



20 January 2017

Dear Parents/Guardians

INFORMATION FOR THE FIRST WEEK - 2017

Please read the information below in preparation for the first week of College:

BUILDING SITE - PRIMARY FRONT LAWN

Due to the construction of our new Primary Learning and Resource Centre, there will be some changes to the student collection procedures at the end of the College day. These changes have been made to ensure a safe and effective system of student collection during the construction period. I would ask that you take time to read and familiarise yourself with the changes that have been made.

CAR PARK COLLECTION ZONES

Please refer to recent email communication regarding the car park procedures and refer to the attached map.

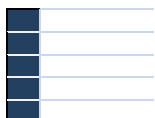
CLICK HERE: [2017 Primary Car Park Map](#)

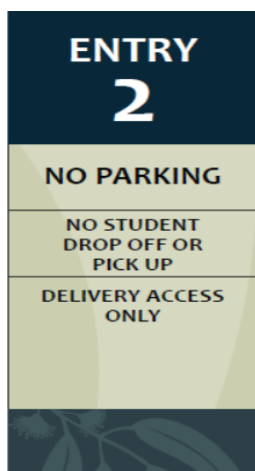
Please note:



Students are **not** to be picked up at the Rod Lane Sports Centre (ENTRY 5).

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Students are **not** to be picked up or dropped off in/near the car park with the boom gate next to the Ivan Gibbs Centre (ENTRY 2).

CAR PARK TIPS:

- Come a little later - arriving between 3.15pm and 3.30pm allows for a much easier, faster and safer student pick up!!
- **Stay in your car** and let the staff assist your child.
- If your child is not ready at the Collection Zone, drive around again.
- Always use the crossings to cross the car park.
- Always wear a smile and enjoy the ride.
- Be patient and expect some delays.
- If we are all patient and understanding our car park will be a safe and happy place for all.

CAR SURNAME SIGNS (PREPARATORY – YEAR 2 ONLY)

Please remember to display your name sign clearly on your car's **folded down** visor or dashboard when you approach the College car park. This will enable our staff to quickly identify your car at this busy time of the day. All Preparatory-Year 2 families will receive name signs from class teachers during the first week, however if you are able to have a home-made sign for the first afternoon, that would assist us greatly.

THE COLLEGE DAY

Please Note: The College day begins at 8.30am and concludes at 3.10pm. Students should all aim to be on time each morning.

The beginning and end of each day is a wonderful time for our College community. It provides a time for parents to meet and talk and it is also a time for parents to catch up quickly and informally with teachers. This is a most valuable part of each day and a time that I encourage.

At the beginning and end of each day our teachers work hard to ensure that all of their students are safe and well supervised. In the morning parents are asked ensure that their children **wait in the Undercover Area and Annex**. Supervision is provided in this area between 8.00am and 8.15am. At 8.15am students are asked to move to classrooms. If parents are also waiting in the mornings, I would ask that they too wait with their children in the Undercover Area – **NOT OUTSIDE THE CLASSROOMS**.

In the afternoon, teachers will bring their classes to the pickup zones via the Undercover Area. This involves moving out of the classroom, collecting bags and other belongings and walking as a class group to the Undercover Area. I would ask parents who come into the College to **collect their children to do so from the Undercover Area and not from the classroom door.**

PREPARATORY STUDENT COLLECTION

Prep students finish the College day at 3.10pm. Parents who are coming in to the College to collect their Prep child are asked to do so from the Primary Undercover Area. Prep students with siblings at the College will be collected by their sibling(s) and taken to the oldest sibling's pick up zone for collection. Prep students with no siblings will be ushered to the pickup zone and supervised as they are collected.

PREPARATORY REST DAY

During Term 1 only, our Prep teachers ensure that only revision work is completed each Wednesday. This arrangement provides parents with the opportunity to give their child a 'rest' day while settling into the full time Prep programme. Further information will be available during Week 1.

ABSENCES

Please ensure you email absentee@cac.qld.edu.au if your child will be absent from the College for the day. Alternatively, please call the Primary Office on 5585 9950. Please refer to the College Handbook (accessed via the Parent Portal on the College website) for further details. Please be aware that if you email the teacher regarding your child being absent, you will need to copy the absentee email in so that Primary Administration is also informed.

HPE UNIFORMS

The following classes will need to bring their HPE uniform on the first day of school, Tuesday 24 January:

PK, PW, 1B, 1F, 1M, 1R, 2J, 3C, 3K, 3P, 4F, 4S, 5H, 5N, 5P, 6C, 6D, 6E, 6R

LIFE EDUCATION

'Life Education' will again be running this year from Monday 30 January to Friday 10 February. We continue to support this programme as part of our ongoing commitment to provide social and emotional learning to our students. Life Education motivates empowers young people to make smart life choices for a healthy future. If you have any questions, please contact Ben Campbell via phone or email. bcampbell@cac.qld.edu.au

NUT FREE ZONE

We have a number of students with food allergies and the College strives to be a nut free zone. Please remember not to pack any foods containing nuts for your child. A separate link is attached with further details of our Anaphylaxis policy.

PARENT MORNING TEA

A parent morning tea will be held in the Primary Undercover Area on Friday 27 January at 8.15am. Please come along to meet the Year 6 and Year 12 leaders!

VOLUNTEERS

Volunteering is a great way to meet other parents and make new friends. There are a number of ways parents can volunteer at the College:

Classroom: Parents wishing to volunteer in the classroom are required to attend an induction session. Parents who have already attended a session will need to attend again this year for updated information. Sessions will be held in the Primary Staffroom in Week 2 on the following dates:

Monday 30 January at 8.40am

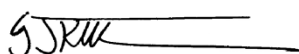
Wednesday 1 February at 2.30pm

There will be a parent sign in sheet in the Primary Staffroom.

Banking: A school banking coordinator and helpers are needed to count money and record deposits. If you can help on Friday mornings for one-two hours, please contact Lynne Tarlinton on ltarlinton@cac.qld.edu.au

Class Coordinators: A class coordinator is required for each Primary class. If you would like to volunteer, please contact Lynne Tarlinton on ltarlinton@cac.qld.edu.au

Yours sincerely



Graeme Kirkpatrick
HEAD OF PRIMARY