



PRESBYTERIAN LADIES' COLLEGE
A COLLEGE OF THE UNITING CHURCH IN AUSTRALIA

Handbook 2012

Junior School



Contact Details

Office Hours

Monday to Friday (during school term)
8.00 am to 4.30 pm

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Email JuniorSchool@plc.wa.edu.au

Community Relations

communityrelations@plc.wa.edu.au

PLC After School Care / Vacation Care

Brenda Bishop – bbishop@plc.wa.edu.au

Uniform Shop

08 9284 5243

Canteen

08 9424 6464

Leadership Team

Head of Junior School – Heather Pope
hpope@plc.wa.edu.au

Deputy Head of Junior School – Meredith Beer
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PYP & Curriculum Co-ordinators

Curriculum Years 3 to 6 – Libby Renton
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Curriculum Pre-Kindergarten to Year 2
– Jenny Rickwood
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School Counsellor – Liezl Addinall
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08 9424 6472

Head of Junior School Personal Assistant
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08 9424 6510

2012 Term Dates

Term 1

Tuesday 31 January to Thursday 5 April

Term 2

Thursday 26 April to Friday 6 July

Term 3

Tuesday 24 July to Friday 28 September

Term 4

Tuesday 16 October to Wednesday 5 December

Mid-Term Breaks

Friday 2 March to Monday 5 March

Friday 1 June to Monday 4 June

Friday 24 August to Monday 27 August

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What We Stand For

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.

The Presbyterian Ladies' College Experience enriching your daughter's future:

- A **school** for a diverse and exceptional education that is innovative, vibrant, challenging and fostering of personal excellence.
- A **community** of friends, which is, secure, inclusive and valuing of the individual.
- An enduring legacy of **values** including commitment, responsibility, respect for others, integrity, engagement and independence.
- An **atmosphere** of learning for life where character and leadership are fostered to serve and shape the world.

Values

Integrity: to act honourably, to be honest, ethical, considerate and fair.

Self-worth: to develop high self esteem, resilience and a commitment to personal excellence.

Academic Excellence: to strive for personal academic excellence.

Rights and Responsibilities: to accept that with privilege goes individual and collective responsibility for the well being of society.

Equality: to recognise that we all have the same value and rights as other human beings and to develop a strong sense of social justice.

Diversity: to embrace diversity and live by a set of values consistent with the Christian faith.

Lifelong learning: to understand that education is a 'lifelong journey' through which the ability to actively participate in society and lead lives that are life creating and life sharing is developed.

Women and equal opportunity: to understand the continuing contribution of women to the world and equip each to become a fulfilled, equal and active member of our changing society.

Learning community: to contribute to the intellectual, spiritual and emotional growth of all learners in the Presbyterian Ladies' College community, including staff.

Environmental sustainability: to make our students aware of the 'precautionary principle' as it relates to the development of renewable energy sources and the protection and management of our natural and heritage environment.

Reconciliation: to acknowledge past and current injustices for indigenous people in Australia and strive towards reconciliation.

School Commencement 2012 Schedule

In 2012 the School Year commencement schedule will be staggered. Please read carefully and determine the schedule that relates to your student's 2012 entry year group.

The class lists will be posted on the windows of the classrooms.

Pre-Kindergarten

Monday 30 January 2012 – Wednesday 8 February 2012

| All Students | Notes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------|--------|--|-----------|---------|--|---------|---------------|--|---------|-------|--------------------------|----------------------------|--|--|---------|-------------|--|------|-------------------|--------|--|--|---------|-------------|-------------------|--|-------|--------------|
| Monday 30 January – Wednesday 1 February 2012 Pre Kindergarten Teacher Home visits by appointments | Parents to request a home visit appointment. Please contact Junior School Reception – Deb Barnaby dbarnaby@plc.wa.edu.au 08 9424 6428 to arrange by Monday 23 January 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thursday 2 February – Tuesday 7 February 2012 Pre Kindergarten small group attendance for students and parents. For details please see Appendix 'Pre K School Commencement Schedule Groups 1 – 4' | <table border="0"> <tr> <td>Arrival</td> <td>8.30am</td> <td></td> </tr> <tr> <td>Departure</td> <td>11.50am</td> <td></td> </tr> <tr> <td>Parking</td> <td>Tennis Courts</td> <td></td> </tr> <tr> <td rowspan="2">Uniform</td> <td rowspan="2">Girls</td> <td>Summer pinafore or skirt</td> </tr> <tr> <td>Short sleeved white blouse</td> </tr> <tr> <td rowspan="2"></td> <td rowspan="2"></td> <td>Sandals</td> </tr> <tr> <td>PLC sun hat</td> </tr> <tr> <td rowspan="2"></td> <td rowspan="2">Boys</td> <td>PLC striped shirt</td> </tr> <tr> <td>Shorts</td> </tr> <tr> <td rowspan="2"></td> <td rowspan="2"></td> <td>Sandals</td> </tr> <tr> <td>PLC sun hat</td> </tr> <tr> <td rowspan="2">Students to bring</td> <td rowspan="2"></td> <td>Snack</td> </tr> <tr> <td>Water bottle</td> </tr> </table> <p>Students must be taken to Summers House* and collected by an adult.</p> <p>*Summers House is the cream stand alone building nearest the Junior School carpark</p> | Arrival | 8.30am | | Departure | 11.50am | | Parking | Tennis Courts | | Uniform | Girls | Summer pinafore or skirt | Short sleeved white blouse | | | Sandals | PLC sun hat | | Boys | PLC striped shirt | Shorts | | | Sandals | PLC sun hat | Students to bring | | Snack | Water bottle |
| Arrival | 8.30am | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Departure | 11.50am | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parking | Tennis Courts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Uniform | Girls | Summer pinafore or skirt | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Short sleeved white blouse | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Sandals | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | PLC sun hat | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Boys | PLC striped shirt | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Shorts | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Sandals | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | PLC sun hat | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Students to bring | | Snack | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Water bottle | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



| All Students | Notes | |
|------------------------------------|--|----------------------------|
| Wednesday 8 February 2012 | Arrival | 8.30am |
| Full Class attendance for students | Departure | 11.50am |
| | Parking | Tennis Courts |
| | Uniform | Girls |
| | | Summer pinafore or skirt |
| | | Short sleeved white blouse |
| | | Sandals |
| | | PLC sun hat |
| | | Boys |
| | | PLC striped shirt |
| | | Shorts |
| | | Sandals |
| | | PLC sun hat |
| | Students to bring | Snack |
| | | Water bottle |
| | Students must be taken to Summers House and collected by an adult. | |

Kindergarten and Pre-Primary School Commencement Schedule

Monday 30 January 2012 – Friday 3 February 2012

| All Students | Notes | |
|---|--|---|
| Monday 30 January – No School | Kindergarten and Pre-Primary Teachers attending In-service workshops | |
| Tuesday 31 January – Small group attendance for students and parents for your allocated group time. Group 1 9.00 am – 10.30 am Group 2 1.30 pm – 3.00 pm Refer Appendix 'Kindergarten – Pre-Primary School Commencement Schedule Groups 1 – 4' | Venue Parking Uniform | Student classrooms Tennis Courts Girls Summer pinafore or skirt Short sleeved white blouse Sandals PLC sun hat Boys PLC striped shirt Shorts Sandals PLC sun hat Students to Bring Snack Water bottle |
| | Parents Program | Students |
| | Class Teacher Welcome | |
| | Class Overview | Class Activities |
| | Coffee | |
| | Individual parent teacher meeting | |
| | Information Technology and Community Workshops | |



| All Students | Notes | |
|--|--|----------------------------|
| Wednesday 1 February | Venue | Student classrooms |
| Small group attendance for students and parents for your allocated group time. | Parking | Tennis Courts |
| Group 3 9.00 am – 10.30 am | Uniform | Girls |
| Group 4 1.30 pm – 3.00 pm | | Summer pinafore or skort |
| Refer Appendix 'Kindergarten | | Short sleeved white blouse |
| – Pre-Primary School | | Sandals |
| Commencement Schedule | | PLC sun hat |
| Groups 1 – 4' | | Boys |
| | | PLC striped shirt |
| | | Shorts |
| | | Sandals |
| | | PLC sun hat |
| | Students to Bring | Snack |
| | | Water bottle |
| | Parents Program | |
| | Students | |
| | Class Teacher Welcome | |
| | Class Overview | Class Activities |
| | Coffee | |
| | Individual parent teacher meeting | |
| | Information Technology and Community Workshops | |
| Thursday 2 & Friday 3 February | Arrival | 8.30am |
| Full Class attendance for students | Departure | 2.50pm for these 2 days |
| | Parking | Tennis Courts |
| | Uniform | Girls |
| | | Summer pinafore or skort |
| | | Short sleeved white blouse |
| | | Sandals |
| | | PLC sun hat |
| | | Boys |
| | | PLC striped shirt |
| | | Shorts |
| | | Sandals |
| | | PLC sun hat |
| | Students to Bring | Snack |
| | | Water bottle |

Years 1 to 2 School Commencement Schedule

Monday 30 January 2012 – Friday 3 February 2012

| All Students | Notes | |
|---|--|--|
| Monday 30 January No School | Teachers attending In-service workshops | |
| Tuesday 31 January Small group attendance for students and parents for your allocated group time. | Venue | Student classrooms |
| | Parking | Tennis Courts |
| | Uniform | Girls Summer pinafore or skirt / skirt Short sleeved white blouse Sandals / Shoes / Socks PLC sun hat |
| Group 1 9.00 am – 10.30 am | | |
| Group 2 1.30 pm – 3.00 pm | Students to bring | Snack Water bottle |
| | Parents Program | Students |
| | Class Teacher Welcome | |
| | Information Technology and Community Workshops | Class Activities |
| | Class Overview | |
| | Coffee | |
| | Individual parent teacher meeting | |

| All Students | Notes | |
|--|--|---|
| Wednesday 1 February | Venue | Student classrooms |
| Small group attendance for students and parents for your allocated group time. | Parking | Tennis Courts |
| | Uniform | Girls Summer pinafore or skort / shirt Short sleeved white blouse Sandals / Shoes / Socks PLC sun hat |
| Group 3 9.00 am – 10.30 am | | |
| Group 4 1.30 pm – 3.00 pm | Students to bring | Snack Water Bottle |
| | Parents Program | Students |
| | Class teacher welcome | |
| | Information Technology and Community Workshops | Class Activities |
| | Class overview | |
| | Coffee | |
| | Individual parent teacher meeting | |
| Thursday 2 and Friday 3 February | Arrival | 8.30 am |
| Full Class attendance | Departure | 3.05 pm |
| | Collection | 3.10 pm Western slipway (Highway end) |
| | Uniform | Girls Summer pinafore or skort Short sleeved white blouse Sandals PLC sun hat |

Years 3 to 6 School Commencement Schedule

Monday 30 January 2012

| NEW Students Welcome Morning | Notes |
|---|---|
| <p>8.45 am</p> <p>Assembly for parents, new students, staff Hugh Baird Sports Centre, Senior School Campus. Students meet class teachers, walk back to Junior School campus for morning programme. Parents to proceed to Junior School for parent programme.</p> <p>12.15 pm</p> <p>Parents and students depart School.</p> | <p>Uniform Skirt, blouse, panama, white ankle socks, black lace up shoes.</p> <p>Parking McNeil Street oval,</p> <p>Bring School bag, morning tea, drink bottle, pencil case.</p> |
| Returning Students Yr3 to Yr6 Open Class | Notes |
| <p>1.30 to 3.30 pm</p> <p>Purpose for returning students and parents to drop in to greet teacher Locate 2012 classroom. Sort stationery.</p> | <p>Dress casual</p> <p>Bring Additional stationery not pre-ordered (Refer Class Teacher Communication in Appendix)</p> <p>Parking McNeil Street oval or tennis courts</p> |

Details regarding the School commencement Schedule please refer to Appendix.

Tuesday to Friday – 1 to 4 February 2012

| All Students | Notes |
|---|---|
| <p>Full class attendance. Commence 8.30 am</p> | <p>Summer Uniform – skirt, blouse, panama, white ankle socks, black lace up shoes. PE Uniform – blue shorts and white sport shirt, white socks and white sport shoes. School bag Nylon sports bag Library bag Lunch (Canteen will be open) Drink bottle Art smock PLC hat</p> |





Daily Life

Absences

- Please contact Junior School Reception on 9424 6428 or email juniorschool@plc.wa.edu.au before 8.35 am if your child is to be absent from school.
- Please keep students home if they are unwell and inform the school if they have a communicable illness.
- Students who leave during the school day must be signed out by an adult at Junior School Reception.
- Students returning to school or arriving late need to be signed in at Junior School Reception.
- Students attending Music classes must sign out and in at Reception when leaving and returning from Music lessons.
- Private Tuition classes must be conducted outside of school hours. Students may not be absent to attend additional tuition during School opening hours.

Absences – Extended

- In Western Australia attendance at school is compulsory from Pre-Primary.
- If parents choose to take their student out of school during term time, it is not Presbyterian Ladies' College Policy to provide work for the student/s during this time.
- Please inform Head of Junior School in writing of extended absences.

Access to School – During School Hours

- All persons entering the School during school hours of attendance must enter at Junior School Reception
- Parents and visitors to the school are required to sign in and out.
- Parents visiting to the school are required to wear their Presbyterian Ladies' College name badge
- Visitors to the school are required to wear a Presbyterian Ladies' College Visitor's badge

Assembly

- Assembly is held fortnightly in the Hazel Day Drama Centre on Friday Week A commencing at 8.35 am.
- Details of dates and venues are published each week in the Junior School Activity Bulletin.
- Any change to this roster is also published in Links and the Junior School Activity Bulletin.
- Parents are most welcome to attend any Assembly.
- Assemblies provide an ideal opportunity for students from Year 1 to Year 6 to gather together in order to:
 - Share the learning that has been happening in classrooms and celebrate special days and performances.
 - Hear about service and action.
 - Hear from the student leaders and find out what has been happening in and around the School.
 - Listen to individuals and groups perform musical items.
 - Hear from the Head of Junior School

Booklists

In 2012 the Junior School will move to a booklist levy that will form part of your annual school fees.
Please refer to Appendix – Class Teacher Communication

Canteen

- The Junior School Canteen is situated in the undercroft opposite the Swim and Recreation Centre and is open each school day from Tuesday 1 February 2012.
- Kindergarten, Pre-Primary, Year 1
 - Parents of Kindergarten, Pre-Primary and Year 1 students are requested to write on lunch bags (supplied in the classroom) and enclose the money required for the order.
 - Lunch orders are placed in the basket in the classroom each morning.
 - Classroom monitors take the basket to the Canteen in the morning and collect it at lunchtime.
- Years 2 to 6
 - Student in Years 2 to 6 may order their lunch before school between 8.15 am and 8.30 am by writing their order on a paper bag at the Junior School Canteen and enclosing the money required for the order.
- Pricelists are issued at the beginning of the term and posted on the Junior School Office Wiki.

Chapel

- Year 3 – Year 6
- Junior School Chapel Services are held every Monday in the Heather Barr Memorial Chapel located in View Street on the Senior School campus at 8.35 am.
- Pre-Kindergarten – Year 2 School Chapel Services are held once every cycle in the Heather Barr Memorial Chapel. Please refer to your child's timetable at the commencement of the School year.
- Students and parents are requested to observe silence on entering the Chapel. This offers students an opportunity for quiet reflection.
- Parents are warmly invited to attend.
- As part of Junior School Chapel Service, opportunities are provided for Music students to perform as people enter the Chapel.

Daily Timetable

| Monday – Thursday | | | Friday | | | | |
|-------------------|---|------------|--------------|-------|---|-------------|---------|
| 5 period day | | | 5 period day | | | | |
| 8.30 | – | 10.00 | Classes | 8.30 | – | 10.40 | Classes |
| 10.00 | – | 10.25 | Recess | 10.40 | – | 11.05 | Recess |
| 10.25 | – | 12.35 | Classes | 11.05 | – | 1.15 | Classes |
| 12.30 | – | 1.15 | Lunch | 1.15 | – | 1.55 | Lunch |
| 1.15 | – | 2.50– 3.25 | Classes | 1.55 | – | 2.50 – 3.25 | Classes |

Class Finish Times

| | |
|------|-----------------------|
| 2.50 | Kindergarten and Prep |
| 3.05 | Year 1 and Year 2 |
| 3.15 | Year 3 and Year 4 |
| 3.25 | Year 5 and Year 6 |

- The School is open from 8.15 am.
- Those students attending co-curricular activities prior to 8.15 am must enter school as directed by co-curricular teacher.
- All students arriving before 8.15 am who are not attending a co-curricular class must go directly to Before School Care.
- Class instructions begin at 8.30 am. Parents are expected to depart by this time.
- Daily class timetables, including specialist lessons, will be provided by individual classroom teachers at the beginning of the year.
- All changes will be noted in Links and Junior School Activity Bulletin.
- The Junior School timetable hours are that of Middle and Senior School. The Friday timetable will be managed to meet with the Junior School students' needs. Further information will be made available at commencement of the 2012 school year.
- Please note 5 minutes have been allowed between class finish times and pick up times in Slipway.

Arrival and Departures

- The School day commences at 8.30 am sharp. It is expected that all students from Pre-Kindergarten to Year 6 are in class and ready to commence learning at this time.
- School arrival time is from 8.15 to 8.30 am.
- Chapel and specialist lessons all commence at 8.35 am.
- If students arrive late parents are responsible for supervising them and accompanying them to the appropriate venue.
- Pre Kindergarten and Kindergarten students must be walked to class and signed in and out by an accompanying adult.

End of School Day – Collection

| Year Group | Dismissal Time | Pick Up Time | Collection |
|------------------|----------------|--------------|-------------------------------|
| Pre-Kindergarten | 12.00 noon | | In class pick-up |
| Kindergarten | 2.50 pm | | In class pick-up |
| Pre-Primary | 3.05 pm | 3.10 pm | Eastern Slipway (River End) |
| Year 1 | 3.05 pm | 3.10 pm | Western Slipway (Highway end) |
| Year 2 | 3.05 pm | 3.10 pm | Western Slipway |
| Year 3 | 3.15 pm | 3.20 pm | Western Slipway |
| Year 4 | 3.15 pm | 3.20 pm | Eastern Slipway |
| Year 5 | 3.25 pm | 3.30 pm | Eastern Slipway |
| Year 6 | 3.25 pm | 3.30 pm | Western Slipway |

- Parents of Pre-Kindergarten and Kindergarten students are required to collect their child from the classroom.
- In the afternoons, staff are on duty at the slipways until 3.40 pm and all students should be collected by this time.
- Any students who remain at School after 3.40 pm will be taken to After School Care and parents will be charged accordingly (if parents are late, please call Junior School Reception to qualify for 15 minutes After School Care allowance at no charge).
- For the safety of all our students Junior School students are not permitted to wait for their parents in any other areas unless they are accompanied by a sibling from Middle or Senior School, or if special arrangements have been made with the class teacher.

Pick-up / Drop off Procedures – Slipway

- The Junior School has two slipways:
- Eastern Slipway – closest to the river
- Western Slipway – closest to Stirling Highway
- Please move on if your child is not waiting or when requested by a staff member.
- All traffic signs must be obeyed. A right hand turn out of the slipway is not permitted.
- Parking in the slipway is not permitted.
- Parents please stay in your vehicle. Staff will be on duty to promote independence, ensure student safety and assist when required.
- A smooth flow of traffic is dependent on co-operation of all drivers.
- Please display your name card provided on the dash/visor.

Parking

- In the mornings limited space is available on the tennis courts for short term parking. All cars using this facility must leave by 8.30 am as the courts are used for PE lessons. Pre-Kindergarten and Kindergarten parents have priority.
- At no time is parking permitted on either of the slipways outside the Junior School.
- Please do not park in staff park bays.
- Please use marked parent bays only.
- When the School hosts meetings and special functions parking is made available on the McNeil Street oval located at the Senior School.
- There is also limited parking on the school side of McNeil Street and parents should observe the Clearway notices opposite the school.

Road Safety

- Students in Pre Kindergarten to Year 4 are not permitted to cross View Street unless accompanied by an adult.
- Girls in Years 5 and 6 must cross with one or more friends and have a teacher's permission to do so.
- Students are not permitted to wait outside the School grounds unaccompanied.
- No students are permitted to cross McNeil Street unless accompanied by an adult.
- All parents are required to obey the traffic signs in and around the School and we ask that courtesy and caution are exercised at all times in order to ensure the safety of our students.

Snacks and Lunch

All students unless using the Canteen, will need to bring a healthy snack and lunch to school.

- Pre-Kindergarten students require a named bottle of water and a snack in a named box.
- Kindergarten students require both snack and lunch to be bought in separate named boxes. A named water bottle needs to be brought to school daily.

Please ensure all students can open packaging and boxes independently.

General Information

Birthdays

- We like to celebrate student's birthdays at school and you are welcome to send a small treat for your child to share with their class.
- Please ensure that the treat is something that is manageable such as small cupcakes or biscuits.
- Please do not send food containing nuts.
- You will be advised if there are students in your child's class with other allergies.
- We encourage birthday invitations to be distributed privately unless the WHOLE class is invited.

Parent Details

- Please advise if you require separate copies of reports and other school communication.
- If you change your address, telephone number, email address or family circumstances, please inform the Registrar in writing immediately, email advice is suitable: registrar@plc.wa.edu.au. Prompt receipt of accurate information ensures your family receives all vital information from the College on time.

Emergency Contact

- Please ensure emergency contact details are up to date.
- Junior School Reception should be notified of any changes.
- Emergency contact details will only be used when we are unable to contact the student's parents or guardians.

Houses

All students in the Junior School are assigned to a House upon entry into the College. Girls remain in this House for the duration of their time at Presbyterian Ladies' College. Internal House competitions in a variety of activities including sport are arranged. The Houses are:

| House | House Colour |
|------------|--------------|
| Baird | orange |
| Carmichael | blue |
| Ferguson | red |
| McNeil | yellow |
| Stewart | green |
| Summers | purple |

2012

During the year a number of opportunities are held to meet with classroom teachers. In 2012, a commencement schedule has been planned to provide a range of opportunities throughout the first few weeks to connect with the class teacher, other parents and students. Please refer to the Junior School calendar. Additional information will be made available through Links. Additional meetings are held throughout the year to discuss teaching and learning and to offer information regarding the curriculum and other topics that may be of interest to parents. We strongly encourage parent attendance at these.

Details are published in the Links.

Coffee On Campus

- The Head of Junior School invites parents to Coffee On Campus in the Junior School from time to time.
- These provide the opportunity for informal communication between parents and various members of staff.
- Invitations to Coffee On Campus are made via Links.

Lost Property

All lost property is sent to the Junior School Reception and can be collected from here. At the end of each term, named items are returned to the owner, unnamed school uniform is laundered and sent to the clothing store and other items are given to Good Samaritans.

Lunch boxes are stored in crates outside the Junior School canteen and thrown away if not claimed within 24 hours. This is an Occupational Health and Safety issue.

Methods of Communication

- We believe that open and honest communication between the home and the School is essential in order to provide the best possible education for the students in our care.
- Parents may make appointments at mutually convenient times with staff members or the Head of Junior School. Please don't hesitate to contact the School if there are any issues you would like to discuss. Appointments can be made by emailing the relevant staff member direct or by contacting Junior School Reception.
- To make an appointment with the Head of Junior School, please contact her Personal Assistant on 9424 6510.

Links

The Links newsletter is distributed to the School Community every Friday of the school term via email and contains information about various school activities and opportunities. This is the School's means of communication. Parents are urged to view this regularly. Each issue can also be located on the PLC website.

Junior School Activity Bulletin

This Bulletin is attached to Links under Junior School. It highlights the next weeks events.

Community Handbook

The Community Handbook is distributed to all members of the School Community at the beginning of the academic year. It is available electronically at <https://ishare.plc.wa.edu.au/groups/plccommunity/>

Wikis

The Junior School Wiki is an online communication tool that can be accessed by teachers, parents and students both at School and at home. At Presbyterian Ladies' College the Wikis will be a source of information regarding the Junior School and also an area to reflect on learning. Each class will have their own Wiki page where you can view the learning taking place in your child's classroom and examples of student work. The class Wiki will be the main point to access information on classroom organisation such as timetables and important dates. Information sessions in the first few weeks of term will lead parents through the Junior School Wiki site and show you how to access all of the necessary information.

Wiki Addresses

Junior School: <https://iShare.plc.wa.edu.au> (password)

If you do not have a password or you have forgotten your password and Presbyterian Ladies' College has your correct email details on record, you may request a new password which will be forwarded to your email address: <https://myinfo.plc.wa.edu.au/password-reset.php>

Diary

School diaries will be distributed. This will be used as a means of communication between home and school. Class teachers will provide guidelines at the commencement of 2012.

Pastoral Care

Junior School Counsellor

The Junior School has a part-time counsellor Liezl Addinall; the counsellor's role is to support our students by working with the child, their teachers and their parents.

The counsellor can be contacted on laddinall@plc.wa.edu.au or by telephone 9424 6472. Appointments may be made by request via Junior School Reception.

Junior School Classroom Teachers

Any concerns regarding your child must first be brought to the attention of the classroom teacher. Where possible it is desirable to work together to resolve issues that may arise from time to time. The classroom teacher may direct you to the School Counsellor or to a member of the Junior School Leadership Team.

- Deputy
- PYP / Lead Teacher Curriculum Pre Kindergarten – Yr 2
- PYP / Lead Teacher Curriculum Yr 3 – Yr 6

Head of Junior School

The Head of Junior School is available to support students, parents and staff when required after you have been to the classroom teacher and or other appropriate staff listed on the previous page.

The Head of Junior School expects that all staff concerned will attend any meeting held so that they might all work together in finding a way forward.

Activities and Events

Camps

Year 5 students will attend camp at Point Walter in Week 2 of Term 3. This camp relates to one of the Year 5 Units of Inquiry.

Year 6 students will attend an Outdoor Education Camp at Moray, Dwellingup in Weeks 9 or 10 of Term 2. This camp is organised by the Presbyterian Ladies' College Outdoor Education Department.

Co-Curricular Programme

There is an extensive co-curricular programme in the Junior School. The details of co-curricular activities offered each term are published in the Links Newsletter and the students will be issued a Passport to record their commitments and participation throughout their time at Presbyterian Ladies' College. Co-curricular opportunities will be made available at the commencement of the School year. Parents and students are encouraged to make considered choices so as to ensure commitments are balanced and manageable.

Sports Carnival and Events

Annual sporting carnivals and events in the Junior School include:

| Sporting Carnivals and Events | When |
|--------------------------------|---------------------|
| Inter-House swimming carnivals | Term 1 |
| Inter-House athletics | Term 2 |
| Inter-School cross country | Term 3 |
| IPSHA events by invitation | Throughout the year |

Presbyterian Ladies' College observes the Sports Code of Ethics. All parents with students involved in co-curricular sporting activities are asked to ensure that they read and become familiar with this document.

http://www.ausport.gov.au/__data/assets/pdf_file/0005/115574/6._Parent_Code_of_Behaviour.pdf

Presbyterian Ladies' College prides itself in encouraging student participation and involvement in a wide range of sporting activities, focussing on developing in all of our students an understanding of fair play and the benefits associated with being involved in team sports.

Special Days and Events

Presbyterian Ladies' College acknowledges a number of special days and events. These may include days such as:

- ANZAC Day
- World Peace Day
- World Environment Day
- International Childrens' Day
- International Teachers' Day
- Harmony Day
- Presbyterian Ladies' College Founders' Day
- Remembrance Day

Special details related to each of the following days is provided to students well in advance and information is published in Links.

Junior School Arts Day: This is a very special day at Presbyterian Ladies' College and mirrors Arts Day in the Middle and Senior School. Junior School Arts Day is held in Term 3 and all parents are invited to attend. On this day we collapse the timetable and students have the opportunity to participate in a wide variety of arts related activities.

Grandparents and Special Friends Day: In Term 3, 2012 we invite grandparents and special friends of students in Pre Kindergarten to Year 4 to visit Presbyterian Ladies' College Junior School and participate in activities with the student. Further details regarding this day will be provided.

PYP Exhibition Year 5: This is the culminating event of the PYP and provides students with the opportunity to develop their own Unit of Inquiry with the support of their teachers. As a part of the PYP Exhibition the students present a performance and prepare a visual display. On this occasion students share their learning with parents and invited guests.

Junior School Speech Night: At the conclusion of the School year, all students in Years 1 to 6 come together to celebrate their learning. Prizes are awarded to students in Years 4 to 6 and both the Principal and Head of Junior School address the audience.

Year 6 Final Assembly: Parents are invited to attend a whole School assembly led by Year 6 students in the last week of term.

Pre-Primary Nativity: For many years it has been a tradition at Presbyterian Ladies' College for the Pre-Primary class to create a Nativity play that is performed in the Heather Barr Memorial Chapel.

IPSHA Visual and Performing Arts Festivals are held annually. Details of these events will be shared via the Junior School Activity Bulletin.

Parent Resources

PLC Auxiliary

The PLC Auxiliary fosters friendship and communication among parents by providing hospitality at various functions and by organising class functions and special events such as Open Garden Day. The PLC Auxiliary meets in the Boarding House Sitting Room once a month on a Monday at 9.00 am. Information regarding these meetings is published in Links.

Parent Classroom Representatives

Each year a parent is selected to be a Classroom Representative. If you are interested in becoming a parent Classroom Representative please contact your student's teacher direct to find out more about duties and responsibilities.

Parents' Committee

The Parents' Committee represents all parents at Presbyterian Ladies' College and aims to involve parents in activities organised by the School support groups. They have been involved in a number of initiatives to date and are responsible for organising events such as the Parent Sundowner and Junior School Parent Information Evening.

The Committee is elected late in Term 3 and is a sub-committee reporting to the School Council. The President is a member of the Council. All interested parents are welcome to attend meetings and encouraged to become involved in activities.

The Parents' Committee for 2012:

President: Jenny Playford

Vice-Presidents: Chris Simpson and Raewyn O'Sullivan

Treasurer: Veronica Jarrett

Secretary: Suze Leitao

If you are interested in joining the Parents' Committee or have any feedback please email parentscommittee@plc.wa.edu.au. Meetings are held in the Boardroom at Scorgie House at 7.30 pm, generally on the first Tuesday of each month during the School term.



Parent Help and Involvement

Parents are encouraged to participate actively in the Junior School and we always welcome you to assist in a number of ways. These may include:

- Library book covering and shelving: please contact library staff if you are able to assist with book covering and shelving. The Library number is (08) 9424 6462.
- Accompanying excursions or assisting at incursions: requests for assistance will be made by the teacher who is organising the excursion or incursion.
- In class support: please contact your child's classroom teacher.
- Mentoring: please contact Junior School Reception.
- Athletics / Sporting Events

Parent Help and Involvement Guidelines

- Parents in the class are to assist the whole class as requested by the class teacher.
- Parents are required to observe confidentiality when assisting in school – information of any kind regarding progress or behaviour.
- All parent volunteers need a Working With Children Check clearance. Forms are available from the School or Australia Post outlets.

School Camps:

- Requests for assistance will be made by the teacher who is organising the camp.

Visual Art Assistance:

- Please contact Colleen Garland at cgarland@plc.wa.edu.au .

Out of School Hours Care

Before and after school care and vacation care are offered at Presbyterian Ladies' College.

Before school care supervision is available from 7.30 am – 8.15 am in the Junior School.

After school care located in Summers House is offered for students in Pre-Primary to Year 6 and is available from the end of the school day until 6.00 pm. Afternoon tea is provided, homework is supervised and activities are organised opportunities. Presbyterian Ladies' College follows the guidelines documented in the Framework for Australian Government.

After school care is also available on early finishing days.

Vacation Care is available during school holidays from 8.00 am to 6.00 pm Monday to Friday (except public holidays and PLC Staff Days) and is available for students from Pre-Primary to Year 6.

The Framework for School Age Care in Australia, My Time Our Place provides the guidelines for the Out of School Care Programme available at Presbyterian Ladies' College.

For all information regarding these programmes please contact Junior School Reception or Brenda Bishop on 9424 6508, mobile 0408 884 797 or email bbishop@plc.wa.edu.au.

Uniforms

At Presbyterian Ladies' College, we encourage our students to take pride in their uniform and it is the expectation of the School that it be worn neatly and correctly at all times.

Pre-Kindergarten, Kindergarten, Pre-Primary and Year 1

| Summer uniform | Winter uniform |
|---|--|
| PLC polo shirt | PLC rugby top |
| PLC skort (Years 1 to 3) | PLC skort (Years 1 to 3) |
| PLC navy shorts (boys) | PLC polo shirt |
| PLC pinafore (girls) | Navy fleecy track pants OR pinafore |
| White T-shirt under pinafore (optional) | White sport socks |
| PLC hat | White or navy skivvy under pinafore |
| White sport shirt (Year 1 only) | Cardigan |
| Coloured House shirt (Year 1 only) | Black knee-high socks, black tights |
| Navy swim shorts (Year 1 only) | White sport shoes |
| PLC Rash vest (Year 1 only) | Black lace-up or plain black single strap and buckle |
| White sport shoes with Velcro | |
| Navy sandals with Velcro | Navy or tartan hair ribbon or scrunchie |
| White hair ribbon or scrunchie | |
| Other Items | |
| School bag | |
| Book bag (for home readers) | |
| Library bag | |
| Art smock | |

Years 2 to 6

| Summer uniform | Winter uniform |
|--|---|
| PLC skirt | PLC skirt |
| PLC skort (Years 1 to 3) | PLC skort (Years 1 to 3) |
| PLC blouse | PLC blouse |
| PLC panama hat | PLC beret |
| White ankle socks | PLC jumper |
| Black lace-up shoes | PLC blazer |
| White hair ribbon or scrunchie | Knee-high black socks or black tights |
| PLC bathers (Years 3 to 6) | Black lace-up shoes |
| PLC rash vest (Years 3 to 6) | PLC track suit |
| PLC bathing cap House colours (Years 4 to 6) | Navy or tartan hair ribbon or scrunchie |
| PLC sports hat | |
| PLC sport shorts | |
| White sport shirt | |
| Coloured House shirt | |
| White sport shoes | |
| Year 2 (Optional for year 3) | |
| PLC rash vest + navy swim shorts | |
| Other Items | |
| School bag | |
| Nylon sports bag | |
| Library bag (Years 2 to 4) | |

Please label all items of clothing clearly, including shoes, socks and hat.

Art

Students require a waterproof Art Smock, which is to be worn to Art Lessons. The smock is to be purchased through the booklist and will be kept in Classrooms.



Health and Wellbeing

Health Centre

The Health Centre is located near the Presbyterian Ladies' College Boarding House. Students feeling unwell are asked to seek a teacher's permission and take their Student Diary with them to the Health Centre. The School nurse will contact the parent/carer if a student is unwell and needs to be taken home.

For further information on communicable diseases, Health Centre guidelines and medication can be found in the Presbyterian Ladies' College Community Handbook.

Anaphylaxis

- What is anaphylaxis?
Anaphylaxis is a severe, often rapidly progressive allergic reaction that is potentially life threatening.
- What causes anaphylaxis?
Anaphylaxis is most commonly caused by food allergies. Any food can cause an allergic reaction, however, nine foods cause 90% of reactions in Australia and these are: peanuts, tree nuts (eg., hazelnuts, cashews, almonds), egg, cow's milk, wheat, soybean, fish, shellfish and sesame.

Although students are made aware that they are not to share food from the lunch boxes at school, we would ask that parents exercise caution in packing any of these food products as there are students in Junior School affected by anaphylaxis.

Brain Food

All students are encouraged to have a water bottle with them in the classroom. This is particularly advisable during the warmer weather. They may also bring healthy food, such as vegetable sticks or pieces of fruit to eat if they get hungry during class time at the discretion of the classroom teacher. Please do not send nuts or nut products.

Head Lice

Head lice are a common problem in any school and we request that parents are vigilant in monitoring their student's hair and advising the class teacher or Junior School Reception if lice are found. When head lice are detected all members of the cohort will be advised.

Sun Smart

- PLC has a 'no hat, no play' policy and all students must wear a hat during recess, lunch and Physical Education lessons.
- Students without a hat on a given day will be asked to sit in the shade during these times.
- Students are not permitted to lend panamas or berets.

Medical Information

Medical information regarding student's health is kept within the Presbyterian Ladies' College Health Centre and the School nurses are responsible for managing individual health programmes, emergency responses and disseminating this information to relevant staff. It is essential that parents keep the Health Centre staff informed of all health issues pertinent to their child and take care to ensure that this is updated on a regular basis.





PRESBYTERIAN LADIES' COLLEGE
A COLLEGE OF THE UNITING CHURCH IN AUSTRALIA

IMAGINE

