COLLEGE CONTACTS

Please call the Junior School Reception on 9383 6874 when:
• your son is away or late;
• if you have any concerns (you will be redirected to the relevant staff member).

TERM DATES FOR 2010

Summer Term: Tuesday 2nd February to Thursday 1st April
Autumn Term: Tuesday 20th April to Friday 2th July
Winter Term: Tuesday, 20th July to Friday 24th September
Spring Term: Tuesday 12th October to Wednesday 1st December

PARENT DETAILS

If you change address or phone number, please keep the School informed so that records can be maintained and kept up to date.
THE SCHOOL COAT OF ARMS

In 1897 the first Headmaster, Mr John Sharpe, called a meeting of the older scholars including Andrew Grieve, Livingston Shearer and Gordon Hill to discuss the designing of a School badge. That meeting decided the shape of the shield and the scroll, the School colours (maroon, blue and gold) and the four symbols – the Cross of St Andrew (patron saint of Scotland), the Thistle (national flower of Scotland), the open Bible (religious tradition) and the Black Swan (symbol of Western Australia). The motto in Latin Sicut Patribus sit Deus Nobis was chosen from the Old Testament (1 Kings, Chapter 8 Verse 57) meaning, in English, The Lord be with us as He was with our forefathers. These were the words of King Solomon to the people on the completion of the Temple.

COLLEGE MOTTO

Sicut Patribus Sit Deus Nobis – Latin

May God be with us as He was with our forefathers - English

VISION

Scotch College - A learning community with an international standard of excellence

MISSION

To develop boys of character with a strong self-understanding, a passion for sustained learning and spiritual inquiry who will become valued members of the global community.

VALUES

At Scotch College we value:

"knowing every boy" (individuality)
"equality of opportunity for all" (equity)
"spiritual inquiry as an important element of life's journey" (openness)
"breadth of experiences for learning" (opportunity)
"excellence regardless of ability" (personal achievement)
METHODS OF COMMUNICATION

The College provides a variety of communication publications:

**Headmaster’s Newsletter:** an on-line newsletter on the Scotch College website produced fortnightly;

**Clan:** a colourful record of College events printed twice a year;

**College Calendar:** a whole school calendar printed each term;

**Homework Diary:** a direct communication vehicle with your son’s teacher;

**Student Work Sample File:** a record of your son’s work sent home each semester;

**Semester Reports:** a summation report on your son’s progress sent home at the end of each semester.

**MyScotch:** an on-line whole school information and communication forum/site.

BENEDICTION

May the road rise up to meet you  
May the wind be always at your back  
May the sun shine warm upon your face  
May the rain fall soft upon your field  
And until we meet again  
May God hold you  
in the palm of his hand.

SCHOOL SONG  
*God of Our Fathers*

Blue was the banner raised in days of old  
Set in a mantle of maroon and gold  
This is the college standing on the hill  
God of our fathers, please be with us still  

Principles by which we stand  
Make every boy, mark every man  
No mistaking right from wrong  
In mind and body strong .............

Born of a hundred proud and ancient clans  
Forged in the furnace of a brave new land  
Bound for a future time will yet fulfil  
God of our fathers, please be with us still  
Blue was the banner raised in days of old  
Set in a mantle of maroon and gold  
This is the college standing on the hill  
God of our fathers, please be with us still  
God of our fathers, please be with us still  

Stand united, meet the test  
With honour compete, give only the best  
Bonding father, brother, son  
The baton passes on ...............  
Born of a hundred proud and ancient clans  
Forged in the furnace of a brave new land  
Bound for a future time will yet fulfil  
God of our fathers, please be with us still  
Blue was the banner raised in days of old  
Set in a mantle of maroon and gold  
This is the college standing on the hill  
God of our fathers, please be with us still  
God of our fathers, please be with us still
NATIONAL ANTHEM

Australians all let us rejoice,
For we are young and free;
We’ve golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history’s page, let every stage
Advance Australia fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours,
Renowned throughout the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia fair.
In joyful strains then let us sing,
Advance Australia fair.

HOUSES

We have different House names from those in the Senior School which allows new and old students in Year 8 to be organised into Houses with equal numbers and with due consideration to siblings.

All students in the Junior School are assigned to a House on entry into the College. Boys remain in this House for the duration of their time in the Junior School. Internal House competitions in a variety of activities including Sport are arranged. House meetings are held at the beginning of lunchtime on Fridays.

The Houses in the Junior School are:

<table>
<thead>
<tr>
<th>HOUSE</th>
<th>COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew</td>
<td>Green</td>
</tr>
<tr>
<td>Bruce</td>
<td>Orange</td>
</tr>
<tr>
<td>David</td>
<td>Black</td>
</tr>
<tr>
<td>Gordon</td>
<td>Yellow</td>
</tr>
<tr>
<td>James</td>
<td>Blue</td>
</tr>
<tr>
<td>Robert</td>
<td>Red</td>
</tr>
</tbody>
</table>
PASTORAL CARE

Scotch College prides itself on its excellent pastoral care programme. Staff members participate actively in caring for students through their interactions with them in the classroom, in Co-Curricular activities and through the Outdoor Education Programme. Staff members willingly meet with parents to discuss any issue or concern they may have in relation to their child’s academic progress, wellbeing or behaviour.

The pastoral care system involves a variety of key personnel. In the Junior School the classroom teacher is the first port of call, with the support of the Deputy Head of Junior School, Head of Learning Support, the College Chaplain and the Junior School Psychologist.

In addition to the semester reports, parents and students are kept up to date through entries in the Diary.

FRIENDLY SCHOOLS

The Friendly Schools project confidently teaches a specific curriculum that promotes emotional health and well-being, where students are empowered to deal effectively with situations of conflict that occur. In the Junior School, the Friendly Schools Coordinator is Mr Warwick Norman.

BEHAVIOUR MANAGEMENT PROCESS

The Junior School behaviour management process is largely based on the principles of "common sense" and “natural justice” with the consideration of others in the total College community being paramount. The overriding factor at all times should be respect for others and their property. Each student should take responsibility for his or her actions and become aware of the importance of self-control in relationship building with others in the College community including students and staff.

The Junior School continues to effectively use the Homework Record Book for parent communication. Discipline is a flexible process and is modified according to the maturity of the children. Each stage of the process allows for discussion between the student and the Classroom Teacher, Specialist Teacher or Deputy Head of Junior School, where necessary, in order to provide guidance and strategies for future success.

To aid in the implementation of the Behaviour Management Process Stages One to Three, we have supplied some of the strategies that we feel will aid all staff, including relief to allow for consistency throughout the Junior School. These are a guide only and staff may choose alternative actions should they prefer. Stages Four to Eight are self explanatory.

Stage One - Misdemeanour Year 1 - 5 Minor (Low Level) Concern
Consequences:
- Praise other students for displaying correct behaviour who are in the vicinity to the student who is displaying inappropriate behaviour.
- Move toward student displaying inappropriate behaviour using ‘zone of proximity’ as a deterrent (no direct eye contact to encourage conflict).
- Use a gesture or say the student’s name to alert them to the fact that you want them to stop.
- Have a one to one chat with student explaining their behaviour and its effects as well as appropriate behaviour and expectations.
- If all else fails give the student five minutes of time out on a chair or mat away from other students to reflect on behaviour. This is followed by another short chat before joining their peers again.
- Allow the students the option of sitting on their own for the remainder of the lesson (some enjoy this process).
Stage Two - Year 1 - 5 Minor Shared Concern
Consequences:
- Note in record book to parents regarding student behaviour.
- Student may be asked to walk with teacher on duty explaining to duty teacher that they had displayed Stage Two behaviour. The teacher then knows the behaviour is less severe. This would be for one duty only (15 minutes).
- Students may be asked to complete incomplete class work at home should they have not finished their work due to misbehaviour.

Stage Three - Year 1 – 5 Student of Concern
Consequences:
- Teacher to stay with student in their room and complete a reflection sheet that shall be provided to staff (in pigeon hole).
- Student to walk with teacher(s) on duty at lunchtime (30 minutes). They must inform duty teacher(s) that they had displayed Stage 3 behaviour. The teachers are then aware that their behaviour had been more severe.

Stage Four – Year 1 - 5 Student of Some Further Shared Concern.
- Authorising Role: Teacher, Deputy Head of Junior School
- Action: Dealt with and recorded by Teacher and Deputy Head of Junior School
- Year 1 - 5 Red comments in the Student Diary. Time-Out during lunchtime.

Stage Five – Year 3 to Year 5 (only) Student of High Concern.
- Authorising Role: Teacher, Deputy Head of Junior School
- Action: Red comments in the Student Diary.
- Tuesday or Thursday After School Detention

Stage Six – Year 1 to Year 5 Student of Serious Concern
- Authorizing Role: Deputy Head of Junior School
- Action: Red Comments in the Student Diary.
- Immediate Time-out / on campus or sent home following parent contact taken by Deputy Head of Junior School.

Stage Seven – Student at Risk of Exclusion
- Authorising Role: College Headmaster, Head of Junior School, Deputy Head of Junior School.
- Action: External suspension for two days at home.
CHAPEL

Students in Years 1 to 5 commence each week with a 30 minute service beginning at 8.40am in the College Chapel. Parents are welcome and encouraged to join us for these services.

INTERVIEWS

There are formal parent/teacher interviews in Summer Term. The teachers will compile interview schedules and advise parents of the time allocated to them. This is an opportunity to discuss queries you may have and any specific details about your child and their progress at school.

If, at any time, you would like to discuss your child with their teacher, please make an appointment through the Diary and teachers will liaise with you to arrange a suitable appointment time.

Please maintain confidentiality before and after meeting your child’s teacher. It is recommended parents communicate with the class teacher first before contacting the Deputy Head of the Junior School.

Contact with the Head of the Junior School should only be made after speaking with the classroom teacher and Deputy Head of the Junior School.

CURRICULUM

Scotch College is a registered Primary Years Programme (PYP) School, operating within the guidelines of the International Baccalaureate. The PYP School Curriculum is outlined in the Junior School PYP Parent Handbook. Copies are sent home at the commencement of the School year. Spare copies are available from the Junior School Reception.

Your son will study subjects from all eight Key Learning Areas including:

- The Arts (Music and Art)
- English
- Health and Physical Education
- Languages other than English (French)
- Mathematics
- Science
- Studies of Society and Environment
- Technology and Enterprise

There are specialist teachers in the areas of Art, Music, Physical Education, Library and Languages other than English.

ASSESSMENT

Formal assessments are carried out at the end of each year for Literacy and Numeracy from Year 1 to Year 5. In addition, Year 3 and 5 students undertake NAPLAN (National Assessment Program for Literacy and Numeracy) assessments in Autumn Term. The results provide valuable information for teachers regarding student attainments and assist them with meeting the student’s learning needs.
COMMUNICATING STUDENT PROGRESS

The School aims to keep parents informed of their son’s progress continually throughout the School year. This is achieved by sending homework samples, reports, interviews and student led conferences.

**Summer Term Parent Information Night**
Parent Information Night will be held in the second week of the school year. The objective of this night is to enable parents to gain an insight into the curriculum being offered during the year along with Co-curricular activities.

**Summer Term Parent Teacher Interview**
Parent teacher interviews are held in Week 7 of Summer Term. The aim of these interviews is to provide parents with a set time to discuss their son’s progress with the classroom teachers and specialist staff.

**Autumn Term Semester Report**
A formal report on Year 1 to Year 5 boy’s progress are written and sent home at the end of Semester 1.

**Winter Term Student Led Conferences**
Student Led Conferences will be held in early Winter Term. The purpose of the student led conference is to:
- Enable the boys to share classroom work with their parents
- Goal setting based on the semester 1 report

**Spring Term Semester Report**
A formal report on Year 1 to Year 5 boy’s progress are written and sent home at the end of Semester 2.

**Work Samples**
Student Work Sample Files displaying the boy’s work are sent home twice a year.

ENCOURAGING EXCELLENCE

An award card system is in place across the Junior School to encourage students to do their best and to acknowledge both their endeavours and achievements.

**Award Cards**
Award Cards are used to reinforce positive work habits and the completion of work of a high standard in classroom or in specialist classes.

**Excellence Awards**
Excellence Awards are presented by the classroom teacher to boys who accumulate a number of Award Cards.

**Outstanding Achievement Awards**
Outstanding Achievement Awards are also awarded to boys who demonstrate outstanding achievement in an element of the IBO Learning Profile. The Outstanding Achievement Awards are accompanied by a citation from the teacher/teachers recommending the student for the award. These awards are presented at Assembly. An outline of the IBO Learner Profile follows:
IBO Learner Profile

• **Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

• **Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

• **Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems and make reasoned, ethical decisions.

• **Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

• **Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

• **Open-minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

• **Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

• **Risk-takers:** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

• **Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

• **Reflection:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.
GUIDING STATEMENT OF THE ACADEMIC SUPPORT TEAM

All children have the right to access challenging, comprehensive and purposeful educational experiences that are appropriate to their level of development, experience and understanding. It is recognised that all students develop at varying rates, possess an individual profile of relative strengths and weaknesses and have different learning styles and capacities. Considering this, all students should be given opportunities to maximise their potential and experience ongoing success.

Support in the Junior School

The academic support team provides educational support to those students in Years 1 to 5 who are identified as achieving significantly above or below chronological age/benchmarks and/or have specific learning difficulties.

What you can expect

- Pre-intervention or baseline diagnostic assessment.
- A case manager assigned to any boy identified with additional needs.
- A period of intervention which may involve individuals or a small group in a withdrawal or class setting, depending on student needs.
- An Individual Educational Plan for a student working on a programme that differs from the normal classroom programme.
- Support of the classroom teacher in modifying the curriculum to address student needs.
- Post-intervention assessment to determine progress.
- A written school report at the end of each semester.
- Liaison with the classroom teacher, other specialists where necessary, and parents throughout this process.
- Professionalism, action and confidentiality.

How students are identified for support

- Background information questionnaires from parents of new students.
- Parent concerns.
- Referral from classroom teachers.
- Reports or assessments from previous schools or external agencies.
- School assessments including standardised tests such as Orientation Day screening tests and National assessments (e.g. National Assessment Program Literacy and Numeracy, University of New South Wales assessments) and teacher-made tests.

Referrals

It is common for teachers, in consultation with parents, to refer children to other specialists such as speech pathologists, occupational therapists, audiologists, optometrists, educational psychologists, child health nurses and paediatricians. In the event that a child is achieving well below or well above the academic expectation of their teacher, their parents are notified and the Support Staff, in consultation with the Head of Academic Support, will decide on the best way to meet the boy’s needs. This will require parental involvement. Further assessment may be required by the Junior School Psychologist. When referrals are made, it is important there is close communication between the teacher, the parents and the specialists to enable programmes of greatest benefit to the child to be implemented.
If you have concerns

The first port of call is always the classroom teacher as your son’s key pastoral carer. However, you are also welcome to contact us directly.

To contact the Academic Support Team –

Head of Academic Support:
Mrs Merrie Cockerill  mcockerill@scotch.wa.edu.au

School Psychologist:
Mr Brad Nugent  bjnugent@scotch.wa.edu.au

We can also be contacted by phone on 08 9383 6893.
MOVIES

Educational movies and film clips are studied as part of the curriculum. All movies watched in the Junior School are G rated. If a complete movie is to be viewed, parental permission is sought prior to the movie being shown. Children are not encouraged to bring movies to school unless related to a topic being studied and will be previewed by the teacher before being used in the educational programme. A movie may be shown during lunch times in the event of extreme weather.

EXCURSIONS/INCURSIONS

A number of excursions or incursions are organised for students in all year levels throughout the year. When an excursion/incursion is organised, children are issued with the details and a permission form. In accordance with Department of Education policies, it is imperative the appropriate permission form be signed by a parent or guardian and returned to the Junior School Reception. Children are not permitted to take part in an excursion if the form is not signed and received by the College prior to the group departing.

CO-CURRICULAR PROGRAMME

This extensive programme runs either before school, at lunchtimes or after school and caters for the varying interests and talents of our boys in a relaxed and fun-filled manner. Full details of the activities available are forwarded to parents via the students at the commencement of each term. Students are encouraged to choose their preferred activity carefully and make a commitment for the duration of the activity.

PRIVATE MUSIC LESSONS

Private music lessons are available through the College Music Department and more information is available from the Music Office on 9383 6841.

OUTDOOR EDUCATION

Compulsory camps will be held for boys in Year 5. These camps to Moray are a valuable addition to our College curriculum and allow the development of many desirable skills while encouraging personal challenges.

Each camp emphasises care and respect for the environment and offers many challenging physical activities suitable for the maturational level of the students. The camps are also an excellent way to promote friendships, team spirit, independence and caring for others.
HOMEWORK GUIDELINES FOR YEARS 1 - 5

The main purposes of homework are:
1. To communicate on a weekly basis with parents about what their child is doing in the classroom and to encourage parents or carers to interact and talk with their child about their school work in a positive manner.
2. To practise many skills learned in class, to reinforce work learned in class and to revise content covered in class.
3. To develop time and resource management skills in the students and to develop a disciplined and responsible attitude towards learning.

Research indicates that those who do homework are greater achievers. (Time on tasks produces results.) It is important however to note that primary school children need plenty of leisure time and homework should never be seen as a form of punishment.

The following are the maximum suggested time allocations for each year level.

- Years 1 and 2: 10 minutes per night (4 nights per week)
- Years 3 to 5: 10 - 20 minutes per night

Reading is an integral part of the homework routine. Reading for pleasure is a wonderful skill to be encouraged. Reading is to be done in addition to the allocated homework.

Homework may comprise of spelling, grammar, mathematics and reading activities. Research work will be limited and teachers are prepared to provide resources to ensure all children have equal access to resources. Internet research should be restricted unless very clear guidelines are provided.
JUNIOR SCHOOL RESOURCE CENTRE

Hours of opening: 8.30am – 3.45pm, Monday to Friday. School bags should be left outside the Library.

The Junior School Resource Centre is open for students during recess and the lunch break from 1.15pm to 1.40pm. No food or drink is to be consumed in the Library.

Students have a scheduled borrowing time each week but are encouraged to borrow at any time. Years 1 and 2 can borrow two books at a time with Year 3 borrowing three and Year 4 and 5 borrowing four. All students are required to have at least one fiction book. The boys have their books for two weeks and can renew them after that period of time if necessary. If there is a problem with an overdue or lost book please contact the library. Our aim is to foster a love of reading and books.

All classes have Library lessons, based on our Inquiry Process, which are programmed to fit into the class Units of Inquiry.

The Library houses a comprehensive range of resources selected to support the curriculum. Use of local public libraries may also be beneficial. In the Junior School, the process of research is considered as important as the finished product. Students are allowed considerable time in class to complete their research but may need to spend a little time on the presentation of their information at home.

The Library is staffed by a Teacher Librarian and a Library Technician. Parent helpers play an important part in the processing and shelving of books and mounting displays. We welcome all parents to join our group on Tuesday mornings.

We aim to promote a friendly, welcoming atmosphere in the Library and parents are encouraged to visit the Library to view the topical displays and the collection of resources.

CALENDAR AND TIMETABLES

A calendar for your child’s class will be sent home each term. Updates will be communicated to parents. If in doubt, please check with the class teacher. Timetables for your child’s class are available from the classroom teacher at the Parent Information Evening in Summer Term.

HOURS

During each term, the classroom **doors will be open** as follows:

- **Years 1 - 5:** 8.30am

The formal **class programmes begin:**

- **Years 1 - 5:** 8.40am

When the doors open, the classrooms are a place for staff and children to settle into the day. Please ensure younger siblings are adequately supervised at this time as the classroom equipment may not be suitable for younger children.

**Dismissal Times**

- **Years 1 - 5:** 3.15pm
END OF THE SCHOOL DAY COLLECTION PROCEDURES

As you are aware, at 3.15pm the boys in Years 1 to 5 are dismissed from class. The boys in Years 6 and 7 are dismissed at 3.25 pm.

Each day, parents of boys in Years 1, 2 and 3 are asked to collect their child from the access road on campus off Stirling Road between 3.15 and 3.25pm. The classroom teachers will bring the boys to the roundabout collection area at 3.15pm each day and parents are welcome to collect their son from that area either in their vehicle or on foot. Teachers will remain with their class until 3.25pm at which point two staff members collect all remaining students and escort them to the Junior School Library.

Parents of boys in Years 4 and 5 are asked to collect their sons from the slip road on Shenton Road, where the teachers will bring the class and remain with them between 3.15 and 3.25. Any boys not collected by 3.25 will be escorted to the Junior School Library. Please note that all boys who catch the bus, ride or walk home each day will be dismissed from their classrooms at 3.15pm.

Parents with boys in both the Junior and Middle or Senior School are asked to make individual arrangements for the collection of their sons and inform the classroom teacher.

Parents who have boys to be collected from both collection points (from slip or access roads) should make arrangements with the classroom teacher, to ensure a central collection point is maintained each day.

Parents who elect to pick their child up from the classroom at 3.15pm are welcome to park on the College Oval and walk up to the classroom.

In the case of inclement weather, the boys will be required to utilise shelter under the Support Classroom (for Year 4 and 5 boys) and under the Art Room (for Year 1, 2 and 3 boys).

We are mindful that parents may need to pick up other children or prefer a slightly later pick up time. To accommodate this, boys who elect to be collected from the Library may go directly there at 3.15pm where they can read until 3.45pm. At 3.45pm the duty teacher will walk the boys down to the access road off Stirling Road where they are supervised until 4.00pm. Boys who are not picked up by 4.00pm are taken to the Junior School Reception and parents will be contacted to determine how the boys will be collected from school.

Summary:
3.15pm Parents can pick up boys in Years 1 to 5 from slip or access roads (as described above).
3.15pm Boys in Years 1-5 who are to be collected later than 3.25 may go directly to the Junior School Library.
3.25pm Parents can pick up boys in Years 6 and 7 from slip or access roads.
3.25pm – 3.45pm Any boys not picked up will move to the Library.
3.25pm – 3.45pm Boys may be collected from the Library at any time. Parents collecting their son from the Library should utilise the oval for parking.
3.45pm – 4.00pm Parents can pick up from access road only.

Should you have any queries or concerns regarding the arrangements for Autumn Term, please do not hesitate to contact the Junior School Deputy Head, Mrs McNally.

Additional Points to Note: As some children become distressed easily if left waiting, please pick your child up on time each day. If you are running late, please phone the College to inform the teacher and the child. The boys will not be released to unknown parties without a note written in the Diary.
ATTENDANCE POLICY

The School Education Act requires compulsory-age students to attend school or participate in an educational programme of a school unless an arrangement in writing has been entered into. Attendance records are kept for each student enrolled at the College. This includes recording attendance during class at 8.30 in the morning and monitoring attendance throughout the day. If your child is sick, we ask that a call be made as early as possible, each day your child is unwell, to the Junior School Reception to advise us of the absence. If a child is sick from school in excess of three days notification in the form of a doctor’s certificate should accompany the child upon their return to school.

Where a student has arrived late or needs to leave school at any time in the school day, the child’s parent or guardian must complete a sign-out form at the Junior School Reception and present this to the class teacher prior to collecting the child.

Absences from school due to family circumstances must be notified in writing and addressed to the Head of Junior School.

BOOKLISTS

Class stationery book lists are prepared by Wooldridges. These lists will be sent home prior to the commencement of school year for parents to mark off items they already have. The lists are to be returned to the Junior School Reception as soon as possible to be processed by Wooldridges.

Your order will be available for collection at the:
CLAREMENT SHOWGROUNDS (CENTENARY PAVILION)
Entry through GATE 9
From the 11th January to the 1st February 2010
Between 8.00am-6.00pm Monday to Saturday

UNIFORM

The correct uniform for boys in Years 1 to Year 5 is detailed below. Students are expected to come to school dressed smartly in this manner:

All items of uniform must be named clearly. The consequences for failure to wear the correct uniform are:
• a note sent home in the Diary to remind the parents of the correct uniform; and,
• for repeated failure, to wear the correct uniform, the correct uniform will be purchased and parents billed for the item(s).
UNIFORM SHOP

The School operates a Uniform Shop for the convenience of parents and boys. The shop is located near the entrance to the playing fields at 35 Stirling Road, Claremont. The shop stocks all items of the School uniform with the exception of shoes.

Parents and boys may purchase the whole uniform as well as a few memorabilia items from the shop. All purchased items are charged to the boy’s account - please note that we do not have any Credit/Savings/EFTPOS card facilities.

The Uniform Shop has a range of second hand items available for purchase, as well as being a venue for resale of boys’ uniforms. Current items of uniform that are in good condition and washed and ironed, may be purchased by the shop if it is believed these items can be resold. We cannot guarantee to purchase all items and prices will vary depending on condition and stock levels. A second hand form is available from the shop, detailing seller’s name and all items included. If purchased by the shop the amount is credited to the boys’ school account.

During term time, the shop is always open:

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>8.00am to 5.00pm</td>
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<tr>
<td>Thursday</td>
<td>7.30am to 11.30am</td>
</tr>
<tr>
<td>Friday</td>
<td>7.30am to 11.30am</td>
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Appointments-only days for boys new to the School in 2010:

*It takes about 45 minutes to kit out a new boy. As December and January are the busiest months of the year in the Uniform Shop, we encourage you to make an appointment so that our staff can give you their undivided attention. We are open on the following days for appointments only, however appointments can also be made at any other time that the shop is open:*

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>3rd December</td>
<td>12.30pm – 4.30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>4th December</td>
<td>12.30pm – 4.30pm</td>
</tr>
<tr>
<td>Monday</td>
<td>7th December</td>
<td>12.30pm – 6.30pm</td>
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<tr>
<td>Tuesday</td>
<td>8th December</td>
<td>12.30pm – 6.30pm</td>
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<tr>
<td>Thursday</td>
<td>21st January</td>
<td>9.00am – 4.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>22nd January</td>
<td>9.00am – 4.00pm</td>
</tr>
</tbody>
</table>
General Holiday Opening Hours during January 2010

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>27th January</td>
<td>9.00am – 12.00pm/1.00pm – 4.00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>28th January</td>
<td>9.00am – 12.00pm/1.00pm – 4.00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>29th January</td>
<td>9.00am – 12.00pm/1.00pm – 4.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>31st January</td>
<td>9.00am – 12.00pm</td>
</tr>
<tr>
<td>Monday</td>
<td>1st February</td>
<td>9.00am – 12.00pm/1.00pm – 4.00pm</td>
</tr>
</tbody>
</table>

Please book your appointment by emailing uniform@scotch.wa.edu.au
Alternately, phone the uniform shop during any of the above opening hours 9383 6838 or reception on 9384-1466.

NOTE: UNIFORM SHOP CLOSES 8TH DECEMBER 2009

UNIFORM

All articles of clothing except footwear are available from the Uniform Shop. All items of clothing must be clearly named.

Summer Uniform

Shirt        Khaki cotton/polyester, short sleeves, tailored open neck collar.
             The shirt has a Scotch badge in the centre of the pocket and Scotch braid.
             The School jumper to be worn on cold days.
Hat          All boys must have a wide-brimmed blue hat with the School crest.
Shorts       Khaki, cotton/polyester.
Jumper       Light grey, long sleeved with Scotch colours.
Shoes        Brown leather sandals or plain black lace-up leather shoes with short Scotch khaki socks.

Winter Uniform

Shirt        White, long sleeved ‘business style’ shirt.
Shorts       Grey mélange.
Socks        Scotch grey socks, wool mixture.
Shoes        Plain black leather lace-up shoes.
Tie          Scotch School Tie.
Jumper       Light grey, long sleeved with Scotch colours (same as summer).
Hat          All boys must have a wide-brimmed blue hat with the School crest (same as summer).
Additional Uniform Items

Tracksuit  Years 1-3: Fleecy Scotch navy tracksuit pants and windcheater.
         Years 4-5: Scotch maroon tracksuit.

Scotch School Bag: This is a compulsory item for Junior School boys.

SPORT

Shirt: Scotch maroon sports shirt with crest
Shorts: Scotch navy blue sports shorts
Socks: Plain white socks
Shoes: Predominantly white sandshoes

Years 1-4

All boys in Years 1 – 4 will participate in a skill-based program during PE lessons. The Summer Sport uniform is worn throughout the year, with the optional addition of the School tracksuit. For swimming, the boys wear the maroon School bathers and a maroon rash shirt.

Year 5

The School peak cap may be worn for sport for Year 5.

Summer Sports Uniform

Each boy in Year 5 chooses between Cricket, Tennis, Mod-Cross, Flippa-ball and Basketball. The Summer Sport uniform is worn throughout the year, with the optional addition of the School tracksuit. Boys playing Basketball may wear shoes with ankle support that is high or mid-sided shoes. All boys must have a low cut pair of sandshoes for all other sporting activities. For Swimming, boys may wear maroon School bathers or they may choose to swim in their navy sports shorts. The wearing of a maroon rash shirt is encouraged.

Winter Sports Uniform

Each boy in Year 5 chooses between Football, Hockey, Soccer and Rugby. Each sport has its own special Scotch shirt or jumper. For all sports boys require the summer navy Scotch sport shorts, the knee-high maroon Scotch winter sports socks and a Scotch tracksuit. Predominantly black boots with moulded studs are compulsory for all sports. In winter boys require a towel on Thursdays for showering.

CHANGE OF CLOTHES/TOILET TRAINED

Children are to be independent in all their toileting needs before beginning Year 1; however accidents do occur so a spare pair of shorts and underclothes should be packed in your son’s school bag.
## UNIFORM PRICE LIST - NEW BOYS

### JUNIOR SCHOOL

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Shorts - Khaki</td>
<td>$29.70</td>
<td>3</td>
<td>$89.10</td>
</tr>
<tr>
<td>Summer Shirts - Khaki</td>
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<td>Summer Socks - Khaki</td>
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<td>Grey Jumper</td>
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<td>Bathers</td>
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<tr>
<td>Rash Vest</td>
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<td>$51.70</td>
</tr>
<tr>
<td>Navy Hat</td>
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<tr>
<td>Fleecy track top (Years 1-3)</td>
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<tr>
<td>Fleecy track pants (Years 1-3)</td>
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<tr>
<td>Track Suit Top (Years 4-7)</td>
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<tr>
<td>Track Suit Pants (Years 4-7)</td>
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<td>Maroon Sports Shirt</td>
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<td>House Shirt</td>
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<td>White Sports Socks</td>
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<td>Winter Shorts - Grey</td>
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<td>Winter Shirts - white</td>
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<td>Winter Grey Socks - striped</td>
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<td>Winter Sports Socks</td>
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<td>School Bag(compulsory)</td>
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<tr>
<td>Sports Bag</td>
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<tr>
<td>White Sports Runners</td>
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<tr>
<td><strong>Approximate Total</strong></td>
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<td><strong>$1,075.44</strong></td>
</tr>
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SUNSMART POLICY

This policy has been adopted to ensure that all staff and students attending Scotch Junior School are protected from skin damage caused by exposure to the sun. It applies throughout the school year and while on school camps, excursions, carnivals and Co-curricular activities.

Behaviour

- Students are required to wear a legionnaire or wide-brimmed College hat whenever they are outdoors. A No-Hat-No-Play statement is widely published, articulated and enforced.
- Staff are required to wear brimmed hats while outdoors, on camps, excursions and on duty.
- Students without hats must obtain a uniform note from the Junior School Reception which is placed in their Diary or Communication Journal. Students without hats are directed to a designated shaded area.
- Visitors and guests are encouraged to wear hats when attending outdoor events.
- Students are educated about wearing sunscreen cream/lotion prior to arriving at school and to reapply at recess and lunchtime.
- Students are encouraged to take responsibility for applying their own sunscreen which includes the purchase of their own supply (see Booklists 2010).
- Sunscreen is provided in large tubs during carnivals and other outdoor events. Regular reminders are issued by teachers and over the public address system.
- Students are encouraged to wear sun protective clothing such as rash shirts and long sleeve shirts with collars.

Curriculum

- Sun protection and skin cancer prevention programmes are incorporated in the curriculum at each year level through the health strand, “Concepts of a Healthy Lifestyle.”
- Sun protection is promoted throughout the year in newsletters and diaries.
- Teacher reference materials and resources are provided to support sun protection strategies.

Environment

- The College ensures and maintains adequate provision of shade (natural and man-made).
- Wherever possible, indoor areas are used for daily physical education lessons which may occur during peak times.
- Shade is provided at all outdoor carnivals.

Evaluation

Scotch Junior School will review the effectiveness of this policy each year in terms of:

- Student/staff adherence to SunSmart behaviour.
- Regular assessment of shade.
- Reflection, evaluation and updating of curriculum materials/activities relevant to SunSmart activities.
HEALTH CENTRE

The College has a purpose built Health Centre on the campus which is run by the Health Centre Coordinators.

If a child is required to take regular on-going, long term or emergency medication their parents are required to provide the College with written documentation in the form of an action plan, outlining the medication, dosage and contact numbers. This can be drawn up in collaboration with the Health Centre Coordinator on 9383 6818. This information will be held in the Health Centre and all medicine will be administered there. Medication must be supplied in the original container accompanied by written permission from a parent.

Please keep your child at home if they are unwell. This prevents the spread of germs to others and is in the best interest of your child’s wellbeing. **Staff will not administer cold and flu medication.**

If your child should become sick during the day, you will be contacted as soon as possible to collect them. If your child is absent, legally, we require an absentee note, which should be taken to the Junior School Reception on the child’s return to school.

Please notify the teacher immediately should your child contract German measles (Rubella), as pregnant mothers will need to take proper precautions. The teachers also need to be notified if chicken pox, mumps, hand, foot and mouth disease, head lice, impetigo (school sores), ringworm or conjunctivitis are contracted.

Staff will not administer analgesics. Schools are not required to stock nor administer analgesics because of the adverse effects these can have on children and/or interference with other forms of medication the student may be taking. Only paracetamol will be administered with parental permission, not Aspirin.

Please call the Health Centre on 9383 6818 for health concerns.

DENTAL CARE

If you have, or are entitled to, a Medicare card, children from Year 1 may be registered to receive free dental treatment at the Swanbourne Dental Therapy Centre for the duration of their time enrolled at the College.

If you wish to take advantage of this service, please complete a form, available from the Junior School Reception and return it directly to the Swanbourne Dental Therapy Centre. You will be notified by the Centre when your child is to attend for an appointment.

ASSEMBLIES

Years 1 to 5 Assemblies are held each fortnight. Parents and family members are encouraged to attend. Updates on Assemblies are placed in term calendars and the College Newsletter.

The Assemblies are held in the Dickinson Centre or the Chapel on rotational fortnights on Fridays from 2.00pm to 3.00pm.

PARENT EDUCATION

In 2010 there will be Muffin Afternoons organised to provide information for parents throughout the year and a calendar of these events is available at the Junior School Reception.
PARENT HELP

Class/Excursions
All parents, grandparents or other special people are welcome to participate as class helpers. A roster may be arranged at each year level at the commencement of the term for parents or other family members to sign up to be involved in the daily classroom programme.

Important

Being a class helper is not only of great assistance to staff and students but it is also an invaluable time to share in your son’s learning. Please be considerate of a few simple guidelines when in the classes:

- confidentiality is of prime importance; do not make the progress and/or behaviour of children in the class a talking point anywhere; and
- helpers are in the room to help the whole class through the tasks.

Often duties will accompany class activities but sometimes help is needed with the preparation of tasks as well. The tasks for the day will be subject to the class needs and may vary from visit to visit. We discourage the attendance of younger children who may compete for adult attention.

TOYS

Toys are to stay at home. This includes electronic games of all types and card collections, etc. They are NOT allowed at school as they can be lost or broken and this causes great distress. Appropriate sporting equipment may be brought to school with the understanding that balls may end up on the school roofs and may in time be returned to the owner, if they are clearly named.

RECESS AND LUNCH

All boys from Years 1 - 5 are required to bring a packed lunch, including a drink, to school each day. There is a recess and lunch menu available from the Canteen should parents want to make use of this facility. In the interests of good physical health and dental care, please do not send sweet biscuits, lollies or chocolate.

Children are supervised by teachers when they are eating and teachers are on duty during recess and lunchtime each day.

CANTÉEN

The Junior School Canteen is situated in the Quadrangle and is open each school day. Boys order their lunch before school by writing their order on a paper bag (supplied by the canteen) and enclosing the money. Price lists are issued at the beginning of the year. Lunch orders are placed in the basket in the classroom each morning. Classroom monitors take the basket to the Canteen in the morning and collect it at lunchtime.
NUT POLICY

Throughout the course of each school year, the College reviews confidential medical information pertaining to each child within our care. As a result of this process, we have students with severe, life threatening allergies to peanuts and/or nuts. The allergies we have been made aware of are so severe that anaphylactic shock may be induced simply by eating and/or touching these foods.

As the responsible authorised carers during school hours, it is our duty of care to have a policy that protects all students within our care from possible, foreseeable harm. An allergy is an adverse reaction to something (usually a protein) which is either ingested, inhaled, injected or comes into contact with the skin. Symptoms of an allergic reaction may be localised or generalised. Food, medications and insect venom are the most common triggers of severe allergic reactions. Anaphylaxis is a sudden and severe allergic reaction - it is potentially life threatening and always requires an emergency response. Fortunately it is uncommon and usually preventable.

Scotch College has adopted a series of guidelines to reduce the risk of anaphylaxis and the provision of appropriate action should anaphylaxis occur in an endeavour to protect all boys within our care from possible, foreseeable harm. As a consequence of this situation, parents of boys are asked to refrain from sending food products containing nuts or peanuts (e.g. peanut butter, Nutella or muesli bars containing nuts), to school. We recognise that it is impossible to enforce this request to the full degree, as all parents are entitled to make democratic decisions; however, in the interests of community spirit and safety, parents are urged to try and respect this request. Additionally, Junior School will use the following guidelines to ensure that these children are cared for in our School environment while enabling other children to become aware of others' allergies and assist in caring for them.

- All children will be educated on the need to wash their hands before and after eating food. Hand washing will be carried out before and after eating or cooking under staff supervision.
- Children will be encouraged not to share food.

It is of upmost importance that parents notify the College of any severe allergies their son/s may have and provide an Anaphylaxis Action Plan and any relevant medication ie. Epipen / oral antihistamine. It is also your parental responsibility to ensure that all medications supplied are “in date” and have not expired. Parents whose child has been prescribed an Epipen or Epipen Jnr are urged to register with the Reminder Club at www.epiclub.com.au. This free service ensures a reminder is sent when the Epipen is due to expire so that it can be replaced. Other valuable information, including a video demonstrating how to use the Epipen, can also be found on the website. Please direct any further queries regarding this to the College Health Centre on 93836818.

BIRTHDAYS

As birthdays are very important, when it is your child’s birthday feel free to send in cup cakes or muffins to celebrate, but please not a large cake that requires careful dividing up among the members of the class. We discourage birthday invitations being handed out at school unless the WHOLE class is invited.
WHAT TO BRING ON DAY ONE

For all students:

- School hat – named.
- A drink bottle – named and filled with WATER
- Packed lunchbox and drink bottle clearly named
- Booklist items

DAY ONE

Please come straight to the relevant Junior School classroom. The class lists will be posted on the windows of the classrooms.

Students from Year 1 are encouraged to arrive at the College by 8.20am but no earlier than 8.10am as there are no staff on duty prior to that time. For Year 1 to 5 students classroom doors open at 8.30am and classes commence at 8.40am. Students are dismissed at 3.15pm.

Make sure all purchased items are in the School bag and, where requested, named and clearly identifiable. All students will need a hat which is compulsory for all play and outdoor activities.

A good, nutritious breakfast is essential.

Each child will be with their CLASS TEACHER for the first day. It will not be a normal timetable. There is NO necessity to pack sports uniforms for DAY ONE.