



PRINCE  
ALFRED  
COLLEGE



Parent Handbook | Year 3

Dear Parents,

Welcome to Year 3 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 are!

We especially welcome our new boys and any parents who are joining us for the first time this year.

### **SCHOOL TIMES**

Classrooms are open from 8.15 am. Boys are not permitted on the school premises before 8.15 am unless they are being supervised by a parent, attending a school activity or going to Before School Care.

8.30 am	Roll call, morning lessons
10.40	Recess eating time
10.50	Recess
11.10	End of Recess, lessons resume
1.10 pm	Lunch eating time
1.20	Lunch play
2.00	Afternoon lessons resume
3.30	School day concludes (3.15 Fridays)

### **SCHOOL ABSENTEES / LATE ARRIVALS**

Students are required to be punctual each morning. If your son is to be absent for any reason, a phone call to the Preparatory School Office on 8334 1203, email to [prepoffice@pac.edu.au](mailto:prepoffice@pac.edu.au) or message via the College App, as soon as possible to notify us is appreciated. The roll is checked by 8.45 am each day and a text message automatically 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 Prep office so the attendance register can be kept accurate.

### **COMMUNICATION**

Effective communication between school and home is vital. The school diary is an important means of communication. In it, boys will record notices and reminders. We ask you to view and sign the diary each night. In addition to the diary we will also provide you with a recap of your son's learning via Seesaw. If you have any questions or need to inform us of something, please feel free to use the diary, telephone or email.

Our email addresses at school are: [mleeson@pac.edu.au](mailto:mleeson@pac.edu.au) [sbehan@pac.edu.au](mailto:sbehan@pac.edu.au)

### **DATES FOR YOUR DIARY**

This handbook, newsletters, and App notices will give you details of activities, events, and term times throughout the year. Chapel services are held every Wednesday at 2:00 pm, and assemblies each week on Friday afternoon commencing at 2.15 pm in the ANZAC Hall. Student involvement is encouraged at both, and, subject to any health restrictions in place, parents are welcome to attend these at any time.

## **Term 1 Dates of Interest**

Week 3	Monday 14 February – Return to face-to-face teaching
Week 4	Monday 21 - Friday 25 February - Year 3 daily swimming lessons/trials
Week 5	Tuesday 1 March – Outdoor Education Camp Information session.
Week 5	Wednesday 2 March – Parent Workshop – Reading.
Week 5	Thursday 3 March - Prep 3-6 Swimming Carnival
Week 5	Friday 4 March – Light up Vanuatu BBQ Fundraiser
Week 6	Tuesday 8 March – Parent Workshop - Maths
Week 7	Monday 14 March - Adelaide Cup Public Holiday
Week 9	Monday 28 March – Grandies Day
Week 11	Wednesday 13 April – Year 3-6 Cross Country
Week 11	Thursday 14 April – Term 1 ends

## **CAMP**

**Week 2 Term 4** – 26 - 28 October - Year 3 Camp at Woodhouse, Crafers.

## **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.

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.

## **BEHAVIOUR MANAGEMENT GUIDELINES**

A parent information brochure for Behaviour Management Guidelines is available from the Preparatory School Office.

## **SUN PROTECTION**

We have a 'no hat, play in the shade' policy in 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 their own and use it.

## **PRINCES eNews**

The e-News is published on-line each fortnight. It is accessed through the school website and is

emailed to you.

### **PREP TUCKSHOP**

The Tuckshop provides pre-ordered lunches online through the Flexi schools' website or app ([www.flexischools.com.au](http://www.flexischools.com.au)). Please obtain any additional information about using this service from the Prep Office. All Combo meals and additional food items are ordered via Flexi School.

If your son does not have his lunch, he can collect a lunch voucher from the Prep office. This voucher is to the value of \$5.00 and offers him a sandwich, fruit, and drink.

Please refrain from sending any products containing nuts to the school with your child. (Note: products with the "may contain traces of nuts" are not included in this exclusion.) If your child has eaten nuts before coming to school, ensure that his hands and face are washed before entering the school. Please remind your children not to share their food. If you provide food for special occasions, e.g., birthday treats or class parties, give a list of all ingredients, and please do not include any nuts to help keep safe, highly allergic students.

### **MEDICATION**

We understand that there are occasions when your son may need to take medication during school hours. Please supply all medicines in their original pharmacy labelled containers and signed medical consent forms to the Prep Office. The front 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 medicines 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 parents. All medication is held in the Prep School Office and administered by office staff to avoid other children accessing it.

### **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 to coordinate any social gatherings for parents during the year. Class Representatives often work together to arrange joint year-level functions.

### **ASSESSMENT AND REPORTING**

The formal stages of Assessment and Reporting occur via:

- Student Portfolio tasks from a range of curriculum areas, including specialists, uploaded to SEQTA.
- Parent / Teacher Interviews will be held during Term 1 and Term 3.
- Summative Reports will be sent home at the end of Term 2 and Term 4.

We are also available to discuss any concerns you may have about your son's academic, social or behavioural development at any other time. Please contact us to organise a time or email us if you have a concern.

### **STUDENT SUCCESS TEAM**

The 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 Year 3.

SST staff are timetabled to work in each class alongside teachers with small groups and individuals to help them achieve success in their learning. Boys needing further development of specific skills may be included in morning intervention programmes.

### **ACADEMIC EXTENSION**

Academic Extension workshops will be provided for those students who are identified from school assessment data for extension in one or more areas of the curriculum. These will be in Mathematics and English in the first instance. Parents will be notified of their son's inclusion in these classes early in the school year.

Further information regarding intervention programmes and academic extension can be sought from Mrs Debbie Duffield, Learning Support Co-ordinator [dduffield@pac.edu.au](mailto:dduffield@pac.edu.au)

### **INSTRUMENTAL LESSONS**

Many students take advantage of the opportunity to learn an instrument by having lessons organised by the PAC Music Department. This is an arrangement between the Music Department and parents. If you would like your child to participate, please contact Bands and Instrumental Tuition Coordinator Mr Adam Mason – [amason@pac.edu.au](mailto:amason@pac.edu.au) - Forms for lessons are available from the Preparatory School Office.

### **HOMEWORK**

The PAC requirement for Homework at Year 3 is 20 minutes each evening from Monday to Thursday. Sometimes the Class Teachers and sometimes Specialist Teachers will set the Homework. Please make it a habit to look at your son's completed homework as this allows you to be aware of what he is doing and gives him valuable feedback. At the start of Term 1 (Week 2) boys are introduced to their weekly spelling homework. As the term progresses, mathematical skills will be introduced into the homework routine.

In addition, boys are required to read each night for at least 20 minutes.

We still encourage you to keep reading to your children. Share a children's classic together, a magazine or something which appeals to you both. It is a wonderful bonding time with great benefits.

### **SPECIALIST LESSONS**

Specialist lessons are an essential part of the curriculum and are not a stand-alone component. Boys are to come to lessons prepared, orderly and sensible, and willing to learn and contribute to the lesson.

Communication between school and home is essential and we ask that if you feel the need to contact a specialist teacher, you initially do so by email.

### **Physical Education/Sport**

All Year 3 boys receive one 60-minute Physical Education lesson and one sports lesson per week. The boys wear their sports uniform (PE shirt or house top, white shorts and sneakers) to and from school on both the day of their Physical Education lesson and their sports lesson on the Thursday. A note or email is expected if there is a medical reason for any boy not participating.

### Swimming Lessons and Sporting Events

The boys will be having swimming lessons during Week 4, Term 1. A reminder of this will be sent to parents via the college App.

Year 3 to Year 6 boys participate in Swimming and Cross Country in Term 1 and Sports Day in Term 3.

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

### Language - Chinese

All Reception to Year 6 boys participate in the Chinese program offered in the Preparatory School. Reception to Year 2 boys have two thirty-minute lessons or one sixty-minute lesson per week. Year 3 to 6 boys have one thirty-minute lesson and one sixty-minute lesson per week.

The boys build knowledge, skills, and confidence in communicating in Chinese through the program. The boys also develop an understanding of the interrelationship between language and culture. The learning experiences include a range of activities such as singing, interviewing, filming, viewing, exchanging information, language games, role-plays, projects, online research, Chinese calligraphy, artwork, and cultural performances.

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

### The Arts

The Music and Art program is offered to all boys from Reception to Year 6. Through the Arts programs the boys develop their knowledge and skills.

Music - All boys receive one sixty-minute lesson per week.

Visual Art - All boys receive one sixty-minute lesson per week.

All boys will participate in a Preparatory Shakespeare Project in Term 2, and the Jack de Vidas Art Exhibition in Term 3. Year 6 also participates in a weekly Arts Hour program incorporating Shakespeare and special event performance preparations.

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

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

### Science

All boys in Year 3 to 6 will have Science lessons in our specialist Science classroom (The Lab), with our Science teacher. The boys will cover topics in chemistry, biology, physics, and earth and space science, focusing on practical investigations and developing science inquiry skills.

Year 5 to Year 6 – boys receive one sixty-minute lesson and one thirty-minute lesson per week.

Dr Emmy Gerlach – Science Teacher – [egerlach@pac.edu.au](mailto:egerlach@pac.edu.au)

We look forward to working with you and your son throughout the coming year.

Margot Leeson

Sean Behan

**Year 3 Class Teachers**