



Pymble Ladies' College



**Parent Handbook
2016**

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Principal's Message



Welcome to the 2016 Pymble Ladies' College handbook.

2016 will be an exciting year as we celebrate our Centenary. In 1916 Dr John Marden founded the College for girls and young women to enjoy an outstanding educational experience. Today the spirit of our founder lives on as *Pymble* students enjoy the benefits of an innovative learning environment and exceptional curricular and co-curricular opportunities.

This Handbook provides information for the Preparatory, Junior, Middle, Upper and Senior Schools.

The Handbook is a useful guide for parents providing general information relevant to all students across the College. Information relating to the Health Care Centre, Student Counselling and Learning Support Services, the College Uniform Shop, Student Diary and Chapel is included in the general section.

Relevant information pertaining to the individual schools is provided in the Handbook following the General information section.

I encourage you to use the Handbook as a handy reference guide and to keep abreast of the College's expectations of students and the many services and opportunities available for your daughter.

A handwritten signature in black ink that reads "Vicki Waters".

Mrs Vicki L Waters
PRINCIPAL

Towards 2020 – Striving for the highest

Imagining a school in four years' time is no easy task.

When the school is *Pymble* - with its committed community, passionate staff and brilliant, engaged students - envisioning the future becomes a shared adventure in imagination.

Wanting to capture the limitless energy and ideas of our vast community, we threw open the doors to every possibility. We wanted the whole community - students past and present, right through to parents and Council members - to own and direct their future.

The result was a community consultation process that lasted 18 months and, through surveys, forums and extensive internal consultation, generated more than 8,000 individual elements of feedback.

Towards 2020 reflects worldwide shifts in learning environments and technology, and our desire to anticipate and lead these changes while we nurture every girl to her potential. It also builds on our past College strategic plan. Having delivered on all of our key goals, our sights are firmly on the future.

Together, we have begun a remarkable journey to 2020.



College Community

COLLEGE COUNCIL

Chair of College Council Mr Braith Williams BBus, FAIBF, FFin

Deputy Chair Mrs Sonia Powell BEc, FIAA, FFin

Members The Reverend Stephen Aynsley BTh

Mr Fred Chilton RFD, BA, LLB(Syd), LLM(Harv)

Dr Paul Goyen MB BS Hons(Syd)

Mr James Hunter BSc(UNSW), DipEd(UNE), MBA(AGSM)

Mr Roger Parker BSc(Hons), MRICS, FAPI, CFM

Mrs Meredith Scott BEc(Syd), FCA

Ms Sonya Willis BEc (Syd), LLB Hons(UTS), LLM Hons(Cantab)

Secretary to the College Council Ms Glenda Butler BEd(LittB)

SENIOR EXECUTIVE

Principal Mrs Vicki Waters MSchM, BEd, DipT, MACE, MACEL, GAICD

Deputy Principal/Dean of Students Mrs Julie Shaw MEd, BEd, DipT, MACE, MACEL

Dean of Curriculum Innovation Mr Justin Raymond BEd, MACEL, MACS

General Manager Mr David Sexton BBus

Director – Finance and Risk Mr Roger Shewell BComm, CPA

KEY STAFF

Chaplain Reverend Punam Bent MDiv, MMin

Chaplain Reverend Lorenzo Rodriguez Torres MA, BA(Hon), BTheol

Head of Senior School Mrs Nicola Wyse MA(Lit), BA, DipEd

Head of Upper School Mrs Melissa Boyd DipEd, BHLthSci

Acting Head of Middle School Mr Paul Bulmer BA (Hons)

Head of Junior School Mr Nigel Walker BA MEdAdmin GradDipEd DipBus MACE

Head of Preparatory School Mrs Karen Ahearn MEd, BA, DipEd

Director of Boarding Mrs Deanne Elliott MEd, Admin, BEd, DipEd

Director of Improvement Strategy Mrs Sally Egan Dip Ed, BEd, MEdLead

Director of Innovative Technologies Mr Mark Sullivan BEd(Sec)

Director of Music Mrs Sabina Turner DipMus(AMEB), BMus, DipEd

Director of Planning and Administration Mrs Judith Read DipTeach, BSc, DipLaw, GDLP

Director of Sport and Activities Mr Cameron Anderson BHumMvt, DipEd

Director of Studies Mr Stephen Dunk MA, BA, DipEd

Director of Teaching and Learning Mrs Deborah Williams MEd, BA, DipEd

Director – Community Engagement Mrs Kelly Mancey MA(OrgComm), BTeach(EC),
GradCertMkt

Director – Human Resources Ms Catherine Reynolds BA, GradCertHR, HRCert IV, Cert
IV WAT, CAHRI

Contact Details

RECEPTION

Office Hours: 7.30am – 4.30pm

Telephone: +61 2 9855 7799

PREPARATORY SCHOOL

Office Hours: 8.00am – 3.45pm

Telephone: +61 2 9855 7720

prepadmin@pymblelc.nsw.edu.au

ABSENTEE TELEPHONE

(Midnight to 9.30am): +61 9855 7720

JUNIOR SCHOOL

Office Hours: 8.00am – 4.00pm

Telephone: +61 2 9855 7700

junioradmin@pymblelc.nsw.edu.au

ABSENTEE TELEPHONE

(Midnight to 9.00am): +61 2 9855 7756

WET WEATHER SPORTS

Junior School (IPSHA): 1992 2767

MIDDLE SCHOOL

Office Hours: 7.45am – 3.45pm

Telephone: +61 2 9855 7611

middleschool@pymblelc.nsw.edu.au

ABSENTEE TELEPHONE

(Midnight to 9.00am): +61 2 9497 7806

UPPER SCHOOL

Office Hours: 7.45am – 3.45pm

Telephone: +61 2 9497 7865

upperschool@pymblelc.nsw.edu.au

ABSENTEE TELEPHONE

(Midnight to 9.00am): +61 2 9497 7807

SENIOR SCHOOL

Office Hours: 7.45am – 3.45pm

Telephone: +61 2 9497 7871

ABSENTEE TELEPHONE

(Midnight to 9.00am): +61 2 9497 7808

seniorschool@pymblelc.nsw.edu.au

WET WEATHER INFORMATION

Secondary School Visit:

My Pymble>Quick links

THE CONDE LIBRARY – SENIOR SCHOOL

Telephone: +61 2 9855 7661

Open:

Monday to Thursday

7.30am – 6.00pm

Fridays 7.30am – 4.00pm

COLLEGE UNIFORM SHOP

Telephone: +61 2 9855 7745

Term time

Monday, Tuesday, Wednesday, Friday

12.00pm – 4.30pm

Thursday 12.00pm – 6.00pm

(5.30pm in Terms 2 and 3)

Vacation

First Monday before school resumes

each term (except public holidays):

9.00am – 4.30pm

**Contact telephone numbers are
available at
www.pymblelc.nsw.edu.au**

2016 Term Dates

TERM 1	Thursday 28 January to Friday 8 April
TERM 2	Wednesday 27 April to Friday 24 June
TERM 3	Tuesday 19 July to Thursday 22 September
TERM 4	Tuesday 11 October to Wednesday 7 December

PUBLIC EXAMINATION DATES 2016

YEARS 3, 5, 7 AND 9
National Assessment Program –
Literacy and Numeracy (NAPLAN)
12 May – 15 May

YEAR 12
Higher School Certificate (HSC)
13 October – 4 November

NSW PUBLIC HOLIDAYS 2016

GOOD FRIDAY	Friday 25 March
EASTER MONDAY	Monday 28 March
ANZAC DAY	Monday 25 April
QUEEN'S BIRTHDAY	Monday 13 June
LABOUR DAY	Monday 3 October

2017

GOOD FRIDAY	Friday 14 April
EASTER MONDAY	Monday 17 April
ANZAC DAY	Tuesday 25 April
QUEEN'S BIRTHDAY	Monday 12 June
LABOUR DAY	Monday 2 October

All Schools

College Mission

To create a personalised learning environment for each *Pymble* girl to develop a passion for learning and scholarship, a strong assurance of her own worth and the desire and values to contribute meaningfully to her local and global communities.

College Vision

To provide an education universally acknowledged for its outstanding quality and exceptional opportunities.

College Values

Five important values reflect our spirit, heritage and traditions, our Christian beliefs as a Uniting Church school and our commitment to providing meaningful, personal learning experiences for every *Pymble* girl.

Care for self and concern for others sustain and enhance our social, physical and learning environment. We express care daily through considerate and compassionate attitudes and behaviour.

Courage, through the attributes of fortitude, strength of character, resilience and determination, gives us the confidence to stand up for what is right, respond to the needs of others and make a positive, purposeful contribution to the world around us.

College Values

Integrity is evidenced through sincerity, a commitment to the truth and habits of sound judgment and ethical conduct. By adhering to high principles, we develop the moral framework fundamental to achieving great personal fulfilment and contributing to society.

Respect enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard. Through respect, we promote greater self-esteem in ourselves and others and create a community where achievement, education, life balance and a love of learning are supported.

Responsibility encourages leadership and initiative, a spirit of service and commitment and the opportunity to make a positive contribution to the school community and ultimately, society at large.

College Motto

All' Ultimo Lavoro – Strive for the highest

The Origin of the Motto 'All' Ultimo Lavoro' is Italian from Dante, broadly interpreted as Strive for the Highest. This was selected by Dr John Marden, the founding Principal of the Presbyterian Ladies' College, Pymble, for use by both PLC Croydon and in 1916 PLC, Pymble.

Chapel

At the geographical and spiritual heart of Pymble Ladies' College you will find the Chapel. Students, staff, families, ex-students and members of the community regularly gather within the Chapel to worship, pray, reflect and grow. The spiritual life of the College is not, however, restricted to within the walls of this beautiful building.

As a school of the Uniting Church in Australia, the Christian faith is a core element of our identity. It underpins and informs our values, activities and attitudes. In the daily life of the College, this faith is expressed in many settings, including Chapel services, assemblies, student wellbeing programs and the classroom. All students, from Kindergarten to Year 12 are encouraged to explore and express their spirituality in a manner appropriate to their age and understanding. We seek to foster the discovery and development of faith, whilst at all times respecting the diversity of our community.

Pymble's Chaplains provide spiritual leadership and support to the College community. This includes the oversight of the spiritual wellbeing of the students, weekly worship services and pastoral ministry to students both past and present. The Chaplains are also involved in student fellowship groups in both the Junior and Secondary Schools which seek to provide further opportunity for the girls to discover and share their faith.

Chapel services provide an opportunity for students to engage with their own spiritual identity and journey. These services are a chance to slow down in the midst of the busy routine of the school day and offer a time and space to wrestle with the big questions of life, purpose and meaning.

Chapel

All students have the opportunity to participate in the leadership of these services in a number of ways including music performances, readings, and prayer. As a college of the Uniting Church in Australia, our services are inherently both Christian and ecumenical. We seek to celebrate faith in its many varied forms and expressions.

IGNITE

Ignite is a student-led Christian fellowship group that meets every Wednesday lunch. During this time the girls support one another, have fun, explore the Bible and faith issues, talk together and pray.

The group seeks to share the light of Jesus with the community of the school, encouraging those who have a faith in God, whilst also providing a safe space for students who are curious to find out more. The girls host a number of events throughout the year, including inter-school afternoons and the annual retreat weekend. The group is supported by the Chaplains and other staff members. All girls in Years 7 to 12 are welcome to attend.

SYNTHESIS

Like Ignite, these groups provide a safe space for students to chat, question and explore questions of faith. Synthesis is run in year groups on different days. Information will be provided in Chapel and on the Ignite noticeboard.

Contact Chaplains

Reverend Punam Bent

PBent@pymblelc.nsw.edu.au

Reverend Lorenzo Rodriguez Torres

LRodriguezTorres@pymblelc.nsw.edu.au

Student Wellbeing

The wellbeing of students is overseen by the Dean of Students and led by the Head of School and the Connect Team, formerly the Pastoral Care Team. In addition, all teachers are responsible for the health and wellbeing of each student. There is a strong link between student learning and wellbeing and the College aims to authentically integrate wellbeing and each student's academic program. We strive for a school wide approach to each student's education where value is placed upon the growth and development of the spiritual, emotional, social, physical and academic domains. Experiencing positive relationships, gaining autonomy and creating a sense of purpose are each important components of wellbeing. The College values a growth model of development and more specifically promotes the concept of self-actualisation. When students believe that their most basic abilities can be developed through hard work and dedication there is a corresponding shift towards intrinsic motivation and productivity. Expressing creativity, engaging in the pursuit of knowledge, journeying towards spiritual enlightenment, developing emotional and social skills and the desire to contribute to society are key themes across the five Schools. The commitment to respond to challenges and to persevere teaches students the skills necessary to thrive during the more demanding periods in their lives.

At *Pymble* we strive to instil in students a sense of self-belief in times of success and, more importantly, in times of failure. *Pymble* encourages students to embrace a journey of growth in all aspects of their development.

Student Wellbeing

The Wellbeing Program aims to encourage:

- care and concern for the wellbeing of others: their rights, belongings, feelings and opinions
- personal responsibility and self discipline for learning and conduct
- respect for diversity and richness of backgrounds, cultures and abilities
- a willingness to contribute positively to the College community
- increasing independence as the students move through the Secondary School

Student Wellbeing Group Parent representatives will be sought shortly after School commences in 2016. The College encourages parents to volunteer for this position so that one parent per Student Wellbeing group is available to promote events, assist with communication and facilitate feedback.

Five Schools, One Campus

Pymble is divided into five separate schools on the one campus. All five schools have their own Head of School and Junior, Middle, Upper and Senior also have their own Deputy Head of School. All five schools also have their own distinct precinct. Five schools on the one campus provides more leadership opportunities and additional age-specific academic and personal care for each student.

Your daughter will be encouraged to explore a vast array of programs while benefiting from specialist teachers and *Pymble's* outstanding facilities.

Parent Support Groups

Parents of all Pymble Ladies' College students are members of the *Pymble* Parent Association (PPA) for the duration of their daughter's enrolment at the College. An elected committee of parents oversee the day-to-day running of the PPA. All parents are encouraged to attend the quarterly meetings of the PPA and are welcome to be involved on the committee.

The PPA objective is to promote the wellbeing of the College and its students and to represent the parents in the following ways:

- to encourage participation in the life of the College and a sense of community amongst parents by providing a variety of social functions
- to raise funds to allow the College to purchase equipment and to fund special projects not covered by its normal budget
- to represent parents in the life of the College and liaise with the Principal and College Council

The PPA and individual Parent Support Groups (PSGs) communicate with parents via the weekly newsletter which is emailed to parents every Thursday during term time. Upcoming events are listed on the College website and *Pymble* App. Parents can offer their time and assistance by becoming involved in the following groups.

A great variety of support groups operate under the auspices of the *Pymble* Parent Association and include:

- Senior School Parent Group (SSPG)
- Upper School Parent Group (USPG)
- Middle School Parent Group (MSPG)
- Junior School Parent Group (JSPG)
- Preparatory School Parent Group (PSPG)

Parent Support Groups

- Boarding Parent Group (BPG)
- Music Support Group (MSG)
- Rowing Support Group (RSG)
- Snow Sports Support Group (SSSG)

More information about the Parent Support Groups is also available in the relevant section of this handbook or on the portal.

Change of Contact Details

Any change of address, telephone number or emergency contact numbers should be notified via email to collegeservices@pymblelc.nsw.edu.au or by logging onto the College website using your username and password in the 'MyPymble Login' and clicking on 'Change of Details'.

Uniform and Appearance

All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance within the College and outside in the community. Full school uniform, including the appropriate school hat, should be worn to and from the College. Find out more in the relevant sections of this handbook and the Student Diary.

PDHPE AND SPORTS TRAINING

Students are to change into sports uniform, including appropriate footwear and hat, at the start of the PDHPE lesson. At the end of the period, students change back into full school uniform. Students attending before-school sports training can arrive at school in PE/sports uniform but all students should be attired in full school uniform in time for Period 1 unless they have PDHPE in Period 1. All students

Uniform and Appearance

must leave the school dressed in full school uniform and not their sports uniform unless they are travelling home by car. Any breach of this rule will be cumulative and may result in detention. Students may travel home in full school tracksuit after Sport in Terms 1 and 4. For information regarding the requirements for Preparatory School students please refer to the Preparatory School section of this handbook.

MUFTI DAYS

At times, girls are permitted to wear casual clothes for the purpose of fundraising. On these days the casual clothes worn by the girls should be appropriate. Tops should have sleeves and should be long enough to cover the girls' midriffs; short shorts are not permitted, enclosed shoes must be worn for safety reasons. No Ugg boots or thongs are permitted on mufti days. The usual expectations regarding hair, makeup and jewellery and sun protection apply.

Student Code of Behaviour

At Pymble Ladies' College everything we do is underpinned by the ethos of the Uniting Church in Australia and the core values of our College which are: **Care, Courage, Integrity, Respect and Responsibility.**

Our values also define our rights and the corresponding reciprocal responsibilities we have to ourselves and to others in the community.

ALL MEMBERS OF THE COLLEGE COMMUNITY HAVE THE RIGHT TO:

- feel safe, physically, socially and psychologically
- learn, teach and work, free from disruption or distraction

Student Code of Behaviour

- be happy, respected, accepted, encouraged, supported and valued
- have their person, property and privacy cared for and protected; and
- be treated fairly and equitably

Our Student Code of Behaviour is based on these values and the responsibilities which come from our rights. We demonstrate them in the following ways.

CARE IS DEMONSTRATED BY:

- showing compassion and consideration for all
- treating everyone with respect, fairness and courtesy
- helping and encouraging others
- acting in a safe manner
- treating school property, your own and other people's property with respect and care; and
- keeping the environment clean and tidy

COURAGE IS DEMONSTRATED BY:

- meeting the challenges provided in and outside of the classroom to the best of your ability
- standing up for what you believe is right – never condoning bullying, harassment, or unfair treatment, and reporting incidents which may occur
- modelling appropriate behaviour at all times and encouraging others to do so
- asking questions when you don't understand or voicing opinions appropriately
- demonstrating initiative and leadership as necessary; and
- not participating in unacceptable or unsafe activities and behaviours, even if pressured to do so

Student Code of Behaviour

INTEGRITY IS DEMONSTRATED BY:

- being honest and truthful; and
- pursuing what you believe is right

RESPECT IS DEMONSTRATED BY:

- being thoughtful of and co-operating with others
- appreciating the gifts, talents and uniqueness of others
- allowing other students to learn and teachers to teach – not disturbing nor disrupting in class or other activities
- listening to others and responding thoughtfully
- treating people with courtesy including standing to greet members of staff or visitors when they enter a classroom, opening doors for adults, speaking quietly on public transport
- demonstrating pride in the school through wearing the uniform correctly and being well groomed
- keeping classrooms and grounds clean, tidy and free from litter
- moving around the College in an orderly and considerate manner
- extending due courtesy to visitors to the College, greeting them politely and offering guidance and assistance
- replying to invitations appropriately and by the requested date and writing a letter of thanks after a function, or after receiving a gift or prize; and
- not criticising, ridiculing, belittling or humiliating others

RESPONSIBILITY IS DEMONSTRATED BY:

- being punctual to classes and activities
- committing yourself fully to your academic, physical, social, emotional and spiritual development
- preparing carefully for and participating to the best of your ability in all classes and activities

Student Code of Behaviour

- completing all tasks, homework and other work, in a punctual manner
- obeying the College rules and meeting College expectations
- obeying policies related to the use of technology and electronic devices
- following directions given by staff members, immediately and with good grace
- working co-operatively with staff and others to create a happy, safe, learning place
- owning your own behaviour and actions
- reporting to the nearest teacher any accidents, incidents or damage involving yourself or others; and behaving publicly in ways that reflect positively on yourself, your family and the College, in and out of school uniform

Promoting Positive Behaviour

All students and staff have the right to feel safe and happy at the College. Each individual's worth and dignity should be valued and affirmed in our community. A safe, caring and supportive environment exists when each individual takes responsibility for the safety of self and others; and each person shows respect for self, others and property. All forms of harassment, including bullying will not be tolerated at the College.

The College aims to foster self-discipline and responsible citizenship through a clear, firm, consistent approach to managing behaviour. High standards of personal conduct are expected from all students as a means of providing a safe and secure environment.

Promoting Positive Behaviour

Pymble Ladies' College does not use or promote corporal punishment of any kind, nor does it condone the administering of corporal punishment by parents or caregivers to enforce discipline.

Positive Peer Relations

The College is committed to building a safe environment which promotes positive self-esteem and personal growth for all. Teasing and bullying in any form, including cyber-bullying, are not tolerated at the College.

Bullying is repeated incidents of aggression and targeted behaviour which cause discomfort, embarrassment or pain to another person. It can be physical, psychological or emotional and can include comments, gestures, extortion and exclusion. Bullying is an abuse of power by an individual or by a group of people. It is never fun; it is never a joke.

CONNECT CLASS, SUBJECT AND SPECIALIST TEACHERS WILL:

- Explain the terms bullying, harassment and teasing
- Discuss strategies that girls can use to assist them to deal with bullying
- Create opportunities to develop each girl's self-esteem and resilience
- Discuss the responsibility of each girl in the class to care for one another
- Refer any concerns of this nature to the Stage or Student Co-ordinators, Deputy or Head of School

Positive Peer Relations

Refer to the College Anti-bullying policies via the link listed below:

www.pymblelc.nsw.edu.au/mypymble/college-policies

Reports of bullying will be investigated by the Stage or Student Co-ordinators, Deputy Head or Head of School. This usually involves interviewing those concerned and dealing with the matter as quickly as possible. Parents will be informed, and counselling may be offered to all parties. In the event of re-offences of bullying (i.e. repeated cases of bullying by the same girl), the Head of School will refer the matter to the Deputy Principal/ Dean of Students.

Procedural Fairness

It is the responsibility of the College to determine which behaviour may require disciplinary action and to determine the appropriate consequences. In all our dealings with students and their families, the principles of procedural fairness will apply. Our aim is to assist students in learning to take responsibility for their words and actions, to accept that there are consequences for unacceptable behaviours and to support students in learning and practising responsible behaviour. When responding to incidents of inappropriate behaviour, consequences guided by the core concepts of fairness and restorative justice, will be applied.

Consequences will:

- Be appropriate to the behaviour
- Be consistent in application, while being mindful of special circumstances
- Address any harm done to another party
- Attempt to restore positive relationships between individuals

Technology

Information Technology plays an important role in everyday life at *Pymble*. Instructional, creative, assistive and innovative technology tools are seamlessly integrated into the College's teaching and learning programs allowing students the chance to achieve their academic goals in a way that would not be possible using traditional methods.

Your daughter is a child of the digital age and the College endeavours to prepare her to succeed in our ever-evolving world. From her first Preparatory School days she will have access to computers, iPads and interactive whiteboards. In Year 5 she will gain invaluable experience with the introduction of the laptop computer program and by then she will be fully immersed in the College's technology program. Features of the program include:

- Junior and Secondary School students are given a *Pymble* network username, space on the network to store data and unlimited filtered Internet access. Students receive a personal email address from Junior School
- Music labs equipped with computers connected to electronic keyboards for music students plus design, image and video editing facilities are located in the Secondary School
- Expansive high-speed wired network complemented by flexible wireless network that links all buildings and outside areas on the College campus
- Boarding House students have network outlets in their rooms and wireless access in common areas to access resources and printers

Technology

Additional technology available for students includes multimedia computers, data projectors, a centralised video delivery system, digital cameras, scanners, digital sewing machines, a computer controlled lathe/mill, and interactive whiteboards in classrooms and Libraries.

More information about the Technology Program can be found on the Policies and Forms and FAQs pages.

The College's IT helpdesk can be contacted by calling the College on +61 2 9855 7799 from 7.30am – 5.00pm.

Communication with Parents

Pymble provides our community with a wide range of communication platforms to contact, engage, find and seek information about the College.

ENEWSLETTER

A weekly eNewsletter is issued by email every Thursday in term time to all parents and is an important source of information.

WEBSITE

The College website provides parents with a range of up to date information. The parent portal, accessible via the College website, contains important information that is specific to each family.

EMAIL

The College utilises email to keep parents informed and notified. Please ensure that your email addresses are current to enable you to receive the valuable information communicated.

Communication with Parents

PYMBLE APP

Designed to keep our community engaged and up to date with what's going on in 'real time' in the palm of your hand, the *Pymble* App can be easily accessed from mobile and tablet devices with the latest College news, eNewsletter, contacts, sporting information and calendar dates. Parents can also join the *Pymble* conversation on our Facebook and Twitter feed from the App. To activate the App on your smartphone and tablet:

1. Your mobile device must be connected to the internet
2. Simply type www.pymblelc.mobi into your web browser
3. After the platform opens, save it to your home screen. An icon is created for your phone. The icon allows you to simply tap the screen and access information

SOCIAL MEDIA

Join the *Pymble* conversation on our Facebook page (facebook.com/pymblelc), Instagram (instagram.com/pymblelc) and Twitter feed (twitter.com/pymblelc) and stay up to date with key events and reminders from the College community.

PYMBULLETIN

The College distributes a magazine style bulletin in June and December each year. This publication contains stories on students, their achievements, College life, key events and an overview of activity from ex-students and staff.

Communication with Parents

SCHOOL MAGAZINE

The annual School Magazine is a record of key achievements, activities and events from the year captured in reports and images that includes original works of art, poetry and prose by girls from Kindergarten to Year 12. Every student is issued with a School Magazine.

Parent / College Communication Framework

The following framework offers some guidelines that outline the most effective and appropriate way to communicate your requests, feedback and concerns to the College.

As College staff are responsible for a number of tasks during the school day it can sometimes be challenging to respond to parents immediately unless the communication specifically states the issue as an emergency.

The respective School Office is often the first point of contact for parents/carers. Examples of reasons to contact the respective School Office:

- Appointments with the Head of School and Deputy Head of School
- Messages for teachers to call parents regarding a query if a specific teacher cannot be reached
- Urgent messages for teachers and/or students relating to matters that have arisen during the school day. These should be received by 2.00pm if possible
- Educational event information such as NAPLAN, excursions, etc.

Parent / College Communication Framework

- Leave requests
- Out of school appointment requests
- Forgotten lunches
- Vaccinations
- Split family notifications
- Public Transport arrangements

COLLEGE RECEPTION

Contact the College Reception for general administrative queries through 9855 7799 or communityrelations@pymblelc.nsw.edu.au.

Examples of reasons to contact College Reception:

- Safety and repair of school property needing immediate attention
- School fees or school accounts - Finance Department
- Change of details queries – College Services
- Concerns to be raised with the Principal and Deputy Principal

CLASS/CONNECT TEACHER

Contact your daughter's Class/Subject Teacher to discuss your child's progress in a specific subject or for subject/Connect Teacher related concerns and questions. Contact the teacher by email, note or phone.

Your enquiry will be acknowledged within one to three school days depending on the urgency of the issue.

HEAD OF DEPARTMENT

Contact the Head of Department about your child's progress in a specific subject where the class/Connect Teacher cannot be reached or in relation to curriculum regarding:

Parent / College Communication Framework

- Clarification of a learning unit
- Inconsistent messages/expectations from teachers within the subject team
- Major curriculum issues
- Assessment issues

Contact the Head of Department by email or phone. Your query will be acknowledged within one to three school days depending on the urgency of the issue.

CONNECT TEACHER

Contact your daughter's Connect Teacher for any queries regarding your daughter's progress and/or settling in process in relation to:

- Positive feedback for the teacher about the student
- Unhappiness in class or at lunchtime
- Organisational queries, such as lost property and notes home
- Day to day organisation
- Absence notes
- Student achievements
- Ongoing health concerns
- Reluctance to attend school

* Your daughter's Class/Connect Teacher is an important first point of call for any matters beyond operational questions. Contact the Connect Teacher by email, note or phone. Your query will be acknowledged within one to three school days.

STUDENT CO-ORDINATOR

Contact your daughter's Student Co-ordinator for queries regarding:

- Your child's progress and/or level of application across various subjects

Parent / College Communication Framework

- Overall settling into the respective School
- Your perception of an issue as a school wide concern/query
- The involvement of students from several classes in the same year
- Concerns about peer relations across classes within the year level
- Positive feedback about teacher or student performance
- Homework concerns
- Behavioural concerns
- Friendships
- Ongoing health concerns
- Student wellbeing concerns such as accessing academic testing or counselling support

Contact the Student Co-ordinator by email, note or phone. Your query will be acknowledged within one to three school days depending on the urgency of the issue.

DEPUTY HEAD OF SCHOOL

Contact the Deputy Head of School regarding school wide issues and your daughter's progress or wellbeing after other channels (i.e. teacher and team leaders) have been approached. Concerns may include:

- Complex student concerns
- Cyber bullying and bullying concerns
- Calendar issues
- Concerns involving school staff
- School event concerns

Contact Deputy Head of School by email, letter or phone. Your query will be acknowledged within one to three school days depending on urgency of issue. Refer to page 5 for contact details.

Parent / College Communication Framework

HEAD OF SCHOOL

Contact the Head of School regarding:

- School wide concerns
- Your daughter's progress or wellbeing because other channels (i.e. Teacher, Student Co-ordinator and Deputy Head of School, Student Support Services) have been tried
- A meeting request to discuss more serious matters

Examples of reasons to contact the Head of School are:

- School safety issues
- School policy
- Ongoing cyber bullying and bullying concerns
- Very complex student issues
- School staff
- School management concerns
- Wellbeing programs
- Outdoor Education programs
- Parent Education programs
- Parent involvement

Contact the Head of School by email, letter or phone. Your query will be acknowledged within one to three school days depending on the urgency of the issue.

PARENT SUPPORT GROUPS (PSG)

Contact the various School Parent Support Groups regarding:

- Questions or comments regarding parent involvement or Parent Support Group functions as well as concerns that may impact on school community spirit
- Fundraising

Parent / College Communication Framework

- Social events
- Parent Education

The PSG Group Leader meets with the Head of School and Deputy Head of School on a regular basis.

PARENT TEACHER CONTACT

In addition to the Learning Discussion evenings, parents may wish to contact their daughter's teachers throughout the year. Contact may be made directly to the teacher by calling the respective School Office Administration or by email in the format of initial of first name, then surname of the staff member followed by @pymblelc.nsw.edu.au. (e.g. Ms Anne Smith = asmith@pymblelc.nsw.edu.au).

Student Diary

Students should be familiar with the information, expectations and procedures outlined in the diary. Students must take the diary with them to all classes. Students should keep the diary for school purposes only. It is not a personal diary and it may be checked and read by teachers. It should be kept in good order and not be defaced. If the diary is defaced or is lost, a replacement diary should be purchased through the respective School office at the student's expense.

The diary has a copy of the timetable for reference at home and at school and is to be primarily used for recording and organising homework. The diary is a means of communication between home and school. It will be signed regularly by parents and teachers to acknowledge work completed and to make comments where appropriate.

College Uniform Shop

Uniforms are purchased from the College. The College Uniform Shop sells new and second hand clothes and other school requirements. It is located under the Conde Library.

Full uniform fittings require an appointment. Please phone the Uniform Shop Manager on 9855 7745 or email Mrs Jan Stewart at jstewart@pymblelc.nsw.edu.au. The appointment takes approximately half an hour.

Social Justice – Whole School Service Initiatives

The 2016 College Community Service Project is Literacy in Vanuatu in connection with UnitingWorld. Vanuatu has been identified as having the lowest literacy rate in the Pacific. The College in partnership with UnitingWorld intends to contribute through fund and awareness raising, support initiatives and service learning visits over the next 12 months.

Students from Kindergarten to Year 12, guided by the Student Representative Council (SRC) and the Community Service Captains, determine the specific initiatives and ideas that will be developed to support the project.

In the Secondary School students will continue to support the House determined projects that have enjoyed a long association with *Pymble* and other organisations such as the Red Cross, the Exodus Foundation, Westmead Children's Hospital, the Cancer Council, the Melanoma Institute and Uniting Care.

Social Justice – Whole School Service Initiatives

Pymble girls have traditionally rallied to support individuals and communities in need as disaster and crisis have occurred both nationally and across the globe. Students will continue to respond as need arises; such as the Tasmanian Bush Fires, the earthquakes in Japan and New Zealand, disaster appeals and clothing and food drives.

From time to time individual students approach the College staff with ideas to raise funds for a particular organisation or cause. These students are asked to write a proposal and to complete a proforma explaining the purpose and nature of their initiative.

Proforma are available from each school office. The College is not able to support all the ideas and initiatives that students propose and the purpose for determining the focus of our community service project in two year intervals is to foster utilitarianism; to enable significant impact in an area that has meaning for the students.

Counselling Support

Most matters influencing students' wellbeing are addressed by the Connect Teachers and Student Co-ordinators. At times the Deputy Head or Head of School will become more actively involved in providing care and support to students experiencing significant concerns. This team is well supported by the College counsellors who provide advice and guidance. The counsellors work closely with the staff of the school as they develop timely and targeted approaches to address student issues.

Student Sickness

Girls who are not well enough to attend school should remind their parents to ring the Absence Line to inform the College of their absence. The Absence Line is open from midnight until 9.00am.

Preparatory School: +61 2 9855 7720
Junior School: +61 2 9855 7756
Middle School: +61 2 9497 7806
Upper School: +61 2 9497 7807
Senior School: +61 2 9497 7808

The Health Care Centre is available for girls who become unwell during the school day. Girls must not go directly to the Health Care Centre without first letting a member of staff know that they are sick.

The Health Care Centre

The Health Care Centre is staffed by registered nurses and has a ward capacity. It is available 24 hours a day. The clinic services both day and boarding students. Any student needing to attend the clinic during the school day must bring a note or have their diary signed by her teacher.

The Health Care Centre is located adjacent to Goodlet Boarding House.

Phone: +61 2 9855 7742 or email HealthCareCentre@pymblelc.nsw.edu.au

Money

Girls should not bring money to school in excess of the amount required for travelling and for any school fundraising event.

Mobile Phones

Mobile phones are the responsibility of the owner and must be kept safe at all times. Mobile phones must not be accessed between, during class time or assembly unless a teacher requires the students to use a mobile phone as part of her learning. Inappropriate use of the mobile phone may lead to confiscation.

Portal

The *Pymble* Portal is rapidly becoming the nucleus of our digital existence at Pymble Ladies' College. The next stage of its development will shape the Portal as both a critical communication and collaboration tool for a *Pymble* girl. It will provide access to their email, timetable, calendar, assessment and notices relevant to them. It will also provide a formal platform for teachers to share resources with their classes and provide virtual classroom spaces sculpted to maximise the digital learning opportunities available. These spaces will serve as a complimentary tool designed both to enhance and support current teaching and learning practices. The Portal is available both at school and at home. The Parent Portal will be launched in 2016.

Student Travel

PUBLIC BUS SERVICE

The School Student Transport Scheme (SSTS) provides subsidised travel for eligible school students on rail, bus, ferry and long distance coach services between home and school. Application forms can be collected at any of the School Offices or the main Reception. One application must be completed for each transport company or mode of travel you wish your daughter to use and returned to the College. Alternatively, you can email College Services at collegeservices@pymblelc.nsw.edu.au and the required number of application forms will be sent to your mailing address.

PRIVATE BUS SERVICES

The College offers two dedicated, private bus services for *Pymble* students to and from the College. One service covers the areas of Lane Cove, Hunter's Hill, Boronia Park, East Ryde, Ryde and Macquarie Park. A second service covers the areas of Cammeray, Northbridge, Willoughby, Castlecrag, Middle Cove, Castle Cove, East Roseville, East Lindfield, and East Killara. These services are available for all students, and passes can be purchased on a semester basis and charged to your daughter's account. The application form along with detailed information can be located on the College website under the 'enrol' tab.

Risk Warning

(Under Section 5M of Civil Liability Act 2002)

On Behalf of Pymble Ladies' College, AHIGS and IPSHA:

Sporting Activities 2016

Pymble Ladies' College organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS) and some with the Independent Primary School Heads' Association of Australia NSW (IPSHA). Students participating in these sporting activities take part in practice and in competitions.

Pymble Ladies' College, AHIGS and IPSHA expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

While Pymble Ladies' College, AHIGS and IPSHA take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

Welcome to the Preparatory School



I wish to take this opportunity to welcome your family to *Pymble* Preparatory School for 2016. As we embark on a new year, I am excited by the possibilities available for our youngest students in this dynamic learning environment. Staff look forward to establishing strong relationships with the parent community as we challenge your daughter in her learning.

It is our intent to capture and engage the inquisitive nature of young children as they negotiate their world in a safe and supportive environment. Our commitment to knowing each student as a unique individual, encourages each girl to value themselves

and others as learners, to respond positively to challenges and to grow as an individual. We endeavour to assist girls to develop positive relationships with others and the confidence to respond with integrity when faced with decisions.

Our curriculum is based on ensuring that each student is at the centre of her learning with personal goals, reflective of her individual journey. Through regular communication with each girl these goals are continually negotiated and reviewed. This provides a strong commitment to personal growth and assists to ensure that each student is engaged and supported. With a strong emphasis on enquiry based learning, our staff look to implement strategies that highlight student questioning, investigation and reflection to ensure that our girls are well prepared for the future.

Students participate in daily English and Mathematics experiences with additional staff supporting class teachers to ensure that our students are provided opportunity to work at an appropriate level of challenge. Through open ended investigations and rich questioning, students are extended and encouraged to make visible their thoughts and understandings. Staff provide an integrated curriculum to create opportunities for deeper and more connected learning, particularly across investigations in Science and Technology, Geography, History and the Visual Arts. Specialist teachers plan and implement quality programs in Physical Education and Health (PDHPE), Performing Arts and Italian. Technology is integrated in all areas of the curriculum to ensure innovative practice and the continued exploration of possibilities afforded through mapped digital citizenship.

An extensive co-curricular program is available to students providing a wealth of opportunities which address the specific interests and talents of the girls. Out of School Hours Care is available from 7.00am until 6.30pm, and the girls are able to enjoy access to all relevant College facilities.

Staff continually endeavour to ensure that each Preparatory School student is known and challenged as an engaged and successful learner.

Mrs Karen Ahearn

HEAD OF PREPARATORY SCHOOL
Tel: +61 2 9855 7720

Mrs Heather Underwood

ADMINISTRATION ASSISTANT
prepadmin@pymblelc.nsw.edu.au
Tel: +61 2 9855 7720

Attendance

Girls are expected to arrive at school by 8.20am and should be organised for the start of the formal school day at 8.30am. Except in the case of illness, all students should be present and on time every day. Playground supervision commences at 8.00am. Any girl needing to arrive before this time must attend Out of School Hours Care which is available from 7.00am. Punctuality is both encouraged and expected. Any girl arriving after 8.30am must report to the Preparatory School Office to be signed in. She will be marked late on the roll and parents are required to sign the late slip and return it to the College, or supply a note explaining the late arrival. Repeated lateness to school is not acceptable and parents may be contacted to discuss absenteeism or continual lateness. The school day concludes at 2.45pm for all Preparatory girls. Out of School Hours Care is available until 6.30pm.

Absences

If your daughter is unable to attend school please contact the Preparatory School Office before 8.30am and include the date and reason for her absence in your message. Parents will be contacted if their daughter is not accounted for by 9.00am.

Tel: +61 2 9855 7720
prepadmin@pymblelc.nsw.edu.au

Should your daughter need to be absent for reasons other than illness, applications for leave can be downloaded on the Portal, and should be completed and signed by a parent or guardian and sent to the Preparatory School Office at least seven days in advance of the intended period of leave.

Appointments

Please notify the Head of Preparatory School, in writing, if your daughter has a medical appointment during school hours. Students must be signed out from the Preparatory School Office before they leave the College campus and signed back in through Preparatory School Reception on return to the College.

Out of School Hours Care (OSHC)

To attend OSHC your child must be enrolled in Hubworks, our Child Care Management System. Please see the *Pymble* website for more information.

BEFORE SCHOOL CARE (BSC)

The OSHC Centre operates Before School Care for girls Kindergarten to Year 2 and is located on the Junior School campus next to the John Reid Hall. BSC is available from 7.00am to 8.30am and your child will be provided with a nutritious breakfast. Parents will be met at car line by one of the Centre's staff here you can sign your child in. Children arriving at school before 8.00am (Preparatory girls) and 7.45am (Junior School girls) will be signed into the Centre and attend Before School Care. If your child has an early lesson or sport session at the Preparatory or Junior School please notify the staff member and they may go straight to their lesson without signing in. Please note that students should not arrive more than five minutes before their scheduled lesson. Preparatory girls will be required to be accompanied by a parent/guardian until signed in to the OSHC either at car line or at the Centre. Preparatory girls are accompanied to Preparatory School at the end of the morning care.

Out of School Hours Care (OSHC)

Junior School girls will make their own way to their classrooms.

AFTER SCHOOL CARE

After School Care operates from the end of the school day until 6.30pm. A nutritious, varied afternoon tea is provided each day and homework supervision will be provided in the Library from 3.00pm to 3.30pm. If your daughter is waiting at the Centre for collection by a Secondary School sister they will be cared for free of charge up until 3.30pm. Secondary School sisters must indicate on the sign out sheet with the initials SS so we are aware not to charge the family for care. *Pymble* OSHC is an 'Approved Care' and families may be eligible for a 50% rebate on fees. This is NOT means tested.

If parents are both working or studying or are a single parent family you may be eligible. Please contact the Department of Human Services (Centrelink) on 136 150. To eliminate the need to wait for a refund, make sure you indicate to have your CCR paid as an immediate discount to the Centre.

Assembly and Chapel

The Preparatory School Assembly takes place each Friday from 12.00pm to 12.40pm. Each week one of our Preparatory classes conducts the assembly and parents are invited to attend their daughter's class assembly. A Preparatory Chapel Service is conducted by one of our College Chaplains once a fortnight and a combined Kindergarten to Year 6 Service is held at the end of each term. All Preparatory girls are expected to attend Assembly and Chapel.

Books and Stationery

The Preparatory School utilises the service provided by Campion Education to supply both stationery and textbook requirements. Students in each Year group are provided with an ordering form for all stationery and textbook requirements. Parents are asked to complete the orders using the online system or by returning the order form to Preparatory Reception. This will take steps to ensure that all students have the required stationery, exercise books and textbooks ready for the commencement of the school year.

Campion will process all orders and deliver a box containing your daughter's complete order to the College late January. Items not required in Term 1 will be stored at school until required by your daughter.

Curriculum

The Preparatory School Curriculum is reflective of the requirements of the NSW Board of Studies and student achievement is measured against outcomes identified in Syllabus documents.

Key Learning Areas:

- English
- Mathematics
- Science and Technology
- History
- Geography
- Personal Development, Health and Physical Education
- Creative and Practical Arts

Our Learning Support Team work in collaboration with class teachers and provide both small group and in class support for students.

Curriculum

This provides a multi modal approach to supporting students in their learning.

Intensive support programs are offered in English as an Additional Language/ Dialect and MiniLit, a targeted literacy program, to identified students. These sessions occur before the commencement of the school day. Details of these programs will be provided to parents directly.

Choir

The Preparatory School Choir is open to all students in Years 1 and 2. Practice is held before school on Thursdays and girls should be at school by 8.00am. Girls participating are asked to commit to attending every week.

Co-curricular Activities

All co-curricular activities must be booked via the College website. Information regarding times and required clothing for activities is also available on the College website.

Girls should wear the College tracksuit to and from activities on cooler days and summer PE polo tops in the warmer weather. Please note that appropriate footwear is required for all students walking to activities within the College grounds.

Daily Arrangements and Travel Sheets

Parents are asked to make sure that their daughter knows how she is to travel home before she comes to school each day. Being unsure of arrangements causes the child unnecessary concern.

Daily Arrangements and Travel Sheets

At the beginning of each term every girl is issued with a Preparatory School Travel Sheet. This provides information regarding daily activities and transport arrangements to the Preparatory School Office. Should your daughter's arrangements change please contact prepadmin@pymblelc.nsw.edu.au or call 9855 7720. Girls will be placed in Out of School Hours Care if we cannot clarify arrangements. Please note that it is not possible to get messages to girls and staff unless they are phoned in before 2.00pm.

We ask that parents do not give lifts to other children unless they have been given permission to do so by the child's parent. The College should be advised of such arrangements.

All girls will be supervised by staff on duty in these areas:

- Car – Girls are escorted to the Preparatory School pick-up area (car line) at 2.45pm by the teacher on duty. Girls must not be picked up from the Back Gate, the Front Gate, Grey House Walkway or the Flagpole Lawn. If your daughter is not collected by 3.10pm she will be taken to Out of School Hours Care from where she can be collected
- Sister's Line – Preparatory School girls who are waiting for older sisters in the Junior School will be supervised in the Preparatory School until collected by their sibling at 3.05pm. This enables parents to collect their daughters at one time

Excursions and Outdoor Education

Excursions and outdoor education programs provide the girls with experiential learning opportunities which are an important part of their education. Excursions are linked to learning outcomes and unit investigations.

A permission note seeking your consent is sent home and the signed permission slip should be returned to the class teacher by the due date.

Information about concerts and other activities held at the College in which your daughter will be participating is included in the weekly College eNewsletter. Please contact the Preparatory School Office if you have any queries regarding these events.

Folders and Student Diaries

Please check your daughter's homework folder every day. Homework, home readers, along with notes and Student Diaries go home in this folder. Please ensure that you check your daughter's Diary each night as it may contain important communications from her teacher. Any notes to the College should also be sent in this folder.

Forgotten Belongings

If your daughter forgets her lunch and you wish to bring it to school, please label it clearly with her name and class and leave it at the Preparatory School Office. Please remind your daughter to notify her teacher as soon as she realises she has forgotten her lunch so that arrangements can be made. Should she forget her books or other required clothing or equipment we ask that you refrain from delivering these to the College.

Forgotten Belongings

Forgetting belongings can provide a valuable learning experience as a consequence. Anything that needs to be given to a student must be left at the Preparatory School Office marked with the student's name and class.

Homework

The girls are expected to do some homework each week but requirements are varied as we endeavor to personalise the learning experience for each student. Homework is designed to provide an opportunity for students to consolidate their understanding and explore individual interests. Parents are strongly encouraged to listen to their daughter read each evening and to negotiate a suitable time and quiet area for her to complete additional activities. Preparatory students should spend no longer than 15 minutes on their daily homework. Should your daughter be having any difficulty or take longer to complete tasks, please let us know. If your daughter is unable to complete her work due to illness or family commitments a note is requested. Homework should not be a stressful activity for your daughter or the family.

Houses

These are three School Houses across the Preparatory and Junior Schools – Gibbs, Mackellar and Turner, all girls belong to one of these houses. Girls will be encouraged to support their House through involvement in the athletics and swimming carnivals. Regular weekly house points will also be awarded to girls who demonstrate the College values of care, courage, respect, responsibility and integrity in class and playground activities. The House colours are:

- Gibbs (Violet)
- Mackellar (Pink)
- Turner (Blue)

Immunisation

The Department of Health recommends that all children entering school should be immunised. Parents are required to provide an immunisation certificate before school commences. Children who are not immunised may be asked to be at home if there is an outbreak of an infectious disease.

Lunch

Each child requires a packed lunch and separate recess. Students may also bring fresh fruit or vegetables to have during crunch and sip, which takes place between lessons at approximately 9.40am. Parents are asked to consider their child's capacity when preparing lunch. All children are seated for the first part of the lunch period to encourage positive eating behaviours. As we have children in the Preparatory School with severe allergies we ask parents to avoid using peanut butter or sending any nuts or foods containing nut products to school. A new lunch service, *On the Run*, is available to Preparatory School students. Parents have the option of ordering a sandwich or daily special for their daughter online. Please remember to send Crunch and Sip and a recess snack if you are ordering lunch for your daughter. The order arrives at 12.30pm.

Making Friends

To help your daughter widen her circle of friends we encourage parents to arrange an occasional play date after school. Class teachers can assist in identifying friendships that your daughter has established at school.

Medications

Girls who take regular medication, or temporary courses of medication, should leave a supply of this medication, in the original packaging clearly labelled with name, class and instructions at the Preparatory School Office. Girls go to the office at the required time where medications are administered. Cough lozenges must be handed to the class teacher, with an accompanying note in line with our duty of care for all students. Preparatory School students may not self-administer medication, including Panadol and cough mixture.

Mobile Phones

Preparatory girls have no need for mobile phones. Any calls necessary will be made from the Preparatory School Office.

Money

Girls do not need money at school except for charity collections. Any money should be in an envelope marked with the nature of the collection and class. If for some reason money needs to be brought to school, it should be handed in to the class teacher in a labelled envelope for safe keeping.

News

Girls are encouraged to bring in objects of interest or to give accounts of interesting experiences relating to the given topic. This activity is designed to expand the children's confidence, language skills and general knowledge. Please label any special items but avoid sending fragile or valuable objects. Please do not send glass containers.

Notices

Please check your daughter's Diary and homework folder daily for additional information.

COMMUNICATION

Enquiries about your child's progress, social issues or class matters should be directed, in the first instance, to the class teacher. This may occur in writing, by email or by phone. Other matters should be brought to the attention of the Year Co-ordinator or the Head of Preparatory School. Please do not think your concern is too small.

Parent/Teacher Appointments

We encourage parents to take an interest in their daughter's schooling and welcome any enquiries that you may have about your daughter's progress or welfare. As you will appreciate, we cannot have parents visiting classrooms during lesson time to speak to the teacher as this may disrupt the learning of all students. For any concerns regarding your daughter, or to discuss her academic progress, please telephone the Preparatory School Office or email your daughter's class teacher and an appointment will be made for you at a mutually convenient time.

A Parent Information Evening is held early in the first term. Learning Discussions are conducted at the end of Term 1 and the beginning of Term 3.

Parties

We prefer that invitations be distributed outside school but if this is not possible any invitations must be given to the teacher who will give them out with a minimum of fuss. This helps to make it less upsetting for the children who do not receive an invitation. Please enclose the invitations in a plain envelope.

If you wish to have your daughter celebrate her birthday at school, you can send small treats for members of your daughter's class. Please be aware that there are children in the Preparatory School with severe allergies and ask all parents to avoid using peanut butter or nuts in cakes.

Physical Education (PE)

The girls have regular PE lessons with a specialist teacher and it is most important that they participate in all activities. Girls should only be excused if they have a physical injury or illness and a note from a parent is required outlining the reason for non participation. Swimming is an important part of the Physical Education Program and all girls are expected to take part.

To limit the number of clothing changes required in the school day, Preparatory School students are asked to wear their full PE uniform on days when they have their class PE lesson. It should be noted that this includes the appropriate footwear and socks. Blazers are not to be worn with the PE uniform. The day of your daughter's lessons will be provided at the beginning of each term and included in the class timetable in the Student Diary. On all other occasions your daughter must come to school in her full College uniform.

Physical Education

PDHPE LESSONS

Girls arriving by car in the morning for before-school co-curricular activities can wear full PE uniform. In Terms 1 and 4 College shorts and polo shirts are to be worn. College tracksuits are required in the cooler months. Please note that should your daughter not have a scheduled class PE lesson on this day, she must change into full school uniform following her co-curricular activity.

Changing arrangements during the day and for co-curricular activities in the afternoon will be co-ordinated by Preparatory School staff.

Following after-school sport training or other school activities girls may travel home in full school tracksuit or summer PE uniform.

Public Transport

Preparatory girls should not travel by bus or train unless accompanied by an older sister or adult or designated older student.

Reports

A written report will be mailed at the end of each semester. Parents with concerns or queries about the report should contact their daughter's class teacher to arrange an interview. The purpose of the report is to advise parents of their daughter's progress and achievements.

School Holiday Program

The College offers a variety of activities during school holidays. Bookings can be made via the College website.

Uniform



ALL YEAR

Blue Preparatory bucket hat, White sports shoes, Red Pinafore, white sports socks, blue regulation shorts, House or blue regulation polo shirt, regulation *Pymble* tracksuit – including tracksuit jacket and pants. (Mandatory in Terms 2 and 3 and also used for excursions).

Blazers are not to be worn with the PE uniform.

SWIMMING

Cap, towel, goggles, regulation costume and rash vest.

Please note that regulation costumes are mandatory.

School Times

ARRIVAL

The duty teacher commences at 8.00am and the school day begins at 8.30am. Girls should arrive by 8.20am to allow sufficient time for completion of the morning routine.

AT DROP-OFF

Girls must alight on the lower road at the designated area and then walk along the pathway to the Preparatory School. Please make sure your daughter has her hat on and her bag next to her ready for an easy exit from the car on the passenger side. This way parents can remain in the car which helps to keep the traffic flowing and promotes the girls' independence.

Only girls who walk to school may enter through the back gate or Grey House Walk. Please assist your daughter to have a good start to the day by ensuring that she arrives by 8.20am.

START OF FORMAL SCHOOL DAY

8.30am

CRUNCH AND SIP

9.40am (approx.)

MORNING TEA

10.40am

LUNCH

12.40pm

DEPARTURE

The school day concludes for all Preparatory girls at 2.45pm

Please arrive at the collection area from 2.45pm and have your daughter's name clearly displayed in the window. All parents must remain in the car.

School Times

Preparatory staff will be on duty at car line until 3.10pm to assist your daughter into the car if needed. This allows a 25 minute window to collect your daughter. All travel arrangements should be stated in writing on the Travel Sheet at the beginning of each term. A note or email is required, not only for a permanent change in travel arrangements, but also for daily changes including collection by someone else. This is necessary for your daughter's safety and welfare. Girls not collected by 3.10pm are taken to Out of School Hours Care.

Preparatory School Parent Group (PSPG)

Group Leader:

Mrs Maria Papadimitriou
0409 992 601
mariapapadimitriou@gmail.com

Record Keeper:

Mrs Alexandra Woods
0416 556 880
akilroy@live.com

Finance Co-ordinator:

Mrs Kristen King
0411 038 120
kristen.king@outlook.com

Care and Support:

Mrs Frith Sweeney
0421 288 078
frithsweeney@bigpond.com

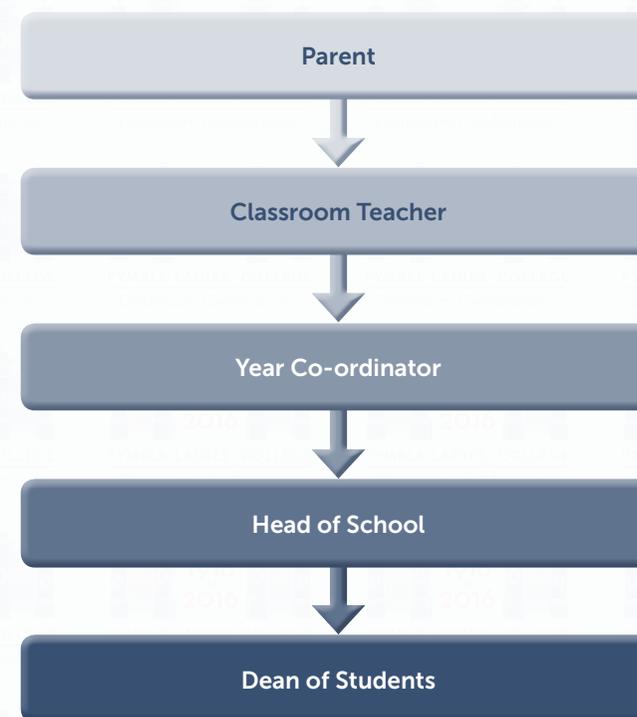
Babysitting Co-ordinator:

Mrs Kristina Rhee
0402 433 002
kristinarhee@gmail.com



Pymble Ladies' College

Preparatory Parent Communication Tree



Welcome to the Junior School



I welcome you warmly to the Junior School in 2016.

As the newly-appointed Head of Junior School, I look forward to serving you and consider it an enormous honour and privilege to be leading in a school of such great standing and reputation, in its Centenary year no less. There is so much to look forward to, and I trust this Handbook answers the vast majority of questions you may have about your daughter's time with us.

There is much about which I have taken note during my visits to the College thus far; the enthusiasm and energy of the girls, the passion and commitment of the staff, the vast array of opportunities afforded to all students, the magnificent

physical environment, the personalised, innovative and research-based approaches to teaching and learning, the comprehensive integration of technology, the palpable sense of history, heritage and connection with the past, the challenging and extensive outdoor education program, to name but a few.

As I journeyed through the College for the first time there was one particular poster (see text below) that caught my eye and upon which I dwelled for a length of time. Why so? Because as I read it my own Year 5 daughter came to mind, and I realised I now have the opportunity to influence many hundreds more girls and to encourage them to display the very same characteristics. What an honour.

Be Bold	Be a Star	Be Random
Be Thankful	Be Young	Be Adorable
Be Quiet	Be Loving	Be Unique
Be Original	Be Crazy	Be Daring
Be Spontaneous	Be Loud	Be Yourself
Be Punctual		

Furthermore I would add one important encouragement to that list, "Be Involved". If we can, as partners in the encouragement of your daughter, embolden her to be a risk-taker in her learning, to try new things, to make and learn from mistakes, and to take advantage of the almost limitless opportunities at *Pymble*, we are well on the way to preparing her for a bright and successful future, as a confident, competent and content leader and contributor in our complex world.

I look forward to communicating with you through the year. Please make yourself known to me where possible, do not hesitate to contact me should you need to, and celebrate with us as we complete 100 years of outstanding girls' education.

Mr Nigel Walker
HEAD OF JUNIOR SCHOOL
Tel: +61 2 9855 7701

Mrs Anna Plant
DEPUTY HEAD OF JUNIOR
SCHOOL
Tel: +61 2 9497 7838

Mrs Helen Holobrodskyj
ADMINISTRATION
ASSISTANT
hholobrodskyj@pymblelc.
nsw.edu.au
Tel: +61 2 9855 7700

Living in our School Community

The Junior School is an exciting and caring community in which girls are nurtured and challenged in a safe, supportive environment. Our aim is to develop the whole person through a rich curriculum, a myriad of co-curricular opportunities and a strong Student Wellbeing program. The individual student is valued and supported as she learns from, and contributes to, the school community. Each student has an important role to play in making the school a happy and peaceful place for all to enjoy.

As members of our school community we expect that all Junior School students will:

- Develop a lifelong love of learning by being willing to learn and eager to contribute fully to the School Community
- Challenge themselves by trying new experiences
- Always strive to do their best
- Wear their uniform proudly and correctly
- Represent the College with pride and dignity, while always being mindful of how their words and actions may impact on others
- Show care and responsibility in looking after the College grounds and facilities
- Treat others with courtesy, respect and kindness, displaying a positive attitude and a willingness to help others both at school and within the wider community

Curriculum

The Junior School Curriculum is reflective of the requirements of the NSW Board of Studies and student achievement is measured against outcomes identified in Syllabus documents.

Key Learning Areas:

- English
- Mathematics
- Science and Technology
- History
- Geography
- Personal Development, Health and Physical Education
- Creative and Practical Arts
- LOTE: French

Our Learning Support Team work in collaboration with class teachers and provide both small group and in class support for students. Intensive support programs are offered in English as a Second Language and targeted literacy programs to identified students. These sessions occur before the commencement of the school day. Details of these programs will be provided to parents directly.

Student Leadership

Leadership is fostered and encouraged in a variety of ways across the Junior School. Students have opportunities to take on leadership roles within their class which include Class Captain, Sustainability Captain, ICT Captain, Performing Arts Captain and School Representative Council member.

Year 6 take on extra leadership responsibilities for the whole school. These roles include School Leaders, Sustainability Leaders, Co-curricular Leaders, Sports Captains, House Leaders and the Student Representative Council.

Student Leadership

These positions are determined at the end of Year 5 through a self-nomination, voting process. All staff and students vote and interview. Leaders are announced at the end of the year and formally inducted at the beginning of the next school year in a ceremony attended by the Principal and the Junior school. The College's five core values of care, courage, respect, integrity and responsibility provide the guiding principles for leadership within the Junior School.

Student Representative Council (SRC)

Two SRC members are elected from each class each term. Elected Year 6 leadership positions include an SRC President, Vice President, Secretary and Treasurer. Meetings are held at lunchtime once a week. Students learn skills in decision making, public speaking, team work and meeting organisation.

Attendance at School

Girls are expected to arrive at school by 8.05am and must be organised for Roll Call at 8.15am. Except in the case of illness, all students should be present and on time every day. The Library will be open from 7.45am and playground supervision commences at 7.45am. Any girl needing to arrive before this time must attend Before School Care. Please assist your daughter by ensuring that she arrives at school on time. School finishes at 3.00pm. After this time girls should only be on the school grounds if required for an activity supervised by a teacher, or attending After School Care. They should leave the school grounds as soon as their activity has concluded.

Attendance at School

The Junior School Office is open until 4.00pm and any girl needing assistance with contacting parents should go there. After 4.00pm any assistance required should be sought from the teacher in charge of the activity or the Co-ordinator of After School Care.

Girls are not allowed to leave the school grounds during school hours, recess or lunchtime without special permission.

Absences

If a girl is unable to attend school due to illness, her parents should contact the Junior School Absence Line 9855 7756 with their daughter's name, class and details of her illness and email juniorschooladmin@pymblelc.nsw.edu.au. These details need to be left before 9.00am on the day of the absence. Parents will be contacted if their daughter is not accounted for by 9.00am.

Should your daughter need to be absent for reasons other than illness, parents/guardians are requested to seek leave of absence in writing from the Head of Junior School prior to any known leave, including appointments, holidays or funerals. The School Administrative Assistant will enter this information and it is recorded as an absence. Parents may apply for leave of absence by completing the application for Exemption from Attendance at School form, which is available on the school website, and send the form to the Junior School office for processing.

Illness at School

Students should not be at school if they are unwell. This potentially prolongs and spreads the illness. If a student becomes ill during the day, or has an accident of any sort, she reports firstly to her teacher or the Junior School Office and is then sent to the Health Care Centre if necessary.

Lateness

Punctuality is both encouraged and expected. Any girl arriving after 8.15am must report to the Junior School Office to be signed in. She will be marked Late on the Roll, and parents are required to sign the late slip and return it to the School, or supply a note explaining the late arrival. Repeated lateness to school is not acceptable and parents may be contacted to discuss absenteeism or lateness.

Travel Arrangements

Parents are asked to make sure that their daughter knows how she is to travel home before she comes to school each day. Being unsure of arrangements causes the child unnecessary anxiety. Girls will be placed in After School Care if we cannot clarify arrangements. Please note that it is not possible to get messages to girls unless they are phoned in before 1.30pm.

We ask that parents do not give lifts to other children unless they have been given permission to do so by the other child's parent. The school should be advised of such arrangements in writing.

Travel Arrangements

All girls will be supervised at all times by staff on duty in these areas:

- Car – Girls line up in the car line and are taken to the Junior School pick-up at 3.05pm by the teacher on duty. Girls must not be picked up from the Back Gate, the Front Gate or Grey House Walkway as these areas are unsupervised. If you are not in the car line when all the girls have been collected (usually about 3.25pm), your daughter will be brought back and signed in to After School Care from where she can be collected
- Line up to Pymble Train Station or for buses leaving from Pymble Station – Girls who catch trains or who walk home, go together in a line to Pymble Station. A member of staff walks up with the line, escorts them across Avon Road and sees them onto their trains
- Grey House – Girls who walk home may use Grey House Walk to access Pymble Avenue. They must apply for and be issued with a Grey House Walk Pass. Girls should not be waiting in Pymble Avenue to be collected by car. It is not a supervised area
- Back Gates – Girls may leave by the Back Gate only if they live in streets that are in that area, as long as they keep to the marked safety areas to get there. Girls are not to be picked up by car from the Back Gate for reasons of safety and traffic congestion
- If leaving with an older sibling from the Secondary School, they may wait at the Flagpole
- Students departing by the College Bus Services wait in the Junior School foyer until 3.15pm when an After School Care attendant walks girls to the bus at Kelso

Collecting Children from School During the Day

If girls are being collected from school during the day for any reason, they must be collected and signed out from the Junior School Office. A written request for this must be made to the Head of Junior School prior to taking girls away from school. If girls become ill or have an accident at school and the Health Care Centre asks you to collect them, you are usually required to do so from the Junior School Office unless otherwise advised.

Notes

Notes written and signed by a parent or guardian should be sent to the school under the following circumstances:

- If your daughter is late for school
- If your daughter's travel arrangements are changing
- If special leave is required for medical or dental appointments, the note, addressed to the Head of Junior School, should be delivered to the class teacher or Junior School Office on the day before and no later than 8.25am on the day. Girls must report to the Junior School Office before exiting and on their return to school. They are not permitted to leave until the accompanying adult arrives at the office
- If special leave is required for whole days, the note should be addressed to the Head of Junior School and should be left at the Junior School Office at least two days prior to the days in question
- If a girl needs to be excused from a PE lesson or sport, the note should be delivered to the class PE teacher or coach of the sporting team
- All notes should clearly indicate the girl's name and class

Medications

Girls who take regular prescribed medication, or temporary courses of medication, should leave a supply of this medication, clearly labelled with name, class and instructions at the Junior School office. The student should attend the Junior School office at the required time. Cough lozenges must be handed to the class teacher, with an accompanying note as to when the student is to take them.

At no time are Junior School students to self-administer medication, including Panadol and cough mixture.

These procedures are for your child's protection and for the protection of other children.

Naming of Possessions

All books, clothes and other belongings brought to school must be clearly labelled with the student's name.

Lost Property

Any belongings left unattended are sent to the black Lost Property Box outside the John Reid Hall. Items that are not named are sent to Second Hand Uniform shop. Named belongings are given back to the girls via the class teacher.

Forgotten Belongings

If your daughter forgets her lunch and you wish to bring it to school for her, please label it clearly with her name and class and leave it at the Junior School Office. Please remind your daughter to notify her teacher as soon as she realises she has forgotten her lunch so that we can make arrangements.

Forgotten Belongings

Should she forget her books or her PE uniform she will learn responsibility by accepting the consequence of her action. Anything to be given to a student must be left at the Junior School Office marked with her name and class.

Lunch and Nutrition

Good nutrition and hydration are essential for optimal learning and good health. Please ensure that your daughter eats a healthy breakfast each day. She requires a nutritious snack for morning tea, plenty to drink and an adequate and healthy lunch at school each day. She leads an active life at school, both mentally and physically and needs sensible food to provide the necessary energy. Adhering to the Healthy Food Pyramid wherever possible may assist in promoting health and vitality.

Please do not include nuts, chips, sweet biscuits or chocolate in your daughter's morning tea or lunch. For parents who do not want to prepare lunches every day, lunches may be ordered from the *Pymble* website. 'Lunch on the Run' is available to be ordered daily, or as required.

We encourage parents that if their daughter wishes to celebrate her birthday with her class that you make healthy food choices with what your daughter may bring to school to share.

Notices

At the beginning of each term a grade newsletter, including key dates for the term is emailed to parents. Please check the Newsletter each week for changes.

- Music and Sport Timetable – Regular weekly rehearsals and training sessions are set for the term or for the year. Please display at home for easy reference
- Lunch on the run is also available on a daily basis.

Requests for Work During Absences from School

If a student is absent from school for a week or more, and is well enough to do some school work while she recuperates, this can be arranged by ringing the Junior School Office or contacting the teacher. A student who is only going to be away for one or two days with a minor illness does not really need work set to do at home; she would be better to rest and recover. Girls who are on extended holidays or overseas trips during school time will not be set work except in very special circumstances.

Uniform and Appearance

All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance both within the College and outside the College.



YEAR ROUND

- Navy blue blazer
- Navy V-neck regulation jumper or vest
- Hat badge
- Black lace-up school shoes
- Navy 'P' cap for sport and the playground
- *Pymble* school bag
- Green, navy or Black Watch tartan ribbon or scrunchies

SUMMER (TERMS 1 AND 4)

- Summer uniform dress – knee length
- School ankle socks
- White straw summer hat

Uniform and Appearance

WINTER (TERMS 2 AND 3)

- Winter tunic – knee length
- Regulation long-sleeved white shirt
- Tartan school tie
- Winter hat
- Long black socks
- Black pantihose – 70 denier opaque (optional for Year 6)

PE UNIFORM

- Navy blue shorts
- Navy blue T-Shirt or Saturday sport shirt
- House shirt
- Regulation short white PE socks, sneakers with white soles, tracksuit (not compulsory), regulation swimsuit
- Swimming cap in House colours
- Regulation school rash vest (not compulsory), sports bag

General Presentation

- It is the responsibility of each girl to be neat, clean and tidy at all times and dressed correctly in the clothing required for various activities, either full school uniform or uniform for a particular sport or other activity. Uniform items should be pressed and shoes kept clean and unscuffed
- Shoes must be of the black lace-up variety with no coloured stitching
- Jewellery is not permitted, apart from a watch and small, plain gold or silver studs worn in the earlobe. Jewellery which is worn to school may be confiscated and kept at school until collected by the girl's parents

General Presentation

- The hat must be worn at all times with the uniform outside of school. It is not required for evening functions
- Dresses and tunics must be no shorter than just above the top of the knees
- Blazers need not be brought to school every day in Term 1 and Term 4. Blazers are compulsory for travelling to and from school in Terms 2 and 3
- Nail polish, fake tan and make-up are not permitted

HAIR

- Hair should be neat and tidy
- It should be tied back in such a way that the hat can fit firmly on the head
- Ribbons (or scrunchies) must be worn with long hair styles and these should be navy, dark green or Black Watch tartan. Hair elastics should not be visible and can only be black, navy or brown

If a girl arrives at school without a ribbon, a new one may be purchased from the Junior School Office. Headbands and clips, if required, should be plain in style and be navy, dark green or Black Watch tartan in colour.

- No hair rinses or dyes may be used
- Beading and braiding from holidays should be removed before returning to school

Out of School Hours Care (OSHC)

To attend OSHC your child must be enrolled in Hubworks, our Child Care Management System. Please see the *Pymble* website for more information.

Out of School Hours Care (OSHC)

BEFORE SCHOOL CARE (BSC)

The OSHC centre will be running Before School Care for girls in Years 3 to 6 located in the Junior School campus next to the John Reid Hall. BSC is available from 7.00am to 8.30am. Your child will be provided with a nutritious breakfast. Parents will be met at car line by one of the Centre's educators where you can sign your child in. Children arriving at school before 8.00am (Preparatory girls) and 7.45am (Junior School girls) will be signed into the Centre and attend Before School Care. If your child has an early lesson or sport session at Preparatory or Junior School please let the educator know and they may go straight to their lesson without signing in. Preparatory girls will be required to be accompanied by a Parent/Guardian until signed in to the OSHC either at car line or at the Centre. Junior School girls will make their own way to their classrooms.

AFTER SCHOOL CARE

After School Care will run from the end of the school day until 6.30pm. A nutritious, varied afternoon tea will be provided each day and Homework supervision will be provided in the Library from 3.15pm to 3.30pm. If your daughter is waiting at the Centre for collection by a Secondary School sister they will be cared for free of charge up until 3.30pm. If your daughter has a co-curricular lesson that starts after 3.30pm she must attend OSHC before her lesson or you are welcome to meet her and wait until her class starts. Secondary School sisters must indicate on the sign out sheet with the initials SS so we are aware not to charge the family for care. *Pymble* OSHC is now 'Approved Care' and you may be eligible for a 50% rebate

Out of School Hours Care (OSHC)

on your fees. This is NOT means tested. If you are both working or studying or are a single parent family you may be eligible. Please contact the Department of Human Services (Centrelink) on 136 150. To eliminate the need to wait for a refund, make sure you indicate to have your CCR paid as an immediate discount to the Centre.

Assembly and Chapel

Junior School assemblies, led by the Year 6 School Leaders, are held in the John Reid Hall fortnightly on a Friday. Sometimes different classes take part in Assembly, or one of the musical groups performs. From time to time, we have a film or a visiting speaker in Assembly. Awards are presented by class teachers, Head of Junior School and Deputy Head of Junior School. Each week, the Junior School has a service in the School Chapel which is conducted by a College Chaplain. Year 6 students share the role of leading Chapel and the choirs and music groups often participate. At the end of each term, we join with the Preparatory School for a combined Chapel Service.

Assessments and Reporting

Assessment of Learning (summative assessment) is an assessment that involves evaluation of student achievement resulting in a grade or a mark. Assessment for learning (formative assessment) involves teachers making observations and notes throughout the learning period to inform the teaching and learning cycle. Both Assessment for Learning and Assessment of Learning have vital roles to play in the education of students.

Assessments and Reporting

Making formative use of summative assessment means using information derived from summative assessment to improve future student progress.

For the teacher it involves:

- Providing a range of assessment tasks and opportunities to make certain that a range of student learning styles are catered for;
- Teaching students to prepare more efficiently for summative assessment by making use of knowledge about themselves as learners; and
- Making use of the results of summative assessment so that learning is emphasised

For the student it involves:

- Developing the ability to identify 'where I am now' and 'where I need to be'... and to prepare for summative assessment accordingly; and
- Recognising that summative assessment experiences are an opportunity for further learning and a chance to improve future achievement

Reporting to parents occurs at the end of Semesters 1 and 2 via a written summary of the teaching and learning up to that date. Teachers are available to discuss your daughter's progress at any time but Parent Teacher Learning Discussions take place at the beginning of Term 1 and the beginning of Term 3.

Excursions

If your daughter is required to attend an excursion, or activity outside College grounds, a note containing information and seeking your permission is sent home. It is most important that this permission slip is returned to your daughter's teacher promptly.

Excursions

Please send a separate permission slip for each child in the family to assist class teachers in their accounting. If your daughter has not returned the permission slip, she cannot participate in the excursion.

Homework

The girls are expected to complete homework each week and it is designed to develop good work habits while also providing opportunity for students to consolidate their understanding and explore individual interests. Parents are strongly encouraged to listen to their daughter read each night and to negotiate a suitable time and quiet area for her to complete additional activities. Should your daughter be having any difficulty or be taking too long, please let us know. If your daughter is unable to complete her work due to illness or family commitments a note is required. Homework may consist of regular reading, spelling and mathematics as well as revision and completing unfinished class work. From time to time, girls may be given an assignment which may take a number of days. Students are always advised of the due date well in advance

Requirements may vary from day to day, or term to term, but the following may be taken as an indication of the average amount of time each grade would expect children to spend on homework per day:

- Year 3 – no more than 20 minutes
- Year 4 – no more than 30 minutes
- Year 5 – no more than 40 minutes
- Year 6 – no more than 50 minutes

Policies

Students must abide by *Pymble's* Technology Acceptable Use Policies, which includes the acceptable use of the Internet and the Copyright Law. The policies can be viewed on *Pymble's* website and the College Intranet. All students are expected to read and observe these policies.

Interviews with Teachers

We encourage parents to take an interest in their daughter's schooling and welcome any inquiries that you may have about your daughter's progress or welfare. As you will appreciate, we cannot have parents visiting classrooms during lesson time to speak to the teacher or at the beginning of the day when teachers are preparing for their classes.

For any concerns regarding your daughter, or to discuss her academic progress, please telephone the Junior School Office and an appointment will be made for you and the teacher at a mutually convenient time.

A Parent Information Evening is held early in the first term. Parent teacher interviews are conducted at the commencement of Term 1 and Term 3. At these interviews, you will also have the opportunity to meet with your daughter's specialist teachers.

Library

The Junior School Library is located off the lower foyer of the John Reid Building. The Library is open for reading and borrowing before school and every lunchtime. Every class has borrowing time in their scheduled weekly library lessons. Girls may borrow four books at a time for two weeks.

Library

To assist the girls in finding books they would like to read lists of suggestions are given out at the beginning of each year, popular and new books are prominently displayed and the library staff are always willing to assist the girls.

Weekly library lessons are co-operatively planned and taught by the Teacher Librarian and the Classroom Teacher to teach the girls information skills and promote learning through inquiry.

At all times the girls are encouraged to take full advantage of the wide range of text and digital resources available in the Junior School Library.

Music and the Performing Arts

Students are offered a wide range of co-curricular activities, including various choirs, bands, string orchestras and instrumental ensembles. Private tuition is also available. For information and application forms, please see the College website. It is recommended that only one instrument, and no more than two, be studied during the school day. An instrumental program is offered to girls in Years 3 and 4 as part of the class music program. In Year 3 the girls have the option of joining the String Program and a Band Program is offered to Year 4 girls. Small group tuition is provided for the year and the girls join the appropriate orchestra or band to further develop their skills. The girls not involved in these programs participate in Orff based lessons which include playing percussion instruments.

In Years 5 and 6, Music and Performing Arts are integrated.

Music and the Performing Arts

More details about curriculum and co-curricular music can be found in the Music Information Book and on the College website.

Outdoor Education

The Junior School conducts an Outdoor Education Program for all girls from Years 3 to 6. The program is staffed by Junior School Staff and trained outdoor education staff who plan and run activities at each camp site. An interesting and exciting program is arranged for each camp, incorporating elements of the girls' school curriculum adapted to the outdoor environment,

as well as activities designed to develop skills in self-reliance, leadership and community living. As the Outdoor Education Program is part of the school curriculum, all girls are expected to participate. The programs provide a wonderful opportunity for students to experience community living, and to get to know their classmates and teachers better through new shared activities.

Year 3 girls attend an overnight camp in Term 4; Year 4 girls attend a three day camp in Term 3; Year 5 girls attend a four day camp in Term 2 and Year 6 girls attend a five day camp in Term 1.

Co-curricular Sport and Activities

Information about co-curricular Sport and Activities can be found in the Handbook and on the College website. Application forms are available online and must be completed prior to the commencement of each semester.

Co-curricular Sport and Activities

- It is recommended that parents carefully consider the training and competition commitment before registering for any sport or activity
- Any class work missed by a student must be made up by that student in her own time
- Most sports and activities are held before or after school, but some of activities may be held during school time this will be advised at the time of registration
- There are many other activities such as dance, debating, choirs and musical groups in which your daughter might like to be involved

IPSHA Saturday Sport

At the end of every year the Sport and Activities Department email parents with the outline of the activities your daughter will be able to participate in during the coming year. Included in this document are the information pages of the Saturday Sports your daughter is able to be involved in. I have outlined below the options of sports available each term and the progression from Kindergarten through to Year 6.

As a Junior School PE and Sport Department we strongly encourage the girl's participation in team sports. Not only does team sport participation benefit the girl's physical health but it provides immense social benefits. The girls develop skills of team work, co-operation and communication as well as developing networks of friends beyond their class and immediate friendship groups. Learning to display good sportsmanship, winning and losing graciously and celebrating the success of others in their team are skills which follow the girls through their school years.

IPSHA Saturday Sport

Along with the physical and social benefits of participation is the ability to represent Pymble Ladies' College each weekend in the IPSHA Sport competition (Years 4 -6). The IPSHA Competition provides all girls of all abilities an opportunity to develop their skills in a variety of sports. The IPSHA competition offers modifications of the sports the girls will be offered in the Years 7 – 12 IGGSA Competition and is a perfect platform to develop their skills across a variety of sports in a supportive and inclusive environment.

YEAR 3

The girls are offered the 'Learn to Play' program where they are able to learn the skills of Basketball, Soccer, Hockey and Netball and practice the implementation of their skills into mini game situations.

YEARS 4, 5 AND 6 – IPSHA SATURDAY SPORT

Term 1

1. Tball (Year 4), Modball (Year 5) and Softball (Year 6) OR
2. Soccer - It is small sided soccer played '6 a side' on small fields

Term 2

1. Minkey (Years 4 and 5) This is modified Hockey played '6 a side' on small fields
2. Hockey - Super 8 (Year 6) Again, this is a progression between Minkey and full field Hockey which the girls will be offered in Year 7.

Term 3

1. Netball (Years 4, 5 and 6) OR
2. Touch Football (Years 4, 5 and 6)

IPSHA Saturday Sport

Term 4

1. Basketball (Years 4, 5 and 6) OR
2. Cricket (Year 4, 5 and 6) The girls play T20 Blast which is a fast and fun format lasting an hour OR
3. Tennis (Years 4, 5 and 6) Tennis is the only sport where girls need to be able to play before they register. The IPSHA Tennis competition is for girls who can serve consistently, rally and score their match independently.

The School House System

There are three School Houses across the Preparatory and Junior Schools – Gibbs, Mackellar and Turner. All girls belong to one of these three Houses. All girls will be allocated a House to ensure a balance is maintained between the three. The House Colours are as follows:

- Gibbs (Violet)
- Mackellar (Pink)
- Turner (Blue)

Junior School Parent Group (JSPG)

The intention of the Junior School Parent Group (JSPG) is to join together as a community of parents and staff to create opportunities for the girls, their parents and their teachers to participate in events and activities in the Junior School. Particular emphasis is on parent and daughter events, shared service learning activities, education events and community forums.

Junior School Parent Group (JSPG)

Group Leaders:

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0418 289 335
claudinetownsley@gmail.com

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Record Keeper:

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Finance Co-ordinator:

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Year 6 Co-ordinator:

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Year 5 Co-ordinator:

Mrs Laurel Thomson
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Year 4 Co-ordinators:

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Ms Susan Ma
0488 998 713
sma.liu@yahoo.com

Year 3 Co-ordinator:

TBC

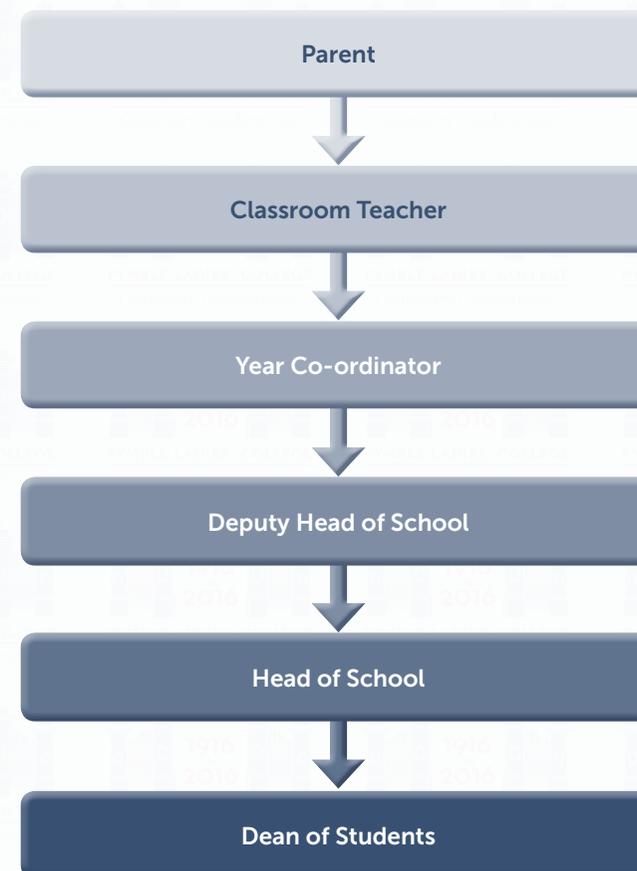
Care and Support:

Mrs Natacha Boyce
0408 475 874
alinat@optusnet.com.au



Pymble Ladies' College

Junior Parent Communication Tree



Secondary School

Secondary School Routine

Lesson	Start	Finish	Duration (mins)
1	8.15am	9.20am	65
2	9.20am	10.25am	65
Recess	10.25am	10.45am	20
3	10.45am	11.50am	65
4	11.50am	12.50pm	60
Lunch	12.50pm	1.35pm	45
CONNECT TIME	1.35pm	2.10pm	35
5	2.10pm	3.15pm	65

In the Secondary School

The experience of students in the Secondary School aims to cover the journey from childhood to young adulthood. In the Middle School the girls focus on building a strong sense of connectedness to and belonging in the school community. In the Upper School students are encouraged to assume growing responsibility and independence, and an awareness of their own capabilities by engaging in an exploration of their strengths and how they can contribute to their communities. In their final years of school, the young women of the Senior School build on their conception of self, and are encouraged to assume greater autonomy and to consider their interconnectedness with their communities – local, national and global.

Notification of Absence

As part of our commitment to the well-being and duty of care for our students, an automated SMS notification is sent to parents for absentees and late arrivals. The message is sent to parents' mobile phones at no later than 10.30am if their daughter is absent from Period 1. Parents are also notified if their daughter arrives late to school (after 8.15am). This SMS informs the parent of the reason their daughter has given for being late. No response is required if the parent has notified the school of the absence or is aware of sport, music or another activity that their daughter is participating in at school, which could have caused her absence or lateness at Period 1.

Special Leave

Leave is only granted for illness, bereavement, elite sport or work experience. Vacations should be restricted to the prescribed holiday periods. Where possible, leave to attend medical appointments should be minimised. Students are expected to participate in whole school activities and should avoid making medical or other appointments during these occasions. Applications for special leave should be written and signed by a parent or guardian and sent to the respective School Office addressed to the Head of the School, at least seven days in advance of the intended period of leave. Notes for leaving early for medical appointments should be delivered no later than 8.15am on that day. Girls must sign out at the respective School Office before exiting and on their return to school. All notes should clearly indicate the girl's name and Connect group number. If a student needs to be excused from a PDHPE lesson or sport, the note should be delivered to her PE teacher or coach of the sporting team.

Start and Finish Times

Girls are expected to arrive at school by 8.10am in time for Period 1. School finishes at 3.15pm but girls may stay later if required for a co-curricular activity or if they wish to attend the library, the Extended Day Program or Homework Club.

School Houses

The School Houses are Marden, Lang, Goodlet, Bennett, Hammond, Ingleholme, Thomas and Wylie. All girls belong to one of these eight Houses. Girls whose mother and/or grandmother attended the College will automatically be placed in the family House. Boarders are allocated to Marden, Goodlet, Lang and Hammond. All other girls will be randomly allocated a House to ensure a balance is maintained between the Houses.

- Bennett – Sky Blue
- Goodlet – Royal Blue
- Hammond – Orange
- Ingleholme – Green
- Lang – White
- Marden – Red
- Thomas – Purple
- Wylie – Yellow

The Sports Program

Pymble encourages girls to participate in sport and offers teams for every level of talent in a wide range of activities. *Pymble* concentrates on the Independent Girls' Schools Sporting Association (IGSSA) competition and also enters district, regional and invitation competitions and carnivals. Girls in representative teams are offered the opportunity of travelling overseas, including the UK, America and New Zealand, and interstate to participate in invitational sporting tournaments.

The Sports Program

SPORTS OFFERED

Athletics	Badminton
Basketball	Cricket
Cross Country	Diving
Equestrian	Fencing
Golf	Artistic
Mountain Biking	Gymnastics
Water Polo	Hockey
Rhythmic Gymnastics	Rowing
Netball	Snow Sports
Sailing	Softball
Soccer (Football)	Surfing
Aerobics	Tennis
Swimming	Triathlon
Touch Football	Volleyball

Duke of Edinburgh Program

From Year 9, girls at *Pymble* may be involved in the Duke of Edinburgh program. With its focus on personal development, initiative, community service and perseverance, it is highly recommended to the girls in the Upper School. For more information please contact sport@pymblelc.nsw.edu.au

Other Activities

There are many co-curricular activities offered at *Pymble*, some of which incur an additional fee. All information regarding co-curricular options is available on the College website.

ACCESSING THE WEBSITE

To access Sport at *Pymble*, go to: www.pymblelc.nsw.edu.au and login to 'MyPymble' using your user name and password, select 'Sports and Activities' from the right-hand menu. From there you can navigate to the page and the information that you need.

Other Activities

CONTACT INFORMATION

Mr Cameron Anderson
DIRECTOR OF SPORT AND ACTIVITIES
Email: sport@pymblelc.nsw.edu.au

Mr Stuart Clarke
ACTING HEAD OF ACTIVITIES
Email: SClark@pymblelc.nsw.edu.au

Ms Ainsley Webster
HEAD OF SPORT
Email: AWebster@pymblelc.nsw.edu.au

SPORT DEPARTMENT
Phone Number: +61 2 9497 7811

All information regarding Sport and Activities at *Pymble* can be found on the College website, including general information about Sport, weekly draws, venues, online booking systems, commitment forms and staff contact information.

Music Program

STRING PROGRAM

Secondary School String Orchestra – all string players. Chamber Strings – advanced string players only. Entry by invitation/audition. Open to Years 7 to 12. String Quartets – advanced string players only. Entry to ensemble is by audition. All members of the Chamber Strings and String Quartets must also be members of the String Orchestra.

BAND PROGRAM

Symphonic Wind Ensemble – advanced woodwind, brass and percussion players. Entry by audition. Secondary School Concert Band – intermediate woodwind, brass and percussion players. Entry by audition. Senior Stage Band – this extension ensemble is open to advanced performers on the following instruments: saxophone,

Music Program

trombone, trumpet, piano, guitar, bass guitar, drum kit, and jazz vocals. Entry is by audition.

Middle School Band – open to Year 7 and 8 students. Senior Stage Band – this extension ensemble is open to advanced performers on the following instruments: saxophone, trombone, trumpet, piano, guitar, bass guitar, drum kit, and jazz vocals. Entry is by audition.

Pymble Jazz Ensemble – this extension ensemble is open to proficient performers on the following instruments: saxophone, trombone, trumpet, piano, guitar, bass guitar, drum kit and jazz vocals. Entry into the ensemble is by audition.

OTHER INSTRUMENTAL ENSEMBLES

Symphony Orchestra – advanced string, woodwind, brass and percussion players. Entry by invitation/audition.

Senior Flute Ensemble – selected advanced flute players.

CHORAL PROGRAM

The School Choir – open to any girl from Years 7 to 12 who enjoys singing. No audition necessary.

The Chorale – an elite performing group of approximately 50 girls chosen from School Choir members in Years 8 to 12. Entry by audition.

Cantori – Years 11 and 12 only selected from School Choir.

Queries can be directed to Mrs Sandra Thompson – 9855 7666, sthompson@pymblelc.nsw.edu.au

For the most up to date information on our Music Program go to:

www.pymblelc.nsw.edu.au/learning/curriculum-and-co-curricular-activities/music

Assemblies

COMBINED

Each fortnight girls join together as a Secondary School to celebrate student achievements from Year 7 to Year 12.

YEAR AND SCHOOL ASSEMBLIES

Are held on a rotational basis.

Locks and Lockers

At the commencement of the year each girl is issued with a combination lock and locker. Throughout the course of the day, all items are to be secured within the locker and girls are able to access items outside of class lesson times.

Getting Assistance

There are many people at the College who can help your daughter or you to solve a problem.

These include:

- Your daughter's teacher will be able to help her with organisational issues and logistical problems and will answer any questions related to that subject;
- Your daughter's Student Co-ordinator will help her with attendance matters and peer relationships. The Student Co-ordinator may refer her to the School Counsellors or the Chaplains
- The Tertiary Advisor will help her with any queries she may have about tertiary courses or future career options.
- The Director of Studies will help with any queries about subject choices, tertiary education requirements, or the academic program;

Getting Assistance

- The Head of School and / or Deputy Head of School for more complex issues

If your daughter has a problem the most important thing for her to do is to speak to one of her teachers or any of the people listed above. If the teacher cannot answer her question, she will be directed to someone who can assist her.

As a general rule:

- You or your daughter should approach her classroom teacher for academic matters;
- For any other matters you or your daughter should approach her Connect Teacher

Parent Teacher Contact

In addition to the Parent Teacher information evening, parents may wish to contact their daughter's teachers. Contact may be made directly to the teacher by telephone by contacting the College reception or by email. (Initial of first name, surname of the staff member followed by @pymblelc.nsw.edu.au.

(i.e. Sally Smith becomes ssmith@pymblelc.nsw.edu.au).

The College encourages parents to actively engage with the staff. This relationship is vital in maintaining a positive and productive school community and is an important part of a student's learning and wellbeing.

Parent Teacher Contact

As the College staff are responsible for a number of tasks during the school day it can be challenging to respond to parents immediately unless parents specifically state the issue as an emergency. We expect ideally that all staff should respond to parents as soon as possible after contact has been made with the College and certainly within a day or two.

MIDDLE, UPPER AND SENIOR SCHOOL OFFICES

The School Offices are often the first point of contact for parents/carers and will filter and channel requests, feedback and concerns to the right people and respond to you as soon as possible.

Learning Discussion Evenings

Learning Discussion Evenings have been organised to create more options for parents. Meetings for Years 8 to 10 will be held to allow parents to choose which night on 27 April and 5 May suits them best and to visit the teachers of more than one child on the same night. Evening will be held for Year 7 - 10 May, Year 11 - 8 June and Year 12 - 7 April, as separate year group evenings.

On all nights the interview slots are 7 minutes in duration and room allocation will be electronic to minimise room changes for parents. Students are encouraged to attend these nights with their parents so that they are present for the feedback and advice of their teachers. Students will also provide valuable insights around their progress during the three-way interviews.

Homework Club (Learning Support)

Homework Club is an after school service offered to Secondary students to provide assistance and support with every-day homework, study skills, assignment help and research skills.

When: Monday to Thursday after school, 3.30pm – 4.30pm

Where: Conde Library Ground Floor

Literacy-based homework Club is offered on a Wednesday and Thursday each week. Learning Support staff are available to assist with catch-up work, reading, planning, organisation and learning strategies. Students unable to attend on these days are able to make an appointment with a Learning Support staff member for an alternate time, where possible.

Specific Numeracy assistance is available on Mondays and Tuesdays, staffed by teachers from the Mathematics Department. Science help is available on Thursdays.

Homework Club also offers 'The Wednesday Workshop' for which students will be able to register. Proposed Workshops include:

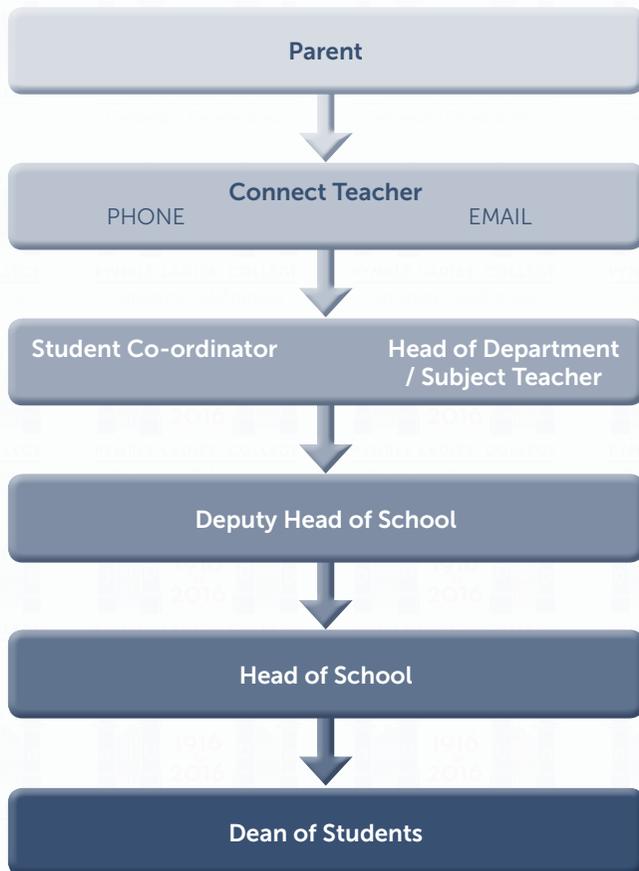
- Daily Review
- Tips for Getting Organised
- Time Management
- How to Plan Assignments
- Note-Making Skills
- Examination and Test Preparation

For further enquiries, please contact Mrs Lora Lim at llim@pymblelc.nsw.edu.au

Library Hours

Girls are encouraged to visit the Library on a regular basis for private study and book loans. The Library opens at 7.30am and closes at 6.00pm (4.00pm on Friday).

Secondary Parent Communication Tree



Welcome to the Middle School



Dear Parents and Students,

The *Pymble* Middle School provides students in Years 7 and 8 with challenging learning experiences and the emotional support appropriate for this unique stage of their lives. During these formative years, students' abilities and interests are nurtured in a caring community. A comprehensive academic, co-curricular and wellbeing program supports the intellectual, emotional, social, physical and spiritual growth of every girl.

Middle School students are encouraged to engage in intellectual pursuits, to express themselves creatively, to extend themselves physically, engage themselves spiritually and to develop their character and personal leadership by participating in the many opportunities on offer. These approaches assist in creating connections between peers, older students, staff and the community.

The Middle School utilises various physical environments that promote a synergy between the pedagogical, physical and virtual (technological) realms. Learning is social, learner centred, perspective rich, deliberately designed and profoundly personalised. There is a clear focus on developing key skills in communication, collaboration and creativity.

Teachers in the Middle School work collaboratively to provide the ideal blend of structure and freedom to assist young women to flourish; offering them a supportive environment where they feel challenged enough to grow, yet comfortable enough to try new approaches. Students are encouraged to set high standards to attain their personal best and to develop into compassionate and resilient young women.

Mr Paul Bulmer

ACTING HEAD OF MIDDLE SCHOOL
Tel: +61 2 9855 7611

Mrs Jennifer O'Donnell

ACTING DEPUTY HEAD OF MIDDLE SCHOOL
Tel: +61 2 9855 7611

Mrs Bronwyn Aitchison and Mrs Rachael Jarick

MIDDLE SCHOOL ADMINISTRATION
Tel: +61 2 9855 7611 | middleschool@pymblelc.nsw.edu.au

Connect Programs

Students in the Middle School are allocated to a Connect Group of approximately 20 students for a period of two years whilst they progress through the Middle School. The groups meet with their Connect teacher and group to participate in the Student Wellbeing program. Wellbeing programs are designed by College staff and experts in the field of adolescent research and are also based on feedback from students, teachers and parents. We have designed a program which aims to promote growth into spiritual, emotional, physical, social and intellectual realms.

The focus in the Year 7 program is adaptation to life in the Secondary School setting. A program called 'Connection Week' includes workshops and information sessions about identity, structures and routines, time management and organisational skills. An induction program about the use of technology, the Conde Library and mathematics problem solving strategies are also covered in 'Connection Week'. We work together to create a safe and welcoming environment in which trust and mutual respect are fostered, minds are challenged and body and spirit are nurtured. The program assists students to recognise and establish protective strategies for their wellbeing, whilst building resilience, problem solving skills and the ability to develop positive relationships with staff and peers.

In Year 8 girls are encouraged to develop a greater awareness of themselves as learners and are taught to set goals in an effective way. Recognising their strengths and how they can make a valuable contribution to our community is crucial to the Student Wellbeing program. Topics are aimed at developing skills that enable responsible decision making and enhance resilience and leadership.

Connect Contacts

Student Co-ordinators

YEAR 7 Miss Tamara Sweetman
Mrs Carolyn Diakoumis

YEAR 8 Mrs Joanne Hibburt
Mrs Anne DeFraine

Middle School Learning Leader

Mrs Deborah Munro

Middle School Academic Administration Co-ordinator

Mrs Linda Selfridge

Social Responsibility

Service Learning is a powerful means of connecting students with the world and giving them a sense of meaning. It fosters a belief that they can be active and informed citizens capable of making changes in their own lives and in the lives of others.

The community service learning program commences in Year 7 offering students the opportunity to participate in community service activities supporting environmental programs and the Pymble Ladies' College community.

Girls may choose to participate in one project, or engage in a range of activities. Community service and charity experiences extend across the Secondary School through groups, clubs and within the House experiences. Student participation is encouraged and recognised during Student Wellbeing classes, year level and school assemblies. Year 7 undertake a Pymble Ladies' College community based program during lunch times, some examples include:

Social Responsibility

- Agriculture Plot Assistance
- Artworks for Aged Care
- Sustainability Initiatives
- The Knitting Project for WIRES
- Pot plants for Easy Care Gardening
- Preparatory School Sports
- World Wide Chat with overseas schools

In Year 8, girls take part in the Kids Teaching Kids program. This gives students the opportunity to select an Environmental Service Learning activity for 2015.

Working in groups of approximately 10, students meet with their Kids Teaching Kids mentor during Connect classes and Science lessons to design and plan their environmental projects and solutions to present to over 200 local Years 5 and 6 primary students on a conference day.

Curriculum

In Year 7, the curriculum is the same for all students except for a choice of languages. Every Year 7 student will study the following subjects:

- English
- Mathematics
- Science
- Geography
- Religious Education
- PDHPE
- Music
- Visual Arts
- Technology
- Choice of French, Japanese, German or Mandarin

Curriculum

In Year 7 students study Geography, in Year 8 students study History. Mathematics is grouped according to ability and an observed pace of learning.

Mathematics homework will be set in each lesson and students are encouraged to attend Homework Club sessions in the library on Monday and Tuesday if required. In addition to the set homework, the students should regularly use Mathletics to assist in the consolidation of concepts taught in the classroom.

All other Year 7 subjects have classes of mixed academic ability. Middle School students are at varying stages of development with differing school experiences at this point and it is crucial to allow them time to define themselves as a learner rather than with a predetermined label as they enter the Secondary School. In Year 8 students may continue with their language studied in Year 7 and select one of these elective subjects or they may choose two new electives from the following list:

- Financial Literacy
- Latin
- Japanese
- Visual Arts
- Music
- Literacy and Language (By invitation)

Examinations and Policy for Conducting Catch-up Examinations in Year 8

Formal examinations are not undertaken in Year 7 in a block of a week. Assessments, class tests and research assignments are given at regular intervals throughout the year so that we can monitor each student's progress and levels of understanding whilst each student develops their study skills and approach to learning. College examinations in Year 8 are conducted annually. Year 8 complete their examinations early in Term 4, **26 October – 28 October.**

There is an expectation that all girls will sit for examinations at the scheduled times. There are, however, occasions when examination dates clash with other school-sanctioned events including sport and music.

If a student misses an examination for a valid reason, she may be given the opportunity to sit for that examination at a later date. The following guidelines apply:

- If a student knows that she will miss a scheduled examination owing to a clash with another school-sanctioned event such as participation in a sporting competition or Music examination, she should notify the Director of Studies, Mr Stephen Dunk or the Deputy Head of Middle School immediately and arrange another time to complete the examination. If possible, the examination should take place within one week of the scheduled examination.
- A doctor's certificate should be provided where possible. If a student is ill on the day of an examination, her parents should notify the school that she is unable to attend school that day.

Examinations and Policy for Conducting Catch-up Examinations in Year 8

On her return to school, she should see her Student Co-ordinator to arrange a time for a catch up examination. If possible, the examination should take place within one week of the scheduled examination.

No provision can be made for students who miss an examination owing to leave for a family holiday or other non-school related event. No provision can be made for students who are absent for an extended period of time owing to illness.

If a student cannot complete one or more catch-up examinations within two school days after the end of the official examination period, she will not be able to complete the examinations. Students who complete a catch-up examination will be required to sign a declaration stating that they have not discussed the content of the examination with any other student. Students who do not complete an examination may request a copy of the paper owing to an extended time away from school or a non-sanctioned school event. They will be permitted to complete the examination in their own time and submit their response to their classroom teacher and request feedback. The results of examinations completed under these conditions will not be included in the student's school report but an estimate will be provided.

Leadership Positions

The girls are strongly encouraged during their time in the Middle School to explore what makes an effective leader, consider female role models in the community and to apply for one or more of the many leadership roles available to them. The following is a description of the roles:

BUDDY (VOLUNTEER POSITION)

A vital leadership role exists to be a Buddy to help new students have a welcoming and positive experience from the very beginning of their time at *Pymble*. This role is essential in helping our new students settle in as quickly as possible.

PYMBLE MORNING TOUR GUIDE (VOLUNTEER POSITION)

Year 8 students can volunteer to be *Pymble* Morning Tour Guides. Students will undertake a leadership induction program which will allow them to take prospective families on guided tours around the College.

YEAR 7/8 ELEVATE LEADER (VOLUNTEER POSITION)

Years 7 and 8 students can volunteer to assist with Years 7/8 Elevate, an online news and information space for Middle School students produced by Middle School students. Various roles include editors, writers, photographers and media crews.

CHAPEL LEADERS (CHAPLAIN SELECTED)

Chapel leaders, will work with the Chaplains, staff and students to help improve Christian worship at *Pymble* and support the smooth running of the chapel services for the duration of the year. They also help co-ordinate Music staff, student musicians and singers.

Leadership Positions

HOUSE LIAISON (ELECTED POSITION)

Two House liaison officers will be appointed per house from the Middle School for the duration of the year. The key role will be to support the Year 12 House leaders in implementing the activities and events through the House system.

CONNECT CAPTAINS (ELECTED POSITION)

Two students per Connect group are elected by fellow students to represent their Connect class for one term. Their main role is to act as leaders and co-ordinate activities within their group.

SRC LEADERS (ELECTED POSITION)

Twelve students (8 per year group), elected by fellow students, will represent Middle School girls for the duration of the year. The SRC works together, with help from the Heads of School, to improve school life, to contribute students' ideas and to represent the student body in school decision-making. As well as a Middle School role, they will also participate as a member of a committee within the school-wide SRC program.

MIDDLE SCHOOL LEADERS (STAFF SELECTED POSITION)

Students in Year 8 will be appointed each year following an extensive application and interview process to be the Middle School Leaders. These girls will represent the College at official school functions, act as ushers at school events, co-ordinate Middle School and special assemblies, and welcome and give the vote of thanks for guest speakers. They will also work closely with the Middle School Prefects to implement activities within the Middle School.

Peer Support Program Year 7 and Mentor Program Year 8

Research has shown that young people who have strong connections with their school and family achieve better results and outcomes than those who have weak connections.

Our College Peer Support Program involving Year 10 students provides an opportunity for young people to participate in their school community and build strong relationships with each other. The Year 10 students learn important communication, problem solving and leadership skills as they get to know the Year 7 students. In turn, the younger students enjoy the support of a trusted older role model as they make the transition to Secondary School.

Peer Support leaders are briefed on what is required for each session, what the aims of each session are and how to scaffold any problems that exist within groupings. Regular contact outside of these sessions is encouraged and often Year 7 students will approach their Peer Support leader to assist them with settling in and friendship concerns.

Year 8 continues their connection with their Mentor in Year 11, with whom they met and interacted with last year in the Peer Support Program in Year 7. The Mentor program involves Year 11 meeting with Year 8 as required around adolescent topics.

Outdoor Education Learning Experiences

Pymble Ladies' College provides girls with an education that prepares them for challenges and the rapid changes of the 21st Century, equipping them with the skills they will need throughout their journey in life. Outdoor Education in the Middle School is undertaken with an annual program. Aspects of the outdoor education program that address ongoing development of students include:

- Developing specific outdoor skills
- Raising environmental awareness and appreciation
- Extending self-perception
- Focusing on the skills required to live together in small communities

All Middle School students are expected to attend the Outdoor Education programs. Outdoor Education is the use of the outdoors to promote and enable educational and behavioural developments and changes. It is considered as 'guided learning through meaningful experience, which impels participants into challenging and demanding situations requiring effort, determination, co-operation and self-reliance' (Hattie, Marsh, Neill and Richards, 1997). Our Year 7 Outdoor Education program aims to encourage positive relationships and fosters integration as a cohort whilst in a natural setting free of electronic interruptions. The Year 7 Outdoor Education program is conducted with 'Southbound Adventures' and the girls attend an outdoor venue at Crosslands. The Year 8 Outdoor Education program will be conducted in September with 'Somerset' on the banks of the Colo River, two hours north of Sydney. This program will be an extension of the Year 7 Program.

Outdoor Education Learning Experiences

This is a 'Challenge by Choice' program and this concept will be explained in the various program briefings.

Vaccinations

Each year NSW Health offers the vaccines recommended by the National Health and Medical Research Council (NHMRC) for adolescents as part of the school-based program. In 2016 the following vaccines will be offered to Year 7 students:

- dTpa vaccine (Diphtheria, Tetanus and Pertussis 'whooping cough') given as a single scheduled dose due for their age group. This is the scheduled 'booster' dose for their age group and replaces the previously scheduled 15 year booster. They will not be offered this vaccine again in school after Year 7. This will be the only time they are eligible for this free vaccine
- Varicella (Chickenpox) vaccine given as a single dose, if they have not already had chickenpox disease or a dose of vaccine previously via a childhood schedule. If this situation applies to your child the student does not require any further doses
- Human Papillomavirus (HPV) vaccine given as a course of three doses over the school year

Vaccination Clinic Visits

Date	Students
Tuesday 23 February 2016	Year 7 students Human Papilloma virus (Dose 1)
Tuesday 7 June 2016	Year 7 students Human Papilloma virus (Dose 2) Year 7 students dTpa (Boostrix)
Tuesday 8 November 2016	Year 7 students Human Papilloma virus (Dose3) Year 7 students VZV (Chicken Pox)

Homework

All girls are required to do homework every night. For Middle School students approximately 15 to 20 minutes of homework may be set for each lesson of the day, even if the lessons are on a Friday. This includes the time necessary for the completion of project work, research and assignments. At times, research assignments will be allocated that will take 20 minutes of consistent attention each day for the time period that has been allocated to complete the task. When ongoing assessments or topic tests have been advised, part of the 20 minute allocation per subject will be revision for the nominated assessments. Parents should consult the Assessment Schedule on the Portal which outlines the assessment tasks for each week of the term.

To access the Assessment Schedule, click on the MyPymble Login icon – enter your family details and click on the Curriculum Link. Scroll down and locate the Years 7 and 8 Assessment planners. Your daughter should begin developing a consistent work habit of about an hour and a half each week day. Reading set novels, wide reading and instrumental practice should form part of this daily routine. No homework is set for completion over school holidays.

www.pymblelc.nsw.edu.au/mypymble/curriculum

Middle School Parent Group (MSPG)

The intention of the group is to establish a community of parents and staff who together create opportunities for girls, their parents and staff of the College to participate in events and activities in the Middle School. The support group meets once a semester and all parents are invited to join the meeting. The Head of School and Deputy Head of School provide a review on a particular aspect of school life and upcoming events are discussed.

Group Leader:

Mrs Larysa Harris
0416 294 001
craignrys@hotmail.com

Record Keeper:

Mrs Priscilla Macpherson
0438 699 656
pjmacp@hotmail.com

Finance Co-ordinator:

Mrs Judy Weaver
0410 696 570
judyweaver@bigpond.com

Year 8 Co-ordinator:

Mrs Samantha Yee
0416 204 773
fergusy@tpg.com.au

Year 7 Co-ordinator:

Mrs Skye Cooper
0417 695 764
skye@allgm.com.au

Middle School Parent Group (MSPG)

Care and Support Year 8:

Mrs Prue Wedlock
0414 504 222
timprue@bigpond.net.au

Care and Support Year 7:

Mrs Mary Hassall
0412 657 886
mary@lorishassall.com.au

Mrs Teresa Macleod
0403 742 994
rmac4247@bigpond.net.au

Lunch and Recess

Day girls should bring a packed recess and lunch to school each day. If preferred, lunches may be ordered from the *Pymble* website. 'Lunch on the Run' is available to be ordered daily, or as required. Boarders lunch may be ordered on a termly basis. Students who forget to bring their lunch should report to the Middle School office.

A voucher for a sandwich and piece of fruit can be issued and a charge of \$6.00 will be debited to the student's school account. Middle School students do not have access to the Upper School and Senior School canteens during and after the school day.

Uniform and Appearance

All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance both within the College and outside in the community. Full school uniform, including the appropriate school hat, should be worn to and from school at all times.

All Middle School students should wear summer dresses and winter tunics at knee length. Hair should be neat and tidy. It should be tied back in such a way that the hat can fit firmly on the head. Ribbons must be worn with long hair styles and these should be navy, dark green or Black Watch tartan. Hair elastics should not be visible and can only be black, navy or brown. If a girl arrives at school without a ribbon, a new one should be collected from the Middle School office. Head-bands and clips, if required, should be plain in style and be navy, dark green or Black Watch tartan in colour.



Uniform and Appearance

No hair rinses or dyes may be used. Students should keep their nails short and they may not wear nail polish or have false nails of any description.

No jewellery is to be worn at school other than a wrist watch and a small pair of gold or one pair of silver stud earrings in one lobe only. No pearl, diamond or pearl coloured earrings may be worn. Any student wearing inappropriate jewellery at school will have it confiscated by the teacher and placed in a safe for a period of time. A letter will be sent home informing parents of the uniform infringement. No make-up is to be worn at school. Any student found wearing make-up at school will be sent to the Middle School office to remove it and the infringement will be recorded. Repeated uniform infringements will result in parents being informed and detentions issued.

Stationery

A suggested stationery list is issued with the Year 7 orientation pack which is posted to all incoming students. There is a suggested stationery list for Year 7 students. Year 8 students discuss requirements with individual teachers.

Middle School Key Events in 2016

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 7	Year 8	Parents
27 January	Year 7 2016 Student Orientation 8.00am - 3.15pm	✓		
27 January	Year 7 2016 Student and Parent Chapel Service 9.00am – 10.00am	✓		✓
27 January	Year 8 2016 New Student Orientation 10.30am – 12.30pm		✓	✓
1 – 5 February	Year 7 Connection Week Program	✓		
19 February	Icebreaker			✓
23 February	Year 7 Vaccinations – Visit 1	✓		✓
7 March	Middle School Wellbeing Evening 4.00pm – 6.30pm			✓
7 March	MSPG Semester 1 Meeting 6.30pm – 7.00pm			✓
7 March	Guest Speakers 7.00pm-9.00pm Year 7 Speaker - Susan McLean – Cyber Safety http://www.cybersafetysolutions.com.au/ Year 8 Speaker - Melinda Tankard Reist http://melindatankardreist.com/about/			✓

TERM 2				
Date	Event	Year 7	Year 8	Parents
TBA	<i>Pymble</i> Secondary School Athletics Carnival	✓	✓	✓
5 and 6 May	Sir Robert Menzies Reading Competition	✓	✓	
27 April	Years 8-10 Learning Discussions 1 4.00pm – 9.00pm	✓	✓	✓
5 May	Years 8-10 Learning Discussions 2 4.00pm – 9.00pm	✓		
10 May	Year 7 Learning Discussions 4.00pm – 9.00pm	✓	✓	✓
10 – 12 May	Year 7 Naplan Testing	✓		
13 May	Year 7 Naplan Testing Catch Up	✓		
7 June	Year 7 Vaccination Visit 2	✓		
23 June	Middle School Performing Arts Festival	✓	✓	✓
24 June	House Day	✓	✓	

Middle School Key Events in 2016

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 7	Year 8	Parents
26 July	Year 8 Parent Information Evening (Subject Selections 2017) 7.00pm – 9.00pm			✓
2 August	Year 7 Parent Information Evening (Prue Salter Study Skills & Subject selections 2017) 7.00pm – 9.00pm	✓		✓
6 to 9 September	Year 8 Outdoor Education Program		✓	
12 and 13 September	Year 8 Kids Teaching Kids Program		✓	
17 September	<i>Pymble</i> Garden Party	✓	✓	✓

TERM 4				
Date	Event	Year 7	Year 8	Parents
20 October	MSPG Semester 2 Meeting 6.30pm – 7.30pm			✓
28 October	Year 7 2017 Links Day			
29 October	Year 7 2017 Parent Information Day and Assessment Morning			✓
31 October – 3 November	Year 8 Examinations		✓	
24 – 27 October	Year 7 Outdoor Education Program - Crosslands	✓		
8 November	Year 7 Vaccinations Visit 3	✓		
	<i>Pymble</i> Secondary School Swimming Carnival	✓		
21 – 25 November	Year 8 National Exchange Program	✓	✓	✓
5 December	Year 7 Christmas Service 10.00am – 11.00am	✓	✓	✓
6 December	Secondary School Speech Night	✓	✓	✓

Welcome to the Upper School



A warm welcome to the Upper School.

This handbook provides an outline of our philosophy of schooling in the Upper School, a summary of key activities and events taking place across the year, along with relevant information relating to daily life in the school.

Through curriculum experiences, wellbeing lessons and school assemblies we seek to foster an environment that supports the discovery, nurturing and engagement of the unique talents, interests and abilities of our girls. We are intent on establishing a caring community that seeks to know, care for,

challenge and enrich each girl as an individual. We will provide opportunities for our girls to consider themselves as women of the world with a significant and worthwhile contribution to make.

The Upper School offers many exciting opportunities for personal growth including the Urban Challenge outdoor education program, Service Learning initiatives and the International Exchange program. These experiences are designed to challenge your daughter to look beyond her place in the local community to become an informed, confident global citizen. Year 9 students will have the opportunity to participate in the Insights program; a program co-designed in conjunction with Macquarie University specifically for *Pymble* which focuses on the development of personal skills to manage stressful situations and normalise emotions.

For some aspects of school life there is extensive documentation relating to this aspect and a link to the College website is provided for your reference. The most recent copy of the handbook will be available through the parent section of the College website. Variations will be notified to parents through the newsletter.

Best wishes for a safe and rewarding 2016.

Mrs Melissa Boyd

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ACTING DEPUTY HEAD OF UPPER SCHOOL
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Upper School Programs

With close reference to current research in the provision of effective and engaging personal development experiences, students in the Upper School participate in learning activities focusing on the core values of the College; developing and fostering meaningful relationships; recognition and affirmation; self as a leader; self as a learner; and developing a positive self-concept.

Programs are delivered through a combination of College staff and leaders in the field. External speakers are regularly included into the program, connecting the girls to key issues influencing society locally and internationally.

PROJECT BASED LEARNING EXPERIENCES

Outside of the direct curriculum experiences, learning activities for the Upper School have been designed to promote communication, problem solving, creativity and collaboration.

Year 9 students explore the city reaches as participants in the four day Urban Challenge camp. The focus of the camp is to foster the skills of team work, taking responsibility, leading and listening, together with creative problem solving and decision making.

Year 10 students participate in the Australian Business Week simulation game. Students take over and run their own simulated company, making all of the management decisions necessary for the successful operation of their business in a competitive marketplace. Working in teams they make decisions which have real outcomes as they deal with the full complexity of business activity.

Upper School Programs

These programs also involve reciprocal hosting whereby students and families host a visiting exchange student.

A significant feature of the Upper School is our Cultural and Language Exchange programs. These programs provide opportunities for selected students to travel internationally to live and study abroad, providing them with cultural and/or language understanding and newfound global perspectives.

Our current Cultural Exchange program involves partnerships with over a dozen schools throughout Oceania, Europe, Asia, Africa and the Americas. Our Language Exchange opportunities which focus on language skill development along with cultural experience include France, Germany, Japan and China.

Year 9 students will be eligible to apply for a range of Cultural Exchange opportunities and Year 10 will be able to apply for both Cultural and Language Exchange.

For more information please contact studentexchange@pymblelc.nsw.edu.au

Social Responsibility

Social responsibility programs are an integral component of Upper School Life. They provide a powerful mechanism for connecting our students with the world in a meaning manner whilst fostering within each student the belief that they can make a difference to social justice and equity issues in an increasingly diverse global community.

Year 9 students are afforded the opportunity to select and participate in one or more Community Service initiatives with organisations such as Exodus, Easy Care Gardening, Northhaven Aged Care, Meals on Wheels, St Edmunds School and Lou's place. Student involvement in these endeavours is encouraged as it provides opportunities to serve others, undertake individual reflection and develop a greater understanding of themes addressed in a variety of curriculum areas.

In Year 10, students select a Service Learning project that they will engage with throughout the year, Working in groups of approximately 12 to 15, students meet fortnightly during Connect sessions. The girls work with their partnering organisation and a school mentor to plan, develop, budget, resource, advocate, promote and deliver a project that meets the needs of the community organisation. After the successful delivery of the project, the girls reunite for celebration and reflection.

Social Responsibility

Previous Service Learning projects have been implemented both locally and globally (St Jude, Tanzania) and have addressed issues pertaining to girls' education, indigenous communities, women's rights, environmental protection, animal welfare, refugee assimilation, aging with dignity and socioeconomic disadvantage. The positive outcomes of these undertakings are unquestionable and enable our girls to gain a greater understanding of all the challenges faced by others and how they can make a difference.

Ultimately, our Community Service and Service Learning programs empower our students to:

- cultivate an understanding of the variety of human conditions and environmental issues which exist within our community
- appreciate that as an individual they can undertake actions which will positively impact the lives of others and the world around them
- educate insightful and empathetic responses to address the needs of the people with whom they interact
- foster their sense of social responsibility and connectedness with our wider community
- advance their leadership capacity, interpersonal skills and organisational ability

Connect Contacts

Student Co-ordinators

YEAR 9 Mr Ryan Stewart
Mrs Michelle Hunt

YEAR 10 Miss Mariel Lombard
Mrs Katie White

Upper School Parent Group (USPG)

The intention of the Upper School Parent Group (USPG) is to join together as a community of parents and staff to create opportunities for the girls, their parents and their teachers to participate in events and activities in the Upper School.

The USPG meets each semester and is one of three parent groups in the Secondary School operating under the *Pymble* Parent Association constitution. The intention of the meetings is to provide an insight into one aspect of school life, listen to the views and interests of our parent community and work together to provide the girls of the Upper School with a broader and more connected experience between school and home.

In addition the USPG will:

- promote networks of friendship and support for the Upper School families, including welcoming new families
- co-ordinate social functions and fundraising events for the Upper School
- support and contribute to fundraising events for the Secondary School
- provide care and support for Upper School families in need

Upper School Parent Group (USPG)

Group Leader:

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Finance Co-ordinator:

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Year 10 Co-ordinators:

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Mrs Kristen Faahan-Smith
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Year 9 Co-ordinator:

Mrs Helen Kowal
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Care and Support:

TBC

Curriculum

In Year 9 students study the following subjects:

- English
- Mathematics
- Science
- Geography
- PDHPE
- Religious Studies
- History

Girls may continue with one or both of the elective subjects chosen in Year 8, or they may choose new electives from the following:

- Food Technology
- Textiles Technology
- Drama
- Agricultural Technology
- Visual Arts
- Commerce
- Physical Activity and Sports Studies (PASS)
- Classical Greek
- Contemporary Music Studies
- Elective Music

In Year 10, the pattern of courses will be the same for all students. During the 49 periods in each ten day cycle, girls will study:

- English
- PDHPE
- Mathematics
- Religious Education
- Science
- 2 x 200 hour electives continuing from Year 9
- 2 x 100 hour electives chosen from the start of Year 10

Curriculum

The 200 hour electives to choose from are: Agricultural Technology, Commerce, Drama, Elective Music, Food Technology, French, German, Japanese, Latin, PASS, Textiles Technology and Visual Arts. Classical Greek may be studied as an additional elective outside the school timetable.

Classical Greek, French, German, Japanese and Latin are Continuers courses. To select any of these electives in Year 10, students must have completed at least two years study at their previous schools.

The 100 hour electives to choose from are: Aboriginal Studies, Dance, Geography, History, Photography and Digital Media and Marine and Aquaculture Technology. History and Geography must be chosen as at least one of these electives. The 100 hour elective choices are subject to the students having satisfied the requirements for Mandatory Australian Geography and Mandatory Australian History in Year 9 at their previous schools.

NOTE: The 100 hour elective courses are offered in Year 10 only and apart from History and Geography, will not be offered as continuing courses in Year 11 or Year 12 at the College. If the requirements have not been met, girls will study these 100 hour Mandatory Courses in lieu of the 100 hour elective courses.

Text book lists will be sent home in Term 4. New books can be ordered through the school and will be posted to your home just prior to the start of school.

Examinations and Policy for Conducting Catch-up Examinations in Years 9 and 10

College examinations in Years 9 to 10 are conducted annually. Year 10 sit for school-based examinations in Term 3. Year 9 completes their examinations in Term 4.

Completion of examinations is an important learning experience for all students, especially as most girls will sit for the Higher School Certificate examinations in Year 12. There is an expectation that all girls will sit for examinations at the scheduled times. There are, however, occasions when examination dates clash with other school-sanctioned events including sport and music.

If a student misses an examination for a valid reason, she may be given the opportunity to sit for that examination at a later date.

The following guidelines apply:

- If a student knows that she will miss a scheduled examination due to a clash with another school-sanctioned event, such as participation in a sporting competition, she should notify the Director of Studies immediately and arrange another time to complete the examination. If possible, the examination should take place within the scheduled examination week
- If a student is ill on the day of an examination, she should notify the school that she is unable to attend school that day. On her return to school, she should see the Director of Studies to arrange a time for a catch up examination. If possible, the examination should take place within the normal examination week

Examinations and Policy for Conducting Catch-up Examinations in Years 9 and 10

- No provision can be made for students who miss an examination due to leave for a family holiday or other non-school related event
- No provision can be made for students who are absent for an extended period of time. If a student cannot complete one or more catch-up examinations within two school days after the end of the official examination period, she will not be able to complete the examinations
- Students who complete a catch-up examination will be required to sign a declaration stating that they have not discussed the content of the examination with any other student
- Students who do not complete an examination may request a copy of the paper. They will be permitted to complete the examination in their own time and submit their response to their classroom teacher and request feedback
- The results of examinations completed under these conditions will not be included in the student's School Report

Leadership Positions

The girls are strongly encouraged during their time in the Upper School, to consider the virtues and the characteristics of an effective leader and consider women role models in the community. All students are encouraged to apply for one or more of the leadership roles offered throughout the Upper School. Provided below is a description of each role.

BUDDY

A vital leadership role exists to be a Buddy to help new students have a welcoming and positive experience from the very beginning of their time at *Pymble*. This role is essential in helping our new students settle in as quickly as possible.

CHAPEL LEADERS

Four Chapel Leaders work with the Chaplains, staff and students to help promote Christian worship at *Pymble* and support the smooth running of the Chapel Services for the duration of the year. They ensure that the girls who are leading, assisting Chapel Services, reading Bible passages, providing sermons and reading the prayer, are punctual and prepared to carry out their roles in a respectful manner. They also help co-ordinate Music staff, student musicians and singers.

HOUSE LIAISON

Two House liaison officers will be appointed per House from the Upper School for the duration of the year. The key role is to support the Year 12 House leaders in implementing the activities and events through the House system.

Leadership Positions

MONITRESS

Year 10 monitresses are appointed in Term 4. This position is vital to the smooth running of the school. Duties include: supervising crossings, performing uniform duties, helping at bus lines for younger students, acting as guides and representatives at functions and events. This role is an essential one and monitresses need to demonstrate that they are reliable, responsible, confident and caring.

CONNECT CO-CAPTAINS

Two students per Connect group per semester are elected by fellow students to represent their Connect group for one semester. Their key role is to act as a leader and Co-ordinator of activities within their group. They have the important job of representing the College at official school functions, acting as ushers at school events and attending an SRC meeting once a term.

PEER SUPPORT LEADERS

Fifty Year 9 leaders are appointed in Term 4, to act as Peer Support leaders to Year 7 students the following year. Peer Support is a valuable support to the Student Wellbeing system of our school. It is a program that orientates new Year 7 girls to *Pymble*, enables them to build connections with the wider school community and allows discussion of issues that students have in common.

Leadership Positions

STUDENT REPRESENTATIVE COUNCIL (SRC)

Twelve students (six per year group), elected by fellow students, will represent Upper School girls for the duration of the year. The SRC work together to improve school life and contribute students' ideas and to represent the student body in school decision-making. They meet each Friday lunch time. As well as an Upper School role, they serve as a member of a committee within the school wide SRC program.

UPPER SCHOOL LEADERS

Ten girls per year group will be appointed each semester to be the Upper School Leaders. These girls represent the College at official school functions, act as ushers at school events, co-ordinate the weekly assembly, lead the year group at Sports Carnivals and welcome and give the vote of thanks for guest speakers. They will attend leadership sessions with the Deputy Head of Upper School on Fridays. They will also work closely with the Upper School Prefect Liaisons to implement activities within the Upper School.

MEDIA AND COMMUNICATIONS LEADER

Six students (three from each Year group) will work co-operatively to edit USpace. This includes taking responsibility for photographing and/or filming important events involving Upper School students, proof reading articles submitted by reporting team, writing and preparing an opinion, marketing USpace and leading a fortnightly meeting with Media and Communications Reporting Team.

Leadership Positions

MEDIA AND COMMUNICATIONS REPORTING TEAM

This team will work individually and in small groups to prepare media reports for USpace. This includes being present and photographing a variety of College events involving Upper School students, writing/preparing media reports and liaising with the Media and Communications Leaders. They will attend fortnightly meetings.

ALLIANCE OF GIRLS' SCHOOLS

The Student Networking Alliance group is a new position that started in 2014. Alliance members will meet girls from other independent schools to discuss current issues concerning girls health and education in the hopes of making positive change. Four students from Year 10 and four from Year 11 will be selected to represent Pymble Ladies' College at meetings off campus throughout the year.

Lunch

Day girls should bring a packed lunch to school each day. If preferred, day girls may purchase boarding lunches on a semester basis. This is organised online through the College website. Girls who forget to bring their boarder's lunch card can obtain a slip from Upper School Administration to obtain their lunch for that day. In the event of a lost card, an administration fee of \$6.00 is charged to produce a replacement card. Students who forget to bring their lunch and do not have money to purchase lunch through the Upper School café should report to Upper School Administration. A voucher for a sandwich and piece of fruit can be issued and a charge of \$6.00 will be debited to the student's school account.

Lunch Duty and After-school Detention

Lunch duties are penalties for uniform and other infringements. Lunch duties last for approximately 20 minutes and are of a community service nature. They are followed by a conversation with a member of staff regarding consequences. Students who complete two lunch duties per term and incur a third will have an after-school detention. These take place on a Tuesday afternoon between 3.30pm to 4.30pm.

Uniform and Appearance



All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance both within the College and outside the College. Full school uniform, including the proper school hat, should be worn to and from school.

Uniform and Appearance

Hair should be neat and tidy. It should be tied back in such a way that the hat can fit firmly on the head. Ribbons must be worn with long hair styles and these should be navy, dark green or Black Watch tartan. Hair elastics should not be visible and can only be black, navy or brown. If a girl arrives at school without a ribbon, a new one may be purchased from their respective school office. Head-bands and clips, if required, should be plain in style and be navy, dark green or Black Watch tartan in colour. No hair rinses or dyes may be used. No jewellery is to be worn at school other than a wrist watch and a small pair of gold or silver stud earrings. Any student found wearing jewellery at school will have it confiscated by the teacher. A lunch duty will then need to be completed. A letter will be sent to parents informing them of the infringement. The jewellery will not be returned to the student until the last week of term, upon receipt of a signed copy of the parent letter. No make-up is to be worn at school. Any student found wearing make-up at school will be sent to the respective school office to remove it and will be issued with a uniform infringement.

Upper School Key Events in 2016

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 9	Year 10	Parents
27 January	New Student Orientation Day	✓	✓	✓
28 January	Term 1 Commences	✓	✓	
6 February	Saturday Sport Commences	✓	✓	
8 February	Foundation Day activities	✓	✓	
15 February	Secondary Cross Country	✓	✓	
15 February	Year 9 Upper School welcome	✓		
16 – 19 February	Year 9 Camp	✓		
19 February	Icebreaker event			✓
29 February	USPG Meeting 5.30pm			✓
29 February	Upper School Connect Evening			✓
26 February	Service Learning Launch		✓	
4 March	International Women's Day Breakfast		✓	
5 March	Head of the River	✓	✓	✓
13 March	IGSSA Swimming/ Diving Carnival Compulsory Attendance for Year 10 as Supporters		✓	
16 March	Year 10 Careers Profiling Testing		✓	
16 – 17 March	Tildesley Tennis tournament	✓	✓	
24 – 28 March	Easter break	✓	✓	
4 April	Careers Expo	✓	✓	✓
6 April	Secondary Ensemble Concert	✓	✓	✓
8 April	Centenary Precinct opening	✓	✓	
6 April	House day/ End of Term 1	✓	✓	

TERM 2				
Date	Event	Year 9	Year 10	Parents
27 April	Term 2 Commences	✓	✓	
27 April	Upper School Learning discussions	✓	✓	✓
29 April	Anzac Day ceremony	✓	✓	
5 May	Careers Profiling Interviews Start		✓	✓
5 May	Upper School Learning discussions	✓	✓	✓
10 – 12 May	NAPLAN	✓		
18 May	Cancer Council Biggest Morning Tea	✓	✓	✓
25 May	Secondary School Athletics Carnival	✓	✓	✓
2 – 4 June	Drama Company Performance	✓	✓	✓
9 June	Years 9 into 10 Information Evening	✓		✓
9 June	Study Skills workshop	✓		✓
23 June	Years 10 into 11 Subject Selection Evening		✓	✓
24 June	End of Term 2	✓	✓	

Upper School Key Events in 2016

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 9	Year 10	Parents
19 July	Term 3 begins	✓	✓	
18 August	IGSSA Athletics Carnival Compulsory Attendance Year 9	✓		
1 – 3 September	Drama Ensemble Performance	✓	✓	✓
2 September	Father/Daughter Breakfast	✓	✓	✓
17 September	Garden Party	✓	✓	✓
22 September	Term 3 Ends	✓	✓	

TERM 4				
Date	Event	Year 9	Year 10	Parents
11 October	Term 4 begins	✓	✓	
14 October	Year 10 Dance		✓	
14 October	Year 10 Parent Dinner			✓
19 October	Upper School Swimming Carnival	✓	✓	✓
28 October	Billboard Film Festival	✓	✓	✓
31 October	Years 9 and 10 Exams commence	✓	✓	
10 – 12 November	Dance Showcase	✓	✓	✓
14 – 22 November	Service Learning Week and reflection days		✓	
23 – 25 November	Year 11 Preparation Program		✓	
6 December	Secondary School Speech Night	✓	✓	✓
7 December	House day/ Term 4 Ends	✓	✓	

Welcome to the Senior School



Welcome to your daughter's final years at school. Years 11 and 12 mark an important time of transition in your daughter's life and, as such, these years are also a time of significant growth in independence and interdependence, responsibility and self-awareness. By fostering a partnership between your daughter and her teachers, we aim to promote self-reliance, scholarship and citizenship within each individual girl. In this way, all students are encouraged to develop the skills, knowledge and values required to make meaningful contributions to their communities, and to be confident in determining their own futures.

Futurists tell us that in the upcoming decades, individuals will require the ability to work both in collaborative teams and on individual projects. Upon leaving school, our young women need skills in divergent and critical thinking and as such they benefit from learning in a flexible, academically stimulating environment where individuals are challenged to solve problems and be inquisitive in their scholarly journey.

Learning should be a joyful experience, albeit at times challenging. By involving herself in a broad range of co-curricular options, your daughter is encouraged to understand the importance of balance and commitment in achieving personal goals. As she engages with the Connect program, she will also be assisted in developing a strong ethical framework, and keeping a realistic, healthy and optimistic perspective.

I look forward to meeting you personally at one of the upcoming Senior School events and wish you and your daughter all the best for a successful and interesting 2016.

Mrs Nikki Wyse

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Mrs Andrea Pryor

DEPUTY HEAD OF SENIOR SCHOOL
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Ms Glenys Gilbert

SENIOR SCHOOL ACADEMIC ADMINISTRATION CO-ORDINATOR

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The Senior School Experience

There are only two lasting bequests we can hope to give our children. One of these is roots, the other, wings.
– Hodding Carter

This quotation effectively captures the challenges and opportunities presented to the girls in the Senior School. While continuing to develop the strong sense of community and joy of learning that have been established in the Middle and Upper Schools, Senior School students are also preparing to leave the College and 'fly' in their post school lives. As such, these final years of school are an exciting time of growth, trial and reward. Through their involvement in College life the young women of the Senior School develop greater responsibility, self-discipline, self-awareness and independent decision making skills. These capacities are fostered in the Senior School Centre – Kate Mason Building, as the students and staff embrace the possibilities and opportunities presented in the flexible learning spaces and state of the art technologies. Senior School students are provided with a range of experiences which challenge them and enhance their academic, physical, social and emotional development. These experiences are developed through the vast choices of academic courses, co-curricular activities, such as sport, performing arts, community service, and the Connect program. Leadership roles for Senior School students are available in all of these activities. In these roles, they are encouraged to shine as responsible, compassionate and effective young leaders of their peers and the College.

Connect Contacts

Student Co-ordinators

YEAR 11	Miss Patricia Gallardo Mr Kurt Schweinberger
YEAR 12	Ms Narelle Moylan Mrs Robyn Campbell

Curriculum

In Years 11 and 12 English is the only compulsory subject. The remainder of a girl's timetable is made up of subjects chosen from the following list: Mathematics, Agriculture, Biology, Chemistry, Earth and Environmental Science, Physics, Ancient History, Modern History, Geography, Legal Studies, Classical Greek, Dance, Drama, Music, Food Technology, Hospitality, Business Studies, Economics, French, German, Japanese, Italian, Latin, Textiles and Design, Personal Development, Health and Physical Education, Studies of Religion and Visual Arts.

The Year 10 Information Booklet – Subject Choice for the HSC is available on the Curriculum Area of the College website.

Examination Policies

Examination policies can be accessed in the Curriculum section of the MyPymble portal, go to: www.pymblelc.nsw.edu.au/mypymble/curriculum

The Assessment Policy booklets contain all of the relevant information with regard to the formal assessment programs for Years 10, 11 and 12.

As well as some general information, they contain important rules and procedures for students, parents and teachers. The formal assessment requirements for each subject are also included. If you have any questions about the Assessment Policy, please contact the Director of Studies at: curriculum@pymblelc.nsw.edu.au

Senior School Parent Group (SSPG)

The intention of the group is to establish a community of parents and staff who together create opportunities for girls, their parents and staff of the College to participate in events and activities in the Senior School. The support group meets in Terms 1, 3 and 4. All parents are invited to join the meeting.

The Head of School or another invited guest speaker generally provides a review on a particular aspect of school life.

Group Leaders:

Mrs Priscilla Taylor
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Mrs Sue Jones
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suerossjones2@bigpond.com

Record Keeper:

Mrs Sandy Shewell
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Senior School Parent Group (SSPG)

Finance Co-ordinator:

TBC

Year 12 Co-ordinator:

Mrs Maryanne Dajkovich
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Year 11 Co-ordinator:

TBC

Care and Support:

Mrs Nicole Parsons
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Senior School Student Wellbeing Program

Research has indicated that people are most likely to experience wellbeing, happiness and fulfilment when they have a strong sense of purpose and belonging. Our Student Wellbeing program acknowledges that there are strong links between learning, wellbeing, resilience and student academic achievement. The Senior School Student Wellbeing Program is based upon the College values and aims to foster and develop in all students:

- Creative and critical thinking skills
- Flexible and collaborative thinking and work habits
- Positive thinking and academic resilience
- Connectedness, community spirit and service

As the students learn to manage an increasingly demanding academic program, they are encouraged to consider the importance of balance in their lives so that they can continue to develop holistically. As a result, it is hoped that the students will continue to develop strengths in all fields – academic, social,

Senior School Student Wellbeing Program

physical and emotional. Much of the Senior School Student Wellbeing Program is based on cognitive-behavioural principles. This evidence based approach says that our thoughts play a central role in influencing our feelings and consequent behaviour.

This program aims to encourage young people to challenge unhelpful thoughts and draws on positive psychology literature, taking a strength based approach that removes the focus from 'deficits' to students' inherent qualities and skills. We also aim to develop resilient learners. This requires more than just being able to overcome distressing feelings and adversity; it also involves being able to make mistakes, and learn from them as part of the growth process.

We encourage students to:

- exercise self discipline and respect for others, to show courage in decision making and to take responsibility for their own actions
- develop an awareness of interdependence
- debate ethical questions and reflect on personal and ethical frameworks

This helps to build confident, composed young women.

Senior School Leadership

The students in Year 11 have various opportunities to develop their leadership potential through serving in various positions. These include the roles of Subject Captains, Captains of various sporting and cultural teams, Chapel Captains, SRC, Connect Group representatives and Monitoresses. Each of these positions has its own selection criteria and process for appointment which is clearly outlined with the students. In their final year at Pymble Ladies' College, all Year 12 students are expected to act as role models and leaders. Senior badges are presented to all Year 12 students in recognition of this special role and the related expectations. As the most senior girls in the school, there will be various opportunities to develop individual leadership and management skills. The Prefect body is composed of Year 12 students who have been elected to that position by their peers and teachers. Each of the Prefect positions has a delegated portfolio. Year 12 students can also serve as Captains of various sporting and cultural teams, SRC and Connect Group representatives. There are also many opportunities for the students to lead a variety of committees in their final year at the College.

Gap Program

Year 12 students who are interested in completing a Gap Year at one of the College's partner schools in the United Kingdom should contact the Director of Boarding, Mrs Deanne Elliott at: deelliott@pymblelc.nsw.edu.au

Flexible Leave

In Term 1 of their final year at school, Year 12 students will be offered the option of flexible leave. In this situation, students are able to leave the College but must enter their leave on the Roll Call kiosk prior to their departure. This option of flexible leave is granted by the Head of Senior School, in consultation with the Dean of Students. Students will be informed by the Head of Senior School when flexible leave provisions have been granted.

Study Periods

Many students will have lessons on their timetables, designated as Study or Prep periods. In these lessons the girls are encouraged to take responsibility for using this time effectively. Senior School girls have a variety of options during this time. They can choose to complete quiet, independent work in the library or the Senior School Centre, or they can work on group projects in seminar rooms or the student lounge. At the beginning of each Study lesson, all students are required to enter their attendance on the Roll Call Kiosk in the Senior School Centre.

Driving

Some Year 12 girls are, occasionally, given permission to drive to and from the College. If a student wishes to apply for driving permission, please follow these steps:

- Write to the Head of Senior School, outlining the reasons for your request and the days of the week that you would like your daughter to drive
- A parental signature is required on the application letter
- Wait for a reply in writing from the Head of Senior School
- If permission is granted, a Driving Pass will be given to your daughter
- Place the Driving Pass on the dashboard where it can be seen by our security staff

Please remember: as a courtesy to our neighbours and for safety, we have to control the number of girls who are given permission to drive. Please don't be surprised (or too disappointed) if permission is not granted. We do try to give permission to those girls who have very early or late hours at school, those who live in areas which are not serviced well by public transport and those students who may have other duties within their families. Those students who are permitted to drive to school must never take other girls (other than sisters, with parental permission) in their cars to or from school. Please do not allow drivers on 'L' plates to drive in College grounds.

Lunch

Day girls should bring a packed lunch to school each day. If preferred, day girls may purchase boarding lunches on a semester basis. This is organised online through the College website. Girls who forget to bring their boarder's lunch card can obtain a slip from Senior School Administration to obtain their lunch for that day. In the event of a lost card, an administration fee of \$6.00 is charged to produce a replacement card. Students who forget to bring their lunch and do not have money to purchase lunch through the Senior School café should report to Senior School Administration. A voucher for a sandwich and piece of fruit can be issued and a charge of \$6.00 will be debited to the student's school account.

Uniform and Appearance

All students are expected to wear their uniform correctly and with pride. They are required to maintain high standards of appearance both within the College and outside the College. Full school uniform, including the proper school hat, should be worn to and from school.

Hair should be neat and tidy. It should be tied back in such a way that the hat can fit firmly on the head. Ribbons must be worn with long hair styles and these should be navy, dark green or Black Watch tartan.

Hair elastics should not be visible and can only be black, navy or brown. If a girl arrives at school without a ribbon, a new one may be purchased from their respective school office. Head-bands and clips, if required, should be plain in style and be navy, dark green or Black Watch tartan in colour. No hair rinses or dyes may be used.

Uniform and Appearance



No jewellery is to be worn at school other than a wrist watch and a small pair of gold or silver stud earrings. Any student found wearing jewellery at school will have it confiscated by the teacher. A lunch duty will then need to be completed. A letter will be sent to parents informing them of the infringement. The jewellery will not be returned to the student until the last day of term, upon receipt of a signed copy of the parent letter. No make-up is to be worn at school. Any student found wearing make-up at school will be sent to the respective school office to remove it and will be issued with a notice of lunch duty.

Senior School Key Events in 2016

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 11	Year 12	Parents
27 January	Year 12 students return		✓	
27 January	Orientation Day for new Year 11 students 9:00am – 11:00am	✓		
8 February	Centenary Foundation Day	✓	✓	
15 February	SSPG Meeting 6:00pm Senior School Information Night 6:30pm			✓
22 February – 25 February	Year 11 Learning and Leadership Camp	✓		
23 February	Paul Dillon Seminar		✓	
8 March	International Women's Day event	✓	✓	
4 April	Careers Expo	✓	✓	✓
7 April	Year 12 Learning Discussions		✓	✓

TERM 2				
Date	Event	Year 11	Year 12	Parents
18 May	Cancer Council Biggest Morning Tea	✓	✓	✓
25 May	Secondary School Athletics Carnival	✓	✓	✓
1 June	Centenary Photograph	✓	✓	
8 June	Year 11 Learning Discussions	✓		✓
21 June	Senior School Knit In 12:50pm – 2:10pm	✓	✓	✓

Senior School Key Events in 2016

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 11	Year 12	Parents
29 July	Year 12 Study Day		✓	
1 August – 12 August	Year 12 HSC Trial Examinations		✓	
29 August – 9 September	Year 11 Yearly Examinations	✓		
9 September	Year 11 Formal	✓		
12 September	Year 11 Subject Information Evening			✓
17 September	Garden Party	✓	✓	✓
22 September	Year 12 Final Combined Assembly	✓	✓	
22 September	Year 12 Final Chapel Service and Morning Tea		✓	
22 September	Year 12 Valedictory Dinner		✓	

TERM 4				
Date	Event	Year 11	Year 12	Parents
13 October – 4 November	Year 12 HSC Examinations		✓	
27 October	SSPG AGM			✓
9 November	Jacaranda Day	✓		
18 November – 24 November	Year 11/12 Assessment Week	✓		
6 December	Secondary School Speech Night	✓	✓	



1 Agricultural Plot	11 Boarder's Dining Room (Main Hall)	19 David Macfarlane Centre (DMC)	28 Gym, Artistic Gymnastics Centre (Jeanette Buckham Physical Education Centre)	37 Middle School (Main Colonnade)	46 Senior School Centre (Kate Mason Building) CISCO Room Jacaranda Café Jobson Lecture Theatre
2 Art Centre (Ferguson House)	Centenary Precinct (under construction)	20 Facilities Management	29 Health Care Centre	38 Pavilion	47 Speech and Drama Centre
3 Avonmoore	12 Aquatic and Fitness Centre	21 Flagpole Lawn	30 Heritage Centre (Archives, Development, Alumni)	39 Preparatory and Junior Schools Pick-up / Drop-off area	48 Sporting Courts
Boarding	13 Mollie Dive Field	22 Gate 1 - Main Gates (John Marden Gates)	31 James Kelso Pavilion and Field	40 Preparatory School	49 Technology and Applied Studies Centre (TAS)
4 Goodlet House	14 Underground Car Park	23 Gate 2 - Staff Parking	32 Junior School (John Reid Building)	41 Professional Learning Centre	50 The Hub – IT Centre
5 Lang House	15 Centenary Walkway	24 Gate 3 - deliveries (Roland Love Gates)	33 Liane Tooth Field	42 Pymble Train Station	51 Upper School (Robert Vicars Building)
6 Joan Hammond Administration	16 College Reception (Isabel McKinney Harrison Centre)	25 Gillian Moore Centre for Performing Arts (GMCPA)	34 Main Colonnade	43 Riverbed	52 War Memorial Chapel
7 Marden House	17 College Uniform Shop	26 Gloucester Lawn	35 Main Hall	44 Science Centre Science Lecture Theatre	
8 Goodlet Lawn	18 David Blackwell Music School	27 Grey House Walk	36 Main Oval	45 Secondary School Library (Conde Building)	
9 Lang Lawn					
10 Marden Lawn					



Pymble Ladies' College

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