



**CARMEL PRIMARY**  
ADVENTIST COLLEGE

**BACK TO SCHOOL INFORMATION**

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

The information contained will be useful for you and your child/ren as we plan for the new school year.

## IMPORTANT DATES FOR TERM 1, 2024



January 30 (Tuesday)  
January 31 (Wednesday)  
March 4 (Monday)  
March 13 – 22 (Wed - Fri)  
March 13 (Wednesday)  
March 27 (Wednesday)  
Mar 28 – April 1 (Thurs - Mon)

Term 1 Commences (PP – Year 6)  
Term 1 Commences (3 YO & 4YO Kindy)  
Labour Day Public Holiday  
NAPLAN Testing (Years 3 & 5)  
Parent/Teacher Interviews  
Term 1 Concludes  
Adventist Easter Camp – Maida Vale Campground

## WELCOME

To our amazing Education Teachers both old and new.  
We can not run Carmel Primary without you.

Pictured

Back row- Mrs Chapman, Mrs Gunter & Mrs Olsen  
Front row - Miss Heeger, Miss Drinkall, Mrs Sexton,  
Mrs Pitt and Miss Garratt (absent)







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

- o **2024 Fee Statement**
- o **2024 'Blue' Fee Payment Commitment Form**
- o **Confidential Student Information Form**
- o **Swimming Permission Slip**
- o **NAPLAN Data Collection Form (Years 3 only)**
- o **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 by this Monday, 5th February. Thank-you.

## 2024 Fee Information

If you have not yet returned your 2024 Fee Commitment Form (the blue one attached to the back of your letter and fee statement) please return it by Thursday, 8th February.

For your convenience, you are invited to scan your completed form as a PDF and email it directly to [narelle.duncan@cac.wa.edu.au](mailto:narelle.duncan@cac.wa.edu.au). If you have misplaced your form or would like to arrange a payment arrangement outside the advised Options please feel free to contact the front office. Thank you to those families who have already returned their forms.

It is important to note that the Prompt Payment Discount is only made available when payments are made on or before the following dates:

Option A: One annual payment with a 5% discount on tuition fees (due 1 March)

Option B: 4 quarterly payments with a 2.5% discount on tuition fees:

Term 1 due 9th February

Term 2 due 26th April

Term 3 due 26th July

Term 4 due 18th October

### **CENTRELINK PAYMENT OPTIONS**

Centrepay - the easy way to pay your bills and expenses. Centrepay is a voluntary bill-paying service, which is free for Centrelink customers. Use Centrepay to arrange regular deductions to your school fees from your Centrelink payment. You can start or change a deduction at any time. The quickest way to do it is through your

Centrelink account online. This can also be set up here at school, so no more time wasted in Centrelink queues.

### **IMPORTANT - DIRECT DEPOSIT PAYMENTS**

If you are paying your fees via Direct Deposit, please make sure you place CAP/4 digit Account Code (eg. CAP/1234) in both your description & and reference to ensure the payment is assigned correctly, especially if you have children enrolled at both the secondary and the primary campus. Thank-you.

**Bank Account Details:** BSB - 036-039, Account No - 187 823, Bank - Westpac

Fee Statements will be emailed at the end of each term. Please take the time to look through them to check all payments made by yourself are listed. If at any time you are experiencing financial difficulty and unable to meet your scheduled payment, I encourage you either contact either Mrs Janine Taylor or myself at 9291 6399 or email [narelle.duncan@cac.wa.edu.au](mailto:narelle.duncan@cac.wa.edu.au)

Thank you in advance for your commitment to paying your child/ren's school fees.

Kind regards,  
Mrs Narelle Duncan



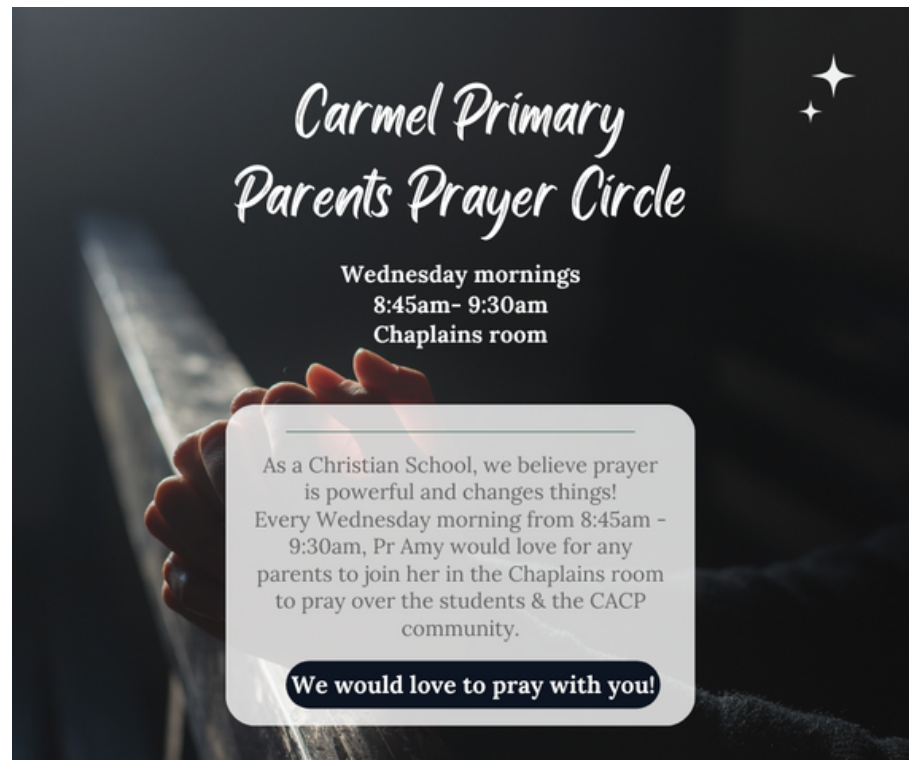
**CARMEL**  
ADVENTIST COLLEGE

Primary Campus  
P: 9291 6399

# 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.



*Carmel Primary  
Parents Prayer Circle*

Wednesday mornings  
8:45am - 9:30am  
Chaplains room

As a Christian School, we believe prayer is powerful and changes things!  
Every Wednesday morning from 8:45am - 9:30am, Pr Amy would love for any parents to join her in the Chaplains room to pray over the students & the CACP community.

**We would love to pray with you!**

## 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.

Skort 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.



## SPORT AND LIBRARY DAYS



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

# General Information

## NEW School times

There has been a minor change to our start and finishing times this year. School will now start at 8.45 am and finish 3.20 pm (all years including Kindy).



## 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 8:30-9:00am or emailing [primary.admin@cac.wa.edu.au](mailto:primary.admin@cac.wa.edu.au) on the morning of your child's absence. PLEASE DO NOT SEND IT THROUGH SEE SAW AS THE FRONT DESK WON'T SEE IT.

## 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 Attendance Rolls are marked at 8:45am.

## NEW Phones

We are in the process of changing providers which means when we call you a temporary phone number will appear on your display. **The temporary number is 6187 2060.** Please when phoning the school call our normal number, 9291 6399. Thank you.

## 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.

Pre-Primary to Year 6 students, not collected outside their classroom by an adult at finishing time (3.20pm), will 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. **NB - Kindy students will remain in their classroom until they are collected.**



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

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 the appropriate campus directly.

We hope to have the 2024 Bus Schedule 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

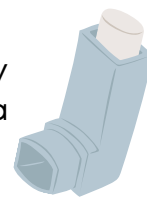
Phone: 9293 5333

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 near the water bubblers next to the Junior toilet block.

## 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.

## 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). Our next chapel will be Friday (9 Feb), and will be coordinated by the Year 6 class and our guest speaker will be Pr Amy. All parents and friends are welcome to attend.



## Storytime in the Bush

Storytime in the Bush is an interactive nature based story retell aimed specifically at 2 - 5 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 Wednesday (commencing Feb 14). Bookings 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.

## Newsletter Distribution

The next fortnightly newsletter will have a new look. A paper copy will no longer be available. However, the new format will be easier to read on your electronic device.

## Visitors

Any one who comes to the school (other than to pick up or drop off their child/ren) MUST sign in at the office. 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 from undesirables.

## 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 – Laurel Stafford	0408 155 465
Piano - Rocco De Bellis	0400 218 850
Drums - Felix Lemann	0468 356 130
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.



## 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)

### Secondary Campus

Open from 8:30am – 4:00pm

Address: 210 Glenisla Rd, Carmel WA 6076

Phone: (08) 9293 5333

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

## Pre-Loved School Uniforms

Go to our '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.



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

## School Term Dates 2024

Term 1	Tuesday, Jan 30 – Wednesday, Mar 27
Term 2	Monday, Apr 15 – Friday, Jun 21
Term 3	Monday, July 15 – Friday, Sept 20
Term 4	Monday, Oct 7 – Friday, Dec 6

