• The **Diary** is the main communication tool between school and home for boys in the Prep School. Week A or B, the Duty House, Virtue of the week and all major Prep events are clearly indicated in the diary. Teachers will write a comment each week about each child in the class and parents are also encouraged to write to the teacher as necessary. We are teaching and modeling to our boys to plan and be organised by using their diary effectively. It is the boy’s responsibility to ensure their diary is brought to and from school each day.

• The **Champion Quest** is the Behaviour Management tool used throughout the Prep School. Details of the Quest can be found on the fold out pages of the Diary.

• We are striving to teach the boys pride in their appearance and maintaining uniform standards is an important part of this. Boys are expected to wear the correct uniform, including the new surf hat, and to wear their uniform in a tidy manner. Boys’ **haircuts** are to be conservative: no longer than collar length, not past the eyebrows and not over the ears. Please ensure that all uniform items are clearly marked.

• If your child will be absent from school, please ring the **Absentee Line** on 9442 1666. Teachers will electronically submit their absentees by 8.30am and any boy arriving to their class after this time will need to sign in at the office. Within the next few weeks a new SMS system will be up and running where you will be notified by text if you have not contacted the school and your child has not been marked off the absentee list. Any planned or long absence needs to be requested in writing from the Head of the Preparatory school.

• This year the Prep school is offering a wide range of **Co-curricular** programmes for boys to participate in. Bookings are essential. These programmes are prepared, planned and supervised and attendance will be taken. Please call the Prep School office if your son will not attend a particular session that he is booked in to. Please be on time to pick up your son from school at the conclusion of these activities.

If you would like to discuss any of these points you can email me **mhodges@ccgs.wa.edu.au** or ring to make an appointment to see me on 9442 1666

**Maria Hodges**  
Director of Pastoral Care, Planning and Co-Curricular (Deputy Head)