

Collinsvale Primary School

Parent Handbook



Mission Statement

Collinsvale Primary School will foster each student to achieve excellence in an equitable, inclusive learning environment. Our learning opportunities will lead to confident and creative students, who will become active and informed citizens and lifelong learners.

- ***Caring for Self***
- ***Caring for Others***
- ***Caring for our Environment***
- ***Caring for our Community***

Absentees

Please advise the class teacher/office 6239 0176 as soon as possible and no later than 9:30am if your child is to be absent from school. Attendances are recorded soon after 9:00am each day.

Allergies – peanut aware

Collinsvale Primary School is peanut aware. Some of our students have potentially life threatening allergies and therefore it is recommended that students do not bring nuts or nut products and peanut butter to school.

Assembly

Assemblies are held the first Friday of each month from 2:15pm in the GPR. These are timetabled in the school newsletter and advertised on the School Star App and Facebook page. Parents, carers, family, friends and community members are very welcome and encouraged to attend to share in the students' celebrations of their achievements.

Canteen

The canteen is available every Monday, Wednesday and Friday (shop orders). Canteen menus are updated and distributed as required. Please place orders at the school office prior to classes commencing.

Communication

We use the following methods to provide effective and efficient communication to our parents and the wider school community:

- Facebook – This is updated regularly and showcases photos of our students participating in a wide variety of activities, both in and out of the classroom.
- Newsletter - The school newsletter is sent home every second Wednesday. It contains information and items from staff, students and parents and a calendar of events. This is the best way for families to keep up to date with current and future happenings at our school.
- School Star App – School Star is a mobile App our school uses to communicate directly to parents. It works through both smart phones and android devices. Please pick up a “How to Install” flyer from the school office
- SMS - The SMS service is used to relay important/urgent information in the event of extreme weather conditions (eg. frost, snow ice and bushfire) affecting the operation of our school.

Emergency Evacuation Procedures

Please make yourself familiar with the emergency procedures by reading the signs in classrooms. In the event of an emergency, you are required to go to the emergency evacuation area which is located at the far end of the tennis court. Upon arrival / departure at the school always check in with the office staff to sign the Visitor’s Register.

Information Technology Facilities

Each classroom is well equipped with Smartboards, iPads, computers and internet access to further support our students' learning. 21st century learning design underpins the use and importance of digital technologies within the classroom.

Kindergarten

Kindergarten operates Wednesday, Thursday and Friday from 9:00am to 2:55pm. Parent help is very much encouraged and welcomed.

Launching into Learning

Our fantastic LiL Program caters for children birth to 5 years and their parents. Sessions for 2017 will be held on Tuesday and Thursday mornings, 9:00am to 10:30am. Please meet in the Resource Room.

Sessions include gross motor skills, literacy based learning, excursions, toy library and home visits throughout the year.

Levies for 2016

◇ Levies for Kindergarten \$175.00

◇ Levies for Prep to Year 6 \$195.00

Payment of levies is due by the end of Term 1 (Friday 13th April) or alternatively payment by instalments can be arranged by contacting the school office.

Library Program

A well-stocked library and library program are offered to all students. Students are encouraged to borrow weekly. Families are most welcome to visit the Library at any time during the school week.

Lost Property

The lost property bin is located in the front office. We recommend that all items of clothing be named and that you regularly check the bin for lost items.

Parent/Carer and Community Participation

Parent/carer and community participation is a feature of the school program and is highly valued. There are several avenues for parent involvement including; the School Association, Fundraising Committee, Uniform Committee, Breakfast Club, Student Banking Program, Reading Tutoring Program, school canteen, parent help in the classroom and school events. Please let the office know if you are interested in joining any of the listed committees. Please register in the Visitor's Register at the school office when you attend school to assist in class / excursions etc. Recording your presence in this way attends to safety in case of an emergency and insurance issues.



Reporting to Parents/Carers

A Progress Report is sent to all parents during Term 1.

Mid-year a comprehensive report is written. Three way parent/teacher/student interviews conclude this reporting phase.

End of year written reports are also a part of our ongoing reporting process.

Reporting to parents/carers is not limited to these times. Reciprocal communication and feedback is strongly encouraged to ensure the needs of all students are being met throughout the year.

School Association

The School Association is a community body which supports the administration of the school. Parents/carers are invited to participate. Meetings are at regular intervals throughout the year and will be advertised in the school newsletter, Skoolbag App and the Facebook page.

Chairperson -	Alex Olejniczak
Deputy Chairperson -	Ray Green
Secretary -	?
Treasurer -	Rhonda Turner
Public Officer -	Kel Innis

If you are unable to attend a meeting but have an issue or idea that you would like raised, you are encouraged to contact either:

the Public Officer / Principal	Kel Innis	6239 0176
or Chairperson	Alex Olejniczak	0488 248 585

The Collinsvale School Association is made up of parents, staff, and community members, and meet twice each Term to discuss school-related matters.

The Association assists in school organisation, governance, developing policies, and fostering cooperation among teachers, students, parents, and the wider community.

The School Association has generally enjoyed good membership and attendance at its' meetings, however, recently we have seen a lack of representation.

WE NEED YOU!! (*particularly new parent members*)

Your commitment and participation in even just a few School Association meetings a year would greatly be appreciated!

You don't need any special skills; just a willingness to engage in the decision-making processes of the school.

School Organisation 2017

Our high quality classroom teaching and learning program is complimented by a range of specialist programs.

Junior Class

Mrs Damita Webster /

Mrs Elizabeth Rutledge

Middle Class

Mrs Yvonne Kerklaan

Senior Class	Mr Ryan Thomas
Music	Ms Josie Dwyer
PE	Ms Therese Chaperon

The teaching staff are supported by a strong ancillary team including:

Teacher Assistants	Mrs Denise Athorn
	Mrs Leanne Cooper
School Attendant	To be advised
Chaplain	Mrs Christine Knight
School Business Manager	Mrs Rhonda Turner

School Psychologist, Speech Pathologist and Social Worker Services

The school's School Psychologist and Social Worker are available to support your child's educational progress at school; via class or home support. A Speech Therapy program is available for all students requiring speech support.

Sign In/Out Student Register

To limit interruptions to class time please sign your children in/out at the school office when arriving late or leaving throughout the school day. A student register is located in the office foyer.

STAS – Student Assistance Scheme

Financial assistance is provided for low income families to assist with the cost of school levies and fees. If you think you may be eligible please see the school office for an application form. Alternatively, information is available on the Department of Education website.

Student Banking

The school offers student banking each Wednesday through the Commonwealth Bank Youthsaver Program. If you would like to open an account for your child simply go to any Commonwealth Bank branch - please take personal identification for both you and your child (eg driver licence/birth certificate).

Student Leadership

There are many opportunities for students to develop their leadership skills, including Student Leaders, Special Activity Days and the Buddy Program.

Student Personal Information

In the event of medical emergencies or extreme weather conditions that may cause sudden school closure, it is important that the school office has up to date personal phone numbers and priority contacts for all students. If you make changes to these at any time throughout the school year please notify the office immediately to ensure our database has correct information.

Student Supervision

Staff will be available to provide supervision from 8:30am to 3:00pm. Classes commence promptly at 9:00 am. We request that students arrive punctually in order to be present at the start of learning sessions.

Students with Medical Conditions

Students with severe medical conditions e.g. *asthma and anaphylaxis* and those requiring medication throughout the school day must have the appropriate documentation signed and dated by their GP and parents. Action plans for both asthma and anaphylaxis are also a requirement under Department of Education guidelines and must be updated annually.

Uniforms

It is strongly encouraged and recommended that students wear school uniform. Broad brimmed/ bucket/ legionnaires hats are a compulsory part of our uniform in Terms 1 & 4. The school offers a range of uniform items, some stocked at the school or available through placing an order. Price lists and order forms are sent home regularly throughout the year.

Term Dates, Professional Learning Days & Public Holidays 2017

Term 1	Wednesday 8 February	to	Friday 14 April
Term 2	Monday 1 May	to	Friday 7 July
Term 3	Monday 24 July	to	Friday 29 September
Term 4	Monday 16 October	to	Thursday 21 December

Moderation Day - Student Free Day Thursday 13 April

Professional Learning Day - Student Free Day Monday 24 July

Professional Learning Day - Student Free Day Friday 27 October

Eight Hours Day - Public Holiday Monday 13 March

ANZAC Day - Public Holiday Tuesday 25 April

Queen's Birthday - Public Holiday Monday 12 June

Royal Hobart Show - Public Holiday Thursday 26 October