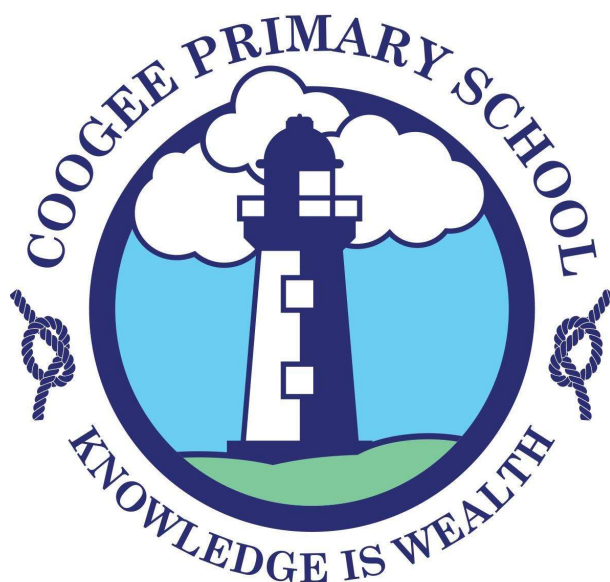




PARENT INFORMATION BOOKLET 2025



Welcome to Coogee Primary

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 learning environment where people feel secure, happy and understood. This goal is reflected in the school's vision statement:

Our vision for Coogee Primary School is to be a school:

- dedicated to providing high-quality education in a safe, supportive and inclusive environment.
- that inspires a long-life love of learning, empowering students to become valuable contributors to the world around them.



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

If your child is absent, our preferred method of contact is via the Compass School Manager App. You can also advise us through CONNECT, email coogee.ps@education.wa.edu.au¹ or phone 6595 4900. If your child has an unexplained absence from school, you will receive a text message, please respond via the link in this text message.

Admission

All students commence full time schooling on Wednesday 5 February 2025.

Annual Report

The school Annual Report is published in Term 1 and will note the achievements of the previous year. This document will be available on our website.

¹<mailto:coogee.ps@education.wa.edu.au>

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 5&6 to receive instrumental instruction. Years 3-6 also have the opportunity to join the school choir.

Assemblies



Assemblies are conducted regularly 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 and scooter racks are provided and they 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. These can be ordered online via the Scholastic Loop or the completed form and correct money should be enclosed in an addressed envelope and returned to the Drop Box in the Front Office.

Bullying

Information regarding our Bullying Policy is available on our website.

School Policies²

²<https://www.coorgeeps.wa.edu.au/our-school/school-policies/>

Car Park



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.

PARKING IS **NOT** PERMITTED IN THE STAFF CARPARK

Community Nurse - Support Services



Our 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.

Compass & Connect Communication



Compass and Connect are communication platforms that Coogee PS uses for correspondence. You can also advise of your child's attendance etc. You will be invited via email to join these platforms after your child has commenced school at Coogee Primary. You will need to download the Compass School Manager app to use on your mobile phone.

Contributions and charges

These can be paid directly to the **school's bank account # 016 454 Account # 340897571** using your **child's surname** as the reference.

<i>Voluntary Contribution (per student)</i>	<i>\$60.00</i>
<i>3 or more children in Kindy – Year 6</i>	<i>\$150.00</i>

<i>Voluntary ICT Contribution (Years 1-3)</i>	<i>\$50.00</i>
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<i>Voluntary ICT Contribution (Years 4-6)</i>	<i>\$100.00</i>
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Please pay directly to the **P&C's bank account #036-019 Account #360449** using the **child's surname** as the reference.

<i>P&C Donation (contribution per family)</i>	<i>\$50.00</i>
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Duty of Care

Supervision after the final siren is not guaranteed, however, when administration staff are available, we will supervise until 3.15pm only (20 minutes after the final siren). At 3.15pm all students must be off the school grounds; supervision cannot be guaranteed because of after school meetings and operational matters which must be attended to. Those students who are left after 3.15pm will be sent to Camp Australia, for which parents will have to pay.

Students should not be at school before 8.15am, which is 30 minutes before our official start time. However, any students on grounds before 8.15am will be required to sit in the undercover area, but supervision cannot be guaranteed.

Year 6 Graduation Dinner and Presentation



A formal graduation dinner and presentation is held at the end of the year for our graduating Year 6 students. The occasion is an opportunity to acknowledge the achievement of graduating students and a number of awards are presented.

Book Award Assembly

A book award assembly is also held at the end of the year. Awards are presented for Years 1-6 for each classroom. Parents are encouraged to attend.

Edu-dance

Edu-dance takes place for students in Term 4.

Factions

Children are allocated to one of the four factions: blue, gold, green and red. Siblings are allocated to the same factions.

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

Faction t-shirts are available from the uniform shop.

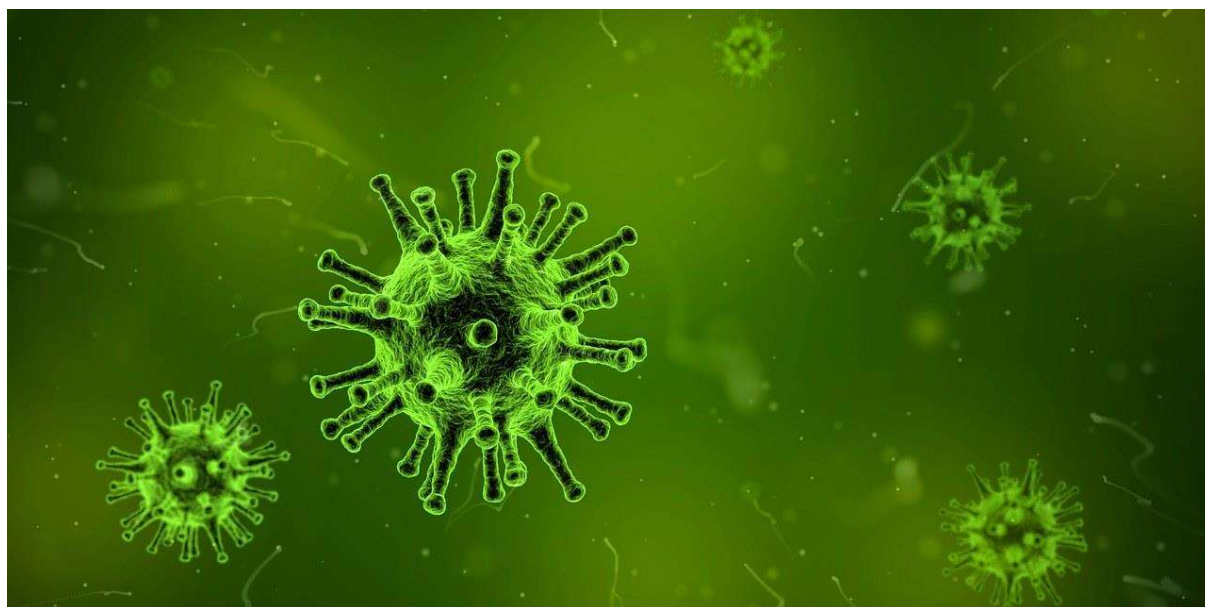




Homework

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, Glandular Fever, Rubella, Diarrhoea & Vomiting, COVID 19, Head Lice, Mumps, School Sores, Conjunctivitis, Influenza, Ringworm, Trachoma, 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 or any head injuries. 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 the 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).

Late arrivals or departing school

If your child arrives after the siren, you must report to the school office with your child before arriving to class and receive a 'Welcome Slip'.

If your child has to depart school for any reason (appointments, unwell etc.), you must sign them out from the front office to receive an 'Early Release Slip'.

If arriving back from an appointment, the student must also be signed back into the school through the office. A 'Welcome Slip' will be given to notify staff that the student is signed back in.



Library



All children from Pre-Primary to Year 6 have the opportunity to borrow books from the library during the regular class session 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.

Medication



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

Parents are asked to complete the appropriate forms (available from the office) and provide the relevant health care plans to ensure we can take the very best care of your child when they are at school.

If prescribed medication is required, parents are asked to advise in writing and administration will take place in the First Aid Room under visual supervision.

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

For further clarification of this policy, please contact the Principal.

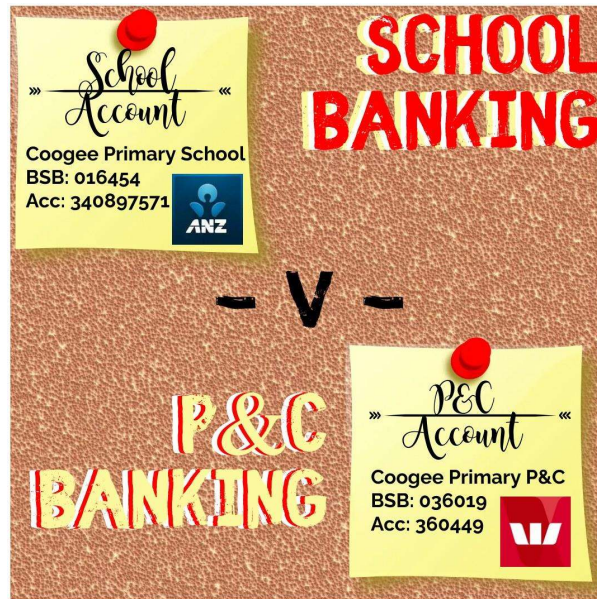
Money Collection



Any monies for incursions/excursions, P&C fund raising, and book club should be placed in the 'Drop Box' in the front office. EFT is our preferred method of payment but if you must pay cash, please put the money in a ***sealed envelope with your child's name***, the purpose for the money and total money included.

SAVE THESE ACCOUNT DETAILS FOR EFT PAYMENTS

Most payments are made to the Coogee Primary School - School Account. Please always check the specified account details, if payment needs to be made to the P&C we will emphasise this in correspondence. Always use the students **SURNAME** as a reference when making any payment to the account.



Newsletters

These are distributed in Weeks 3, 6 and 9 of each Term. Newsletters distributed via Connect and our website and it contains information of school and community importance.

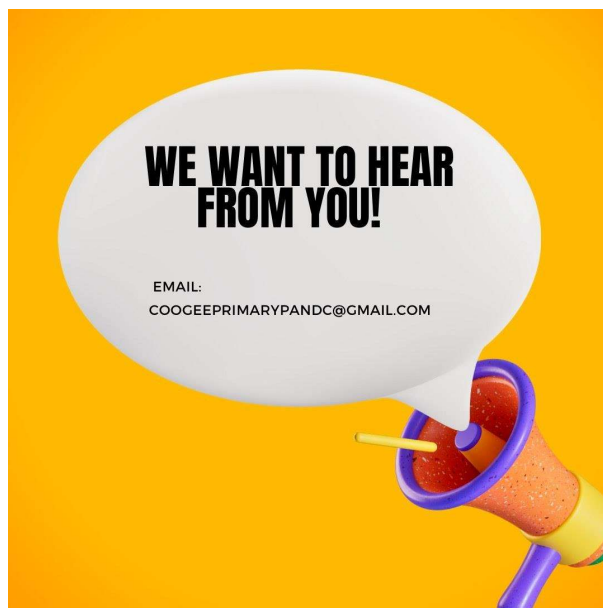
Nut Minimisation



Schools have a duty of care to provide, as much as possible, a safe environment for all children. Health care plans are developed for children with severe medical conditions, in consultation with the child's parents/carers and medical practitioner. While the students themselves are aware of their allergies and avoid products when they are obvious, the whole school community needs to be aware of the danger presented by peanuts and nut products. Even the smallest exposure and contact with the allergen in the form of nuts and spreads such as peanut butter and hazelnut spread, can cause anaphylaxis.

<p>Our Policy: It would be impractical to implement, and impossible to enforce, a complete ban on peanuts and nut-based products at school, but we can all do our bit to minimise the risk to these children (We acknowledge that some students' eating habits and or some people have nuts as part of the eating plans).</p> <p><i>That said we ask parents/carers:</i></p> <ul style="list-style-type: none"> • to avoid sending with their child, any food containing peanuts, nut-based spreads or nut-based products. If this can't be avoided please remind your child not to share their food at school. • To be mindful of the ingredients used in birthday cakes, class party foods and other occasions when 'special' food is brought to school. <p><i>Actions the school takes include:</i></p> <ul style="list-style-type: none"> • Development and enactment of Risk management plans for students. • Professional learning for staff. • Storage and first aid adjustments. • 'no sharing' food rule for the students. • Hand and face washing protocols.

Parents and Citizen's Association



The Parents and Citizens Association Committee (P&C) is run by a passionate group of volunteers who are the voice of the parents of the Coogee Primary School community. We work collaboratively to promote the educational, moral, physical and social wellbeing of our students, parents and the wider school community.

The Coogee P&C aren't just here to fundraise, although we host a number of activities throughout each year; some are to raise funds to be reinvested into the school for the benefit of students, whereas others are purely to provide social connections which families need more than ever in this day-and-age, we also offer support for the school, promoting their core values and laurels which the school administration instill in their students and staff every day.

Our monthly meetings provide a relaxed, friendly and open environment where people can join any time of the year or link-in via Zoom/Facetime – attending meetings or taking on a role isn't necessary to be involved or have your voice heard.

To join, email coogeeprimarypandc@gmail.com³ or find us on Facebook⁴ and remember - *Teamwork makes the dreamwork!*

Parent Meetings

Please contact classroom teachers through Connect if you would like to make a time to see them in regards to the progress of your child/ren.

Personal Requirements

Students have been issued a 2025 Personal Requirements List prepared by Campion Education 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 based on surname e.g. paper towels, box of tissues, a library bag etc.

Primary Extension and Challenge (P.E.A.C)

PEAC provides a part-time extension program for academically talents students during Year 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.

³<mailto:coogeeprimarypandc@gmail.com>

⁴<https://www.facebook.com/groups/113182578732509/>

Reporting to parents

The schools 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 reports will be available via Connect towards the end of 2nd and 4th Term.

Road Safety



As a Road Wise 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.

School Board

Coogee Primary has a non-incorporated School Board as per Section 125 of the School Education Act 1999. The function of the School Board is outlined in Section 128 of the Act.

The functions of a school board 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;
- 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 Hours

8:45am-11:05am

11:05am -11:25am - RECESS

11:25am-1:15pm

1:15pm- 1:55pm - LUNCH

1:55pm-2:55pm

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 in the undercover area.

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

Specialist Learning Areas

Music and LOTE (Languages other than English) - Indonesian, Physical Education and Science.

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.

A Chaplain also visits our School on a regular basis.

Swimming Lessons

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

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

Term Dates 2025



Term 1	Wednesday 5th February	-	Friday 11th April
Term 2	Monday 28th April	-	Friday 4th July
Term 3	Monday 21st July	-	Friday 26th September
Term 4	Monday 13th October	-	Thursday 18th December

School Development Days - Pupil Free

Term 1	Monday 3 rd & Tuesday 4 th February
Term 2	Monday 28 th April
Term 3	Monday 21 st July
Term 4	Monday 13 th October & Friday 19 th December

School Grounds



Coogee Primary School has a NO SMOKING and NO DOGS policy on school grounds.



Uniforms



The wearing of uniforms and bucket hats is enforced as it adds much to the tone and spirit of the school.

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 Uniform Concepts (order forms and size samples available at the front office). Alternatively, you may visit the store at 26 Solomon Road, Jandakot.

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

Appropriate footwear - sandals/joggers. NO thongs, slides or Crocs please!



1 - Polo Top



2 - Check Dress

SUMMER

Polo Tops - Navy

Shorts - Navy (unisex)

Check Dresses - Light blue/grey check

Zina Skirt (skort) - Navy (girls)



3 - Jacket (fleecy)

WINTER

Jacket (fleecy) - Navy

Trackpants (fleecy) - Navy



4 - Bucket Hat

HEALTH AND SAFETY

Coogee Primary School bucket hat.



5 - Shorts (unisex)



6 - Zina skirt (skort)



7 - Trackpants (fleecy)

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!"

Coogee Primary School

22 Mayor Road

Coogee WA 6166

Ph: (08) 6595 4900

email: coogee.ps@education.wa.edu.au
