



PLC

PRESBYTERIAN
LADIES' COLLEGE
ARMIDALE
— 1887 —

SENIOR SCHOOL Handbook



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STRATEGIC DIRECTION

PLC Armidale is a Pre-K to Year 12 girls' school of the Presbyterian Church of Australia in New South Wales. We welcome girls to grow within and contribute to the culture of a flourishing 21st Century school for girls locally, regionally and internationally. An education based on Christian values that inform our approach to learning and relationships within the College.

OUR VALUES

Our community is informed by Christian values of:

- *Integrity:* Building and shaping the identity of young women.
- *Humility:* Considering the needs of others before those of yourself.
- *Respect:* Valuing and appreciating people, places and property.
- *Self-discipline:* Committing and motivating yourself to strive and achieve.

OUR APPROACH

We strive to foster the growth of each student by:

- Equipping girls with the will to succeed by honouring our foundations of character, faith, and substance.
- Encouraging girls to become leaders who care for tomorrow's world by promoting growth, diversity, and stewardship.
- Educating girls to become responsible and rigorous forward thinkers who seek to ask and answer "why?" in all our endeavours.
- Enabling girls to pursue excellence in life and learning by celebrating the strength, aspirations, and uniqueness of women.

OUR GRADUATES

We want each student to develop the confidence, compassion and self-assuredness of:

- *A woman of faith, character, and substance:* One who develops a strong sense of self enabling her to take responsibility for the alignment and integration of her beliefs with her values, actions and the consequences of those actions .
- *An engaged, involved, and resilient leader in the community:* One with the capacity to make decisions, set direction, understand perspectives, lead by example, stand strong, and communicate effectively in the service of others locally, regionally and globally.
- *A courageous, creative, and critical thinker:* One who acquires, applies and refines a wide range of knowledge, skills and character competencies, facilitates both big picture thinking and focuses on attention to detail to respond creatively and optimistically to new ideas and solutions .
- *A self-directed, collaborative, and committed learner:* One who designs and implements a process of learning in which she sets and works towards goals, responds to challenges with a positive and flexible approach, completes her work, evaluates progress and learning, and both supports and learns from the achievement of others.

OUR STRATEGY

Working together towards our vision for the college, we will:

- Articulate PLC Armidale's relationship with the global community and the capacity of our girls to take their place in this world.
- Enhance staff capacity to deliver our vision with confidence.
- Provide the leadership, planning and resource allocation to display enterprise in girls' education, sustain an efficient and flexible business model, and optimise enrolments by building deep and abiding relationships within our local, regional and international community.
- Demonstrate the continuing relevance and strength of our College's commitment to Christian values and pastoral care.

WELCOME

We are looking forward to welcoming you to our PLC Armidale community. To assist with the smooth transition into Senior School life at PLC Armidale, some helpful information is provided in this Handbook.

PLC ARMIDALE STAFF

KEY SENIOR SCHOOL STAFF

Mrs Nicola TAYLOR

Principal

P: 02 6770 1701

E: principal@plcarmidale.nsw.edu.au

Mr Mitchell CLENDINNING

Head of Senior School

P: 02 6770 1715

E: hoss@plcarmidale.nsw.edu.au

PASTORAL CARE

For each year group, two full-time members of staff are allocated, one as the PC Program specialist, the other as the Year Patron.

Year Specialist:

- Will remain on one particular year level and have a different cohort to oversee each year.
- Will assist with the development of the year level specific information and activities.
- Will assist with the development of the PC program specific and appropriate to the year level they are on.

Year Patron:

- Will progress through the College with one Year group, building and developing strong relationships with the girls and their families.
- Will oversee the Pastoral Care and wellbeing for each girl in their year group and run the PC sessions.
- Will contribute to the term letter highlighting the accomplishments of the girls and areas of focus relevant to the needs of the girls (i.e. have been working with the year group on responsible Digital Citizenship).
- Will assist with the development of the PC program specific to the needs of the year group they are with.

Both the Year Specialist and the Year Patron will work together.

COLLEGE HOURS & PERIOD TIMES

PLC Armidale commences each day at 8.40am and classes conclude at 3.30pm.

TIMETABLE 1		
Monday	Start	End
Assembly	8.40am	9.15am
Period 1	9.15am	10.10am
Period 2* - Pastoral Care/Careers	10.10am	10.40am
Extended Recess (Whole School)	10.40am	11.10am
Period 3	11.10am	12.05pm
Period 4	12.05pm	1.00pm
Lunch	1.00pm	1.40pm
Period 5	1.40pm	2.35pm
Period 6	2.35pm	3.30pm

TIMETABLE 2		
Tuesday - Friday	Start	End
Period 1	8.40am	9.35am
Period 1	9.35am	10.30am
Recess / Chapel (Friday)	10.30am	10.50am
Pastoral Care / Recess (Friday)	10.50am	11.10am
Period 3	11.10am	12.05pm
Period 4	12.05pm	1.00pm
Lunch	1.00pm	1.40pm
Period 5	1.40pm	2.35pm
Period 6	2.35pm	3.30pm

*Pastoral Care (Year 7 - 10), Careers (Year 11/12 alternate weeks)

DAY TO DAY ACTIVITIES

LUNCHES

Students are welcome to purchase their lunch from the Dining Room with a salad bar being offered every day and 'hot specials' offered at a cost of \$3.90 or \$39/book of ten. The Hot Special menu for the term will be available on the website and a copy is available from Reception at any time. Vouchers must be purchased from the College Administration and are purchased in lots of 10 at a cost of \$39.00. Students sign for these vouchers, with the cost being placed on your account. Girls should write their names on each of the ten vouchers as soon as they are purchased.

STUDENT ABSENCES

Under the NSW Education Act, school attendance is compulsory until the age of 17. As a school, we have a Duty of Care responsibility to see that students enrolled at the College are in a regular pattern of attendance unless there are special circumstances making this difficult. To streamline our process of notifying the College when a student is absent, parents are asked to bookmark and use the online form found on the College website

<http://www.plcarmidale.nsw.edu.au/current-families/notification-of-absence>

This online form is received by our Senior School Receptionist and the attendance records on Edumate are adjusted accordingly. Parents are asked to use these forms to ensure that notification of absence is actioned promptly.

Alternatively, an email to seniorschool@plcarmidale.nsw.edu.au or telephone call advising of your daughter's absence is sufficient. If advising by phone, please supply a note on your daughter's return explaining the absence.

STUDENT APPOINTMENTS

If students need to attend an appointment during the day, please supply a note which your daughter should take to Senior School Reception before school. Upon leaving for the appointment, the student must go to Senior School Reception to sign out. Alternatively parents can email Senior School Reception to advise of an absence, but since this needs to be forwarded to a class teacher, please ensure this happens one day prior to the leave. It is difficult to notify teachers when last minute messages are received. Upon return from appointments, students must sign in at Reception where they will receive a note to take back to the class teacher.

EXEMPTION FROM ATTENDANCE

If permission is being sought for a period of absence of from part of a day to 5 school days, approval must be sought from the Head of Senior School via the website <http://www.plcarmidale.nsw.edu.au/current-families/request-for-leave>

If permission is being sought for a period of absence longer than 5 school days approval must be sought from the Principal. A separate form can be downloaded from the College website at <http://www.plcarmidale.nsw.edu.au/current-families/request-for-leave> and send to principal@plcarmidale.nsw.edu.au for approval.

Please note extended holidays or weekends are generally not looked upon favourably.

If the leave is granted, parents will be provided with a Certificate of Exemption signed by the Principal.

LATE ARRIVALS

All students need to sign in at Senior School Reception if they are late to school. They will be given a late slip to present to their teacher. If the student arrives after 9.15am, an explanatory note must also be received.

SENIOR STUDENTS WITH STUDY PERIODS

All students must be at school by 8.40am for assembly, Period 1 and chapel even if they have a study period for Period 1 (when the roll is usually marked).

LEAVING MESSAGES FOR STUDENTS

If you need to send a message to your child during the school day, please telephone Senior School Reception on 02 6770 1786.

Students are not allowed to use their phones during the day unless instructed to by a teacher for educational purposes.

If a student is found to be using her mobile phone during the day without permission, the phone will be confiscated and a demerit will be issued.

HEALTH CENTRE

The College nurse is on duty in the Health Centre each day from 8.30am until 2.30pm, caring for students who are ill or who have had an accident.

If your daughter feels ill, she will need to tell the teacher who will sign her diary. The student will then go to Senior School Reception. Reception will contact sister and allow the student to go to the Health Centre (students must sign out at Reception). Sister will assess and decide whether day girls are to go back to school or if they should go home. If the student is to go back to class she needs to come back to Reception and sign back in so she can take a note back to her teacher. If the student is going home, the student will need to come back to Reception and sign out, and the parent will need to also sign a consent form.

PARENT VISITS

Parents are requested not to go directly to classrooms or locker bays during the day. Parents wishing to deliver items such as lunches or projects to their daughter should hand these items to a staff member in at Senior School Reception who will email the girls so they can collect the item during break time.

TRANSPORT

SCHOOL BUSES

All buses leave from Crest Road. Students are to wait at the bus shelter until the appropriate bus is called by the supervising teacher.

CAR PARKING

We ask that parents park in the visitor car parks shown on the map. Service vehicles use the roads inside the College grounds and we ask that you be vigilant when crossing roads, for everyone's safety. There is a 'Drop Off Point' outside the Senior School. This area is designated for you to pull up at the kerb, drop off your daughter and exit the College without having to get out of your vehicle. It is a NO PARKING area.

Please observe the ONE WAY signs within the College at all times, regardless of whether it is school hours or not.

STUDENT DRIVING AND PARKING

Year 11 and 12 students are allowed to drive to and from the College only with the permission of their parent(s) and the Principal (permission forms are available at Senior School Reception).

Students may carry other day girls as passengers only with the permission of their own parents and of the parents of the passenger. Boarders are permitted to travel in day students' cars on very rare occasions because transport is regularly provided for them.

Girls are generally not permitted to use their cars during the course of the day. Exceptions will be reviewed by the Head of Senior School on a case by case basis.

Parking within the College grounds must only be in the Year 12 Car Park (except for Boarders) adjacent to the Astra Arts Centre. Entry and exit must be via the Duval street gate.

UNIFORM POLICY

1. INTRODUCTION

In the interests of presenting a smart and consistent public image and ensuring our students wear the PLC Armidale uniform with pride, there are College uniform rules which are compulsory. Please work with us so that our students are well-presented in our local community.

The College uniform should engender a sense of belonging to a group whose standards are respected by the community at large. Besides being the most economical form of dress for everyday wear, it allows students to meet on common ground; since all are wearing the uniform, no one can feel inferior or superior to another.

2. POLICY STATEMENTS

- The wearing of complete and correct uniform at PLC Armidale is compulsory for all students
- Students are to wear the uniform as prescribed unless an exemption has been granted by the Principal
- Regular uniform checks will be conducted by the staff of the College
- Any student not wearing complete and correct uniform will be required to do so
- Non-compliance with the College's uniform policy and requirements may lead to disciplinary measures being applied. This will include being issued with a demerit, detention, suspension or expulsion.

3. GENERAL REQUIREMENTS

- Full summer uniform is to be worn in Terms 1 and 4, and full school winter uniform is to be worn in Terms 2 and 3.
- Blazers must be worn when students are travelling to and from the College, or when wearing the uniform in town. During Terms 1 and 4, Blazers are optional in warm weather. A jumper cannot be worn without a Blazer outside of the College grounds.
- The uniform should be in good repair. Trailing hems need to be stitched up, and missing buttons on shirts, dresses or Blazers replaced.
- Jewellery for all students is limited to one pair of inconspicuous plain silver, gold or pearl studs as earrings and a wrist watch. Earring studs are not allowed to be larger than 6mm in diameter. Such earrings are to form a matching set with only one to be worn in the lower lobe of each ear.
- If students wear any other items of jewellery they will be asked to remove it, will be reminded of the College rules and will be given a demerit. Repeat offenders will have the item confiscated and a demerit will be issued for non-compliance of the College rules.
- Upper ear or facial piercings, tattoos and other visible permanent skin adornments are not permitted.
- Makeup and nail polish are never to be worn. Students will be issued with a demerit and will be asked to remove any makeup and / or nail polish.
- Hair must be maintained in a healthy manner that is well-kept, neat and tidy and appropriate to the wearing of school uniform. Students must have natural looking hair in style and colour and have it either short, plaited or if it is long enough to touch the collar, it must be tied up with a regulation ribbon or scrunchie. Shaved or highly asymmetrical hairstyles are not permitted. Inappropriately dyed or streaked hair is not permissible.

- A bottle green ribbon is to be worn by students in Years 7 to 10 and a red ribbon is to be worn by Years 11 and 12 only.
- Bags - only regulation logo printed school bags and sports bags that are purchased through the Uniform Shop are to be brought to the College.
- School shoes must be black leather lace up shoes. Shoes must be regularly cleaned and maintained in a good state of repair.

Compulsory Summer Uniform

- Summer Dresses must reach below the knee when standing.
- Summer hats must be worn when the students are travelling to and from the College and when wearing the uniform in town in Term 4 and Term 1. Hats are also to be worn during recess and lunch when sitting outside.
- White ankle socks, not sport socks, are to be worn with the summer tunic.

Compulsory Winter Uniform

- The winter skirt should be mid-calf length
- The top button on the winter shirt needs to be buttoned up at all times and the tie done up correctly. The winter shirt must also be tucked in to the skirt at all times
- Students should not wear black or coloured underwear under their white winter shirts
- When the weather is really cold, students are allowed to wear their sports track jackets over the top of their jumper and blazer as an outer layer for extra warmth. They are not allowed to be worn if students do not have their jumpers and blazers on
- There are to be no scarves or gloves worn in the classrooms. These items may be worn outside only, travelling to and from classes. The gloves and scarves must be PLC Armidale issue only - these are available from the Uniform Shop
- Bottle green over the knee socks or stockings available from the Uniform Shop must be worn.

Sports Uniform

- Full College Sports Uniform is to be worn to every PE lesson, sport training session and game
- Plain black leggings and long-sleeved tops are permitted under the winter sport uniform for PE lessons and some sports when the weather is very cold
- Students may purchase dark green towelling sport headbands on the understanding that they are to be worn for sport only and are not to be worn as part of the school uniform
- White sports socks are to be worn for all PE lessons and the specific regulation PLC Armidale socks for each sport are to be worn to every training session and game
- All students are to wear appropriate, supportive sports shoes. No casual or fashion shoes are allowed to be worn
- The full sports uniform must be worn when in town after weekend or after school sport. No uniform is to be worn mixed with other clothing items.

4. SPECIFIC REQUIREMENTS

A full and complete list of specific PLC Armidale Uniform requirements is available on the College website and at the Uniform shop. The uniform is to be worn as prescribed in the above guidelines according to the specified requirements.

Uniform Shop

The PLC Armidale Uniform Shop is situated at the College in the first carpark on the left side of the drive into the College off Duval Street (prior to the Astra Arts Centre). All new uniform items can be purchased. Quality second-hand items are available for approximately half of the new price.

Term trading hours are Tuesdays and Thursdays 8.30am to 12 noon and 1pm to 4.30pm.

Trading hours vary in school holidays, please contact the College Administration on 02 6770 1700 for more information.

UNIFORM LIST (YEARS 7 TO 12)

SUMMER UNIFORM TERMS 1 & 4	WINTER UNIFORM TERMS 2 & 3	SPORTS UNIFORM	OPTIONAL EXTRAS
Blazer	Shirt (White long sleeve)	PE Shirt	School badge
Jumper Green (Yrs 6 - 10)	Tie (Years 4 - 10)	PE Shorts	Guild badge
Jumper Red (Yrs 11 & 12)	Senior Tie (Years 11 & 12)	Track pants	Scarves/gloves/beanies
Summer Dress	Winter Skirt (Years 4 - 12)	Senior Sports jersey	Overcoats **SALE**
White Ankle Socks	Stockings/Over the knee socks	Swimmers/Swim cap	Sports/library/swim bags
		Guild Shirt	Luggage tags
HATS	SCHOOL BAGS	OPTIONAL SPORTS UNIFORM	Hair accessories (Bottle green)
PLC Armidale Summer Hat	Senior Carry Bag/Backpack	Track jacket	Laundry/wash bags
PE Cap	OTHER ITEMS	PE skirt	
	Hymn Book	Bike pants	
		Socks - Hockey & Soccer	

EXCURSIONS

All excursions that take place during school hours within the town boundaries are covered by the Standard Collection Notice and Risk Warning Forms filled in at the start of the year.

Any excursion that takes place outside normal school hours, or that incurs a greater than \$30 charge, will require day student parent's signature on a permission note specific to that excursion.

In most years all students attend class excursions of two to five days' duration. These form part of the academic, sporting and personal development curricula and are compulsory. The cost of this major excursion will be charged to accounts. There is an option to have the cost charged in four instalments.

If a student cannot attend the excursion due to illness or other unavoidable circumstance, the excursion cost may be credited to the account. If inadequate notice is given for any other reason, all non-refundable costs will be charged to your account.

In Years 11 and 12 there may be subject-specific excursions such as two or three day excursions for students of Design and Technology, Music, Drama and Visual Arts.

Parents will be notified of major excursions by letter that will contain specific details relating to the requirements and itinerary for such excursions. The letter will also contain a permission note that needs to be signed and returned to the College.

Upon enrolment, please fill in the Standard Collection Notice and Risk Warning Forms and submit to the College. This permission will remain in force until retracted by you in writing or your daughter leaves the College.

(NB: In-class school excursions are a compulsory part of the curriculum.)

YEAR 7 CONNECT CAMP

As a way of welcoming students into Year 7 at PLC Armidale and helping them to get to know other students and staff, a Connect Camp is held early in Term 1.

The camp will combine large group activities (including water based activities) with small group work led by Year 11 students. These students have been trained in leadership and will continue to have contact with their group for ongoing support during Year 7. Pastoral Care staff involved with Year 7 will be attending the camp, which will provide an opportunity for students and staff to interact in a different environment.

Please feel free to contact the College if you have any enquiries concerning this event. There will be a note sent home confirming the details.

SOCIALS

Outlined below are the guidelines for socials; please contact the College if you have any questions.

If held at another school, all girls (boarders and day girls) travel to the social by bus. The bus leaves from the back of the boarding houses, accompanied by members of staff, who mark the roll as each girl enters the bus. The staff also checks that the code of dress, which requires suitable and appropriate clothing, is adhered to.

All girls will return to PLC Armidale by bus at the end of the social. Your promptness in picking up your daughter after the social is appreciated as staff are not then required to give extra time in supervision.

Usual Times: 7pm - 9pm for all years.

Girls are asked to dress in smart, casual attire. Dressy pants are quite suitable but shorts, 'tatty' jeans, singlets, mid-riff tops, tight micro skirts and costumes are not acceptable. If staff considers that girls are not suitably dressed, they will ask them to change or not to attend that particular social.

Girls do not require any money at the social. There is a \$5 charge for each social attended. This will be charged to your account. If you put your name down for a social, you will still be charged even if you do not attend. If you are unable to attend a social, you must inform the Socials Co-ordinator before 2pm on the Friday prior to the social.

If any girl behaves inappropriately at the social she will be sent back to PLC Armidale in a taxi, accompanied by a member of staff (if a boarder) or her parents will be asked to pick her up from the social (for day girls.)

Girls are not to bring students from other schools to accompany them. Alcohol and cigarettes are forbidden. Any transgression of this rule will have serious consequences.

While socials are designed to encourage healthy, open friendships between students of PLC Armidale and other schools, overt physical demonstrations of affection are not acceptable. Good taste and self control are the criteria in this regard. Upon enrolment, please sign the social section on the permissions form and return to the College. This permission will remain in force until retracted by you in writing or your daughter leaves the College.

STUDENT DIARIES

A student diary will be given to each student upon the commencement of their enrolment. This diary contains important information for students and outlines many of the College's policies and procedures. In the back of the diary there is more helpful information for students. Students must take their diary to every lesson. Should they not have their diary with them, they will be issued with a demerit.

TIMETABLES

Timetables are issued to all students at the start of each term. The timetable is divided into two weeks - week A and week B. The timetable will be explained by the Head of Senior School at the start of enrolment.

TEXTBOOKS

A textbook levy has been included in the Annual Fee. Textbooks are issued from the library at the beginning of each school year.

LOCKERS

Upon enrolment, each student will be allocated a personal locker. Lockers for students in Years 7 to 10 are located in the main hallway. The Year 11 lockers are located next to the Year 11 Study Room. Year 12 students are allocated a study room in the Year 12 block. Students are advised to have a lock on their school locker.

ELECTIVES

Electives are usually to be submitted in Term 3 for the following year. If you would like to find out more about the subjects on offer or discuss your daughter's individual needs, please contact the Head of Senior School.

PREFECTS & STUDENT LEADERS

Each year the Year 11 students are able to nominate for the following positions. Head Prefect, Deputy Head Prefect, Sports Prefect, Creative Arts Prefect, Boarding House Prefect, Deputy Boarding House Prefect, International Prefect, Guild Captains, Guild Vice Captains and Spiritual Leaders. After nominations, interviews and speeches are concluded, a voting process takes place with students being elected into these positions.

BLAZER POCKETS

Pockets are awarded annually to girls based upon achievement, College involvement and community involvement in the areas of academic achievement, musical achievement, creative arts, social service and sport.

Points for pockets are collected for activities undertaken in Term 4 the previous year, to the end of Term 3 in the current year. Students are advised to record relevant achievements on forms and to have them signed off by the appropriate staff member at the time, rather than to leave completion/signatures to the end.

Pocket application forms for Years 7 - 11 must be submitted to Reception by mid November.

For more information, go to our website <http://www.plcarmidale.nsw.edu.au/current-families/pockets>

YEAR 12 LEAVERS

All Year 12 girls must complete a Leavers checklist before they finish at school.

All Year 12 girls will become an Alumna Old girl of the College and a one off membership fee for the PLC Armidale Old Girls' Union will be charged to your account.

All Year 12 students receive a College reference signed by the Principal upon completion of a form given to each Year 12 student. Extra references for Universities etc, need to be requested, giving at least one week's notice.

MERITS AND DEMERITS

MERITS

Merits will be awarded for:

1. Actions that reflect well on the College.
 2. Actions that improve learning opportunities (for themselves and others).
-

3. Actions that may help to improve the wellbeing of others.

The staff member will record the Merit in Edumate.

Three Merits will result in a Citizenship Award.

Every Merit awarded will add 5 Guild points.

DEMERITS

Demerits will be given for:

1. Actions that reflect poorly on the College.

2. Actions that prevent learning opportunities (for themselves and others).

3. Actions that may impact on the safety or wellbeing of others.

The staff member will record the Demerit in Edumate.

Three Demerits will result in a detention.

Every Demerit will lose your Guild 10 points.

Detentions will be held on a Friday afternoon.

PARENT TEACHER INTERVIEWS

Parent/Teacher Interviews will be conducted routinely. Specific information will be emailed to parents at the time.

MOBILE PHONES

Students are not allowed to use their phone during the day unless instructed to by a teacher for educational purposes.

If a student is found to be using her mobile phone during the day without permission, the phone will be confiscated and a demerit will be issued.

GUILDS

All children will be allocated to one of the following Guilds:

- Wilkie - Blue
- Hamlin - Red
- Dixon - Green
- Lovell - Yellow

Year 12 students will be elected as College Guild Captains.

ASSEMBLY / CHAPEL

Senior School Assembly is on Mondays at 8.40am and Senior School Chapel is on Fridays at 10.30am in the Astra Arts Centre.

PLC ARMIDALE EDUMATE PARENT PORTAL & APP

PLC Armidale provides academic, pastoral, medical and attendance information to parents and students through a portal into our School Management System, Edumate. Daily messages are also posted on the Noticeboard and there is access to the College calendar and each student's individual diary, including upcoming events and tasks.

PLC Armidale also provides an app for parents and carers to augment the Edumate Parent Portal by providing access to daily information on their mobile devices. Notifications for messages, absences and upcoming events are available via the app and parents can provide absence reasons and event permissions. The College calendar can be viewed as well as a student's individual diary and timetable.

Access to the Parent Portal is via <https://edumate.plcarmidale.nsw.edu.au> or via the link on the PLC Armidale website.

To access the Parent Portal and App you will need an individual Username and Password. Please contact the College Administration if you have not received a welcome email or if you require any further assistance.

CODE OF CONDUCT FOR STUDENTS

The Christian ethos of the College provides the basis of the Code of Conduct, emphasising our care and concern for others.

COLLEGE STANDARDS AND EXPECTATIONS

At all times students should take pride in attending the College.

All students at PLC Armidale are expected to:

- Attend school everyday unless they have requested and been granted leave, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform and dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.

In interactions between staff and students:

- It is expected that students will be courteous and respectful to all staff at all times.
- Allow adults to enter first through a doorway.
- Greet staff members by name, using their full name, no abbreviations or nick-names.
- Follow staff directions both in and out of the classroom.
- Observe school and class rules.
- Speak courteously, cooperate with instructions, requests and learning activities and be attentive in class.
- Respect and care for property belonging to themselves, the school and others.
- Students are expected to stand behind their chair at the start of each lesson until invited by the teacher to take their seat.

In interactions with other students, it is expected that students will:

- Treat one another with dignity, care and consideration.
- Be courteous to each other; not speak in person or online in a rude, belittling or disparaging way.
- Respect the property of other students.
- Tell a teacher if they are worried about another student in any way.

Behaviour that infringes on the safety of others, such as harassment, bullying, illegal or anti-social behaviour of any kind will not be tolerated.

RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
To be treated with respect	· To treat everyone with respect and to discourage others from acting disrespectfully
To work and learn in a positive environment	· To be punctual to class · To follow all directions of the teacher, to focus on studies while in the classroom and not cause disruption to others · To treat the College environment with respect and to not litter or deface the environment
To feel safe and secure	· To not bring weapons, drugs, cigarettes or alcohol on to the College premises or to school events; to not consume or use these items on College premises or at College events
To be treated fairly	· To treat others fairly and encourage other people to treat others fairly
To be free from harassment and bullying	· To refrain from harassing, intimidating or bullying others as set out in the Anti-Bullying Guidelines
To have one's property respected	· To not damage destroy, steal or interfere with the property of others or of PLC Armidale
To have one's privacy respected	· To respect the privacy of others; to not disclose personal information about others; to not gossip or make false claims about others
To seek help and appropriate support	· To inform responsible and appropriate staff/carers when one needs assistance with any matters.

SPORT INFORMATION

PLC Armidale offers a wide range of sporting opportunities throughout the year.

Each sport that is offered per term is listed on the Sports Noticeboard in the main hallway in the classroom block (next to the staff room). If your daughter would like to join a particular team or participate in a sports activity, she will need to write her name down on the sheet and collect a Sports Contract for that particular sport from the noticeboard. Once the contract is signed by the student and the parents, it is to be returned to the Sport Administrator in the Staff room.

Your daughter needs to check the uniform requirements for each sport (some sports require the hiring of a specific uniform - ie PLC Armidale Representative Teams for Netball, Hockey, Soccer, Basketball etc). This can be arranged through the Sport Administrator and the uniform is to be picked up and returned to the Uniform Shop. Please bear in mind that the Uniform Shop is only open on Tuesday mornings and Thursday afternoons so it is important that the girls pick up their uniforms well in advance of their first game.

All information about representative teams, special events, training times and sports draws will also be posted on the Edumate Noticeboard. This will come up on the girls' electronic devices each morning so girls must be vigilant in checking for all information about sport via this method.

GUIDELINES FOR BEHAVIOUR OF GIRLS IN SPORTING TEAMS

Sport is an integral part of the part of the life of many girls at PLC Armidale. Sport provides the opportunity to develop new skills, to learn to work as a team and to enjoy the company of others as you work together towards a goal. Through participation in sport each girl is able to learn important values which are vital in or to the community.

As a member of a team, each girl makes a commitment to her coach and to her fellow team members. Sometimes meeting these commitments can only be achieved with the support of parents. The Code of Conduct set out below indicates the expectations placed upon all girls entering a sporting team at any level.

Remember:

- Sport is a fun activity and you should enjoy it.
- Membership of a team requires a commitment to attend training and games.
- Being part of a team means being willing to follow direction in pursuit of a goal.
- Be proud of your achievement even when you don't win and be willing to acknowledge the achievements of others
 - even your opponents.

SPORTING TEAM PARTICIPATION AGREEMENT

Parents and girls are asked to sign separate sports contract for each of the sports that they participate in. The sports contract sets out the guidelines, training and game times and approximate cost for membership of that particular sporting team at PLC Armidale.

A separate contract needs to be signed for each sport.

Parents/guardians are asked to discuss these guidelines with their daughters.

Continuous involvement in a sporting team is dependent upon each girl abiding by the expectations listed below:

Expectations:**As a member of a PLC Armidale Team you are required to:**

- Commit yourself to all training sessions and games unless prior notice has been given to both the Coach and Director of Sport.
- Should you not attend training or a game a total of three (3) times, without prior permission from the Director of Sport, you will be ineligible to apply for a PLC Armidale Pocket.
- Wear the correct PLC Armidale PE uniform to all training sessions.
- Turn up 10 minutes prior to training and be ready to start training on time.
- Turn up 20 minutes prior to the start of any game and warm up appropriately.
- Maintain an appropriate level of fitness throughout the season as determined by the Coach.

If a girl finds herself in breach of these rules on three (3) or more occasions throughout the season, she may be withdrawn from the PLC Armidale sporting team with no refund of registration money or coach's fees.

Such action could also jeopardise inclusion in future PLC Armidale sporting teams.

GENERAL COMMUNICATIONS

PLC ARMIDALE APP

PLC Armidale also provides an app for parents and carers to augment the Edumate Parent Portal by providing access to daily information on their mobile devices. Notifications for messages, absences and upcoming events are available via the app and parents can provide absence reasons and event permissions. The College calendar can be viewed as well as a student's individual diary and timetable.

To access the Parent Portal and App you will need an individual Username and Password. Please contact the College Administration if you have not received a welcome email or if you require any further assistance.

LION'S ROAR

Every fortnight during term time, the College newsletter called the Lion's Roar will be emailed to parents and students. Please take the time to read through this newsletter as it contains important information about the College weeks ahead as well as stories on our student's activities. The Lion's Roar also includes a calendar of events and important dates for your diary.

If you are not receiving the Lion's Roar electronically, please contact our Media and Communications Manager on communications@plcarmidale.nsw.edu.au

It may also be found on the College website, www.plcarmidale.nsw.edu.au/publication

GREEN TARTAN

The College also produces a past and present biannual magazine called the 'Green Tartan'. This is an informative magazine about all of the activities at the College and its students. This magazine is emailed to parents and alumni. Please contact reception if you have not received your copy. The Green Tartan may also be found on the College website, www.plcarmidale.nsw.edu.au/publications

AD ASTRA

This is an annual publication College keepsake which details all aspects of life at PLC Armidale for the calendar year. This features information about College year groups, College activities, sport, core subject areas, and extracurricular activities, along with individual student photos, Year 12 profiles and official photographs of all College groups. Ad Astra magazine is included in the College Annual Fee.

SOCIAL MEDIA

PLC Armidale has a number of official social media: Facebook, Instagram, Twitter, LinkedIn and YouTube. Please 'like' our social media pages to see information about the College's weekly activities.

EMAILS

Information about events and excursions will be emailed to parents. In the interest of reducing our carbon footprint, we endeavour to communicate via our app or email where possible. Could you please ensure we have your current email address and keep us updated should it change.

WEBSITE

The PLC Armidale website has a great deal of information readily available for parents: www.plcarmidale.nsw.edu.au

CO-CURRICULAR INFORMATION

PLC Armidale offers many co-curricular activities. For more information, please contact the organiser directly.

CO-CURRICULAR INFORMATION

DUKE OF EDINBURGH

CONTACT - TBC

Bronze, Silver and Gold levels which include 4 components of service, skills, physical recreation and adventurous journeys/expeditions. FROM YEAR 9

ENTRY FEE - \$250 **ANNUAL ADMINISTRATION FEE** - \$100 **EXPEDITION FEES** - approx. \$120 for Bronze expedition

CATTLE TEAM

CONTACT - Mrs Judy Miller P: 6770 1714 E: jmiller@plcarmidale.nsw.edu.au

Group meets from 3.30pm - 5.30pm on school days. Days to be advised. Please complete separate Cattle Team enrolment form and indemnity form.

MEMBERSHIP - \$150 per term to be paid as an annual fee in Term 1.

UNIFORM - Cattle team shirt \$80. Remainder of uniform to be purchased by individual (moleskins, pearls, boots, belt and hat).

SHOWS - 4 to 5 shows per year at an average cost of \$80 depending on location of show.

EQUESTRIAN TEAM

CONTACT - Ms Carolyn Beresford P: 6770 1755 M: 0421 415 177 E: sportadmin@plcarmidale.nsw.edu.au

Individual and team events representing PLC Armidale. Contract and indemnity form to be completed for each event. Available from Sport Admin and PLC Armidale website.

ANNUAL JOINING FEE - \$55 which covers use of PLC Armidale saddlecloth, brow bands and socks for College events. Entry fees as stipulated for each event entered - approx. \$15 to \$20, more for Coonabarabran Horse Expo. Private transport and accommodation and attendance of parents at events compulsory.

SPEECH AND DRAMA

CONTACT - Mrs Jan Patterson P: 6772 1825 M: 0414 747 735 E: jpatterson@plcarmidale.nsw.edu.au

GROUP LESSONS (2 - 4) \$195 (per semester) **INDIVIDUAL LESSONS** \$275 (per semester)

CO-CURRICULAR INFORMATION cont.

SPEECH AND DRAMA

CONTACT - Mrs Jan Patterson P: 6772 1825 M: 0414 747 735 E: jpatterson@plcarmidale.nsw.edu.au

GROUP LESSONS (2 - 4) \$195 (per semester) INDIVIDUAL LESSONS \$275 (per semester)

SPEECH AND DRAMA

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TENNIS

CONTACT - Mr David Bunn - New England Tennis Academy E: dave@armidaletennisacademy.com.au

W: www.armidaletennisclub.weebly.com Group and private lessons are available with coaches who use PLC Armidale facilities.

Please contact the coaches directly for fees and coaching timetables.

MUSIC

CONTACT - PLC Armidale Music Staff

Piano, Guitar, Percussion, Recorder, Flute, Oboe, Bassoon, Clarinet, Saxophone, Trumpet,

French Horn, Trombone, Tuba, Voice, Violin, Viola, Cello, Double Bass.

Individual Lessons 30 Minutes unless otherwise requested. College instruments are available for hire at \$50 per term. Please see the Music staff for an application form. Lessons must not be scheduled during assemblies, chapel services or pastoral care periods.

Your daughter can only be withdrawn from one period of class time per week

PAYMENT OF FEES

The respective teachers / coaches of classes will bill parents directly. Fees do not include cost of materials needed. Lessons usually commence in the first week of term, unless otherwise stated.

FEES, ACCOUNTS & PAYMENTS

Annual tuition and boarding fees are billed to your account three times per year in the months of January, April and June. These accounts are due to be paid in full by the end of the first week of Term 1, Term 2 and Term 3 respectively. However to assist with family budgeting, you may wish to pay your tuition fees via equal instalments which are calculated between the months of February and November. Should you wish to take advantage of paying the tuition fees by instalment please contact the Accounts Manager (accounts@plcarmidale.nsw.edu.au), to obtain approval. At the end of Terms 3 and 4 an additional account is sent out which will include any extra items your daughter has purchased during this time, including excursions, uniforms and sporting fees. These charges will be summarised on the main page of your account with the detail shown on the attached disbursements page.

All payments made by credit card, including American Express, will incur a 1% surcharge based on the amount paid.

On your account you will find a list of various methods of payment. The BPay option requires you to select one reference from the four reference numbers listed on the remittance advice.

For a current Fee Schedule please contact the Accounts Manager Mrs Nonni Bunn accounts@plcarmidale.nsw.edu.au

Please note that all fees in the Fee Schedule are subject to change without notice and are applicable from the revision date shown.

GENERAL FEE INFORMATION & CONDITIONS OF ENROLMENT

The tuition fee provides for a range of academic services available at the College including some incidental expenses such as local sporting and academic excursions, some music costs and student accident insurance. An annual fee covering such items as textbook levy, technology fee, life-saving activities and major excursions for non-elective subjects will be charged with the first fee instalment. Expenses associated with such items as elective subjects, sport and lunches are charged separately. The boarding fee provides for complete house care and accommodation, school health centre facilities, study and meal services. Laundry services associated with linen and towels are included. The boarding fee does

not cover incidental expenses such as taxis, dry cleaning, weekend activities or medical expenses and it is expected that boarders will have access to sufficient funds to pay for these items. The enrolment fee is non-refundable and contributes directly towards the provision of school teaching resources and improvements. An additional \$600 enrolment fee is payable for a student progressing from Junior School (Year 6) to Senior School (Year 7).

SIBLING DISCOUNT

These are available from Kindergarten to Year 12.

Tuition fee discount

- 2nd child 20%
- 3rd child 30%
- 4th child and subsequent child 40%

Boarding fee discounts

- 2nd and subsequent child 25%

Please note that sibling discounts are not available in conjunction with any other discount or fee relief.

TAX DEDUCTIBLE DONATIONS

Tax deductible donations to the PLC Armidale Foundation, Building and Scholarship Funds can be made in addition to fee account payments or by direct payment. Please contact the College for further information.

CONDITIONS OF ENROLMENT AND WITHDRAWAL

In enrolling a student at Presbyterian Ladies' College Armidale the parent(s) or guardian(s) accepts and agrees to be bound by these Conditions of Enrolment, jointly and severally and acknowledges liability for all fees and charges.

1. Once a student is in attendance at PLC Armidale at least one term's notice of withdrawal must be given in writing to the Principal. Such notice must be given no later than the first day of the school term at the end of which the notice expires. In default of such notice an amount equal to one term's fees (tuition and/or boarding) of the full annual fee will be charged (any fee discounts do not apply and will not be deducted). If a student is to change status from boarding to day student the same notice applies or an amount equal to one term of the annual boarding fee will normally be charged.
2. Annual fees are charged in three equal instalments at the beginning of Terms 1, 2 and 3 with interim accounts sent out at the end of terms 3 and 4. Payment options are cheque, cash, BPay, direct deposit, credit card (Mastercard, Visa or American Express) and Direct Debit Scheme. Payments made by credit card will attract a 1% surcharge (not applicable to building/scholarship fund donations). Payments can be carried out via School EasyPay. In the event of financial difficulty, special arrangements may be applied for. Early notification of problems will assist in preventing debt collection action. Please contact the Accounts Department to discuss payment plan options.
3. The school is authorised to charge to accounts items (but not limited to) such as photocopying, uniform expenses, excursion costs, sporting costs and medical expenses (overseas students only).
4. A \$50 Administration Fee may be charged on accounts not paid in full by the due date of the account unless an authorised payment plan has been approved.
5. Each family will be charged \$100 Life Membership of the PLC P&F Association. The P&F Association supports the school in the vital role of fundraising for resources and facilities needed by the school.
6. I / We understand that payment of my / our account is my / our responsibility, jointly and severally. Should my / our account be placed in the hands of debt recovery consultants, then I / we hereby agree to pay all expenses relating to the recovery of my/our account, and any default debt may be reported to a credit reporting agency.

7. Respecting and caring for others are Christian values foundational to PLC Armidale. In accepting enrolment girls and parents acknowledge their intention to follow the policies of the college.
8. It is an expectation of PLC Armidale that all students will participate in the Christian activities provided in the school.
9. In case of the need for urgent medical or hospital treatment for a student and if parents or guardians are not readily contactable, a member of the school staff is authorised to give authority for such treatment without the school or staff member incurring any legal liability to the parent, guardian or student. In this regard, the parent or guardian indemnifies the staff, the school management, and the Trustees against any claims which might arise as a result of such treatment.
10. The Principal reserves the right to suspend or terminate an enrolment. No remission of fees will be made in the case of suspension or removal of a student for unacceptable conduct or failure to pay fees.
11. These conditions of enrolment together with the general policies of the school as outlined in the current Information Booklets constitute the terms of the contract between the parents and/or guardians of the student/s and PLC Armidale.

PLC ARMIDALE POLICIES

Please contact our Principal's Executive Assistant Mrs Dina Floros ea@plcarmidale.nsw.edu.au for further details on PLC Armidale policies and protocols.

PROTOCOL FOR VISITORS ON SITE

PLC Armidale is committed to ensuring the safety of all students while they are at the College. As part of our commitment to ensure protection for all our students, the following policy sets out the expectations for all visitors entering the College.

Visitors to PLC Armidale include anyone who is not an enrolled student, staff member or an employee of a contractor commissioned to carry out a service to the College. Visitors include parents, former students, students from other schools, peripatetic music staff, examiners, guest speakers, contractors visiting to provide quotation on work or visitors entering the College in any other capacity. Visitors will also be required to sign Attachment 4, a declaration under the Child Protection Act, indicating that they are not a prohibited person according to the definitions of this Act, and adhere to COVID-19 protocols.

- All visitors to the College must sign in at the Administration Office in the Junior School, Secondary or Boarding areas of the campus and be issued with a Visitor's badge.
- Visitors must specify the purpose of their visit to the College, the name of the staff member with whom they will be working and the expected duration of their visit.
- Groups using the oval or other areas of the College for any other purpose must book in with the Administration Office and must remain within the precinct of the College being used throughout their stay.
- Parents wishing to deliver items such as lunches or projects to their daughters should hand these to the Administration staff who will ensure they reach the girls.
- Parents wishing to attend a music lesson with their daughters must sign in at Junior School Reception prior to attending the lessons.

Parents and visitors are welcome to attend such functions as Assemblies and Chapel Services, Carnivals and special events conducted by the College, subject to COVID-19 protocols. Parents are reminded that during such events it is the role of staff to provide appropriate supervision and that they should ensure that their daughters follow all directions from staff during the day. Similarly, parents must notify staff prior to escorting their daughter from any College event.

EMERGENCY EVACUATION PROTOCOL

ALARM SOUNDS

EVACUATION

A fire or bomb threat that involves the evacuation of buildings. The evacuation alarm is a short, intermittent sounding of bells.

LOCK DOWN

EVACUATION

Extreme weather or other conditions that involve people moving inside or remaining in buildings. The alarm is the blowing of a whistle in Junior School and the continuous ringing of the bells in Senior School for several minutes.

IMPORTANT: If your address, home, work or emergency telephone numbers change at any time during the year, please notify Senior School reception in writing or email immediately, seniorschool@plcarmidale.nsw.edu.au

ANTI-BULLYING RATIONALE

Presbyterian Ladies' College is committed to the provision of a safe environment for all. Bullying in any form will not be tolerated. Bullying may be aggressive, intentional, uninvited, often repeated behaviour which causes harm to individuals or groups. We seek to develop a Christian, non-threatening, supportive, inclusive and cooperative College. At PLC Armidale, our emphasis will be upon dispute resolution, conflict management and the development of resilience, as key principles when dealing with instance of bullying.

A copy of our full Anti-Bullying policy is available upon request from our Principal's Executive Assistant, Mrs Dina Floros ea@plcarmidale.nsw.edu.au

ANTI-BULLYING GUIDELINES

As a Christian School, PLC Armidale values the dignity and diversity of all individuals. The College is committed to providing a safe, supportive and positive environment for students, staff and members of the College community.

BULLYING

- Involves repeated acts that dominate or cause hurt, fear or embarrassment in another person.
- Is generally deliberate and planned, but can also be a result of thoughtlessness.
- Can be perpetuated by an individual or by groups.
- Is not one-off acts of aggression or nastiness; such behaviours if repeated, however may be viewed as bullying.

TYPES OF BULLYING

Bullying may take many forms. It may include but not be limited to:

TYPES OF BULLYING

Cyber Bullying	The use of information, communication and imaging technologies such as email, mobile phone and text messages, instant messaging, and social networking sites to perform deliberate, repeated and hostile behaviour by an individual or a group that is intended to harm others.
Exclusion Bullying	Including the deliberate isolation (both explicit and implicit) of an individual student from her peer group.

TYPES OF BULLYING

Extortion Bullying	The use of force or intimidation to obtain money, food or personal belongings from other students; harassing others to do tasks eg buying lunch, carrying materials.
Passive Aggressive Non-verbal bullying	Includes making gestures, such as 'dirty looks', to intimidate or to embarrass.
Physical Bullying	Pushing or shoving (where hurt is intended), kicking, pinching, invasion of personal space, the destruction of property, tripping, punching, tearing clothes, standing over someone, pushing books from someone's hands, throwing objects at someone
Verbal Bullying	Any comment of an offensive nature that refers to ability, race, religion, gender, or sexuality; including name-calling, offensive language, spreading rumours, mocking, imitating, teasing, abusive phone calls, laughing at someone's mistakes, using unwelcome nicknames, making threats or using intimidation.

The behaviours outlined above are unacceptable at PLC Armidale and will be managed in accordance with these Guidelines and those of the Student Discipline Policy.

EFFECTS OF BULLYING

Both those who are bullied and those who bully are negatively affected by bullying behaviours. Continual bullying can have serious short-term and sometimes long-term effects on the wellbeing of those involved.

For those who are bullied

- Constant fear.
- Reluctance to attend school.
- Anxiety attacks and nightmares.
- Loneliness and isolation; low self-esteem.
- Stress, depression and unhappiness.
- Poor concentration.
- School work suffering, grades slipping.
- Anti-social behaviour.
- Difficulties forming satisfactory interpersonal relationships.
- Self-harm, suicide.

For those who bully

- Poor performance and little success in school.
- Those who bully have trouble maintaining friendships and end up having no real friends and may earn a reputation for being mean, which can be long lasting.
- Feeling bad about themselves for doing the wrong thing.

PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING IN THE SENIOR SCHOOL

Students may report their concerns to any member of staff, but generally to their Pastoral Care teachers. The staff member will listen, reassure the student that her concerns will be taken seriously and ask her to put them in writing (either by the student or by the teacher, then signed by the student). The staff member will make a record of the incident and bring it to the attention of the Head of Senior School, who will investigate the allegations fairly and impartially; full Reports of the incident in writing from all concerned will be obtained.

First report of bullying behaviour

Written report is made to the Head of Senior School who:

- Investigates the report which may include interviews with those alleged to have:
 - Been bullied.

- Bullied.
- Witnessed bullying.

All students involved will be given the opportunity to describe and explain their own behaviours:

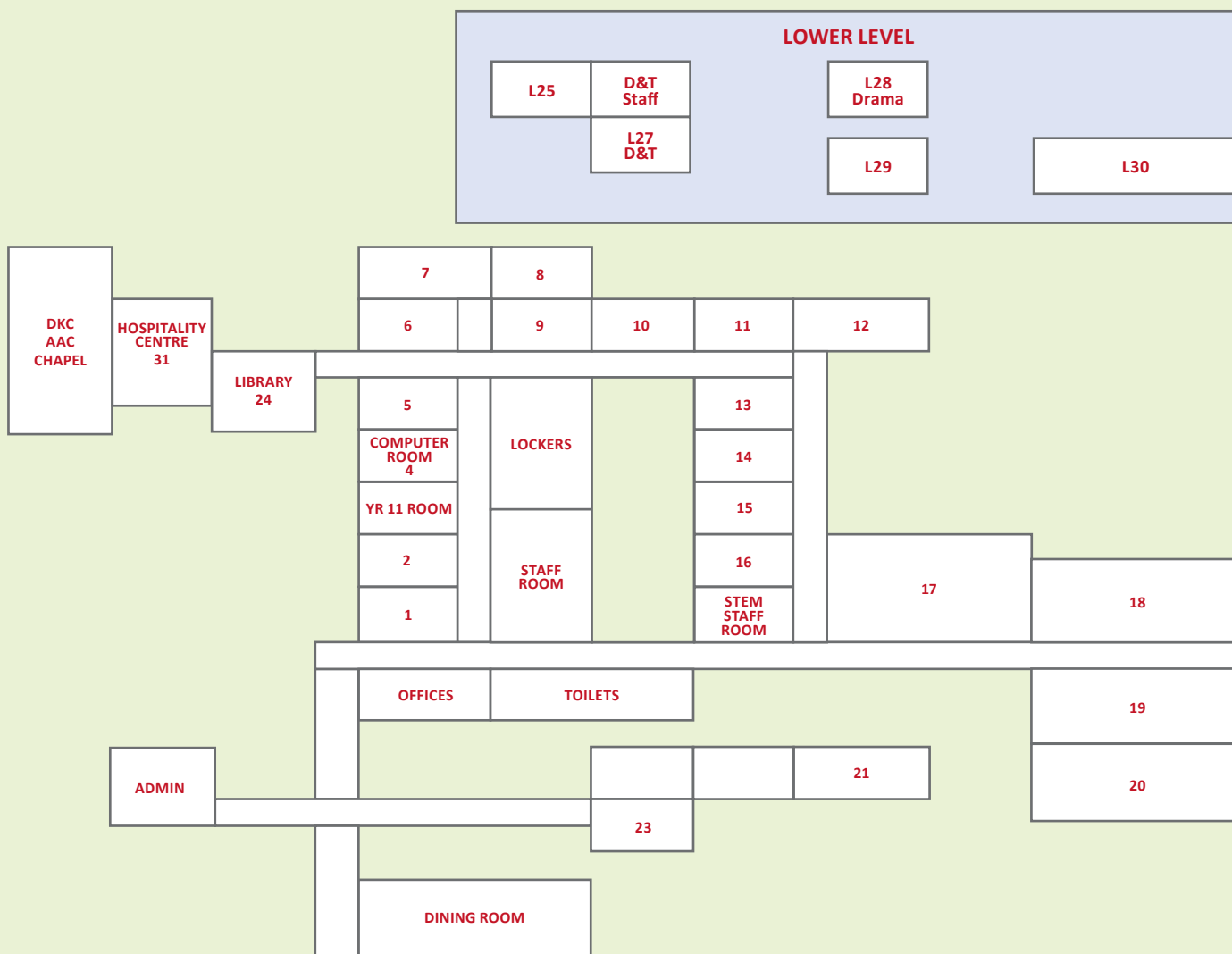
- Decides upon an appropriate course of action.
- Makes the student who bullied aware of the social and disciplinary consequences that may ensue.
- Resolves the matter ensuring that offending students are aware that they are expected to change their behaviours.
- Contact parents of both sides.

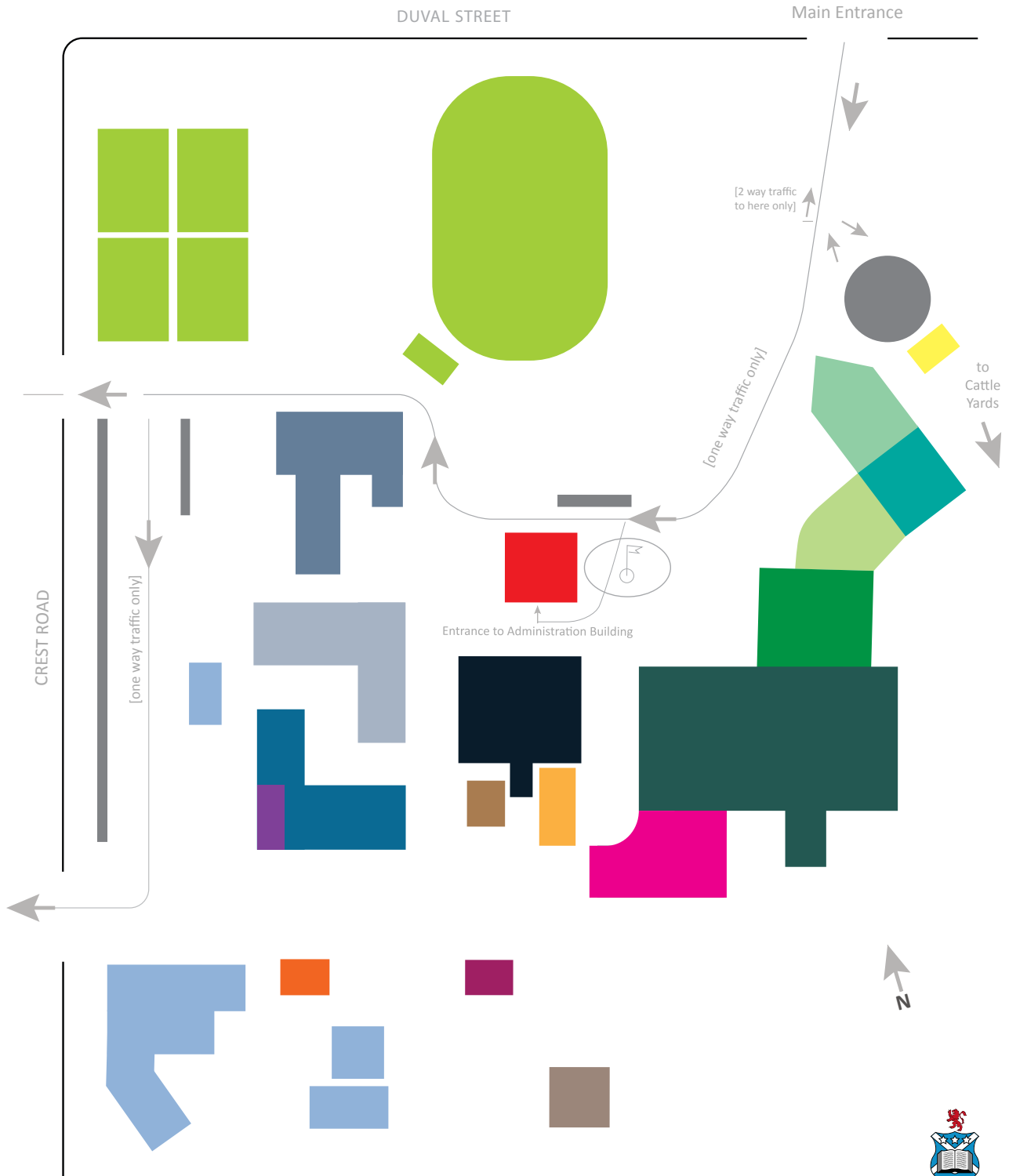
A RECURRENCE OF BULLYING BEHAVIOUR OR REPORT OF SEVERE BULLYING BEHAVIOUR

Written report is made to the Head of Senior School who:

- Investigates the report.
- Informs the parent(s) of the student shown to have been bullied, of the College's response.
- Will organise a meeting with the student found to have bullied, along with their parent(s).

SENIOR SCHOOL CLASSROOMS





- | | | |
|--|--|--|
| ■ Sporting - Oval / Tennis Courts | ■ Administration Building | ■ Austin House |
| ■ Senior School | ■ Uniform Shop | ■ Todd McBean House |
| ■ Astra Arts Centre | ■ After School Care Room | ■ Hilton House |
| ■ Dorothy Knox Centre | ■ 21 | ■ Dining Room |
| ■ Hospitality Trade Training Centre | ■ Creative Arts / Music | ■ Car Parking |
| ■ Library | ■ Residence | ■ Workshop |
| ■ Junior School | ■ Health Centre | ■ Bus Depot & Storage |

*This map has been simplified and is only a representation of the College grounds and buildings. It is not to scale.



Crest Road (Locked Bag 5)
 Armidale NSW 2350
PHONE 02 6770 1700
FAX 02 6770 1797
EMAIL info@plcarmidale.nsw.edu.au
WEB www.plcarmidale.nsw.edu.au

In alliance with **PLC SYDNEY**



PLC

PRESBYTERIAN
LADIES' COLLEGE
ARMIDALE

— 1887 —

Crest Road (Locked Bag 5) Armidale NSW 2350

P: 02 6770 1700 F: 02 6770 1797

enquiries@plcarmidale.nsw.edu.au

www.plcarmidale.nsw.edu.au

IN ALLIANCE WITH PLC SYDNEY

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