



# COOMERA ANGLICAN COLLEGE

25 January 2019

Dear Parents/Guardians

Welcome to a new year at Coomera Anglican College. I am delighted to be leading the Primary Campus and very much look forward to working with your children, and getting to know you all in a climate of cooperation and care. Allow me to take this opportunity to commend the Primary staff to you. They are a professional, warm, hard-working and unified group and I am delighted to be working with such a wonderful staff.

Please find pertinent information below. It will be vital for you to read through this carefully to ensure a successful and safe start for everyone.

## INFORMATION FOR THE FIRST WEEK - 2019

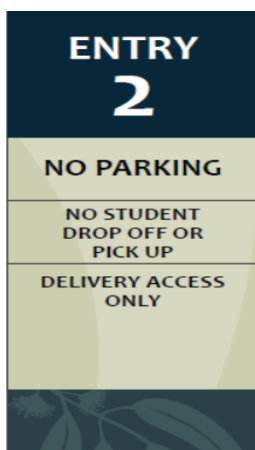
### CAR PARK COLLECTION ZONES

**CLICK HERE:** [2019 Primary Car Park Information](#)

**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.

**I remind you that all primary students are to be collected from the Primary Campus.** In the unlikely event that primary students need to be picked up from the Secondary Campus carpark they will need to be collected from the Primary campus by their older sibling and remain with this sibling until collected by a parent or caregiver. Your support with this matter is vital in maintaining the safety of the students at the College.

#### **THE COLLEGE DAY**

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

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 to 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.

### **ABSENCES AND STUDENT SIGN IN/OUT**

Please ensure you email [absentee@cac.qld.edu.au](mailto: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 after 8.30am with your child, please accompany them to Primary Administration to sign in.

Signing students in and out of the College is an important part of our Safety Regulations and Student Protection.

It is vital that parents follow these procedures to ensure the safety of our students and staff.

### **SIGN IN**

- Any student arriving after 8.30am requires a green slip. Students arriving late should be accompanied to the Administration office by a Parent/Guardian. Please report to Primary Administration and sign in. Students may then proceed to the classroom where they will give the green slip to their class teacher.

### **SIGN OUT**

- Parents should report to Primary Administration, sign their student out and go to the classroom to collect student. Students are not permitted to sign themselves out of the College without a parent/guardian. The green slip from Administration is then shown to the teacher and kept by the parent to assist with leaving the campus.

If a student is participating in a sporting/music activity or Worship, parents will need to allow enough time to sign out at Primary Administration and take the green slip to the teacher and student once located on the Campus.

**I remind you that it is not acceptable for students to miss College days due to family holidays during term time.** It is expected that all students will be in class during each term, and the College will not provide work for students who are absent on family holidays during term time. Teachers will not be able to report on student progress if students have not been able to complete the work due to a planned absence.

#### **THE POD**

The Pod will be open for students to access between 8.00am and 8.15am each morning before College, and also each day after College between 3.10pm and 3.30pm. **These times are to be used for the borrowing of books, completing homework or quiet reading only.** These are quiet times and not times to play, use construction materials or be generally unruly in The Pod.

#### **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 4 February to Friday 15 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](mailto: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 Friday 1 February 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. 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 6 February** - Please arrive at 8.25am for an 8.40am start.

**Wednesday 6 February** - Please arrive at 2.15pm for a 2.30pm start.

Yours sincerely

*Lisa Kraft*

Ms Lisa Kraft  
**HEAD OF PRIMARY**