

Pymble Ladies' College

Middle School
Transition Guide
Year 8 2021



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WELCOME TO 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 Middle 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 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 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.

MEET THE MIDDLE SCHOOL TEAM

The Leadership Team



Head of Middle School
Jennifer O'Donnell



Middle School Academic Administration Co-ordinator
Tennille Tysoe



Deputy Head of Middle School
Hannah McNelly



Administrative Assistant
Ruth Volonakis



Head of Transition
Mariel Lombard



Administrative Assistant
Steph Sibug



Head of Year 7
Victoria Harrison



**Middle School Counsellor/
Lead – Educational Psychology Services**
Hilary Tucker



Head of Year 8
Sarah Budd



Middle School Counsellor
Frieda Stemp

IMPORTANT INFORMATION

Late sign in or early leave

Should your daughter arrive to school after 8.15am they are required to report to the Middle School office and sign in before proceeding to class. Parents will be notified if their daughter signs in late via a SMS message. No response is required if the parent has notified of the absence or is aware of sport, music or another activity that their daughter is participating in at school, which could have caused her absence or lateness to school.

Notification of absence

If your daughter is unable to attend school, parents are required to notify the College prior to 9.00am on the day of the absence. Absence can be submitted via the *Pymble* Parent Portal *MyPymble* or by phoning the Absence Line on 9497 7806. 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.

Illness at school

Students who become ill during the day must seek permission from their class teacher or office staff to go to the Health Care Centre. Students should not contact their parents directly. The Health Care Centre will contact the student's parent should they need to go home.

Leave requests and appointments

Leave requests for two or more days must be applied for. Applications for leave are available on the *MyPymble* section of the *Pymble* website via your parent login (Exemption from Attendance form). Leave requests for one day can be directed to the Head of School via email to the Middle School office. We encourage all appointments to be made outside of school time however if they take place during the school day please inform the Middle School office well in advance of the appointment time.

It is the responsibility of the student to communicate with their subject teachers regarding any schoolwork they need to complete while on 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 both 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.

Outdoor Education Program 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 outdoor skills in a natural environment which requires initiative, resilience, and an awareness of others
- Raising environmental awareness
- Extending self-perception and taking positive risks
- Focusing on the skills required to live together in small communities.

The Years 7 to 8 Outdoor Education Program aims 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 outdoor venues in Royal National Park, Killalea and Easts Beach. Camp dates will be communicated early in 2021.

Middle School Parent Group (MSPG)

The intention of the Middle School Parent Group (MSPG) 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 MSPG meets each semester and is one of three parent groups in the Secondary School operating under the *Pymble* Parent Association constitution. The Head of School and Deputy Head of School provide a review on a particular aspect of school life and upcoming events are discussed.

Extended Day Student Program (Years 7 to 12)

The Extended Day Student Program (EDSP) is co-ordinated through the Boarding School to facilitate the needs of busy day students and their families. The program provides Day students with the opportunity to access a range of learning and 'home' facilities after school hours, in the safety and care of our Boarding staff. Students from Years 7 to 12 are welcome to enrol in the EDSP on a daily basis from Monday to Friday.

Meal options

Breakfast on the Go

Breakfast on the Go is a daily service offering students from Years 5 to 12 a small range of economic and nutritious breakfast choices. The service operates from 7.00am to 8.00am daily from the *Pymble* Food Van. Breakfast on the Go is ideal for students involved in early morning co-curricular activities or for those girls who arrive early at the College from time to time. It is designed to support students to be punctual to class after co-curricular activities, to provide nourishment to avoid mid-morning energy slumps and to reduce congestion at the local shops in the morning.

On the Run Lunch Orders

On the Run is a daily lunch order service available to all students. Parents can place an order online through their My Student Account (MSA) and have it delivered to her School Office by 12.30pm on the nominated day.

Luncheon Packages – Years 7 to 12 students

A limited number of Luncheon Packages are available for day students in the Secondary School. Students on Luncheon Packages receive a daily meal served by the kitchen. The link to the registration form is uploaded a few days prior to the start of each term. Parents are advised via email the date and time that registrations will open.

Years 7 to 8 Morning Tea – *Pymble* Food Van

During recess, Middle School students will have access to the *Pymble* Food Van which will be located near the Gillian Moore Centre for Performing Arts (GMCPA).

WELLBEING IN MIDDLE SCHOOL

Students in Middle School are allocated to a Connect Group of approximately 16 students. Each Connect Group consists of students from the same House. Students will remain with this group through to Year 12. The groups meet with their Connect teacher before recess (Connect Time) to participate in the Student Wellbeing Program through the 5 Ways to Wellbeing framework.

In line with *Pymble's* Wellbeing Framework, we have designed a program which promotes 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 are coached to develop and achieve SMART goals. The program assists students to recognise and establish protective strategies for their wellbeing, while building resilience, problem solving skills, and the ability to develop positive relationships with staff and peers.

For Year 7, the focus is adaptation to life in the Secondary School setting. Students go 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 develop a greater awareness of themselves, both as learners and 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.



TALK & LISTEN,
BE THERE,
FEEL CONNECTED



DO WHAT YOU CAN.
ENJOY WHAT YOU DO.
MOVE YOUR MOOD



REMEMBER
THE SIMPLE
THINGS THAT
GIVE YOU JOY



EMBRACE NEW
EXPERIENCES.
SEE OPPORTUNITIES.
SURPRISE YOURSELF



Your time,
your words,
your presence

Connect teachers are the first point of contact for parents should they have any concerns about their daughter's personal or academic wellbeing. Connect teachers will make contact by email in the first few weeks of term. Parents are also invited to attend the 'Meet the Middle School Team' evening where they will have an opportunity to meet the Middle School leadership team and their daughter's Connect teacher in person.

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 in Year 8 provides 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.

LEARNING IN MIDDLE SCHOOL

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. Students can find this information through Edumate (a link is found on the Portal) by selecting 'Progress'. Students should be able to see all their upcoming tasks for the term, in addition to marks for previous tasks. Parents can access this information through 'My Daughter's Learning' on the *MyPymble* site.

Your daughter should begin developing a consistent work habit of about 90 minutes each weekday. Homework Help is available Monday, Tuesday and Thursday from 3.30pm to 4.30pm in C02. Specialist Teachers are available to assist students during this time.

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

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 while each student develops their study skills and approach to learning. Year 8 students complete yearly examinations in some subjects early in Term 4.

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 later.

The following guidelines apply:

- If a student knows that she will miss a scheduled assessment or test, she should notify her teacher 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 OPPORTUNITIES

Over the course of the year, several leadership positions will be made available to Year 8 students. These include:

- **SRC Leaders:** Four students, elected by their peers, will represent Year 8 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.
- **House Liaison Leaders:** Eight House Liaison Leaders (one per House) will be appointed for the duration of the year. Their role is to support the Year 12 House leaders in implementing the activities and events through the House system.
- **Connect Captains:** Two students per Connect group are elected to represent their Connect group for one term. Their main role is to act as leaders and co-ordinate activities within their group.
- **Chapel Leaders:** These students will work with the Chaplains, staff and students to help improve Christian worship at *Pymble* and support the smooth running of the Chapel services for the duration of the year. They are also responsible for helping to co-ordinate Music staff, student musicians and singers.
- **Middle School Leaders:** In Year 8 students will be selected by the Middle School team following an application process, to become Middle School Leaders. These students will represent the College at official school functions, act as ushers at school events, coordinate Middle School and special assemblies, and welcome and give the vote of thanks for guest speakers. They will also work closely with the Year 12 Middle School Prefects to implement activities within Middle School.

- **New Student Buddies:** 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 undertake a leadership induction program which allows them to take prospective families on guided tours around the College.

TIPS FOR TRANSITION TO MIDDLE SCHOOL

As our girls begin in Middle School, we encourage them to reflect on the following:

- It is important to be open to experiencing new friendships and mix with different groups. Try to remember names, smile at everyone and say hello.
- Signing up for Co-curricular activities is a great way to meet other students and to form new connections. Ensuring a healthy balance of time for Co-curricular activities and time for study is important.
- We encourage students to focus on their wellbeing – ensuring they are getting enough sleep, getting enough exercise and eating well. They should also avoid spending large amounts of time on their devices.
- Students are encouraged to share their experiences with you and, if they are facing any challenges, to speak to their Connect teacher or Head of Year. These staff members will be able to guide them on how best to navigate difficulties.
- Students can set themselves up for success by keeping their timetable in a visible space, familiarising themselves with the College campus and setting up an appropriate workspace at home.
- There will naturally be a step up in the workload as our girls progress to Year 8. If students are unsure on how to manage their time, they should seek help from a member of the Middle School team and/or attend a Homework Help or Study Skills and Organisation session.



COMMON CHANGES AND CHALLENGES

The move to Secondary School requires students to make a substantial adjustment to their educational setting. This means adjusting to new surroundings – new teachers and new peers; learning new rules and routines; and understanding new ways of learning.

As your daughter starts at *Pymble*, it is likely that she will experience some of these common changes and challenges:

- **Friendship changes:** For some students, starting in a new school and needing to make new connections requires some adjustment. As such, we encourage our girls to be open to new friendships and to take up every opportunity to be involved in activities. One way to make new friends is to try new activities, whether this be the Gloucester Gatherings (organised lunch time activities) or signing up for one or more of the many co-curricular activities.
- **Increased level of difficulty and workload:** The amount of homework and assessment tasks will naturally increase as students progress through the Middle School. In Year 8, students will have ten subjects meaning possible homework in a number of those subjects. The best way for students to manage this increase is to be organised and to plan ahead. Study tips for students and parents can be found later in this booklet.

- **New school routine:** For some students, attending *Pymble* means commuting long distances and early mornings. For others, it might mean Boarding and being away from their families. Adapting to a new routine can be tiring particularly in the first few weeks. While we encourage our girls to be involved and to sign up for co-curricular activities, it is important that students do not over commit.
- **Managing time on devices:** Becoming a teenager is synonymous with becoming more independent and often this can be manifested by young people wanting to spend more time on their phones and on social media. It is important however that certain boundaries be put in place to ensure that study time and sleep are not interrupted by constant messaging and notifications.
- **Sleep:** Given the amount of changes that students are experiencing, it is essential that they maintain healthy sleep habits. This means ensuring they have eight hours of undisturbed sleep per night.
- **Developmental changes:** The early teenage years are one of the most important times for a young person's development. It is a period when they are beginning to define their identity separate to that of their parents. This means that it can often bring a desire for more independence and a shift from a dependency on family to one on friends and peers. The onset of puberty can also see some mood changes and an increasing focus on the perception of self.

SUPPORT AT SCHOOL AND AT HOME

Support at school:

Acknowledging the common changes and challenges faced by our girls, Middle School have developed a variety of resources available to support students during their time in Year 8. These include:

- **Homework Help:** Students are invited to attend Homework Help in C02 on Monday, Tuesday and Thursday afternoons from 3.30pm to 4.30pm. Homework Help is a space for students to ask any questions to a member of staff and complete their homework after school.

- **Lunchtime activities:** There are a range of lunchtime activities organised for students to meet others and to stay active during recess and lunch. These include Gloucester Gatherings (fun group activities led by the Year 12 Middle School Prefects), MakerSpace in the Library, handball and skipping, and other sport options.
- **Presentations and guest speakers:** Throughout the year, students will have the opportunity to hear from a range of presenters and guest speakers focused on promoting healthy habits. These include presentations by Safe on Social (relating to e-safety) and Elevate Education (addressing study skills and time management).
- **ICT Hub:** Students can access the ICT Hub for any issues regarding their device. If students encounter an issue during their lesson, they should seek permission from their teacher before visiting the Hub.
- **Counselling:** Counselling support is available to Year 8 students. All counselling requests should be directed to the appropriate Head of Year. A completed parent consent form will be required before a counselling appointment.

Support at home:

- **Develop a weekly schedule:** We encourage students to develop a regular routine and to reflect this in a visual timetable placed somewhere that can be accessed by both students and their parents. The weekly schedule should include any Co-curricular activities, time for homework (approx. 90 minutes) and any upcoming family events. Having a visual timetable allows students to plan ahead (see sample planner over page).
- **Develop healthy study routines:** Students can develop healthy study routines by having a workspace free from distractions. Working at a desk in another room is much more conducive to work than completing homework on the couch or kitchen table.
- **Aim for at least eight hours of sleep:** It is important that students aim to have at least eight hours of sleep per night. Having a consistent bedtime is a great way to establish a sense of routine.
- **Watch social media and technology use.**

- **Staying on top of important information:** Every afternoon before starting homework, we encourage students to take five to ten minutes to check their emails for any important information and to look at the notices on the Portal. Students should also ensure that notifications are switched on for Canvas. This means that any important updates will be sent through email.

STUDY SKILLS – TIPS AND STRATEGIES

Developing healthy study and organisational habits is vital for students as the workload and academic expectations increase. In the Middle School, students are offered a number of resources and activities to help develop these skills. This includes Homework Help offered in C02 after school, Study and Organisational workshops offered by Middle School during weekly Connect sessions and Connect Extend sessions run by Elevate Education. Study Skills resources will also be shared with students and parents throughout the term.

- Year 8 students are encouraged to spend on average **90 minutes per evening** on homework. Of course, this will depend on their classes and will vary throughout the year. There may be times when there is little homework and other times when there are several assessment tasks coming up.





- It is important that students set up a **working space** that allows them to avoid distractions. While it can be nice to work in the lounge room with the family, this can also mean students are more prone to being distracted. A good working space should be quiet and removed from others in the home.
- Students are encouraged to develop a **study timetable** in collaboration with their parents. The timetable should account for any co-curricular commitments and upcoming events with family or friends. This will allow students to know how much time they have each night and to plan ahead for the week.
- When receiving homework or assessment tasks, students should write this down in their **diaries** on the day the task is due, as well as a week before the due date as a reminder.
- Having a **to-do list** where all upcoming homework and assessment tasks can be viewed at once is a great way to stay organised. This allows students to be able to keep in mind how much work they have and what tasks are upcoming. To-do lists can be done for instance on a Word document or on a 'Sticky Note' on their desktop. In the afternoons, before starting homework, students are encouraged to take a few minutes to organise themselves and transfer any homework from their diary to their to-do list. They can also use this time to re-prioritise tasks and set new time frames.

- When receiving an assessment task, students should **'chunk' tasks** accordingly. This means breaking down the task into smaller parts and setting a date for each part to be completed. This allows students to avoid finding themselves the day before a task is due with a whole assessment task to complete.
- The best way to **recall information** and check understanding is to explain it to someone else. This can support the writing of summary notes at the end of chapters. Research shows if you can explain a topic to someone, you are more likely to remember it than if you just read over your notes.
- To **avoid distractions**, we encourage students to set their phones to Do Not Disturb. This means study is less likely to be interrupted by incoming phone calls or notifications. There are also some interesting apps that students can use to block out social media during study periods.
- One way to **keep on task** is to set short time frames – an example of this could be working solidly with no distractions for 25 minutes and then having a five-minute break before another 25 minutes of study time.

CYBER SAFETY – TIPS AND STRATEGIES

Phone and social media use – tips and strategies

Throughout the year, students will engage with a variety of resources designed to prompt their thinking on the use of their devices and social media apps. The following tips are recommended by Kirra Pendergast, CEO of Safe on Social Media, who will address Middle School students later in the year. Parents resources and cheat sheets can be found on the *MyPymble* Portal at: <https://www.pymblelc.nsw.edu.au/mypymble/safe-on-social/>

For young people:

- A good way to think about what you post online is to post only what you would be comfortable for your grandmother, boss, or future employer to see.

- Be careful when accepting a friend request. Just because the person might know a friend or a family member, does not mean you should let them into your life.
- When completing homework, remember to put your phone on Do Not Disturb or switch it off. This means study is less likely to be interrupted by incoming phone calls or notifications.
- Avoid bringing your phone into your bedroom as messages and notifications are likely to keep you up.
- Remember that anything that you post online can be saved and used against you later in life, even if you share it only with a few close friends. Be mindful of what you share, whether this may be photos or comments.
- Don't say anything online that you wouldn't say to someone face to face, including on a group chat.
- Don't share personal information such as your address, phone number or school online.
- Don't post anything on school grounds or in your school uniform – this includes TikTok dances.

For adults:

- Ask your daughter about the social media apps she uses and ask her to explain the basics to you. Make sure your daughter knows how to block and report something if it makes her feel uncomfortable.
- Discuss age recommendations of apps and online games – these recommendations exist to protect young people.
- Help your daughter check and manage her privacy settings.
- Avoid banning your daughter from her phone as a consequence for bad behaviour if it is not related to her device. This is the quickest way to drive conversations underground.
- Help develop healthy boundaries by collaborating with your daughter on mutually agreed rules and consequences.
- Be a good role model and keep your screen time in check.
- Help strategise with your daughter and ask them questions such as:

- What would you do if a friend came to you because they were being cyber bullied?
- What would you do if a friend shares an inappropriate photo of themselves?
- Remind your daughter that if she sees any of the following, she must tell a parent or a trusted adult:
 - friends sharing inappropriate photos
 - friends going to meet someone they have met online
 - someone discussing self-harm.

Commonly used social media or gaming apps – cheat sheet for parents

TikTok is a Chinese video-sharing networking service for short-form mobile videos. It is used to create short dance, lip-sync, comedy and talent videos. TikTok has been accused of collecting and sharing personal data, including inappropriate content and bad language, and putting young people at risk through unwanted contact with strangers. Students are banned from filming in school uniform or on school grounds and are reminded to be careful with what they choose to share. Minimum age: 13+

Snapchat is currently the most popular messaging app amongst teens. Text, photos and videos are sent and vanish seconds after they are viewed. However, while many mistakenly believe that their snaps will only last a few seconds, they can easily be saved without the sender's knowledge. Bullying and harassment happens on Snapchat like on most social media. It is important that if a young person is being harassed or bullied online, they don't retaliate. Instead, they are encouraged to take a screenshot of the snap, report it and unfriend/block the person. Minimum age: 13+

Instagram is a social media service designed for people to share photos and videos. Users can upload and share photos, images or videos using a range of specialist filters, and receive likes and comments. Instagram Stories allows users to post photos and videos that vanish after 24 hours and do not appear in their profile grid or in the main Instagram feed. The app also features direct messaging and video calling. Often young people will have

a number of accounts which allows them to have a profile they can show their parents, and a private profile for close friends. While these profiles appear private, users are reminded that anything posted online can be saved and shared publicly, even by close friends. Minimum age: 13+

YouTube is a user-generated video sharing platform that allows people to discover, watch and share videos. It allows users to upload and share video content on a platform that is accessed by millions of people every day. The danger with YouTube is both in the content that young people may watch and in the videos they share. The general rule is that if you don't want a video to show up in a Google search, then it probably shouldn't be posted. The same rule applies to comments on a YouTube clip; use the 'Grandma rule' and always be kind. Minimum age: 13+

Minecraft is a virtual building game that is very popular with young people and can be played on a phone device as well as on the computer. It has been described as a virtual lego where users can explore landscapes and build their own infrastructure. Users can play in single-player or multi-player mode. The latter enables users to connect with and chat to users from around the world. Playing in single-player mode or in a private server with only known friends is the safest mode. Minecraft has also developed an education edition which aims to encourage creativity and collaboration between users. Minimum age: 10+

More information:

More information on commonly used social media applications can be found at: <https://www.esafety.gov.au/key-issues/esafety-guide>.

The eSafety Commissioner's guide also provides information on:

- How to report abuse or inappropriate content, and how to block an account
- Privacy settings, hacked accounts and protecting personal information
- A comprehensive guide for parents, privacy policy and safety and security tips

STUDENT CODE OF BEHAVIOUR

1 Background

1.1 At Pymble Ladies' College everything we do is underpinned by the religious beliefs of the Uniting Church in Australia and the core values of our College which are:

Care, Courage, Integrity, Respect and Responsibility.

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

1.3 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
- Be happy, respected, accepted, encouraged, supported and valued
- Have their person, property and privacy cared for and protected
- Be treated fairly and equitably.

1.4 Our Code of Behaviour is based on these values, the responsibilities which come from our rights, and are demonstrated in the following ways.

2 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 College property, your own and other people's property with respect and care
- Keeping the environment clean and tidy

3 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, never condoning bullying, harassment or treating others unfairly 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 and voicing opinions appropriately
- Demonstrating initiative and leadership
- Not participating in unacceptable or unsafe activities and behaviours, even if pressured to do so. Some examples of unacceptable behaviours are bullying, cyber bullying, excluding, smoking, drinking alcohol, using, possessing or supplying illegal drugs, partaking in substance abuse.



4 Integrity is demonstrated by:

- Being honest and truthful
- Pursuing what is right.

5 Respect is demonstrated by:

- Being thoughtful of and co-operating with others
- Appreciating the gifts, talents and uniqueness of others
- Allowing other students to learn and teachers to teach by not disturbing nor disrupting in class or other activities
- Listening to others and responding thoughtfully
- Treating people with courtesy, including standing to greet members of staff or visitors when they enter a classroom, opening doors for adults, speaking quietly on public transport
- Demonstrating pride in the school by wearing the uniform correctly and being well groomed

5 Respect is demonstrated by:

- 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 by the requested date and writing a letter of thanks after a function or after receiving a gift or prize
- Not criticising, ridiculing, belittling, excluding, humiliating or physically harming others.

6 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
- Following directions given by staff members, immediately and with good grace
- Working cooperatively 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.

7 In using technology

7.1 Care is demonstrated by:

- Protecting relationships by not sharing / publishing material that could be hurtful or offensive
- Considering how our words and actions impact on ourselves, the College and the community
- Acting in a safe manner to protect ourselves and others.

7.2 Courage is demonstrated by:

- Taking action and reporting inappropriate use of technology
- Using technology in a way that positively affects our learning
- Using technology to promote critical thinking and problem-solving skills.

7.3 Integrity is demonstrated by:

- Maintaining a positive digital footprint and online identity
- Harnessing expertise and skills with technology to improve learning, rather than engaging in destructive activities.

7.4 Respect is demonstrated by:

- NEVER bullying, harassing, demeaning or hurting others
- Treating College property, our own and other people's, with respect and care
- Acknowledging the intellectual property of others and abiding by copyright laws
- Collaborating and communicating with others in a way that is respectful of the College Code of Behaviour.

7.5 Responsibility is demonstrated by:

- Recognising that the College has the authority to log, monitor and restrict services to help you become a responsible digital citizen
- Protecting your digital identity by never sharing usernames and passwords.

Technology Code

Technology is an integral part of the Curriculum at the College and of the everyday life of its students. Much of the information available to students in this digital age is delivered in electronic format. Students have access to equipment and systems for information communication, which are costly resources and need to be treated properly. In addition, students need to learn to use technology appropriately and safely.

Policies

All students are expected to read, observe and sign the Student Code of Behaviour Policy. No unauthorised material using the College's image or name may be published on the internet without prior consent from the Head of School. This includes images, comments, information about the College, its staff, self or other students in the context of the school. Wherever a student identifies herself online as a member of the College, the same code of behaviour and responsibility should apply.

Laptop care

Students are reminded never to leave their laptop unattended, to carry their laptop in its bag, in a protective case or cover, to safeguard it from liquid spills and other accidental damage. Laptops must be stored and locked in student lockers during break-times and when not in use.

Mobile phones

Middle School 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. The College promotes interaction and engagement through face-to-face and physical activities provided during recess and lunchtimes, instead of passive interaction with digital devices. Inappropriate use of mobile phones will be managed in line with the Student Code of Behaviour. If brought to school, mobile phones are the responsibility of the owner and must be locked away in student lockers during the school day. If a teacher requests students to use their phones for a learning activity, the teacher will manage this in relation to the specific activity. If parents need to urgently contact their daughters during the school day, they can send a message (email or phone) to the relevant School Office and the student will be advised.

Cameras

Cameras (e.g. webcams, drones, mobile phones, still cameras, digital cameras, video cameras, iPads, etc.) must not be used to capture images/video of students, staff members, or property of the College without the explicit permission of College staff.

Anti-bullying policy

The Pymble Ladies' College philosophy is underpinned by the core values of Care, Courage, Integrity, Respect and Responsibility. The College is committed to take reasonable steps to provide a safe, secure and caring environment; to raise awareness and understanding of bullying, violence and harassment; and provide support and counselling services for those involved in bullying behaviours. Bullying is a repeated form of harassment, physical or psychological, which is a deliberate attempt to cause discomfort, embarrassment or pain. It is unwanted, unwelcome, unsolicited and persistent and can be an inappropriate use of power, position and/or privilege by an individual or group. It is done to intimidate, coerce, engender fear, or control and aims to upset or create a risk to another person's health and safety, their property or their social acceptance.

Bullying is different to mutual conflict, for example where there is an argument or disagreement between persons who don't have an imbalance of power. It is not social rejection or dislike such as refusing to play with a particular child or not inviting them to a party. It is not single acts of nastiness or meanness, random acts of aggression or intimidation.

Restorative justice helps students learn from their mistakes, reconcile, and resolve problems with others.

It encourages individuals to:

- Look at the impact of their behaviour on others
- Recognise that their behaviour can cause harm, hurt or damage to relationships
- Take responsibility for their actions
- Accept and acknowledge that they have violated the accepted norms
- Develop empathy and concern for others
- Work with the person/s affected by their actions to repair the damage they have caused
- Change their behaviour and move forward positively.

Allegations of bullying can be made by the student or parent/carer to the teacher, Connect Teacher, Head of Year, Deputy Head or Head of School. Allegations will be investigated using the principles of natural justice. Students found to have committed bullying will be involved in a restorative justice process and may be subject to disciplinary procedures which will vary according to the seriousness of the behaviour. Consequences for proven allegations may vary according to the student's behaviour, prior record, age and maturity, and may range from admonition to suspension or termination of enrolment.

LINKS AND FURTHER READING

MyPymble Parent Portal:

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

Safe on Social - Cheat Sheets:

www.pymblelc.nsw.edu.au/mypymble/safe-on-social/

Elevate Study Skills – Parent resources:

www.elevatecoaching.info/parent-resources/

HeadSpace National Youth Mental Health

Foundation: <https://headspace.org.au/friends-and-family/life-issues/>

CONTACT DETAILS

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MIDDLE SCHOOL ACADEMIC

ADMINISTRATION CO-ORDINATOR

Tennille Tysoe

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MIDDLE SCHOOL ADMINISTRATION OFFICE

9855 7611

middleschool@pymblelc.nsw.edu.au

Absentee line Middle School

(before 9.00am)

9497 7806



Pymble Ladies' College



- 1 Agricultural Plot
 - 2 Art Centre (Ferguson House)
 - 3 Avonmoore
 - 4 Boarder's Dining Room (Main Hall)
- Boarding**
- 5 Goodlet House
 - 6 Goodlet Lawn
 - 7 Joan Hammond House
 - 8 Lang House
 - 9 Lang Lawn
 - 10 Marden House
 - 11 Marden Lawn

- Centenary Sports Precinct**
- 12 Braith Williams Aquatic and Fitness Centre
 - 13 Centenary Car Park
 - 14 Centenary Walkway and Centenary Artwork
 - 15 Gym, Artistic Gymnastics Centre (Jeanette Buckingham Gymnasium)
 - 16 Mollie Dive Field
 - 17 Sporting Courts
- College Reception**
- 18 College Reception (Isabel McKinney Harrison Centre)
 - 19 College Uniform Shop
 - 20 David Blackwell Music School

- 21 David Macfarlane Centre (DMC)
- 22 Dorothy Knox Building
- 23 Facilities Management
- 24 Flagpole Lawn
- 25 Gate 1 – Main Gates (John Marden Gates)
- 26 Gate 2 – Staff Parking
- 27 Gate 3 – Deliveries (Roland Love Gates)
- 28 Gillian Moore Centre for Performing Arts (GMC/PA)
- 29 Gloucester Lawn

- 30 Grey House Walk
- 31 Health Care Centre
- 32 Heritage Centre (Archives, Development, Alumni)
- 33 James Kelso Pavilion and Field
- 34 Junior School (John Reid Building)
- 35 OSHC Centre
- 36 Junior School Pick-up / Drop-off Area at Flagpole Lawn
- 37 Liane Tooth Field
- 38 Main Colonnade
- 39 Main Hall

- 40 Main Oval
- 41 Middle School (Main Colonnade)
- 42 Preparatory School Pick-up / Drop-off Area
- 43 Preparatory School
- 44 Pymble Train Station
- 45 Riverbed
- 46 Science Centre
- 47 Science Lecture Theatre
- 48 Secondary School Library (Comde Building)

- 49 Senior School Centre (Kate Mason Building)
- 50 CISCO Room
- 51 Jacaranda Café
- 52 Jobson Lecture Theatre
- 53 Speech and Drama Centre
- 54 Suffrage Pathway
- 55 Technology and Applied Studies Centre (TAS)
- 56 The Hub – IT Centre
- 57 The Pavilion
- 58 Upper School (Robert Vicars Building)
- 59 War Memorial Chapel





Pymble Ladies' College

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www.pymblelc.nsw.edu.au

A school of the Uniting Church in Australia for girls from Kindergarten to Year 12, with Boarding available from Year 7

'All' Ultimo Lavoro' – Strive for the highest



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