



**PLC**

PRESBYTERIAN  
LADIES' COLLEGE  
ARMIDALE  
1887

# JUNIOR SCHOOL Handbook



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# STRATEGIC DIRECTION

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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

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

## PLC ARMIDALE STAFF

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### KEY JUNIOR SCHOOL STAFF

#### Mrs Fiona Wake

Head of Junior School

**P:** 02 6770 1726

**E:** hojs@plcarmidale.nsw.edu.au

#### Mrs Emma Young

Junior School Receptionist

**P:** 02 6770 1726

**E:** juniorschool@plcarmidale.nsw.edu.au

## PASTORAL CARE

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The day-to-day care of your child during school hours is primarily the responsibility of the classroom teacher. An open and communicative partnership between parents and teachers will benefit your child's education and well-being. Please feel free to contact your child's teacher when you have concerns or information that you feel will help the College in meeting your child's needs. Head of Junior School, Mrs Fiona Wake should be contacted if there are issues relating to specialist lessons or in an emergency. For general concerns please phone, Junior School Receptionist, Mrs Emma Young to make an appointment.

## COLLEGE HOURS & PERIOD TIMES

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

\*Chapel/Assembly on Thursday

TIMETABLE 1					
Monday	Start	End	Tuesday - Friday	Start	End
Period 1	8.40am	9.35am	Pastoral Care	8.40am	9.00am
Period 2	9.35am	10.30am	Period 1*	9.00am	9.55am
Transition to Senior School	10.30am	10.40am	Period 2	9.55am	10.50am
Recess (Whole School)	10.40am	11.10am	Recess	10.50am	11.10am
Period 3	11.10am	12.05pm	Period 3	11.10am	12.05pm
Period 4	12.05pm	1.00pm	Period 4	12.05pm	1.00pm
Lunch	1.00pm	1.40pm	Lunch	1.00pm	1.40pm
Period 5	1.40pm	2.35pm	Period 5	1.40pm	2.35pm
Period 6	2.35pm	3.30pm	Period 6	2.35pm	3.30pm

# GENERAL COMMUNICATIONS

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## 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](mailto:communications@plcarmidale.nsw.edu.au)

It can also be found on the College website, [www.plcarmidale.nsw.edu.au/publications](http://www.plcarmidale.nsw.edu.au/publications)

## 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](http://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.

Simply go to the website [www.plcarmidale.nsw.edu.au](http://www.plcarmidale.nsw.edu.au) then 'Current Families'. Under this tab you will find information. In addition, our Junior School uses SEE SAW platform, where parents are able to view various daily activities and send quick messages to each other.

## MESSAGES / ABSENCES

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If you need to send a message to your child during the school day, please phone Mrs Emma Young in the Junior School Reception on 6770 1726. If a student is to be absent from school, parents are required to email or phone the Junior School Reception on 6770 1726 on the morning of the absence before 10am. Mrs Young will phone parents after 10am if an absence has not been reported. An email or hand written note is required explaining the absence within 7 days. Parents will be sent a reminder email for any unexplained absences. Please forward all attendance related emails to Mrs Emma Young: [juniorschool@plcarmidale.nsw.edu.au](mailto:juniorschool@plcarmidale.nsw.edu.au)

Parents are requested not to go directly to classrooms during the day. Parents must sign in at the Junior School Office and report to Mrs Young if something needs to be dropped off to a child, and adhere to COVID-19 protocols.

If permission is being sought for a period of absence longer than five consecutive school days duration approval must be sought from the Principal, Mrs Nicola Taylor. A separate form may be downloaded from the College website at <http://www.plcarmidale.nsw.edu.au/current-families/request-for-leave> and sent to [principal@plcarmidale.nsw.edu.au](mailto: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.

## BEFORE SCHOOL

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The morning bell rings at 8.40am and all children assemble in the courtyard before going to class. Children should arrive after 8.30am. Children who arrive earlier will be supervised from 8.15am. Children in the Pre-Kinder class must be 'signed in' and 'signed out' each day. The 'sign in' book is held in the Pre-Kinder classroom where the teacher will welcome students from 8.30am.

## AFTER SCHOOL

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Students are dismissed at 3.30pm and wait at the front of the College building on Crest Road to be collected. A teacher is on duty until 3.45pm. Any child not collected by 3.45pm is taken to 'Homework Centre', phone 0467 184 894.

## BUSES

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All buses leave from Crest Road and secondary teachers supervise students. A Junior School staff member collects the students from the Junior School foyer and walks the children to the bus stop each afternoon. The staff member stays with the students until the duty is complete.

## SHUTTLE BUS SERVICE

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We will continue our shuttle bus service from PLC Armidale to TAS beginning in Term 1, Week 2. If you wish your daughter to catch the shuttle bus in the afternoons please contact Mrs Young at Reception for more information. The PLC Armidale shuttle bus will drop students in the officially designated 'Bus Zones' in Douglas Street near the Brown Street entrance of TAS. A parent representative should be there to meet your daughter, as PLC Armidale staff cannot take responsibility for students once they leave the bus.

## CAR PARKING

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We ask that parents follow the parking directions; especially the sign that says, 'Do not park beyond this point'. Please walk children across the two walkways from the car park. 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 Junior 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.

## LUNCHES

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Lunches can be ordered every day before school in the Junior School foyer. 'Specials' and sandwiches can be ordered every day. Lunch tickets are available in books of ten at \$3.90 per ticket, a total of \$39.00 per book, see Mrs Young and these can be charged to your account. Please note that students should bring their own morning tea each day, regardless of whether or not they order their lunch. No nuts or peanut products are to be brought to the College.

## EXCURSIONS

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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. These will be notified through the newsletter, note or email. Any excursion that takes place outside normal school hours, or that incurs a greater than \$15.00 charge, will require day student parent's signature on a permission note specific to that excursion. 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, 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).

## SOCIALS (YEAR 6 ONLY)

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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 Time: 7.00 pm to 9 pm for Years 6 - 8 Girls do not require any money at the social. There is a \$5.00 charge for each social attended. This will be charged to your account.

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.

# BOOKS & STATIONERY REQUIREMENTS

Class teachers will distribute textbooks and exercise books during the first week of school and will instruct students on how these are to be covered. A Stationery and Equipment list follows outlining what is required for each particular class.

ITEM	PRE-KINDER & KINDERGARTEN	STAGE 1 (YEAR 1 & 2)	STAGE 2 (YEAR 3 & 4)	STAGE 3 (YEAR 5 & 6)
HB pencils		✓	✓	✓
Coloured pencils		✓	✓ 12 pack	✓
Textas		✓ Year 2 only	✓ 12 pack	✓
Pencil case		✓	✓	✓
30cm ruler		✓	✓	✓
Eraser			✓	✓
Highlighters	✓ Kindergarten only		✓	✓
Scissors		✓	✓	✓
Glue Stick	✓ 3	✓ 4	✓	✓ 4
Sharpener		✓	✓	✓
Biro - blue/black			✓ rub out	✓ 4 each
Biro - red/green			✓ rub out	✓ 2 each
Lead pacer pencil			✓	
Fine black sharpie	✓	✓	✓	✓
Take home library bag	✓	✓	✓	
Art smock	✓	✓	✓	✓
A4 zipped folder			✓	
2 ring binder				✓
Umbrella		✓	✓	✓
Earphones	✓ over the ear	✓	✓	✓
Geometry set				✓
Calculator				✓
4 Whiteboard markers	✓	✓	✓	✓
Lined refill paper (100 sheets)				✓
Sheet protectors (100)				✓

## BRING YOUR OWN DESIGNATED DEVICE (BYODD)

The use of personal tablets as learning tools in the classroom has been successfully implemented in Years 5 and 6 at PLC Armidale over the last few years. The benefits of bringing your own device allows for ongoing learning across all areas of the curriculum. It allows your daughter to have her work saved and accessible at all times without having to spend time trying to find her work on shared devices. During Years 5 and 6, the students are beginning to learn to be independent learners who are mindful of the opportunities presented at school and also outside of the College. They will be required to use their devices both at school during normal lessons and at home for homework and research projects. The device is recommended to be a tablet style unit for years 5 through 6. The device required is an Apple iPad.

**The minimum specification for the device is:**

- 32GB or more memory

**The device needs to run the following operating systems:**

- Apple iOS 12 and later

**The device must not run the following operating systems:**

- Apple iOS 10 and earlier



Students must have the ability to install apps as required for college use.

- Due to the power requirements, charging is not available for units during the day.

It is also requested that students have movie editing software such as iMovie installed on their device. From time to time the class teacher may request additional apps. For further details please refer to the Guidelines for BYOT Portable Computing Device Use for Students handbook.

## ABSENCES

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A written note or email of explanation must cover all absences from school for part of or a full day. Children who arrive late are to be 'signed in' in the Junior School foyer by a parent, and children who leave the grounds during the day must be 'signed out'.

## HEALTH CENTRE

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Sister Pieterse is on duty in the Health Centre each day from 8.30am, caring for children who are ill or who have had an accident. You will have completed medical forms. Please notify the College of changes to phone numbers, particularly in the case of emergency numbers.

## MOBILE PHONES

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Mobile phones should not be brought to school. If your child needs to bring a mobile it must be handed to class teachers before school for safe keeping and collected at the end of the day.

## UNIFORMS

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The uniform shop is owned and operated by Alinta and is located on the left side of the main drive from Duval Street (prior to the Astra Arts Centre). Please label all clothing items. The Uniform Shop opening times are: Tuesday, 8.30am to 11.30am and Thursday, 1pm to 4.30pm. The phone number is 6770 1703 PLC Armidale Uniform Shop Manager or email [uniformshop@plcarmidale.nsw.edu.au](mailto:uniformshop@plcarmidale.nsw.edu.au)

### **Summer: Terms 1 & 4**

A summer dress, straw hat and blazer must be worn to and from school. Girls do not need to wear a blazer if the day is very hot. However, a jumper cannot be worn without a blazer. Black lace up shoes and white ankle socks.

### **Winter: Terms 2 & 3**

A PLC Armidale winter pinafore (K - 4) a winter skirt (4 - 6), white shirt, a tie, a green jumper, a blazer, green stockings and black lace up shoes. The jumper may be worn under the blazer, but cannot be worn without the blazer to and from school.

## HAIR & EARRINGS

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Only small gold, silver or pearl stud earrings are to be worn in pierced ears. This is a safety issue. If your daughter's hair is longer than shoulder length it must be tied up with a green ribbon or scrunchie.

## HATS

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In accordance with our PLC Armidale 'no hat, no play' policy, all children from Pre-Kinder to Year 5 must wear a wide brimmed green play hat in the playground. Year 6 girls must wear a wide brimmed hat.

## SPORTS UNIFORMS

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PLC Armidale sports skort or PLC Armidale sports shorts, PLC Armidale sports shirt, PLC Armidale jersey, green track pants or tracksuit, white socks, predominantly white sports shoes with non-marking soles. Girls from K - 6 must wear PLC Armidale swimmers for swimming lessons and the Junior School swimming carnival. On PE and sports days girls may wear their PE uniform to school. In Terms 2 and 3 a tracksuit or jersey and track pants must be worn to and from school. Class teachers will inform parents of these days through their class letter or homework sheet.

## SCHOOL BAG

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The regulation PLC Armidale back pack and a library bag are required.

## PRE-KINDER CLASS UNIFORM

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### **Summer**

PLC Armidale light blue polo shirt and jumper or PLC Armidale jersey, PLC Armidale PE skirt or shorts, PLC Armidale green wide brimmed hat, plain white socks and velcro sports shoes. Hair accessories should be green.

### **Winter**

As above with plain green fleecy tracksuit pants or a PLC Armidale tracksuit. A warm coat and raincoat are often required.

## GUILDS

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

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

## YEAR 6 LEADERSHIP

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The Junior School Leadership team will comprise of a Junior Head Prefect, Deputy Head Prefect and four Guild Leaders. The Year 6 class will be Peer Support Leaders within the Guild Gatherings throughout the year.

# CHAPEL

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Junior School Chapel is held every Thursday in the Chapel at 9.00am. All Junior School girls are required to attend Chapel. During the service, there is a Bible reading, prayers and songs. Students are also recognised for their achievements and merit certificates are awarded.

# HOMework

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Class teachers will communicate homework expectations at the Information Evening.

- Kinder - 10 minutes some nights
- Year 1 - 10 to 15 minutes some nights
- Year 2 - 10 to 15 minutes Monday to Thursday
- Year 3 - 15 to 20 minutes Monday to Thursday
- Year 4 - 15 to 25 minutes Monday to Thursday
- Year 5 - 25 to 30 minutes Monday to Thursday
- Year 6 - 30 to 45 minutes Monday to Thursday

# MUSIC

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All Junior School classes have Music lessons each week. In Music, students develop knowledge and understanding, skills, values and attitudes in performing, organising sound and listening by experiencing musical concepts within a range of repertoire. There is a K-2 choir and a Year 3-6 choir. Both groups have one lesson per week. K-6 students will also participate in the instrumental program. Details of these instrumental groups will be provided in Term 1.

# CO-CURRICULAR INFORMATION

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PLC Armidale offer many co-curricular activities. For more information, please contact the course 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: jmillier@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.

## CO-CURRICULAR INFORMATION cont.

### 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)

### 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 AND 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](mailto: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](mailto: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

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The tuition fee provides for a range of academic services available at the school 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, lunches and Homework Centre 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 DISCOUNTS

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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

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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

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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 College 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 the College 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 College 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 College in the vital role of fundraising for resources and facilities needed by the College.
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 College.
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 College staff is authorised to give authority for such treatment without the College or staff member incurring any legal liability to the parent, guardian or student. In this regard, the parent or guardian indemnifies the staff, the College 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 College 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

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

## PROTOCOL FOR VISITORS ON SITE

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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 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

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### ALARM SOUNDS

#### EVACUATION

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

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### 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 Junior School for several minutes.

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**IMPORTANT:** If your address, home, work or emergency telephone numbers change at any time during the year, please notify Junior School reception in writing or email immediately, [juniorschool@plcarmidale.nsw.edu.au](mailto:juniorschool@plcarmidale.nsw.edu.au)

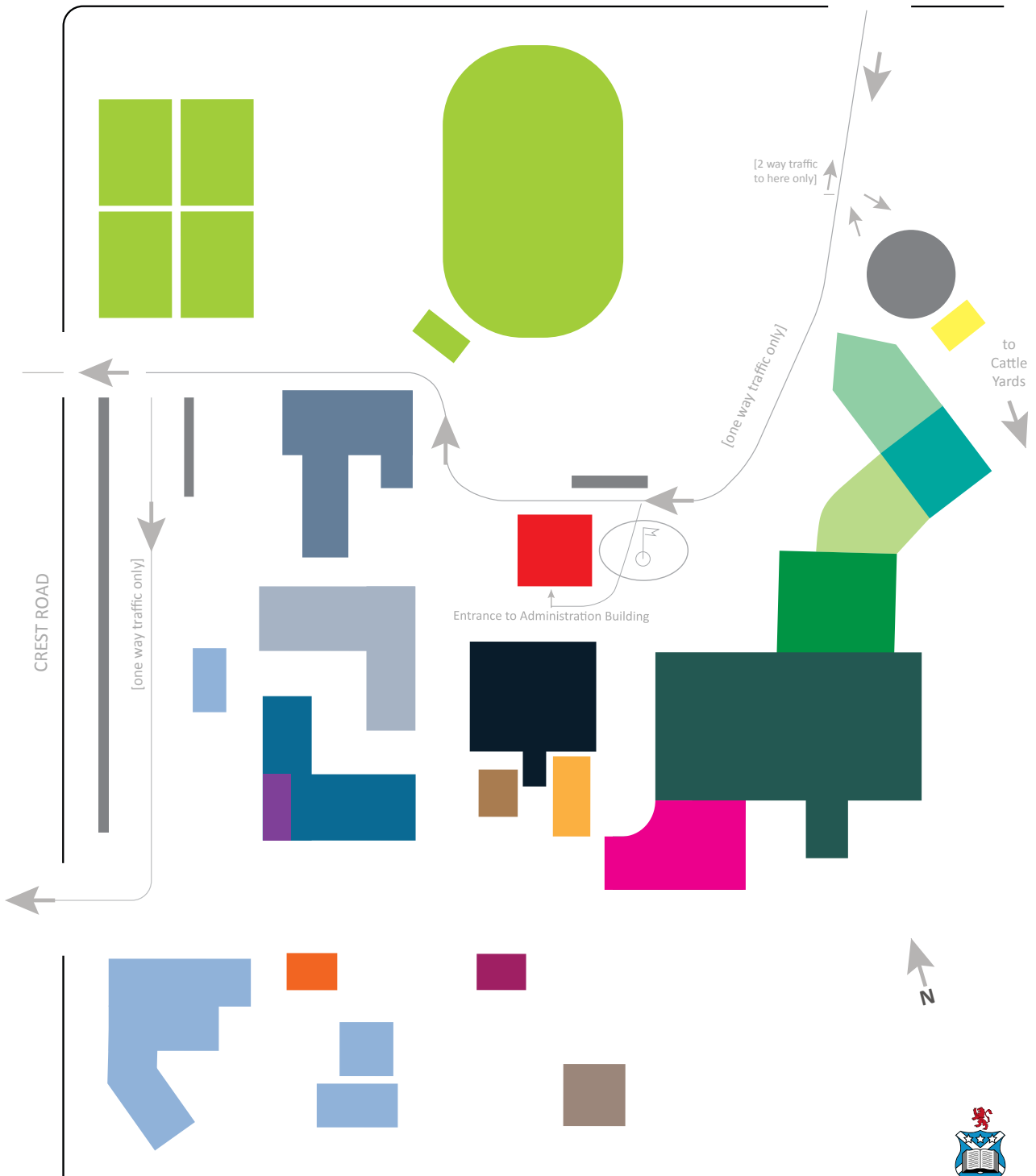
## ANTI-BULLYING RATIONALE

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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 instances 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](mailto:ea@plcarmidale.nsw.edu.au)

DUVAL STREET

Main Entrance



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](mailto:info@plcarmidale.nsw.edu.au)  
**WEB** [www.plcarmidale.nsw.edu.au](http://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](mailto:enquiries@plcarmidale.nsw.edu.au)

[www.plcarmidale.nsw.edu.au](http://www.plcarmidale.nsw.edu.au)

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