

welcome to the Preparatory School



Guildford Grammar School

FOUNDED 1896



2024 Term Dates

- Term 1:** Begins (Years K-12) Monday 29 January
Ends Thursday 28 March
(Mid-Term break: Friday 1 March – Monday 4 March inclusive)
- Term 2:** Begins Monday 15 April
Ends Friday 21 June
(Mid-Term break: Friday 31 May – Monday 3 June inclusive)
- Term 3:** Begins Monday 15 July
Ends Friday 20 September
(Mid-Term break: Friday 16 August – Monday 19 August inclusive)
- Term 4:** Begins (Years K-11) Monday 7 October
(Year 12) Tuesday 8 October
Ends (ELC) Thursday 5 December
(Years 1-12) Friday 6 December @ 12pm

Welcome to the Preparatory School

In addition to the information you have received from our Admissions team, this handbook contains further information to assist you in making a successful transition into your new school and class. Please do not hesitate to contact us if you have any queries prior to commencement, including your SEQTA login or the clubs and co-curricular sign up process.

- **Supporters caps** – As there will be many opportunities for you to proudly support your child and your new school, supporters caps are provided in the welcome packs given to new families during your uniform fitting in the Clothing Shop. Please note that students in the Preparatory School are not permitted to wear caps as part of their uniform. Instead, sun safe bucket hats are available from the Clothing Shop.
- **Student diary** (if applicable) – Students in Year 3-6 use their diaries on a daily basis. They are useful tools to assist children in developing their organisational skills and keep families informed of what is happening.

Parent Hub

If you haven't already done so, please visit and bookmark the **Parent Hub** on the Guildford Grammar School website: ggs.wa.edu.au/parent-hub/. This hub contains the most recent newsletters to allow you to familiarise yourself with GGS and will provide you with up-to-date information on a range of things such as:

- Absentee contact information
- The Clothing Shop, opening hours and uniform requirements
- Parent handbooks
- Online forms
- Calendar and term dates
- Campus maps
- Bus routes and transport information
- Prep clubs and activities



Katie Petchell
Head of
Preparatory School

Reports

To assist the Inclusive Education team and teaching staff with planning and getting to know the needs of their new students, please provide any additional reports that may have become available (e.g. Semester, Specialist, NAPLAN) since finalising your enrolment. You can email these to Lynda Humphreys: lynda.humphreys@ggs.wa.edu.au to disseminate to relevant staff.

Booklists

Please note that there are no booklist requirements for Preparatory School students. The School coordinates these as bulk orders internally and you will see a levy on your fees account to facilitate this. Class teachers will provide resources to the students as needed.

Guildford Grammar School is a vibrant and busy school with many things on offer for both students and parents. We encourage you to reach out to parents in your cohort to assist with your transition – the Parent contact list will be made available to you shortly after commencement. These lists are primarily used by parents to keep in touch and arrange play dates and you are welcome to include your contact details if you would like to.

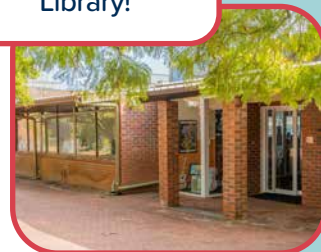
We wish you all the very best with your beginning or ongoing association with our School. Please reach out if you need help with anything.

Kind regards

Katie Petchell
Head of Preparatory School

welcome to the Preparatory School

Enjoy some
quiet time, books
and toys in the
Library!



P
Parking

Kiss & Drop

Kiss & Drop

Year 1 and 2
have their classes
in the WOOLBA
building



Year 3 and 4
have their classes
in the MONOP
building



Year 5 and 6
have their classes
in the JOOBAITCH
building



Main entrance

WOOLBA

LIBRARY

MONOP

NATURE
PLAY

EARLY
LEARNING
CENTRE

ADMIN

JOOBAITCH

P
Parking

There's always
somebody to
help you upstairs
in Admin.



Grammar Avenue

Great Eastern Highway



Guildford Grammar School

FOUNDED 1896

Who am I? Get to know **our staff**



Katie Petchell

Head of Preparatory School

"I look forward to getting to know you and what you love to do. You will see me often in the mornings at kiss and drop, as well as around our beautiful play and sports areas. Make sure you come and say hello!"



David Taylor

Deputy Head of Preparatory School (Senior Primary)

"I can't wait to see you grow and make friends here. My door is always open if you every need help with any challenges you may face."



Joanne MacLachlan

Deputy Head of Preparatory School (Junior Primary)

"Welcome to the Prep School! I look forward to meeting you and your family. I regularly visit the early year classes so you will often see me, and you can ask me anything."



Tanya Druzianich

Inclusive Education Director

"I love to see our students growing their personal strengths and flourishing at GGS. All new students will valuably contribute to our diverse community, and I look forward to you joining us!"

Administration Team

"We are the friendly faces at Prep Admin. If you or your family have any questions, we are always happy to help. Come and see us anytime!"



Lynda Humphreys

Personal Assistant to Head of Preparatory School



Carol Taylor

Administrative Assistant & Receptionist



Grace Watson

Administrative Assistant



Anne-Marie Wytkin

Curriculum and Data Officer



Tina Filippi

Librarian

"Come see me to get all your favourite books! Allow me to show you amazing storytellers who can take you on awesome adventures."



Ben Mattick

Art Teacher

"I have the amazing joy of helping you create brilliant artwork and unleashing your inner artist."



Hongqi Mao
Chinese Teacher

"I look forward to teaching you a new language and culture, giving you the courage to want to travel the world."



Cam Knapton
Sport Administration

"I can't wait to see you get involved in all the activities we have to offer. Allowing you to develop your skills to become the best version of yourself."

Music

"Want to join the band, choir or music program? Come to us – we will help you develop your talent into an amazing performer."



Anne-Marie Pignéguy
Music Teacher



Amelia Peachment
Music Teacher

Physical Education

"We look forward to seeing you getting active and having fun. We hope to introduce you to new sports and to unlock the inner athlete in you."



Chelsey Barrett
PE Teacher

Shakil Kolondasamy
PE Teacher

Our Positive Behaviour Adventure

The Positive Behaviour Adventure follows a Positive Behaviour Support (PBS) model which is an evidence-based framework that supports students to develop and maintain positive behaviours in the classroom, the playground and within the school community.

Clear expectations are outlined and align with our School Code of Conduct, along with a clear and consistent process for misbehaviour. We all make mistakes, and naturally within a School environment, students are given opportunities to learn from these mistakes. Our Prep School culture will continue to adopt an inclusive, compassionate approach, ensuring students feel valued and heard, as well as safe to reflect on mistakes as learning opportunities.





Blue



Sad
Sick
Tired
Bored
Moving Slowly

Green



Happy
Calm
Feeling okay
Focused
Ready to learn

Yellow



Frustrated
Worried
Silly
Excited
Loss of some control

Red



Mad
Angry
Terrified
Yelling
Elated
Out of control

Zones of Regulation

We understand that it is important for all students to learn how to identify their feelings and be able to talk about how they feel.

To help give students a voice, we talk about the zones of regulation to describe our emotions, and how to manage them.

Friendships

Friendships and student wellbeing are very important, and we will not only support you to make friends when you begin, but also help you to navigate friendships when there are bumps and turns in the road.

We talk about what a healthy friendship is and that no friendship is perfect. At times, it is normal for healthy friendships to have challenges, we call this a 'friendship fire'.

If you find yourself having a 'friendship fire' don't worry, lots of people are here to help you talk it out and resolve disagreements.



Frequently asked questions

Assemblies

How often are assemblies held?

Assemblies are held in Priestley Hall every second Friday from 8.25am and all students from Pre-Primary to Year 6 attend. Parents are also welcome to attend. Chapel is held on the alternate weeks to assemblies on a fortnightly rotation.

Attendance

If my child is unwell and will not be coming to school, who do I advise?

Absences can be advised by emailing: prep.absentees@ggs.wa.edu.au or phoning: (08) 9377 8550. All unexplained absences are followed up with parents as soon as possible after the morning roll.

How early can students arrive at school?

The classrooms open at 8.15am and students can arrive at school from 8.00am. School sport for Year 4-6 students commences at 7.40am each Tuesday.

Birthdays

Can my child celebrate their birthday in class?

We love to celebrate birthdays and special occasions with the entire class. You are welcome to bring in a small treat or cupcakes to share. Please note, birthday invitations are not to be handed out at school unless the entire class is invited.

Booklists

What booklist items do I need to purchase prior to my child's commencement?

The good news is that, at the Preparatory School, your booklist requirements form part of your annual tuition fees. All booklist items will be provided by your child's class teacher throughout the year.

Flexischools and Smartrider card

Why does my child need a Flexischools/Smartrider card and when will we receive it?

Preparatory students use this facility at the café and all students will be allocated a card in the first few weeks following their commencement. Please note, Kindy students are not able to obtain a card until later in the year due to the age requirements.

Clubs

Guildford Grammar Preparatory School offers a broad range of before and after school clubs and activities for all students in Kindergarten to Year 6, allowing students an opportunity to further develop and extend themselves. Clubs are on offer all year round, in addition to our music ensembles, and give students diverse options from Drama to Hockey; Bush Inventors to Coding; and so much more!

How do I sign up for clubs?

Registration for clubs is done via the pupil login on SOCS. If you have any queries about the sign up process, email co-curricular@ggs.wa.edu.au.

When do I sign up for clubs?

Clubs registration is done at the end of each term, to commence the following term. Specific dates are communicated to families throughout the year. Students who start with us mid-way through the term will still have the opportunity to join clubs when they commence.

SEQTA

What is SEQTA?

SEQTA is an online learning management system used by staff for attendance records, communication and organisation. All parents will be given login details to access SEQTA Engage. For parents at the Preparatory School, the portal is predominantly used to access school reports.

Any queries regarding logins can be directed to: preparatory.admin@ggs.wa.edu.au.

Seesaw

What is Seesaw?

Seesaw is a platform for connecting school and home. It is an online portfolio enabling us to showcase student work and activities directly with parents in real time. It is also used regularly for updates and sharing of information about classroom events.

Uniforms

What uniform should my child wear?

- **Kindy - Year 2 students** wear the sport and active uniform allowing them to learn, work and play in developmentally appropriate clothing.
- **Year 3-6** students transition to the formal uniform with blazers required for Assembly and Chapel on Fridays during Term 2 and 3, and for formal events.

When should my child wear sports uniform?

Your child will wear sports uniform when sport and PE are scheduled on their timetable. Your class teacher will confirm which days these are – based on the class timetable and allocated Physical Education lessons each term.

Does my child need a coloured polo?

Students in Year 1-6 will need a Quarter polo shirt for Quarter carnival events.

Consent2Go

What is Consent2Go?

Parents use Consent2Go (C2G) as a tool to manage and update their child's care information, approve excursions and much more. There is an app you can download – please register with the email address in our School System to connect with your child.





Guildford Grammar School

FOUNDED 1896

11 Terrace Road, Guildford, WA 6055 • www.ggs.wa.edu.au

Updated November 2023