



**CARMEL**  
ADVENTIST COLLEGE

2022

BACK TO SCHOOL INFORMATION



# *Welcome* to a new school year at Carmel Adventist College Primary!

The information contained will be useful for you  
as we plan for the new school year.

## IMPORTANT DATES FOR TERM 1, 2022

January 27 (Thursday)

January 31 (Monday)

February 2 (Wednesday)

TBC

March 7 (Monday)

Mar 14 (Mon) - Mar 25 (Fri)

April 6 (Wednesday)

April 8 (Friday)

April 15 (Fri) - April 18 (Mon)

Registration Day

Welcome Back Picnic Tea @ Secondary Campus

Term 1 Commences (3YO Kindy - Year 6)

Storytime in the Bush commences

Labour Day Public Holiday

Swimming Lessons (PP - Yr 6)

Parent / Teacher Interviews

Term 1 Concludes

Easter Long Weekend



# Registration Day

Thursday, 27 January

10:00am - 2:00pm

The school will be open for you to come and collect your child/ren's books (for covering), say hello to their new teacher and have a look at their new classroom. There will also be some important forms for you to complete.

The uniform shops will be open at the Primary (sports uniform) and Secondary (formal uniform) for all your uniform requirements.

*We look forward to seeing you!*



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

- **2022 Fee Statement**
- **2022 'Blue' Fee Payment Commitment Form**
- **Confidential Student Information Form**
- **Swimming Permission Slip**
- **NAPLAN Data Collection Form (Years 3 & 5 only)**
- **Photo Permission Form\* (new students only)**

\*Photo consent 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 along with your child/ren's books will be sent home with them on the first day of school.

## 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.



# Secondary Uniform Shop



## SCHOOL HOLIDAY OPENING HOURS

\*Bookings Required by clicking here: <https://sobs.com.au/pt3/parent.php?schoolid=1101>

Date	Time	Students
Thursday, 27 January *	9:00am - 4:00pm	Primary students & siblings, Year 7 & siblings and NEW Secondary students
Friday, 28 January *	9:00am - 3:30pm	Secondary ONLY
Monday, 31 January *	9:00am - 3:30pm	Primary/Secondary
Tuesday, 1 February	Pre Order Pick Up ONLY	Primary/Secondary
Wednesday, 2 February	8:30am - 10:00am	Primary/Secondary
Thursday, 3 February	8:30am - 10:00am	Primary/Secondary

### Pre Order Pick Up ONLY

Email [uniform@carmelcollege.net](mailto:uniform@carmelcollege.net). Order by 4:00pm on Monday, 31 January for collection from the Secondary Campus front office on Tuesday, 1 February between 1:00pm - 4:00pm.

### Primary Uniform Shop

The Primary Uniform Shop will be open on Registration Day (January 27) between 10am - 2pm. If this time does not suit, please phone the front office during open hours.

### REGULAR OPENING HOURS

#### PRIMARY

To be confirmed.



#### SECONDARY

TUESDAY | 8:30am - 9:30am

THURSDAY | 8:30am - 9:30am

## 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. Socks are to be plain white and visible above the shoe line, with no visible logo.

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.

Socks – plain white with no visible logo and visible above the shoe line.

The blue school hat is also required.

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



# SPORT AND LIBRARY DAYS



YEAR	SPORT	LIBRARY
3YO Kindy	Wednesday	Wednesday
4YO Kindy	Wednesday	Wednesday
Pre-Primary	Wednesday	Tuesday
Year 1	Thursday	Tuesday
Year 2	Thursday	Wednesday
Year 3	Thursday	Wednesday
Year 4	Thursday	Wednesday
Year 5	Thursday	Wednesday
Year 6	Thursday	Wednesday

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.

On sport day, your child will need to come to school dressed in their sport uniform (shorts, polo shirt, hat and sneakers).

On library day, they will need to remember to bring their school library bag and any books that need to be returned.

Please take a note of the days sport and library falls on for your child/ren.

## PRIVATE MUSIC TUTORS

We have a number of private music tutors who provide lessons during and after school. Whilst we provide the facilities for these lessons, they are operated privately. Fees are set by individual teachers and are payable directly to them.

If you are interested in your child/ren taking music lessons here at the school, please see our front office for further details.



*Welcome Back Picnic Tea*

MONDAY, 31 JANUARY | 6:00PM - 8:00pm

We invite all Primary and Secondary students and families to a Welcome Back Picnic Tea on the lawns of the Secondary Campus on Monday, 31 January from 6:00pm - 8:00pm.

You can BYO picnic dinner and blanket/chairs. There will be burgers, fruit salad, ice cream and drinks available for a gold coin donation. Proceeds will go towards Secondary service trips.

We look forward to seeing you!

# General Information

## Absent

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 and the reason for absence (eg sick, family reasons, doctor, dental or specialist appointment), so that this can be noted on our attendance records. This can be done by phoning between 8:30am - 9:00am or emailing [primary.admin@cac.wa.edu.au](mailto:primary.admin@cac.wa.edu.au) on the morning of your child's absence.

## Late

We really do appreciate your efforts to have the children on time for the start of school. If your child is late to school for any reason, please ensure they come to the front office to be signed in BEFORE they go to their classroom. The first bell is at 8:45am. Attendance Rolls are marked at 8:50am.

## Visitors

Anyone who comes to the school (other than to pick up or drop off their child/ren) MUST sign in at 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. While this may seem to be a bit of a pain, we do it in the interest of keeping your children safe.

## 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 or walking home, students are to collect their bike, walk to the drink fountain outside the staffroom 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 where teachers are on duty to supervise.

## **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 Secondary. 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.

## Parking

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.

## Bus Contact Details

Should you have any questions, concerns or require a change to a current bus-stop, please contact the appropriate campus directly.

The 2022 Bus Schedule will be emailed to parents by the end of this week.

Contact details are as follows:

### Primary Campus

Contact: Narelle Duncan  
Phone: 9291 6399  
Email: primary.admin@cac.wa.edu.au

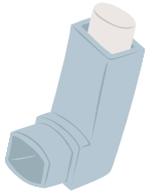
### Secondary Campus

Contact: Chloe Brown  
Phone: 9293 5333  
Email: secondary.admin@cac.wa.edu.au

We kindly request that you please only call the bus mobile number 0488 119 945 out of school hours.

## Medical Plans

Please ensure you have provided an up-to-date Medical Plan (Asthma Action Plan, Anaphylaxis Action Plan etc) for your child. Medical Plan's should be reviewed regularly by your child's medical practitioner 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. Sporting Schools runs on a Wednesday, after school hours from 3:30pm - 4:30pm. We will inform you through our school newsletter when Sporting Schools will commence, what the sport options will be and when permission forms will be sent home.

## Skoolbag (no longer available)

Please note that from this year, the Skoolbag app is no longer being used by Carmel Primary. Please advise the school of absences by phoning between 8:30am - 9:00am or emailing [primary.admin@cac.wa.edu.au](mailto:primary.admin@cac.wa.edu.au) on the morning of your child's absence.

## 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 (4 Feb), our first chapel for the new school year will be coordinated by our staff. 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 early childhood 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.

Sessions are from 9:30am to 11:00am six times each term. Bookings are essential on 9291 6399 or email [primary.admin@cac.wa.edu.au](mailto:primary.admin@cac.wa.edu.au). \$10 family/session or \$5 child/session. A parent or guardian must accompany children.

Watch this space for further information on the commencement of Storytime for 2022!

## Newsletter Distribution

This year the newsletter will be sent on a monthly basis. It is emailed and can also be viewed on our website - <https://www.carmelcollege.wa.edu.au/news/newsletters>

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

## School Office Opening Hours

### Primary Campus

Open from 8:30am – 4:00pm

Address: 18 First Ave, Bickley WA 6076

Phone: (08) 9291 6399

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



Like us on Facebook for regular information, updates and photos.

Search for Carmel Adventist College Primary.

## School Term Dates 2022

Term 1	Wednesday, February 2 – Friday, April 8
Term 2	Tuesday, April 26 – Friday, July 1
Term 3	Tuesday, July 19 – Friday, September 23
Term 4	Tuesday, October 11 – Friday, December 9



**CARMEL**  
ADVENTIST COLLEGE

p. (08) 9291 6399

e. [primary.admin@cac.wa.edu.au](mailto:primary.admin@cac.wa.edu.au)

w. [www.carmelcollege.wa.edu.au](http://www.carmelcollege.wa.edu.au)