



Coolbinia Primary School

Parent Handbook

Welcome

Dear Parents,

Welcome to Coolbinia Primary School.

This is an exciting time for you and your child as they embark on their journey into schooling. Together, you have many wonderful moments ahead of you to cherish, and possibly some challenging ones too, as you support your child at school.

We believe effective learning is built on a strong partnership between school and home. Open communication, mutual respect and shared responsibility are central to this partnership. We value parent involvement and encourage participation in classroom activities, school events and representative groups such as the P&C and School Board.

All decisions at Coolbinia Primary School are guided by what is in the best interests of our students. Student wellbeing, safety and learning remain our highest priorities. We are committed to providing a high-quality education in a supportive environment where every child can thrive.

This booklet outlines key information about our school procedures and expectations, along with practical ways you can support your child's learning.

If questions or concerns arise, please contact your child's classroom teacher in the first instance. Our leadership team is available to provide further support where required. We are committed to addressing matters respectfully and in accordance with our school processes.

We warmly welcome your family to Coolbinia Primary School and look forward to years ahead working together successfully.

Kind regards,

Simon Reid

Principal



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Our School Community

Coolbinia Primary School is proud of its welcoming and inclusive community. We value strong partnerships between families and staff and believe that when schools and parents work together, children are best supported to succeed.

We aim to provide a safe, caring and engaging learning environment where students are encouraged to develop confidence, curiosity and a love of learning.

Our school values guide the way we work and interact with one another. We encourage students to demonstrate:

- Respect
- Responsibility
- Character
- Respect

These values underpin our expectations for behaviour and help create a positive and supportive school culture.

Communication with Parents

Coolbinia Primary School values open and respectful communication between home and school.

Parents are encouraged to contact their child's classroom teacher in the first instance if they have a question or concern. Teachers can be contacted via CONNECT or email to arrange a suitable time to talk.

Teachers communicate regularly with families through:

- CONNECT messages
- Classroom newsletters
- Email updates

A whole-school bulletin is emailed to families each Friday and is also available on the school website.

If further support is required, members of the leadership team are available to assist by ringing the office staff.

Connect or how to access compass (office to complete)

Quick Information for New Families

What time should my child arrive at school?

Classroom doors open at 8.20am. Students should be ready for learning by 8.35am.

What if my child is late?

Students arriving after 8.35am must sign in at the front office using the school iPad and collect a late pass.

What if my child needs to leave during the day?

Parents must sign students out at the front office using the school iPad.

What if my child is sick?

Please keep your child at home and notify the school of their absence.

Administration Contact Details

Coolbinia Primary School

104 Bradford Street
Coolbinia WA 6050

Phone: 9427 8450

Email: coolbinia.ps@education.wa.edu.au

Website: www.coolbiniaps.wa.edu.au

Camp Australia (Out of School Hours Care)

Customer Care: 1300 105 343

Direct line: 0404 458 971

Administration Office Hours

Monday to Friday

8.00am – 4.00pm

School Day

Classroom doors open – 8.20am

School commences – 8.35am

Morning recess – 10.35am – 11.05am

Lunch – 1.05pm – 1.40pm

Classes dismissed – 2.50pm

Accidents and Illness

Minor injuries are treated by staff at school. In the event of a more serious accident or illness, parents will be contacted immediately. If we are unable to reach you and urgent medical attention is required, your child will be transported to hospital by ambulance.

It is essential that your contact details, including workplace and emergency contacts, are kept up to date.

If a child becomes unwell during the day, they will be sent to the office and parents will be contacted to arrange collection.

Parents collecting children during school hours for medical appointments or other reasons must sign them out at the front office using the school iPad.

Before and After School Care

Camp Australia Out of School Hours Care (OSHC) provides before and after school care on site during the school term.

The service operates Monday to Friday:

- 7.00am – 8.30am
- From school dismissal until 6.00pm

A Vacation Care program and care on pupil-free days are also offered where possible (7.00am – 6.00pm).

To enrol or make bookings, please register online at www.campaustralia.com.au or contact the Customer Care team on **1300 105 343**.

The direct service number is **0404 458 971**.

Camp Australia staff escort Kindergarten and Pre-primary students to their classrooms each morning and collect them after school. Families are welcome to visit the service prior to commencement to meet the team and become familiar with the routines.

Arrival and Departure at School

Instruction commences promptly at 8.35am, and students are expected to arrive on time ready to learn.

Ideally, students should not arrive before 8:20am, as there is no supervision prior to this time. Classroom doors open at 8:20am, allowing students time to prepare for the day.

Students are not permitted to use play equipment, the oval or basketball courts before or after school unless participating in a supervised school activity.

Kindergarten and pre-primary students must be dropped off and collected from the classroom by an adult caregiver.

Students being collected during the school day must be signed out at the front office. This is a legal requirement under the school's duty of care.

A Kiss and Drive facility is available for students in Years 1–6 only.

Parents are asked to ensure students are collected promptly at the end of the day. If you are delayed, please contact the front office on 9427 8450.

Students arriving late must report to the front office to sign in on the school iPad and collect a purple late pass for their teacher.

If collecting your child during the school day, please sign out at the front office using the school iPad. You will be issued a blue release pass to present to the classroom teacher.

Assemblies

Classes from Pre-primary to Year 6 host one assembly during the year and present a class item.

Assemblies are held at 8.35am on selected Fridays in the undercover area. Families are warmly invited to attend.

Assembly dates and hosting classes are published on the school website calendar.

Attendance

Kindergarten students attend two consecutive days and every second Wednesday.

Attendance is compulsory for students from Pre-primary to Year 6. We strongly encourage all students to develop regular attendance habits, as research shows that consistent attendance supports learning and positive outcomes.

Please notify the school of any absence via Compass or by emailing coolbinia.ps@education.wa.edu.au. If the school has not been notified, an SMS will be sent at 10.00am requesting an explanation.

Family holidays during the school term are strongly discouraged and are not considered an acceptable reason for absence. Parents will be contacted in writing if a child's absences exceed reasonable expectations. If you do plan a holiday during term time, please inform the office of the dates in advance. Work will not be provided during this period.

Bikes, Scooters and Skateboards

For safety reasons, children are not permitted to ride bikes, scooters or skateboards on school grounds.

All bikes, scooters and skateboards must be stored in the bike racks, and students are encouraged to use bike locks.

Students riding bikes should dismount at the student entrance on Glick Road.

Bike riders must wear a helmet at all times. Helmets are also recommended for students riding scooters.

Birthdays

We enjoy celebrating your child's special day in the classroom and acknowledging their birthday with the class.

To support our school's commitment to healthy eating, we ask that parents do not bring lollies, chocolates or cakes to school for birthday celebrations. These treats are best enjoyed outside of school hours.

Thank you for supporting Coolbinia Primary School's healthy eating practices.

Canteen

The school canteen operates five days a week from 8.15am and is privately run by Sarina and her team at Maya's Bakery, valued members of our school community.

Lunch orders can be placed:

- Online through My School Connect (MSC). See QR code below.
- In person at the canteen between 8.15am and 8.45am

All lunch orders close at 9.00am.

The canteen is also open daily for recess snacks and a full lunch menu. Kindergarten and Pre-Primary students can only order lunch through the canteen and not recess or icy poles after lunch. Families can look out for changing lunch specials and occasional Friday night family meals, advertised through the Canteen WhatsApp chat and My School Connect.

The canteen is located near the undercover area.

For enquiries, please email canteen@coolschool.org.au.



Changes to Your Child's Enrolment Details

Please notify the school of any changes to your child's personal details by emailing coolbinia.ps@education.wa.edu.au or completing the online form on the school website.

This includes changes to:

- Residential address
- Emergency contacts
- Email address
- Telephone numbers
- Health requirements
- Court orders

If your child has a medical condition, a **Health Care Plan Form** (available from the school office) must be completed. This plan will be shared with relevant staff to support your child's health and safety.

Documents Required for Enrolment

When submitting an Application for Enrolment, please provide:

- Your child's birth certificate or Australian passport (or overseas passport, visa and/or citizenship documents if applicable)
- An up-to-date Immunisation History Statement (no more than three months old) from the Australian Immunisation Register
- Two current proofs of address (dated within the last three months), such as a utility bill, tenancy agreement or home internet connection

Please note: driver's licences, rates notices and water accounts are not accepted as proof of address.

Chaplain

The school Chaplain supports the wellbeing of students and families by promoting social and emotional wellbeing.

School chaplaincy is a non-religious service, and chaplains do not promote or impose religious beliefs on students.

Parental written permission is required before any involvement. Support is provided on a need's basis, and the Chaplain maintains communication with parents where appropriate.

Referrals can be made through your child's classroom teacher or by contacting the Associate Principal.

Infectious Diseases and Immunisation

Parents must notify the school if their child has been diagnosed with an infectious disease.

Children are strongly encouraged to be immunised against serious infectious diseases as recommended by the Department of Health.

An up-to-date Immunisation History Statement is required for school enrolment. The Department of Health provides guidelines for exclusion periods, which are available on their website.

Kindergarten enrolment requires up-to-date immunisation.

Communication

The weekly school bulletin is emailed to families via CONNECT every Friday and is also available on the school website.

Teachers and administration communicate with families via CONNECT or email. Please ensure your email address, phone numbers and emergency contact details are kept up to date by contacting the office staff.

Classroom teachers send regular newsletters with updates on learning, events and classroom activities.

Email is used for information sharing, arranging appointments and celebrating student success. If you have concerns about your child, please arrange a meeting with the classroom teacher.

Teachers aim to respond to emails within 48 hours during the school week.

Staff are not expected to read or respond to emails outside school hours.

Full Communication Guidelines are available on the school website.

Concerns

Concerns regarding classroom learning should be directed to your child's classroom teacher in the first instance.

Concerns about broader school organisation may be directed to the Associate Principal or Principal.

Parents are encouraged to arrange a meeting with the classroom teacher if they would like to discuss their child's progress or wellbeing. From time to time, teachers may also request a meeting with parents as part of ongoing communication and support for students.

Crosswalk

A crosswalk attendant is on duty at the corner of Glick Road and Bradford Street from 8.00–9.00am and 2.30–3.30pm each school day.

If an attendant is unavailable, the school will notify the community via CONNECT.

Crunch & Sip

Students from PP- 6 are encouraged to bring a piece of fruit or vegetables, and a water bottle each day for a short allocated snack break in the classroom.

This program promotes healthy eating habits and helps students stay refreshed and focused during learning time.

Cybersafety

Coolbinia Primary School recognises the benefits of Information and Communication Technology (ICT) and the potential risks associated with online activity, including cyberbullying.

Staff and students follow a strict ICT Code of Conduct aligned with WA Department of Education policy. The school promotes safe and responsible use of technology.

Families can find additional information about safe online practices through the Office of the eSafety Commissioner:

<https://www.esafety.gov.au>

Dogs

Due to health and safety requirements, dogs are not permitted on school grounds.

Please do not bring your dog onto the school campus when dropping off or collecting your child.

Duty of Care

School staff provide a duty of care for all students while they are at school or attending school activities such as excursions.

Students are supervised by teachers or education assistants at all times. The only exception is when students are using the toilets.

During recess and lunch, staff on duty supervise students in the playground.

Extension Programs

Coolbinia Primary School supports students to achieve their personal best through differentiated learning opportunities in the classroom.

The school also works with the North Metropolitan Education Regional Office, which provides extension opportunities for primary students. These include PEAC (Primary Extension and Challenge) programs for selected students in Years 5 and 6.

All students are assessed for this program in Year 4.

Extra-Curricular Activities

Coolbinia Primary School offers a range of co-curricular activities that enrich student learning and build connections within the school community.

These may include:

- Music ensembles
- Choir
- Running Club
- Afterschool and interschool sports
- Chess
- External club tennis
- Creative arts

Please refer to the school bulletin for current activities and opportunities.

Sports Clubs

A variety of sporting clubs run programs before and after school during the term. As these change each term, please check the school website and weekly bulletin for details.

Chess

Chess for Life runs sessions before school on Tuesdays 7.30am – 8.30am in the library for students in Years 2–6. Registration information is announced through the school bulletin.

Choir

Choir is open to students in Years 1–6. Rehearsals take place Fridays from 7.45–8.15am in the music room.

Instrumental Music (IMSS)

Selected students in Years 3–6 have the opportunity to participate in the Instrumental Music School Services (IMSS) program.

Students may learn:

- Violin or viola – Year 3
- Cello – Year 4
- Double bass – Year 5

Lessons include a weekly 30-minute group lesson, and most Year 5–6 students participate in a before-school string orchestra.

Placement is determined by factors including:

- Aural perception
- Ability to follow instructions
- Responsibility
- Ability to manage classwork catch-up

Students are assessed for the program in Term 4.

Families are responsible for providing instruments and materials.

River Rangers

River Rangers is a cadet-style program for Year 6 students focusing on environmental care, community service and leadership.

Students participate in activities including incursions, excursions and camps that promote environmental awareness and responsibility.

This program provides a pathway to the Bush Cadets program offered at some high schools.

Roots & Shoots

Roots & Shoots is a lunchtime group for students in Years 1–6 that focuses on environmental, conservation and humanitarian projects.

Activities may include projects such as planting, bird surveys and environmental initiatives within the school community.

Health Services

Coolbinia Primary School provides access to a range of health professionals to support student wellbeing.

School Nurse

A registered School Nurse visits the school to conduct scheduled health checks.

During the year, health checks are conducted for kindergarten students. Parents are provided with a questionnaire and consent form prior to the nurse's visit.

School Dental Service

The School Dental Service provides free dental care for enrolled students up to 16 years of age.

Students attend the Dental Therapy Unit at Mount Lawley Primary School:

92 Second Avenue
Mount Lawley WA

Phone: **9271 5561**

Email: MtLawleyDTC@health.wa.gov.au

Enrolment forms are sent home through the Department of Health.

Parents are responsible for transport to and from appointments.

If specialist treatment is required, parents will be notified and referred to a dentist. Any associated costs are the responsibility of the family.

School Psychologist

A School Psychologist visits the school one day per week.

Referrals are made by the school through the Learning Support Team and Associate Principal. Psychologist involvement is school initiated rather than parent requested.

House System

In 2025, Coolbinia Primary School introduced a House System to strengthen a sense of belonging and connection across year levels.

Each student is assigned to one of four Houses for the duration of their time at the school:

- Charlesworth – Green
- Aitkin – Blue
- Martin – Red
- Lewis – Gold

The House System encourages mentoring, teamwork and healthy competition through school events and activities.

ICT and Digital Technologies

Coolbinia Primary School provides a modern, technology-rich learning environment.

Classrooms are equipped with interactive LCD panels, and students have access to iPads, computers and the school computer laboratory. Wireless connectivity is available across all learning areas.

Upon enrolment, parents complete a Responsible Use of ICT Agreement, providing consent for students to use school devices, networks and approved online services.

The agreement may be reviewed periodically, and the school's Digital Technologies Guidelines are available on the website.

Students also engage with a range of digital technologies equipment, including:

- LEGO EV3 robotics kits
- Micro:bit devices
- 3D printers
- Sphero robots
- Bee-Bots
- Dot and Dash robots
- Edison robots

Learning Support Team

The Learning Support Team works collaboratively with teachers to support students through evidence-based strategies tailored to individual needs.

The team includes:

- Principal
- Associate Principal/SAER (Student At Risk Educational Risk) Coordinator
- Chaplain
- School Psychologist

Teachers submit a SAER Request Proforma when concerns arise relating to learning, behaviour, cultural needs, emotional wellbeing or social development.

Support may include:

- Advice and strategies for teachers
- Curriculum adjustments
- Case conferences
- Individual Education Plans (IEPs) or Behaviour Management Plans (BMPs)

Parents are involved in this process and may work alongside teachers, education assistants and specialists.

Parent consent is required before the School Psychologist works with a child.

For further information, please contact the Associate Principal.

Library

Each student should have a large library bag to carry borrowed books.

Classes visit the library weekly, and students may borrow books during these visits.

The library is also open before school, after school and at lunchtime for student use.

Parent volunteers are welcome to assist with tasks such as covering books. Please see the Library Officer if you would like to help.

Lost Property

All garments, school bags, lunch boxes, water bottles and hats should be clearly labelled with your child's name.

As ink from pens may fade over time, we recommend using permanent markers or name labels for clothing.

Lost property items are kept in the administration office.

Medical Conditions and Medication

Parents must complete a Medical Information Form if their child has a medical condition such as asthma, allergies or another health concern.

For serious conditions, including anaphylaxis requiring an EpiPen, documentation signed by a doctor must be provided and an Emergency Action Plan will be implemented.

Action plans and emergency medications are stored in the front office. For ELC students, they are kept in the Early Years rooms to ensure easy accessibility.

All medical forms must be reviewed and updated annually.

Parents are responsible for ensuring that medication kept at school is current and not expired.

Short-term medications must be administered through the front office, with the appropriate parent documentation completed.

The school provides basic first aid (such as ice packs and bandages) but does not supply pain relief medication such as paracetamol or ibuprofen.

Mobile Phones and Smart Watches

Students are not permitted to use or keep mobile phones in classrooms or in their school bags during the school day.

If a student needs to bring a phone to school, it must be signed in at the front office in the morning and collected at the end of the day.

Smartwatches must be set to flight mode during the day so that texts and phone calls cannot be received. Please refer to the school website for the full guidelines.

Payments

Payments can be made through the school office.

Available payment options include:

EFTPOS

Available at the front office.

Direct Deposit

Account Name: Coolbinia Primary School

BSB: 066040

Account Number: 19907304

Please include your child's surname and classroom as the payment reference.

P&C Committee

The P&C Committee plays an important role in supporting the Coolbinia Primary School community.

The committee meets on Wednesday evenings at 6.30pm in Week 4 of each term, with additional meetings scheduled if required.

Meeting dates are published on the school website calendar.

The P&C supports the school through fundraising initiatives and manages the not-for-profit Uniform Shop.

All parents are warmly encouraged to attend meetings and become involved.

Several subcommittees operate within the P&C to support different areas of school life.

The Annual General Meeting (AGM) is held in February each year.

Permission to Leave School Grounds

Students may only leave the school grounds during school hours with permission and must be accompanied by a parent or carer.

Parents collecting children during the school day must sign them out at the front office (on the iPad) and will receive a blue release pass. This pass must be shown to the classroom teacher or, during recess or lunch, to the teacher on duty.

Students waiting at the end of the day should wait in the Kiss and Drive area or return to the front office, where staff will assist in contacting parents if required.

Personal Items List

Each year families are asked to provide several consumable stationery items for their child's personal use.

Some items, such as scissors or calculators, may be used for multiple years and do not need to be replaced annually.

Please bring all labelled items on your child's first day of school. If you have trouble purchasing any items on the list, please inform your child's teacher.

Teachers will contact families during the year if any items require replacement.

Personal Items Lists are available on the school website.

Positive Behaviour Support (PBS)

Coolbinia Primary School implements Positive Behaviour Support (PBS) as a whole-school approach to promoting positive behaviour and improving both academic and social outcomes for students.

PBS focuses on explicitly teaching and reinforcing positive behaviours so that students understand expectations and are supported to make responsible choices.

At Coolbinia Primary School, our core values guide student behaviour and contribute to a positive school culture:

- Character
- Respect
- Responsibility
- Strive

These values underpin the expectations for behaviour across all areas of the school.

Policies and Guidelines

Many policies implemented at Coolbinia Primary School are mandated by the Western Australian Department of Education.

In addition, the school has developed several agreements and guidelines specific to our community to support the smooth running of school operations.

These documents are available on the school website and are reviewed regularly by staff and formally endorsed by the School Board.

Reporting to Parents

The school uses several methods to report on student progress and learning.

Formal Semester Reports are provided at the end of Semester 1 and Semester 2.

In Kindergarten, learning portfolios are also used to share examples of student development and progress.

Students may also participate in system-wide assessments, including:

- On-entry Assessments for Pre-primary and Year 2 students
- NAPLAN assessments for students in Years 3 and 5

Parents are welcome to request a parent–teacher meeting at any time during the year to discuss their child’s progress.

Safety Before and After School

For the safety of all students, parents are encouraged to drop children directly at their classroom in the morning and to leave the school grounds promptly after school.

For students in Years 1–6, families are encouraged to use the Kiss and Drive facility for morning drop-off and afternoon pick-up.

Students are not permitted to use playground equipment before or after school.

These expectations reflect the school’s duty of care responsibilities and are supported by the School Board and the Department of Education. More information about this is on the school website.

School Board

The School Board works in partnership with staff, parents and the wider community to help set the educational direction of the school.

Through involvement in the school planning process, the Board supports the achievement of shared goals for the school community. These goals are outlined in the school’s Business Plan, which is available on the school website.

The School Board provides strategic guidance and community perspective, but it is not responsible for the day-to-day operation of the school. Operational decisions remain the responsibility of the Principal and school staff.

The Board may have up to 12 members, including:

- the Principal
- staff representatives
- parent representatives
- community or local business representatives

Members who are not employed by the school must always outnumber staff members.

Parent representatives are elected by ballot and serve three-year terms.

The School Board welcomes feedback from the community at its annual open meeting, or parents may provide feedback by contacting Board members or the Principal.

School Development Days

Each year Coolbinia Primary School has six School Development Days, when students do not attend school and staff participate in professional learning.

These dates are published on the school website calendar.

Two of these days are mandated:

- the two days immediately before the start of the school year
- the final Friday after students finish for the year

The remaining days are determined by the school each year.

Software/Apps

At Coolbinia, families will use a small number of online systems to stay connected and manage day-to-day school needs.

Connect (best accessed on a laptop or desktop) is the main platform where teachers share classroom updates, learning materials, and important announcements.

ConnectNow is the mobile-friendly version, making it easy to check updates on your phone.

Compass is used for attendance, reporting, and key school communications such as notices and permissions.

My School Connect is used for practical services like ordering canteen lunches and purchasing uniforms. Together, these platforms help keep parents informed, organised, and connected with their child's learning and school life.

Specialist Subjects

Coolbinia Primary School provides specialist programs that enrich the learning experiences of students.

Digital Technologies and ICT

Students in Years 1–6 participate in Digital Technologies lessons with a specialist teacher. The program addresses key concepts from the Western Australian Curriculum through coding, robotics and digital problem-solving.

Languages

Students from Pre-primary to Year 6 learn Italian. The program develops skills in speaking, listening, reading and writing while building an understanding of Italian culture.

Music

Music is taught by a specialist teacher who also directs the school choir. Students may also participate in the String Ensemble. Instrumental music lessons are provided on site through the Department of Education's Instrumental Music School Services (IMSS).

Physical Education

All students from Pre-primary to Year 6 participate in a weekly Physical Education lesson with a specialist teacher.

Students in Years 4–6 also participate in an additional sport session to learn new sports and develop skills. Years 3-6 also participate in an extra sport session to further develop skills.

Visual Arts

Visual Arts is taught by a specialist teacher in Years 1 and 2. In other year levels, art is taught by classroom teachers as part of the broader learning program.

Student Leaders

Coolbinia Primary School provides a range of leadership opportunities that help students develop confidence, responsibility and teamwork.

Leadership opportunities include:

- **Year 3** – Waterwise Program
- **Year 4** – Your Move Travel Smart Leaders
- **Year 5** – WasteWise Leaders
- **Year 6** – School Captains, House Captains, Councillors, Ambassadors and Sport, Sustainability, Art and Technology Leaders

School Captains and House Captains are elected at the end of the previous year by students in Years 4 and 5, with input from staff.

Councillor, Ambassador, Sport, Sustainability, Art and Technology Leader roles are voluntary positions for Year 6 students and rotate each semester so that more students have the opportunity to participate.

Year 6 leaders assist with assemblies, school events and activities such as ANZAC Day services and fundraising initiatives, and act as role models for younger students.

Parking and Kiss and Drive

The school provides a Kiss and Drive facility for students in Years 1–6.

Kindergarten and Pre-primary parents and carers are expected to collect children from the classroom door, unless the child is attending onsite after-school care.

Please observe all parking restrictions around the school and be considerate of our neighbours when parking in surrounding streets.

Parents are asked not to park in designated staff parking areas, including:

- the main car park on Bradford Street
- the Early Years car park on Glick Street

Parent parking is available along Glick Street and in limited street parking areas on Bradford Street.

Kiss & Drive – Parent Guide

Who can use it

- For students in Years 1–6
- Kindy & Pre-Primary students must be collected from classrooms
- Street parking available nearby if needed

Times

- Morning: 8:15am – 8:35am
- Afternoon: from 2.50

Entering & Driving

- Enter via Glick Rd (near the bike racks)
 - The loop is one-way only
 - Drive forward to the furthest available spot
 - Stay in your car at all times
-

Morning Drop-Off

- Children exit the car using **left-hand doors only**
 - They walk themselves to class
 - Wait for cars in front to move before leaving
 - Check it's clear, then follow the loop to exit
-

Afternoon Pick-Up

- Join the collection queue and do not leave your car
 - If your child is **not ready**, you must:
 - Exit the loop
 - Drive around and rejoin the queue
 - When your child is called:
 - They will be assisted into the car (left-hand doors only)
 - Children must stay in the queue area until directed
 - Before leaving:
 - Ensure seatbelts are on
 - Wait for cars ahead to move
 - Check surroundings, then exit safely
 - If you arrive after 3:00pm:
 - Collect your child from the front office
-

Safety Rules

- No double parking or overtaking
- Always give way to pedestrians and cyclists
- Follow all directions from staff

Parking Notes

- Staff parking bays are **not for parent use**
 - Do not park in the Kiss & Drive area
-

Uniform / Dress Code

Students are expected to always comply with the school dress code. The school uniform must be worn for official school activities, including excursions and sports events.

Coolbinia Primary School follows a “No Hat, No Play” policy. Students must wear a school hat when outdoors throughout the year.

Students should wear sensible footwear suitable for physical education and daily activities. Excessive jewellery is not permitted.

Uniforms can be purchased through the My School Connect (MSC) app.

Orders are delivered to classrooms by volunteers, usually once a week, depending on volunteer availability.

The Uniform Shop, located behind the undercover area, is open for in-person and second-hand purchases on the first Friday of each month during the school term from 8.15am to 8.45am.

For enquiries, please email:

uniforms@coolschool.org.au

The full Dress Code Guideline is available on the school website.

Valuables and Toys

Students are discouraged from bringing valuable items or toys to school.

The school cannot accept responsibility for loss or damage to personal items brought onto school grounds.

Visitors on School Grounds

For the safety and wellbeing of all students and staff, all visitors must sign in at the school office on arrival. This includes parents who are assisting in classrooms or dropping off items such as lunches.

Signing in allows the school to maintain an accurate record of who is on site in the event of an emergency.

Parents should not go directly to classrooms without first reporting to the office. If you need to see or speak with your child during school hours for an unavoidable reason, please contact the office so that appropriate arrangements can be made.

This procedure supports the school's duty of care responsibilities and aligns with the Department of Education's Visitors in Schools requirements.

Volunteers

Parents are warmly encouraged to become involved in our school community.

Families can participate in a range of activities including:

- gardening
- fundraising events
- sporting activities
- assisting in the uniform shop or library
- supporting excursions

Teachers will advise parents when classes have settled into their routines and when classroom assistance may be helpful.

Parents who are interested in contributing to the development and review of school policy are encouraged to nominate for election to the School Board.

All volunteers must sign in at the front office before entering the school.

In accordance with Department of Education requirements, volunteers who are not parents must hold a valid Working with Children Check.

Trained EdConnect volunteers, endorsed by the Department of Education, visit the school each week to mentor individual students, provide classroom support and assist with activities such as craft clubs.

Voluntary Contributions

Parents and carers are invited to make a voluntary contribution towards the cost of materials, services and resources used in the school's educational program.

These contributions assist the school in providing additional equipment and learning resources for classrooms and specialist areas.

The voluntary contribution is \$60 per student.

While payment is voluntary, the quality of the teaching and learning programs offered at the school is enhanced when families are able to support the school in this way.

A P&C voluntary levy of \$75 per family also supports school initiatives and community programs coordinated by the P&C.

These amounts are itemised on your child's Personal Items List.

Payments can be made at the school office via EFTPOS or by direct deposit, using your child's surname as the reference.

Bank Details

BSB: 066040

Account: 19907304

If you would like to discuss payment options, please contact the school office.
