



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 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 on Fridays)

SCHOOL ABSENTEES / LATE ARRIVALS

Students are required to be punctual each morning. If your son is absent for any reason, please notify us as soon as possible either by phone call to the Preparatory School Office on 8334 1203, email to prepoffice@pac.edu.au or message via the College App. The roll is marked 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 to keep the attendance register 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 the diary frequently and sign weekly. Weekly class notices will be shared via the PAC College App. Student learning is shared through SEQTA Engage. 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, iportolesi@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 2	Friday 10 February - FoPAC Fun Night
Week 3	Tuesday-Friday - Year 4 swimming lessons
Week 5	Tuesday 28 February - Outdoor Education Camp information session Friday 3 March - Prep 3-6 Swimming Carnival
Week 6	Year 4 Camps - 4B, 4Be Monday 6 - Wednesday 8, 4M Wednesday 8 - Friday 10
Week 7	Monday 13 March - Adelaide Cup Public Holiday
Week 10	Wednesday 5 April - Year 3-6 Cross Country Thursday 6 April - Term 1 Ends 1pm. Friday 7 April - Good Friday.

CAMP

Week 2 Term 4 – 25 - 27 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 at 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 always worn, 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

The "No hat, play in the shade" policy is enforced from the beginning of the year according to our Sun Smart Policy. Boys should apply sunscreen before school, and this is available in each classroom for reapplication in Term 1, 3 and 4.

Personal Belongings

Please clearly name all 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.

PREP TUCKSHOP

The Tuckshop provides pre-ordered lunches online through the Flexi schools' website or app (www.flexischools.com.au). Please obtain 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, provide a list of all ingredients, and please do not include any nuts to help keep highly allergic students safe.

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 Representatives' role is to liaise with 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:

- Progressive Reporting - Reports and samples of your son's work are provided to you each term for English and mathematics and each semester for all other subjects. The reports provide an assessment of your son's current work in that area and goals for improvement. The progressive reports are shared with you via 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 Preparatory School's 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 Years 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 are provided for those students 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 Fiona Howat, Inclusive Education Co-ordinator - fhowat@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. These lessons are an arrangement between the Music Department and parents. If you would like your child to participate, please contact Bands and Instrumental Tuition Coordinator Mr Andrew Edge - aedge@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. Please make it a habit to look at your son's homework to be aware of what he is doing and provide support and feedback where necessary.

At the start of Term 1 (Week 2) boys are introduced to their weekly spelling homework. As the term progresses, mathematical skills and other learning areas will be introduced into the homework routine.

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 PE uniform (PE shirt, 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. Year 3 boys have the opportunity to compete on either soccer or football against other school as part of our winter sports offering. These matches take place on a Saturday morning.

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

Swimming Lessons and Sporting Events

The boys will be having swimming lessons during Week 3, Term 1. These lessons will be held in the Red Centre pool. A reminder of this will be sent to parents via the college App.

Mr Sam Barton - PE Teacher - sbarton@pac.edu.au

Language – Chinese

All Reception to Year 6 boys participate in the Chinese program offered in the Preparatory School. Year 3 boys have three hours of Chinese fortnightly.

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.

Ms Joyce Chen - Chinese Teacher – ichen@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 in Year 3 will participate in a series of Dance lessons, culminating in a performance in Term 2. Boys will also be participating in the Jack de Vidas Art Exhibition in Term 3.

Miss Sophie Lee – Music Teacher – slee@pac.edu.au

Mrs Kellie McCauley – Art Teacher – 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.

Dr Emmy Gerlach – Science Teacher – egerlach@pac.edu.au

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

Mrs Margot Leeson

Mrs Isabella Portolesi

Year 3 Class Teachers