



CARMEL ADVENTIST COLLEGE
PRIMARY

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

T/A Carmel Adventist College Primary

INDEX

History and Overview	6
Mission Statement	7
Foundation and Administration	8
Admission	9
Withdrawal	9
Attendance	9
Staff	10
School Hours	11
Bus Operation	11
Private Music Tuition	11
Code of Behaviour	12
Student Management	13
Bullying	13
Curriculum	14
Homework	14
Cheating	14
Library	15
Finance	16-18
Uniform	19-22
Lost Property	22
Complaints	22
Procedures	23-24
Medical	25
Calendar	26

OUR HISTORY

In November 1907, a small college 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 principal governing body of the College. The College Council is appointed by Adventist Christian Schools, WA. It is comprised of the College Principal and representatives of the Head Office in WA. The Executive Officers of the College Council are:

Chairperson: Mr John Pocock

Principal: Mrs Janine Taylor

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 \$100 for one child or \$200 for two or more children. A character and scholastic report from the previous school (except when commencing Kindy or Pre Primary) is also required.
2. Arrange an interview for themselves and their child 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.

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, email or written note before 9am on each day of absence (or beforehand if an expected absence is known). Administration staff will phone parents for an explanation if no reason has been provided by 9am each day.

Late Arrival

For any 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 - 2016

Principal

Mrs Janine Taylor Bachelor of Education (Primary)

Deputy Principal

Mrs Glenys Blagden Bachelor of Education (Primary)

Teachers

Year 6	Candice Keating	Bachelor of Education (Primary)
Year 5	Karyn Stanton	Master of Education (Primary)
Year 4	Jonathan Hughes	Bachelor of Education (Primary)
Year 4	Maryanne Till	Bachelor of Education (Primary)
Year 3	Hannah Jaeger	Bachelor of Education (Primary)
Year 2	Tanya Hort	Bachelor of Education (Primary)
Year 1	Glenys Blagden	Bachelor of Education (Primary)
Pre Primary	Jeff Wallis	Bachelor of Business Diploma of Ed. (Early Childhood)
Kindy	Raeanne Felhberg	Bachelor of Education (Primary)
French	Marielle Verte	Bachelor of Arts (French/Communication) (UNISA)
Music/Sport	Brydon Eaton	Bachelor of Education (Secondary)

Education Assistants

Ruth Webb	Diploma Education Support
Joanne Pearson	Cert 3, Education Support
Holly Gunter	Cert 3, Education Support
Janine Beck	

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

Chaplain Nicola Warchol

Librarian Holly Gunter Cert 3, Education Support

SCHOOL HOURS

Kindy - Year 6

Morning Session	8.45am - 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 will commence at 8.30am and finish 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 Bus Co-ordinator:

Mrs Stacey Kendall 0488 119 945

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

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
	Sandra Lowe	0427 907 507
	Amy Chapman	0400 068 032
Guitar	Bernard McDonagh	0405 767 338
Violin	Julie Harrison	0409 887 766

CODE OF BEHAVIOUR

The fundamental role of Christian Education is to prepare students for a life of service to God and others. Our policies, whether related to attitude towards learning, behaviour management, uniform or the many other aspects of schooling at Carmel Adventist College Primary, are directed towards preparing our students for the complexities of life beyond school. Our students will be the leaders of the future and our aim is to instil in them skills including, the ability to develop effective relationships with parents, peers, staff and community, self-discipline and self-respect. Responding positively towards college expectations and demonstrating the ability to take responsibility for their actions are outcomes we desire to help our students develop during their time at Carmel.

1. Students are at the College to learn. They are therefore expected to be attentive in class, move about the College in an orderly fashion, be punctual and have all necessary equipment for each lesson. It is expected that students will support the teacher's work by refraining from unwarranted conversation and the distraction of others. Students also need to pay attention during lessons and apply themselves to tasks assigned by the teacher.
2. A student may only leave the College grounds during school hours accompanied by a parent or guardian.
3. Each student is expected to respect the property rights of the College and of every member of the college community. All breakages and damage must be reported to the Principal or Deputy immediately by the person responsible, who will also have to bear the cost if the breakage was caused by irresponsible or malicious action.
4. Uniform and behaviour while travelling to and from the College or in any public place must be exemplary. It should be remembered that the public often judges an institution by the dress and behaviour of its students.
5. Standards of honesty, courtesy, moral purity in word and act, good language, respect for authority and reverence to God are to be maintained.
6. Students are expected to participate in sports and to be gracious winners and good losers.
7. Designated out of bounds areas must be strictly observed.
8. Dangerous implements including guns, knives, metal rulers and items which have proven troublesome in the past are not permitted at College or while the students are under College jurisdiction or in College uniform.

9. Correct and complete uniform must be worn neatly at College, travelling to and from and at any other place when the student is in uniform. During activities where uniform is not required, dress must be modest and accessories and footwear must meet college health and safety standards.
10. Alcohol, cigarettes, illegal drugs and other harmful substances are strictly forbidden. Students are reminded that they represent the College and its standards and they need to abide by them at all times.
11. The College reserves the right to open and search students' bags without notice. This would only be done with the student present.

Where there are no written rules, the basis of behaviour is common sense and courtesy.

STUDENT 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 or Deputy. 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.

BULLYING

Carmel Adventist College 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.

Bullying affects everyone, not just the bullies and 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 Primary 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 victim and the bully.

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 (Speaking & Listening, Reading & Comprehension, Spelling & Grammar, Writing & Designing), Mathematics, History/Geography, Science, Technology, Health, Computing, French (Years 1-6), Physical Education, Drama, Music and Visual Art.

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

CHEATING

A student, who is found to be dishonest on tests, quizzes, assignments, homework, etc., will not be given a grade for the work and will be referred to the College Administration. The student's parents will be notified and if a second offence occurs (not necessarily in the same class), disciplinary action will be taken.

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 start each year. This form will give 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 24hr/365 Day Accident Insurance

The school annually takes out a student accident insurance policy for all students. This policy covers injury twenty-four hours a day, regardless of whether the accident occurs at school or not. The charge for this insurance is approximately \$15 per student/annum and will be included in the tuition account each year under the heading of Student Resources Levy. 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 \$125 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 due to medical reasons.

Excursions

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. Any excess money will be credited back to your account towards the end of Term 4.

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
- Student Diary
- Lexile Subscription
- Homework Folder
- Student Insurance etc

2017 FEE SCHEDULE

Per Student	Tuition Fees	Maintenance Annual per family	Swimming
3 year old Kindy* (2 full days)	\$3635 (\$908.75 per term)	N/A	N/A
4 Year Old Kindy (Mon/Wed/Fri)	\$2320 (\$580 per term)	\$120	N/A
Pre Prim - Year 6	\$3860 (\$965 per term)	\$120	\$125

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

*3 year old Kindy Program - Monday and Friday (To Be Confirmed). May be a Tuesday and Thursday depending on the demand. Half or full day options are available. Please note that no government funding applies to this program hence the higher fee rate.

Family Discount

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

Family discount does not apply to 3 year old or 4 year old Kindy. 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 2017

Proximity to the College (in direct line/map)	Cost per Year
Up to 10 kilometres	\$1578.50 - includes GST (\$394.65 per term)
Greater than 10 kilometres	\$1782.00 - includes GST (\$445.50 per term)
Families will pay a maximum of three bus fares. Extra children travel free.	

Payment Options

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

*Centrepay forms are available from your nearest Centrelink Office

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 High School Campus, open between 8.30am-3.30pm each Monday and Wednesday.

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 will issue a Uniform Pass. Students who do not bring a note of explanation will be issued with a Uniform Infringement.

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 3mm studs in the earlobes (girls only)

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 and 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 hair should not extend below the bottom of the collar and the back of the neck, or be long at the sides or in the eyes.

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 YOA & 4 YOA) & 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 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
- 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

- Tartan skirt or pinafore (Year 1-3), white shirt embroidered with College Logo
- Tartan skirt - touching the knee in standing position (Year 4-6), 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
- School tie
- Navy blue V-neck knit pullover with Carmel College logo
- School jackets – with school logo may be worn to and from school and during lunch and recess breaks for additional warmth

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 are not permitted
- School tie
- Navy blue V-neck knit pullover with Carmel College logo
- Jackets – with College logo may be worn to and from school and during lunch and recess breaks for additional warmth.

SPORT UNIFORM

Girls & Boys

- Royal blue sport shorts (Term 1 & 4)
- Royal blue micro-fibre sport track suit pants (Term 2 & 3)
- Uniform blue hat
- Royal blue/gold polo-shirt monogrammed with College Logo
- Royal blue/gold micro-fibre jacket with monogram (winter/cooler weather)
- Sneakers (predominantly white, red, blue or black worn with white ankle socks)

*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.

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 at 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. Guidelines will be distributed and explained at these meetings.

Telephones

The College telephones are not for student use. Students will not be permitted to receive or make calls. In 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.

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 App each week. 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 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.

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

If a student has an inhaler the parent may request in writing that the student be responsible for the inhaler and its administration to him/her self. This request is to be directed to the Principal. Written requests will be kept on file at the school. The student **MUST NOT** share the inhaler with any other child.

The office staff will administer medication **ONLY** if a doctor's certificate accompanies the medication (the exception being Panadol). The information provided by the doctor should include the dosage and times to be administered. A parent note is not sufficient.

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.

2017 CALENDAR

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

Term One

January 25 (Wednesday)	Registration Day
February 1 (Wednesday)	Term 1 Commences - students
Feb 27 (Mon) – Mar 10 (Fri)	Swimming Lessons (PP – Year 6)
March 6 (Monday)	Labour Day Public Holiday
March 20 (Monday)	School Photo Day
March 29 (Wednesday)	Parent/Teacher Interviews
April 7 (Friday)	Combined Schools Sports Day (PP- Year 6)
April 7 (Friday)	Term 1 concludes
April 13 – 17 (Thurs-Mon)	Easter (SDA Annual Convention)

TERM END HOLIDAYS - April 10 - April 26

Term Two

April 24 (Monday)	Pupil Free Day – Teachers PD
April 25 (Tuesday)	ANZAC Day Public Holiday
April 26 (Wednesday)	Term 2 Commences - students
May 9-11 (Tues-Thurs)	NAPLAN Testing (Years 3 & 5)
June 5 (Monday)	WA DAY Public Holiday
June 10 (Saturday)	Hymn Fest
June 28 (Wednesday)	Parent/Teacher Interviews
June 30 (Friday)	Term 2 concludes

TERM END HOLIDAYS - July 1 - July 16

Term Three

July 17 (Monday)	Pupil Free Day - Teachers PD
July 18 (Tuesday)	Term 3 Commences – students
Aug 7 – 11 (Mon-Fri)	Science Week
August 21 - 25 (Mon-Fri)	Book Week (<i>Parade - Fri Aug 25</i>)
September 20 (Wednesday)	Junior Concert Program (Years 1-4)
September 22 (Friday)	Cross Country & Market Day
September 22 (Friday)	Term 3 concludes

TERM END HOLIDAYS - September 23 - October 8

Term Four

October 9 (Monday)	Pupil Free Day – Teachers PD
October 10 (Tuesday)	Term 4 commences - students
November 10 (Friday)	Orientation Day
December 7 (Thursday)	Speech and Awards Program
December 8 (Friday)	Term 4 concludes



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