



# CARMEL

## ADVENTIST COLLEGE

Established 1907

### PRIMARY

### SCHOOL HANDBOOK



# Unity

I dreamed I stood in a studio  
And watched two sculptors there  
The clay they used was a young child's mind  
And they fashioned it with care

One was a teacher; the tools he used  
Were books and music and art  
One, a parent with a guiding hand  
And a gentle loving heart

Day after day the teacher toiled  
With touch that was loving and sure  
While the parent laboured by his side  
And polished and smoothed it o'er

And when at last their task was done  
They were proud of what they had wrought  
For the things they had moulded into the child  
Could neither be sold or bought

And each agreed he would have failed  
If he had worked alone  
For behind the parent stood the school  
And behind the teacher, a home

- Anonymous -



# CARMEL ADVENTIST COLLEGE PRIMARY

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Name of Legal Entity: Adventist Christian Schools (WA) Ltd

Trading as: Carmel Adventist College Primary





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## OUR HISTORY

In November 1907, a small school of eight pupils and one teacher was opened in Bickley Valley. It took the name of the district for those times and was known as the Heidelberg School. After a few years operation at the bottom of the valley, the college was transferred to the Bickley Seventh-day Adventist Church site in Heidelberg Road.



The College operated for approximately three decades adjacent to the church until 1935 when it was transferred to its present site in First Avenue. For many of those early years the college ran as a secondary college as well as a primary institution with studies extending to year ten. It is now reported to be the oldest continually operating primary school run by the Seventh-day Adventist Church in Australia.

The beautiful rural setting makes it an ideal location for a primary campus. All current buildings have been erected in the last thirty-nine years, with the most recent addition being a new Pre Primary facility in September 2012. In October 2000, the college changed its name to Carmel Adventist College Primary to reflect its partnership with the secondary campus just down the road.

Carmel Adventist College Primary is part of a worldwide Christian Education system which operates 5,846 colleges, with a total enrolment of over one million students worldwide. Across Australia there are over 60 Adventist colleges educating more than 12,000 students, providing a network of resources to give your child an education of the highest quality, in an ideal learning environment.

Carmel Primary is small by design and philosophy. Class sizes are approximately 20-25 students. The College has a warm and friendly family atmosphere.

Carmel Adventist College Primary is a place where students, teachers and parents can develop values, character and personality based upon love for God, unselfish concern for others and personal self-respect. The educational activities are designed to provide opportunities for all students to achieve their maximum development intellectually, spiritually, socially and physically.

## **OUR MISSION IS ...**

**To provide a caring Christian environment in which children can work, learn and play, whilst endeavouring to achieve their full spiritual, social, mental and physical development.**

### **EDUCATIONAL PHILOSOPHY**

Seventh-day Adventists believe that a loving God originally created us in His image. Christian education aims to facilitate the process of repairing our broken relationship with God. We have confidence that Jesus can restore all of us to wholeness through the gift of His life. As we put our faith in Him, the Holy Spirit comforts us with His peace and guides us to truth.

We believe that the Bible is our guide to understanding God. It presents true and eternal values on which our lives can be based. Christian Education seeks to teach children to make intelligent and informed choices founded on these principles. They are thus helped to develop characters that are based on a love for God, unselfish concern for others and self-respect. We believe that each child can have a fulfilling life now and the hope of eternal life. The teachers at Carmel Adventist College Primary work with each child to enhance his/her physical, mental, spiritual and social development.

### **THE SPECIAL CHARACTER OF ADVENTIST EDUCATION**

Adventist Education is Bible-based, Christ-centred, service-oriented and Kingdom directed. It aims for a balanced development in the lives of students, encouraging them to choose a personal relationship with Jesus, serving Him in this world until He comes again. These features, infused through the college's policies, procedures and practices provide the Special Character of Adventist Education, based on the fundamental beliefs of the Seventh-day Adventist church.

### **FOUNDATION AND ADMINISTRATION**

Carmel Adventist College Primary is a co-educational day school catering for students from Pre-Kindy (3 Year Old) to Year 6. It is part of a worldwide system of schools and as such is governed by established operational procedures that are consistent throughout the entire system. All affiliated schools comply with the accreditation and registration procedures as



set by the National Australian Adventist School System and relevant State Education Departments. The West Australian head office supervises operations of schools in this state. It is known as Adventist Christian Schools (WA) Ltd (ACSWA) and is located at 43-60 Station Rd, Gosnells.

## **College Council**

This is the governing body of the College. The College Council is appointed by Adventist Christian Schools, WA. It is comprised of the Primary and Secondary College Principals and representatives of the Head Office in WA. The Executive Officers of the College Council are:

Chairperson:	Dr Natalie Leitao
Principal:	Mrs Janine Taylor (Primary) Mr Nicholas Thomson (Secondary)

Briefly the Committee's functions are to:

- Promote Christian Education
- Set and operate an effective budget
- Uphold the college through prayer and personal support
- Review all enrolments and endorse their acceptance
- Care for and develop the college assets
- Oversee the smooth operation of the college

## **Parents & Friends Association**

This Association, whose organising committee is appointed by the College Council, promotes programs which foster a more complete understanding, a deeper appreciation and a greater degree of co-operation between parents and teachers in attaining the aims of Christian Education. The fundraising program aims to provide the College with additional equipment and facilities. Membership of the Association is open to parents and guardians of students attending the College, members of the College staff and those friends who are interested in the College.



## ADMISSION

Parents seeking admission for their child to this school are to:

1. Complete an *Application for Enrolment* form and submit the form with a non-refundable application fee of \$250 per child (Note: \$150 will be credited to your first term's fees if you proceed with the enrolment). A character and scholastic report from the previous school, (except when commencing Kindy or Pre Primary), is also required.
2. Arrange an interview with the principal.

Prospective students will be advised on the School Council's decision regarding their enrolment application.

While there is no requirement to complete an application form in order to re-enrol each year, continued enrolment is at the discretion of the College Council. Enrolment is dependent on finalising fee accounts for the previous year, student behaviour being of a high standard and demonstrated effort in areas of schoolwork and homework.

## NOTICE OF WITHDRAWAL

A minimum of one school term's notice is required prior to withdrawing a student from the College. Failure to provide this notice will result in fees being charged for one term.

## ATTENDANCE

### Absence

Attendance at school and school-related activities is compulsory. The law requires an explanation for any student absence. When a student is unable to attend due to sickness or other reasons, we request that a parent notifies the school by phone, Skoolbag app, email or written note before 9am on each day of absence (or beforehand, if an expected absence is known). Administration staff will contact parents for an explanation if no reason has been provided by 9am each day.

### Late Arrival

For arrival to school after 8.50 am, an explanation is required. Please report to the office and sign in, giving a brief explanation for lateness. For your child's safety, students who arrive late may only enter the school grounds via the front office area.

### Leaving Grounds

If, for any reason, a student needs to leave the school grounds during school hours, they must be accompanied by a parent or guardian. The leave book (located in the office) must be filled out. Upon returning to school, the book must also be filled in.

## STAFF - 2019

### Principal

Mrs Janine Taylor Bachelor of Education (Primary)

### Teachers

Year 6	Sara Foster	Bachelor of Education/Arts (Primary)
Year 5	Candice Keating	Bachelor of Education (Primary)
Year 4	Jonathan Hughes	Bachelor of Education (Primary)
Year 3	Glenys Blagden	Bachelor of Education (Primary)
Year 2	Jodee Walker	Bachelor of Education (Primary)
	Dayle Mauga	Bachelor of Education (Primary) Grad Certificate (Early Childhood)
Year 1	Jeff Wallis	Diploma of Ed. (Early Childhood)
		Bachelor of Business
Pre Primary	Tanya Hort	Bachelor of Education (Primary)
Kindy	Raeanne Felhberg	Bachelor of Education (Primary)
Music/Sport	Brydon Eaton	Bachelor of Education (Secondary)
French	Marie Armand	Post Grad Diploma in Education (Secondary)

### Education Assistants

Joanne Pearson	Cert 3, Education Support
Holly Gunter	Cert 3, Education Support
Debra Sheldrick	Bachelor of Education Grad Certificate (Early Childhood)
Laurene Chapman	Cert 4, Education Support

### Office Staff

Narelle Duncan	(Administration, Registrar, Bursar)
Joanne Pearson	(Administration & Communication)

### Chaplain

Nicola Warchol	Bachelor of Education (Primary)
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### Librarian

Holly Gunter	Cert 3, Education Support
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## SCHOOL HOURS

### 3YO & 4YO Kindy - Year 6

Morning Session	8.50am - 10.50am
Recess	10.50am - 11.15am
Mid-Morning Session	11.15am - 1.00pm
Lunch	1.00pm - 1.40pm
Afternoon Session	1.40pm - 3.15pm

**Note: Kindy & Pre-Primary finishes at 3.10pm**

Playground supervision commences at 8.30am and finishes at 3.30pm.

Parents who wish to contact teachers are asked to do so through the College Office.

### Office Hours

Monday to Friday	8.30am - 3.30pm
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## BUS OPERATION

A bus service is operated subject to need in certain areas. Inquiries regarding this service can be made by contacting the School Office on 9291 6399.

A bus is also provided by TransPerth to provide transport to Kalamunda bus station. Details of routes and fares are available from any TransPerth office or the TransPerth website:

[www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

## PRIVATE MUSIC TUITION

The list below details optional private music lessons available at the school. All costs and lessons times are available by contacting the individual teachers.

Piano	Roco DeBellis	0400 218 850
	Shana Eaton	0408 761 282
Guitar	Bernard McDonagh	0405 767 338
Violin/Cello	Julie Harrison	0409 887 766

## **POSITIVE PEER RELATIONS: Behaviour Management**

Carmel Adventist College is committed to providing a safe, respectful and disciplined learning environment for students and staff. One where students have opportunities to engage in quality learning experiences and acquire the values of respect, responsibility and honesty to prepare students to be active citizens for the 21st century, who value their culture, community and are lifelong learners.

All members of the school community are expected to respect the following rights:

- The rights of all people to be treated with respect.
- The rights of all students to learn.
- The rights of all teachers to teach.
- The rights of all to be safe.

Core Principles of Best Practice Student behaviour needs to be seen in the light of the complex nature of relationships that influence the daily lives of schools, teachers, students and parents, including individual and special needs.

### **Student behaviour programs and practices must:**

- Embrace a health promoting approach to creating a safe, supportive and caring environment
- Embrace inclusiveness and cater for the different potentials, needs and resources of all students
- Place the student at the centre of the education process. Student behaviour is closely linked to the quality of the learning experience including quality teaching and positive student relationships. Successful student behaviour change and management is enhanced through effective school, family, community and interagency partnerships.

Responses to inappropriate behaviour must consider the particular situation and context, the individual circumstances, special needs and actions of the student and the needs and rights of school community members.

### **Guiding Principles:**

- Carmel Adventist College Primary forbids the use of child abuse, corporal and degrading punishment.
- Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention.
- The use of appropriate curriculum and learning programs will encourage engagement by students
- Student behaviour is best managed in ways that promote restorative practices and are educative in nature
- All decisions relating to the management of student behaviour and the implementation of the policy are made according to the principles of procedural fairness.
- Teacher's behaviour management processes will acknowledge the duty to take reasonable care for the safety of staff and students.

- Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community.
- School staff will demonstrate accountability for evidence-based decision making, reporting and referral to appropriate support, and record keeping

### **Operational Issues: How this will work in practice**

- Our school focus is on managing learning behaviours. Therefore, our focus and language is based on our school values: respect, responsibility and honesty. We will teach the behaviours needed to support learners to experience success.
- We are all responsible for the behaviour on site. Therefore, we need to be aware of our own behaviour and how it impacts on others. We will all take responsibility and work together to support positive behaviour.
- We will promote success. Therefore, we will recognise students and adults for demonstrating school values and being successful. We will positively reinforce students' behaviour and success.
- We will intervene to support learning. Therefore we will use effective classroom teaching and learning strategies.
- We will intervene early to prevent issues escalating. We will use calm and effective conflict resolution processes including restorative justice processes.
- We will encourage families to support learning and positive behaviour. Therefore we will keep families informed using culturally appropriate processes such as family meetings, restorative practices.

### **Code of Behaviour**

The purpose of the code of behaviour is to affirm the rights of all the school community to feel safe at school. The code of behaviour is based on the school values:

#### **Respect – all students and staff are treated with respect and dignity.**

##### **This means we will:**

- Respect the rights of other to learn
- Respect and care for school property
- Cooperate with staff and others in authority
- Communicate with others using respectful language
- Listen to the opinion of others and appreciate our different ways of knowing and doing

**Responsibility – all staff and students have responsibility to create a positive learning community.**

**This means we will:**

- Come to school ready to learn, on time and prepared
- Participate actively in the schools learning program
- Be responsible for our actions
- Be dressed appropriately for activities
- Follow reasonable instructions from adults
- Keep our school free from bullying and harassment
- Takes pride in our work

**Honesty – all staff and students have a responsibility to tell the truth, admit our mistakes and show we are trustworthy.**

**This means we will:**

- Tell the truth
- Leave other peoples belongings alone
- Voice our opinions in a kind and respectful way
- Show and share our feelings
- Talk to an adult if we are worried about what others are doing
- Take responsibility for what we do
- Do our own work

### **The Classroom Learning Environment**

- We believe that classroom management is based on the school values with class and yard behaviours being consistent with each other.
- Class agreements are negotiated at the beginning of the school year using the school values and what this means. These are revisited at regular intervals throughout the school year.
- Classes negotiate logical consequences for both positive behaviours that support the school values.
- Classes negotiate logical consequences when negative behaviours are displayed

### **Anti Bullying**

Carmel Primary seeks to be a place of acceptance, affirmation and justice. We believe that bullying strikes at the very basis of these values and prevents students from reaching for excellence in every dimension of their lives. Students are entitled to receive their education free from humiliation, harassment, oppression and abuse.

The School requires all members of its community to live and work by a moral code informed by its Christian foundations and thus develop attitudes, behaviour and conduct based on mutual respect and concern for each of God's people. The School also recognizes and acknowledges its statutory obligations in these matters.

Bullying affects everyone, not just the bullies and the victims. It also affects those other people who may witness violence, intimidation and the distress of the victim. The latter may especially affect family relationships. Bullying can also damage the atmosphere of a class and even the climate of a school.

In accordance with these beliefs, Carmel Adventist College staff will not tolerate bullying of any child by another child or a group of students. We insist that natural justice and due process be extended to both the victim and the bully.

### **Prevention**

Teachers, parents and students themselves can all take actions that assist in preventing or 'heading off' potential incidents of bullying.

At Carmel Adventist College Primary, staff encourage students to act with integrity and regard for others. Acting with integrity is about exercising personal judgment in accordance with moral principles to choose ethical over expedient actions. Having regard for others involves taking into account the feelings, motivations, cultures, backgrounds, languages, circumstances, desires, beliefs and opinions of other individuals and groups.

At Carmel Adventist College Primary we emphasise the positive and encourage right relationships among students through participation in the following activities:

- Health Curriculum including Protective Behaviours
- Rule Reminders/Role playing situations
- Increased staff awareness of potential 'trouble spots'
- Extra supervision if required
- Police 'Constable Care' Programs
- Contact with parents/carers
- Grade/class meetings
- Observing early warning signs of distress
- Behaviour modification plans eg Communication books
- Access to the School Chaplain or referral to the School Psychologist
- Empowering all students (often the bystanders) to prevent bullying behaviours occurring
- Whole school focus



- Encounter (Bible) lessons
- Values Education
- Individual counselling/support
- Social skills teaching

**Staff implement the following strategies to assist in preventing incidents of bullying:**

- Provide thorough supervision to ensure safety for all
- Create a caring, co operative ethos which promotes respect for the individual
- Establish understandings regarding rules, rights and responsibilities
- Establish clear and effective classroom routines
- Engage in frank, open discussion
- Recognise that the silent majority of students can become a positive force in countering bullying
- Establish a ‘time-out’ area on the playground if required
- Address bullying issues through social education in the classroom via role play, games, drama, discussions, drawing and writing
- Use ‘protective interrupting’ so that students do not make themselves vulnerable to attack by others
- Initiate *cooperative* versus *competitive* classroom practices
- Cater for various preferences and styles of learning
- Give ‘bad press’ to bullying behaviour, eg ‘bullying is uncool’
- Reinforce the two themes:
  - ‘We all have the right to be safe all of the time’
  - ‘It's important to tell someone if you are being bullied’

**Behaviour Management**

Minor matters of discipline are dealt with by the classroom teacher or the playground duty teacher. More serious offences may be referred to the Principal. The most serious matters of discipline are referred to the College Council. In extreme cases, students may be suspended for up to two weeks or dismissed from the College. The welfare of the entire College may be threatened by the misbehaviour of one student. The College Council is prepared to exclude a student on a permanent basis if he/she is not willing to abide by the aims and objectives of the College.

If you would like to see a full copy of our Anti-Bullying Policy, please ask at the main office.

## **CURRICULUM**

Carmel Adventist College Primary is registered to provide an approved program of Education for primary students. The academic program that is presented by this College is fully selected and modified so as to remain in harmony with our philosophy.

A wide variety of subjects are taught, including:

Religious Studies (Encounter), English, Mathematics, Humanities and Social Sciences, Science, Technologies, Health and Physical Education, Languages - French (Years 1-6), The Arts

Curricular, resource selection and implementation of learning programs:

- Are child centred and teacher guided
- Are gender inclusive
- Are focused on the whole child
- Reflect the needs of the individual child
- Are non-discriminatory

A fee is charged per child to cover the cost of supplied textbooks. Parents are requested to purchase some stationery items as listed on the stationery form.

## **HOMEWORK**

Homework is necessary if a student is to perform satisfactorily. Homework will take the form of revision of spelling, number facts and reading. The upper grades will also have some research assignments during the year. Recommended time to be allowed for homework (includes time spent on assignments) per night:

Pre-Primary - Year 1	10 - 20 minutes
Years 2 - 4	20 - 30 minutes
Years 5 - 6	30 - 45 minutes

## **LIBRARY**

The Library is an integral part of our school program. It supports the educational program of the College and is designed to meet the needs of both students and teachers by providing a balanced collection of materials and services. Students are encouraged to use the Library to read for enjoyment and satisfaction, study and research.

### **Lending rules are:**

- Kindy - Pre Primary                      1 book
- Years 1 - 2                                    2 books
- Year 3 - 6                                     3 books
- Students who are on the Lexile program (Years 2 - 6) can take an additional 2 books.
- Students may borrow books for one week and then either return or renew them.

### **Procedures:**

- A Library bag must be used when borrowing books from the Library
- No books are to be taken from the Library without being checked out in the proper manner
- Reference books are not to be removed from the Library
- Return books to the 'Return Slot'
- If you forget to return your book you will be issued with an overdue notice. You will not be allowed to borrow until the book is returned
- If the book is lost or damaged please inform the Librarian. You will be issued with an account that will need to be paid
- Vandalism of any kind is not tolerated (including writing in books and tearing out pages etc). You will need to pay for vandalised items
- Parents are welcome to visit the Library during open hours
- Donations of books and resources are welcomed

### **Student Responsibilities**

- Resources borrowed under your name are your responsibility - do not give the book to another student
- Return books on time and in good condition
- Report any lost or damaged resources

Students are expected to treat the resources, equipment, furnishings and other Library users with respect. Everyone's co-operation is required to keep the Library a quiet study or reading area.

## **FINANCE**

The tuition fee charges represent only a part of the cost of operating the College. Finance comes from three sources: Fees, Seventh-day Adventist Church contributions and State and Federal Government Grants.

### **Tuition Fees**

- Tuition fees are set each year by Adventist Christian Schools, WA
- Fee accounts are forwarded to school families at the beginning of the year
- A financial commitment form is to be completed prior to school starting each year. This form will outline various options for payment instalments spread over the school year
- Due dates and discount periods will be detailed on the financial commitment form
- *Please note that if for some reason you need to withdraw a student from the school, a full term's notice is required. A term's fees will be charged if notice is not given.*

Note: All fees must be paid in full before a child can be re-enrolled for a new year.

### **Student Accident Insurance**

The school annually takes out a student accident insurance policy for all students. This policy covers injuries that occurs during school hours including school camps. The charge for this insurance is approximately \$15 per student/annum and has be included in the \$125 annual Resource Fee. Claim forms are available at the school.

### **Low Income Families**

Families in financial difficulty may apply for assistance with fees through the School Principal. The amount of bursary available is limited and there is no guarantee that all requests will be met. Families who already have children enrolled in the school will be given preference. A full statement of income must be provided as part of the application. Applications are made and reviewed each six months.

### **Maintenance Fee**

A maintenance fee will be charged at a rate of \$60 per family per semester (twice yearly). Families may wish to select the option of participating in Working Bees at least twice yearly. Involvement in Working Bee activities will result in the Maintenance fee being removed from your tuition account.

### **Stationery**

In the final term of the year, each student will be given a list of stationery requirements. These items are to be purchased by parents for the new school year.

### **Swimming Lessons**

All students from Pre-Primary - Year 6 go to the Belmont Oasis Pool for professional coaching in Term 1. The amount of \$130 per student is charged at the beginning of the school year. Exemption from swimming lessons will only be given when a medical practitioner advises against swimming for medical reasons.

### Excursions and Incursions

There will be class and school excursions from time to time. Excursions are compulsory as they are carefully selected to enhance the learning program of the College. A charge of \$25 per student per term will be added to tuition fees to cover the cost of excursions and incursions.

### Student Resource Fee

A charge of \$125 per student per term will be added to tuition fees to cover the cost of the following items (note: not all students use all items each year):

- ITC Levy
- Maths Textbooks
- Lexile Subscription
- Homework Folder
- Student Insurance etc

## 2019 FEE SCHEDULE

Per Student	Tuition Fees	Maintenance Annual per family	Swimming
3 year old Kindy* (2 full days)	\$3,835 (\$958.75 per term)	N/A	N/A
4 Year Old Kindy ** (Mon/Wed/Fri)	\$2,450 (\$612.50 per term)	\$120	N/A
Pre Prim - Year 6	\$4,075 (\$1018.75 per term)	\$120	\$130

*Note: Fees above do not list family discounts or early payment discounts.*

**\*3 year old Kindy Program** – Tuesday and Thursday (subject to change). Half or full day options are available. Please note that no government funding applies to this program hence the higher fee rate.

**\*\* 4 year old Kindy Program** – Parents have the option of enrolling their child for a 5 day program. Please note that the costs for the additional day are quite a lot higher than the 3 set days. This is because no government funding applies for the extra days.

### Family Discount

1 child	Not applicable
2 children	20% discount per student for tuition fees only (discount does not apply to maintenance, swimming or bus)
3 children	25% discount per student for tuition fees only (discount does not apply to maintenance, swimming or bus)
4 + children	30% discount per student for tuition fees only (discount does not apply to maintenance, swimming or bus)

Family discount does not apply to 3 Year-old or 4 Year-old Kindy as the fee is already discounted. However, the number of children is taken into consideration when applying family discounts for older siblings. No discounts apply for 3 Year old Kindy as no Government funding is available for this program.

### BUS 2019

Proximity to the College (in direct line/map)	Cost per Year
Up to 10 kilometres	\$1,738.00 - includes GST (\$434.50 per term)
Greater than 10 kilometres	\$1,963.50 - includes GST (\$490.88 per term)
Families will pay a maximum of three bus fares. Extra children travel free. <i>This applies to students enrolled in either the Primary or High School.</i>	

### Payment Options

Payments may be made using: Bpay, Cash, Cheque, Credit Card, EFTPOS, Direct Debit or Centrepay\* (Centrelink direct debit).

\*Please contact Centrelink directly to set up your Centrepay deduction.

## UNIFORM

Carmel Adventist College Primary has a great uniform that students can be proud to wear. We believe that when our students wear the uniform correctly they not only represent their College positively in the community, but they will also develop a personal sense of pride and self-respect that they can take with them into life beyond school.

Purchasing uniforms that fit well and keeping those uniforms clean, neat and well pressed, with shoes polished, will assist in developing personal and school pride and prepare students for expectations they will face when they join the workforce.

### Uniform Shop

All formal uniform items are available at the Uniform Shop located at the High School Campus, open between 8.30am - 9.30am Monday & Thursday and 3.30pm - 4.00pm Tuesday (subject to change).

All sport uniform items are available at the Uniform Shop located at the Primary Campus. Limited numbers of second hand sport and formal uniforms are also available at the Primary Campus.

Uniforms are to be worn at the following times:

- When travelling to and from the College
- At the College
- At formal College functions
- On all excursions (unless stated otherwise)

Students should be in correct uniform (including footwear) at all times. If, on rare occasions, it is so cold that one jumper is insufficient, a non-uniform skivvy/t-shirt may be worn under the uniform providing that it is **not** visible.

Swimwear must be modest.

Parents are requested to see that their children are correctly dressed at all times. If for any reason it is impossible for a student to be in full school uniform, a written note from their parents must be addressed to the class teacher who is able to approve a Uniform Pass. Students are able to bring a signed note from parents three times a term for minor items. (This excuses the student for the period of one day). Or, one note a term for major items (this allows for up to five days to have the item corrected). Students who do not bring a note of explanation will be expected to remain on the verandah during break times until the uniform issue is resolved.

### Jewellery

Only the following jewellery may be worn at school:

- A functional, not decorative, watch with an inconspicuous band
- Medical bracelet
- One (1) pair of plain or silver studs, 3mm or less, in each earlobe



### **Adornment**

- Only clear nail polish is permitted
- The use of make-up is not permitted
- Hair ties and headbands need to be plain and only in the acceptable colours below

### **Hair**

- Hair should be clean, kept clear of the eyes, and off the face
- Hair should be natural colour
- Changes to hair colour and/or obvious multiple colours in the hair are not permitted
- Undercuts, tracks, steps, spikes, mo-hawks, wedges, etc and cuts less than a # 2 are not permitted

### **Girls**

Girls whose hair is shoulder length or longer, must tie it back. Hair ties and headbands need to be blue, black, white, red or regulation tartan.

### **Boys**

Boys are encouraged to keep their hair trimmed to above the collar. Hair must be tied back if it extends to shoulder length or beyond.

### **Shoes**

Shoes must be low-heeled, polishable black lace up regulation school shoes or school shoe with a black strap. In Terms 1 & 4 students are permitted to wear regulation school sandals in brown, black or navy.

### **Hats**

College uniform hats are required in Term 1 & 4 and must be worn for all outdoor events. Carmel applies the 'No Hat - No Play' rule. Please note that hats are also required in Terms 2 & 3 if the expected UV index is above 3.

*The uniform described on the following page is compulsory for all students attending the College in Years 1 - 6. For Kindy and Pre Primary, see below.*

### **KINDY ( 3 Year Old & 4 Year Old) & PRE PRIMARY STUDENTS**

Students in the Early Childhood Centre wear the sports uniform every day. The formal uniform listed overleaf is not required until Year 1. In winter (Terms 2 & 3) Kindy and Pre Primary students are allowed to wear uniform fleecy track pants in place of the micro-fibre pants for added warmth and wear and tear. Please do not purchase track pants from stores such as Kmart as it is important for uniform colour consistency that all pants are supplied through the Carmel Primary Uniform Shop.

## SUMMER UNIFORM (Terms 1 & 4)

### **Girls**

- Tartan dress (touching the knee in standing position)
- Polishable black lace-up shoes or school shoe with strap, with white ankle socks - one fold. Alternatively, students can wear regulation school sandals in brown, black or navy with no socks. No tights with summer uniform
- Navy blue V-neck knit pullover with Carmel College logo
- Uniform blue hat

### **Boys**

- Mid-blue short sleeved shirt with College logo
- College grey shorts (no cargo shorts or full elastic waist shorts)
- Polishable black lace-up shoes with grey ankle socks - one fold. Alternatively, students can wear regulation school sandals in brown, black or navy with no socks
- Navy blue V-neck knit pullover with Carmel College logo
- Uniform blue hat

## WINTER UNIFORM (Terms 2 & 3)

### **Girls**

- Years 1-3 - Tartan skirt **or** pinafore touching the knee in standing position, white shirt embroidered with College Logo
- Years 4-6 - Tartan skirt - touching the knee in standing position, white shirt embroidered with College Logo
- Polishable black lace-up shoes, or school shoe with black strap
- White ankle socks with one fold **OR** black/navy stockings or tights (socks and tights are not to be worn together)
- Navy blue V-neck knit pullover with Carmel College logo
- School jackets – with school logo may be worn for additional warmth. \*(Optional)
- Uniform Beanie (Optional)

### **Boys**

- Mid-blue shirt with College logo and button up collar
- College grey trousers (no cargo pants)
- Polishable black lace-up school shoes with grey socks. Boots/canvas shoes are not permitted
- School tie
- Navy blue V-neck knit pullover with Carmel College logo
- School Jackets – with College logo may be worn for additional warmth. \*(Optional)
- Uniform Beanie (Optional)

*\*Jackets do not replace the navy v-neck jumper with the Carmel Logo as part of the formal uniform. Formal uniform is required for excursions, special events, public performances and other times as outlined in the newsletter from time to time.*

## **SPORT UNIFORM**

### ***Girls & Boys***

- Terms 1 & 4 - Royal blue sport shorts or skorts for girls
- Terms 2 & 3 - Royal blue micro-fibre sport track suit pants
- Uniform blue hat
- Royal blue/gold polo-shirt with College Logo
- Royal blue/gold micro-fibre jacket with logo (winter/cooler weather)
- Sneakers (predominantly white, red, blue, grey or black)\*
- Plain white socks with no visible logo (sock needs to be visible above the shoe line)

*Year 6 students are allowed to wear their leavers shirt in place of the sport polo.*

\*NB: Please do not purchase brand name shoes (ie. 'Barbie') or colours such as bright pink, orange and green).

The Sport Uniform can only be worn on the specified sports day of your child's class. This includes the sports jackets.

## **LOST PROPERTY**

We strongly encourage parents to clearly label ALL uniform items. Any unlabelled lost property will be placed in the lost property box in the breezeway outside the office. All uncollected items will be 'donated' to our second hand uniform shop at the end of each term.

## **COMPLAINTS POLICY AND GUIDELINES**

We recognise that grievances can and do arise. However, as a Christian College we also recognise the Biblical principle for resolving such issues to facilitate resolution without undermining or damaging relationships. While we would hope that such issues do not arise, it is important that when they do, there is an understood procedure to guide staff, students and parents in addressing such issues.

The Biblical approach to grievance and dispute resolution obligates an individual to solve issues as close to the source of the problem as possible and only involve those relevant to the situation. Only when resolution is not possible should others be involved and these should be those next in the line of command or influence.

It is therefore expected that members of the school community follow the recommended procedures to address concerns and resolve issues.

For a full copy of our Complaints Policy and Guidelines, please see the main office or refer to the College Website.

## PROCEDURES

### Reports & Interviews

Parent/teacher interviews are held at the end of Term 1 to give parents a current report on the strengths and weaknesses of the child and how parents may help. A written Interim Report is given towards the end of Term 1. A Full Report is sent home at the end of Terms 2 & 4. Parents are welcome to chat with a class teacher any time throughout the year in regards to their child's progress. Please call the office to arrange a time.

### Parent Information Night

Early in each school year an information night is held for all parents and students to discuss class procedures, subjects, homework and assignment procedures and co-operative responsibility for learning. We would like these meetings to be a priority for all students and their parents. Class guidelines will be distributed and explained at these meetings.

### Telephones

The College telephones are not provided for student use. Students will not be permitted to receive or make calls except in exceptional circumstances. In the case of an emergency, a message from a parent or guardian will be passed on to the child. Mobile phones are not permitted during school time. Please note that any student using a mobile phone during school hours without the permission of the class teacher or Principal, risks having the phone confiscated. If it is necessary to have a mobile phone at school, students are strongly advised to ask their classroom teacher to place their mobile phone in a safe place during school hours. We cannot guarantee the safety or security of phones that are kept in school bags or desks.

### Newsletters

To keep you in touch with happenings at the College the Newsletter is sent out fortnightly via email. The Newsletter is also posted on the College Website and on the Carmel College Skoolbag App each fortnight. Please inform the College when you change your email address. A hard copy of the Newsletter is available upon request.

### Eating

Students are strongly encouraged to bring healthy food and drink for their lunch and recess snack. Students need to be seated in the assigned areas while they eat their lunch. All rubbish is to be placed in the bins and lunch areas are to be kept tidy. No eating is permitted in the undercover area, on the playground equipment or on the oval. Chewing gum and bubble gum are not permitted at school. Soft drink and caffeinated sports drinks and all forms of junk food are strongly and discouraged.

## **Drinks**

Drink bottles are encouraged in the classrooms if they contain only water. Drink bottles are not permitted in the vicinity of the Library or whilst using iPads or computers.

## **Visitors & Parent Volunteers**

All visitors are required to 'Sign in' at the office and receive a visitor pass before proceeding into the College grounds. Any parent working as a volunteer in a class or on the school property also needs to 'Sign in' and wear a visitor's pass. This is vital for Health and Safety purposes.

Please ensure you have a copy of the Volunteers Information Booklet if you will be volunteering regularly or attending school camps and offsite excursions.

*Note: The right of entry is at the Principals discretion.*

## **Student Personal Belongings**

It is essential that students and parents are very clear that any items brought onto the property by a student for their personal use must remain the student's responsibility at all times. They are personally liable for loss or damage to such items. Electronic games, iPads and iPods are not to be brought to school. Playing Cards or Trading Cards are not permitted. All trading of cards is banned.

## **Privacy**

We value your privacy. The personal information of any student or parent will not be given out without permission from the affected person/s. Exceptions are: School Dentist, School Nurse, Guidance Officer and information required by the Commonwealth or State Education Departments.

## **Canteen**

A canteen service is offered through Walliston Deli three days a week (Monday, Wednesday & Friday). Children should deposit their lunch orders, with money, into the letterbox located in the main office by 9am on canteen days.

## **Safety Equipment - Bikes, Scooters & Skateboards**

All safety equipment must comply with National Safety Standards. It is required that any student utilising scooters or bikes for transport to and from College wear appropriate safety equipment. Bikes and scooters are to be kept in the bike area during school hours. For safety reasons bikes and scooters cannot be ridden on the College grounds. Students are asked to dismount and walk their bike or scooter while they are on the College property. Skateboards are not to be ridden on the College grounds

## MEDICAL

### **Sickness or Accident**

The College policy is to contact parents in the event of a serious accident. If they cannot be contacted the Principal will act 'in loco parentis' and an ambulance will be called at the expense of the parents. Parents will be notified as soon as possible. All medical expenses are the responsibility of the parent. If students become too sick to remain in class or travel home by bus, parents will be contacted and requested to collect their child. Parents are requested not to send sick children to school, as there are limited ways in which they can be cared for and also to limit the potential for infection of others.

### **School Nurse**

An Education Department visiting nurse services the College throughout the year.

### **Dentist**

All students are entitled to free dental service through the WA Government. The dental therapy unit operating from Kalamunda Primary School (Heath Road, Kalamunda) services our College. For an appointment call 9293 2801.

### **Medication**

Please contact the front office for a copy of the Administration of Medication Policy if required.

### **Infectious Diseases**

Students contracting an infectious disease are to be excluded from College immediately and should remain at home for the period of time as outlined by the Australian Government Department of Health. A full list of infectious diseases and exclusion times are available from the College office.

### **Immunisation**

A copy of your child's immunisation records will be required at the time of enrolment and may also be requested by the College Nurse at a future date to check that children are fully immunised for their relevant age.

### **Head Lice**

Students found to have head lice are to be excluded from College until the child has been fully treated.

## 2019 CALENDAR

*(Please note that these dates are subject to change. Keep updated through your Newsletter)*

### Term One (10 week term)

January 29 (Tuesday)	Registration Day
February 4 (Monday)	Term 1 Commences – students (4YO Kindy – Year 6)
February 11 (Monday)	Parent/Teacher Meet & Greet
February 18 - March 01	Swimming Lessons (PP – Year 6)
March 4 (Monday)	Labour Day Public Holiday
March 12 (Tuesday)	Parent/Teacher Interviews (3YO Kindy – Year 2 only)
April 19 - 22 (Fri-Mon)	Easter (SDA Annual Convention) During S/Holidays
April 10 (Wednesday)	Parent/Teacher Interviews (Years 3 – 6 only)
April 12 (Friday)	Term 1 concludes

*TERM END HOLIDAYS - April 13 - April 28*

### Term Two (10 week term)

April 29 (Monday)	Pupil Free Day - Teachers PD
April 30 (Tuesday)	Term 2 Commences – students
May 6 - 8 (Mon - Wed)	Year 6 Camp
May 14 - 16 (Tues-Thurs)	NAPLAN Testing (Years 3 & 5)
May 17 (Friday)	NAPLAN catch up tests (Years 3 & 5)
June 3 (Monday)	WA DAY Public Holiday
July 3 (Wednesday)	Parent/Teacher Interviews
July 5 (Friday)	Term 2 concludes

*TERM END HOLIDAYS - July 6 - July 21*

### Term Three (10 week term)

July 22 (Monday)	Pupil Free Day - Teachers PD
July 23 (Tuesday)	Term 3 Commences – students
August 12 (Monday)	School Photo Day
August 19-23 (Mon-Fri)	Book Week
August 19 (Monday)	Book Week Parade
August 30 (Friday)	Flanno Friday for Fathers Day
September 11 (Wednesday)	Junior Concert Program (Years 1-4)
September 27 (Friday)	Cross Country & Market Day – Term 3 concludes

*TERM END HOLIDAYS - October 5 - October 13*

### Term Four (9 week term)

October 14 (Monday)	Pupil Free Day – Teachers PD
October 15 (Tuesday)	Term 4 commences – students
October 18 (Friday)	Mud Day
November 1 (Friday)	Combined Schools Sports Day
November 8 (Friday)	Orientation Day
December 6 (Friday)	Pre-Primary Grad & Nativity picnic
December 4 (Wednesday)	Speech and Awards Program
December 5 (Thursday)	Year 6 Fun Day & Picnic Tea
December 9 (Monday)	End of Year Fun Day (whole school)
December 10 (Tuesday)	Term 4 concludes







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A Christian College operated by Adventist Christian Schools WA

