

2019



**CARMEL PRIMARY**  
ADVENTIST COLLEGE

**Back to School Information**

**WELCOME** ... to Carmel Adventist College Primary for 2019.

We trust the following information will be useful for you and your child/ren as we plan for the new school year.



### School Office Opening Hours

#### Primary Campus

Open from 8:30am – 4:00pm

Address: 18 First Ave, Bickley

Phone: (08) 9291 6399

Email: [primary@carmelcollege.wa.edu.au](mailto:primary@carmelcollege.wa.edu.au)

#### Secondary Campus

Open from 8:30am – 4pm

Address: Glenisla Rd, Carmel

Phone: (08) 9293 5333

Email: [secondary@carmelcollege.wa.edu.au](mailto:secondary@carmelcollege.wa.edu.au)

### IMPORTANT DATES FOR TERM 1

Tuesday 29 January

Monday 4 February

Tuesday 5 February

Monday 11 February

Tuesday 12 February

Monday 18 February (2 weeks)

Monday 4 March

Tuesday 12 March

Wednesday 10 April

Friday 12 April

Friday 19 April – Monday 22 April

Registration Day

4YO Kindy – Yr 6 commence classes at 8:50am

3YO Kindy commence

Meet & Greet

Storytime in the Bush commences

Swimming Lessons (Pre-Primary – Yr 6)

Labour Day Public Holiday

Parent/Teacher interviews (Kindy – Yr 2)

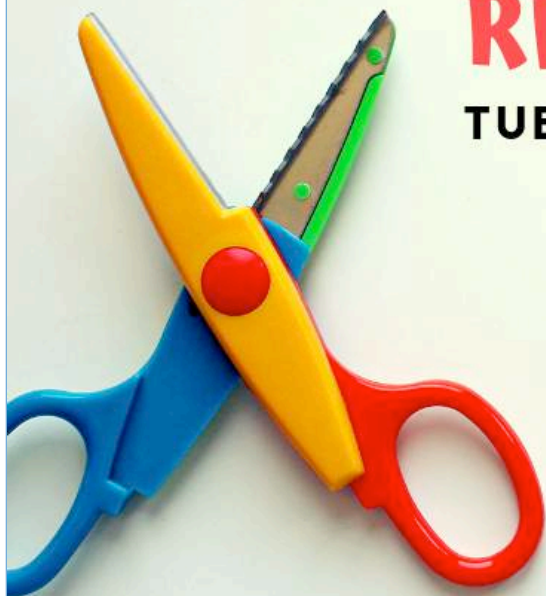
Parent/Teacher interviews (Yr 3 – Yr 6)

Term 1 Concludes

Easter (SDA Annual Convention) – during school holidays

# REGISTRATION DAY

TUESDAY, JANUARY 29



The school will be open from 10am - 2pm for you to come in and collect your child/ren's books (for covering), visit their new teacher and check out their new classroom.

## UNIFORM SHOP OPENING HOURS

### Carmel Primary (Sports Uniform)

The uniform shop at the Primary school will be open from 10am – 1pm on the following days:

Monday, 21 January 2019 to Friday, 1 February 2019  
(\*Closed on Thursday, 24 January & Australia Day Public Holiday - Monday, 28<sup>th</sup> January)

### Carmel Secondary (Formal Uniform)

Over the holidays the uniform shop will be by **appointment only**. To avoid disappointment, please call reception on 9293 5333 to make a booking.

Opening hours (by appointment only):  
Monday, 21 January 2019 to Friday 25 January 2019.

\*Registration Day - both uniform shops will be open on Tuesday, January 29 between 10am – 2pm (No appointment required for Primary school families).

### Regular Uniform Shop hours are...

Primary –	Friday 8:45am – 9:15am
Secondary –	Monday & Thursday 8:30am – 9:00am Tuesday 3:30pm – 4:00pm

Term 1 is...Summer Uniform

### Year 1-6

**Boys** – college grey shorts, blue logo shirt, grey ankle socks – one fold and black polishable lace-up shoes.

**Girls** – tartan dress, white ankle socks – one fold and black polishable lace-up shoes.

**Sport uniform** is the blue/gold polo t-shirt with logo, blue shorts (uniform shop only) and sport shoes in plain white, blue, black, red and grey. Skirt option available for girls.

The blue school hat is also required.

### 3YO and 4YO Kindy & Pre-Primary

**3YO Kindy** – blue polo t-shirt with logo, blue shorts and skirt option available for girls (uniform shop only).

**4YO Kindy & Pre-Primary** – blue/gold polo t-shirt with logo, blue shorts (uniform shop only). Skirt option available for girls.

Shoes – sports shoes in plain white, blue, black, red or grey. The blue school hat is also required.

Please refer to the 'Primary Student Handbook' (on website – under 'Enrolments') for more information.



2019 Stationery List...see page 7 & 8.

## CLASS SPORT *AND* LIBRARY DAYS

Year	Sport	Library	
3YO Kindy	~	Thursday	<p>Each class has a set day once a week when they will participate in sporting games and have the opportunity to borrow books from the library.</p> <p>On <b>Sport day</b>, your child will need to come to school dressed in their sport uniform (shorts, polo shirt, hat and sneakers).</p> <p>On <b>Library days</b>, they will need to remember to bring their school library bag and any books that need to be returned.</p> <p>Please take a note of the days Sport and Library falls on for your child/ren.</p>
4YO Kindy	Friday	Friday	
Pre-Primary	Thursday	Friday	
Year 1	Thursday	Friday	
Year 2	Thursday	Tuesday	
Year 3	Wednesday	Tuesday	
Year 4	Wednesday	Friday	
Year 5	Thursday	Tuesday	
Year 6	Thursday	Tuesday	



On Registration Day you will receive an A4 envelope with a bright yellow label on the front with the following forms:

- **2019 Fee Statement**
- **2019 'Blue' Fee Payment Commitment Form**
- **Confidential Student Information Form 2018**
- **Swimming Permission Slip**
- **NAPLAN Data Collection Form (years 3 & 5 only)**
- **Photo Permission Form\* (New students only)**

\*Photo consent from 2018 remains in place for the duration of your child/ren's enrolment or until such time as you advise the school otherwise, in writing.

Front office would really appreciate the above forms be completed and handed in on Registration Day. Thank-you. If you are unable to attend registration day the envelope with your child/ren's books will be sent home with them on the first day of school.



Like us on Facebook for regular information updates.  
Search for Carmel Adventist College Primary.

### SWIMMING CERTIFICATES

If your child/ren have participated in swimming lessons over the holidays, could you please bring in a **copy of their certificate on Registration Day** for our records.

Please note that the 'grading system' from the Department of Education for Interm swimming can vary. Whilst your child/ren may have done swimming lessons either privately or during the school holidays, their swimming level is determined by the swimming instructors for the Department of Education.



# Further Information

## Absent/Late Students

At Carmel we take your child's duty of care seriously and, as such, we need to be informed whenever a child is absent from school. This can be done by phoning between 8:30-9:00am, emailing [admin@carmelcollegeprimary.wa.edu.au](mailto:admin@carmelcollegeprimary.wa.edu.au) or using the SKOOLBAG app on the morning of your child's absence. If your child is late to school for any reason, a parent/guardian MUST sign the late register book in the office BEFORE they can go to class.

## Parking

Please be aware that the area in front of the main entry to the school is the bus drop-off point for buses each morning. There is also a longer section required for buses here each afternoon as well. If you are dropping-off or collecting your child by car, please park by the second entrance in front of the library or in the car park across the road. Thanks for your help in making our school a safe place.

## Visitors

Any one who comes to the school (other than to pick up or drop off their child/ren) MUST sign the 'Visitor' book in the office and wear a green 'visitor' sticker with their name on it. This is to clearly mark who is registered person within our school grounds and thereby identifying any person who shouldn't be here. While this may seem to be a bit of a pain, we do it in the interest of keeping your children safe from undesirables.

## After School Supervision & Pick up

The safety of your children is of paramount to us and because of this we have policies and routines in place to ensure that students leave the grounds safely once school is over for the day.

The Kindy and Pre-Primary classes are dismissed at the 3:10pm bell. The final bell for the day is at 3:15pm. For Years 1-6, classwork is finished and students dismissed at this time. If parents have not arrived by this time, students from Year 1-6 are to make their way to the front of the school (near the library) and sit on the wall where teachers are on duty to supervise until parents arrive.



If students are riding their bike home, students are to collect their bike, walk to the drink fountain outside the staffroom (previously Yr 4 classroom) and wait for a teacher to assist with crossing the road.

If students are catching the bus home, they are to make their way to the front of the school (near the front office) and line up in the respective bus line.

## IMPORTANT – Change of plans for afternoon transport/pick-up...

Please ensure that any change of plans to afternoon transport details are made directly to the class teacher or through the office by a parent or a guardian (not a student). This includes students using the free shuttle service down to the High School. Changes to plans can be through a written note, a phone call or an email by a parent or guardian.

Please note that in the absence of permission from you, we have no choice but to follow the regular routine for your children. Thank-you.

## Bus Contact Details

Please note that bus matters will be coordinated by each individual school. Should you have any questions, concerns or require a change to a current bus-stop, please contact your school directly.

**We hope to have the 2019 Bus Schedule emailed to parents by next week.**

Contact details are as follows:

### Carmel Primary

Contact: Narelle Duncan  
Phone: 9291 6399  
Email: [narelleduncan@adventist.org.au](mailto:narelleduncan@adventist.org.au)

### Carmel Secondary

Contact: Julie McCutcheon  
Phone: 9293 5333  
Email: [juliemccutcheon@adventist.org.au](mailto:juliemccutcheon@adventist.org.au)



## Asthma Action Plan

Please ensure you have provided an up-to-date Asthma Action Plan for your child. Asthma Action Plan's should be reviewed regularly by your child's doctor and the school notified of any changes. An Asthma Action plan can also include information for the school if your child requires asthma medications prior to sport or at any other time during school hours.

## Lost Property

We strongly encourage parents to clearly label ALL uniform items. Any unlabeled lost property will be placed in the lost property cupboard located outside the staffroom.

## Pre-Loved School Uniforms

If you have pre-loved school uniforms that you no longer need or have outgrown OR if you are wanting to purchase pre-loved uniforms, check out our Facebook page... 'Carmel Adventist College Primary & Secondary – Buy, Sell or Swap'. This page is for both Primary and Secondary Uniforms. Simply click the 'JOIN GROUP' button and Admin will get you off and running.



## Sporting Schools (after school sports)

Sporting Schools is an Australian Government initiative to get children committed to a lifelong love of sport. After school sports is on a Wednesday. We will inform you through our school newsletter when after school sports will commence, what the sport options will be and when permission forms will be sent home. **There will be NO Sporting Schools in Term 1.**

## Canteen Lunch Orders

The lunch orders are supplied by Walliston Deli each Monday, Wednesday and Friday. If you would like to order lunch for your child on these days, fill in a lunch bag (located outside near the staffroom) and put your order in the letterbox in the office by 9am. Orders are delivered at 1pm. Lunch order menu's and bags are available from the front office.

## Parents' and Friends Committee

Our Parents and Friends Committee is a vital part of our school. We are always looking for more families to be involved. We encourage you to please speak to your child/ren's class teacher or one of the Admin staff members if you are interested in participating in any way. Keep a look out in the Newsletter and Facebook page for details of upcoming meetings.

## Skoolbag (Smart Phone App)

We have a FREE App that can be downloaded from the respective App stores. The App can be used for a whole variety of purposes, but especially for the purpose of instant communication between school, parents and students. In your App store, search SKOOLBAG and then scroll down to Carmel Adventist College (the App is for both the primary and secondary).

## Chapel

Please note that we have our weekly Chapel and Assembly program every **FRIDAY** morning from 8:50am to 9:30am in our Multipurpose Room (located next to Library). On **Friday (8 Feb)**, our first chapel for the new school year will be coordinated by our teachers.

All parents are welcome to attend.

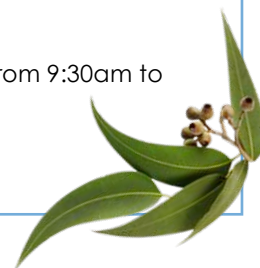
## Storytime in the Bush

Storytime in the Bush is an interactive nature based story retell aimed specifically at 2 - 4 year olds. Our creative early childhood teachers share a story with the children, complete a craft activity and then enjoy morning tea together. Following the story, the children have time to explore the amazing outdoor play area, which they love! This program is proving to be a wonderful way to meet new families and introduce them to our school.

We invite families to join us in our early childhood area for an interactive and enjoyable morning from 9:30am to 11:00am six times each term on a Tuesday (commencing 12 February).

Bookings essential on 9291 6399 or email [admin@carmelcollegeprimary.wa.edu.au](mailto:admin@carmelcollegeprimary.wa.edu.au)

\$10 family/session or \$5 child/session. A parent or guardian must accompany children.



## Student Banking

At Carmel College we believe in teaching our children the value of saving their money. By participating in our Student Banking program (Commonwealth Dollarsmites), your child will be rewarded with not only seeing their bank account grow, but achieving small awards and prizes for meeting their banking goals.

If you would like to join in our banking program, get your child started at [commbank.com.au/schoolbanking](http://commbank.com.au/schoolbanking)

**School banking day is on TUESDAY.**

## Newsletter Distribution

Our fortnightly newsletter is emailed, available to view on the Skoolbag App and on the website. If you would like to receive your Newsletter in paper format, please notify the front office.

If you do not receive the newsletter via email (The first issue will be sent in week 1), please contact the front office to verify your email address.

## PRIVATE MUSIC TUTORS

If you are interested in your child/ren taking music lessons here at the school, please see information below.

### Available School Hours

Piano – Rocco DeBellis	0400 218 850
Piano – Sandi Lowe	0447 006 209
Guitar – Bernard McDonagh	0405 767 338
Violin & Cello – Julie Harrison	0409 887 766



Whilst we provide the facilities for these lessons, they are operated privately. Fees are set by individual teachers and are payable directly to them. For all enquiries, please phone the appropriate teacher.



## PARENT TEACHER MEET & GREET

MONDAY, FEBRUARY 11  
AT CARMEL PRIMARY

We would love for our Carmel families to come along to our Parent Teacher Meet & Greet at Carmel Primary on **Monday, February 11.**

This is an opportunity to meet with your child/ren's class teacher. Teachers will discuss homework, class routines, expectations etc.

Information sessions will be advised in the next newsletter.

**HOPE TO SEE YOU THERE!**

**We** look forward to seeing you on the first day of school

**Monday, 4 February**  
(4yo Kindy – Year 6 commence)

## SCHOOL TERM DATES 2019

<b>Term 1</b>	Monday, February 4 – Friday, April 12
<b>Term 2</b>	Tuesday, April 30 – Friday, July 5
<b>Term 3</b>	Tuesday, July 23 – Friday, September 27
<b>Term 4</b>	Tuesday, Oct 15 – Tuesday, December 10



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p. (08) 9291 6399

e. [admin@carmelcollegeprimary.wa.edu.au](mailto:admin@carmelcollegeprimary.wa.edu.au)  
w. [www.carmelcollege.wa.edu.au](http://www.carmelcollege.wa.edu.au)

# CARMEL ADVENTIST COLLEGE PRIMARY - 2019 STATIONERY LIST

DESCRIPTION	3YO	4YO	PP	YR1	YR2	YR3	YR4	YR5	YR6	QTY REQ'D
Box of Tissues	1	1	1	2	1	1	2	3	4	
<b>NEW STUDENTS Only</b> - Apron/Paint Smock <i>(available to order through the Primary School Uniform Shop)</i>				1	1	1	1	1	1	
HB Lead Pencils					8	6	6	6	6	
HB Formative Lead Pencils <i>(the fat ones)</i>				8						
Large White Eraser				1	3	1	2	2	2	
Faber-Castell Coloured Pencils Pack 12 <i>(or alternative brand)</i>				1	1	1	1	1	1	
Soft Pencil Case - Large <i>(approx. 340mm x 170mm)</i>					1	1	1	1	1	
Double Holed Pencil Sharpener					1	1	1	1	1	
Staedtler Twister Crayons Pack 12				1	1					
UHU Glue Stick 40g <i>(other brands tend not to glue as well)</i>	4	4	4	2	4	4	3	4	4	
Texta Colouring Markers Pack 12			1	1	1	1	1	1	1	
Kids Scissors <i>(approximately - 18 cm)</i>				1	1	1	1	1	1	
Blue Pen								6	6	
Black Pen								4	4	
Red Pen					2	2	4	4	4	
Plain Wooden Ruler 30cm/mm <i>(please ensure it has cm &amp; mm - thank you)</i>					1	1	1	1	1	
6 Pack Highlighters						1	1	1	1	
Display Folders - 40 pages								2	1	
School Library Bag <i>(available through the Primary School Uniform Shop)</i>	1	1	1	1	1	1	1	1	1	
Pack of 4 Fat Tip Whiteboard Markers <i>(mixed colours if possible but not essential)</i>	1	1	1	1				1	1	
Over-ear head-phones						1		1	1	
Clear sticky tape <i>(18mm)</i>	1	1								

**\*\*\*PLEASE TURN OVER AS THE STATIONERY LIST CONTINUES ON THE BACK PAGE\*\*\***

## CARMEL ADVENTIST COLLEGE PRIMARY - 2019 STATIONERY LIST

DESCRIPTION	3YO	4YO	PP	YR1	YR2	YR3	YR4	YR5	YR6	QTY REQ'D
Masking tape ( <i>18mm</i> )			1							
Jumbo chalk bucket - 20pk ( <i>Kmart/Red Dot</i> )	1	1								
Snap/zip locked bags ( <i>snack/mini</i> )	1	1								
Snap/zip locked bags ( <i>sandwich</i> )			1							
1kg Plain Flour			1							
1kg Salt			1							
Cream of Tartar	1	1								
8G USB with lanyard								1	1	
Recorder ( <i>Officeworks sell them for \$13</i> )					1					

You may find it useful to order your stationery online with Officeworks or Officemax. They offer an online pick up or delivery service.

For more information, go to:

*Officeworks:* <https://www.officeworks.com.au/>

*Officemax:* <https://www.ordermax.com.au/>

Any questions regarding the stationery list please call the school on 9291 6399 or email [primary@carmelcollege.wa.edu.au](mailto:primary@carmelcollege.wa.edu.au)

Thank you

*Carmel Primary Staff*