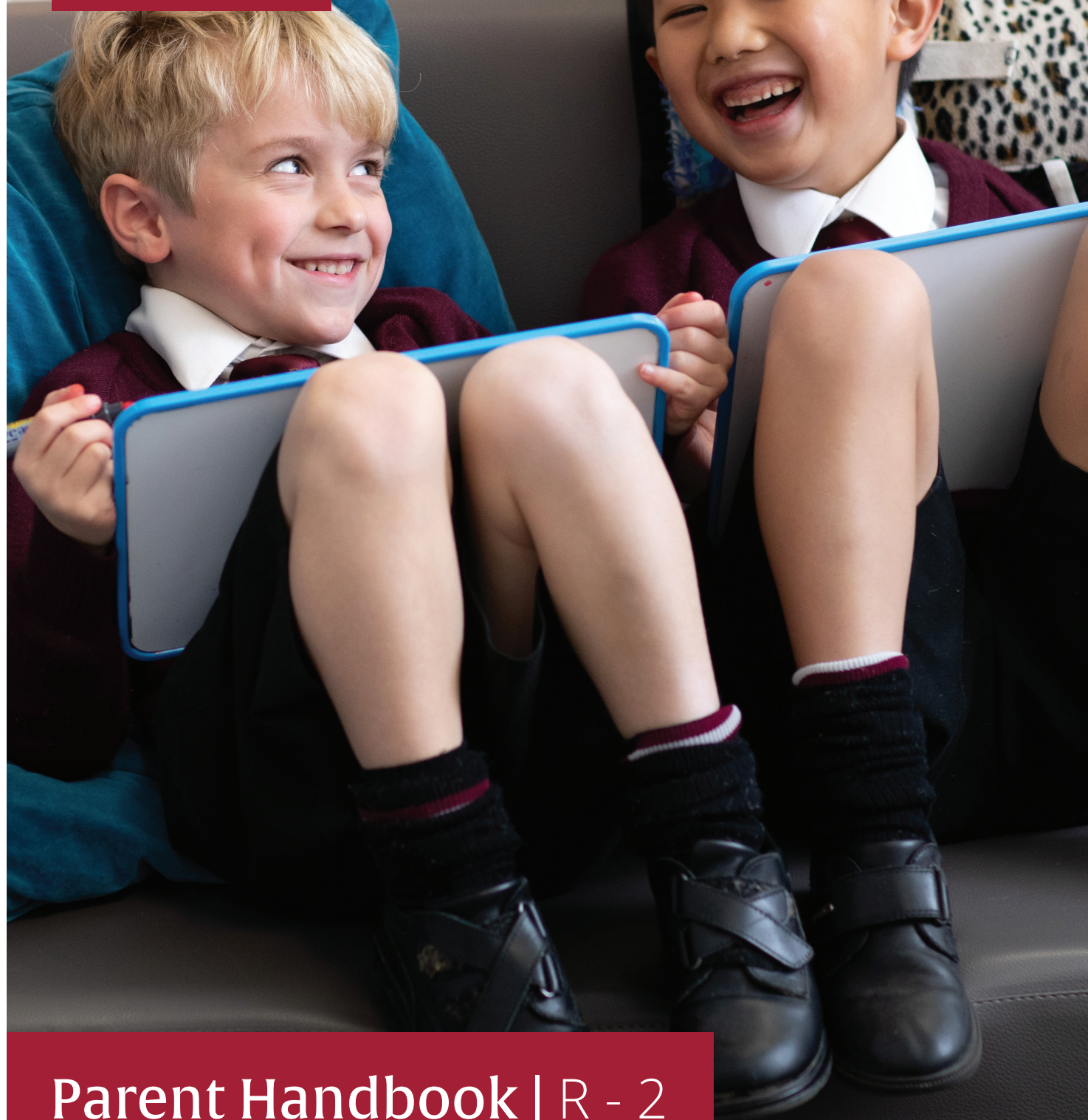




PRINCE
ALFRED
COLLEGE



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 who are 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 Heather O'Hara (Rec O'H, JP Team Leader - hohara@pac.edu.au)

Mrs Julia Blethyn (Rec JB) - jblethyn@pac.edu.au

Ms Bonnie Dawson (1D) - bdawson@pac.edu.au

Mr Christopher Richards (1R) - crichards@pac.edu.au

Mr Michael Monda (2M) mmonda@pac.edu.au

Mr Peter Waters (2W) - pwaters@pac.edu.au

Student Success Team

Mrs Fiona Howat – (Year 2) Learning Support Teacher - fhowat@pac.edu.au

Ms Amanda Rees (Reception)

Ms Elisa Bozanic (Reception)

Mrs Summa Dawson (Year 1)

Specialist Teachers

Mr Sam Barton – (PE) – sbarton@pac.edu.au

Ms Mei Leong – (Chinese) – mleong@pac.edu.au

Mrs Kellie McCauley – (Visual Arts) – kmccauley@pac.edu.au

Ms Nichole Runge (Music) – 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 are going 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- <u>Reception only</u>
3.15	School day concludes- <u>Years 1 and 2 (Friday only)</u>
3.30	School day concludes- <u>Years 1 and 2 (Monday- Thursday)</u>

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 are supervised by a teacher. 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

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, as well as reading books and any homework tasks. Please ensure that your son brings the diary and folder to school each day. The diary will be 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 on a weekly basis 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.

Seesaw

Teachers will use the Seesaw app to share student learning and progress. You will be able to 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 on-line 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 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 school has developed a comprehensive approach to communicating learning achievement throughout the year. We hope that each method complements the others and gives a very clear picture of our learning goals and your son's progress.

Online Portfolio

Samples of work will be shared via the Seesaw platform. This will include Assessment Rubrics that demonstrate progress towards the Achievement Standard for the Year Level.

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 will be held across the school during Term 1 and Term 3. Specialist teachers are available if you would like 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 they play. 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 within their classroom. 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. 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, for whatever reason, he is able to 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 so that we can 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 2pm.

Preparatory School Assembly

Preparatory School Assemblies are held on Friday afternoons at 2.15pm 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 is presenting at an Assembly.

Honour Certificates and Awards

Honour Certificates are awarded at the conclusion of 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 class work 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 a range of 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 a variety of 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 this includes non-prescription medication, 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 parents. All medication is held in the Prep School Office and administered by office staff to avoid other children having access to 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 are highly valued and will occur regularly across all areas of the curriculum 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 practice sounds, master words or extend concepts. Check checking updates to the school app to find out what your son is doing at school and find ways to make connections at home or in the community. It is expected that Junior Primary boys should allocate 20 mins per night for their Home Learning Tasks.

Dress Code – School Uniform

Details about the specific uniform that your son requires are included in a separate brochure available from the Uniform Shop which stocks all items. There is also some second-hand clothing for purchase. At Prince Alfred College we encourage the boys to take pride in their appearance and to be responsible for looking after their belongings.

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

Summer uniform is to be worn during Terms 1 and 4, including their bucket hat.

Winter uniform is to be worn during Terms 2 and 3. Boys must wear their blazers to and from school, at Chapel services, assemblies, excursions and on other formal occasions.

Sports Uniform

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

Sun Smart Policy

The "No hat, play in the shade" policy is enforced from the beginning of the year in line with our Sun Smart Policy. Please note, in 2021 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.

Hair

Boys' hair must be clean and tidy, and trimmed in a reasonable manner. 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.

BEHAVIOUR

Wellbeing

We believe that children learn best in safe, happy classrooms where there are 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 important 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. In the Junior Primary classes, these iPads remain at school to be charged and safely stored. 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.

PAC 25

Alongside formal PE lessons, Reception and Year 1 classes participate in weekly cardio and strength-based sessions that we have titled 'PAC 25'. As boys rotate through various stations, they practice skills along with functional movements to build stamina, stability, speed and agility.

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 2021, boys in reception class will be screen by occupational therapists and speech therapists. The screening is aimed at early identification of any potential issues. Parents will receive a written report from the therapists. If a full assessment is recommenced 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. The costs of these screening 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 which are given at an additional cost to parents from boys in Year 1 onwards. If your son is continuing 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. 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 they are collected by an OSHC staff member. Please refrain from supplying food snacks to other boys at this time, 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 are required to 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 hohara@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 McCaulley
- Chinese- 60 mins per week Mrs. Mei Leong.
- 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 2021 will be a happy year for you and your sons in the Prince Alfred College community. If you have any further questions, please don't hesitate to ask.