



COOGEE
Primary School

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*Parent
Information
Booklet
2019*

Welcome to Coogee Primary School

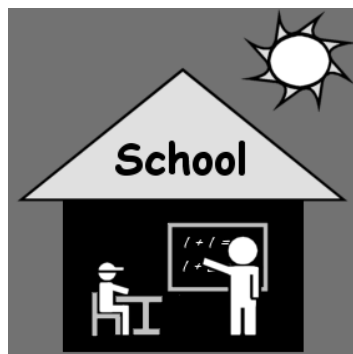
The school was officially recognised as a government school in 1894 when Mr. W. Allen built, at his own expense, a barn to accommodate the local students.

In 1993 the official opening of the new current school buildings occurred and the following year the school community celebrated its centenary.

Today the school strives to meet the educational needs of the students by providing a creative learning environment where people feel secure, happy and understood. This goal is reflected in the school's vision statement:

“Coogee School is an institution of learning designed to enable each child to attain the fullest possible level of development intellectually, socially, morally, aesthetically and vocationally.”

If you have any queries that are not answered by this booklet, please feel free to contact the school, members of the P & C committee or the School Council Parent Representatives. (Please phone the school for contact details.)



CODE OF CONDUCT

All members of the school community must be responsible for their actions and be prepared to guarantee the rights of every other person.

EXPECTATIONS

All members of the school community, to further the school's purpose will:

- work responsibly and diligently;
- respect other's property, possessions and the total school environment;
- be punctual, prepared and well presented;
- abide by the school's rules and regulations.

RIGHTS

All members of the school community have the right to:

- be treated with respect, courtesy and honesty;
- work and socialise in a safe and supportive environment;
- work in a purposeful and non-disruptive environment;
- be proud of their school.

RESPONSIBILITIES

All members of the school community have the responsibility to:

- model respectful, courteous and honest behaviours;
- treat Coogee as a community where all individuals can freely express their own opinion, beliefs, and values in an ethical manner;
- ensure that their behaviour is not disruptive to others;
- ensure their actions do not discredit their school;
- keep the school environment neat, clean and safe.

ABSENCES

A detailed note giving reason for each and every absence of your child is required and must be forwarded to the current class teacher or electronically via the School App.

ADMISSION

All students commence full time schooling on Monday 4th February, 2019 .

ARTS PROGRAM

This is an area of importance and pride in the school. Apart from normal music lessons for all classes, there are opportunities for students in Year 6 to receive instrumental instruction and in Years 4-6 to join the school choir.



ASSEMBLIES

Assemblies are conducted fortnightly in the school's covered assembly area. Classes are rostered to present an item. Parents are most welcome to attend these very worthwhile experiences. Regular presentations at assemblies include Honour Certificates to deserving students, Special Awards and items from classes, groups or individuals.

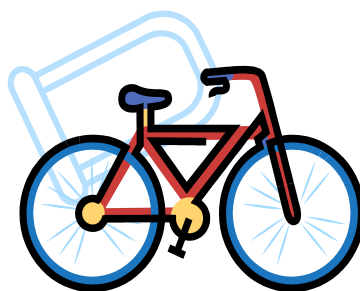
BICYCLES

The National Safety Council recommends that children under 9 years of age ride their bikes only when accompanied by an adult.

Basic bicycle safety is the responsibility of parents/guardians and this will be reinforced by the school. Helmets are required to be worn by legislation.

Bicycle racks are provided and bicycles should be locked to them. Students will need to take personal responsibility for the safety of their bicycles. ***There is no insurance cover for stolen or vandalised bicycles.***

For safety reasons bikes must be WALKED across the pedestrian crosswalk and into the school grounds.



BOOK CLUB

This is an optional, regular feature of the school program. Children are issued with book club forms during each term from which they make their selections. The completed form and correct money should be enclosed in an addressed envelope and returned to the Drop Box in the Front Office.



BULLYING

A comprehensive Bullying Prevention Policy and information sheet are forwarded to each family at the beginning of the school year.

A copy of the document is available from the school office.



BANKING

Conducted **Tuesdays**, commencing **11th February 2018**.

The School Banking program provides children with an opportunity to make deposits into their personal Commonwealth Bank Youthsaver account at school each week. This is a fun and easy way for your child to develop the knowledge and confidence to handle their money, whilst offering an exciting rewards program as well as ongoing fund raising for our school.

For convenience, deposits/wallets can be placed in the School Banking Collection boxes, located in each Pre-Primary room. The deposits will then be processed and wallets returned back to students.

Further information can be obtained by visiting www.commbank.com.au/schoolbanking or by emailing schoolbankingcoogee@gmail.com.



CANTEEN

The School Canteen from which you can order operates every day for before school bites, recess snacks, lunches and afterschool snacks.

Lunch orders should be handed in to the canteen before 9:30am on the day of ordering, with the name and room number clearly marked. The Canteen has an App on the AppStore for Apple users (Don't worry an android version is on its way) which has been designed to make your life easier. They also have Eftpos for your convenience.

All meals are made onsite. They don't use any preservatives or additives and all of the menu items are made weekly. Most of the items can be requested in gluten free and lactose free. If your child has any allergies or intolerances and you aren't sure what could suit your child please visit the canteen and have a chat to Libby. You can contact her on mobile 0433 513 433 or via email goodfood@libbyskitchen.com.au and she'll be pleased to assist you!



CARPARKS

In the interest of child safety, parents are asked to:

- reverse park and have their children walk on the pathways or lawn behind the car;
- drive slowly entering or leaving the premises.
- turn left into Mayor Road when exiting.
- avoid parking in the staff car park.

COMMUNITY NURSE - SUPPORT SERVICES

This school is visited by a Registered Nurse on an ongoing basis as both a resource and for health screening.

Screening takes place during Kindy. This consists of a health assessment including vision and hearing.

CONTRIBUTIONS AND CHARGES

Coogee Primary School's 2019 schedule of contribution and charges is found at the end of this booklet.

DOGS

Please note in the interest of health and safety, dogs are **not** permitted on school premises.

DUTY OF CARE

As supervision of students cannot be guaranteed before 8:30am, parents are requested not to drop off their child at school before that time. On occasions where this is unavoidable, parents are requested to inform the school in writing. These students must wait quietly in the covered assembly area. After 8:30am students are permitted to move to the areas around the classrooms, but are not permitted to use playground equipment or the basketball courts.

After school, students who are waiting for parents **MUST** wait seated in the covered assembly area. *Your vigilance in collecting your child promptly after school is appreciated.*



FACTIONS

Children are allocated to one of the four factions: Blue, Gold, Green or Red. Siblings are allocated to the same factions.

Athletic carnivals are held late in Term 3 and an Athletic Shield is presented to the winning faction.

Faction T-shirts are available from the uniform shop.



FRUIT TIME

All classes will have a short break in the first two sessions of school to allow children to have a snack. To encourage healthy eating habits please pack fruit (fresh or dried) or vegetables for your child.

HOMEWORK

Teachers will communicate their classroom homework policy to parents at the commencement of the school year. Homework is designed to develop a positive work attitude and support current learning. If you have concerns regarding homework please contact your child's teacher in the first instance.



INFECTIOUS DISEASES

The following conditions require exclusion from school.

Chicken Pox	Head Lice	Influenza
Glandular Fever	Mumps	Ringworm
Rubella	School Sores	Trachoma
Diarrhoea & Vomiting	Conjunctivitis	Measles

Please check with the Principal for the length of exclusion in each case. If in doubt consult your doctor. The school will contact parents if we suspect a child may have an infectious disease or contagious condition.

ILLNESS AND ACCIDENTS

Minor bumps and bruises are treated at school, but parents will be contacted in the case of more serious accidents. If the accident is very serious, or parents cannot be contacted, the child may need to be transported by ambulance for emergency treatment. Parents are advised to have appropriate ambulance insurance cover, as the school is not responsible for costs involved.

Notification of any changed telephone or emergency contact numbers is ESSENTIAL to ensure contact in times of emergency.

Please **DO NOT** send sick children to school.
(See Medication)



LIBRARY

All children from Pre-Primary to Year 6 have the opportunity to borrow books from the library during regular class sessions and they are encouraged to become regular library users. This has a big influence on a child's language development.

Children are required to have a library bag to protect their library books in transit to and from school. We encourage children to be responsible when borrowing and in the event books are lost or damaged, parents will be asked to replace the book.

There is a roster of parent library helpers. Should you wish to assist in this way please contact the library staff.

MEDICATION

It is the parent's responsibility to provide the school with required information regarding the details of any medical condition that needs specific action and/or treatment under emergency conditions.

Parents are asked to advise the Principal in writing if a student is required to carry out any self-administration of prescribed medication while at school. The child will be required to do this in the First Aid room, under visual supervision.

Teachers are under no obligation to administer medicine or other forms of medical treatment on behalf of parents.

For further clarification of this policy please contact the Principal.

NEWSLETTERS

These are distributed electronically via email each fortnight and also put on our School App (School Stream). The newsletter also contains information of community importance. If you do not have access to a computer a copy of the newsletter is available from the school office.

NUT MINIMIZATION

We have children enrolled who have the potential to suffer anaphylaxis. This is a sudden severe and potentially fatal allergic reaction to nuts, especially peanuts and nut products.

It is important to understand that even trace amounts of nuts can cause anaphylaxis. The sensitivity is such that these children can have a reaction from just touching another child's hands or sharing toys and equipment with others who have been eating peanuts or nut products.

We ask for your co-operation to minimize the risk of these students coming into contact with problem foods by following these simple steps:

- please don't give your children foods containing nuts or peanuts to bring to school;
- be aware many sweets and biscuits contain traces of these nuts – e.g. peanut butter, nutella, certain muesli bars, chocolate bars and biscuits containing nuts;
- please encourage thorough washing of hands and face with a damp cloth if they have eaten these foods before coming to school;

- please avoid nuts and peanuts in birthday cakes that may be brought to school;
- please be aware of the dangers of cross contamination.

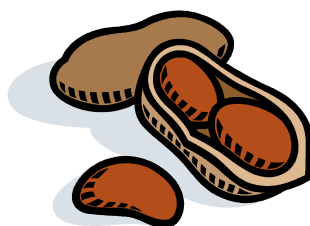
Children have been asked not to share or accept foods from others. This is a school rule.

The school's main aim is to assist the students in the avoidance of allergies. Our school Nut Minimization Policy is in line with the Duty of Care Policy and emergency response plans are in place for all activities at school.

The school, has a duty of care to all students. We are confident that with community support Coogee Primary School will continue to provide the wide range of quality experience and activities in a safe environment that meet the special needs of all of our students. Please help us provide an environment that is stimulating and motivating whilst being safe, secure and free of nuts and nut products.

This is a great opportunity to teach the children about the need for health and hygiene and to raise an awareness of a range of allergic reactions that may affect people in the community.

We are already very proud of our students' attitude and support for those within our community with special needs. Our values program is enhanced by this policy. Tolerance, understanding and uniqueness will be continually promoted and fostered to ensure all students receive the education they deserve. Thank you in anticipation of your support.



PARENT AND CITIZEN'S ASSOCIATION

The Association's purpose is:

“To provide and foster educational, moral, physical and social well-being of the school community.”

The P & C at Coogee School enhance the learning environment by being responsible for providing parental assistance in the library, fundraising for equipment, and organising parent information evenings.

P & C meetings are held monthly and are a vital part of the school. They provide a forum for discussion, a means of keeping informed of school activities and a social gathering for parents. Your interest and support of P & C functions is encouraged and sought.

The Annual General Meeting of the P & C will be held early in Term One in the school staffroom.

PARENT HELP IN CLASSROOM

Parental involvement in classroom activities such as reading, writing, excursions and special activities and programs is very desirable. Volunteers are encouraged and welcomed.

PARENT MEETINGS

The school welcomes parents who wish to discuss with teachers the progress of their children. If you would like to do so, please ring the school and make an appointment. Such meetings will be held at a mutually suitable time.

PERSONAL REQUIREMENTS

Children have been issued with a 2019 Personal Requirements List prepared by Ziggies Enterprises Pty Ltd at very competitive prices.

Parents are reminded they may need to replace their children's personal items from time to time throughout the year, when needed.

The booklists also contain information of what parents are asked to contribute, eg. an old shirt for art work, a library bag, a reading bag, box of tissues and /or roll of paper towels.

PRIMARY EXTENSION AND CHALLENGE (P.E.A.C)

PEAC provides a part-time extension program for academically talented students during Years 5 and 6. Students are offered a wide range of courses, most of which are half day in length and run for six to twelve weeks.

The PEAC programs are designed to supplement school based programs for students who are academically talented in one or more areas. Students who display exceptional reasoning and learning ability in the academic areas are those most able to benefit from the extension courses provided by PEAC personnel.

Course content is different from that normally covered in the school curriculum. PEAC courses cover a wide range of study topics but all topics require students to use their thinking and reasoning skills as well as their ability to apply knowledge.

Eligible children from Coogee Primary School participate in courses at a variety of schools. It is the parent's responsibility to provide any extra fees and transport when their child is attending courses.

END OF YEAR PRESENTATION ASSEMBLY AND GRADUATION

A presentation event is held at the end of the year. The occasion is an opportunity to acknowledge the achievement of graduating students and achievers in individual classrooms from Years 1-6. Parents are encouraged to attend.



REPORTING TO PARENTS

The school aims to keep the parents fully informed of their child's progress because it recognises that parent-teacher partnerships are vital for success.

Parent-teacher meetings are held at the beginning of each year to discuss such topics as class policies, reporting procedures and provide the opportunity for quality interaction. There is a Parent Open Evening during the year.

Formal written reports will be emailed towards the end of 2nd and 4th term.

ROAD SAFETY

As a Roadwise School some of the strategies adopted by the school to ensure safer conditions for our students are:

- reverse parking by parents and visitors when using the school car park;
- children crossing Mayor Road must do so at the manned crosswalk;
- children using bicycles must wear helmets and walk their bikes on school property.

Note: Due to limited parking space, it would be appreciated if you could leave the car park immediately after dropping off or collecting students.



SCHOOL COUNCIL

Coogee Primary has a non-incorporated School Council as per Section 125 of the School Education Act 1999. The functions of the School Council are outlined in Section 128 of the Act.

The functions of a school council are to:

Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- the planning of financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving them; and
- formulating codes of conduct for students at the school.
- determine, in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
- promote the school in the community;

Approve:

- charges and contributions for the provision of certain materials, services and facilities;
- extra cost optional components of educational programs;
- items to be supplied by a student for personal use in an educational program;
- any agreements or arrangements for advertising or sponsorship in relation to the school.

Provide advice to the principal of the school on:

- a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education;

SCHOOL REPORT

The annual School Report is published in Term 1 and will note the achievements of the previous year. Copies will be available from the front office.

SCHOOL HOURS

8:45 - 10:45 a.m.	
10:45 - 11:05 a.m.	Morning recess
11:05 a.m. - 1:05 p.m.	
1:05 - 1:45 p.m.	Lunch
1:45 - 2:55 p.m.	



STUDENT SAFETY

Bucket hats must be worn all year. **Note: Sun Visors are not hats.** Students not wearing bucket hats will be required to remain under the awnings of the school buildings or the undercover area.

Appropriate footwear must be worn at all times. Thongs are not considered suitable.

SMOKE FREE

Coogee Primary School is a smoke free environment at all times.



SPECIALIST LEARNING AREAS

Music and LOTE (Language other than English) - Indonesian.
Physical Education and Art

STUDENT SERVICES

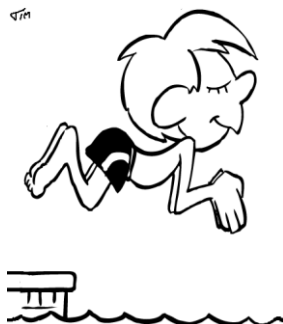
The school has access to extra support from a School Psychologist. These staff are employed by the Department of Education and are located at various sites.

A Community Health Nurse provides support for the students at Coogee.

SWIMMING CLASSES

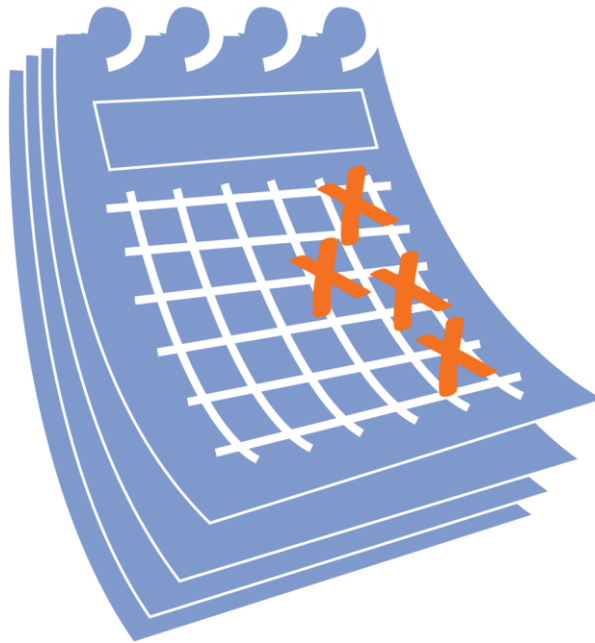
Lessons for Years 4 – 6 will be conducted during Term 1.
Years Pre-Primary – 3 will be conducted during Term 2.

Parents will be notified of details, including cost of entry and bus transport, prior to the commencement of lessons.



TERM DATES – 2019

Term 1	Monday 4 th February	-	Friday 12 th April
Term 2	Monday 29 th April	-	Friday 5 th July
Term 3	Monday 22 nd July	-	Friday 27 nd September
Term 4	Monday 14 th October	-	Thursday 19 th December



SCHOOL DEVELOPMENT DAYS – PUPIL FREE

Term 1	– Friday 8 th February
Term 2	– Friday 31 st May
Term 3	– No School Development Day
Term 4	– Monday 14 th October

UNIFORMS

The wearing of uniforms and bucket hats is enforced as it adds much to the school tone and spirit, if your child attends without a uniform they will be given a replacement item to wear for the day.

Acceptance of enrolment at a school assumes an agreement between the school, the parent/guardian and the enrolling student, and that the student will dress within the guidelines of the school dress code.

School t-shirts, skirts, shorts, dresses, tracksuits and hats, are ordered online through Uniformconcepts (order forms and samples available at the front office)

Labelling/naming of each article of your child's clothing and belongings is essential to avoid an accumulation of "lost" property. Unclaimed lost property is recycled on a regular basis.

VISITING ARTISTS AND EXCURSIONS

These activities are designed to complement the children's learning program. Cost for such outings will be advised as they occur during the year but will not exceed the yearly limit as agreed by the School Council. All children must wear school uniform to attend, unless otherwise notified.

DRESS CODE REQUIREMENTS

SUMMER

- Tops Polo - navy
- Shorts - navy (unisex)
- Check Dresses - light blue/grey check
- Zina Skirt (Skort) - navy (girls)

WINTER

- Jacket (fleecy) - navy
- Trackpants (fleecy) - navy

Footwear

- sandals,
- shoes / socks or stockings
(NO thongs)

- Physical Education** - faction T-shirts (boys & girls)

Health and Safety – Bucket hat for outdoors

Art/Craft - an apron or over-sized shirt is required.

WHAT'S IN YOUR BAG TODAY?

Today I did maths and science:
I toasted bread, I halved, quartered, counted and measured,
Used my eyes and ears and head,
I added and subtracted on the way,
I used the magnet, blocks and clay.
So please don't say, "Anything in your bag today?"

I've learnt about snails and worms,
Remembered how to take my turn,
Helped a friend when he was struck,
And shared and played with a blue tip-truck.
I looked at words from left to right,
Agreed to differ and not to fight.
So please don't say, "What, nothing in your bag today?"

You see, I'm learning as I play:
I learnt to listen and how to talk,
When outside to run and inside to walk,
To wash my hands and put my glue brush away.
So please don't ask, "Did you only play today?"

Yes, I played the whole day through,
I played to learn the things to do.
I discovered a problem, found a clue,
And worked out for myself just what to do.
But all of this in my head,
And not in my bag like you said.
So, from now on could you just please say,
"Tell me about your day today!"