Contact Details

Office Hours
Monday to Friday (during school term)
8.00 am to 4.00 pm

Street Address
18 to 24 McNeil Street
Peppermint Grove WA 6011

Telephone
08 9424 6428

Email
juniorschool@plc.wa.edu.au
please note that PLC email addresses
are not case sensitive

Junior School Receptionist –
Mrs Deb Barnaby
Deb.Barnaby@plc.wa.edu.au

PA to Head of Junior School – Ms Tara Holmes
Tara.Holmes@plc.wa.edu.au
08 9424 6510

Leadership Team
Head of Junior School – Mrs Heather Pope
Heather.Pope@plc.wa.edu.au

Deputy Head of Junior School
Mrs Meredith Beer
Meredith.Beer@plc.wa.edu.au

PYP & Curriculum Co-ordinators
Pre-Kindergarten to Year 2
Mrs Jennifer Rickwood
Jennifer.Rickwood@plc.wa.edu.au
08 9424 6572

Years 3 to 6
Mr Paul O’Brien
Paul.Obrien@plc.wa.edu.au
08 9424 6465

Junior School Counsellor
Ms Adele Ribnick
Adele.Ribnick@plc.wa.edu.au

Wellbeing and Service Co-ordinator
Mrs Katy Howes
Katy.Howes@plc.wa.edu.au

Learning Co-ordinator
Ms Ayomi Perera
Ayomi.Perera@plc.wa.edu.au

Uniform Shop
414 Stirling Highway, Claremont
08 9460 6243

Junior School Canteen
08 9424 6464

IT Help Desk
(08) 9424 6469

Music Department
(08) 9424 6512

2017 Term Dates

Term 1
Tuesday 31 January to Friday 7 April

Term 2
Wednesday 26 April to Friday 30 June

Term 3
Tuesday 25 July to Friday 22 September

Term 4
Tuesday 10 October to Thursday 7 December (1.00 pm)

Mid-Term Breaks
Friday 3 March
Monday 6 March

Friday 2 June
Monday 5 June

Friday 18 August
Monday 21 August
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For a site plan of the school and visitor parking areas please refer to inside back cover.
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 comes individual and collective responsibility for the wellbeing 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 equipment 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 2017 Schedule

In 2017 the School year commencement schedule will be staggered for Pre Kindergarten, Kindergarten and Pre Primary. Please read carefully and determine the schedule that relates to your student’s 2017 entry year group.

Pre-Kindergarten School Commencement Schedule

Monday 30 January to Friday 3 February 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 30, Tuesday 31 January 2017</td>
<td>Parents are to contact Junior School Reception to make an appointment: <a href="mailto:juniorschool@plc.wa.edu.au">juniorschool@plc.wa.edu.au</a> or telephone 08 9424 6428</td>
</tr>
<tr>
<td>Wednesday 1 and Thursday 2 February 2017 (pm only)</td>
<td>Pre-Kindergarten teacher home visits by appointment</td>
</tr>
</tbody>
</table>
| Wednesday 1 to Friday 3 February 2017 | Arrival 8.30 am  
Venue Pre-Kindergarten classroom  
Departure 12.30 pm  
Parking Junior School Visitor carpark  
Uniform Refer uniform information sheet provided  
Students to bring Snack Lunch (separate container) Water bottle  
Please display priority parking name cards. Students must be taken to and collected from the classroom by an adult. |
<p>| Group A Wednesday 1 February  |
| Group B Thursday 2 February  |
| Group C Friday 3 February  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 6 February 2017</td>
<td>Full class attendance for students:</td>
</tr>
<tr>
<td></td>
<td>3 day programme – Monday, Tuesday, and Wednesday.</td>
</tr>
<tr>
<td></td>
<td>5 day programme – Monday to Friday.</td>
</tr>
<tr>
<td></td>
<td>Arrival 8.30 am</td>
</tr>
<tr>
<td></td>
<td>Departure 2.00 pm</td>
</tr>
<tr>
<td></td>
<td>Parking Junior School Visitor carpark</td>
</tr>
<tr>
<td></td>
<td>Uniform Refer uniform information sheet provided</td>
</tr>
<tr>
<td></td>
<td>Students to bring Snack</td>
</tr>
<tr>
<td></td>
<td>Lunch (separate container)</td>
</tr>
<tr>
<td></td>
<td>Water bottle</td>
</tr>
<tr>
<td></td>
<td>Please display priority parking name cards. Students must be taken to and collected from the classroom by an adult.</td>
</tr>
</tbody>
</table>
## Kindergarten School Commencement Schedule

**Monday 30 January to Friday 3 February 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday 30 January</strong></td>
<td>No school Teachers attending in-service workshops</td>
</tr>
<tr>
<td><strong>Tuesday 31 January</strong></td>
<td>Venue Student classrooms Parking Junior School Visitor carpark Uniform Refer uniform information sheet provided Students to bring Snack Water bottle</td>
</tr>
<tr>
<td>Small group attendance for students and parents for your allocated group time. <strong>Group A</strong> 8.45 am to 10.15 am Class visit <strong>Group B</strong> 10.45 am to 12.15 pm Class visit <strong>Group C</strong> 1.15 pm to 2.45 pm Class visit</td>
<td></td>
</tr>
<tr>
<td>Parent Programme</td>
<td>Student Programme</td>
</tr>
<tr>
<td>Class Teacher Welcome</td>
<td>Class Activities</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Class Overview</td>
</tr>
<tr>
<td>Class Overview</td>
<td><strong>Parent Programme</strong></td>
</tr>
</tbody>
</table>

*Venue: Student classrooms*  
*Parking: Junior School Visitor carpark*  
*Uniform: Refer uniform information sheet provided*  
*Students to bring: Snack Water bottle*
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 1, Thursday 2 and Friday 3 February</td>
<td>Full class attendance for students.</td>
</tr>
<tr>
<td>Arrival between 8.15 am and 8.30 am</td>
<td>Arrival between 8.15 am and 8.30 am</td>
</tr>
<tr>
<td>Departure 2.50 pm</td>
<td>Departure 2.50 pm</td>
</tr>
<tr>
<td>Parking Junior School Visitor carpark</td>
<td>Parking Junior School Visitor carpark</td>
</tr>
<tr>
<td>Please display priority parking name cards</td>
<td>Please display priority parking name cards</td>
</tr>
<tr>
<td>Uniform Refer uniform information sheet provided</td>
<td>Uniform Refer uniform information sheet provided</td>
</tr>
<tr>
<td>Students to bring Snack Lunch (separate container) Water bottle</td>
<td>Students to bring Snack Lunch (separate container) Water bottle</td>
</tr>
<tr>
<td>Please display priority parking name cards. Students must be taken to and collected from the classroom by an adult.</td>
<td>Please display priority parking name cards. Students must be taken to and collected from the classroom by an adult.</td>
</tr>
</tbody>
</table>
# Pre-Primary School Commencement Schedule

Monday 30 January to Friday 3 February 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday 30 January</strong> – No school</td>
<td>Teachers attending in-service workshops</td>
</tr>
</tbody>
</table>
| **Tuesday 31 January**      | Venue: Student classrooms  
Parking: Junior School Visitor carpark  
Please display priority parking name cards  
Uniform: Refer uniform information sheet provided  
Students to bring: Snack, Water bottle |
| **Group A** 8.45 am to 10.15 am | Class visit                                                          |
| **Group B** 10.45 am to 12.15 pm | Class visit                                                          |
| **Group C** 1.15 pm to 2.45 pm | Class visit                                                          |
| **Wednesday 1, Thursday 2 and Friday 3 February** | Full class attendance for students.  
Arrival: between 8.15 am and 8.30 am  
Departure: 3.05 pm  
Parking: Junior School Visitor carpark  
Please display priority parking name cards  
Uniform: Refer uniform information sheet provided  
Students to bring: Snack, Lunch, Water bottle  
Please display priority parking name cards. Students can be taken to and collected from the classroom by an adult, or collected from the Eastern Slipway at 3.10 pm.  
Parent Programme: Class Teacher Welcome, Information Technology  
Student Programme: Class Activities, Class Overview |
### Years 1 to 6 School Commencement Schedule

Monday 30 January 2017

<table>
<thead>
<tr>
<th>NEW Student Welcome Morning</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.45 am</strong></td>
<td></td>
</tr>
<tr>
<td>Assembly for parents, new students and staff in the Hugh Baird Sports Centre, Senior School Campus.</td>
<td><strong>Uniform</strong> PLC Summer Uniform (no panama hat) Refer uniform information sheet provided</td>
</tr>
<tr>
<td><em>(Please note – Year 1 students are to come straight to Junior School)</em>.</td>
<td><strong>Parking</strong> Junior School Visitor carpark McNeil Street</td>
</tr>
<tr>
<td>Students meet class teachers, walk back to Junior School campus for morning programme.</td>
<td><strong>Students to bring</strong> School bag Snack Water bottle Pencil case</td>
</tr>
<tr>
<td>Parents to proceed to Junior School for parent programme.</td>
<td></td>
</tr>
<tr>
<td><strong>12.30 pm</strong></td>
<td></td>
</tr>
<tr>
<td><em>(Year 1 conclude at 10.30 am)</em></td>
<td><strong>(Year 1 conclude at 10.30 am)</strong> Welcome Morning concludes.</td>
</tr>
</tbody>
</table>
## Years 1 to 6 School Commencement Schedule (continued)

<table>
<thead>
<tr>
<th>Returning Students</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Years 1 to 6 Open Class</strong></td>
<td></td>
</tr>
<tr>
<td>2.00 pm to 3.00 pm</td>
<td>Dress Casual</td>
</tr>
<tr>
<td></td>
<td>Bring Additional stationery not pre-ordered (Refer Class Teacher Communication in Appendix)</td>
</tr>
<tr>
<td></td>
<td>Parking Junior School Visitor carpark McNeil Street</td>
</tr>
<tr>
<td></td>
<td>Students to bring Equipment needed for first day of school.</td>
</tr>
<tr>
<td><strong>Please note:</strong> teachers are required to attend a meeting at 3.00 pm.</td>
<td></td>
</tr>
</tbody>
</table>

**Tuesday 31 January to Friday 3 February 2017**

<table>
<thead>
<tr>
<th>All Students</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full class attendance</td>
<td>Dress PLC Summer Uniform Refer uniform information sheet provided</td>
</tr>
<tr>
<td>Classes commence at 8.35 am</td>
<td>Bring Nylon sports bag with PE Uniform School bag PLC sun hat Snack Lunch (Canteen will be open) Water bottle</td>
</tr>
</tbody>
</table>
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 at home if they are unwell and inform the School if they have a communicable illness.
• Students who leave school during the 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 the 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 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 for Years 1 to 6 is held most fortnights (Week B). Please refer to your child’s timetable at the commencement of the School year.
• Details of dates and venues are published each week in the Junior School Parent Bulletin.
• Any change to this roster is also published in Links and the Junior School Parent Bulletin.
• Parents are most welcome to attend any Assembly.
• Assemblies provide an ideal opportunity for students from Years 1 to 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 2017, the Junior School will have a booklist levy that will form part of your annual school fees. The school will organise the purchase of booklist items for children from Pre-K to Year 5. Parents of children in Year 6 will be provided with a booklist in November. Please refer to the Welcome Letter from the Class Teacher for further information regarding any additional items that may be required.

Canteen
• The Junior School Canteen is situated in the undercroft opposite the Swim and Recreation Centre and is open each school day from Tuesday 31 January 2017.
• The School has implemented an online system for student lunch orders.
• Junior School students from Kindergarten to Year 6 are required to lodge online lunch orders by 8.00 am. Cash orders can also be made at the canteen before school.
• Pricelists are issued at the beginning of the term and are available from the class teacher.

Chapel
• **Years 2 to 6**: School Chapel Services will be held weekly in the Heather Barr Chapel located in View Street on the Senior School campus.
• **Pre-Kindergarten to Year 1**: School Chapel Services will be held once every cycle in the Heather Barr 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 Service. This offers students an opportunity for quiet reflection.
• Parents are warmly invited to attend. We ask that food and drink are not brought in to the Chapel.
• As part of Junior School Chapel Service, opportunities are provided for Music students to perform as people enter the Service.
Daily Timetable

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5 period day</strong></td>
<td><strong>5 period day</strong></td>
</tr>
<tr>
<td>8.35 am – 10.00 am</td>
<td>Classes</td>
</tr>
<tr>
<td>10.00 am – 10.25 am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.25 am – 12.35 pm</td>
<td>Classes</td>
</tr>
<tr>
<td>12.35 pm – 1.15 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.15 pm – 2.50 pm – 3.25 pm</td>
<td>Classes</td>
</tr>
<tr>
<td>8.35 am – 10.40 am</td>
<td>Classes</td>
</tr>
<tr>
<td>10.40 am – 11.05 am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.05 am – 1.15 pm</td>
<td>Classes</td>
</tr>
<tr>
<td>1.15 pm – 2.00 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.00 pm – 2.50 pm – 3.25 pm</td>
<td>Classes</td>
</tr>
</tbody>
</table>

**Class Finish Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 pm</td>
<td>Pre-Kindergarten</td>
</tr>
<tr>
<td>2.50 pm</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>3.05 pm</td>
<td>Pre-Primary, Year 1 and Year 2</td>
</tr>
<tr>
<td>3.15 pm</td>
<td>Year 3</td>
</tr>
<tr>
<td>3.20 pm</td>
<td>Year 4</td>
</tr>
<tr>
<td>3.25 pm</td>
<td>Year 5 and Year 6</td>
</tr>
</tbody>
</table>

- The School is open from 8.15 am.
- Those children attending co-curricular activities prior to 8.15 am must enter School as directed by co-curricular teacher.
- All children from Pre-Primary to Year 6 arriving before 8.15 am who are not attending a co-curricular class must go directly to Junior School Library, open from 7.30 am. Pre-Kindergarten and Kindergarten early arrival arrangements will be communicated directly to parents.
- Class instructions begin at 8.35 am. Parents are expected to have left the School building 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 the Junior School Parent Bulletin.
- The Junior School timetable hours are that of 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 2017 school year.
- Please note 5 minutes have been allowed between class finish times and pick up times in slipway.
Arrival and Departures

• School arrival time is between 8.15 am and 8.30 am.
• The School day commences at 8.35 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.
• 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. Late students must also sign in at Junior School Reception.
• Pre-Kindergarten and Kindergarten students must be walked to class and signed in and out by an accompanying adult.
• Pre-Kindergarten, Kindergarten and Pre-Primary parents must display their priority parking name card when parking in the Junior School Visitor carpark.

End of School Day – Collection

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Dismissal Time</th>
<th>Pick Up Time</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>2.00 pm</td>
<td></td>
<td>In class pick-up</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>2.50 pm</td>
<td></td>
<td>In class pick-up</td>
</tr>
<tr>
<td>Pre-Primary</td>
<td>3.05 pm</td>
<td>3.10 pm</td>
<td>Eastern Slipway</td>
</tr>
<tr>
<td>Year 1</td>
<td>3.05 pm</td>
<td>3.10 pm</td>
<td>Eastern Slipway</td>
</tr>
<tr>
<td>Year 2</td>
<td>3.05 pm</td>
<td>3.10 pm</td>
<td>Western Slipway</td>
</tr>
<tr>
<td>Year 3</td>
<td>3.15 pm</td>
<td>3.20 pm</td>
<td>Western Slipway</td>
</tr>
<tr>
<td>Year 4</td>
<td>3.20 pm</td>
<td>3.25 pm</td>
<td>Eastern Slipway</td>
</tr>
<tr>
<td>Year 5</td>
<td>3.25 pm</td>
<td>3.30 pm</td>
<td>Western Slipway</td>
</tr>
<tr>
<td>Year 6</td>
<td>3.25 pm</td>
<td>3.30 pm</td>
<td>Western Slipway</td>
</tr>
</tbody>
</table>

• Parents of Pre-Kindergarten and Kindergarten children are required to collect them from the classroom.
• The eldest child is to go to the younger sibling’s allocated slipway.
• In the afternoons staff are on duty at the slipways until 3.45 pm and all students should be collected by this time. Please follow any requests or directions given by these staff.
• Any students who remain at school after 3.45 pm will be taken to the after school care facility, Camp Australia, 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 children are not permitted to wait for their parents in any other areas unless they are accompanied by a sibling from Senior School or 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 the co-operation of all drivers.
- Please display your name on the dash/visor. Clear display of this card enables a more efficient and smooth system.

Parking

- For drop off and pick up only, parents with priority parking name cards (Pre-Kindy, Kindy and Prep), indicated by colour, are permitted to park in parent bays located in the Junior School Visitor car park.
- The Junior School Visitor car park is available to parents visiting the School between 9.00 am and 2.00 pm, or after 3.45 pm.
- At no time is parking permitted on either of the slipways outside the Junior School.
- Please do not park in under cover staff parking bays.
- When the School hosts meetings and special functions, limited parking is made available at Star of the Sea Church on the corner of Stirling Highway and McNeil Street.
- 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. A named water bottle needs to be brought to school daily.
- Pre-Kindergarten and Kindergarten students require both snack and lunch to be brought in separate named boxes.
- Please ensure all students can open packaging and boxes independently.

Transportation

Students may elect to walk or cycle to school or use public transport. Bicycle racks are located between the Music Department and McNeil Street and next to the SRC – under cover.

Student cards issued each year may be used for public transport. Details are available at Junior School Reception juniorschool@plc.wa.edu.au or telephone 08 9424 6428.
General Information

Birthdays

• We like to celebrate children’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.
• Birthday invitations are to be distributed privately, outside of school.

Parent Details

• Please advise in writing to the Registrar 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 is suitable, registrar@plc.wa.edu.au. Prompt receipt of accurate information ensures your family receives all vital information from the School 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 School. Internal House competitions in a variety of activities including sport are arranged. The Houses are:

<table>
<thead>
<tr>
<th>House</th>
<th>House Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baird</td>
<td>Orange</td>
</tr>
<tr>
<td>Carmichael</td>
<td>Blue</td>
</tr>
<tr>
<td>Ferguson</td>
<td>Red</td>
</tr>
<tr>
<td>McNeil</td>
<td>Yellow</td>
</tr>
<tr>
<td>Stewart</td>
<td>Green</td>
</tr>
<tr>
<td>Summers</td>
<td>Purple</td>
</tr>
</tbody>
</table>

2017

During the year, a number of opportunities are held to meet with classroom teachers. In 2017 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 the weekly email newsletter, 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 Links.

Coffee On Campus/Community Conversations

- The Head of Junior School invites parents to Coffee On Campus and Community Conversations in the Junior School from time to time.
- These provide the opportunity for informal communication between parents and various members of staff.
- Invitations to these events are made via Links and RSVP is usually via TryBooking.
Lost Property

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

Lunch boxes, flasks and water bottles 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 children in our care.

- Parents may make appointments at mutually convenient times with staff members or the Head of Junior School. Please 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 or email tara.holmes@plc.wa.edu.au.

Links

Links newsletter is distributed by email to the School Community every Thursday of the school term 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 Parent Bulletin

This Bulletin is attached to Links under Junior School. It highlights the next week’s events and parents are urged to view this bulletin.

All online communications can easily be accessed through the PLC website or via the PLC App for mobile devices.

Student Diary

Depending on the age of your child, the School will issue either a hard copy diary or students will access an electronic diary for 2017.
Pastoral Care

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 Head of Junior School
- PYP / Curriculum Co-ordinator Years 3 to 6
- PYP / Curriculum Co-ordinator Pre-Kindergarten to Year 2

Junior School Counsellor
The Junior School has a full-time counsellor, Adele Ribnick. 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 Adele.Ribnick@plc.wa.edu.au or by telephone 9460 6116. Appointments may be made by request via Junior School Reception.

Wellbeing and Services Co-ordinator
Katy Howes co-ordinates wellbeing programmes in the School. This role is responsible for implementing programmes and supporting teachers and students in the development of skills and strategies so that our students can be mentally healthy and the best version of themselves.

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 previously.

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.
Events and Activities

Outdoor Education
Year 5 students attend a residential camp. This experience is related to one of the Year 5 Units of Inquiry and is generally held at Point Walter. Dates will be available as soon as the School receives confirmation of the venue booking.

Year 6 students attend an outdoor education camp, which is generally held at Moray, Dwellingup. 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. 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:

<table>
<thead>
<tr>
<th>Sporting Carnivals and Events</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-House swimming carnival</td>
<td>Term 1</td>
</tr>
<tr>
<td>Inter-School cross country</td>
<td>Term 3</td>
</tr>
<tr>
<td>Inter-House athletics</td>
<td>Term 4</td>
</tr>
<tr>
<td>*JIGSSA events by invitation</td>
<td>Throughout the year</td>
</tr>
</tbody>
</table>

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.


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.

PLC Events

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

- ANZAC 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.

**Class Teacher Meeting:** This initial meeting is an important opportunity to meet with the teacher. As well, it is for parents to learn of the communication systems available at PLC. The class teacher will be able to assist you.

**IPSHA:** Visual and Performing Arts Festivals are held biannually. Details of these events will be shared via the Junior School Parent Bulletin.

**Junior School Art and Book Week Festival:** This is a very special week at Presbyterian Ladies’ College and mirrors Arts Day in the 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. Parents are welcome to attend.

As part of the Festival we invite grandparents and special friends of students in Pre-Kindergarten to Year 6 to visit and participate in activities with the students. Further details regarding this day will be provided.

**Open Garden Day:** Residents in the local vicinity open their gardens to visitors in Term 4 each year. Details and information are published in Links by the Office of Communications and Engagement.

**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.

**Year 6 Final Assembly:** Parents are invited to attend a whole School assembly led by Year 6 students in the second last week of Term 4.

**Junior School End of Year Assembly:** Towards the conclusion of the School year, all students in Years 1 to 6 come together to celebrate their learning. In 2017, the Junior School End of Year Assembly will be held on Tuesday 5 December at 6.00 pm.
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:

- 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 regarding information of any concerning progress or behaviour when assisting in school.

School Camps

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

Visual Art Assistance

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

Out of School Hours Care

Please note that on normal school days the Junior School Library is open from 7.30 am. Children from Pre-Primary to Year 6 who are not attending before school co-curricular are welcome. This facility is not available to Pre-Kindergarten and Kindergarten students owing to legislative requirements.

After school care is available at Presbyterian Ladies’ College. Camp Australia host an after school care programme on normal school days from the end of school until 6.00 pm for students in Pre-Kindergarten to Year 6. Afternoon tea is provided, homework is supervised and educational activities are organised. Camp Australia is located in Summers House on Junior School campus. For further details and information please contact Camp Australia: http://www.campausralia.com.au/


For any information about before and after school care, please do not hesitate to contact Junior School Reception on telephone 9424 6428 or email juniorschool@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. Please ensure that all items are labelled clearly, including shoes, socks and hat.

The uniform requirements for your child are as follows:

**Pre-Kindergarten to Pre-Primary**

**Formal Uniform:**
- Divided skirt
- Junior polo top
- or
- Pinafore – worn with junior polo top in summer
  - worn with white or navy long sleeved top in winter
- Navy polar fleece jacket
- Cardigan
- White socks with stripes for Summer
- Black knee high socks for Winter
- Black tights in Winter

**Sport Uniform:**
- Sports hat
- Kindy polo top
- Navy Shorts
- Rugby top
- Fleecy track pants

Please note that the sport uniform can be worn in place of the formal uniform for Pre-Kindy, Kindy and Pre-Primary. **The sport uniform is the daily uniform for boys.**

**Shoes:**
- Navy sandals for Summer
- Single strap, T-Bar or lacing black shoes
- Sports shoes - predominately white preferred, white soles only

**Years 1 – 2**

**Formal Uniform:**
- Divided skirt
- Junior polo top
- or
- Pinafore – worn with junior polo top in summer
  - worn with white or navy long sleeved top in winter
- Navy polar fleece jacket
- Cardigan
- White socks with stripes for summer
- Black knee high socks for Winter
- Black tights in Winter

**Sport Uniform:**
- Sports hat
- Navy Shorts
- Sports Top
- House Top
- Swimwear - Rash vest and swim shorts or Bathers one piece
- Bathing Cap
- Track Top
- Track Pants

**Shoes:**
- Navy sandals for Summer
- Single strap, T-Bar or lace-up black shoes for winter
- Sports shoes – predominately white preferred, white soles only
Years 3 – 6
Formal Uniform:
Skirt
Blouse
Jumper
Blazer
Tie
Panama in summer
Beret in winter
White socks with stripes for Summer
Black knee high socks for Summer
Black tights in Winter

Sport Uniform:
Sports Hat/Cap
Navy Shorts
Sports Top
House Top
Bathers one piece
Bathing Cap
Track Top
Track Pants

Shoes:
Single strap, T-Bar or lacing black shoes
Sports shoes – predominantly white preferred, white soles only

Throughout the year, if warmth is required at a formal occasion or function, blazers must be worn as the outer garment in public. Ties are also required for formal occasions and excursions, unless informed otherwise. It is a requirement that the Summer panama hat and the Winter beret are worn to and from school.

Hair Options for PreK to Year 6:
Summer – white or multi ribbon, white scrunchies
Winter – navy, tartan or multi ribbon, navy scrunchies

Hair longer than the collar must be tied back.
Hair must not be allowed to hang over the face.

It is not acceptable to wear:
- Flat hair fasteners in colours other than white in Summer, navy blue and black in Winter. Spring clips are not acceptable.
- Makeup or nail polish.
- Girls and parents are asked to give full co-operation to this requirement. Any jewellery worn is liable to be confiscated. No responsibility for confiscated property will be taken by the School. If ears are pierced, matching small sleepers or very small simple studs in plain silver, plain gold or pearl may be worn, one only in the lobe of each ear.

Changing into PE Uniform
- Students in Years 1 to 3 may wear their PE uniform to school and remain in this uniform on the days that they have PE.
- Students in Years 4 to 6 may wear their PE Uniform to school if they have PE in Period 1, 2 or 3. They will then change into their regular school uniform at the conclusion of the PE lesson.
- Students in Years 4 to 6 will change into their PE uniform at the commencement of the PE lesson if they have PE in Period 4 or 5. They must wear their regular school uniform to school and bring their PE uniform in their sports bag. This also applies if they have before school co-curricular sport.

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 the classroom.

Due to the hands on approach in Art lessons there is the possibility that art materials may come into contact with the students’ uniform. If this occurs we recommend using Sard OxyPlus Stain Remover on the fabric as a prewash.
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 child is unwell and needs to be taken home. The Health Centre can be contacted on 08 9424 6432.

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 the 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.

Anaphylaxis

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.

Head Lice

Head lice is 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 is detected all members of the cohort will be advised.

Sun Smart

- PLC does have 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 panama or berets.