



# **COTTESLOE PRIMARY SCHOOL**

## **K - 6 HANDBOOK**

# **2016**

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*Drawing by: Lillia Kono, Year 3, 2012*



Cottesloe Primary School, together with its school community, strives to develop students' skills to solve problems and contribute to their community in a positive and meaningful way. The staff at Cottesloe PS work closely with parents and the community to teach the investigative, academic, social, emotional and creative skills to enable our students to achieve these goals.

Cottesloe Primary School is a dynamic, Independent Public School (IPS), enjoying a rich heritage, strong traditions and identity. The history influences the development, operation and learning environment of our school. Cottesloe Primary School values high levels of student achievement, the strong participation and involvement of its community and the commitment from school staff. We aim to provide a state of the art learning and working environment for students and staff.

Cottesloe Primary School, with its School Board and active P&C Association, use the flexibilities of being an IPS to respond quickly and effectively to student and community needs and to follow the School Vision developed in consultation with the community. The School strives to support students to achieve to their best academically, creatively and socially within and outside the classroom. Our School caters for kindergarten and primary aged children living in Peppermint Grove, Cottesloe and Mosman Park. Approximately 350 students are enrolled at the school, grouped into sixteen classes; Kindergarten to Year 6. Students are accommodated in one cluster styled building, two transportable classrooms with the remaining students in classes housed under the main roof of our heritage listed buildings. Additional facilities at the school include: a well resourced Library; specialist Visual Art Room, including kiln; specialist Music Room, Science and Technology building, Computer Laboratory and an Undercover Area. Our students have wonderful open playing spaces including a Nature Playground opened in 2014. We are fortunate to have before and after school care facilities run by Camp Australia on site.

Cottesloe Primary School has highly experienced and professional staff, committed to improving the outcomes of students. In addition to programs delivered by classroom teachers, students participate in a range of specialist programs. Students Year 1 to Year 6 access a specialist Visual Arts Program and a specialist Music Education Program. Year 1 to 6 students participate in Japanese language lessons. Students have the opportunity to participate in enrichment activities including Digital Photography and Creative Writing. Selected Year 6 students participate in the Shenton College Instrumental Music Program and selected Year 5 and 6 students participate in the North Metropolitan Education Region Primary Extension and Challenge Program (PEAC). To support student who have been identified with literacy concerns, the school implements a Multi Lit Program with great support from our parents and community.

Community involvement is a key feature of the school with parent participation strongly encouraged and very welcomed. The School Board and the P&C Association meet twice each term to contribute to the school's physical and financial resources. A large number of parents are active participants on school-based committees including a Sustainability Committee and Buildings and Grounds Committee. Parents organise and coach a number of school teams that participate in weekend community Netball, Basketball and Minkey Hockey competitions.

Our aim is to ensure all students are given the opportunity to develop to the best of their ability, both academically and socially, and they will be assisted to realise high ideals of personal conduct, and to become citizens who will contribute positively to the community in which they live.

It is expected at this school that all children should feel confident, safe and secure in both their classroom and playground environments.

To this end we encourage respect the rights of all individuals in the school community.

Parents and students are welcome to approach the staff at any time.

## **Cottesloe State School History**

Cottesloe Primary State School opened on October 1st, 1896 in the St. Columba's Presbyterian Hall at the corner of Venn and Keane Streets with an enrolment of 30 children. During 1897 four classrooms were erected on the present site and 208 children moved in on April 18th, 1898. Two more rooms were added in 1899 and nine years later, two extra rooms were added on to the West end. By 1915, the school had an enrolment approaching 500. More additions were completed in 1986.

The latest building which is now known as the Senior Block was completed in 2011. In 2014, work on our beautiful Nature Playground was completed in a culmination of 18 months planning and community fund raising.

### **SCHOOL TERMS 2016**

**Semester 1 Term 1** Mon 1<sup>st</sup> February – Friday 8<sup>th</sup> April

**Term 2** Tues 26<sup>th</sup> April – Fri 1<sup>st</sup> July

**Semester 2 Term 3** Mon 18<sup>th</sup> July – Fri 23<sup>rd</sup> September

**Term 4** Tue 11<sup>th</sup> October – Thurs 15<sup>th</sup> December

### **SCHOOL DEVELOPMENT DAYS 2016**

January - Thursday 28<sup>th</sup> January and Friday 29<sup>th</sup> January

March – Friday 4<sup>th</sup> March

June - Friday 3<sup>rd</sup> June

August – Friday 19<sup>th</sup> August

October – Mon 10<sup>th</sup> October

December – Friday 16<sup>th</sup> December

**These are days when students do not attend school – only staff attend school.**

### **SCHOOL HOURS**

Children are not permitted in the school grounds prior to 8.30am unless given permission by the Principal.

8.50 a.m	School Starts
11 a.m. – 11.25 a.m.	Morning Recess
12.55 pm – 1.40 p.m.	Lunch
3.10 p.m.	School Closes

Students should be picked up by 3.10pm but no later than 3.30pm each school day.

Between 8.30 – 8.50am, students should prepare for the day's activities. No sporting gear to be taken out prior to school.

### **Absence from School**

We ask for your fullest co-operation in seeing that your child attends school each day. Absence from school places hardship on the pupil. It is not necessary to telephone the school to notify absences. A written note explaining an absence is required.

Under Department of Education and Training regulations, absence from school should be for illness, or medical or dental appointments. Absences for all other purposes are generally discouraged. Students are expected to attend school for the entire day, ie 8.50 a.m. – 3.10 p.m.

**It is policy that assignments or worksheets are not prepared in advance for children going on holidays, although teachers will indicate areas that will be covered while the child is away. *Extended absences are reported to the Student Services, West Coast District Education Office.***

### **School Sign Out Book**

The book is kept in the school office. Parents/Caregivers are asked to sign their child out when picking them up for medical appointments, PEAC sessions etc. This process is in place so the school can adequately monitor student's whereabouts

### **Leave Passes**

If parents need to collect children during school hours for any reason, a leave pass must be collected from the office staff prior to signing them out. This pass then needs to be presented to the child's teacher before taking the child out of school.

### **Parent Sign In/Sign Out Book**

When Parents/Grandparents/Carers come into the school to help out either in the classroom, Library, Uniform shop, attend Excursions, Banking etc. we ask that you sign in at reception when you arrive and sign out when you leave. This is so that if there is an emergency at the school, we know who is on site for evacuation etc.

### **Before and After School Care Program**

Camp Australia run a 'Before and After School Care' program for Pre-Primary to Year 6 students. The program is on site at the impaired hearing school located off Johnston Street. Further information is available by contacting the OSHS Co-ordinator on 0402 260 071.

### **Voluntary Contributions**

These amounts are paid to the school to support the education program of the school.

- For Kindergarten the charge will be \$50.00 per pupil per year.
- For Years PP – 6 the charge is \$60.00 per year. This is to support the Curriculum Areas.

An invoice will be sent home in Term 1, 2016. Please note that due to the school not keeping cash on the premises it is **preferable that school charges and contributions be paid by cheque made payable to Cottesloe Primary School. We do not have EFTPOS or Credit Card facilities but payments may be made electronically to Cottesloe Primary School account at the ANZ Claremont BSB 016 281 Account No. 3408 19282. Please put your child's name as reference for payment.**

### **Personal Items**

Personal Items Lists will be forwarded to parents/caregivers at the end of each year.

The School Council has approved all charges/contributions/personal items.

This year (2016) the personal items bags will be collected from the School Library on Thursday 28<sup>th</sup> January between 11.30am – 1pm. The Uniform shop will be open during this time also.

### **Excursion and Incursion Charges**

These charges are collected at the beginning of the year for each student. The cost varies with each year from Kindergarten to Year 6. Teachers set the charges for excursions and incursions at the end of the previous year. An invoice will be sent home in Term 1, 2016. If fees are not paid by the end of term 1 children will not be permitted to attend the excursion or incursion.

### **Kindergarten**

Kindergarten will operate as usual on site in 2016. A separate Handbook is available for children commencing in our kindergarten.



**Pre-Primary Children** Children commencing in Pre-Primary can attend full time from day one but a transitional start will be implemented as a part of the transition strategy from Kindy to Pre-Primary. A separate Handbook is available for children commencing in our Pre-Primary Centre.

### **Year One Children**

Children commencing in Year One will attend **full time from day one.**

### **Assemblies**

Assemblies are conducted on alternate Fridays at 8.50 a.m. in the school Covered Assembly Area. Honour Certificates are presented to children from each class. Generally, on alternate Fridays, a particular class conducts the assembly and presents an item. Parents are welcome to attend.

Notification of assemblies and certificate winners are made in the Newsletter sent via email.

### **Changing to Other Schools**

When possible, notify your child's teacher before your child leaves this school. Prior notification of impending change will enable the school to prepare books and records so that students' progress is not impeded by the change. The children need only take their books and personal materials with them. Students' records will be posted directly to the new school.

### **Class Parents**

Each class in the school has two class parents.

Their role is:

- Welcoming of new parents into the school – particularly those that come during the year.
- Organise social get togethers for parents.
- Encourage other parents to be involved in school activities.
- Assist with major events such as carnivals.
- Support in crisis eg – When a family in your class is having problems.

And when requested by the teacher to:

- Gather information for the teacher on various topics.
- Assist or organise assistance when needed for excursions or special activities.
- Update class lists for everyone.
- Be the PR person for your class and let the school know of special achievements.

Being a Class parent enables you to become more involved with your child's class, help the teacher and will be a rewarding year for you.

### **School Psychologist and School Nurse**

The School Psychologist and School Nurse visit the school regularly. Parents may contact either of these people by telephoning the school for an appointment.



### **Dental Clinic**

The School Dental Service provides free general and preventative dental care for all enrolled students up to Year 11.

Students at this school attend the Swanbourne Dental Therapy Centre, located in the grounds of Swanbourne Primary School, Narla Road, Swanbourne 6010.

Parents are responsible for transporting their children to the centre, which operates from 8.15am to 4.30pm Mon-Fri and during most school holidays.

Your child will receive an appointment card at some stage throughout the school year.

To contact the centre please ring 9384 0855.

### **Emergency Information**

Occasionally, an emergency arises when it is imperative that the school is able to get in touch with you or a person designated by you. Your co-operation in keeping us up to date with the following is necessary: -

- a) **Address**
- b) **Telephone numbers - work and home, especially mobile numbers.**
- c) **Emergency contact persons (at least one who lives locally).**

In some cases of sickness, children need to go home. If you were contacted, it would be appreciated if arrangements were made to pick your child up promptly.

If your child is not well, please do not send him or her to school.

### **Homework**

Although the amount of homework set depends on an individual teacher's own policy, school policy is that all children will have some homework set for them during the week. The amount will vary depending on the child's age.

Students should know exactly what is required of them before they leave school and have sufficient personal pride to want to complete the assignment.

### **Infectious Diseases**

In most cases, regulations covering these require exclusion from school for seven to fourteen days from the onset, unless a doctor's certificate is produced.

<b>Chicken Pox</b>	Six days after onset of blisters (if well).
<b>Conjunctivitis</b>	Until eye discharge has ceased.
<b>Head Lice</b>	Until effective treatment has been instituted.
<b>Measles</b>	Seven days from appearance of spots (if well).
<b>Mumps</b>	Nine days after onset of symptoms.
<b>Ring Worm</b>	Exclude until day after treatment commenced.
<b>German Measles</b>	On recovery or four days after onset of rash.

### **School Lunches – available for Years 1-6 only**

There is no school canteen.

Arrangements for ordering lunches have been made with a local deli and are available on **MONDAY AND FRIDAY ONLY**.

A menu and price list is issued at the beginning of each year. If ordering, the order should be written on an envelope with money **securely** enclosed and the child's name and room number clearly marked. These are placed in the lunch desk outside the library before school. Orders are collected at 9.00 a.m. and lunches are delivered at 12.40pm.

**If your child is late to school, please take lunch order to Gourmet to Go yourself!**

### **WEDNESDAY ONLY**

On Wednesdays students can place Sushi orders. The same ordering procedures apply as above. The menu will be sent out at the beginning of the year. If you are late to school same rules apply – take your order to Wok n Roll in Mosman Park.

Please be aware that Cottesloe Primary School is an **“Allergy Friendly”** school. Items containing peanuts such as Peanut Paste, Nutella and various muesli bars have been removed from the lunch menu due to several students having a severe allergy to peanuts. It would be appreciated if you could refrain from giving these to your children in their lunches as well.

Children are not permitted to leave the school grounds at recess or lunchtime.

### **Lost Property**

Please label **ALL** belongings. Lost property is now located in the Uniform Shop and co-ordinated by Ry Glass on [ryglass@optusnet.com.au](mailto:ryglass@optusnet.com.au) Any queries to be directed to Ry. A list is available on the school website [www.cottesloeps.wa.edu.au/news](http://www.cottesloeps.wa.edu.au/news) . If the item is named, it will be returned to the student in their classroom. A list is also posted outside the Library. At the end of each month, unclaimed items will either be resold in the Uniform shop or disposed of. If you have purchased a second hand uniform for your child, please alter the name on the item.

### **Medication at School**

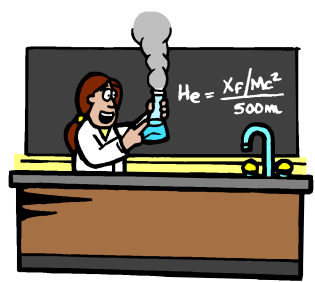
The School has a written Administration of Medication policy, and copies are available from the School Registrar.

In summary, staff are advised not to accept responsibility for administering any medication to students.



Where it is impossible for parents to administer their child's medication, either out of school hours or by visiting the school if necessary, a Student Medication Request Form, available from the Registrar, must be completed before staff can become involved.

Telephone requests cannot be taken.



### PEAC Classes

Extension classes are offered for talented students through our District Education Office. This is regarded as an excursion for the student concerned.

Children from Years 5 and 6 are eligible to attend.

Selection policy at this school is that children who have been identified by testing done in Year 4 are considered first, but other children may be invited to join the program should there be a suitable course offered, and space is available. This school is usually only able to offer places to five or six children per term.

Students need to be **signed out of school** for these PEAC activities.

### Pastoral Care/Bullying Policy

The School has a Pastoral Care Policy, which incorporates a Bullying Policy. This is available to parents on request.

### Newsletter

Wednesday is Newsletter Day. These provide up-to-date information on school activities and events.

**Fortnightly** school newsletters are placed on the school website [www.cottesloeps.wa.edu.au/news](http://www.cottesloeps.wa.edu.au/news). A copy of the Newsletter is placed on the notice board outside the Library. If you wish to provide information for the newsletter it must be given to the School Officer by the close of school on Tuesday or can be emailed to [jennifer.mitchell@education.wa.edu.au](mailto:jennifer.mitchell@education.wa.edu.au). Please advise Jenni if you do not receive your newsletter and we will place you on our email list.



### Traffic 🚗

Parents are requested to drop off/pick up only from the school side of Keane Street. This eliminates the need for children to cross the road and also helps ease congestion of traffic outside the school. The north side of Keane Street is designated **NO STOPPING** during school opening and closing times. Also, please adhere to all parking restrictions in Johnston Street which is designated **NO STOPPING** during school opening and closing times. "No Stopping" means that drivers can simply stop to drop off students or collect them if they are waiting there. The rangers have discretion to allow drivers to get out of their cars, but they should not move away from vehicles by any more than 5 metres. Parking the car and walking into the school will invoke a ticket.

Cottesloe Primary has a drive thru on the school side of Keane Street. There are yellow markings on the road designating the area for this drive thru. The drive thru can be used between 8.15 and 8.50 am in the morning as listed on the signposts. **NO PARKING (by law) is permitted in this drive thru area during this time.** The introduction of this drive thru has considerably eased the morning congestion, when it is used correctly.

**Traffic** congestion before and after school is a concern. It would be appreciated if all children coming from the ocean side of the railway line could be dropped off and picked up at the bridge. There is ample parking space and it has a very positive impact on the congestion around the school.

Please also be aware that the speed limit around the school during school term is 40 km/h, mornings and afternoons. The Traffic authorities regularly check adherence by setting radar cameras.



The staff car park is restricted to Staff **AT ALL TIMES**. Limited space does not permit the staff car park to be used for pick-ups, etc. Parents, please do not walk your children through the staff car park.

Parents are requested not to park in the school driveway in Keane Street to ensure access for emergency and delivery vehicles.

Bicycles are recommended **only** from Year 5 upwards. It is expected that all children wear helmets. **Bikes, skateboards and scooters are not to be ridden in the school grounds but can be carried or pushed, for the safety of others.**

### **In-Term Swimming Classes**

Children from Years PP - 6 are eligible to attend swimming lessons in Term 1 as follows: -

**Years 2 - 4** Ten lessons at Claremont pool during February.

**Years 5 - 6** Ten lessons at Cottesloe Beach during February.

**These times may be subject to change.**

Year 1 and Pre-Primary children will be attending Swimming Lessons in Term 4 at Claremont Pool.

Invoices will be sent home in Term 1, 2016.

### **Telephone Calls**

- ONLY **URGENT** MESSAGES CAN BE TAKEN FOR STUDENTS.
- STUDENTS ARE NOT PERMITTED TO USE THE SCHOOL TELEPHONE. YOUR COOPERATION WOULD BE APPRECIATED.
- MOBILE PHONES ARE NOT TO BE USED AT SCHOOL BY STUDENTS.

### **Staff Parent Interviews**

Personal interviews with teachers are welcome. Parents may arrange an appointment with individual teachers by letter, or telephone call to the office. You are urged to use the interview to clear misunderstandings, discuss your child's progress and discuss any other matter that may be causing concern. It is in your child's best interests that a good communication between home and school exists.

### **Parent Concerns/Complaints**

Parents with concerns regarding their child/children's education should address their concerns initially with the teacher. If still concerned, a meeting with the School Principal through the Registrar should be made.

### **Parents and Citizens**

The parent organisation at the school provides a vital link between parents and the school. Meetings are held monthly and notice is given in the Newsletter.

It serves two main functions: -

1. It is a forum to allow parents to be involved in discussing issues important to the school.
2. It is a major source of funding for school facilities not covered by the Department of Education.

Parents have the opportunity to keep in touch with and influence what is happening in the school by making an input into the monthly meetings at which all parents are welcome.

## **P & C**

In **2016** the P & C fundraising will take two forms.

1. A Voluntary Approved Fund to assist the school in funding extra educational/physical activities for all children for K-PP the cost is \$100 per child and Years 1-6 \$120 per child.
2. More traditional fundraising activities with a focus on social events to allow both parents and children at the school to be involved.

**All** parents with children in the school are most welcome at P & C meetings, and they are encouraged to take the opportunity to join in when their child starts at Cottesloe School. It is a great way to meet other parents and to find out what is happening at school.

## **School Board**

The purpose of this Group is to provide the school's staff and its community with opportunities to work together to formulate the school's educational objectives and priorities, also to promote the school in general and set charges and contributions. The group also endorses school policy. Representatives are elected from the school staff and the school community.

## **Dress Code**

Students are encouraged to be proud of their appearance.

Please ensure that your child leaves for school appropriately dressed.

Children at this school wear their school uniform. This is school policy endorsed by the School Board. **School hats** are required to be worn by all students throughout the whole school year when children are outside for any reason, at recess or at lunch.

It is strongly suggested that all items of clothing are marked with the student's name.

**All students with hair past shoulder length, must have it tied back.**

## **Footwear:**

Thongs and bare feet are not permitted. Students should wear lace up shoes, such as joggers, which are multi-purpose shoes and can be worn in school and for sporting activities and using playground equipment. Teachers may, on certain occasions ask students to remove shoes.

## **Uniforms**

### **Summer**

**Boys** – Blue Micro fibre shorts, red Cottesloe polo shirt, sandals or neat sneakers.

Thongs and bare feet are not permitted.

**Girls** - Cottesloe summer school dress or tartan skirt with red Cottesloe polo shirt. Footwear - sandals or neat sneakers. Thongs, slip-on or platform shoes are not permitted.

**Hats** - Children are required to wear the **school hat** in the yard, during sport and whenever they are outside every day of the school year.

### **Winter**

**Boys** – Cottesloe royal blue tracksuit pants, red Cottesloe polo shirt (short or long sleeves), with school tracksuit top or school polar fleece pullover. Neat sneakers.

**Girls** – Cottesloe royal blue tracksuit pants or tartan skort with red Cottesloe polo shirt (short or long sleeves) and school tracksuit top or school polar fleece pullover. Neat sneakers.

**Sport**

**Boys** -Red Cottesloe polo shirt, royal blue micro fibre shorts and sport shoes (sneakers).

**Girls** - Red Cottesloe polo shirt, tartan skort or royal blue micro fibre shorts and sport shoes.

**Faction T-shirts** – are required for sports carnival days and sold at the uniform shop. The uniform shop does not stock faction t-shirts. A large order will be placed prior to the faction carnival.

**Order forms are available in the office** and can be placed with payment attached into the red pillar-box in the office. Orders will then be sent home. Please understand that the uniform shop is run by **volunteer parents** and on occasion may not be open due to unforeseen circumstances. Therefore place your order and payment (cheque preferable - made payable to the Cottesloe Primary School P&C Association) in the red pillar-box at reception. Please note the school does not carry cash for change.

**Uniform Shop Open Times**

**Alternate Wednesday mornings 8.45am – 9.15am.**

**Check the newsletter for the latest date.**

**(This may be subject to change in the new year)**

**OUT OF SCHOOL ACTIVITIES**

There are many activities run on our school site before and after school times. Each Thursday morning a Chess Club is run in the Library from 7.30 – 8.30am. Minkey (Term 2), Netball (Terms 2 & 3) and Basketball (Term4) training is conducted on site either before or after school and games are played with an Association on Saturdays at different venues. We have Art lessons, Sewing lessons, Piano lessons, Karate, soccer, cricket and many other activities run by outside businesses either in the Hearing Impaired Centre (Johnston Street end) or on our ovals.

**NOTES**

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