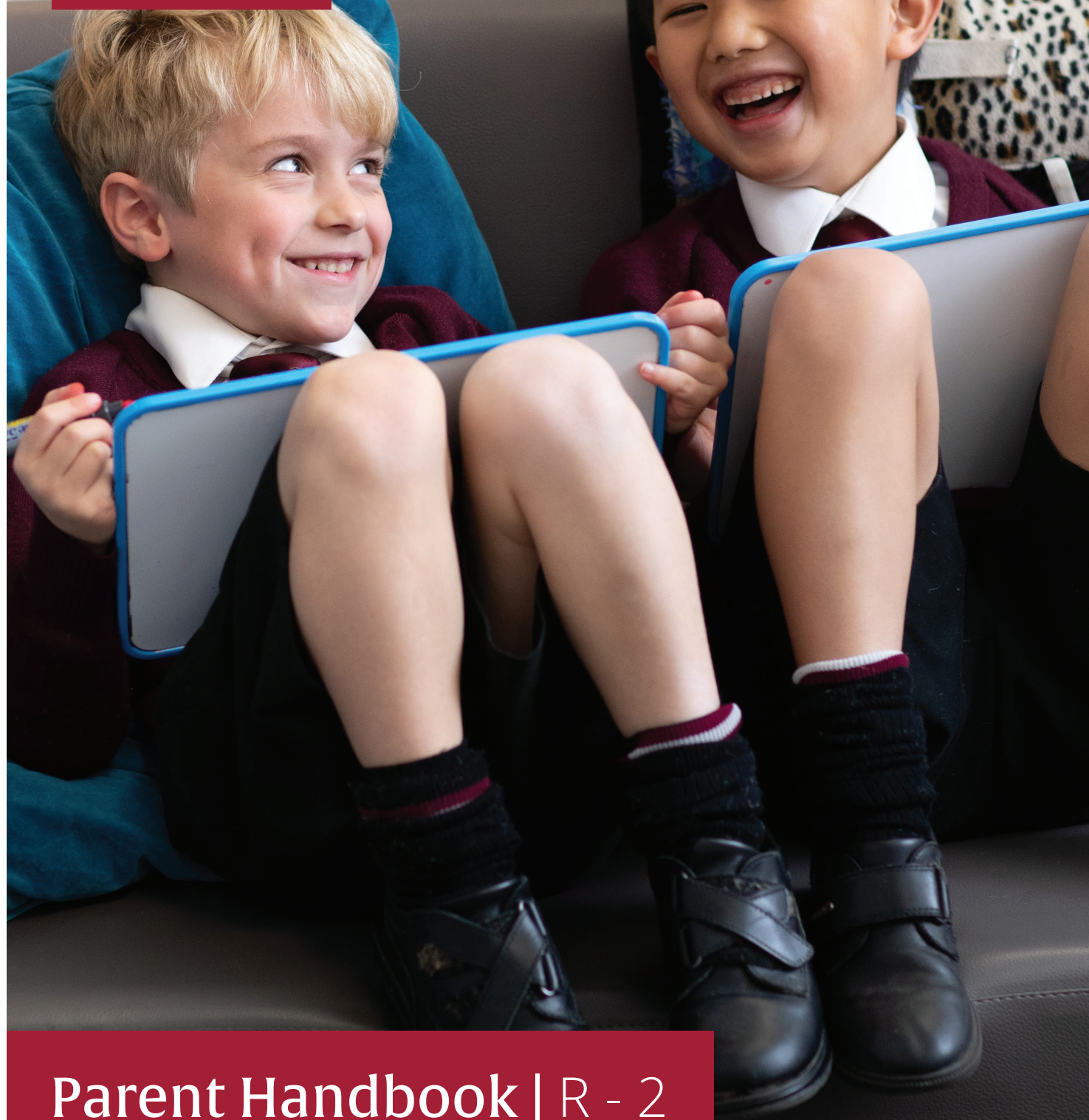




PRINCE  
ALFRED  
COLLEGE



Parent Handbook | R - 2

Dear Junior Primary Families,

Welcome to the Reception, Year 1 and Year 2 classes at Prince Alfred College. We hope that all the boys have had a relaxing and enjoyable holiday and are looking forward to an exciting and challenging year. We extend a special welcome to the families joining us for the first time and hope you soon feel you are a special part of our school community.

This booklet outlines some school routines and provides information relevant to the Junior Primary (Reception -Year 2) levels of the Preparatory School.

Please do not hesitate to contact your son's class teacher should you have any questions about the information included.

We are looking forward to a rewarding and exciting year working with your son.

Kind Regards,

**Classroom Teachers**

Mrs Julia Blethyn (Rec JB) - [jblethyn@pac.edu.au](mailto:jblethyn@pac.edu.au)

Miss Steph Moffat (RM) – [smoffat@pac.edu.au](mailto:smoffat@pac.edu.au)

Miss Emma Sandford(1S) – [esandford@pac.edu.au](mailto:esandford@pac.edu.au)

Mr Christopher Richards (1R) - [crichards@pac.edu.au](mailto:crichards@pac.edu.au)

Mrs Bonnie Dawson (2D, JP Team Leader [bdawson@pac.edu.au](mailto:bdawson@pac.edu.au)

Mr Peter Waters (2W) - [pwaters@pac.edu.au](mailto:pwaters@pac.edu.au)

**Student Success Team**

Mrs Fiona Howat – (Year 2) Learning Support Teacher [fhowat@pac.edu.au](mailto:fhowat@pac.edu.au)

Miss Elisa Bozanic (Reception)

Mrs Summa Dawson (Reception)

Mrs Robyn Brice (Year 1)

**Specialist Teachers**

Mr Sam Barton – (PE) – [sbarton@pac.edu.au](mailto:sbarton@pac.edu.au)

Mr David Leung – (Chinese) – [dleung@pac.edu.au](mailto:dleung@pac.edu.au)

Mrs Kellie McCauley – (Visual Arts) – [kmccauley@pac.edu.au](mailto:kmccauley@pac.edu.au)

Ms Nichole Runge (Music) – [nrunge@pac.edu.au](mailto:nrunge@pac.edu.au)

**SCHOOL TIMES**

Classrooms are open from 8.15 am. Boys are not permitted on the school premises before this time unless they go to Before School Care (OSHC).

8.15 am Students arrive/ classrooms open

8.30 Roll call, morning lessons

10.40 Recess eating time

10.50 Recess

11.10 Lessons resume

1.10 pm Lunch eating time

1.20 Lunch play

2.00 Lessons resume

3.00 School day concludes- Reception only

3.15 School day concludes- Years 1 and 2 (Friday only)

3.30 School day concludes- Years 1 and 2 (Monday- Thursday)

Teachers will dismiss students directly to parents or OSHC staff. From Year 1 onwards, boys may walk to 'The Leaf' or Dequetteville Terrace pick-up areas which a teacher supervises. Children who are not collected within 15 minutes of their dismissal time will be sent to Out of School Hours Care (OSHC).



## **SCHOOL ABSENCES/ LATE ARRIVALS**

The roll is marked by 8.45 am each day and a text message sent to any family who has not explained an absence. Children who arrive late, or leave early, need to be signed in/out at the Preparatory School Office (Prep Office) so the attendance register can be kept accurate. If your son is to be absent for any reason, please call or email the front office or enter the absence in the College App.

Prep Office: 8334 1203

Email: [prepoffice@pac.edu.au](mailto:prepoffice@pac.edu.au)

## **COMMUNICATION**

Regular communication between parents, teachers and boys is essential. We encourage this in a variety of ways:

### Diary and Take-Home Folder/ Compendium

Your son's school diary and a 'take-home folder' will be sent home daily. The folder will contain all school notices and reading books and any homework tasks. Please ensure that your son brings the diary and folder to school each day. The diary is used primarily to keep the boys organised for their learning. Please sign the diary at the end of each week in the space provided. Your son will be responsible for putting his folder and diary in the appropriate place in the classroom first thing each morning.

### College App

Teachers will share important information with families weekly through the College App. Please ensure you have downloaded this to your phone to assist you with accessing this information. This app will link you to upcoming events, weekly news, and updates.

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### Seesaw

Teachers will use the Seesaw app to share student learning and progress. You will access this platform via your smartphone or online, with an email notification arriving in your chosen account. Your son's teacher will provide you with specific details to access this platform. You are encouraged to 'like' and comment on your son's work - noting that you will only have access to items that relate to your son. This will form your son's Learning Portfolio and you will receive instructions at the end of the year to assist you to archive a record of the year via Seesaw.

### Princes e-News

The e-News is published online each fortnight. It is accessed through the school website and is emailed to you.

### Class Representatives

Each class is encouraged to have one or two-parent representatives. The Class Representative's role is to liaise with members of the Friends of PAC (FoPAC) committee and the Director of Advancement to keep families informed of school functions and coordinate any social [\[SJ2\]](#) gatherings for parents during the year. Class Representatives often work together to arrange joint year-level functions.

## **ASSESSMENT AND REPORTING**

The school has developed a comprehensive approach to communicating learning achievement throughout the year. We hope each method complements the others and gives a clear picture of our learning goals and your son's progress.

### Online Portfolio

Samples of work will be shared via the Seesaw platform.

### Written Reports

Comprehensive reports on your son's progress and standard of work in all curriculum areas are written and sent home in Terms 2 and 4.

### Parent Interviews

Formal Parent/Teacher interviews are held across the school during Term 1 and Term 3. Specialist teachers are available if you want specific information about your son's progress in Music, Art, Chinese or P.E.

Please do not hesitate to contact us for additional interviews should you require them. We will endeavour to arrange a convenient time promptly. Teachers may also request interviews with parents at other times during the year.

## **FOOD**

### Recess and Lunchtimes

To support a healthy lifestyle, we will establish routines where your son is encouraged to wash his hands before eating and sits for ten minutes specifically to eat recess and lunch. Boys soon learn to make choices about what they eat at each break. Ice packs make the food more enjoyable during summer. Boys should have a full water bottle to begin each day. Prince Alfred College has a “nut aware” policy. Please avoid sending nut-based products in the lunchboxes and help keep highly allergic students safe.

### Dedicated Eating Times

The covered area between the Junior Primary classrooms/Art area is called the ‘Courtyard Café’. Junior Primary boys gather at the tables in this area to eat recess or lunch before playing. This helps our boys to feel that they belong to a special community within our Preparatory School and encourages them to eat before playtime.

### ‘Brain Food’

Learning can be tiring, and children often need to snack regularly during class time to help top up energy levels. Boys are encouraged to bring appropriate healthy snacks for this purpose. Fresh fruit and vegetables are recommended. Class teachers will advise how ‘Brain Food’ is managed. Water bottles are also encouraged for the boys to access during class time.

### Tuck Shop

The Tuck Shop sells pre-ordered lunches online through the FlexiSchools app or on their website [www.flexischools.com.au](http://www.flexischools.com.au). Our Junior Primary boys are not permitted to bring money to school, so parents wishing for their sons to access items from the Tuck Shop must pre-order for them.

If your son does not have his lunch, he can go to the Preparatory Office and use a lunch voucher. This voucher is to the value of \$5.00, and this offers him a sandwich, fruit, and drink.

### Food Allergies/Intolerances

We are aware that some boys are unable to eat some foods for medical reasons. To assist us in ensuring any food allergies that your son may have are up to date, please complete details on the Medic Alert form available from the Preparatory Office. As mentioned above, we ask that parents avoid sending items that may cause allergic reactions.

### Birthdays and Celebrations

We love to recognise boys on their birthday and welcome boys to bring in a small treat to share with their class/ cohort. Cupcakes or ice blocks are always well received- please ensure that we have a full ingredient list for these items to manage possible allergies. We keep alternative ‘treats’ for these boys to use as needed.

## **COMMUNITY**

### Chapel Services

The Preparatory School will gather at the start and end of each term in a Whole School Chapel Service run by our College Chaplain. Junior Primary Chapel services are held weekly in the College Chapel on Thursdays from 2:00 pm.

### Preparatory School Assembly

Preparatory School Assemblies are held on Friday afternoons at 2.15 pm in the ANZAC Hall. During assemblies, classes take turns to share their learning, along with singing, celebrating birthdays and hearing messages from our school captains and leaders. Class teachers will inform you when your son’s class presents at an Assembly.

### Honour Certificates and Awards

Honour Certificates are awarded after the Chapel service or during assemblies. Each week, boys who have displayed the qualities of the IB learner profile or demonstrated efforts relating to our ‘Work

Hard, Be Kind' mantra are recognised. There are also many other opportunities where boys may be recognised for their classwork or significant achievements. Classroom teachers will inform you when your son is receiving a special award.

### Buddy Classes

Each Junior Primary class has been paired with an older 'buddy' class from the Middle or Upper Primary. The buddy classes come together to participate in various activities to encourage peer support across the school. The boys enjoy meeting and getting to know their older buddies and often form long-lasting friendships over the years.

### Special Events

There are many special events held throughout the year, and we aim to inform you of these through various ways. The school calendar is available via the College website and app. In addition, your teacher will highlight relevant events for the coming weeks.

## **EXPECTATIONS**

### Medication

We understand that there are occasions when your son may need to take medication during school hours. Please supply all medications in their original pharmacy labelled containers and signed medical consent forms to the Prep Office. The office staff will supervise appropriate administration. Teachers do not give any medication unless we have a written request signed by parents. Please note that this includes non-prescription medicines, such as Panadol. The Prep Office does not keep any medication for general administration.

Should your son need medication to be kept at school (e.g. Ventolin, Adrenalin pens), this needs to be sent in a clearly labelled bag, with his action plan, signed by his parents. All medication is held in the Prep School Office and administered by office staff to avoid other children accessing it.

### Sharing and Toys at School

We certainly encourage boys to share personal experiences and special occasions. However, we ask that your son does not bring toys to school. Boys may choose to bring information or items relevant to their current learning program. The sharing of tasks, individual understanding, and experiences is highly valued and will occur regularly across all curriculum areas each day.

### Home Learning Tasks

Boys should read daily to parents and talk about their learning. Your classroom teachers will inform you of the opportunities to practise sounds, master words, or extend concepts. Check updates to the school app to find out what your son is doing at school and find ways to connect at home or in the community. It is expected that Junior Primary boys should allocate 20 minutes per night for their Home Learning Tasks.

## **SCHOOL UNIFORM AND CLOTHING REGULATIONS**

School uniform must be worn to and from school and on those occasions specified by the Headmaster. It is a fundamental expectation of students of Prince Alfred College that they will wear the correct uniform and wear it well.

**NO PART OF THE SCHOOL UNIFORM IS TO BE WORN WITH CASUAL CLOTHES.**

In the Preparatory School, the blazer is only worn in Terms 2 and 3 and the summer uniform is worn in Terms 1 and 4.

A detailed statement of uniform regulations can be obtained from the Uniform Shop. Winter uniform ties should be neatly tied and worn at all times and boys' uniform is to be neat and shoes clean and polished.

### Hair

Boys' hair must be clean and tidy and trimmed reasonably. Boys' hair must comply with the following:

- Hair must be groomed reasonably short but no shorter than an electric comb setting of No. 3
- Hair must be brushed neatly, shaped to the head, and clear of the collar and eyes

- Extremes of style, long fringes and/ or short on the side(s) and long on top, use of colour, dye and the like are not acceptable and may result in the student being excluded from school until his appearance is acceptable.

It is not our custom to allow boys to have body piercings or wear jewellery.

### Sports Uniform

Boys wear their PE uniform to and from school on the days that they have PE. Details of days and times are included in your son's diary.

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### Sun Smart Policy

The "No hat, play in the shade" policy is enforced from the beginning of the year according to our Sun Smart Policy. Please note, in 2022 we are extending this policy to **include Term 3**. Boys should apply sunscreen before school, and this is available in each classroom for reapplication.

Please clearly name all of your son's clothing and additional items, including his hat, shoes, school bag, and lunch box. This will assist him as he learns to identify and take care of his belongings.

## **BEHAVIOUR**

### Wellbeing

We believe that children learn best in safe, happy classrooms with clear expectations and rules regarding both work and behaviour. We encourage boys to be responsible and independent and to understand that there are consequences for different types of behaviour. We also believe that it is essential for each boy to develop friendly working relationships with their teachers. We strive to create positive classroom environments that provide exciting and challenging programs for our boys.

At the beginning of the year, essential agreements and routines are discussed and established with the boys. Behaviour management practices are consistent across the Preparatory School and class 'Essential Agreements' are displayed in class. Boys are taught a variety of strategies to deal with situations that may occur to ensure that all boys follow the agreements, which are communicated with parents to ensure consistency.

On occasions when boys may require additional wellbeing support, our school wellbeing coach Mrs. Emma McKenzie is available for both boys and their parents.

### Behaviour management guidelines

The parent information brochure for Behaviour Management Guidelines and relevant documentation are available from the Preparatory School Office.

## **ADDITIONAL SUPPORT AND OPPORTUNITIES**

### iPad Program

All boys in the Preparatory School have access to an individual iPad for use in all subject areas, where boys must follow classroom agreements regarding their use. These iPads remain at school to be charged and safely stored in the Junior Primary classes. As the boys become more familiar with the device, boys can utilise this technology to develop and record their learning and contribute to their online journals.

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### Student Success Team

The Reception-Year 2 Student Success Team (SST), consisting of learning support staff and our Wellbeing Coach, Mrs. Emma McKenzie, work with class teachers and specialist teachers to support the diverse needs of the boys in the Junior Primary.

SST staff are timetabled in each class every week and work alongside class teachers to assist groups and individuals to achieve success in their class learning tasks. At times, boys needing further development of specific skills may be withdrawn from the classroom for a short amount of time to undertake specific learning programs.

### Speech and Occupational Therapy Screening

In 2022, boys in reception class will be screened by occupational therapists and speech therapists. The screening is aimed at the early identification of any potential issues. Parents will receive a written report from the therapists. If a full assessment is recommended and/ or additional therapy sessions,

parents can choose to engage the therapist for this therapy. The therapists are not employed by the College but are contractors for the screening process. Any follow therapy is an arrangement between parents and therapists. These screening costs will be charged to parent's consolidated charges as part of the school fees.

### Instrumental Lessons

The Music Department organises the timetable for individual instrumental lessons given at an additional cost to parents from boys in Year 1 onwards. If your son continues to learn a musical instrument, he will be notified of his lesson time early in Term 1. Should your son wish to begin learning an instrument (e.g. piano or violin), please speak to the front office or contact our Band and Instrumental Tuition Coordinator, Mr. Adam Mason [amason@pac.edu.au](mailto:amason@pac.edu.au). Further information and forms are available in the Preparatory School Office.

### Sports Sampling Program

Boys in Reception and Year 1 participate in the school's Sports Sampling Program that runs during school time on Monday afternoons. Boys will be collected from the classroom and taken directly to their 30 -minute session. Parents then sign out their boys directly from the gym or oval, or an OSHC staff member collects them. Please refrain from supplying food snacks to other boys, without permission from parents.

Year 2 boys participate in an extended sports sampling program on Thursday from 2.30 until 3.30 pm.

### Volunteers

Volunteers must obtain a Working with Children Check before beginning their role. To initiate the online process please visit <https://screening.sa.gov.au/applications>.

Please see your class teacher for a copy of the Volunteer Guidelines or contact [fhowat@pac.edu.au](mailto:fhowat@pac.edu.au) for more information.

### Specialist Lessons

Boys in the Junior Primary benefit from attending the following specialist lessons.

- Art and Drama- 60 mins per week with Mrs. Kellie McCauley
- Chinese- 60 mins per week Mr David Leung.
- Music- 60 mins per week with Ms. Nichole Runge.
- Physical Education- 60 mins per week with Mr. Sam Barton.

### Additional Information from your son's class teacher

Your son's class teacher will provide additional information specifically relevant to their class including specialist timetables and class routines.

We hope 2022 will be a happy year for you and your sons in the community of Prince Alfred College. If you have any further questions, please don't hesitate to ask.