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)
Mrs Meg Burford (Rec B)
Ms Bonnie Dawson (1D)
Miss Tabytha Coggins (1C)
Mrs Margot Leeson (2L)
Mr Peter Waters (2W) - JP Coordinator
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. 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.

Blogs
The use of year level blogs is another form of communication used throughout the year. Blogs are used to communicate happenings in the classroom, learning intentions, excursions and other detail. Details of blog access is given by each classroom teacher at the commencement of the year.

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.

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.

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, could you 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 Dequettiveille 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.

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’. The Year 1 & 2 boys gather at the tables in this area (Receptions on their
Verandah) 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. The Tuckshop is not available to our JP boys at recess time, so please ensure that your son brings adequate food from home to eat for morning tea. The Reception boys have no access to the Tuck Shop during play times. Please pre-order lunches for Reception boys, including frozen snacks. Lunch orders for all boys are to be placed on-line using the Flexischools website or app (www.flexischools.com.au). Please obtain any additional information about using this service from the Prep Office.

Year 1 and 2 boys have access to the Tuckshop during lunch times only, to buy an icy-pole, or similar, when they have finished eating. Please limit your son’s spending money and encourage him to keep it in his school bag or his lunchbox rather than his pocket. Your son is encouraged not to buy food for other students or share food from his lunchbox.

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.

We share food on special occasions and sometimes cook at school so 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, which 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. Should this be the case, we request that the medicine, in the original containers, are labelled with clear instructions from the pharmacist, be given to the receptionists at the Prep Office who will supervise appropriate administration. Teachers do not give any medication unless we have a written request signed by parents. Panadol will not be given to students without consent from parents, after a phone call, if the boy feeling poorly at school.
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 (Anne Melbourne in Reception and Year 1, Katherine Baird in Years 2 and 3, Stephanie Thiele in Years 1-3 and Amanda Rees in Reception) 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 Director of Music 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.

**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 is 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.

*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.

*Portfolio*
Your son will have a special portfolio in which he will, over the year, compile samples of his work across the curriculum, including the specialist areas of learning. Portfolios will be shared each term for you to share and celebrate with your son. Included in the portfolio is an overview of work covered during the term and explanations to inform you about the place of each work sample in the curriculum.

*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. You should have received a school calendar that may mark activities relating to Prince Alfred College. 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 *Princes Parade* 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.

The School requires that hair be styled within the following limits:

- Hair must be reasonably short but no shorter than an electric comb setting of No. 2
- Hair must be brushed neatly, shaped to the head and clear of the collar and eyes.
- Boys are to be clean shaven and sideburns no lower than the earhole.
- No boy is permitted to cut their own hair or another boy’s hair.
- Extremes of style, long fringes and/or short on the side(s) and long on top, perms, use of colour, dye, gels and the like are not acceptable and may result in the student being excluded from school until his appearance is acceptable.
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 2016 will be a happy year for you and your sons in the Prince Alfred College community.