

Prince Alfred College

Junior Primary Parent Information Book



Dear JP Families and Boys,

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. We hope that 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 (R-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

Mrs Heather O'Hara (Rec O) - hohara@staff.pac.edu.au

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

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

Miss Tabytha Coggins (1C)- tcoggins@staff.pac.edu.au

Mr Tom Hunter (2H)- thunter@pac.edu.au

Mr Peter Waters (2W) - JP Coordinator – pwaters@staff.edu.au

Mrs Fiona Howat – Learning Support

Mrs Kim Adams – Learning Support

Mrs Amanda Rees – Learning Support

Communication

We firmly believe that regular communication between parents, teachers and boys is essential. In our Junior Primary section of the Preparatory School we encourage this in a variety of ways:

Diary and Take Home Folder

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 to record any messages or at home tasks. This is also where you record your child's nightly reading. Please use the diary if you need to communicate with your son's class teacher. 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.

Seesaw

Teachers in the Junior Primary classes will be using a platform called Seesaw to communicate happenings in the classrooms, learning intentions and upcoming events. 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.

With regular updates regarding your son's learning and his progress via Seesaw, including Specialist areas- Music, PE, Art and Chinese, you will be able to discuss ideas and celebrate achievements as they happen. 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 (previously a folder or scrapbook) and you will receive instructions at the end of the year to assist you to archive a record of the year via Seesaw.

iPad Program

Starting this year, all the boys from R-2 will have access to a mini iPad for use across the subject areas; following classroom agreements regarding their use. These iPads will follow the boys through the Junior Primary and we will be instructing boys about how to manage and care for the device, to use technology responsibly and to

enhance learning outcomes across the curriculum. The iPads will remain at school to be charged and safely stored. As the boys become more familiar with the device and how to select appropriate items to upload, we will be encouraging them to contribute to their online journal via the Seesaw platform.

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 1 or 2 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.

School Routines

Arrival at school

The bell rings at 8:35am for classes to commence. Buildings open from 8:15am where the classroom teacher will be in the room to supervise students, as well as staff being on duty in the yard. **Unsupervised students arriving at school before 8:15am will be directed to Out of School Hours Care.**

School Absentees / Late Arrivals

If your son is to be absent for any reason please ring/text the Prep School Office as soon as possible to notify us. 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 Prep office so the attendance register can be kept accurate.

Prep Office; 8334 1203

Absentee SMS: 0447 100 231

Email: prepoffice@pac.edu.au

Dismissal

Reception boys will be dismissed from the classrooms at 3:00pm. Years 1 and 2 boys will be dismissed at 3:30pm. Each classroom teacher will discuss the preferred pick up location. Children who are not collected within 15 minutes of their dismissal time will be sent to OSHC.

Sign out at home-time

All Reception boys are to be collected from their classrooms and 'signed out' each day on the class lists by the classroom doors. If your son is going to OSHC or home with someone else, please make a note on the sign out sheet to help us track each boy. Remember to notify OSHC if you cancel a booking and 'sign out' to reassure us that your son is safe. While we encourage parents of boys in Years 1 and 2 to collect their sons from the classrooms or Courtyard Cafe, some parents may choose for their son to meet them in one of the supervised collection areas after school.

The safest place for children to be collected is from "The Leaf" in the driveway off the Parade West. Boys can also meet parents on Dequetteville Terrace, but please be mindful of safe parking practices before asking your child to approach the car. Double parking is extremely dangerous and regularly policed. **A permission form can be obtained from the Front Office should you wish your child to be collected from one of these areas.**

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 10 minutes specifically to eat recess and lunch. Boys soon learn to make choices about what they eat at each break. A drink is also a good idea. Ice packs make the food more enjoyable during summer. The Junior Primary has a "nut aware" policy. Please avoid sending nut based products in the lunchboxes and help keep highly allergic students safe.

Eating

The covered area between the JP classrooms/Art area is called the 'Courtyard Café'. JP 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.

The Tuck Shop

The Tuck Shop sells pre-ordered lunches online through the Flexi Schools website or app (www.flexischools.com.au). Please obtain any 'additional

information about using this service from the Prep Office. All Combo meals are to be ordered via Flexi School with the boys being able to purchase an ice-cream or similar at lunch and recess.

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

Nut products are not stocked in the School Canteen's or used in the school kitchen.

Food Allergies/Intolerances

We are aware that some boys are unable, for medical reasons, to eat some foods. 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 front office.

Please refrain from sending any products containing nuts to the school with your child. (Please 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, please ensure that your child's hands and face have been thoroughly washed before entering the school. Please remind your children not to share their food. If you are providing food for special occasions, e.g. birthday treats or class parties, please provide a list of all ingredients and please do not include any nuts.

As we share food on special occasions and cook at school, it is important that we know of any allergies or intolerances. If your son is unable to share food at school, please discuss this with his teacher. Often appropriate arrangements can be made so that boys do not feel left out.

Brain Food

Learning can be a tiresome experience and children often need to snack regularly during class time to help top up energy levels. The 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.

Chapel Services

Junior Primary chapel services are held in the College Chapel on Thursdays from 8:55am and parent visitors are welcome to celebrate with us.

Each week boys who have displayed the qualities of the IB Learner Profile and Attitudes or demonstrated efforts of our 'Work Hard, Be Kind' mantra are honoured. Such Honour Certificates are awarded at the conclusion of the Chapel service. There will also be special occasions when our boys attend a whole Prep School Chapel Service in lieu of our regular service; these will be communicated by your class teacher.

Prep School Assembly

Prep Assembly (R-6) is held on Wednesday afternoons at 1:45pm 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. All this helps to build a sense of collegiality and community.

Parents love to see their children presenting at Assembly and are welcome each week. Class teachers will inform you when your son's class is presenting.

Birthdays

Should you wish to celebrate your son's birthday at school, you might like to send a small treat to share with the class, the likes of cupcakes or icy poles are encouraged for ease of distribution. Please confirm with your teacher if there are boys with any specific food allergies in the class to be catered for and include a list of ingredients.

To avoid any embarrassment or disappointment, we encourage party invitations to be given out at school discreetly via the class teacher. Class contact lists are often available early in the year to assist with communication with other families. If invitation cards are sent to school, it is best if teachers distribute invitations to ensure they get home safely through the diary.

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 & Toys at school

We certainly encourage boys to share about personal experiences and special occasions. However, we prefer 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 Tasks

Boys in the Junior Primary are not expected to complete set homework. However, we encourage you and your son to read daily. At times boys may also bring home additional tasks, sounds or words to practise. These will be communicated through his diary, blogs or emails.

Student Success Team

The Reception-Year 2 Student Success Team (SST), consisting of learning support staff and our Wellbeing Coach (Neridah Boraso R- Year 6) work with class teachers and specialist teachers to support the diverse needs of the boys in the Junior School.

SST staff are timetabled in each class every week, working 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.

Any withdrawal is done through discussion and negotiation with class teachers and is dependent on the need of each child determined by observation and assessment. Some programs to improve skills include Literacy Planet, Reading Doctor, PRELIT, MINILIT, Mathletics, Stop, Think Do and What's the Buzz.

If you have any questions about the Student Success Team, please feel free to contact one of the above staff or Marilyn Tregilgas, the co-ordinator of the SST.

Single Studies Music Lessons

The Music Department organises the timetable for individual instrumental lessons which are given at an additional cost to parents. 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 the Music department on 8334 1235.

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 - a place where learning is fun!

In each class, 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.

PAC works hard to help all boys feel safe and contribute meaningfully to the school community. Development of social and emotional skills is an integral part of each day's routine in all classes. Each JP 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.

Behaviour management guidelines

The parent Information brochure for Behaviour Management Guidelines and relevant documentation are available upon request from the preparatory school office.

The purpose of this brochure is to inform parents of the behavioural expectations of students and the procedures used to maintain a happy and safe environment in the Preparatory School.

Assessment and Reporting

The school has developed a comprehensive, 'four way' 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.

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 will be held across the school during Term 1. Specialist teachers are available if you would like specific information about your son's progress in Music, Art, Chinese or P.E.

At this stage of your son's development we encourage regular contact between parents and teachers so that we can best meet his individual needs. 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.

Student Led Conferences

Towards the end of the year we create an occasion for the boys to showcase their learning at school. Parents are led by their child through sample activities and view his school work. It is a great way for parents to experience the learning alongside their child in the classroom environment and for him to communicate his achievements in his own words.

Special Events

There are many special events held throughout the year and we aim to inform you of these in a variety of ways. The school calendar is available via the College website. In addition, your teacher will communicate events for the coming weeks, and fortnightly you will receive a copy of our e-News via email or through the PAC website (www.pac.edu.au). These are all important means of communicating with parents. Class teachers will also regularly communicate details and dates of up-coming special events through diaries and blogs.

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.

Summer uniform is to be worn during Terms 1 and 4.

The "No hat, no play" policy will be enforced from the beginning of the year. This supports the Sun Smart Policy as does the wearing of sunscreen. Sunscreen is available in each classroom but an application before school during summer is encouraged.

Winter uniform is to be worn during Terms 2 and 3.

In Term 2 and 3 boys are required to wear their blazers to and from school, at Chapel services, assemblies, excursions and on other formal occasions.

PE lessons and the wearing of sports uniform

Students are asked to 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.

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.

Parent Support

Once we have established our class routines we invite parents to assist us at school in a variety of ways. You may like to hear boys read or perhaps choose to assist with cooking, craft or an excursion. When attending an excursion with your son, please do not buy treats for your son or the boys in your group. In addition, there may not be parental approval for such treats or visits to the gift shops. Your son's class teacher will communicate ways in which you can be involved and support your son's learning experiences at school.

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 2017 will be a happy year for you and your sons in the Prince Alfred College community.