



Pymble Ladies' College



Parent Handbook 2019

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Principal's Message



Welcome to the 2019 Pymble Ladies' College Parent Handbook and another year of inspired learning for your daughter at the College.

We are pleased to present you with this comprehensive guide to the essential people, places, policies and practical information you may require access to at different times throughout the year.

In the general section, you'll find information relevant to all students across the College, including our College Values, Codes of Behaviour and Parent/College Communications Framework. This section also includes

a list of term dates, as well as details about our Health Care Centre, the College Uniform Shop, Student Counselling and Student Support Services, Wellbeing Programs, Technology and Chapel.

Relevant information pertaining to the five individual schools – Preparatory, Junior, Middle, Upper and Senior Schools – is provided in the Handbook following the general information section.

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

Wishing you and your family a happy, healthy and fulfilling year.

A handwritten signature in black ink, reading "Vicki Waters". The signature is fluid and cursive, with a large initial "V".

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 to 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 8000 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 towards 2020.



College Community

COLLEGE COUNCIL

Chair of College Council Mr James Hunter BSc(UNSW), Dip Ed (UNE), MBA (AGSM), MAICD

Members Mrs Meredith Scott BEc(Syd), FCA
The Reverend Stephen Aynsley BTh
Prof Gurjhinder (Gin) Malhi MBChB, BSc (Hons), MD, FRCPsych, FRANZCP
Mr Simon Rothery BEcon GDipAppFin (SecInst) SF Fin
Mr David Myers B.Build MRICS
Ms Melinda Graham LLB (Hons)
Mr Chris Fydler OAM LLB (Hons), BComm, GAICD
Ms Kate Highfield BTeach, BEd, MEd, PhD
Ms Kristin Wydell BBus (Acctg) FCA

Ex officio Member Ms Anne Empson BCom (UNSW), GDipTh (CSU), ATCL, CPA, GAICD

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

SENIOR EXECUTIVE

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

Deputy Principal Mrs Julie Shaw MEd, BEd, DipT, MACE, MACEL

Dean of Curriculum Innovation Mr Justin Raymond BEd, MACEL, MACS, MTGN, DipEd(Innovation)

Dean of Students Ms Lamia Rockwell BEd, MLdrshp, MACE, MACEL

General Manager Mr Allan Stewart MMgt

Director – Finance Mr Andy Lang CA, MAICD

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

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

Head of Middle School Mrs Jennifer O'Donnell BA, DipEd

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 Carolyn Burgess BEd, MEd, GradCert D&T, Cert II CC, Cert IV WA

Director of Innovative Technologies Mr Anthony England BEd (Syd), DipCS (Regent), MBA (CSU)

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

Director of Professional Practice Mrs Melissa McMahon BA(Hons), GradDipEd

Director of Sport and Activities Mr Cameron Anderson BHumMvt, DipEd

Director of Studies Mr Stephen Dunk MA, BA, DipEd

Director of Teaching and Learning Ms Tricia Allen BA, DipEd, MSpecEd

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

Director – Research and Development Dr Sarah Loch PhD, MEdSt, MTeach, BA

Director – Partnerships Mrs Angela Schumacher BEd

Contact Details

RECEPTION

Office Hours: 7.30am to 4.30pm
Telephone: +61 2 9855 7799

IT HELPDESK

Office Hours: 7.30am to 5.00pm
Telephone: +61 2 9855 7771

PREPARATORY SCHOOL

Office Hours: 8.00am to 3.45pm
Telephone: +61 2 9855 7720
prepadmin@pymblelc.nsw.edu.au

ABSENTEE LINE
(Midnight to 9.30am): +61 9855 7720

JUNIOR SCHOOL

Office Hours: 8.00am to 4.00pm
Telephone: +61 2 9855 7700
juniorschool@pymblelc.nsw.edu.au

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

WET WEATHER SPORTS
<http://blinkm.co/IPSHA>

MIDDLE SCHOOL

Office Hours: 7.45am to 3.45pm
Telephone: +61 2 9855 7611
middleschool@pymblelc.nsw.edu.au

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

UPPER SCHOOL

Office Hours: 7.45am to 3.45pm
Telephone: +61 2 9497 7865
upperschool@pymblelc.nsw.edu.au

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

SENIOR SCHOOL

Office Hours: 7.45am to 3.45pm
Telephone: +61 2 9497 7871
seniorschool@pymblelc.nsw.edu.au

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

IGSSA WET WEATHER
Use the myIGSSA mobile screens at <http://m.ahigs.nsw.edu.au> or text the sport you are playing, followed by the first letter of your venue, to 199 25 465. For example, for Netball at *Pymble*, text Netballp to receive a reply confirming '*Pymble* open' or '*Pymble* closed'.

CONDE LIBRARY
Monday to Thursday: 7.30am to 6.00pm
Fridays: 7.30am to 5.00pm
Telephone: +61 2 9855 7661

CO-CURRICULAR SPORT AND ACTIVITIES

Telephone: +61 2 9497 7848
ccsa@pymblelc.nsw.edu.au

COLLEGE UNIFORM SHOP

Telephone: +61 2 9855 7745

Term Time

Monday, Tuesday, Wednesday, Friday:
12.00pm to 4.30pm

Thursday: 12.00pm to 6.00pm
(5.30pm in Terms 2 and 3)

Holidays

First Monday before school resumes each term (except public holidays):
9.00am to 4.30pm

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

Conditions of Entry and Continuing Enrolment

These conditions are to be accepted by Parents or Guardians when they submit their Application of Enrolment form.

1 DEFINITION

In the context of this document, these conditions, unless the context otherwise requires:

- 1.1 'Principal' means the Principal of the College or Acting Principal of the College or any other Staff Member of the College from time to time carrying out the duties or exercising the authority of the Principal.
- 1.2 'Parent or Carer' means the Parent/s or legal Guardian of the Student.
- 1.3 'College' means Pymble Ladies' College.
- 1.4 'Fees' means fees, charges and other payments applicable to the Student.
- 1.5 'College Fee Schedule' is the document that outlines the fees and other charges set annually by the College.
- 1.6 'School Year' means each calendar year.
- 1.7 'Student' means the student to whom the enrolment relates.
- 1.8 'Enrolment' means a contract between the parent of a student and the College to provide a course of education over a period of years.
- 1.9 'Enrolment Fees' means the non-refundable fees required to be paid by the Parent to secure a confirmed place at the College for their daughter.

2 STUDENT OBLIGATIONS

Students are required to have high standards of behaviour and attend the College and compulsory activities throughout the School Year and in particular must:

- 2.1 abide by the Student Code of Conduct
- 2.2 behave courteously and considerately at all times
- 2.3 support the goals and values of the College
- 2.4 attend all religious education classes, Chapel services, assemblies, outdoor education programs and excursions
- 2.5 wear the College uniform as prescribed and follow conventional standards of appearance in accordance with the College guidelines and the expectations of the College community
- 2.6 attend the College during school hours, except in the case of sickness or where leave not to attend has been given.

3 PARENT OR CARER OBLIGATIONS

The Parent or Carer

- 3.1 must accept and abide by the requirements and directions of the College Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the College
- 3.2 must support the goals, values and Christian ethics and activities of the College
- 3.3 must read the College newsletter. The College publishes an electronic newsletter, on a weekly basis during each school term, which is sent by email and contains information of importance to the Parent or Carer. All parents and carers are required to read this newsletter
- 3.4 must advise the College in writing of any change of home, mailing, email address or contact details, or other information on the Application for Enrolment, within one (1) month of such change. Applications and provisionally confirmed enrolments may be cancelled if the College loses contact with the Parent or Carer or has mail returned to it
- 3.5 acknowledges that the College's academic and other programs and activities may be altered or added to at any time. This may include discontinuance of teaching subjects and other programs
- 3.6 must ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery
- 3.7 acknowledges that the academic reports will be sent to the address or addresses notified by the Parents or Carers. Where the Parents or Carers are separated or divorced, reports will be sent to both parties on request to the address notified by each party unless there is an Order of the Court or an agreement that reports are to be sent to only one Parent or Carer.

4 ENROLMENT FEES

All Enrolment Fees are non-refundable and are not credited towards Tuition Fees. Enrolment Fees are as follows:

- 4.1 the Application Fee must be paid at the time of application
- 4.2 the Acceptance Fee must be paid at the time a place is provisionally offered
- 4.3 the Entry Fee must be paid at the time a place is confirmed
- 4.4 subject to paragraph 14.4, Enrolment Fees are not refundable.

Conditions of Entry and Continuing Enrolment

5 OTHER FEES AND CHARGES

- 5.1 Parents or Carers are jointly and severally responsible for the payment of Fees set out in the annual College Fees schedule and/or incurred by or on behalf of the Student.
- 5.2 All Fees must be paid:
 - a) in advance, in three equal instalments per annum at the beginning of Terms 1, 2 and 3; and
 - b) within 30 days of the date of issue of the invoice.
- 5.3 No Tuition Fees are levied for Term 4 but an invoice will be sent for charges that have been incurred subsequent to the Term 3 invoice.
- 5.4 If a Student wishes to discontinue a special activity or subject for which extra Fees are payable, not less than one term's notice of such discontinuance must be given.
- 5.5 Where Fees are unpaid, except where special arrangements for payment have been made in writing and accepted by the College, the College reserves the right to:
 - a) suspend the Student until a satisfactory arrangement for payment of unpaid Fees is negotiated
 - b) terminate the enrolment of the Student at the end of the current term
 - c) exclude a Year 12 Student from sitting final exams at the College
 - d) apply a Late Payment Fee where an account is overdue.
- 5.6 The College may take any appropriate action in the collection of unpaid Fees, including the use of a collection agency.
- 5.7 In all cases of unpaid Fees, including where the Student's enrolment has been terminated, the College will make every effort to recoup the debt and all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, tracing fees, administrative costs and any fees payable to debt recovery consultants will be the responsibility of the parents/guardians.
- 5.8 The Parent or Carer acknowledges that GST may apply to some of the Fees payable to the College. Wherever possible, the College will quote its Fees on a GST-inclusive basis.
- 5.9 If for any reason GST becomes payable in respect of any part of any Fees payable by the Parent or Carer to the College, then the College reserves the right to amend those Fees at any time.

6 WITHDRAWAL OF STUDENTS

- 6.1 If a Student is to be withdrawn from the College, at least one full term's notice must be given, in writing, to the Principal, otherwise 25 per cent of the annual Tuition Fee in lieu of notice will be charged.
- 6.2 It would normally be expected that a withdrawal or change of status would take effect from the end of a school term in which case notice must be given before the end of the school term preceding the term in which the change is to occur.
- 6.3 If the withdrawal is to take place at any other time, notice of the change must be given before the beginning of the school term preceding the term in which the change is to occur.
- 6.4 If providing notice of withdrawal, under current New South Wales Board of Studies requirements, the Parent or Carer must provide the name of the school to which their daughter is being transferred.

7 BOARDING

- 7.1 Boarders are expected to remain as Boarders for the full School Year unless otherwise agreed in writing with the Principal.
- 7.2 At least one school term's notice must be given to change the status of a Boarder.
- 7.3 The offer of a place in the Boarding House does not ensure acceptance as a Day student after the Student has commenced. Such a change (from boarding to day) shall be granted subject to vacancies. All such requests for change from Boarder to Day student should be made, in writing, to the Principal.
- 7.4 Every student who is enrolled in the International Student Program must have a local guardian as her carer during her enrolment at the College. The guardian needs to be responsible for the student in the absence of the parents and must live within a reasonable distance from the College. This is important to enable the student to be collected by the guardian and cared for should she become ill or need to be accommodated for any other reasons outside the College Boarding House.

Conditions of Entry and Continuing Enrolment

8 ABSENCES

- 8.1 If the Student is absent from the College or arrives late to the College, a written explanation from the Parent or Carer must be provided on the next day of attendance at the College.
- 8.2 Extended leave for any reason other than illness must be sought, in writing addressed to the Principal, at least two weeks beforehand and will only be granted in special circumstances.
- 8.3 If the Student is absent from College, Fees will not be refunded in whole or in part.

9 REQUEST TO CHANGE DATE OF ENTRY

- 9.1 If the Parent or Carer wishes to transfer the date of entry of the Student to the College (either to another date in the same year or to an earlier or later enrolment year) they must give notice in writing of that request to the College.
- 9.2 The College in its absolute discretion may or may not agree to that request.
- 9.3 If the College agrees to the Parent's or Carer's request, the Parent or Carer acknowledges that the Student will be placed on a waiting list for the year of enrolment if a place is not available in the year requested.

10 PARENT OR CARER INSTRUCTIONS

If the College needs instructions from the Parent then:

- 10.1 if more than one Parent or Carer has signed the Application for Enrolment, the College may in its discretion act upon the instruction of either or both Parents or Carers
- 10.2 if at any time there is in force a Parenting Order or Registered Parenting Plan of the Family Court of Australia relating to the care, welfare or development of the Student, or more specifically to her education, the College will act only upon the instruction of the person on whom the Order or the Plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which the College seeks instruction, regardless of who executed this Agreement as Parent or Carer
- 10.3 in the case of Boarders, the Principal (or her nominee) has the authority to give permission on behalf of parents/guardians for students to participate in excursions and activities if the parents/guardians cannot be contacted within a reasonable period.

11 PERSONAL BELONGINGS

Students are responsible for their personal belongings and the College will not be liable for any loss of those belongings. All items must be labelled.

12 ACADEMIC PROGRESSION

Progression from one academic year to another academic year is dependent on the Student successfully completing the requirements of the applicable academic year.

13 DISCIPLINE AND EXPULSION

- 13.1 Any breach of the terms and conditions will entitle the College Council, at its discretion, to suspend or terminate the attendance of the Student at the College.
- 13.2 The Principal (or her nominee) reserves the right to discipline, suspend or expel any student whose attitude or behaviour is not in keeping with the expectations of the College, provided that the Principal confers with the Chair of Council or nominee before expelling a student.
- 13.3 If the Student is expelled or suspended, no refund of Tuition Fees will be made.
- 13.4 The Council may also determine that the conduct of the Student prior to her taking a place at the College on the date of entry warrants termination of the Agreement, which shall be effected by written notice to the Parent or Carer. The Entry Fee will be refunded in those circumstances.
- 13.5 If the Council believes that a mutually beneficial relationship of trust and co-operation between the Parent or Carer and the College has broken down to the extent that it adversely impacts on the relationship, then the College Council may terminate this Agreement which shall be affected by written notice to the Parent or Carer. No remission of Fees will be given.

14 HEALTH AND WELLBEING

- 14.1 The Parent or Carer confirms that they have disclosed in the Student's Application for Enrolment any diagnosed social, emotional or intellectual difficulties or specific medical or learning needs or disabilities that may impact on her ability to fully participate in the curricular or co-curricular programs provided by the College.

Conditions of Entry and Continuing Enrolment

- 14.2 If the Parent or Carer has indicated in the Student's Application for Enrolment that the student has special needs (as detailed in paragraph 14.1), should any of those needs change in any way the Parent or Carer must notify the College immediately.
- 14.3 If at any time prior to or during the Student's enrolment at the College the Student has any special needs (as detailed in paragraph 14.1) which were not in existence at the time the Application for Enrolment was signed, the Parent or Carer must immediately inform the College of those special needs.
- 14.4 Students for whom English is an additional language/dialect will be required to demonstrate their proficiency in English and meet the determined proficiency levels. This proficiency is supported by a certificate of English fluency from the Australian Education Assessment Service – www.aeas.com.au. This certificate must accompany the Application for Enrolment before an interview can be arranged and a definite place offered.
- 14.5 The Parent or Carer acknowledges that if they have failed to disclose or not fully disclose any material matter, either in the Application for Enrolment form or subsequently, the College may, if the student is not enrolled, withdraw the offer or, if enrolled, terminate the enrolment without notice.
- 14.6 In the event of any medical or other emergency arising, concerning the Student, and the College is unable to contact the Parent or Carer after making reasonable efforts, the Parent or Carer authorises the College to give authority for such treatment. The Parent or Carer indemnifies the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 15.3 The Parent or Carer acknowledges the College's duty at law to collect information on Student background characteristics as part of the National Goals for Schooling (1999). The enrolment of the Student will not be complete without the provision of the required information.
- 15.4 The Parent or Carer authorises and consents to the College's use of such information for purposes related to the education, health, care, welfare or development of the Student.
- 15.5 The College may take photographs, video recordings or other means of recording images of the Student and may use those photographs, videos and images in any publication such as newsletters, magazines, newspapers, social media and website which contain personal information, for marketing purposes, unless the Parent or Carer advises the College they do not wish this to occur.
- 15.6 If a Parent or Carer does not wish the College to use their daughter's personal information or photograph or image for marketing and fundraising purposes, they must inform the College in writing.

16 AMENDMENT OF TERMS AND CONDITIONS

These conditions may be changed from time to time by giving not less than two terms' notice and any new or revised conditions will apply from the commencement of the following year.

15 COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

- 15.1 The Parent or Carer acknowledges they have read and understood the College Privacy Policy. The College's full privacy policy is available at: www.pymblelc.nsw.edu.au
- 15.2 The Parent or Carer acknowledges that the College will collect personal information about the Parent or Carer and the Student from time to time which may be necessary for the College's function or activities.

2019 Term Dates

TERM 1	Tuesday 29 January (Boarders' Orientation), Wednesday 30 January (New Students' Orientation) or Thursday 31 January (all other students) to Thursday 11 April
TERM 2	Tuesday 30 April to Friday 28 June
TERM 3	Tuesday 23 July to Thursday 26 September
TERM 4	Monday 14 October to Wednesday 4 December

PUBLIC EXAMINATION DATES 2018

YEARS 3, 5, 7 AND 9
National Assessment Program –
Literacy and Numeracy (NAPLAN)
Tuesday 14 May to Friday 24 May 2019
(NAPLAN Assessment Window – date to be confirmed)

YEAR 12
Higher School Certificate (HSC)
Thursday 17 October to Tuesday 12 November 2019

NSW PUBLIC HOLIDAYS 2019

GOOD FRIDAY	Friday 19 April
EASTER MONDAY	Monday 22 April
ANZAC DAY	Thursday 25 April
QUEEN'S BIRTHDAY	Monday 10 June
LABOUR DAY	Monday 7 October

2020

GOOD FRIDAY	Friday 10 April
EASTER MONDAY	Monday 13 April
ANZAC DAY	Saturday 25 April
QUEEN'S BIRTHDAY	Monday 8 June
LABOUR DAY	Monday 5 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 judgement 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 PLC Pymble.

Chapel

At the geographical and spiritual heart of Pymble Ladies' College is the Chapel. Students, staff, families, ex-students and members of the community regularly gather within the Chapel to worship, pray, reflect and grow, however the spiritual life of the College is not restricted to 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 overseeing the spiritual wellbeing of students, weekly worship services and pastoral ministry to past and present students.

Chapel services provide an opportunity for students to engage with their own spiritual identity and journey. These services are a chance to stop in the midst of the busy routine of the school day and offer a time and space to wrestle with purpose and meaning, as well as some of the more spiritual questions of life. 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 Christian and ecumenical. We also seek to celebrate faith in its many varied forms and expressions which exist within our College community.

IGNITE

The Chaplains are also involved in student fellowship groups in the Preparatory, Junior and Secondary Schools, which seek to provide further opportunity for the girls to discover and share their faith.

Ignite in the Secondary School, 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 group is supported by the Chaplains and other staff members. All girls in Years 7 to 12 are welcome to attend.

The Preparatory School and Junior School *Ignite* groups are held once a week during a lunchtime. For details, contact the relevant school office.

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, Deputy Heads of School (Year) and the Connect 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 College-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 building 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 challenge. *Pymble* encourages students to embrace a journey of growth in all aspects of their development.

The Wellbeing program aims to encourage:

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

Parents interested in joining the College's Parent Wellbeing Reference Group are invited to contact Ms Lamia Rockwell, Dean of Students. Meetings are held once a term.

Five Schools, One Campus

Pymble is divided into five separate schools on the one campus.

All five schools have their own Head of School. The Preparatory School and the Junior School also have a Deputy Head of School. The Middle, Upper and Senior Schools each have a Deputy Head of School for each year group, and a Deputy Head of School (Learning).

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 and carers 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 oversees the day-to-day running of the PPA. All parents and carers are encouraged to attend the biannual meetings of the PPA and are welcome to be involved with the committee.

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

- To encourage participation in the life of the College and a sense of community 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 and carers 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 and carers via the weekly eNewsletter, which is emailed every Thursday during term time. Upcoming events are listed on the Edumate calendar and *Pymble* SkoolBag app. Parents and carers can offer their time and assistance by becoming involved in the support groups which operate under the auspices of the *Pymble* Parent Association, including:

- 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)

- Boarding Parent Group (BPG)
- Music Support Group (MSG)
- Rowing Support Group (RSG)
- Snowsports Support Group (SSG).

More information about the Parent Support Groups is also available in the relevant section of this handbook or on the *MyPymble* 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 *MyPymble* via the College website using your six-digit username, followed by your password, 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

Junior and Secondary 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 College dressed in full school uniform and not their sports uniform unless they are travelling home by car. If travelling by public transport in Terms 2 and 3, students may wear full sports uniform after 5.00pm. 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 and enclosed shoes must be worn for safety reasons. No Ugg boots or thongs are permitted on mufti days. The usual expectations regarding hair, make-up, 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
- 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
- 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
- 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
- pursuing what you believe is right.

RESPECT IS DEMONSTRATED BY:

- being thoughtful towards 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 room, opening doors for adults and 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
- 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

- 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
- 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 and 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.

Infringements of Student Code of Behaviour – Detention Process

The Student Code of Behaviour is values-based and aims to encourage each girl to demonstrate Care, Courage, Integrity, Respect and Responsibility in her appearance, interactions with others and decision making. On occasion, when a student's behaviour does not align with the College values, a member of staff will record an infringement. The following process will be adhered to which may result in a detention for the student.

1. Infringement is recorded with appropriate School Office.
2. Deputy Head of School confirms weekly detention list.
3. Email is sent to the student and her nominated contact parent or carer (and Boarding House Supervisor for Boarders) notifying the type and date of infringement and the time and date of the allocated detention.
4. Student attends Tuesday afternoon detention, from 3.30pm to 4.30pm.

Please note: if the student fails to attend detention and has not notified the School Office in advance, an end-of-term detention is automatically allocated. End-of-term detentions are held for one hour after school on the final day of the term.

Positive Peer Relations

The College is committed to providing a safe environment which promotes positive self-esteem and personal growth for all. Teasing and bullying in any form, including cyberbullying, 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 GROUP, 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 Year Co-ordinator, Deputy Heads or Head of School.

Refer to the College anti-bullying policies via the link:

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

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

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.

Complaints

If any member of the College community has a complaint, they are encouraged to report the complaint to the relevant supervisor as suggested in the Complaints Policy and Procedure that can be found on MyPymble (www.pymblelc.nsw.edu.au/mypymble/parent-handbooks/) or by referring to the Parent/College Communication Framework on Page 23 of this handbook.

All matters relating to Child Protection must be reported to the Principal. Parents who have concerns about student safety, wellbeing or welfare are encouraged to contact the Principal directly. This can be done by making an appointment with the Principal's assistant or by contacting the Principal's office by email or telephone.

Complaints

Parents who have a complaint regarding staff should contact the Supervisor in the area concerned. The contact can be made in person, via email or via telephone. The matter will be dealt with in accordance with the Complaints Procedure. If parents are unsure who to contact, the Head of School will generally be able to assist with providing the contact information for the relevant person.

Technology

At *Pymble*, your daughter's experience in the digital learning environment ensures she is ready to step into her future as a confident, innovative and responsible user of technology. She is prepared for the changing nature of the global landscape and the way technology enables her to shape her world.

Technology accelerates our vision for Personalised Learning and provides challenge, insight and opportunities for growth in Learner Dispositions. As she works with her teachers, a *Pymble* girl develops confidence in her ability to select and use a range of digital tools to organise and analyse information and to collaborate and connect with others.

She learns how technology can deepen areas of passion and interest through effective research. Technology offers her choice in how to creatively present and showcase her learning with real audiences.

From her earliest days at the College, your daughter will have access to intentionally selected digital learning tools. Students in Kindergarten to Year 4 receive a College-provided iPad, granting them age-appropriate access to enriching digital learning opportunities.

Technology

This is where she begins to develop an understanding of what it means to be a responsible and ethical digital citizen.

Year 5 marks the beginning of your daughter's BYOT program, where she takes on greater responsibility for her learning through the ownership of her own laptop. With greater independence comes more explicit instruction how to confidently manage and operate in the digital world. As she journeys through the Secondary School, she thrives in using her device for a wider variety of learning outcomes. She harnesses the power of technology to become the author and designer of meaningful learning experiences. Her teachers continue to support her appropriate engagement in her expanding digital world.

Both the curricular and co-curricular landscapes empower students with passion to develop leadership in the field of technology. In their classrooms and in co-curricular activities, students work with teachers to co-design diverse opportunities in response to the evolving interest of *Pymble* girls. Engaging with mentors and external experts, participating in excursions and a range of national competitions, girls can choose to focus on areas such as robotics, STEM, coding and entrepreneurship.

Communication with Parents and Carers

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 carers and is an important source of information.

WEBSITE

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

EMAIL

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

PYMBLE SKOOLBAG APP

One of the many features of the *Pymble* SkoolBag app is the ability to receive push notifications (instant alerts) and updates about co-curricular sport and activities through your smartphone or device. Users will also be able to:

- view and download calendar events to your device calendar
- receive important emergency notifications
- receive instant alerts from your selected category such as your daughter's year group, music class or sport team
- access Google Maps for offsite venues
- read the weekly eNewsletter

Communication with Parents and Carers

- access the College website and *MyPymble*
- connect with us on social media.

For information on how to install the app on your mobile device please visit <http://www.pymblelc.nsw.edu.au/pymble-schoolbag-app/>

SOCIAL MEDIA

Join the *Pymble* conversation on our Facebook page ([facebook.com/pymblelc](https://www.facebook.com/pymblelc)), Instagram ([instagram.com/pymblelc](https://www.instagram.com/pymblelc)), Twitter feed (twitter.com/pymblelc) and LinkedIn (au.linkedin.com/school/pymble-ladies-college) to stay up-to-date with key events and reminders from the College community.

PYMBULLETIN

The College distributes a magazine-style bulletin several times throughout the year. Each issue of *Pymbulletin* contains stories about students, their achievements, College life, key events and an overview of activity from ex-students and staff.

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 include:

- appointments with the Head and Deputy Heads 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, received by 2.00pm if possible
- educational event information such as NAPLAN and excursions
- 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 +61 2 9855 7799 or communityengagement@pymblelc.nsw.edu.au.

Parent/College Communication Framework

Examples of reasons to contact 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/SUBJECT TEACHER

Contact your daughter's class/subject teacher to discuss your child's progress in a specific subject or for subject-related concerns, 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 LEARNING AREA

Contact the Head of Learning Area about your daughter's progress in a specific subject where the class/Connect teacher cannot be reached or in relation to curriculum regarding:

- clarification of a learning unit
- inconsistent messages/expectations from teachers within a subject team
- major curriculum issues
- assessment issues.

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

Parent/College Communication Framework

CLASS/CONNECT TEACHER

Contact your daughter's class/Connect teacher for any queries regarding your daughter's wellbeing 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 class/Connect teacher 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 in Preparatory or Junior School, or one of the relevant Deputy Heads of School in Middle, Upper or Senior School regarding school-wide issues and your daughter's progress or wellbeing after other channels (such as teacher and team leaders) have been approached.

Concerns may include:

- complex student concerns
- cyberbullying and bullying concerns
- calendar issues
- concerns involving school staff
- school event concerns
- concerns about peer relations across classes within the year level

Parent / College Communication Framework

- positive feedback about teacher or student performance
- ongoing health concerns
- student wellbeing concerns such as accessing academic testing or counselling support.

Contact the 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. See page 8 for contact details.

HEAD OF SCHOOL

Contact the Head of School regarding:

- school-wide concerns
- your daughter's progress or wellbeing when other channels (teacher, Deputy Head of School and 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 cyberbullying and bullying concerns
- very complex student issues
- school staff
- school management concerns
- Wellbeing program
- Outdoor Education program
- 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 / College Communication Framework

DEAN OF STUDENTS

Contact the Dean of Students regarding:

- complex matters crossing schools
- sensitive or confidential concerns
- concerns relating to policy, practice and programs
- matters involving students in the community
- Parent and Community Education program

Contact the Dean of Students 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 Parent Support Groups regarding:

- questions or comments regarding parent or carer involvement or Parent Support Group functions
- concerns that may impact on school community spirit
- fundraising
- 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 or carers 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 @pymblec.nsw.edu.au. (For example, Ms Anne Smith: asmith@pymblec.nsw.edu.au).

Student Diary

Students should be familiar with the information, expectations and procedures outlined in their Student 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 + 61 2 9855 7745 or email Mrs Jan Stewart at jstewart@pymblec.nsw.edu.au. The appointment takes approximately half an hour.

Social Responsibility – Whole School Service Initiatives

In 2018, students at the College embraced a wide range of projects to learn more about and assist The Smith Family. In 2019, the College will continue to support a designated charity as part of the College Community Service Project. Details will be announced early in the school year.

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, The Children's Hospital at Westmead, the Cancer Council, Melanoma Institute Australia and Uniting Care.

Pymble girls have traditionally rallied to support individuals and communities in need as disasters and crises have occurred both nationally and across the globe. Students will continue to respond as need arises to emergency and disaster appeals, as well as clothing and food drives.

From time to time, individual students approach College staff with ideas to raise funds for a particular organisation or cause. These students are asked to write a proposal and complete a proforma explaining the purpose and nature of their initiative. Proformas 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 enable significant impact in an area that has meaning for students.

Counselling Services

The College Counselling team is available to assist students with concerns that affect their ability to learn and thrive in the College environment. A separate counsellor is attached to each School. This counsellor works closely with the Head and Deputy Heads of School, Head of Boarding and Dean of Students to ensure continuity of care for students. The College's Lead Counsellor oversees the counsellors and is supported in this role by the Dean of Students.

Referrals to the counsellors can be made by parents or carers, teachers or by students themselves (in Upper and Senior School). Parents or carers should contact their daughter's Connect teacher (Secondary School) or classroom teacher (Preparatory and Junior Schools) to discuss their concerns and the referral process, and they may speak with the counsellor attached to the relevant school for further information. The Deputy Head of School, Head of School and Dean of Students can also assist in obtaining a referral. In many cases, the counsellors will provide parents or carers with referrals to external clinics and services to continued or specialised support.

Student Sickness

Girls who are not well enough to attend school should remind their parents or carers to ring the Absentee Line to inform the College. The Absentee Lines are 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 open from 7.30am to 6.00pm Monday to Friday. The Centre services both Day and Boarding students. Any student needing to attend the Centre 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. Tel: +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

To support health and wellbeing, the College seeks to minimise mobile phone usage for students in the Middle and Upper Schools during the school day. These students are not permitted to use their mobile phones between 8.15am and 3.15pm unless they are in or adjacent to a School Office, or have permission from a staff member. If brought to school, phones are the responsibility of the owner and must be locked in student lockers during the day. If required for a learning activity, the use of mobile phones will be overseen by the teacher responsible. Parents and carers can convey urgent messages to their daughter by contacting the School Office. Inappropriate use of the mobile phone will be managed in line with the Student Code of Behaviour.

Portal

The *Pymble* Portal is rapidly becoming the nucleus of our digital existence at the College. The Portal is both a critical communication and collaboration tool for a *Pymble* girl, providing access to her email, timetable, calendar, assessment and relevant notices.

It also provides 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 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.

Student Travel

PUBLIC TRANSPORT

The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel between home and school. To find out more about the Opal Card scheme, please refer to the 'Student Transport' section of *MyPymble*.

PRIVATE BUS SERVICES

The College offers five dedicated, private bus services for *Pymble* students to and from the College. Areas covered include:

1. Lane Cove, Hunters Hill, Boronia Park, East Ryde, Ryde and Macquarie Park.
2. Neutral Bay, Cammeray, Northbridge, Willoughby, Castlecrag, Middle Cove, Castle Cove, East Roseville, East Lindfield, and East Killara.
3. Dural, Glenhaven, Castle Hill, West Pennant Hills, Beecroft, Cheltenham, Epping, Marsfield and Macquarie Park.
4. Avalon, Newport, Mona Vale, Ingleside, Terrey Hills, Hassall Park and St Ives.
5. North Curl Curl, South Curl Curl, Freshwater, Manly, Balgowlah, Seaforth, Wakehurst Parkway, Frenchs Forest, Belrose.

Student Travel

These services are available for all students. Bus passes can be purchased on a term basis and charged to your daughter's account. The application form and details are located on the College website under the 'Enrolments' tab.

Risk Warning

(Under Section 5M of the Civil Liability Act 2002)
On Behalf of Pymble Ladies' College, AHIGS and IPSHA

SPORTING ACTIVITIES 2019

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 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. Parents, spectators and officials could also be injured or suffer loss.

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

NON-SPORTING ACTIVITIES 2019

Pymble Ladies' College organises many activities during the course of a year (examples include; debating, mock trial, orchestra, and choir). Students participating in these activities take part in practice and in competitions.

The Association of Heads of Independent Girls' Schools NSW (AHIGS) administers and convenes inter-school activities (such as Archdale Debating and Festival of Speech) in which many students, including students of this school, participate.

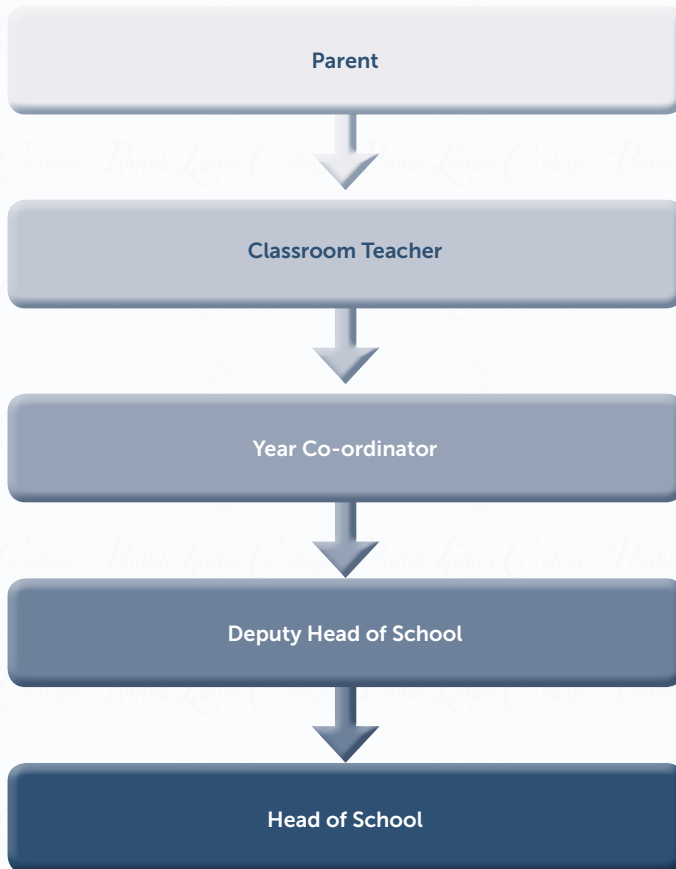
While Pymble Ladies' College and AHIGS take measures to make the activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or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

Such injury can occur while the student is engaging in or watching a non-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 (e.g. a collapsed stage during a debating competition).

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.

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

Preparatory Parent Communication Tree



Welcome to the Preparatory School



Welcome to *Pymble* Preparatory School. 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 and guide your daughter in her learning in 2019.

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 is the foundation to personalised education and we encourage each girl to see challenge

as a growth opportunity. Staff endeavour to assist students to develop positive relationships with others and the confidence to respond with integrity when faced with decisions. Student wellbeing is at the core of our practices, with an emphasis on developing a strong sense of self worth.

Our curriculum is designed to ensure that each student is at the centre of her learning, with personal goals that are reflective of her individual journey. Through regular dialogue with students, these goals are continually negotiated and reviewed. This helps students to develop a strong commitment to personal growth and ensures that each girl's learning experience is at her personal point of challenge. With a strong emphasis on inquiry-based learning, our staff look to implement approaches that promote investigation and reflection supported by strong skills and understanding. Our purpose is to empower our students with the capabilities and attributes required for the future.

Students participate in daily English and Mathematics experiences with additional staff supporting class teachers. Through open-ended investigations and rich questioning, student curiosity is provoked and thoughts and understanding made visible. Staff provide a connected curriculum to create opportunities for deeper learning. This encourages students to be critical and creative in their approach and persistent in their exploration of new understandings. Specialist teachers plan and implement quality programs in Personal Development, 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 ensure that each Preparatory School student is known, guided and challenged as an engaged and successful learner. We look forward to partnering with parents and students on this exciting journey of learning and personal growth.

Mrs Karen Ahearn
HEAD OF PREPARATORY
SCHOOL
Tel: +61 2 9855 7720

Mrs Tracey Frater
DEPUTY HEAD OF
PREPARATORY SCHOOL
Tel: +61 2 9855 7720

Mrs Heather Underwood
ADMINISTRATION ASSISTANT
prepschool@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 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/carers 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/carers 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/carers will be contacted if their daughter is not accounted for by 9.00am.

Should your daughter need to be absent for a reason other than illness, a request in writing is required prior to the leave being taken. Leave applications can be downloaded from *MyPymble*, and should be completed and returned to the Preparatory School Office at least seven days before the intended period of leave. For planned absences of less than two full days, permission should be sought in writing from the Head of Preparatory School.

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 the Preparatory School Office on return to the College.

Out of School Hours Care (OSHC)

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

BEFORE SCHOOL CARE (BSC)

The OSHC centre operates Before School Care (BSC) for girls in Kindergarten to Year 2 and is located next to the John Reid Hall in the Junior School. BSC is available from 7.00am to 8.30am and includes a nutritious breakfast for your child.

Parents and carers will be met at the car line by one of the centre's staff to sign in their child. Children arriving at school before 8.00am (Preparatory girls) and 7.45am (Junior School girls) will be signed into the centre to attend BSC. 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 or activity. Preparatory girls must be accompanied by a parent or carer until signed in to OSHC either at car line or at the centre. Preparatory girls are accompanied to the Preparatory School at the end of BSC.

Out of School Hours Care (OSHC)

AFTER SCHOOL CARE (ASC)

After School Care (ASC) operates from the end of the school day until 6.30pm. A nutritious and varied afternoon tea is provided each day and homework supervision will be provided in the Library from 3.30pm to 4.00pm. If your daughter is waiting at the centre for collection by a Secondary School sister, she will be cared for, free of charge, 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.

Assembly and Chapel

The Preparatory School Assembly takes place each Friday from 12.10pm to 12.40pm. Each week, one of our Preparatory classes conducts the assembly and parents and carers are invited to attend their daughter's class assembly. A Preparatory Chapel Service is conducted by 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 stationery and textbooks. Students in each year group are provided with an ordering form for all stationery and textbook requirements. Parents or carers are asked to complete the orders using the online system or by returning the order form to the Preparatory School Office. This will ensure that all students have the required stationery, exercise books and textbooks for the school year.

Campion will process all orders and deliver a box containing your daughter's complete order to the College in 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 Education Standards Authority (NESA) and student achievement is measured against outcomes identified in Syllabus documents.

Key Learning Areas include:

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

Our Learning Support team works in collaboration with class teachers and provides both small group and in-class support for students.

Curriculum

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

Intensive support and individualised programs are offered in English as an Additional Language/Dialect and MiniLit, a targeted literacy program, as well as numeracy, to identified students. Details of these programs will be provided to parents and carers directly.

The Preparatory School Library operates four mornings and lunchtimes each week and students participate in a weekly Library lesson.

Co-curricular Music

There is a variety of Co-curricular Music opportunities on offer in the Preparatory School. Choir is available for all girls in Years 1 and 2. Co-curricular classes for Year 1 Beginner Violin and Year 2 Beginner Keyboard are available.

YEAR 1 BEGINNER VIOLIN CLASSES

Weekly classes are held for students in Year 1 to begin learning the violin. Tuition is in small groups held after school on Tuesday and Thursday afternoons.

YEAR 2 BEGINNER KEYBOARD CLASSES

Tuition for students in Year 2 to learn keyboard in weekly classes of up to eight students is available on Friday mornings. Classes are held in the Keyboard lab in the Music School.

Co-curricular Music

PREP PIZZICATOS

Prep Pizzicatos is a string ensemble open by invitation to Preparatory School students. Rehearsal is held on Mondays at 7.45am. Girls participating are asked to commit to attending every week.

PREPARATORY SCHOOL CHOIR

Choir is available for 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.

PRIVATE TUITION

Tuition is available on piano, violin, viola and cello for students in Years 1 and 2. Tuition for Kindergarten students is available from Semester 2. Tuition for Semester 1 is by application to the Head of Preparatory School.

Co-curricular Sport and Activities

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

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

Daily Arrangements and Travel Sheets

Parents and carers are asked to ensure that their daughter knows how she is to travel home before she comes to school each day.

At the beginning of each term, parents and carers are asked to complete the Preparatory School Travel Sheet to inform staff of daily activities and transport arrangements for each student. Should your daughter's arrangements change, please contact prepschool@pymblelc.nsw.edu.au or call +61 2 9855 7720. Girls will be placed in Out of School Hours Care (OSHC) if we cannot clarify arrangements. Please note that it is not possible to convey messages to girls and staff unless they are phoned in before 2.00pm. We also ask that parents and carers do not give lifts to other children unless they have been given permission by the child's parent or carer. The College should be advised of such arrangements.

Supervision for pick-up is provided at:

- Car line: Parents and carers are encouraged to use the car line and to avoid parking on College grounds when collecting their daughters. Girls are escorted to the Preparatory School car line at 2.45pm by the teacher on duty. Girls must not be picked up from Gates, 1, 2 or 3, Grey House Walk or Flagpole Lawn. If your daughter is not collected by 3.10pm, she will be taken to OSHC.
- Sisters' 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 siblings at 3.10pm. This enables parents to collect their daughters at the same time and place.

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 are 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 and home readers, along with notes and the Student Diary, go home in this folder. Your daughter's diary should be checked each night as it may contain important communications from her teacher. Any notes to the College should also be sent in this folder.

Naming of Possessions

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

Lost Property

Any belongings left unattended are sent to the Preparatory School Office. Named belongings are returned to the girls via the class teacher.

Forgotten Belongings

If your daughter forgets her lunch and you wish to bring it to her, please label it clearly with her name and class and leave it at the Preparatory School Office. Your daughter should 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. 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

Girls are expected to do some homework each week but requirements vary as we endeavour 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 and carers 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 per night on homework. If your daughter is having difficulties or taking longer to complete tasks, please let us know. If she is unable to complete homework due to illness or family commitments, a note is required. Homework should not be stressful for your daughter or the family.

Houses

The three spirit Houses across the Preparatory and Junior Schools are Gibbs, Mackellar and Turner.

Houses

All girls belong to a House, which they are encouraged to support 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, Integrity, Respect and Responsibility 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 and carers are required to provide an immunisation certificate before school commences. Children who are not immunised may be asked to remain 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 and carers 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, please avoid using peanut butter or sending any nuts or foods containing nut products to school. Our 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 a snack for Crunch and Sip and recess 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 and carers to arrange occasional play dates after school. Class teachers can assist in identifying friendships that your daughter has established at school.

Medications

Girls who require regular 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, and attend the office at the required time for doses to be administered. Cough lozenges must be handed to the class teacher, with an accompanying note. In line with our duty of care for students, Preparatory School girls may not self-administer medication, including Panadol and cough mixture.

Mobile Phones

Preparatory girls have no need for mobile phones as any calls necessary will be made from the Preparatory School Office. Please do not send your daughter to school wearing a watch phone.

Money

Girls do not need money at school, except for College-approved collections, which should be in an envelope marked with the collection, child's name and class. If money is brought to school, it should be handed to the teacher in a labelled envelope for safekeeping.

News

As part of homework routines, girls are sometimes asked to prepare short presentations related to a given topic.

News

This activity is designed to expand the girls' confidence, language skills and general knowledge. Please label any items brought to school and avoid sending fragile, valuable or glass objects.

Notices

Please check your daughter's Student 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, Deputy Head or the Head of Preparatory School. Please do not think your concern is too small.

Parent/Teacher Appointments

We encourage parents and carers to take an interest in their daughter's schooling and welcome any enquiries that you may have about her progress or welfare. However, please note that these enquiries cannot take place during lesson time as this may disrupt the learning of all students. If you have any concerns regarding your daughter, or wish to discuss her academic progress, please telephone the Preparatory School Office or email your daughter's class teacher to arrange a mutually convenient appointment.

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 invitations to be distributed outside school but, if this is not possible, invitations must be given to the teacher who will give them out discretely. Please enclose invitations in a plain envelope.

If you wish to have your daughter celebrate her birthday at school, we are happy for you to send small food treats, such as cupcakes, for members of her class. Please be aware that there are children in the Preparatory School with severe allergies and, for that reason, we ask you to avoid using peanut butter or nuts in food treats.

Physical Education (PE)

The girls have regular PE lessons with a specialist teacher and it is very important that they participate in all activities. Girls should only be excused if they have a physical injury or illness, in which case a note from a parent or carer outlining the reason for non-participation is required. 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 PE lessons will be provided at the beginning of each term. On all other occasions, your daughter must come to school in her full College uniform.

Physical Education (PE)

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, designated older student or adult. Approval by Head of Preparatory School should be sought for individual cases.

Reports

A written report will be mailed to parents and carers at the end of each semester to advise you of your daughter's progress and achievements. If you have any concerns or queries about your daughter's report, please contact her class teacher to arrange an interview outside of class time.

School Holiday Program

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

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. Parents and carers must remain in the car as per College Traffic Management guidelines.

Only girls who walk to school may enter through the back gate or Grey House Walk. Preparatory School students using Grey House Walk should be escorted to the Preparatory School by a responsible older student, sibling or adult.

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

AT PICK-UP

Please arrive at the collection area of car line from 2.40pm and have your daughter's name clearly displayed in the window. All parents must remain in the car.

Preparatory staff will be on duty at car line until 3.10pm to assist your daughter. 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)

Co-Group Leaders

Ms Jennifer Sproull
0412 417 596
sproull9@hotmail.com

Mrs Laleny Waterhouse
0413 093 927
lalenyawaterhouse@hotmail.com

Record Keeper

Dr Jaya Raman
0425 722 412
r81.jaya@gmail.com

Finance Co-ordinator

Ms Sinead Forbes
0456 971 129
sineadforbes@yahoo.com

Year 2 Co-ordinator

Mrs Stephanie Pickford
0408 023 679
stephaniepickford@gmail.com

Year 1 Co-ordinator

Mrs Juliana Huang
0410 618 220
lingalau@hotmail.com

Kindergarten Co-ordinator

Ms Kim Adams
0414 680 568
kadams@stephealth.com.au

Care and Support

Mrs Shweta Despande
0406 484 002
shwetadesh@gmail.com

Uniform

YEAR ROUND

- Red pinafore
- Navy blue blazer
- Navy V-neck regulation jumper or vest
- Hat badge
- Black lace-up or buckle school shoes
- Blue Preparatory bucket hat for sport and the playground
- *Pymble* school bag
- *Pymble* library/excursion bag
- Green, navy or Black Watch tartan ribbon for hair

SUMMER (TERMS 1 AND 4)

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

WINTER (TERMS 2 AND 3)

- Winter tunic – knee length
- Regulation long-sleeved white shirt
- Tartan school tie
- Winter hat
- Long black socks or black tights

PE UNIFORM

- Navy blue shorts
- Navy blue T-Shirt or House shirt
- Regulation short white PE socks, sneakers with white soles
- *Pymble* tracksuit
- Regulation swimsuit
- Swimming cap in House colour
- Sports bag



Uniform

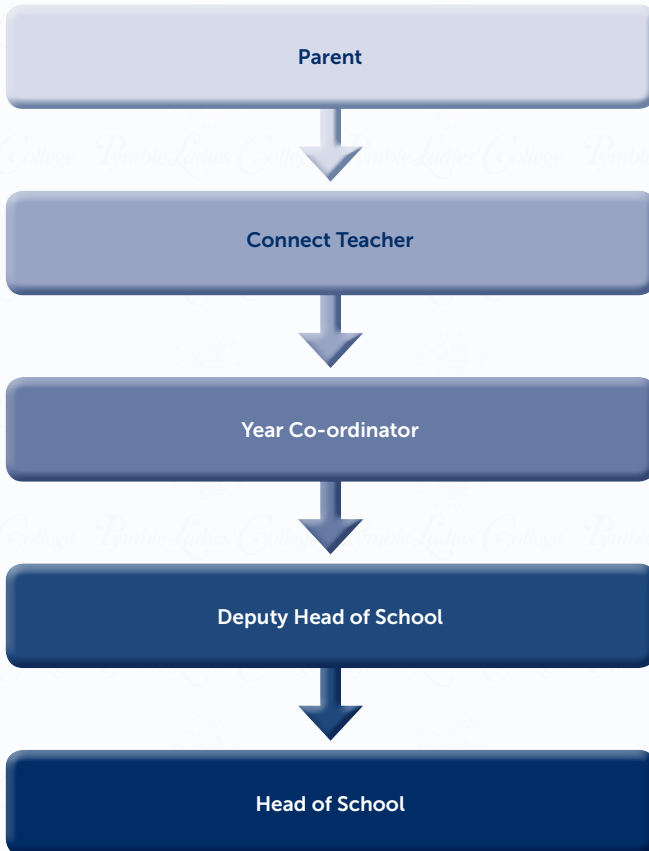
GENERAL PRESENTATION

- 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 or buckle varieties (with no coloured stitching or additions). Patent leather shoes are not permitted.
- Jewellery is not permitted, apart from a watch and small, plain gold or silver studs worn in the earlobe. Other jewellery which is worn to school may be confiscated and kept at school until collected by the girl's parent or carer.
- 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.
- Hair that touches the shoulders should be tied back so the hat can fit firmly.
- Ribbons (or scrunchies) must be worn with long hair and should be navy, dark green or Black Watch tartan. Hair elastics should be black, navy or brown and should not be visible.
- New ribbons can be purchased from the Preparatory School Office. Headbands and clips should be navy, dark green or Black Watch tartan.
- No hair rinses or dyes may be used.
- Beading and braiding should be removed before returning to school.

Junior Parent Communication Tree



Welcome to the Junior School



I welcome you warmly to the Junior School in 2019. I trust this Handbook answers the vast majority of questions you may have.

Across the College and in the Junior School, you will find enthusiastic and energetic students, passionate and committed staff, a vast array of opportunities for your daughter, a magnificent and inspiring physical environment, personalised, innovative and research-based approaches to teaching and learning, the comprehensive integration of technology, a palpable sense of history and connection with a rich past, and a challenging and extensive outdoor education program, to name just a few.

In the Junior School, we recognise and reward academic excellence and our teaching excellence and rigorous, deliberate, data-driven and planned teaching and learning programs contribute to each girl's success.

However, we also recognise and encourage other attributes, such as the core values of the College – Care, Courage, Integrity, Respect and Responsibility – as well as taking risks in learning (we learn from our mistakes), trying something new, being persistent, showing resilience, engaging and participating, effort and growth, improvement, citizenship, emotional intelligence, inquiry, sharing learning with others, creativity, and individual gifts and talents.

The most important piece of advice I can give to parents, carers and girls is "Be involved!" If your daughter can take advantage of the almost limitless opportunities available to her in the Junior School and beyond, we will be well on the way to preparing her for a bright and prosperous future as a confident, competent and content young woman in our complex and uncertain world.

If I have not already met you, I look forward to doing so this year.

Mr Nigel Walker

HEAD OF JUNIOR SCHOOL
Tel: +61 2 9855 7700

Mrs Anna Plant

DEPUTY HEAD OF
JUNIOR SCHOOL
Tel: +61 2 9855 7700

Mrs Helen Holobrodskij

ADMINISTRATION ASSISTANT
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Tel: +61 2 9855 7700

Mrs Alana Hooper

ADMINISTRATION ASSISTANT TO THE
HEAD AND DEPUTY OF JUNIOR SCHOOL
ahooper@pymblelc.nsw.edu.au
Tel: +61 2 9497 7800

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, Junior School students are expected to:

- develop a life-long 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 Education Standards Authority (NESA) 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 works in collaboration with class teachers and provides both small group and in-class support for students. Intensive support programs are offered in English as an Additional Language (EAL) and targeted literacy programs to identified students. These sessions often occur before the commencement of the school day. Details of these programs will be provided to parents and carers 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, including Class Captain, Sustainability Captain, ICT Captain, Performing Arts Captain, Chapel Monitor and School Representative Council (SRC) member.

Year 6 students 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 take part in an 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, Integrity, Respect 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, teamwork 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 punctual every day. The Library is open from 7.45am and playground supervision commences at that time. 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 College grounds if required for a supervised activity or if they are attending After School Care. Girls should leave the College 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 their parent or carer 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 Out of School Hours Care (OSHC).

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

Absences

If a girl is unable to attend school due to illness, her parent or carer should contact the Junior School Absentee Line: +61 2 9855 7756 with their daughter's name, class and details of her illness or email juniorschool@pymblec.nsw.edu.au. These details need to be provided before 9.00am on the day of the absence. You will be contacted if your daughter is not accounted for by 9.00am.

Should your daughter need to be absent for one day for reasons other than illness, parents/carers 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 Junior School Administrative Assistant will enter this information and it is recorded as an absence. If the absence period is two days or longer, parents must apply for leave of absence by completing the Exemption from Attendance at School form, which is available on the College website, and sending the form to the Junior School Office for processing.

Illness at School

Students should not be at school if they are unwell, as 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 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. Repeated lateness to school is not acceptable and parents may be contacted to discuss absenteeism or lateness.

Travel Arrangements

Parents and carers 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 convey messages to girls unless they are provided before 1.30pm.

Parents and carers are not to give lifts to other children unless they have been given permission to do so by the other child's parent or carer. The school should be advised of such arrangements in writing.

Please note the following travel procedures:

- Car line – Girls line up and are taken to the Junior School car line pick-up location at 3.05pm by the teacher on duty. Girls must not be picked up in cars from Gate 1, 2 or 3 or from

Travel Arrangements

Grey House Walk as these areas are unsupervised. If you are not in the car line when all the girls have been collected (approximately 3.25pm), your daughter will be signed into After School Care.

- Trains and buses from Pymble train 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. Year 6 girls may be permitted to walk to the train station without supervision.
- Grey House Walk – 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 as it is not a supervised area.
- Back Gate – Girls may leave by the Back Gate only if they live in streets that are in that area, and providing 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, girls may wait at the Flagpole.
- Students departing by the College's private Bus Services wait in the Junior School Library until 3.15pm when a Secondary School student walks girls to the bus depot at James Kelso Field.

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. If girls become ill or have an accident at school and the Health Care Centre asks you to collect them, you are required to do so from the Junior School Office unless otherwise advised.

Notes

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

- Your daughter is late for school.
- Your daughter's travel arrangements are changing.
- Medical or dental appointments. The note should be addressed to the Head of Junior School and 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.
- Special leave is required for a whole day. 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 day in question.
- Your daughter needs to be excused from a PE lesson or sport. The note should be delivered to the class PE teacher or coach of the team.

Please note that all written notes should clearly indicate your daughter's name and class.

Medications

Girls who take regular or temporary prescribed medication should leave a supply of this medication, clearly labelled with her name, class and instructions at the Junior School Office. The student should attend the Junior School Office at the required time of doses. Cough lozenges must be handed to the class teacher, with an accompanying note as to when the student is to take them. Junior School students are not permitted to self-administer medication, including Panadol and cough mixture.

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 Junior School Office. Items that are not named are sent to the Second-hand Uniform Shop. Named belongings are given back to the girls.

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.

Anything to be delivered to a student, such as a uniform accidentally left at home, must be left at the Junior School Office marked with your daughter's 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 each day. She leads an active life at school, both mentally and physically, and needs sensible food to provide the necessary energy.

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. *On the Run* lunch is available to be ordered daily, or as required.

If your daughter wishes to celebrate her birthday with her class, we encourage parents to choose healthy food to 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 also check the College eNewsletter each week for up-to-date information.

Regular weekly rehearsals and training sessions are set for the term or for the year. Please display your Music and Sport Timetable at home for easy reference.

Requests for Work During Absences from School

If a student is absent from school for a week or more due to illness, and is well enough to do some school work while she recuperates, this can be arranged by calling the Junior School Office or

Requests for Work During Absences from School

contacting the teacher. A student who is only going to be away for one or two days with a minor illness does not need work set to do at home; we encourage her to simply 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 and outside of 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

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)

Uniform and Appearance

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 colour
- 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 activity. Uniform items should be pressed and shoes kept clean and unscuffed.

General Presentation

- 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. Other jewellery worn to school may be confiscated and kept at school until collected by the girl's parent or carer.
- 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.
- Hair should be tied back in such a way that the hat can fit on firmly.
- Ribbons (or scrunchies) must be worn with long hair styles and these should be navy, dark green or Black Watch tartan. Hair elastics should be black, navy or brown and should not be visible.
- 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 navy, dark green or Black Watch tartan in colour and plain in style.
- 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 our Child Care Management System. Please see the *Pymble* website for more information.

BEFORE SCHOOL CARE (BSC)

The OSHC centre provides Before School Care for girls in Years 3 to 6 and is located in the Junior School campus next to the John Reid Hall. BSC is available from 7.00am to 8.30am and includes a nutritious breakfast for your child. Parents will be met at car line by one of the Centre's educators to sign-in their child. Junior School girls arriving at school before 7.45am will be signed into the centre and attend Before School Care. If your child has an early lesson or sport session, please let the educator know and she may go straight to her lesson without signing in. Junior School girls will make their own way to their classrooms when the bell rings.

AFTER SCHOOL CARE (ASC)

After School Care runs from the end of the school day until 6.30pm. A nutritious, varied afternoon tea is provided and homework supervision is from 3.30pm to 4.00pm each day. If your daughter is waiting at the centre for collection by a Secondary School sister, she will be cared for free-of-charge until 3.30pm. Secondary School students must sign-out their sisters using the initials 'SS' so we are aware not to charge the family for care. 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.

Assembly and Chapel

Junior School assemblies, led by the Year 6 Leaders, are held in the John Reid Hall weekly on a Friday. Sometimes different classes take part in assembly, or one of the musical groups performs for students. From time to time, we may have a film or a visiting guest speaker in assembly.

Awards are presented in assemblies by class teachers, the Head of Junior School and the Deputy Head of Junior School.

Each week, the Junior School has a service in the College Chapel 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.

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

Assessments and Reporting

For the teacher it involves:

- providing a range of assessment tasks and opportunities to ensure the school caters for a range of student learning styles
- teaching students to prepare more efficiently for summative assessment by making use of knowledge about themselves as learners
- 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
- recognising that summative assessment experiences are an opportunity for further learning and a chance to improve future achievement.

Reporting to parents or carers 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 specified times throughout the year.

Parents or carers of Year 6 students will have access to an online 'window' into their daughter's learning from which they will be able to view their daughter's work and assessment tasks as well as the feedback given by the teacher.

Excursions

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

Excursions

returned to your daughter's teacher promptly.

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 to develop good work habits, consolidate their understanding and explore individual interests. Parents and carers 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 and carers 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 or carers 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. Alternatively, you may email the teacher directly.

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. Suggestion lists 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 in finding books they would like to read.

Weekly library lessons are co-operatively planned and conducted by the teacher

Library

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

Junior School 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 students only study one instrument, and no more than two, 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.

More details about curriculum and co-curricular Music can be found in the Music Directory 2019 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.

Interesting and exciting programs are 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.

The Junior School Outdoor Education program increases in duration as the girls progress through the years:

- Year 3 girls attend an overnight camp
- Year 4 girls attend a three-day camp
- Year 5 girls attend a four-day camp
- Year 6 girls attend a five-day camp to Canberra and The Snowy Mountains.

Co-curricular Sport and Activities

Information about Co-curricular Sport and Activities can be found in this Handbook and on the College website. Registration is available online and must be completed prior to the commencement of each program.

Please note the following points.

- It is recommended that parents and carers carefully consider the training and competition commitment before registering for any sport or activity.

Co-curricular Sport and Activities

- 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 activities may be held during school time. This will be advised at the time of registration.
- There are many other activities, such as choirs and musical groups, in which your daughter might like to be involved.

IPSHA Saturday Sport

As a Junior School PE and Sport Department, we strongly encourage participation in team sports. Not only does team sport participation benefit physical health but it provides immense social benefits. The girls develop skills of teamwork, co-operation and communication, as well as 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.

Along with the physical and social benefits of participation is the ability to represent Pymble Ladies' College each weekend in The Independent Primary School Heads of Australia (IPSHA) Sport Competition (Years 3 to 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 3 to 6 IPSHA competition and is a perfect platform to develop their skills across a variety of sports in a supportive and inclusive environment.

IPSHA Saturday Sport

YEARS 3, 4, 5 AND 6 IPSHA SATURDAY SPORT

Term 1

1. Water Polo/Flippa Ball (for Years 5 and 6). Flippa Ball is modified Water Polo played in a smaller, shallow pool.
2. Soccer (for Years 3 to 6). This is '5 a side' Soccer played on small fields.

Term 2

1. Minkey (for Years 3 to 5). Minkey is '6 a side' Hockey played on small fields.
2. Hockey Super 8 (for Year 6). This is a progression between Minkey and full-field Hockey, which the girls will be offered in Year 7.
3. Netball (for Years 3 to 6).

Term 3

1. AFL (for Years 3 to 6).
2. Touch Football (for Years 3 to 6).

Term 4

1. Basketball (for Years 3 to 6).
2. Cricket (for Years 3 to 6). The T20 Blast is a fast and fun cricket format lasting an hour.
3. Tennis (for Years 3 to 6). Please note 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 will be allocated one of these three Houses 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 raise "friends and funds" through community-based events held during the year.

Co-Group Leaders

Ms Neeru Bansal
0419 125 100
neeru2028@gmail.com

Mrs Dushiанти (Dushi) Cooke
0409 466 726
dushi_cooke@yahoo.com.au

Record Keeper

Ms Elizabeth Toh
0403 360 911
elizabethtoh@gmail.com

Finance Co-ordinator

Mrs Pamela McPherson
0428 188 514
bruceandpam@bigpond.com

Year 6 Co-ordinators

Mrs Naomi Nakamaru
0423 554 736
naominakamaru@yahoo.com

Ms Fei Sang
0401 010 309
fsan0299@gmail.com

Junior School Parent Group (JSPG)

Year 5 Co-ordinator

Mrs Katherine (Kate) Hart
0438 987 825
kate@countryconstruction.com.au

Year 4 Co-ordinators

Mrs Shiva Rich
0414 322 874
sgrich@bigpond.net.au

Mrs Louise Woodall
0439 548 204
lwoodall@bigpond.net.au

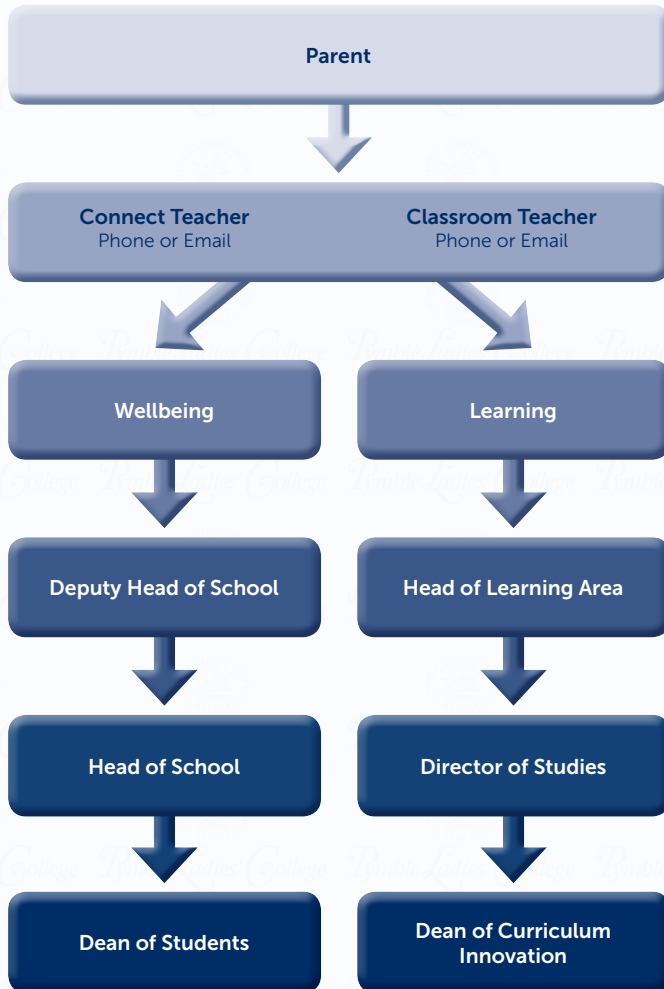
Year 3 Co-ordinator

Mrs Daniella Scott
0421 630 998
danielle.scott@optusnet.com.au

Care and Support

Ms Kirsten Docherty
0416 036 750
kirsten_docherty@hotmail.com

Secondary 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 and belonging within 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 concept 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 wellbeing and duty of care for our students, an automated SMS notification is sent to parents and carers for absentees and late arrivals. The message will be sent to your mobile phone no later than 10.30am if your daughter is absent from Period 1. You will also be notified if your daughter arrives late to school (after 8.15am).

This SMS informs the parent or carer of the reason their daughter has given for being late. No response is required if you have notified the school of the absence or are aware of sport, music or another activity that your 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 appointments on these occasions.

Applications for special leave should be completed on the 'Exemption from Attendance' form found on the *MyPymble* portal via the College website and signed by a parent or carer. Forms are to be sent to the respective School Office as soon as possible or 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 their 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 the class PDHPE teacher or coach of the sporting team prior to or at the beginning of the lesson.

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)

Co-curricular Sport and Activities

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 invitational competitions and carnivals.

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

Co-curricular Sport and Activities

SPORTS OFFERED

AFL
Artistic Gymnastics
Athletics
Badminton
Basketball
Cricket
Cross Country
Diving
Equestrian
Fencing
Futsal
Golf
Health and Fitness
Hockey
Learn to Play
Netball
Rhythmic Gymnastics
Rowing
Rugby Sevens
Snowsports
Softball
Sailing
Surfing
Surf Lifesaving
Soccer (Football)
Swimming
Taekwondo
Tennis
Touch Football
Triathlon
Volleyball
Water Polo

ACTIVITIES OFFERED

Co-curricular Art
Beauty Programs
Cadets
Cattle Team
Chess
Co-curricular Dance
Co-curricular Drama and Film
Co-curricular Languages
Duke of Edinburgh
Language Arts
Life Skills Programs
Speech and Drama
STEM Program
Co-curricular TAS
Work Ready Programs

CONTACT INFORMATION

Mr Cameron Anderson

DIRECTOR OF SPORT AND ACTIVITIES
Email: canderson@pymblelc.nsw.edu.au

Mr Stuart Clark

DEPUTY DIRECTOR OF SPORT AND ACTIVITIES
Email: sclark@pymblelc.nsw.edu.au

Mr Michael Jenkins

HEAD OF SPORT
Email: mjenkins@pymblelc.nsw.edu.au

Mrs Jenny Olsen

HEAD OF ACTIVITIES
Email: jolsen@pymblelc.nsw.edu.au

CO-CURRICULAR ADMINISTRATION
OFFICE

Telephone: +61 2 9497 7848

Email: ccsa@pymblelc.nsw.edu.au

Music Program

STRING PROGRAM

String Orchestra – all string players
(open to Years 7 to 12).

Chamber Strings – advanced string
players only. Entry by invitation/audition
(open to Years 7 to 12).

Please note that all members of the
Chamber Strings must also be members
of the String Orchestra.

BAND PROGRAM

Symphonic Wind Ensemble – advanced
woodwind, brass and percussion
players. Entry by audition.

School Concert Band – intermediate
woodwind, brass and percussion
players. Entry by audition.

Middle School Concert Band – open to
Years 7 and 8 students.

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.

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.

There is a variety of other smaller instrumental ensembles offered each year. Please refer to the Music Directory 2019.

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.

MORE INFORMATION

Details regarding rehearsal schedules, private music tuition and the Music Performance Calendar are available in the Music Directory 2019, which is available from all School Offices, the Music Office and College website. For all other Music information, please refer to www.pybblelc.nsw.edu.au/learning/curriculum-and-co-curricular-activities/music or contact the Music Administration Assistant via musicadmin@pybblelc.nsw.edu.au.

Assemblies

COMBINED

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

YEAR AND SCHOOL ASSEMBLIES

These 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. 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.

- 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 Connect teacher and Deputy Head of School will help her with attendance matters and peer relationships. Staff 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.
- The Head of School and/or Dean of Students can assist with more complex issues.

Getting Assistance

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 previously. 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.

Learning Discussion Evenings

Learning Discussion Evenings have been organised to create more options for parents and carers. Meetings for Years 8 to 10 will be held over multiple evenings to allow you to choose the most suitable night for you and to visit the teachers of more than one child on the same night.

On all nights, the interview slots are seven minutes in duration and room allocation will be electronic to minimise room changes for parents and carers. Students are encouraged to attend these nights with their parent or carer 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 Help (Learning Support)

Homework Help is an after-school service offered to Secondary students to provide assistance and support with everyday homework, study skills, assignments and research skills. Learning Support staff are available to assist with catch-up work, planning, organisation and learning strategies. Staff from the Mathematics Department attend Mondays and Tuesdays to provide assistance with numeracy-based work.

When: Monday, Tuesday and Thursday after school, 3.30pm to 4.30pm.

Where: Conde Library first floor.

For further enquiries, please contact secondarylearningsupport@pymblelc.nsw.edu.au.

Library Hours

Girls are encouraged to visit Conde Library on a regular basis for private study and book loans. The Conde Library opens at 7.30am and closes at 6.00pm (5.00pm on Friday).

Welcome to the Middle School



Welcome to Middle School!

It is my pleasure to welcome both current and new parents to Middle School at *Pymble*. Whether your daughter is commencing at the College this year or is continuing her *Pymble* narrative, this Handbook should ensure that your family is familiar with the relevant information applicable to the daily life of the school, as well as its philosophy, academic and wellbeing programs and key events.

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, to 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.

Various learning environments, experiences and programs in the Middle School are deliberately designed to enable academic and personal growth. Learning is social, learner-centred, perspective rich, challenging and personalised. There is a deliberate focus on mastering subject-specific skills and deepening knowledge, as well as developing competency in communication, collaboration, critical thinking, problem solving and creativity.

Teachers in the Middle School work collaboratively to offer students a supportive environment where they feel challenged enough to grow, yet confident enough to become independent, try new approaches and flourish. Students are encouraged to set high standards to attain their personal best and to develop into compassionate, confident and resilient young women.

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Mrs Jacinta Wells

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Mrs Ruth Volonakis

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Miss Rebecca Carmody

MIDDLE SCHOOL ADMINISTRATION
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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 after lunchtime (Connect Time) to participate in the Student Wellbeing program.

In line with *Pymble's* Wellbeing Framework, we have designed a program which aims to promote growth in spiritual, emotional, physical, social and intellectual realms. A safe and welcoming environment is established in which trust and mutual respect is fostered, minds are challenged and body and spirit are nurtured. Students will be coached to develop and achieve their SMART goals. 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.

For Year 7, the focus in Term 1 is adaptation to life in the Secondary School setting. A program called 'Connection Week' will induct students through information sessions about structures and routines, time management and organisational skills, as well as the use of their BYOT laptops, the Conde Library and identifying personal strengths as learners.

In Year 8, students are encouraged to develop a greater awareness of themselves both as learners and in terms of how they can make a valuable contribution to the College community, as well as local and global communities. Topics are aimed at developing skills that enable responsible decision-making and enhance resilience and leadership.

Connect Contacts

Year 7:	Mrs Katie White
7CG01	Mrs Shelley Xie
7CG02	Dr Kim Bunny
7CG03	Mr Kurt Schweinberger
7CG04	Ms Catherine Reid
7CG05	Mrs Sarah Budd
7CG06	Mr Peter Fathers
7CG07	Mr Brendon Long
7CG08	Mr Bryan Morrison
7CG09	Mrs Sree Raniga
7CG10	Miss Ruth Prouty
7CG11	Mr Andrew Heggie
7CG12	Mrs Anthea Wawryka
7CG13	Mrs Nicola Nelson/ Mrs Aimee Graham
7CG14	Ms Amy Kydd

Connect Team

Mrs Jillian King/Mrs Julie Hare
Ms Sarah Nicholson
Mr Raymond Howell
Ms Katie Haughton

Year 8: Mrs Jacinta Wells

8CG01	Ms Anne de Fraine
8CG02	Ms Michelle Schumann
8CG03	Ms Lucy Macaulay
8CG04	Ms Joanne Lee
8CG05	Mr Jamie Warren
8CG06	Mr Gareth Jones
8CG07	Ms Francesca Cole
8CG08	Ms Christina Charalambidis
8CG09	Miss Rebecca Cassidy
8CG10	Mrs Suzanne Flatt
8CG11	Mrs Deb Munro
8CG12	Ms Cara Smith
8CG13	Miss Bev Hessel

Connect Team

Mrs Sarah Turner
Mrs Rhonda Purvis
Ms Colette Doherty

Social Responsibility

Service Learning is a powerful means of connecting students with the world and giving them a sense of purpose. 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.

Community service and charity experiences extend across the Secondary School through groups, clubs and House charities. Student participation is encouraged and recognised during Connect Time and in year level and school assemblies.

The Community Service Learning program commences in Year 7, offering students the opportunity to participate in community service activities supporting charitable organisations, environment initiatives and the Pymble Ladies' College community.

In Year 8, girls take part in sustainability initiatives, such as the SEEDS program (Science, Earth and Environmental Design Solutions). This gives students the opportunity to select, design and plan their environmental projects and solutions to present in a chosen medium on the *Kids Teaching Kids* 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
- Religion and Ethics
- PDHPE
- Music

Curriculum

- Visual Arts
- Technology
- Language – choice of French, German, Japanese or Chinese.

Year 7 students study Geography and 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. In addition to the set homework, 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 and it is crucial to allow each girl time to define herself as a learner as she enters 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
- Visual Arts
- Music
- Literacy and Learning (by invitation).

Year 8 students will also study a 20-hour elective designed to increase student agency and to further develop their learning dispositions such as problem solving, communication, critical thinking and empathy. Each course has been deliberately designed to provide students with future-focused opportunities to develop skills and dispositions.

Homework, Assessments and Examinations

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. This includes the time necessary for the completion of project work, research and assignments.

At times, research assignments will be allocated. These 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 and carers should consult the Assessment Schedule which outlines the assessment tasks for each week of the term. To access your daughter's Assessment Schedule, visit *MyPymble*.

Your daughter should begin developing a consistent work habit of about 90 minutes each weekday.

Reading set novels, wide reading and instrumental practice should form part of this daily routine. No homework is set for completion over school holidays.

Formal examinations are not undertaken in Years 7 and 8. 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. Year 8 complete yearly examinations in some subjects early in Term 4 but, as aforementioned, there is not a formal examination period.

There are occasions when test/assessment dates are missed due to absence or a clash with other school-sanctioned events including sport and music. If a student misses an assessment for a valid reason, she may be given the opportunity to sit for that test/assessment at a later date.

The following guidelines apply:

- If a student knows that she will miss a scheduled assessment or test, she should notify her subject teacher immediately and arrange another time to complete the test/assessment.

On her return to school, she should see her teacher to arrange a time for a catch-up assessment/test.

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 including, but not restricted to, the following roles.

BUDDY (VOLUNTEER POSITION)

The role of a Buddy is 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.

Leadership Positions

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 Chapel services for the duration of the year. They also help co-ordinate Music staff, student musicians and singers.

HOUSE LIAISON (ELECTED POSITION)

Two House Liaison Officers will be appointed per house from the Middle School for the duration of the year. Their 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 (six per year group), elected by fellow students, will represent Middle School girls for the duration of the year on the Student Representative Council. The SRC works together, with help from the Dean of Students, to improve school life, contribute students' ideas and represent the student body in decision-making.

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.

DRAMA CAPTAINS (STAFF SELECTED POSITION)

Two students from Year 7 and two students from Year 8 from each House will be selected to work with the House Liaison Officers to co-ordinate and direct their House performance for the Middle School Performing Arts Festival during Term 2. Drama Captains are responsible for the co-ordination and organisation of students for the production of the Performing Arts Festival during Term 2.

Peer Support Program Year 7

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.

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 that will make them life ready.

All Middle School students are expected to attend the Outdoor Education program. The compulsory program offers students the opportunity to experience individual challenge through a range of adventurous activities.

The program addresses the ongoing development of students such as: developing specific outdoor skills in a natural environment which requires initiative, resilience and an awareness of others

- raising environmental awareness and appreciation
- extending self-perception and taking positive risks
- focusing on the skills required to live together in small communities.

These experiential learning opportunities promote and enable educational and behavioural developments and changes, which "impels participants into challenging and demanding situations requiring effort, determination, co-operation and self-reliance". (Hattie, Marsh, Neill and Richards, 1997).

The Years 7 and 8 Outdoor Education programs aim to encourage positive risk taking and foster integration as a cohort. The programs are conducted with Alpine Learning Initiatives and Southbound Adventures. Year 7 will enjoy an Alpine/ cross-curricular experience in Canberra and Jindabyne while Year 8 will attend an outdoor venue at Kangaroo Valley and Killalea.

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 2019, three vaccines will be offered to all Year 7 students.

- dTpa vaccine (Diphtheria, Tetanus and Pertussis 'whooping cough') given as a single scheduled dose. 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 two doses over the school year.

Vaccination Clinic Visits

Date	Students
Thursday 28 February	Year 7
Thursday 28 March	Year 7
Thursday 23 October	Year 7

Please note that dates are subject to change.

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 Heads of School provide a review on a particular aspect of school life and upcoming events are discussed.

Group Leader

Mrs Melissa Markson
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melissa.markson@bigpond.com

Record Keeper

TBA

Finance Co-ordinators

Mrs Parama Srikanth
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parama_srikanth@hotmail.com

Mrs Zeina Nachar
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zeinanachar@hotmail.com

Year 8 Co-ordinators

Mrs Aileen Samios
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aileensamios@gmail.com

Mrs Fiona He
0450 216 866
fifi@softtouchit.com

Year 7 Co-ordinators

Mrs Pilar Yemma
0425 500 123
pianva99@yahoo.com

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

Care and Support

Mrs Margot Gothard
0424 097 671
mgothard@optusnet.com.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. *On the Run* lunch is available to be ordered daily, or as required. Boarders' lunch may be ordered on a per term 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 be black, navy or brown and should not be visible.

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 navy, dark green or Black Watch tartan in colour and plain in style.

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 wristwatch and one pair of gold or silver stud earrings (one earring in each lobe only).

Any student wearing inappropriate jewellery at school will have it confiscated by the teacher and placed in a safe for a period of time.

No make-up is to be worn at school and any student found wearing make-up will be sent to the Middle School office to remove it. Parents and carers will be informed of uniform infringements and any subsequent detentions issued.

Stationery

A suggested stationery list for Year 7 can be found on *MyPymble*. Click on the Middle School Year 7 2019 tile and select 'Stationery and Book List'.



Middle School Key Events in 2019

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 7	Year 8	Parents
19 to 22 February	Year 8 Camp		✓	
22 February	Icebreaker			✓
28 February	Year 7 Vaccinations – Visit 1	✓		
7 March	Middle School Wellbeing Evening			✓
7 March	MSPG Semester 1 Meeting			✓
21 March	Year 7 Learning Discussions	✓		✓
28 March	Year 7 Vaccinations – Visit 2	✓		
2 April	MSPG Parent Morning Tea			✓

TERM 2				
Date	Event	Year 7	Year 8	Parents
2 and 6 May	Years 8 to 10 Learning Discussions		✓	✓
7 May	Secondary School Athletics Carnival	✓	✓	✓
9 and 10 May	Sir Robert Menzies Reading Competition	✓	✓	
14 to 24 May	Year 7 NAPLAN (Assessment window)	✓		
4 June	Year 7 Parent Daughter Breakfast	✓		✓ (Yr 7)
27 June	Middle School Performing Arts Festival	✓	✓	

Middle School Key Events in 2019

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 7	Year 8	Parents
31 July	Year 8 Parent Information Evening (Subject Selections for Year 9 2020)			✓
6 August	Year 7 Parent Information Evening (Subject Selections for Year 8 2020)			✓
5 September	MSPG Year 8 Parent Daughter Breakfast		✓	✓
21 September	<i>Pymble</i> Garden Party	✓	✓	✓

TERM 4				
Date	Event	Year 7	Year 8	Parents
16 October	<i>Pymble</i> Parent Association AGM			✓
16 October	MSPG AGM			✓
23 October	Year 7 Vaccinations – Visit 3	✓		
16 November	Year 8 National Exchange Program		✓	✓
19 November	Year 7 Christmas Service and Afternoon Tea	✓		✓
3 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, a summary of key activities and events taking place across the year and relevant information relating to daily life in the Upper School.

Through curriculum experiences, our Wellbeing program 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, 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 to the local and global community.

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.

Best wishes for a safe and rewarding 2019.

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Ms Gina Ventura
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Ms Mariel Lombard
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SCHOOL – YEAR 10
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Mrs Kim Maksimovic
DEPUTY HEAD OF UPPER
SCHOOL – LEARNING
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Mrs Charlie Chapman
UPPER SCHOOL ACADEMIC
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Mrs Sabine Watts
UPPER SCHOOL
ADMINISTRATION – YEAR 10
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Mrs Sally Seymour
UPPER SCHOOL
ADMINISTRATION – YEAR 9
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Office Hours: 7.45am to 3.45pm
Absentee Tel: +61 2 9497 7807
upperschool@pymblelc.nsw.edu.au

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.

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 teamwork, taking responsibility, leading and listening, together with creative problem-solving and decision-making.

Our Transition into Senior School program runs at the end of Term 4 and will provide an opportunity for Year 10 students to engage with aspects of the Senior School and Stage 6. The program has been designed in alignment with the College's Wellbeing Framework.

This program will take place on the College campus. The purpose is to provide a window in the life, features and elements of the transition from Year 10 into Year 11 in order to have an effective start to Stage 6. The modules will be delivered by College staff,

students and external speakers. Each day has a specific focus in preparing the girls for learning and their personal wellbeing for the final stage of their Secondary education.

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.

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

Our current Cultural Exchange program involves partnerships with more than a dozen schools throughout New Zealand, Europe, Asia, Africa and the Americas. Our Language Exchange opportunities, which focus on language skills development and a 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 meaningful 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, Northaven Aged Care and St Edmund's School.

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.

The Premier's Volunteer Recognition Program recognises the contribution volunteers make towards strengthening our communities. Eligible students are acknowledged under the program, with each nominee receiving a certificate recognising their individual efforts.

In Year 10, students select a Service Learning project to engage with throughout the year, working in groups and meeting fortnightly during Connect sessions. The girls work with their partnering organisation and a College 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.

Previous Service Learning projects have been implemented and have addressed

issues pertaining to girls' education, Indigenous communities, women's rights, environmental protection, animal welfare, refugee assimilation, ageing 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 as well as 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
- develop 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 Teachers

9CG01	Mrs Angela Thorne
9CG02	Ms Elaine Lee
9CG03	Ms Pat Lau
9CG04	Mrs Sarah Mathis
9CG05	Mr Adam Levin
9CG06	Mrs Candace Cooper
9CG07	Miss Lauren Bliss
9CG08	Mrs Sorina Ceperaga
9CG09	Mr Mark Way
9CG10	Mrs Mami Izuishi
9CG11	Mr Peter Ellis
9CG12	Mrs Alex Russell
9CG13	Mr Timothy Chuan
10CG01	Mr Nick Feng
10CG02	Mrs Carolyn Diakoumis
10CG03	Ms Joanne Hibbert
10CG04	Ms Elaine Lau
10CG05	Mrs Robyn Rudd
10CG06	Dr Glen McCarthy
10CG07	Ms Susan McCorquodale
10CG08	Mrs Akenese Sargent/ Mrs Lauren Thompson
10CG09	Ms Cara Foley
10CG10	Miss Lauren Meakin
10CG11	Mrs Alison Cruz
10CG12	Mr Jonathan Adams

Upper School Parent Group (USPG)

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

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

Upper School Parent Group (USPG)

interests of our parent community and work together to provide the girls of the 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.

Group Leader

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Record Keeper

Mrs Sharon Rogers
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Finance Co-ordinator

Ms Brigid Robson
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Year 10 Co-ordinator

Mrs Gill Angus
0409 345 900
gillangus@hotmail.com

Year 9 Co-ordinators

Mrs Kate Livingstone
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klivingstone@livgroup.com.au

Mrs Juliana Spring
0428 970 936
juliana.spring@gmail.com

Care and Support

Ms Leanne Holdsworth
0424 164 240
leannemholdsworth@gmail.com

Curriculum

Year 9 girls study the following subjects:

- English
- Mathematics
- Science
- Geography
- PDHPE
- Religion and Ethics
- History.

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

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

Classical Greek may be studied as an additional elective outside the school timetable.

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

- English
- PDHPE
- Mathematics
- Religion and Ethics
- Science
- 2 x 200-hour electives continuing from Year 9
- 2 x 100-hour electives chosen from the start of Year 10.

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.

Chinese, 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: Commerce, Dance, Food Technology, Geography, History, Marine and Aquaculture Technology, Photography and Digital Media, Textiles Technology and Visual Arts. 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. *Please note: The 100-hour elective courses will only be run if there are sufficient numbers.*

Text book lists will be available 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 sits for school-based examinations in Term 3. Year 9 completes 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.

- 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

During their time in the Upper School, girls are strongly encouraged 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.

UPPER SCHOOL LEADERS

Eight 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 termly Upper School assemblies 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 and work closely with the Upper School Prefect Liaisons to implement activities within the Upper School.

BUDDY

The role of a Buddy is 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.

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.

MONITRESSES

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 in the following year. Peer Support is a valuable support to the Student Wellbeing system of the College. 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

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.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Twelve students (six per year group), who are elected by fellow students, will represent Upper School girls for the duration of the year. The SRC works to improve school life, to contribute students' ideas and to represent the student body in school decision-making. They meet each Friday at lunchtime. As well as their Upper School responsibilities, SRC members serve on a committee within the school-wide SRC program.

ALLIANCE OF GIRLS' SCHOOLS

The Student Networking Alliance group started in 2014. Alliance members meet girls from other independent schools to discuss current issues concerning girls' health and education in the hopes of making positive change. Students from Years 9, 10 and 11 will be selected to represent *Pymble Ladies' College* at meetings off-campus throughout the year.

FAIRBREAK

Thanks to an ongoing partnership with Women's International Cricket League (WICL), Year 10 students now have the opportunity to have a role on the social media team for FairBreak, the WICL program that aims to create pathways for women to have better access to opportunities, education and high-level performance roles.

The students will undertake training by FairBreak's professional social media consultant in a series of face-to-face, virtual and online learning sessions to equip them to take on responsibility for creating branded content that builds and engages the FairBreak community. They will learn how social media for business differs from personal use, how to create effective marketing content for Twitter, LinkedIn, Facebook and Instagram, and gain an understanding of analytics and reporting.

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. Students who forget to bring their lunch and do not have money to purchase lunch through the Upper School café should report to the Upper 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.

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 be black, navy or brown and should not be visible.

If a girl arrives at school without a ribbon, a new one may be purchased from their respective school office. Headbands and clips, if required, should be navy, dark green or Black Watch tartan in colour and plain in style. No hair rinses or dyes may be used.

No jewellery is to be worn at school other than a wristwatch and a small pair of gold or silver stud earrings. Any student found wearing jewellery at school will have it confiscated by the teacher and it will not be returned to the student until the last week of term.

No make-up is to be worn at school. Any student found wearing make-up at school will be sent to their respective school office to remove it and will be issued with a detention.



Upper School Key Events in 2019

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 9	Year 10	Parents
1 February	Guest Speaker – Paul Dillon		✓	
12 February	Service Learning Launch		✓	
18 to 22 February	Year 9 Camp	✓		
22 February	Icebreaker			✓
4 March	Upper School Parent Group Semester 1 Meeting Upper School Wellbeing Evening			✓
11 March	Year 10 Careers Profiling Testing		✓	
12 March	Upper School Parent Group Breakfast			✓
13 March	New Parents' Luncheon			✓
20 March	Exchange Information Evening	✓	✓	✓
8 April	Careers Expo		✓	✓

TERM 2				
Date	Event	Year 9	Year 10	Parents
2 May	Upper School Learning Discussions	✓	✓	✓
6 May	Upper School Learning Discussions	✓	✓	✓
7 May	Secondary School Athletics Carnival	✓	✓	✓
14 to 24 May	NAPLAN (Assessment window)	✓		
16 May	Year 10 Immunisations		✓	
23 May	Parent Daughter Breakfast	✓	✓	✓
27 June	Years 10 into 11 Subject Selection Evening		✓	✓

Upper School Key Events in 2019

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 9	Year 10	Parents
5 to 9 August	Service Learning Week		✓	
22 August	Year 9 into 10 Subject Information Evening			✓
23 August	Elevate Study Skills Presentation for Year 9 Students	✓		
21 September	Garden Party	✓	✓	✓

TERM 4				
Date	Event	Year 9	Year 10	Parents
16 October	Upper School Parent Group Semester 2 Meeting			✓
18 October	Year 10 <i>Pymble</i> Shore Dance		✓	
18 October	USPG Year 10 Parent Dinner			✓
4 to 8 November	Years 9 and 10 Exams	✓	✓	
12 November	Year 9 Knox Dance	✓		
3 December	Secondary School Speech Night	✓	✓	✓

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. Through a personalised education, 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 known, guided and 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 2018.

Mrs Nikki Wyse

HEAD OF SENIOR SCHOOL
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Mrs Andrea Pryor

DEPUTY HEAD OF SENIOR SCHOOL –
YEAR 12
Tel: +61 2 9855 7630

Ms Patricia Gallardo

DEPUTY HEAD OF SENIOR SCHOOL –
YEAR 11
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Ms Joanne Mitchell

DEPUTY HEAD OF SENIOR SCHOOL –
LEARNING
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Mrs Allison Chambers

SENIOR SCHOOL ACADEMIC
ADMINISTRATION CO-ORDINATOR
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Mrs Helen Chenery

SENIOR SCHOOL ADMINISTRATION
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Absentee Tel: +61 2 9497 7808
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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

The above 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

Deputy Heads of Senior School

YEAR 11	Ms Patricia Gallardo +61 2 9855 7642
YEAR 12	Mrs Andrea Pryor +61 2 9855 7630
LEARNING	Ms Joanne Mitchell +61 2 9497 7863

Curriculum

In Years 11 and 12, English is the only compulsory subject. The remainder of each girl's timetable is made up of subjects chosen from the following list: Mathematics, Agriculture, Biology, Chemistry, Earth and Environmental Science, Physics, Investigating Science (in Year 12), Ancient History, Modern History, Geography, Legal Studies, Chinese, Classical Greek, Dance, Drama, Music, Food Technology, Design and Technology, Hospitality, Software Design and Development, 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 *MyPymble* in the Curriculum section.

Examination Policies

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

The Assessment Policy booklets contain all of the relevant information about 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 at the College to participate in events and activities in the Senior School. The SSPG 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 Leader

Mr Carlos Jimenez
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jimenez2073@gmail.com

Record Keeper

Mrs Joanne Tims
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Finance Co-ordinator

Mrs Connie Woo
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Year 12 Co-ordinator

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Year 11 Co-ordinators

Mrs Indira Kathirgamalingam
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Mrs Katharine (Alisa) Read
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Care and Support

Mrs Helen Kowal
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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

Senior School Student Wellbeing Program

to develop strengths in all fields – academic, social, 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 overall growth process.

To help to build confident, composed young women, we encourage Senior School 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.

Mentoring in the Senior School

In addition to the girls' Connect teachers, Senior School students are offered the option of working with a mentor – a senior member of staff who is willing to meet individually with the girls to discuss their long-term goals and development. The mentoring partnership is a structured one-to-one relationship that focuses on the requirements of the student, or mentee. The relationship can be described as 'walking alongside' a younger person with the goal or aim of assisting that person to achieve their potential, in a supportive environment. Students who would like to be involved choose their preferred mentor and the mentoring conversations are organised by the student. It is hoped that the mentoring program will:

- provide opportunities for girls to engage and connect with a trusted advisor, or mentor, who can offer their guidance and support
- strengthen individual capacity and responsibility to make decisions in consultation with others
- build authentic connections between girls and teachers.

Girls wishing to participate in this program should see Ms Joanne Mitchell, Deputy Head of Senior School – Learning.

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 sports, activities and cultural teams, Chapel Captains, SRC, Connect Group

Senior School Leadership

representatives and Monitresses. 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 the 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 email the Deputy Principal, Mrs Julie Shaw via jshaw@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

Flexible Leave

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

Parents or carers who would like their Year 12 daughter to drive to school, are asked to follow the steps below.

- Write to the Head of Senior School, outlining the reasons for the request and the days of the week that your daughter wishes to drive.
- Ensure a parental signature is included 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. Please ensure your daughter places her Driving Pass on the dashboard so it is visible to our security staff.

Please remember: as a courtesy to our neighbours and for safety, we have to control the number of girls who are

Driving

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 note that drivers on 'L' plates are not permitted 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. If a girl arrives at school without a ribbon, a new one may be purchased from their respective school office.

Hair elastics should be black, navy or brown and not visible. Headbands and clips, if required, should be navy, dark green or Black Watch tartan in colour and plain in style. No hair rinses or dyes may be used.



Uniform and Appearance

No jewellery is to be worn at school other than a wristwatch 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 detention 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 detention.

Senior School Key Events in 2019

Please note these dates may be subject to change.

TERM 1				
Date	Event	Year 11	Year 12	Parents
30 January	Year 12 Students Return		✓	
30 January	Orientation Day for New Year 11 Students	✓		
1 February	Paul Dillon Seminar	✓	✓	
11 February	Senior School Information Night			✓
25 February	Year 12 Learning Discussions		✓	✓
25 March	Year 11 Learning Discussions	✓		✓
5 April	Year 12 Food for Thought Luncheon		✓	
8 April	Careers Expo	✓	✓	✓
10 April	Secondary School Ensemble Concert	✓	✓	✓

TERM 2				
Date	Event	Year 11	Year 12	Parents
14 May	Year 12 Trivia Night		✓	
27 to 30 May	Year 11 Visual Arts Exhibition	✓		✓
TBA	Year 12 Photos		✓	
26 June	Secondary School Ensemble Concert	✓	✓	✓

Senior School Key Events in 2019

Please note these dates may be subject to change.

TERM 3				
Date	Event	Year 11	Year 12	Parents
2 August	Year 12 Study Day		✓	
5 to 16 August	Year 12 HSC Trial Examinations		✓	
2 to 13 September	Year 11 Yearly Examinations	✓		
13 September	Year 11 Formal	✓		
16 September	Year 11 Subject Information Evening			✓
21 September	Garden Party	✓	✓	✓
23 September	Year 12 Picnic Day		✓	
26 September	Year 12 Final Combined Assembly	✓	✓	
26 September	Year 12 Final Chapel Service and Morning Tea		✓	✓
26 September	Year 12 Valedictory Dinner		✓	✓

TERM 4				
Date	Event	Year 11	Year 12	Parents
16 October	SSPG Annual General Meeting			✓
17 October to 12 November	Year 12 HSC Examinations		✓	
13 November	Jacaranda Day	✓		
18 to 22 November	Year 11/12 Assessment Week	✓		
3 December	Secondary School Speech Night	✓	✓	✓



- 51 Agricultural Plot
 - 45 Art Centre (Ferguson House)
 - 22 Avonmoore
 - 25 Boarder's Dining Room (Main Hall)
- Boarding**
- 53 Goodlet House
 - 30 Goodlet Lawn
 - 55 Joan Hammond Admin.
 - 4 Lang House
 - 31 Lang Lawn
 - 36 Marden House
 - 32 Marden Lawn

- Centenary Sports Precinct**
- 46 Braith Williams Aquatic and Fitness Centre
 - 49 Centenary Car Park
 - 47 Centenary Walkway and Centenary Artwork
 - 45 Gym, Artistic Gymnastics Centre (Jeanette Buckham Gymnasium)
 - 48 Mollie Dive Field
 - 49 Sporting Courts
- 12 **College Reception**
(Isabel McKinney Harrison Centre)
- 41 College Uniform Shop

- 14 David Blackwell Music School
- 25 David Macfarlane Centre (DMC)
- 17 Dorothy Knox Building
- 57 Facilities Management
- 11 Flagpole Lawn
- Gate 1 – Main Gates (John Marden Gates)
- 8 Gate 2 – Staff Parking
- 5 Gate 3 – Deliveries (Roland Love Gates)
- 11 Gillian Moore Centre for Performing Arts (GMC/PA)

- 15 Gloucester Lawn
- 26 Grey House Walk
- 29 Health Care Centre
- 10 Heritage Centre (Archives, Development, Alumni)
- 4 James Kelso Pavilion and Field
- 13 Junior School (John Reid Building)
- 5 Liane Tooth Field
- 20 Main Colonnade
- 22 Main Hall
- 7 Main Oval

- 16 Middle School (Main Colonnade)
- 6 Preparatory and Junior Schools Pick-up / Drop-off Area
- 9 Preparatory School
- 18 Professional Learning Centre
- 1 Pymble Train Station
- 5 Riverbed
- 41 Science Centre
- 41 Science Lecture Theatre
- 39 Secondary School Library (Conde Building)

- Senior School Centre (Kate Mason Building)
- 38 CISCO Room
- Jacaranda Café
- Jobson Lecture Theatre
- 27 Speech and Drama Centre
- 42 Technology and Applied Studies Centre (TAS)
- 40 The Hub – IT Centre
- 23 The Pavilion
- 21 Upper School (Robert Vicars Building)
- 24 War Memorial Chapel





Pymble Ladies' College

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All' Ultimo Lavoro – Strive for the highest