



19 January 2018

Dear Parents/Guardians

INFORMATION FOR THE FIRST WEEK - 2018

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

PRIMARY BUILDING/ CONSTRUCTION UPDATE

Due to the completion of construction work in the Primary Campus there will be some initial disruptions to normal routine. Currently the Primary Staffroom and the Primary Administration are under construction and the expected completion dates are as follows:

- Primary Administration – Friday, 2 February
- Primary Staffroom – Friday, 23 February

(Please understand that, as with any building project on such a large scale these dates could vary as we get closer.) We will move into these spaces after these dates.

The Pod should be ready for use on Tuesday 23 January (first day of the College year). The Pod will also accommodate Learning Support, Chinese and Psychologist/Primary Counsellor (Mrs Lowe). These departments will all be on the second level of The Pod (accessed from the outside staircase). The Undercover Area toilets will also be available for students on Tuesday having been fully refurbished.

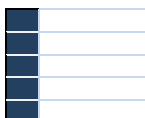
PRIMARY ADMINISTRATION

During the building completion, the Primary Administration will be located in the office next to the Primary Staffroom (Mrs Lowe's previous office). Parents will be able to access the Primary Administration from the eastern side of the Primary Campus (Years 2 and 3 area). The staffroom will remain in the same building as in previous years.

ACCESSING THE PRIMARY CAMPUS

The pathway from the car park to the Undercover Area has now reopened. Students and parents will have access to the Primary Campus through this pathway as well as from both ends of the car park. Some areas within the campus will be fenced off due to the building site (new administration and staffroom).

We are only weeks away from a full completion. In the meantime, I would ask that everyone remains positive as we work towards these new facilities. There is no doubt that the end result will be fabulous!



STUDENT COLLECTION AFTER COLLEGE

There are some minor 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.

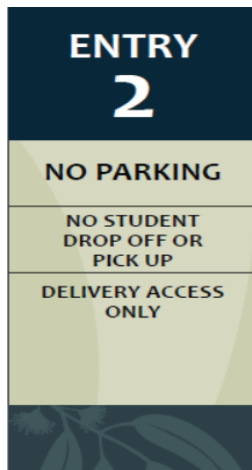
CAR PARK COLLECTION ZONES

CLICK HERE: [2018 Primary Car Park Map](#)

Please note: ENTRY 4 is the Primary Campus entry point.



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



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 homemade 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**.

LESSON TIMES

Administration and Prayers 8.30am – 8.40am

Lesson 1 8.40am – 9.10am
Lesson 2 9.10am – 9.50am
Lesson 3 9.50am – 10.30am

RECESS **10.30am – 10.40am (supervised eating time)**
10.40am – 11.00am (play time)

Lesson 4 11.00am – 11.40am
Lesson 5 11.40am – 12.20am
Lesson 6 12.20am – 1.00pm

LUNCH **1.00pm – 1.10pm (supervised eating time)**
1.10pm – 1.40pm (play time)
1.40pm – 1.45pm (mindfulness)

Lesson 7 1.45pm – 2.25pm
Lesson 8 2.25pm – 3.05pm

END OF DAY: 3.10pm

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.

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. If you arrive late with your child, please accompany them to Primary Administration to sign in. You will be given a green slip to give to the class teacher.

HPE UNIFORMS

The following classes will need to bring their HPE uniform on the first day of school, Tuesday 23 January:

PW,1F, 2P, 3B, 3C, 3F, 4B, 4F, 4P, 5D, 5E, 5H, 5P, 6C, 6D, 6N, 6R

LIFE EDUCATION

'Life Education' will again be running this year from Monday 29 January to Friday 9 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 and empowers young people to make smart life choices for a healthy future. If you have any questions, please contact Ben Campbell via phone or by 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. Please see the following link for further details of our Anaphylaxis policy:

CLICK HERE: [Anaphylaxis Information](#)

FRUIT BREAK

Each day students will have a Fruit Break somewhere between 8.50am and 9.10am. Please pack some fresh fruit daily as part of your child's lunch box.

PARENT MORNING TEA

A parent morning tea will be held in the Primary Undercover Area on Thursday 25 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 Pod in Week 2 on the following date:

Wednesday 31 January at 8.40am

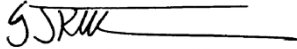
Wednesday 31 January at 2.30pm

There will be a parent sign in sheet in the Pod.

Banking: school banking 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

A handwritten signature in black ink, appearing to read 'GSK', followed by a horizontal line extending to the right.

Graeme Kirkpatrick
HEAD OF PRIMARY