

# Prince Alfred College

## Year 4 Parent Information Book



## Dear Parents

Welcome to Year 4 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. Boys are not permitted on the school premises before 8.15am unless they are going to 'Before School Care.'

8.35am	School commences
10.25	Eating time
10.35	Recess
10.55	End of Recess
12.45	Lunch eating time
12.55	Lunch play
1.35	End of lunch
3.30pm	School day concludes

## 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, [prepoffice@pac.edu.au](mailto:prepoffice@pac.edu.au) or via sms on 0447 100 231, as soon as possible to notify us is appreciated. The roll is marked by 8.50 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.

## COMMUNICATION

Effective communication between school and home is vital. The School Diary is an important means of communication. In it boys will record Homework requirements and reminders. We ask you to view and sign the Diary each night.

In addition to the diary we will provide you with a fortnightly recap of events and details of upcoming events.

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 are: [amelbourne@pac.edu.au](mailto:amelbourne@pac.edu.au) and [gbishop@pac.edu.au](mailto:gbishop@pac.edu.au)

## DATES FOR YOUR DIARY

The school calendar, website and newsletters will give you dates of activities, events and term times throughout the year. School Assemblies are held every Wednesday in the Anzac Hall at 1.45pm and Chapel Services on Friday mornings at 8.55am. Students run both events and parents are always welcome to attend.

### Term 1 Dates of Interest

Week 4	Mon 20 <sup>th</sup> - Fri 24 <sup>th</sup> Feb	Year 4 Swimming lessons
Week 5	Wednesday 1 <sup>st</sup> March	Prep 3-6 Swimming Carnival
Week 5	Thursday 2 <sup>nd</sup> March	Clipsal Excursion

Week 6	Wed 8 <sup>th</sup> -Fri 10 <sup>th</sup> March	Year 4 Camp Victor Harbor
Week 7	Monday 13 <sup>th</sup> March	Adelaide Cup Public Holiday
Week 9	Wednesday 29 <sup>th</sup> March	Grandies Day
Week 11	Thursday 13 <sup>h</sup> April	Cross Country, End of Term

### **CAMP**

Week 6 Term 1 - Wed 8<sup>th</sup>- Fri 10<sup>th</sup> March - Year 4 Camp Victor Harbor

### **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 summer uniform is worn in Terms 1 and 4.

A detailed statement of uniform regulations can be obtained from the Uniform Shop; shirts should be tucked in and ties neatly tied and in place. At all times it is expected that the boys' uniform will be neat and shoes clean and polished.

Boys' hair must be clean and tidy, and trimmed in a reasonable manner. Hair should not be lank, unkempt, close shaven (minimum length of a number 3 cut) and not longer than collar length. In essence the hair style should not be provocative. It is not our custom to allow boys to have any body piercings or to wear jewellery

### **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.

### **SUN PROTECTION**

We have a 'no hat, no play' policy in Terms 1 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.

### **PHYSICAL EDUCATION/SPORT**

The boys wear their sports uniform to and from school on both the day of their Physical Education lesson and their Sports Training on the Thursday. Physical Education lessons occur each week and boys will be advised of the day for their class.

The Preparatory School Year 4 sport practice time is Thursdays from 2.35 to 3.45. Correct sports uniform consists of House top, white shorts and sneakers. They will need to bring any specific sport equipment they may need. E.g. racquet, hockey stick etc.

## **SWIMMING LESSONS**

This year the boys will be having Swimming lessons during week 4, Term 1. The boys will go to the Red Centre pool for a lesson each day of that week.

## **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 Tuck Shop sells 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 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 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.

Due to the large number of students with severe nut allergies PAC is a "Nut Aware" school. Nut products are not stocked in the School Canteen's or used in the school kitchen.

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 your 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.

## **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 front 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.

## **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.

## **ASSESSMENT AND REPORTING**

The formal stages of Assessment and Reporting occur via:

Student Portfolios – tasks from a range of curriculum areas, including specialists, will be made available at the end of each term.

Parent / Teacher Interviews – these will be held during Term 1.

Student Led Conferences –will be held early in Term 4

Summative Reports – these will be sent home at the end of Terms 2 and 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 Year 3-4 Student Success Team (SST), consisting of learning support staff (Marilyn Tregilgas, Stephanie Thiele) and our Wellbeing Coach and Co-educator (Neridah Boraso) work with class teachers and specialist teachers to support the diverse needs of the boys in Years 3 and 4.

SST staff are timetabled to work in each class every week, working alongside teachers, with small groups and with individuals to help them 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 as determined by observation and assessment. Some specific programs to improve skills include Literacy Planet, MULTILIT, Mathematics and Friends to further develop social skills.

If you have any questions about the Student Success Team, please feel free to contact one of the above staff.

## **INSTRUMENTAL MUSIC 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 Mr Glen Mears, the Director of Music and Performing Arts at PAC ([gmears@pac.edu.au](mailto:gmears@pac.edu.au)) - Forms for lessons are available from the school office.

## **REACH**

The College has for a long time attracted students with high intellectual potential. The provisions in the Prep School for these students have always been intended and designed to meet the social and emotional needs that so often accompany high intellectual potential, such as social integration, a sense of belonging and the need to find a place where their unique skill sets are understood and accommodated.

Provisions for students with high intellectual potential are of three types:

1. Class teachers provide differentiated learning experiences within the regular classroom program.
2. A Multi-Level class that caters for students with high intellectual potential in Years 5 & 6.

### 3. The REACH program.

This year, Matthew Tohill, Lisa Foster and John Shackleton will be providing support for those students who have been identified as working at an advanced level within various areas of the curriculum from years 2-6 as well as providing support for the teachers of these students.

The REACH program will include opportunities for both extension and enrichment in the form of workshops on skills development, aspects of English and Mathematics, and opportunities to participate in activities such as competitions, experiments and long-term projects.

AN overview of experiences offered will be sent home at the commencement of each term.

#### **HOMEWORK**

The PAC requirement for Homework at Year 4 is up to 30 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 Homework as this allows you to be aware of what he is doing and gives you an opportunity for feedback. This does not mean that you should regularly be helping him with Homework or accepting responsibility for it. It is important that your son himself develops these skills. At the start of Term 1 (Week 2) boys are introduced to their weekly homework requirements. The boys will receive tasks on Monday and will be required to complete them by Friday. It is hoped this will give your son greater flexibility in their busy week.

Boys are required to read each night for at least 10 minutes.

We also encourage you as parents to keep reading to your son. Share a children's classic together, a car magazine or something which appeals to you both. It is a wonderful bonding time and benefits your son greatly.

#### **SPECIALIST LESSONS**

Specialist lessons are an important part of the curriculum and are not to be seen as stand-alone components. It is expected that boys come to lessons prepared, in an orderly and sensible manner, willing to learn and contribute to the lesson.

For students whose behaviour is unacceptable, "Yellow Slips" will be sent home via the diary. It is an expectation that these are signed by parents before returning the diary to the class teacher the following day.

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

#### Physical Education

All Reception to Year 6 boys receive one sixty minute Physical Education lesson a week. Boys are allowed to wear their PE gear to school on the day they have PE. A note or email is expected if there is a medical reason for any boy not participating.

Reception to Year 2 boys participate in swimming in a one week block in Term 4 and JP Sports day in Term 3. 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)

### Languages- Chinese and French

All boys in Reception to Year 6 participate in the Languages program is offered from Reception to Year 6 in the Preparatory School. All Reception to Year 2 boys do Chinese, while when they get to Year 3 they have the opportunity to do French instead of Chinese, numbers permitting. Through the program, the boys develop the knowledge and skills in communication and understand the language, culture and their relationship.

Reception to Year 2 - All boys receive two thirty minute lessons or one sixty minute lesson per week.

Year 3 to Year 6 - The boys receive one thirty minute lesson and one sixty minute lesson per week.

The learning experiences include a range of activities such as singing, interviewing, filming, viewing, exchanging information, language games, role-plays, projects, on-line research, Chinese calligraphy, art work, and cultural performances. The boys are immersed in their chosen language in a culturally enriched environment.

Mrs Carol Li – Chinese Teacher - [cli@pac.edu.au](mailto:cli@pac.edu.au)

Ms Tania Carpinelli – French Teacher - [tcarpinelli@pac.edu.au](mailto:tcarpinelli@pac.edu.au)

### The Arts

All boys in Reception to Year 6 the Arts program. Through the Arts programs the boys develop their knowledge and skills in these areas.

Music - All boys receive one sixty minute lesson per week. In addition the Year 3 and 4 students have the opportunity to participate in the Year 3/4 Choir.

Art/Drama - All boys receive one sixty minute lesson per week. Semester 1 they do Visual Art and Semester 2 they do Drama.

All boys take part in the Jack de Vidas Art Exhibition in Term 3

Mrs Mandy Bell – Music Teacher – [mbell@pac.edu.au](mailto:mbell@pac.edu.au)

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

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

Warm regards,

Mrs Anne Melbourne

Mr Greg Bishop

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