



**Plympton
International
College**

PLYMPTON INTERNATIONAL COLLEGE

**Centre of Excellence for R-12 Learners
South Australia's first Chinese Bilingual College.... A world of
opportunities!**

21A Errington Street, Plympton SA 5038
Telephone: 8297 0488 Facsimile: 8297 8430
E-mail: dl.0907.info@schools.sa.edu.au
Website: www.plymptoncollege.sa.edu.au
Find us on Facebook

EXCELLENCE

INNOVATION

RESPECT

RESPONSIBILITY

General Information for Parents/Caregivers 2017

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Welcome to Plympton International College

Plympton International College is a unique learning community that provides challenging and engaging learning programs for students from Reception to Year 12, on one campus. We support students to achieve their potential through a focus on high expectations, rigour and wellbeing.

We are a relatively small school and thus our environment allows for the development of strong relationships with all members of the school community. The identification and provision of individual flexible learning pathways is a particular feature for senior secondary school students as they transition from school to further education, training and employment. We provide a specialist Allied Health and Nursing Pathways Vocational Education and Training program for senior secondary students who wish to pursue a career in the Health industry.

Our school community is made up of students and families from a diverse range of cultural and socio-economic backgrounds. We like to celebrate our diversity and acknowledge the cultural differences and similarities.

Our school is structured around two sub schools: Primary, which caters for students from Reception to Year 6 and Secondary for students from Year 7 to Year 12/13. These sub schools work collaboratively to support the development of strong relationships between students and staff, and to ensure that all educational and extra curricula programs offered are provided in a seamless way.

We support students to be successful and to acknowledge and celebrate these successes.

All students are required to adhere to the school's behaviour expectations, wear school uniform, attend regularly and participate in the educational program to the best of their ability.

I trust you will enjoy being a member of our community and will become actively involved in our school to support the education of all students.

Linda Richardson
Principal

Plympton International College

A centre of excellence for Reception to Year 12 Learners

Our Mission

To ensure that all students achieve their full potential as learners, through their active engagement in quality challenging learning experiences.

Our Vision

To be a centre of excellence in learning and language education by:

- fostering inter-cultural understandings and global citizenship through our bilingual partnerships
 - upholding a college culture of high expectations and high achievement
-

Our Values

Excellence

Innovation

Respect

Responsibility

Appointments with Staff

Parents and caregivers are always welcome at Plympton International College. If you need to meet with a staff member please ring the School Office to make an appointment. This will save you unnecessary waiting time and also ensure that appropriate person is available when you visit.

Assessment and Reporting

Assessment is an ongoing component of learning programs throughout the school and may take many different forms depending on the age of the student and the nature of the work being undertaken or learnt.

All students in the Junior School (R-6) are provided with a mid-year and end of year written Student Report outlining achievements, effort, work habits and general progress. Middle and Senior School students are provided with a written student report at the end of each term. All reports are mailed home and have a place for parent/caregiver signature and comment.

Attendance

Regular attendance is essential for continuity of learning at all year levels. Research confirms that students who are regularly absent and/or regularly late to school suffer considerable disadvantage in their learning progress. Plympton International College uses the electronic database Sentral to record student attendance. When absence, lateness or early dismissal is unavoidable, the process for managing this is detailed as follows:

- **Absences**

- a) Parents/Caregivers should ring the school by 9.00am on the day of a student's absence, providing the reason for the absence and the expected number of days involved.
- b) Students are required to provide a written explanation from their parent/caregiver upon return to school. It is a DECD requirement that all absences must be explained in writing.
- c) Senior students who live independently are also required to inform the school by 9.00am.
- d) Notes from the parent/caregiver are acceptable for short absences of one or two days, but absences of 3 days or more are to be documented by a medical certificate.
- e) Student absence due to family/emotional difficulties must be documented by a student counsellor's/social worker's report. Absences due to other special circumstances must provide evidence of the occurrence of the circumstances.
- f) Family holidays of under one week can be explained by a diary note; any longer absence requires an Exemption Application form (available from the School Office) to be completed.
- g) It is the student's and parent's / caregiver's responsibility to provide evidence of legitimate absences. It is the school's prerogative to determine the acceptability of any explanation.
- h) An SMS system for notifying parents/caregivers of student absence is used where students have not arrived at school and we have not received a reason.

- **Late Arrivals**

Students report directly to class on arrival and their teacher will enter their arrival into Sentral. Teachers will require a written explanation for lateness.

- **Early Departures / Leaving School Grounds**

No student is permitted to leave the school grounds at break times without approval from the Principal. Parents may apply to the Principal, in writing, outlining reasons for a student needing to go home for lunch. Year 12 students are required to follow the 'flexi-time' policy of the Senior School.

It is preferable that all private appointments for students, including medical appointments, are made outside of school hours. If an appointment needs to be made within school hours, a signed

note from the parent/caregiver needs to be written in the diary to enable the student to be signed out when reporting to the school office.

Parents collecting students during the day are required to sign the student out at the School Office. A note in the student's diary will enable the student to be met at the School Office at the pre-arranged time.

Bicycles/Scooters/Skateboards

- Students are encouraged to be active and walking/riding/scooting/skating to school is encouraged.
- Bicycles, scooters and skateboards brought to school must be stored in the bike / scooter rack, which is located in the courtyard south of the Primary building.
- Children must walk their bikes and scooters and carry their skateboards in the schoolyard at all times.
- Riders must wear helmets as it is against the law not to do so.

Camps and Excursions

During the year parents will be required to pay for a variety of in-school and out-of-school activities including in-school performances, clinics, excursions, end of year swimming, etc. All students participating in an excursion will be expected to provide a consent form signed by the parents / caregiver to the teacher responsible for organising the excursion. Except when stated otherwise, students are required to wear school uniform to be able to participate in school excursions.

Year 8 students have the opportunity to attend the Year 8 camp to foster positive relationships and outdoor skills. To promote and develop social and emotional wellbeing, students are encouraged to challenge themselves by joining in with activities such as high rope climbs, and participate in group activities. We offer Year 10 and 11 students the opportunity to go on the Snow Trip. Year 12 PE students can also participate in the trip if they use the experience as part of their course. This is a week-long trip to the Victorian Alps to learn to ski or snowboard.

Teachers integrate community learning in the curriculum by providing opportunities for Reception-Year 12 to participate in a range of excursions.

Canteen

The School Canteen Provides A Quality Service For The Whole School Community. A Range Of Tasty healthy food, prepared daily by our Canteen staff and volunteer helpers is available. Helping in the Canteen is a fun way to meet other members of the school community as well as assisting in the provision of a vital service to the school. The Canteen Coordinator would be only too pleased to talk to you if you have any questions or if you are able to help. Lunch is provided for volunteers. Price lists for 2017 are available from the School Office, Canteen and school website. EFTPOS will be available for canteen purchases in 2017 as well as online ordering through the Qkr! app.

Computer Access and Bring Your Own Device (BYOD)

It is both DECD and school policy that all students and parents sign the Acceptable Use Policy for computers and internet use in the students' diaries. All computer use is to be curriculum based. Computer games, music etc must not be brought from home and used on school computers. Computers are available for student use in all classrooms and at a variety of locations across the school. Printers and scanners are also available for student use. Access to the internet is available through all computers. 2017 will see the introduction of BYOD as Plympton International College transitions to more easily embrace Anywhere Anytime learning.

Curriculum

Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills, general capabilities and cross curricular priorities important for all Australian students from Reception to Year 10 regardless of their background or where they live.

General capabilities

The General Capabilities encompass the knowledge, skills, behaviours and dispositions to prepare young Australians to live and work successfully in the 21st century. The Australian Curriculum includes the following general capabilities:

- Literacy
- Numeracy
- Information and communication technology competence
- Critical and creative thinking
- Personal and social competence
- Ethical behaviour
- Intercultural understanding

Cross-curriculum priorities

The Cross-curriculum priorities enrich the curriculum through developing knowledge, understanding and skills relating to:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability

Further information for parents can be found at australiancurriculum.edu.au

The Chinese Bilingual Program at Plympton International College

From 2017, Year 3 students will be taught half of the Australian Curriculum in Chinese and half in English. The program will progressively expand each year to eventually include all students from Years 3-7. The Chinese bilingual program becomes an optional stream for students from Years 8-12, from 2022.

In addition, all Reception to Year 2 students, and students in Year 8, will participate in daily lessons of Chinese as part of the program. The Arts are strongly connected to the bilingual program and there is a special focus on Music.

The Chinese bilingual program welcomes all students regardless of their background and is designed for children of all ability levels.

Two highly-skilled classroom teachers will work in collaboration to deliver the curriculum in both the English and Chinese languages.

A digital sister school relationship is being developed between our college and a school(s) in the Shandong province of China, further enriching the everyday learning experience for students in both sites and paving the way for teacher and student exchange programs in the not too distant future.

Australian Curriculum Learning Areas

Reception - Year 6

- English
- Mathematics
- Science
- Humanities and Social Science – Geography, History
- The Arts – Music, Drama, Visual Arts
- Chinese (taught by school based specialist teacher)
- Health and Physical Education

Year 7 - 9

- All of the above for R-Year 6 plus:
- ICT – Multimedia and Digital Technology
- Design and Technology
- Food and Hospitality

Year 10 - 12

From Year 10, Plympton International College students work through the senior years to complete the South Australian Certificate of Education (SACE). The majority of students complete their SACE in Year 12, but where it suits their needs, some students can complete it over subsequent years as part of their lifelong learning.

By learning in areas that interest them and match their abilities, and by meeting the requirements for future study / careers, students can:

- engage with a personalised course of study
- gain industry accredited units of competency and full certificates through Vocational Education and Training (VET) which counts towards the SACE
- achieve their SACE
- achieve an entry score with which to apply to study at TafeSA
- achieve an Australian Tertiary Admission Rank (ATAR) with which to apply to study at Universities.

University Pathways

Students completing the SACE can gain an ATAR with the right combination of subjects. This will allow them to apply on a competitive basis for university courses in all Australian States and Territories and in selected universities around the world. Plympton International College students can earn bonus points for entry to some university courses. This information is available directly from the Universities.

VET Pathways

As part of the Western Adelaide Secondary Schools VET Partnership our students have access to VET courses in other schools, which include a very wide range of courses at certificate 1, 2 and 3 level. At Plympton International College we offer VET courses which include Certificate 3 in Health Services Assistance and Allied Health Assistance as well as Certificate 2 and 3 in Information, Digital Media and Technology. Students can also access other VET courses through TafeSA and other Registered Training Organisation (RTOs).

Apprenticeship/Traineeship Pathways

Working as a partner school in the Western Adelaide Trade Schools for the Future, we are able to use the expertise of our Apprenticeship Broker to match students who are serious about starting an apprenticeship/traineeship as part of their SACE, with appropriate employers and to offer ongoing support for these students. These apprenticeships are known as Australian School Based Apprenticeships (ASBA's). Typically, students entering into such an apprenticeship/traineeship would have prior experience through VET and would be working toward a Certificate 3 in a particular career area.

Community Pathways

There are as many different pathways through the SACE as there are students that they suit. For many students full time study of a group of subjects at their neighbourhood school suits their needs and those of their families. For others, including students with special needs and students with special interests, we connect students with programs outside of school.

Careers Education and Advice

Starting as early as the primary years, students are encouraged to explore career opportunities through learning activities in many of their subjects. Through the middle and senior years, career education becomes an increasingly significant part of their work in developing their Individual Learning Plans (ILP's). In the senior years, career education informs the development of the compulsory 'Personal Learning Plan' in Year 10. Career education appears specifically in the curriculum as the SACE subject Workplace Practices.

Diaries – Student Wellbeing Diaries

The diary is an essential organizational tool and an important part of open communication between the home and school, and also supports student wellbeing at Plympton International College. The strong culture of home / school partnership is established from the outset in the Junior School when students commence the routine of using a Communication Book in Reception and move to using a diary in Year 3 and continuing in the Junior/Primary school.

In the Middle and Senior Schools (Year 7-12) students are expected to manage their diary by:

1. Bringing their diary to school each day
2. Entering all homework as it is set
3. Having a parent / caregiver-signed note in their diary to explain all absences and late arrivals
4. Carrying their diary with a teacher-signed note when out of class during lesson time
5. Not allowing decorations, graffiti or personal notations to adversely affect the proper use of the diary or by adorning the cover

Parents are asked to check and sign student diaries at least once per week.

Digital Information

The school website is a rich source of information for families and students.

An App for smartphones is also available through Skoolbag. It contains current information, newsletters and is used to send messages to parents. You can also "like" our Facebook page.

An SMS system is used for informing parents/caregivers of any unexplained student absence on a daily basis.

Enrolment / Emergency Contact / Essential Information

At Plympton International College students can enrol at any year level Reception to Year 12 throughout the year.

A transition program is in place for students enrolling at Year 8 from Primary Schools other than Plympton International College and for students entering school at Reception from Preschools.

At enrolment, several forms need to be completed - the enrolment form and a consent form and, if your child has a specific health issue, health care forms. If at any time the contact information changes (e.g. address, home telephone number, work number etc) **it is vital** that this information is passed on to us so that we can update our records. In an emergency valuable time may be lost if information is not up to date.

Enrolment of 5 year olds - Reception intake

Children begin Reception at the beginning of each year.

A child who turns 5 on or before 30 April will commence school at the beginning of the year in Term 1.

A child who turns 5 on or after 1 May will commence school at the beginning of the following year in Term 1.

For further information about enrolling at Plympton International College please phone 08 8297 0488 to make an appointment or email us at dl.0907.info@schools.sa.edu.au

Extra-Curricular Activities

Instrumental Music:

Students from Years 3 -12 have the opportunity to be involved in the Instrumental Music program. Lessons are conducted by teachers from the DECD Instrumental Music Service with a small fee for instrument hire. The following instruments are taught:

- Violin (from Year 3)
- Viola (from Year 3)
- Cello (from Year 3)
- Double Bass (from Year 3)
- Trumpet (from Year 5)
- Trombone (from Year 5)
- Clarinet (from Year 5)
- Saxophone (from Year 5)
- Flute (from Year 5)
- Percussion (from Year 5)
- Classical Guitar (from Year 5)
- Electric Guitar (from Year 8)
- Electric Bass Guitar (from Year 8)
- Voice (from Year 8)

Band/Ensemble/String Orchestra:

Students have the opportunity to participate in a variety of instrumental Ensembles, Bands and the Primary String Orchestra.

Choir:

Students in Years 5, 6 and 7 are able to be a part of the School Choir and have the opportunity to perform as a part of the Public Schools Primary Festival of Music held at the Adelaide Festival Theatre each year.

Music - Primary:

Students from Reception to Year 7 have classroom Music lessons as a part of the Primary Performing Arts program.

Music – Year 8:

All Year 8 students receive classroom Music lessons for a term. This includes notation, learning about instruments and performers, practical percussion, elementary keyboard and guitar. Students have the opportunity to continue Music as a specialist subject from Year 9.

Music – Year 9 and beyond:

Students choose to study Music for the full year. Learning includes Music history and styles, theory, analysis, composing, solo and ensemble performance work. This course leads to subjects offered at SACE Stage 1 and 2.

Students who study Music in Year 9 and beyond are required to learn an instrument and are able to receive instrumental lessons at school.

Sports:

Our sports program aims to provide a safe and healthy environment for students to compete in sports against each other as well as other schools, supplementing individuals sporting experiences.

Primary School

Students experience a variety of sports clinics operated by sporting organisations throughout the year. Year 6 and 7 students can participate in a Friday afternoon local schools program. These are designed to expose students to a variety of sports and the associated skills.

Secondary School

Our sports program aims to provide a safe and healthy environment for students to compete in sports against each other as well as other schools, supplementing individuals sporting experiences.

We aim to provide all students with the opportunity to participate in sport and to contribute to the achievements of the student population. It fosters the development of:

- Positive relationships between students and staff
- Positive self-esteem within the individual
- Skills within the sports available
- Communication and cooperation between students

Sports are selected based on student interest.

Debating:

Plympton International College offers Interschool Debating to Year 7-9 students regardless of experience. Our school will be registered with Debating SA for the 2017 season. Topics are of current interest and concern in society and culture. Debating increases the higher order thinking skills of analysis and evaluation and creates confidence and improved self-esteem in speaking to audiences from other schools.

Facilities

Plympton International College has many excellent facilities available to students which include:

- Access to all buildings by ramps and a lift in the main building
- Outdoor learning and play spaces catering for all of our students, including a new (2017) nature play facility for early years learners (R-6)
- Computing suites which complement ICT integrated into classrooms and WIFI throughout the school – see note below
- Multi Media theatre R-12
- Drama suite
- Music suite
- Large Gymnasium
- Library
- Food Technology / Home Economics
- Design and Technology Centre
- STEM Science Technology Engineering and Maths learning spaces – see note below
- Visual Arts studios
- O.S.H.C.
- Newly refurbished (2016/2017) learning spaces for contemporary language learning
- Trades Skills Centre – Health Industry
A state of the art Trades Skills Centre to support the training of students in the Allied Health / Nursing Pathways VET Program was completed ready for its first student intake in 2016. This facility provides an up to date simulated hospital and aged care environment along with a training room, hospital bathroom and Nurse station.
- Resource Centre/Library
Plympton International College Resource Centre supports teaching and learning programs at all levels. We recognise the diverse range of student abilities, interests and teaching methods. The Resource Centre/Library provides students with a wide range of resources and information as well as a place to study. There is an emphasis on the use of information technology to locate, access and process information.

The Resource Centre has an extensive collection of educational, general and recreational materials. However, we recognise that it may not meet all of a student's information needs. It is strongly suggested that students also access the resources of local council libraries and the State Library.

- **STEM Facilities**
A \$3.5m upgrade will take place during 2017 and come online during 2017/2018 providing state of the art facilities for the teaching of Science, Technology, Engineering and Mathematics.
- **ICT Infrastructure**
A state of the art ICT infrastructure upgrade across the whole college will take place during 2017 and will provide teachers and students with access to fast internet across the school to facilitate the very best of anytime/anywhere teaching and learning.

Financial Matters

All payments for school fees, excursions, camps and activities can be brought to the College office. The office is open from 8am until 4pm for parents to make payments. Students are able to make payments before school starts and during recess.

Materials and Services Charges

This charge will provide your child with textbooks, educational materials, apparatus and equipment in all subjects studied.

2017 Materials & Services Charge have been endorsed by our Governing Council as:

| | |
|--------------------|----------|
| Reception – Year 7 | \$394.00 |
| Year 8-9 | \$486.00 |
| Year 10-12 | \$576.00 |

Invoices detailing the balance for Materials & Services fees are posted to families mid-January each year. Families receive statements throughout the year for checking.

Payment of Materials and Services Charges

The following times are available prior to the commencement of the school year to make payments in person and EFTPOS facilities are available.

Monday 23rd January to Wednesday 25th January 9.00 am to 3.00pm

Options for Paying your 2017 Account Include:

1. Completing a School Card Grant Application Form (if you are eligible). Forms are available from the school. **(You need to renew your School Card application each school year)**
PLEASE NOTE: Any accounts for VET Courses, Lost Books, Camps and Excursions etc. are not covered by the School Card Grant. These will need to be paid in full.
2. Complete a Direct Debit Payment Form if you wish to pay by regular instalments. Contact the school to discuss details of how much you can pay how often, to pay off your school account. Part Payment Plans need to be approved via the Finance Officer in Term 1 to enable payments to be finalised by end of Term 2, 2017.
3. Pay your account in full. We have a range of payment methods. Choose that which suits you best:
 - **EFTPOS or Credit Card** payments in person, by mail or by phone
 - **Cash** payments in person
 - **Cheque** payments in person or by mail
 - **Money Order** payments in person or by mail
 - **Online** payments via the school website www.plymptoncollege.sa.edu.au (credit cards only)
 - **Direct Deposit** – Pay at a Commonwealth Bank branch or online
Name: Plympton International College
BSB: 065-148
Account: 10302914

Reference: Your student's ID number ie (012345)

If you have any questions or queries about your account please call (08) 8297 0488 or email angela.murphy676@schools.sa.edu.au or cathy.wisdom498@schools.sa.edu.au

Stationery

The Materials and Services Charge for students from Reception to Year 7 includes a stationery allocation. Other stationery requirements for Years 8-12 are listed in this pack, as this is not covered within the Materials and Services Charge. This stationery may be purchased from the supplier of your choice (stationers, supermarkets etc). This is a cost saving to you, as the school cannot compete with these retailers. A School Diary will be provided to your child.

Calculators

It is recommended that students in Year 8-10 use a Scientific Calculator. For Year 11 and 12 a graphics calculator is an essential requirement. The scientific calculator purchased in Year 8 will still be suitable for Science in the Senior School. The preferred model is Casio fx-CG20AU

End of Year Book Returns

All textbooks, Junior School reading books and library books need to be returned before the end of the school year. If these books cannot be found, parents are required to pay the outstanding amounts when Materials & Services charges are paid at the beginning of the year.

Footwear

Appropriate, enclosed and black coloured footwear is to be worn at all times whilst on school grounds. Thongs and open shoes or sandals are not considered to be appropriate, and are not to be worn at school under any circumstances. This is a Health Safety requirement. If students are going on an excursion which allows other footwear to be worn, safe appropriate footwear must be worn until the excursion destination is reached.

Governing Council

The Governing Council has general oversight over the directions and policies of the College. The Plympton International College Governing Council meets twice per term in the evening. The Annual General Meeting will be held during Term 1 to elect its members and Office Bearers. Governing Council is predominantly parents with staff and student representation. Come and be part of your school community - this is a wonderful way for parents to be a part of the decision making process and to participate in the school community and its future.

Homework and Study Support

Homework is set on a regular basis for students in Reception to Year 12 and is complementary to the daily classroom learning.

Students have access to additional staff support after school two afternoons per week.

Study Supervision for Year 11/12 mentoring is available at the Resource Centre throughout the school day.

International Students

Plympton International College welcomes international students into our school community. The school participates in a variety of international student programs:

- DECD international student programs for long and short term study abroad students
- Short Term Study Tour visits by schools
- Chinese Language Studies students will have access to digital communication with a sister school in China and opportunities to be part of school exchange program.

During all of these programs there is an opportunity for families of the school community to host a visiting student and share their family life and culture with an overseas visitor. These opportunities provide enriching experiences for all members of the school community. For further details please contact the School Office to speak to the International Student Program Manager.

Learning Support Programs

English as an Additional Language or Dialect (EALD)

Support is provided to students for whom English is an additional language or dialect. This may take the form of EALD classes in place of mainstream English classes, small group and individual support within and outside a mainstream class.

Students with Special Needs

We provide support to students and parents in our school community for students with special needs. This includes:

- Provision of programs consistent with the DECD policy “Education of students with disabilities”
- Educational support programs for students with Negotiated Education Plans
- Learning support for small groups and individuals
- Assessment of needs – speech and psychological

Errington Special School is a separate school which is co-located on our college site and catering for students from the local region identified as having profound physical and learning needs.

Early Assistance

Early identification of learning difficulties is a priority in our school. Assistance for students may be provided by the class teacher, School Services Officer, Learning Assistance Program volunteers (LAP) or the child’s own family member working in collaboration with the school.

Intervention strategies include:

- Phonological Awareness screening
- Oral Language screening
- Educational Psychology and Speech Pathology assessments
- Behaviour Support Consultants
- Fine and gross motor skills support
- Tutors and mentors
- Learning Assistance programs to enhance a child’s self-esteem and confidence

Lesson Times 2017

| LESSON | Monday-Thursday | Friday |
|------------|---------------------------|-------------------------|
| Home Group | 8.45am – 9.00am (15) | 8.45am – 9.15am (15) |
| Lesson 1 | 9.00am – 9.40am (40) | 9.15am – 9.55am (40) |
| Lesson 2 | 9.40am – 10.25am (45) | 9.55am-10.40am (45) |
| BREAK 1 | 10.25am – 10.55am (30) | 10.40am-11.10am (30) |
| Lesson 3 | 10.55am – 11.35am (40) | 11.10am-11.50am (40) |
| Lesson 4 | 11.35am – 12.20pm (45) | 11.50am-12.35pm (45) |
| Lesson 5 | 12.20pm – 1.05pm (45) | 12.35pm-1.15pm (45) |
| BREAK 2 | 1.05pm - 1.35pm (30) | 1.15pm-1.45pm (40) |
| Lesson 6 | 1.35pm - 2.20pm (45) | 1.45pm-2.25pm (40) |
| Lesson 7 | 2.20pm - 3.05pm (45) | 2.25pm-3.05pm (40) |

Lockers

Storage facilities are provided for student bags in Reception to Year 6 and are located at their home class. Lockers are available for all students from Years 7 to 12. **A combination padlock will be supplied for all lockers.** This padlock remains the property of the school.

Medication

If your child has a medical condition, a Health Care Plan needs to be filled out and returned to the Front Office as soon as possible (forms can be obtained from the school office or your Doctor).

If your child does need medication, you will need to see staff in the School Office prior to sending the medication with your child, and fill out the appropriate forms.

All medication can only be supervised by DECD staff when it has been prescribed by a doctor for the individual student for the period of time specified, and is in the original container, clearly labelled with the child's name and directions. Analgesics (such as Panadol and Herron) and other medication that can be purchased over the counter without prescription will not be given unless authorised by a Doctor. The reason for this is analgesics can mask symptoms of serious illness or injury and should not be used as part of a healthcare plan.

Medication that has to be taken three times per day, can be taken before and after school, and before bedtime, and therefore does not need to come to school at all.

Mobile Devices: Phones/Tablets/iPods/MP Players

Mobile devices are important communication tools and their appropriate use in the school setting is essential in providing a safe and effective school environment. Mobile devices, however, can easily be used inappropriately, lost or damaged and therefore must be effectively managed in the school setting.

Procedures - Student use of mobile devices:

- The school does not accept responsibility for lost or damaged student mobile devices
- All devices must be switched off during lessons and will only be used during lesson time when directed by their teacher and allowed to do so for educational purposes.
- Students may not use their mobile devices to make contact with their parents/care givers to organise to be collected from school if unwell or injured. Classroom or home group teachers make contact with office personnel, who contact parents/care givers to inform them of their child/children's illness or injury and to arrange for the child/children to be collected.
- Parents/caregivers are actively discouraged from contacting their child via their mobile device during school times and are asked to make use of the school office for this purpose.
- It is DECD and College policy that all students and their parents/caregivers sign the Acceptable Use Policy for Computer, Internet and Mobile Devices form annually.

Newsletters and Notices

A regular newsletter is sent home to parents via email, and is also available on the school website and via our Skoolbag App. Newsletters are typically published three times a term and contain information about school events and student achievements across the school.

From time to time a notice is published containing information related to a special event and this is typically sent home via the students.

Out of School Hours Care Program (OSHC)

Before and after school hours care is provided in our OSHC facility and play area(s) located in the Primary School. Vacation Care is also available. Please contact the school office for further information and for enrolments.

Before School Care operates from 7:00am until 8:25am and After School Care operates from 3:05pm until 6:00pm.

The Vacation Care Program operates on weekdays during the holidays, and on Pupil Free Days, from 7:00am until 6:00pm.

Parent Participation

Parents/caregivers are welcomed and encouraged to become involved in the life of Plympton International College. Many parents/caregivers of primary school students opt to be involved in their child's classroom in a variety of ways. Any support you are able to give to programs in and out of the classroom is always greatly appreciated.

This involvement will change as students' progress through the school.

Possible involvement includes:

- Governing Council and other committee membership
- Grounds Development projects or working bees
- Classroom support – listening to reading, spelling programs, maths activities
- Providing specific mentor support to a student

- Canteen
- Resource Centre and/or Resource Centre volunteer
- Assisting on camps and excursions
- Sports coach or team manager
- Assisting with Learning Support Programs such as Learning Assistance Program

In-line with DECD regulations, all volunteers must have a Child Related Employment Screening authorised by the DCSI (Department for Communities and Social Inclusion) Screening Unit. This is required by all volunteers, including parents, accompanying classes on any excursion or helping in the classroom. Forms to apply for this Screening Check are available from the Front Office. There is no cost involved and it may take a few weeks to process.

Volunteers are also required to attend a Reporting Abuse and Neglect (RAN) Training session. This session will be run at the school by leadership and takes approximately one hour. RAN training is run on a regular basis and will be advertised in the School newsletter.

Please also be aware that volunteers are required to sign in and out at the Front Office. This is for safety reasons in case of an 'Emergency Evacuation' – we need to know who is in our school and ensure that they are safe!

Parent – Teacher Interviews

Reflection on, and receipt of, feedback related to learning is critical to success. Therefore, from Reception – Year 12 we highly value the “3 way discussion” approach to many of our meetings across the school in order to ensure students are actively involved and are developing responsibility and ownership of their learning.

Parent teacher interviews are planned during the year, typically after a major assessment/issuing of reports, for the purpose of discussing student progress. Parents will be notified of specific occasions and evenings. However an interview may be requested by either a teacher or parent/caregiver at any time throughout the school year.

School Hours

8.25am Staff member on duty.

Students are asked to arrive at school between 8.25am and 8.40am

Care is provided in the Out of School Hours Care Program from 7.00am to 8.25am

Lessons run from 8.45am – 3.05pm – See the section “Lesson Times 2017” for details

3.05pm Students are dismissed

Staff are on duty until 3.40pm

Care is provided in the Out of School Hours Care Program from 3.05pm to 6.00pm

Note: Student Behaviour Support is provided on Wednesdays and Thursdays from 3.10pm – 3.40pm in the Resource Centre.

Learning / Homework / Study Support is provided on Wednesdays and Thursdays from 3.10pm – 3.40pm in the Resource Centre

Student Drivers

DECD does not provide parking for students and as such students are not permitted to park on school grounds. Student drivers are NOT permitted to carry other students as passengers in their vehicles unless they have full permission of all parties and this is documented in their school records.

Student Leadership and Involvement

Students at all levels of schooling are encouraged to participate in the life of the school through a variety of activities and opportunities. Selected students also participate in organised leadership training opportunities and seminars.

Student Voice Committees:

All classes and Home groups follow a process to select their nominated representatives on the Student Voice Committee. Teachers work with this group to enable the voice of the students to be heard in decisions affecting them across the school.

School Captains:

Each year a Year 12 female and male student are nominated and elected by staff and Year 12 students to take on this role. As School Captains, they will provide leadership and represent all students within the school as well as represent the school at community events.

Beacon Ambassadors:

Year 10 Students interested in providing leadership and being involved in planning and organising Beacon Foundation events in the school are invited to apply to take on the position of Beacon Ambassador.

International Ambassadors:

Students are invited to apply to take on the role of Ambassadors/Buddies to international students who visit our school. This involves spending time with them to ensure they enjoy their time at Plympton International College and accompanying them on some cultural excursions and activities as well as hosting them in some classes.

Student Pick-Up / Drop-Off

Both the Errington Street and Myer Avenue car parks are fully occupied by the staff of PIC and Errington schools. **The dropping off and picking up of students in the Errington or Myer car parks is not permitted at any time. (This is in line with DECD Policy).** Many parents park along Myer Avenue and Gardner Street and then walk their children the last short distance to school. "Kiss & Go" parks are also established along Errington Street.

Student Records

The school is required to keep accurate and up to date information about each student:

- Full name
- Date of birth
- Home group
- Name of parents/guardians
- Home and business address with phone numbers
- An emergency phone number
- Cultural background
- Photo
- Medical information ****
- Custody details

Please inform School Office of any changes to this information.

**** Parents and Guardians are primarily responsible for the health and wellbeing of their children. It is the responsibility of parents and guardians to:

- Ensure the school has up to date, relevant written recommendations from their doctor regarding any predictable, individual first aid need.
- Ensure the school has current contact details of at least 2 emergency contacts that are willing and able to assist your child in the event of an emergency.
- Provide an up to date Health Care Plan where applicable.

Student Wellbeing

At Plympton International College we are committed to supporting the development and promotion of wellbeing for all our students.

Teachers contribute to the wellbeing of students through the quality of the relationship that they build and share with them. Relationships based on respect contribute significantly to student participation and retention which in turn leads to students successfully following particular learning and career pathways.

Students and parents / caregivers are encouraged to discuss any issues that affect student learning with Class and Home Group teachers, Year Level Managers, Sub school Leaders or Student Counsellor.

Home Groups

Secondary students are part of a Home Group which is supported by their Home Group Teacher who is the main point of contact for families. Home Group Teachers monitor student progress academically and socially as well as attending to daily matters such as uniform and attendance.

Pastoral Care Program

This program focuses on the development and maintenance of positive relationships between all members of the school community and addresses the learning, social and emotional needs of students at the various year levels. A focus is on positive mental health for all.

School Counsellor/Wellbeing Coordinator

Students, parents and staff are supported with a School Counsellor/Wellbeing Coordinator. Appointments can be made through the School Office.

Restorative Practice

Plympton International College has a focus on the use of Restorative Practice as a way of establishing and maintaining positive relationships between all members of the school community.

The management of positive student behaviour is based on Restorative Justice principles, which encourage outcomes that promote responsibility, reparation, and healing for all.

Students reflect upon their behaviour and through conferences with those affected by their actions, accept responsibility and think about ways to change their behaviour.

The Student Behaviour Management Policy is a statement of the school's expectations relating to student behaviour and the school's management of student behaviour is in line with DECD policy and procedures.

Rights, responsibility and respect are values that underpin the collaborative relationship between students, staff and parents at Plympton International College.

Sun Safe Policy

The wearing of sun-safe hats during Terms 1 and 4 is mandatory and expected for all Reception to Year 5 students and there is a No-hat, No play policy. Year 6 to Year 12 students are expected to be sun-smart. Hats of Legionnaire design or those that are broad brimmed, offer the best protection and are available from the School Uniform Shop.

Transport

Plympton International College is located just 7km from the Adelaide CBD and 3km from historic Glenelg and is accessible by both tram and public bus services:

- Glenelg Tram Stop 10 at Marion Rd
- Bus travel:
The following buses travel to Plympton International College:
167 / 168 Stop 12 or 13 on Mooringe Ave
135 Stop 12 on Anzac Highway
100 Stop 184 on Marion Rd
262 / 265 Stop 12 on Anzac Highway

Uniform Policy

The wearing of uniform is a requirement of enrolment at Plympton International College.

Our school community is proud of its school uniform and the wearing of it is fully supported by parents/caregivers and our Governing Council.

We believe that the first impressions our students give should be positive and that staff must be able to easily identify students of the school.

There is an expectation that all students at Plympton International College will wear the school uniform whilst at the school or when representing the school.

Parents / caregivers can support the school's policy by helping to enforce it at the beginning of each day, ensuring that their child attends school in full uniform.

The uniform is available to purchase on site at the college uniform shop and full uniform details can be seen on our college website.

Shoes

Enclosed black shoes need to be worn as part of the school uniform (ie. flexible sole) to enable students to participate in physical activities such as running and climbing on equipment. Thongs, platforms, high-heeled shoes, backless shoes or slip-ons are not to be worn at school.

Jewellery and Cosmetics

Jewellery is not appropriate for school wear for safety reasons – only sleepers or studs to be worn in ears. Make up, unless for genuine medical reasons, is not part of the School Dress Code.

JS Sports is our supplier for school uniforms. This company is highly experienced in the manufacture and sale of school uniforms, providing quality uniforms at very affordable prices.

The school Uniform Shop, located next to the Errington Street school car park, will be open on Monday 23rd January between 10am and 4pm for all uniform purchases. The shop will then be open during term time on Tuesdays between 8.15am and 9am and Thursdays between 3pm and 4pm.

The JS Sports Price List / Order Form is included in this package and is also on the website.

Our complete School Uniform Policy is available on our website.

Visitors

Students must not arrange to meet visitors on the school grounds during the school day. This includes for the purpose of delivering food and drink. All visitors to the school are required to sign in through the school office. This is for the safety and wellbeing of all.

Weather Policy

Hot Weather Procedures

As all rooms are air-conditioned, dismissal on hot days is at normal time (3.05pm).

On days of extreme weather conditions students remain in classrooms.

PE/fitness lessons and sporting activities will be modified or cancelled on days of extreme weather conditions.

Wet Weather Procedures

If it rains at recess and lunchtime students stay in or return to class.

Website and Skoolbag App

www.plymptoncollege.sa.edu.au

Our school website was significantly upgraded late in 2016. It has been developed to keep our community and beyond well informed about all things at Plympton International College.

You can also download the PIC Skoolbag App from the Apple or Android App Store which will keep you up to date with important events. Enter Plympton International College in the App Store.

Who to See About...

Attendance and Student Behaviour

Contact Class / Home group teacher, Year Level Manager or Assistant Principal, Primary or Secondary.

Student Progress

Queries about student progress should be addressed to the class / subject teacher concerned. If the subject teacher is not available contact one of the following who will arrange for you to see an appropriate person:

- Assistant Principal, Primary or Secondary
- Student Wellbeing Co-ordinator
- Principal

Vocational Education

Contact the Assistant Principal, Secondary for information regarding VET offerings, career advice and school to work pathways.

Careers Education and Advice

Starting as early as the Junior School, students are encouraged to explore career opportunities through learning activities in many of their subjects. Through the Middle School into the Senior School, career education becomes an increasingly significant part of their work in developing their Individual Learning Plans (ILP's). In the Senior School, career education informs the development of the compulsory 'Personal Learning Plan' in Year 10. Career education appears specifically in the curriculum as the SACE subjects 'Work Education' and 'Vocational Studies'. Students can use Community Learning and Vocational Education and Training (VET) in SACE to continue their career education and training.

An Apprenticeship Broker is available to meet with students and parents to discuss School Based Apprenticeships of interest to a student. Contact the Assistant Principal of Secondary Education for further details.

Our Senior School team of Class and Home Group Teachers, work as a team to provide counselling, information and support in developing personalised pathways through combinations of employment, training and study. This includes our comprehensive course counselling processes and our SATAC support programme for students following University and TAFE pathways.

Frequently Asked Questions (F.A.Q.)

Does my child do Homework?

In the Junior School homework provides our learners with a format to practise and consolidate new learning they have experienced during their school day. Expectations build in a developmental way across the school from daily reading practice for beginning Reception children to independent, individual study timetables at Year 12.

All Middle and Senior School students at Plympton International College are encouraged to develop an individual study timetable that incorporates study at home, work commitments, sport commitments and family commitments.

Plympton International College's full Homework Policy is available on our website.

Assessment Plans will be provided for all Year 8-12 students in each subject studied. They will provide you with an outline of the topics, assessment tasks, due dates and marks received. With the support of parents/caregivers students will take responsibility for their home study time and develop skills to manage their time effectively. There will be times that your child will be given additional tasks to be completed at home. If your child appears to be having difficulty managing their time please contact their class / home group teacher to discuss the concern.

Can my child take mobile phones, digital devices, skateboards etc to school?

It is recommended that students do not bring items of value to school. However, if mobile phones are brought to school they must be switched off during lesson times. Mobile phones and digital devices will be confiscated by teachers and kept at the School Office until the end of the day if used inappropriately.

Skateboards and scooters are not to be stored in classrooms. They may be left in the bike rack area.

How can my child keep personal belongings safe?

Parents/caregivers are asked to clearly label all items belonging to their child. Whilst the school makes every effort to safeguard possessions it cannot be held responsible for loss, theft or damage. Students are encouraged to use lockers. For security reasons items of value should not be brought to school. Students must take responsibility for their own possessions and report any lost property to the School Office.

Parents/caregivers and students are advised that Plympton International College and DECD are not responsible for the loss or damage of any personal property and/or bikes or cars parked on school grounds. The school has an area in the central courtyard area for bikes that is secured daily and students are encouraged to use it.

Does my child have to attend school daily?

Success at school is strongly linked to attendance. At Plympton International College we expect students to:

- Be punctual to school and lessons (our school day begins at 8:40am for prompt start of lessons at 8.45am, and finishes at 3:05pm).
- Attend school for all programmed lessons.

Parents and caregivers can support the school to improve attendance by:

- Notifying the school when a student is absent from school, either by phone or a note in the student's diary
- Making any appointments for medical/health reasons after school hours whenever possible.

Students are not to leave school grounds during the day unless prior arrangements have been made with a Deputy Principal, Year Level Manager or a School Counsellor.

Home Group teachers will be contacting home about unexplained absences and continued absence may result in a referral to a DECD Attendance Counsellor.

My child has a medical condition that requires him/her to take medication.

What does the school need to know?

It is important that parents contact the School Office and provide the following:

- A Health Care Plan from your child's doctor which provides the school with details of the condition/allergy and how to manage it

Medication should:

- Clearly indicate how often the medication needs to be dispensed during the day
- Be prescribed by a Doctor. This includes analgesics and other medication that can be bought over the counter
- Only sent if needed. Medication that has to be taken 3 times per day can be taken before and after school, and before bed-time, and not come to school at all
- Be provided as a daily dose (or, at most, a week's supply)
- Be delivered in the original container with the label from the Pharmacy. You can ask your Pharmacist for a second, labelled container to keep the extra medication at home
- Be within the use-by-date
- Come with a medication authority authorised by a Doctor

Parents / Caregivers:

- Ensure the school has a current Epi-pen if required (School staff are trained to administer)
- Ensure all emergency contact details are current
- ALL medication MUST be kept at the School Office. Students are not permitted to carry medication in their school bags or store in lockers.

What happens if my child is sick or injured while at school?

If a student is feeling unwell he/she needs to get a note from the teacher to report to the School Office. School Office staff will assess the situation and take appropriate action. There will be times that your child needs to be collected from school. You will be contacted if your child's health does not improve.

At no stage must your child leave the school grounds without the school knowing.

Please note: the school does not supply analgesics to students.

If your child is injured while at school you will be notified and in some circumstances you may have to collect your child from school to seek medical help.

In the event that your child is seriously ill or injured the school will call an ambulance. Parents will be contacted immediately.

Do I have to pay for an ambulance service?

The payment procedure is:

- The ambulance service will bill the parent/caregiver of the student. This is a legal requirement.
- If you are a member of an Ambulance Insurance Scheme you need to submit the account to them. If you are covered through private insurance you need to submit the account to your insurer.
- In the event that none of the above applies to you, a Statutory Declaration form needs to be submitted through the school requesting payment of the account by the Minister of Education.

What can my child do if he/she is being harassed?

The school will not tolerate harassment of any nature. At the start of every year and school term thereafter all students of Plympton International College are reminded of the procedures to follow if they have been harassed or have a grievance.

If your child is being harassed he/she needs to:

- Talk to a critical friend (can be a student, relative, class teacher or Home Group teacher)
- Report the incident to a Counsellor or Deputy Principal
- Talk to you the parents/caregivers

Issues are treated confidentially and action negotiated.

PLYMPTON INTERNATIONAL COLLEGE CONTACT NUMBERS

Parents/Caregivers are encouraged to contact the school at any time

| | |
|--|--|
| Principal: | Linda Richardson |
| Assistant Principal, Secondary: | Jason Dohse |
| Assistant Principal, Primary: | Kylie Tuckey |
| Business Manager: | Angela Murphy |
| Finance Officer: | Cathy Wisdom |
| Phone: | 8297 0488 |
| Fax: | 8297 8430 |
| E-mail | dl.0907.info@schools.sa.edu.au |
| School Web Site: | www.plymptoncollege.sa.edu.au |
| Find us on Facebook | |