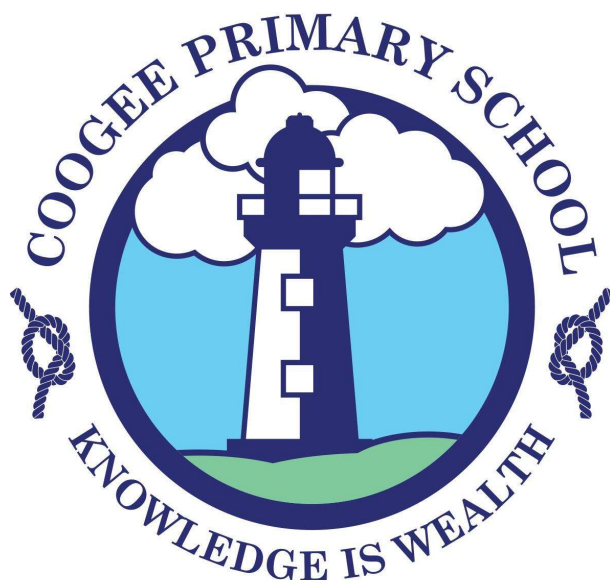




PRE PRIMARY PARENT INFORMATION 2025



Welcome to Coogee Pre-Primary

We hope you and your child will enjoy our Pre-Primary Program.

If you have any queries that are not answered by this booklet, please feel free to contact either the teacher or administration staff.

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.



Aims of Coogee Pre-Primary

We aim to:

- provide a creative, stimulating and challenging environment in which the child can develop totally, that is, socially/emotionally/physically (gross and fine motor skills) and intellectually;
- be aware of the individual child and his/her needs and plan a program according to those needs;
- develop an environment in which the child feels secure and cared for.

Pre-Primary is staffed mainly by a Teacher and an Education Assistant. To allow for administrative duties, preparation time, parent contact time, part-time staff members and lunch rosters; your child will come into contact with a number of different staff members.



Staff Contact

If any parent has a concern regarding their child, or the program, please feel free to address the matter with their teacher either before school (brief, informal concerns) or make an appointment to see the teacher at a mutually acceptable time.

There will be a parent information meeting early in Term 1, 2025.

Term Dates 2025



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

School Development Days - Pupil Free

Term 1	Monday 3 rd & Tuesday 4 th February
Term 2	Friday 30 th May
Term 3	Friday 22 nd August
Term 4	Monday 13 th October & Friday 19 th December

Session Times

Children attend Pre-Primary 5 days a week **8.45-2.50pm**

What to bring every day



- A school bag (clearly marked with your child's name).
- A packed recess, separate to their lunch. Be mindful we are NUT AWARE.
- A bucket hat (clearly marked with your child's name).
- Lunch.
- A change of clothes in case of accidents.
- A **labelled** water bottle.



Please name all items of clothing that may be removed during the day eg, jackets and jumpers.

Note: We request that the children do not bring any other possessions like toys, jewellery and games to school. They invariably get lost or broken and lead to unnecessary upsets.

Delivery and collection of children

Children must be dropped off and picked up from class by an adult. Please wait with your child until they enter the room and ensure they are handed over to a staff member.

If someone other than the child's caregivers are collecting them, please advise the teacher of the change when they are dropped off in the morning. Fill out the necessary information in the Child Collection Book located at the Pre-Primary entrance. If a Child Centre Centre (other than Camp Australia) are picking up your child, we will require their contact phone number.

Pre-primary will open the door at 8.35am and the day finishes at 2.50pm. Please endeavour to pick your child up at the correct time as young children often get distressed if they feel they are being left. Please contact us if you are going to be more than 10 minutes late.

Note: Children are NOT permitted to play on or with the equipment in the playground before and after school.



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.



Absentee

If your child is absent, you can advise school via Compass App, 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 with a link to respond.

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

Car Park



Please drive slowly and carefully in our carpark. Please help the whole school community by leaving the car park promptly by turning left onto Mayor Road after you have collected your child.

PARKING IS NOT PERMITTED IN THE STAFF CARPARK

School Grounds



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



Personal Information

Please ensure that the information on admission and medical forms are kept up to date. This enables us to contact you if your child becomes sick. Please note: It is the parents' responsibility if medication needs to be administered. In order for us to take the very best care of your child, we need to know about allergies as soon as possible.

Waste Wise



Coogee Primary School provides opportunities for the children to save the resources by being water wise and paper wise. Please provide your child with a waste free lunch (food packaged in reusable containers).

Canteen



Coogee PS's canteen will be in operation from Term 3 2025.

Hats



It is compulsory to wear the approved bucket hat outside throughout the whole year. Please label you child's hat with their name. Children are encouraged to take care of their own belongings. Lost items will be place in the "Lost Property Basket".

Please check your child's faction before purchasing a hat from the uniform shop.

Library Bags



In Term 1 your child will be able to borrow a book from our school library. This book is to be taken home in a library bag (not a plastic bag) then returned for exchange the following week. The library bag should be clearly marked with your child's name.

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.

School Voluntary Contributions

Pre-Primary students	\$60
Year 1-Year 6 (contributions per student)	\$60
3 or more children in Kindy - Year 6	\$150
P&C Donation (contribution per family)	\$50

Money Collection

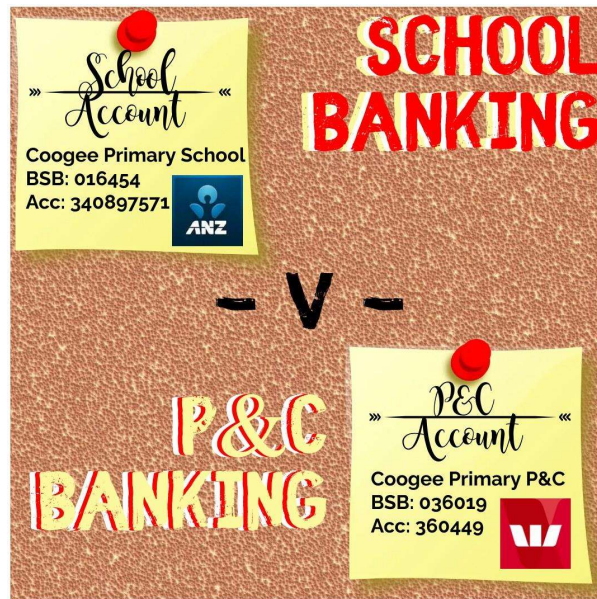


Any monies for incursions/excursions, P&C fund raising, and book club should be placed in the 'Drop Box' in the front office. EFT is our preferred method of payment but if you must pay cash, please put the money in a ***sealed envelope with your child's name***, the purpose for the money and total money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



Birthdays



On your child's birthday, you may like to provide small cakes, small muffins or icy poles. Please check with the classroom teacher regarding any student allergies.

What to wear

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!



Dress Code Requirements





1 - Polo Top

SUMMER

Polo Tops - Navy

Shorts - Navy (unisex)

Check Dresses - Light blue/grey check

Zina Skirt (skort) - Navy (girls)



2 - Check Dress

FOOTWEAR

Sandals

Shoes/socks or stockings

NO thongs or Crocs



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)

How you can help your child



- Read to your child as often as possible. Reading to a child every day is one of the best ways of encouraging success with early literacy.
- Ensure that your child has adequate sleep and arrives at school feeling fit and well. It's no fun being away from your Parent/Carer when you're feeling sick.
- Show an interest in what they do at Pre-Primary - ask questions about the activities they participated in, e.g. What story was told at story time? What new songs did you learn today?
- Discussing with us, any information which will help us to understand your child.

- Praise their efforts.
- Listen to your child's ideas and comments.
- Write with your child ensuring you use upper and lower-case letters correctly.

Coogee Primary School

22 Mayor Road

Coogee WA 6166

Ph: (08) 6595 4900

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