

**THE PRIOR
ADVANTAGE**

YEARS 9, 10, 11, 12
MATHEMATICS
ENGLISH
PHYSICS
CHEMISTRY

THE PRIOR LEARNING SYSTEM 2010



www.prior.edu.au

AUSTRALIA'S LEADING HSC TUITION COLLEGE. ESTABLISHED 1976.

CONTENTS

• Our Mission at PRIOR	2
• The Purpose of this Guide	2
• Student Services	3
• PRIOR Tuition Programmes	4
• Tuition Options for HSC Mathematics Ext. 1 and Ext. 2	5
• Start-Up Kit	6
• Classes, Lesson Booklets and Notes	7
• Homework and Marking	8
• The Benefits of Starting Your Homework Early	9
• How Distinction Questions Will Help You Succeed	9
• Workshops	10
• One-On-One Tuition	11
• PRIOR Exams and Reviews	12
• Exam Rules and Procedures	13
• Attendance, Rescheduling and Absence	14
• End-of-Term Deadlines	14
• Notification Emails	13
• Honesty is the Best Policy	15
• Supervised Study Sessions	16
• Additional Assistance	16
• Catch-Up Programmes	17
• PRIOR Rewards Programme	18
• PRIOR Fundraising Initiative	18
• The PRIOR Resource Centres	19
• The PRIOR Online Student System (POSS)	20
• Graduation and Distinction Certificates	21



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OUR MISSION AT PRIOR

To help you gain the knowledge, understanding, skills and confidence to achieve exceptional results in Years 8 to 12 and the HSC.

We achieve this by helping you to:

- learn all the examinable material in your course
- gain a strong understanding of all the relevant concepts
- develop effective problem-solving skills
- acquire powerful techniques to maximise your exam results
- develop a disciplined approach to study
- approach school exams, the HSC and SC feeling prepared and confident

THE PURPOSE OF THIS GUIDE

Please read this guide carefully. It is designed to help you take maximum advantage of your time at PRIOR to achieve the best possible results in your PRIOR tuition programmes. It explains how the PRIOR Learning System works and how to get the most out of it.

STUDENT SERVICES

The Student Services team at your PRIOR college is your first point of contact for anything you may require while you are a student at PRIOR.

Please feel free to ask or inform them about:

- enrolment, payment of fees and your PRIOR Start-Up Kit
- absences and rescheduling of classes, workshops or exams
- homework and exam submission and correction deadlines
- end-of-term deadlines
- booking extra workshops and one-on-ones
- notes and homework for missed classes
- your POSS account at www.prior.edu.au, including your username, password, Reward Status and any data related queries
- lost property

Student Services staff are available at the following times:

- Monday to Friday: 1:00pm to 7:30pm
- Saturday and Sunday: 9:00am to 6:30pm

Student Services can be contacted at:

	Telephone	Facsimile	Email
• Bondi Junction	(+612) 9369 4447	(+612) 9389 8837	ssbondi@prior.edu.au
• Chatswood	(+612) 9411 6611	(+612) 9411 6699	sschatswood@prior.edu.au

If you have any concerns about your progress at PRIOR or school, please speak to the manager of your PRIOR college (Rob Prior at Bondi Junction, Murray Gibbs at Chatswood).

PRIOR TUITION PROGRAMMES

Here's what you attend for each PRIOR tuition programme:

PRIOR tuition programme	Weekly classes	Weekly workshops	Weekly one-on-one sessions	PRIOR exams under exam conditions	Weekly Supervised Study Sessions
Refer to section on:	page 7	page 10	page 11	page 12	page 16
Year 9 and 10 English			1 hour		2 hours~
Year 10 Advanced Mathematics	2 hours*	1.5 hours	Optional#	2 hours	2 hours~
Preliminary Mathematics Advanced	2.5 hours*	1.5 hours	Optional#	2 hours	2 hours~
Preliminary Mathematics Extension	2.5 hours*	1.5 hours	Optional#	2.5 hours	2 hours~
Preliminary English Advanced	2.5 hours*		1 hour	2.5 hours	2 hours~
Preliminary English Standard			1 hour		2 hours~
Preliminary Physics	2.5 hours*	1.5 hours	Optional#	2.5 hours	
Preliminary Chemistry	2.5 hours*	1.5 hours	Optional#	2.5 hours	
HSC Mathematics Advanced	2.5 hours*	1.5 hours	Optional#	3 hours ^	2 hours~
HSC Mathematics Extension 1	2.5 hours*	1.5 hours	Optional#	2 hours	2 hours~
HSC Mathematics Extension 2	3 hours*	1.5 hours	Optional#	3 hours ^	2 hours~
HSC English Advanced	2.5 hours*		1 hour	2 hours	2 hours~
HSC English Standard			1 hour	2 hours	2 hours~
HSC Physics	2.5 hours*	1.5 hours	Optional#	3 hours ^	
HSC Chemistry	2.5 hours*	1.5 hours	Optional#	3 hours ^	

* For these tuition programmes, you may also attend ABC (Assistance Before Class) for up to 30 minutes before your class each week, to receive assistance with PRIOR work, at no additional cost.

For these tuition programmes, one-on-one bookings may be arranged on a one-off basis at an additional cost of \$60 per hour.

^ For these tuition programmes, PRIOR Exam 1 is 2.5 hours. See page 7.

~ For these tuition programmes, you may attend a weekly Supervised Study Session to receive help with school or PRIOR work, at no additional cost. You must inform Student Services each time you wish to book a place.

TUITION PACKAGES FOR HSC MATHEMATICS EXT. 2

If your child is studying HSC Mathematics Extension 2, they will be assessed on the contents of both the Extension 1 course (worth 2 units) and the Extension 2 course (worth 2 units). They will also sit two Mathematics exams for both their trials and the external HSC. The Extension 1 course provides the foundations for much of the Extension 2 work.

For these reasons, we strongly recommend that Extension 2 students enrol in either Package A or B, described below.

Please note that Package C covers only 2 out of 4 units being examined in HSC Mathematics Extension 2.

HSC Course	Tuition Package	PRIOR tuition programme & sessions attended	Number of units covered	Total no. of units covered
HSC Mathematics Extension 2 [4 Unit]	A	HSC Mathematics Extension 2 classes & workshops plus HSC Mathematics Extension 1 classes & workshops	2 2	4 out of 4
	B	HSC Mathematics Extension 2 classes & workshops plus HSC Mathematics Extension 1 workshops only	2 2	4 out of 4
	C	HSC Mathematics Extension 2 classes & workshops	2	2 out of 4

TUITION PACKAGES FOR HSC MATHEMATICS EXT. 1

If your child is studying HSC Mathematics Extension 1, they will be assessed on the contents of the HSC Mathematics Advanced course (worth 2 units) and the Extension 1 course (worth 1 unit). They will also sit two Mathematics exams for both their trials and the external HSC. The HSC Mathematics Advanced course provides the foundations for most of the Extension 1 work.

For these reasons, we recommend that weaker Extension 1 students enrol in either Package D or E, described below.

Please note that Package F covers only 1 out of 3 units being examined in HSC Mathematics Extension 1.

HSC Course	Tuition Package	PRIOR tuition programme & sessions attended	Number of units covered	Total no. of units covered
HSC Mathematics Extension 1 [3 Unit]	D	HSC Mathematics Extension 1 classes & workshops plus HSC Mathematics Advanced classes & workshops	1 2	3 out of 3
	E	HSC Mathematics Extension 1 classes & workshops plus HSC Mathematics Advanced workshops only	1 2	3 out of 3
	F	HSC Mathematics Extension 1 classes & workshops	1	1 out of 3

START-UP KIT

Now you are enrolled in a PRIOR tuition programme, you will receive the following start-up kit:

- The PRIOR Learning System 2010 book
- The 2010 PRIOR Yearly Planner
- a laminated Student Agreement
- a PRIOR summary for each Mathematics, Physics or Chemistry tuition programme in which you are enrolled
- a PRIOR storage folder for each Mathematics, Physics, Chemistry or Preliminary English Advanced tuition programme in which you are enrolled (one for your lesson booklets and one for your homework and exams)
- a set of 140 PRIOR Flip Cards if you are enrolled in a Preliminary or HSC Mathematics tuition programme
- a Mathaid curve sketching stencil, if you are enrolled in a Mathematics tuition programme
- a laminated PRIOR Calculus Companion, if you are enrolled in a Preliminary or HSC Mathematics tuition programme
- the PRIOR Recommended Reading List, if you are enrolled in an English tuition programme
- a laminated periodic table, if you are enrolled in a Chemistry tuition programme
- a laminated Physics formula and data sheet, if you are enrolled in a Physics tuition programme

If you have not received any part of your start-up kit, please speak to Student Services.

CLASSES, LESSON BOOKLETS AND NOTES

Each week you attend a structured class for each Mathematics, Physics, Chemistry and Preliminary English Advanced tuition programme in which you are enrolled. The classes progress systematically through all the topics in the course you are studying. Each Year 10 Advanced Mathematics class is two hours, HSC Mathematics Extension 2 is three hours and all other classes are two and a half hours.

Your class is taught by your Class Teacher, using detailed and comprehensive PRIOR lesson notes. These notes have been researched, developed and constantly updated in accordance with the current NSW Board of Studies syllabuses and examinations. They have evolved over many years to present your course content in a manner that you can easily understand.

At the beginning of each lesson you receive a lesson booklet, which is similar to the lesson notes, except the booklet has spaces to answer questions. This allows you to focus on your Class Teacher's explanations so you don't have to spend unnecessary time copying from the overhead and whiteboard.

To get the most out of each class, we encourage you to participate and ask questions whenever you do not understand the work. Also, your Class Teacher will frequently ask you questions in each class to help you understand the work.

You must take writing implements and a calculator to each class (except for English) and arrive at least ten minutes before the class begins. Make sure you turn off your mobile phone and personal music player during class. You may eat or drink in class, provided this does not interfere with your learning or that of other students.

You should arrive 30 minutes before your class commences for ABC (Assistance Before Class), to receive one-on-one tuition on PRIOR or school work from your Class Teacher or Class Tutor.

You and your parents can view the details of your class days, times and attendance by logging in to your POSS (PRIOR Online Student System) account at www.prior.edu.au.



HOMWORK AND MARKING

Each week you are given homework to reinforce the work covered in class and further develop your knowledge, understanding and skills. You must attempt the homework at home, in pen for English and pencil for all other subjects.

Each homework starts with compulsory questions, which you must attempt to the best of your ability. In addition, each homework has Distinction Questions to extend you even further and help you achieve exceptional results in your exams.

Here's how to get the most out of your PRIOR homework:

- Attempt it as soon as possible after the class, while the work is fresh in your mind.
- Do it without assistance, to test your understanding of the work. At all times, we want your original work, done to the best of your ability. However, if you need help, please refer to the Additional Assistance section of this book.
- Do not show your homework to another student or look at another student's homework.
- Refer to your PRIOR lesson booklet if you have any difficulties.
- Attempt the Distinction Questions.

Please do not use Liquid Paper or other correction fluids on your PRIOR homework or exams, because:

- you will waste time waiting for it to dry
- you may forget to go back and correct your errors
- wet correction fluid can cause pages to stick together
- correction fluid stains our desks.

You must submit your homework to your Class Tutor at the start of your next class for that tuition programme. Your Class Tutor marks your homework and returns it to you at the end of the class, with a silver I CAN DO IT sticker attached to the cover.

When your solution or response to a question is not completely correct, your Class Tutor circles the question number and writes helpful hints and comments. At PRIOR, we refer to your unsatisfactory solutions and responses as Learning Opportunities.

Please refer to the PRIOR Rewards Programme section of this book for details on points earned for homework submission and correction.

You and your parents can view the details of your homework status by logging in to your POSS account at www.prior.edu.au.

THE BENEFITS OF STARTING YOUR HOMEWORK EARLY

Effective time management is one of the keys to success in your studies... and in life!

One of the secrets of effective management of your study time is to attempt your homework as soon after your class as possible.

Here are some of the benefits of starting your PRIOR homework early:

- It will be easier and take less time for you to answer the questions, as the work will be fresh in your mind.
- You will produce better work than if you had left it to the last minute, which in turn will reduce the time you'll need to spend correcting your Learning Opportunities in workshops.
- You will have greater peace of mind and be able to focus on school homework and prepare effectively for your school assessments.
- If you encounter difficulties with the compulsory questions, you will have more time to think about the work and to communicate with us and seek additional assistance if necessary. Remember, we are here to help and support you throughout the year with your studies.
- You will have more time to attempt the Distinction Questions on your homework and seek assistance if necessary. These questions can be challenging, but you will be rewarded with better results in your studies... and will score more Reward Points, which will help you to qualify for the 2010 PRIOR Celebration on Friday 3 December.
- You will be able to attend the thirty-minute ABC (Assistance Before Class) sessions or Supervised Study Sessions (for English and Mathematics) to receive help with Distinction Questions and any other questions that you have genuinely thought about and attempted, but found difficult.

So you can see there are many benefits of starting your PRIOR homework as soon as possible.

You really can balance your school, PRIOR and other commitments if you manage your time effectively. By doing this you will gain control of your life, which will give you a fantastic feeling of confidence, self-esteem and self-reliance.

HOW DISTINCTION QUESTIONS WILL HELP YOU SUCCEED

Many students are willing to attempt the standard, run-of-the-mill questions in a particular subject, but how many are willing to tackle the more challenging questions? Truth be told, only a minority of students have the courage to do this.

The definition of courage is "action in the face of fear". Let's face it, it can be quite scary to attempt the less familiar, more challenging questions in a topic. You can't just "turn the handle" and follow a predictable memorised pattern. No, you'll actually have to spend the time to think, reflect, explore and experiment!

Do you ever have the tendency to give up too easily? Well, to be successful in any endeavour, you must develop the habit of persistence. At PRIOR, our tutors are here to help you, but the more you can do independently, the more you will ultimately succeed in your studies. It's a great sense of self-affirmation and achievement to experience the victory of attempting and completing Distinction Questions without any assistance.

The benefits of conquering challenging questions are enormous. The confidence you will gain from conquering Distinction Questions will lift your knowledge, understanding and skills to a whole new level.

US Supreme Court judge Oliver Wendell Holmes once so wisely said, "A mind once stretched by a new idea never regains its original dimension."

WORKSHOPS

After your PRIOR homework has been marked, you must correct your errors (i.e. Learning Opportunities) until none remain. If your workshop is not immediately after your class, this process should begin at home and continue in workshops, where you receive assistance from your Workshop Tutor.

For Mathematics, Physics and Chemistry tuition programmes, workshops are 1.5 hours and have a maximum of four students per tutor. For Preliminary English Advanced students, you attend a one hour one-on-one session each week instead of a workshop. For HSC English Advanced or Standard students, your PRIOR exams in Term 3 are reviewed and corrected in your weekly one-on-ones.

Workshops are available seven days a week, subject to availability. You must attend a workshop each week for each programme in which you are enrolled and endeavour to commit to your chosen time for the entire year.

To get the most out of workshops, you must:

- try to correct as many Learning Opportunities as possible before your workshop, using your Class Tutor's comments and referring to the relevant PRIOR lesson booklets
- bring the relevant lesson booklets and homework to be corrected to your workshops
- bring writing implements and a calculator, where appropriate
- only do PRIOR work in your workshops
- turn off your mobile phone and personal music player

You may eat or drink in workshops, provided this does not interfere with your learning or disturb others.

Your Workshop Tutor will help you correct your Learning Opportunities, but not tell you the answers. This ensures that you develop the skills necessary for success in your exams. The contents of the PRIOR solution books are protected by copyright, are for the exclusive use of PRIOR staff and are not available to students or parents.

When you have corrected all your Learning Opportunities on a particular homework, a second silver I CAN DO IT sticker is placed on the cover. When your solutions to at least two Distinction Questions in a homework (or one Distinction Question for Preliminary English Advanced) are correct, you receive a gold CONGRATULATIONS sticker. You must correct each homework by the scheduled deadline, which appears on your POSS account at www.prior.edu.au. This is usually 14 days after it has been marked.

If you are enrolled in a workshops-only tuition programme for HSC Mathematics or HSC Mathematics Extension 1, your notes and homework for this programme will be given to you in your HSC Mathematics Extension 1 or HSC Mathematics Extension 2 class, respectively. You must attempt both sets of homework at home and submit them to your Class Tutor at your next Mathematics class. These are marked during class and returned to you at the end of your class. Then you must correct all your Learning Opportunities in the manner described above.

You and your parents can view the details of your workshop times and attendance by logging in to your POSS account at www.prior.edu.au.



ONE-ON-ONE TUITION

If you are enrolled in Preliminary English Advanced tuition programme, you attend one hour of one-on-one tuition each week, to improve your responses on PRIOR homework and exams, with the assistance of your tutor. This process should begin at home and continue in your one-on-one session.

If you are enrolled in any other English tuition programmes, you attend one hour of one-on-one tuition each week, to receive assistance with the work you are studying at school. For HSC English Advanced or Standard students, your tutor will review your PRIOR exams in Term 3.

If you are enrolled in any tuition programme at PRIOR, you may book additional one-on-one tuition for assistance with the tuition programmes in which you are enrolled, subject to availability of places. This is charged at \$60 per hour and is payable in advance.

If you are enrolled in a class-based programme and have not met an end-of-term deadline, you may book one-on-one tuition at \$60 per hour, in order to be permitted to continue your tuition at PRIOR.



PRIOR EXAMS AND REVIEWS

One of the best ways to prepare for your school exams, the SC and the HSC, is by doing practice exams under exam conditions. You will sit several PRIOR exams throughout the year. These are usually held during your normal class times.

One of the purposes of PRIOR exams is to assess your strengths and weaknesses and provide you and your parents with feedback on your progress. You should use your results to determine the areas in which you need to improve and then work to strengthen these areas. PRIOR exams will also motivate you to revise your work and help you learn to manage your time effectively and remain calm under pressure.

Here's how you can prepare for a PRIOR Mathematics, Physics or Chemistry exam.

- Use your PRIOR lesson booklets, homework, summaries, PRIOR Flip Cards (for a Preliminary or HSC Mathematics course), textbooks and other resources to revise your course content. Pay particular attention to areas in which you are not confident.
- Do past exam papers! This is one of the best ways to prepare for the actual exam. You can download past exam papers from our extensive online collection by logging in to your POSS account at www.prior.edu.au.
- Look through your previous exams and see if there are any areas you do not understand, then study these in detail and practise as many questions on them as possible. Also, note any careless errors you have made. This will help you to avoid making the same errors again.

Here's how you can prepare for a PRIOR English exam:

- Use your PRIOR lesson notes, homework, texts and other resources to revise your course content. Pay particular attention to areas in which you are not confident.
- Practise writing responses for the type of questions you are likely to see in the exam.
- Do past exam papers, if possible! This is one of the best ways to prepare for the actual exam. You can download past exam papers from our extensive online collection by logging in to your POSS account at www.prior.edu.au.
- If possible, ask a tutor to appraise your responses, to receive feedback on how to improve.

During the exam, make sure you attempt all parts of every question. Manage your time effectively so that you have time to check your solutions and responses. Did you answer the question, the whole question and nothing but the question? Try to squeeze as many marks as possible.

Once your exam has been marked you must correct all your Learning Opportunities until none remain, by the deadline which appears on your POSS account at www.prior.edu.au. This is usually 14 days after the exam has been returned to you. To help you to do this, you attend:

- an exam review class for Mathematics, Physics and Chemistry
- your weekly workshop for Mathematics, Physics and Chemistry
- your weekly one-on-one for Preliminary English Advanced
- Supervised Study Sessions (optional) for Mathematics and English

You receive a silver I CAN DO IT sticker when you have submitted an exam done to the best of your ability and another silver sticker when you have fully corrected it to the satisfaction of your tutor. You receive a gold CONGRATULATIONS sticker if you score 50% or more on your first attempt on an exam. If you score less than 50%, please see Student Services to book a time to re-sit the exam. If you score 75% or more on a subsequent attempt, you receive a gold CONGRATULATIONS sticker.

Please refer to the PRIOR Rewards Programme section of this book for details on points earned for exams.

You and your parents will receive a Notification email from PRIOR when each exam you submit has been marked. By logging in to your POSS account at www.prior.edu.au, you can view the details of your exam results (including your mark and rank, along with the average and highest marks) of the combined PRIOR Bondi and Chatswood candidature.

In the weeks leading up to the HSC examinations, HSC students sit a series of PRIOR exams. For Mathematics, Physics and Chemistry, there are seven compulsory and two optional exams (9 and 10), which are strongly recommended. For HSC English Advanced or Standard, there are five compulsory exams. By being disciplined and taking full advantage of the PRIOR Exam Preparation Programme (EPP), your exam marks will inevitably improve. If you are unsure about any aspect of your exam programme, please talk to Student Services.

EXAM RULES AND PROCEDURES

1. Exam Length

Exam No.	Year 10 Maths Adv.	Prelim. Maths Adv.	Prelim. Maths Ext.	Prelim. English Adv.	Prelim. Physics	Prelim. Chem.	HSC Maths Adv.	HSC Maths Ext. 1	HSC Maths Ext. 2	HSC English	HSC Physics	HSC Chem.
1	2 hours	2 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	2 hours	2.5 hours	2 hours	2.5 hours	2.5 hours
2	2 hours	2 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	3 hours	2 hours	3 hours	2 hours	3 hours	3 hours
3	2 hours	2 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	3 hours	2 hours	3 hours	2 hours	3 hours	3 hours
4	2 hours	2 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	3 hours	2 hours	3 hours	2 hours	3 hours	3 hours
5	2 hours	2 hours	2.5 hours	2.5 hours	2.5 hours	2.5 hours	3 hours	2 hours	3 hours	2 hours	3 hours	3 hours
6	2 hours	2 hours			2.5 hours	2.5 hours	3 hours	2 hours	3 hours		3 hours	3 hours
7							3 hours	2 hours	3 hours		3 hours	3 hours
8							3 hours	2 hours	3 hours		3 hours	3 hours
9							3 hours*	2 hours*	3 hours*		3 hours*	3 hours*
10							3 hours*	2 hours*	3 hours*		3 hours*	3 hours*

* Exams 9 and 10 are optional but strongly recommended. You should sit these exams as early as possible, from 5 July 2010.

2. During The Exam

- You have 5 minutes reading time for each exam, except for Preliminary English Advanced exams 1 and 5 and HSC English Advanced exams 2 and 4, which have 10 minutes of reading time.
- You must attempt the exam in silence.
- The following will be provided: a table of standard integrals for all levels of Preliminary and HSC Mathematics and, for Physics and Chemistry, a data sheet and periodic table.
- Writing paper is provided for Year 10 and Preliminary exams and writing booklets for HSC exams
- You may only take the following into the exam: pens, pencils, erasers, rulers, non-programmable calculators, curve-drawing templates without formulae, protractors, compasses and dividers.
- You may not use Liquid Paper or other correction fluids on your PRIOR exams.
- Your mobile phone must be switched off and you may not use a personal music player.
- If you require more paper or writing booklets, please ask your exam supervisor.
- You may drink, but not eat during exams.
- You must stay for the full duration of each exam.

3. Completion Of Exam

At the end of the exam, arrange your papers or booklets in order. Your exam supervisor will then collect and staple your papers or tie your booklets together.

4. Consequences Of Cheating

If you are found to have copied on an exam, or have allowed another student to copy from you, your tuition may be discontinued for all tuition programmes in which you are enrolled.

ATTENDANCE, RESCHEDULING AND ABSENCE

It is vital that you make every effort to attend all your classes, workshops, exams and one-on-ones, from the scheduled starting time until the scheduled finishing time.

However, if you are going to be absent from:

- your regular class, you must inform Student Services in advance and endeavour to arrange an alternative class time, if one is available. You are welcome to attend a class at either Bondi Junction or Chatswood. Alternatively, you must collect the notes and homework for that class. Your homework must still be submitted at your next class for that tuition programme.
- a workshop, you must inform Student Services at least 48 hours in advance. Please refer to the security bond section of the 2010 Parent/Guardian Agreement.
- an exam, you must inform Student Services at least 48 hours in advance and arrange an alternative time.

You and your parents can view the details of your attendance, rescheduling and absence (including approval numbers and reasons) by logging in to your POSS account at www.prior.edu.au.

END-OF-TERM DEADLINES

At the beginning of each PRIOR term, you are only permitted to continue tuition if your homework and exams are up-to-date for all tuition programmes. If your homework and exams are not up-to-date at the end of a term, you must book one-on-one tuition to bring your homework and exams up-to-date before the beginning of the next term's tuition, at a cost of \$60 per hour.

The 2010 end-of-term deadlines are: 28 March for Term 1, 4 July for Term 2, 26 September for Term 3, 19 December for Term 4.

You and your parents can view the details of your homework and exam deadlines by logging in to your POSS account at www.prior.edu.au.

NOTIFICATION EMAILS

You and your parents receive a Notification email from PRIOR if one of the following occurs, stating whether or not we were informed in advance:

- the non-submission of a homework or exam by a deadline
- the non-correction of a homework or exam by a deadline
- an absence from a class, workshop, one-on-one or exam

The Notification email includes details of the relevant homework, exam or absence. If you or your parent has informed us in advance of these situations, the email will serve as a confirmation.

You and your parents will also receive a Notification email when each PRIOR exam you submit has been marked. By logging in to your POSS account at www.prior.edu.au, you can view the details of your exam results (including your mark and rank, along with the average and highest marks) of the combined PRIOR Bondi and Chatswood candidature.

You and your parents can view the Notification emails that have been sent by logging in to your POSS account at www.prior.edu.au. Please check your POSS record at least once each week and advise Student Services immediately if there are any inaccuracies or omissions.

HONESTY IS THE BEST POLICY

We would like to remind you of the importance of submitting your own original and uncopied work at all times. To put it simply, copying is cheating. It seriously undermines your goal to achieve the best possible results in your studies.

When you enrolled at PRIOR, you signed the Student Agreement, where you agreed to the following:

- I will always submit original and uncopied homework and exams.
- I will not allow (or given the opportunity for) another student to copy my homework or exams.
- If I am found to have copied on a homework or exam, or have allowed (or given the opportunity for) another student to copy my work, my tuition may be discontinued in all tuition programmes.

We care deeply about your success in your studies and are committed to doing everything we can to help you succeed. By submitting original work at all times and following The PRIOR Learning System, you will gain the maximum benefit from your tuition at PRIOR.

If you are having difficulty with your PRIOR homework, please let Student Services know as soon as possible to discuss how we can help you.

According to the NSW Board of Studies website: “the HSC: All My Own Work programme is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.

The programme consists of five modules and is available in online and downloadable formats at <http://amow.boardofstudies.nsw.edu.au>. All students undertaking Preliminary or HSC courses must complete the HSC: All My Own Work programme (or its equivalent) before the school’s submission of students’ Preliminary or HSC entries.”

PRIOR Education wholeheartedly endorses this initiative.

SUPERVISED STUDY SESSIONS

If you are enrolled in a Mathematics or English tuition programme, you may attend a weekly Supervised Study Session. In line with the PRIOR ethos of fostering independent learning, these sessions are an ideal opportunity to work at your own pace on your school or PRIOR work, and receive some assistance from a PRIOR tutor.

To reserve your place, you must inform Student Services each week.

ADDITIONAL ASSISTANCE

Here's how you can receive additional assistance with your PRIOR or school work, for a tuition programme in which you are enrolled at PRIOR:

ADDITIONAL ASSISTANCE AVAILABLE	Mathematics	Physics and Chemistry	Prelim. English Advanced	HSC and other English
Receive assistance with PRIOR work for up to 30 minutes at ABC [Assistance Before Class] from your Class Teacher or Class Tutor.	Yes	Yes	Yes	
Attend a temporary extra workshop to correct your PRIOR homework or exams.*	Yes	Yes		
Attend a weekly Supervised Study Session to receive help with PRIOR or school work. You must book in advance.*	Yes		Yes	Yes
Receive the PRIOR notes and/or homework for a topic you have not yet covered at PRIOR. Attempt the homework and ask your Class Tutor to mark it. Correct the homework at a workshop.*	Yes	Yes	Yes	
Ask your English tutor for the PRIOR notes for an HSC text being studied at school. We have detailed notes for many HSC English texts.				Yes
Receive additional one-on-one tuition for assistance with PRIOR or school work, at the rate of \$60 per hour.*	Yes	Yes	Yes	Yes

- Please see Student Services to arrange any of these.

CATCH-UP PROGRAMMES

If you enrol in a tuition programme after Week 1, we will advise you on how to catch up on the work you have missed. Catch-ups may be compulsory or optional, depending on when you enrol, as outlined in the table below.

PRIOR TUITION PROGRAMME	Past PRIOR notes	Past homework, marking, extra workshops	Past PRIOR exams, marking, extra workshops	Additional one-on-one tuition at \$60 per hour
Year 9 and 10 English				<p>If you are enrolled in any tuition programme at PRIOR, you may book additional one-on-one tuition for assistance with the tuition programmes in which you are enrolled, subject to availability of places. This is charged at \$60 per hour and is payable in advance.</p>
Year 10 Advanced Mathematics	<p>Notes for all past lessons are provided for late enrolment in Term 1, 2, 3 or 4.</p>	<p>Full catch-ups are compulsory in Term 1. Full or partial catch-ups are recommended for enrolment in Term 2, 3 or 4.</p>	<p>All past exams are compulsory for enrolment in Terms 1 and 2. Past exams are recommended for enrolment in Term 3 or 4.</p>	
Preliminary Mathematics Advanced			<p>Recommended</p>	
Preliminary Mathematics Extension				
Preliminary Physics				
Preliminary Chemistry				
Preliminary English Advanced				
Preliminary English Standard				
HSC Mathematics Advanced	<p>Notes for all past lessons are provided for late enrolment in Term 1, 2 or 3.</p>	<p>Full catch-ups are compulsory in Term 1. Full or partial catch-ups are recommended for enrolment in Term 2 or 3.</p>	<p>All past exams are compulsory for enrolment in Terms 1 and 2. Past exams are recommended for enrolment in Term 3.</p>	
HSC Mathematics Extension 1				
HSC Mathematics Extension 2				
HSC Physics				
HSC Chemistry				
HSC English Advanced			<p>Recommended</p>	
HSC English Standard				

If you are doing catch-ups, we will arrange a schedule of deadlines for the submission and correction of your past PRIOR homework and/or exams. For Mathematics, Physics and Chemistry, you will attend catch-up workshops and for Preliminary English Advanced you should attend weekly Supervised Study Sessions to assist you in catching up.

Since catch-ups will be additional to your PRIOR course work, we will assist you to create a schedule which you find manageable.

You and your parents can view the details of your catch-up homework and past exams by logging in to your POSS account at www.prior.edu.au.

PRIOR REWARDS PROGRAMME

By enrolling in a PRIOR tuition programme, you have indicated that you are prepared to work hard to achieve great results in your studies. The PRIOR Rewards Programme is our special way of recognising your tremendous efforts throughout the year.

TERMS AND CONDITIONS

1. To qualify for the 2010 PRIOR Celebration, your Reward Status must be at least 90% for all PRIOR tuition programmes you have attended in 2010, except those English programmes which comprise one-on-one tuition exclusively. If you are enrolled in English programmes other than Preliminary English Advanced, you automatically qualify for the celebration, provided you satisfy the requirements below for any other tuition programmes in which you are enrolled.
2. You earn PRIOR Reward Points for each of your applicable tuition programmes as follows:
 - (i) two points for submitting a homework or exam, attempted to the best of your ability;
 - (ii) two points for correcting a homework or exam to the satisfaction of your tutor;
 - (iii) one point for attempting and correcting at least two full Distinction Questions (or one for Preliminary English Advanced) in a homework;
 - (iv) one point for scoring at least 50% on the first attempt of an exam or at least 75% on a subsequent attempt.
3. Your Reward Status is the number of points you have earned divided by the number of possible points, expressed as a percentage. You can view your current Reward Status for each tuition programme at www.prior.edu.au.
4. At the PRIOR Celebration, special prizes will be awarded for the highest point scorers. To qualify for a special prize you must:
 - (i) have a Reward Status of 100% and have attempted and corrected all Distinction Questions for all applicable tuition programmes attended in 2010;
 - (ii) have scored, for every exam, at least 75% on the first attempt or at least 90% on a subsequent attempt;
 - (iii) attend the 2010 PRIOR Celebration on Friday 3 December.
5. PRIOR Education Australia reserves the right to decide how points and prizes shall be awarded and to change the conditions of the 2010 PRIOR Celebration.

PRIOR FUNDRAISING INITIATIVE

For each Distinction Point earned by PRIOR students in 2010, PRIOR Education is donating \$1.00 to the Fred Hollows Foundation, whose purpose is to restore eyesight to people in Australia, Asia, Africa and the Pacific regions. The Fred Hollows Foundation can restore a person's eyesight for as little as \$25.

You can view the donation generated by the Distinction Points you have earned to date, along with the total donation generated by PRIOR students to date by logging in to your POSS account at www.prior.edu.au.

THE PRIOR RESOURCE CENTRES

When you are enrolled in a PRIOR tuition programme, you have access to the Resource Centres at our Bondi Junction and Chatswood colleges. The purpose of these centres is to help you achieve exceptional results in all your subjects.

The Resource Centres have hundreds of books and educational materials in the following subjects:

Ancient History, Biology, Business Studies, Chemistry, Computing, Economics, English Grammar, English Literature, General Reference, Geography, Information Processes and Technology, Legal Studies, Mathematics, Modern History, Physics, Religion, Science, Software Design and Development, Student Motivation.

Since we wish to maximise the availability of books, you may refer to the resources on-site at PRIOR, but not borrow them. However, we have installed a photocopier at each centre so you can make copies of educational materials at a low rate per page.

When you borrow or return a book, make sure you fill out all the details on the borrowing sheet. When you return a book, please hand it to the Resource Centre English tutor and do not place it on the shelf.

You can view the PRIOR Resource Centre catalogue by logging into your POSS account at www.prior.edu.au.

If there are books or resources you want, which are not in the Resource Centre, please let us know!

The opening hours of the Resource Centres are:

- Monday to Friday from 4:00pm to 7:00pm
- Saturday and Sunday from 9:00am to 6:00pm



THE PRIOR ONLINE STUDENT SYSTEM (POSS)

The PRIOR Online Student System (POSS) is a website available to you and your parents. It is an online system that allows you to keep track of your progress during the year and gives you access to a wide range of valuable educational materials.

When you enrol in a PRIOR tuition programme, you will receive a system-generated email, welcoming you to POSS. It will include a link to the login page www.prior.edu.au, along with your username and password.

POSS gives you access to the following information:

1. your class and workshop days and times, including any rescheduled sessions,
2. the schedule of topics being covered for each tuition programme in which you are enrolled,
3. the names of your tutors and teachers,
4. your Attendance Report, which shows whether you were present, absent with approval or absent without approval from each class and workshop,
5. your Homework Report, which shows which homework and exams you have submitted and corrected. For homework that has not yet been submitted and/or corrected, it displays the number of weeks and days remaining until the deadline.
6. your Exam Report, which shows your marks and ranks, plus the averages and highest marks of the PRIOR Bondi Junction and Chatswood students in your course,
7. whether you have earned a Distinction Point for each homework (by doing one Distinction Question for Preliminary English Advanced or at least two Distinction Questions for all other courses) or exam (by scoring 50% or more on the first attempt or 75% or more on a subsequent attempt) or whether you need to re-sit the exam,
8. your Reward Status Report, which shows you how many reward points you have earned, how many you could have earned to date, your Reward Status as a percentage and whether you are eligible to attend the PRIOR Celebration at the end of the year. There is also a link to information about the celebration, how to qualify and a parental consent form.
9. the PRIOR Fundraising Initiative Report, which shows the donation to the Fred Hollows Foundation generated by the Distinction Points you have earned to date, along with the total donation generated by PRIOR students to date,
10. your Notifications Report, which is a summary of POSS Notification emails for absences and missed homework and exam submission and correction deadlines. It also shows the reasons you have provided to us in these cases.
11. Your Past Enrolments page shows your Attendance, Homework and Exam Reports for any past years' tuition programmes.

POSS also gives you access to:

1. the PRIOR online collection of past school exam papers, solutions and other educational material,
2. the PRIOR Resource Centre catalogue, which allows you to search for titles of textbooks, literature, reference books (including encyclopaedia) in the Resource Centres at both PRIOR colleges,
3. PRIOR documents, including the current Student and Parent/Guardian Agreements, along with other important documents produced by PRIOR,

GRADUATION AND DISTINCTION CERTIFICATES

For each PRIOR tuition programme in which you have corrected all your homework and exams, you will be awarded a Graduation Certificate (for HSC students), a Preliminary Certificate (for Preliminary students) or a Year 10 Certificate. The deadline for correcting all your homework and exams is the last day of your tuition programme.

Alternatively, for each tuition programme in which you have a Reward Status of 90% or more, you'll receive a Distinction Certificate, and for a Reward Status of 100%, a High Distinction Certificate.

Your certificates are a lasting memento of your time at PRIOR, which you can proudly add to your curriculum vitae.

THANK YOU FOR CHOOSING PRIOR!

We are very grateful that you have chosen to enrol at PRIOR Education. We care deeply about your progress and are committed to doing whatever it takes to help you achieve your full potential in your studies.

Thank you for choosing Australia's leading HSC tuition college, PRIOR Education.

