

# Collinsvale Primary School

*Successful, optimistic & efficient learners*

## Information Handbook 2020



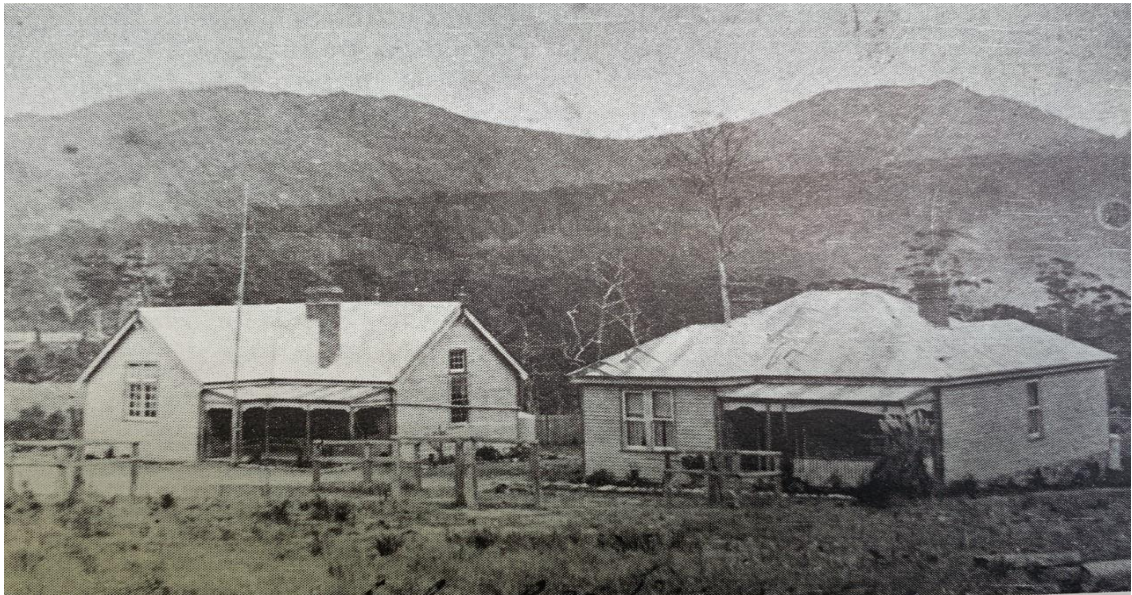


## Welcome

I warmly welcome you to the Collinsvale Primary School community. At Collinsvale, we work together to inspire and support all learners to improve their educational outcomes and meet their social and emotional needs. We share the Department of Education's values of Aspiration, Respect, Courage and Growth. We inquire, plan for action and celebrate and review our achievements.



Ange Burbury  
**PRINCIPAL**





## **A Brief History of the School**

In July 1874 proposals for a school at Sorell Creek (later to be called Bismarck in 1900 – to be called Collinsvale in 1915) were made and 5 acres of Crown Land was given in the parish of Glenorchy. The first teacher for this little school was Miss Christine Goerner from 1877-1878.

The architect, Henry Hunter was asked to prepare plans in 1876. The Rev. J. Mace from Glenorchy was the head of a group of people keen to see the project through. Mr. E. Braendstater built the school and residence (where the tennis court is now) in 1877 at the cost of 190 pounds (\$380) and opened its doors to its first pupils on November 26<sup>th</sup>.

Repairs to the school were long awaited even then, as in 1881 requests for repairs were made, in 1883-1887 the same requests were put to the Education Department and it wasn't until late 1887 that these repairs were carried out. When the original school was burnt in January 1900, the children were taught in the local hall until the school was rebuilt in April of that year.

In 1946 the school consisted of only 2 rooms. Referred to as the 'big room' and 'little room'. In 1943 school leaving age was raised from 14 to 16. Up to Year 9 was catered for from 1947. In 1954 a new classroom was built to cater for the growing number of children. In 1963 a further step was taken with the building of another room next to the existing room. Great fun was had by all who walked to school in the winter seeing who could get to the frozen puddles first. Keeping in mind in those days the girls wore boots (laced) the same as the boys. Concerts, fancy dress and peddlers' parades were very popular and major fundraisers (note: the boys played "allies" or marbles then too).

## **School Organisation 2020**

Our high quality classroom teaching and learning program is complimented by a range of specialist programs.

|                               |   |
|-------------------------------|---|
| Junior Class Teacher          | Ms Whitney Bowerman                       |
| Middle Class Teacher          | Mr Kirk Gunn                              |
| Senior Class Teacher          | Mr Ryan Thomas and Mrs Elizabeth Rutledge |
| HPE/STEAM                     | Mr Ryan Thomas                            |
| Launching into Learning (LiL) | Mrs Elise Zucco                           |
| Literacy Coach                | Mrs Anna Viney                            |

The teaching staff are supported by a strong ancillary team including:

|                              |                                       |
|------------------------------|---------------------------------------|
| Teacher Assistant            | Mrs Denise Athorn<br>Mrs Kiri Holland |
| Education Facility Attendant | Ms Lucy Holdsworth                    |
| Chaplain                     | Mrs Christine Knight                  |
| School Business Manager      | Ms Kiara Daly                         |
| Administration Clerk         | Mrs Denise Athorn                     |

## **School Psychologist, Speech Pathologist and Social Worker Services**

Our school Psychologist and Social Worker are available to Collinsvale Primary on an on-call basis; via class or home support. A Speech Therapy program is available for students requiring speech support. If you would like to seek the support of one of these professionals, please initially make contact with your child's teacher or the Principal.

## **Kindergarten**

Kindergarten operates Wednesday, Thursday and Friday from 8.55am to 2.55pm.

## **Launching into Learning**

Our fantastic LiL Program caters for children from birth to 5 years and their parents. Sessions for 2020 will be held on Tuesday mornings from 9.00am to 11.00am. Sessions include gross motor skills, literacy based learning, excursions, toy library and home visits throughout the year. Please bring along a piece of fruit to share, a drink and a hat. A copy of the LiL timetable can be collected from the school office.

## **Student Personal Information**

In the event of medical emergencies or extreme weather conditions that may cause sudden school closure, it is important that the school office has up to date personal phone numbers and priority contacts for all students. If you make changes to these at any time throughout the school year please notify the office immediately to ensure our database has correct information.

## **School Association**

The School Association provides advice and recommendations to the Principal in relation to the general operations and management of the school. The aim of the School Association is to foster cooperation among teachers, students, members of the school association, parents and the community. We meet regularly throughout the year. Parents/guardians are invited to participate. Meeting details will be advertised through the school newsletter, our school Facebook page or school notice board.

|                    |               |
|--------------------|---------------|
| Chairperson        | Malcolm O'May |
| Deputy Chairperson | Jes Jackson   |
| Secretary          | Pamela Brooks |
| Treasurer          | Natasha Boldt |

If you are unable to attend a meeting but have an issue or an idea that you would like raised, you are encouraged to contact the school association chairperson.

## **Parent/Student Committees**

From time to time various student committees are set up to deal with particular issues. Students are either invited to volunteer to join these committees or, on occasions, are selected to participate. The Parent Action Group meets regularly of an afternoon to discuss upcoming fundraising opportunities and various events. Student leaders are also involved in these discussions.

## **Student Leadership**

There are many opportunities for students to develop their leadership skills including becoming Student Leaders, being involved in special activity days and as Daily PE leaders.

## **Volunteering - Parent/Guardian and Community Participation**

Volunteers are invaluable and play an important role in our school community at Collinsvale Primary. Parent/guardian and community participation is a feature of the school program and is highly respected and appreciated. There are several avenues for parent involvement including; the School Association, Fundraising Committees, Breakfast Club, Book Club, Student Banking Program, Reading Tutoring Program, school canteen, parent help in the classroom and school events. Please let the office know if you are interested in joining any of the listed committees. Please sign the Visitor's Register at the school office when you attend school to assist in class/excursions etc. Recording your attendance is crucial in the event of having to follow our emergency evacuation plans.

All volunteers require a Working with Vulnerable People Check prior to commencing in any programs. This is an online process and applications take approximately 6 weeks to be approved. Please contact the school office if you need assistance with this or click the following link for further information:

[http://www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

As a volunteer you may witness events or acquire information of a sensitive or personal nature. Volunteers must ensure that private and sensitive information remains strictly confidential. If you experience anything that causes doubt or concern please speak to a teacher or the Principal.

## Levies for 2020

- Levies for Kindergarten \$185.00  
(Including a backpack and hat)
- Levies for Prep to Year 3 \$205.00
- Levies for Year 4 and Year 5 \$225.00
- Levies for Year 6 \$235.00

Payment of levies is due by the end of Term 1 (**Wednesday 8 April 2020**) or alternatively payment by instalments can be arranged by contacting the school office.

## Student Assistance Scheme (STAS)

The purpose of the Student Assistance Scheme (STAS) is to help with the cost of school books and compulsory school fees. It covers the stationery and levy fees to approved students. To apply, parents are required to complete a Department of Education, *Application for Assistance* form available from the school office, which is then submitted to the Department for approval. There is provision in the scheme to cater for those applicants who have experienced changed circumstances since the time that their latest Taxation Income Assessment or Statement of Pension of Benefit was prepared. Should you feel you are entitled to this assistance, please arrange to collect an application form from the School Office. Only one application form per family is required but the form must be submitted at a school which is attended by at least one child in the family.

## Communication

We use the following methods to provide effective and efficient communication to our parents and the wider school community:

- **Facebook** - This is updated regularly and showcases photos of our students participating in a wide variety of activities, both within and outside the classroom.
- **Newsletter** - The school newsletter is sent home every second Wednesday. It contains information and items from staff, students and parents and a calendar of events. This is the best way for families to keep up to date with current and future happenings.
- **SMS** - The SMS service is used to relay important/urgent information in the event of extreme weather conditions (eg. frost, snow, ice and bushfires) affecting the operation of our school.
- **Front noticeboard** – This is updated regularly to reflect upcoming school events and important dates.



If you have any concerns or queries around any aspect of your child's education and learning the first point of contact for you is your child's classroom teacher. Please make an appointment at the school office if you wish to speak to a teacher or make contact prior to classes commencing from 8.30am each morning or after 3.00pm each afternoon.

### **Assembly**

Assemblies are held regularly on Wednesday afternoons from 2.00pm in the GPR. These are timetabled in the school newsletter and advertised on our front notice board and Facebook page. Parents, carers, family, friends and community members are encouraged to attend to share in celebrating our student achievements.

### **Canteen**

The school canteen supply recess and lunch orders operating on Wednesdays and Fridays only. Orders should be written on the brown pouches with correct money. These should be placed in the canteen baskets in each classroom prior to classes starting. Orders and food are collected and distributed by student leaders. Price lists are available from the school office. The Canteen has successfully acquired its Silver Accreditation with the Tasmanian School Canteen Association.

### **School Uniform**

The Student Dress Code and Uniform Policy was introduced in 2019, copies are available from the school office. Broad brimmed/bucket hats are a compulsory part of our uniform from the beginning of the school year until the end of April, and again from the beginning of September until the end of the school year. The school has a 'No Hat, No Play' policy. Those students without a hat will be required to play in the undercover areas. A copy of our school SunSmart Policy is available for viewing at the school office. The school offers a range of uniform items, some stocked at the school or available through placing an order. Price lists and order forms are available from the school office.

### **Information Technology Facilities**

Each classroom is well equipped with Smartboards, iPads, computers and internet access to further support our student learning. 21st century learning design underpins the use and importance of digital technologies within the classroom. All students and their parents/carers are required to read and sign an ICT user agreement form at the start of each year prior to students accessing these resources.

## **Library Program**

A well-stocked library and library program are offered to all students. Students are encouraged to borrow weekly. Families are most welcome to visit the Library at any time during the school week.

## **Student Banking**

The school offers student banking each Wednesday through the Commonwealth Bank Youthsaver Program. If you would like to open an account for your child simply go to any Commonwealth Bank branch - please take personal identification for both you and your child (eg driver licence/birth certificate).

## **Children's University**

The Children's University project aims to raise aspirations, boost achievement and foster a life-long love of learning, so that young people aged between 7 and 14 years can make the most of their abilities and interests. Each participant is issued with a Passport to Learning. Passport stamps can be achieved by participating in activities on a school site outside the normal classroom program and by participation in after school, weekend and holiday activities. There is a strong emphasis on experience as a significant learning tool, acknowledging the value of the range of different learning experiences and environments in which children engage.

Please see the school office for further information.



## **School Bus Service**

Our school bus service is operated by WD Warr & Co. The 'AM' route starts from the corner of Collinsvale Road and Mount Hull Road at 8.00am. The bus then travels on Collinsvale Road and Collins Cap Road until it reaches Suhrs Road. The bus then returns down Collins Cap Road and along Springdale Road back to school. The 'PM' route proceeds along Collinsvale Road, through Springdale Road to the Suhrs Road intersection. The bus then returns via Collins Cap Road returning to the starting point of Mount Hull Road. If you have any queries please contact the school office.

## **Bikes/Scooters**

Parents are asked to discuss safety with their children and to ensure that they always wear an appropriate helmet and safety equipment. At school, bikes must be left in the bike racks located near the facility attendants shed. During all other times, this area is out of bounds. For safety reasons, bikes and scooters are not permitted to be used within the school grounds.

## **Attendance and Absences**

Consistent attendance at school is critical to achieving positive educational outcomes and keeping students engaged in their learning. Because of this, the Education Act specifies the reasons a child can be authorised not to attend school. A copy of the Collinsvale Primary Attendance Policy can be collected from the school office. Please advise the school office on 6239 0176 as soon as possible if your child is to be absent from school. Student attendance is recorded at approx. 9.00am each day.

## **Arriving Late or Leaving Early**

Parent/guardians are required to sign their child in and out of school through the sign in/out book located at the school office. If you need to collect your child prior to the end of the school day, please phone the office ahead so we can arrange your child to be ready at the office for collection. Please ensure the adult collecting the child is listed within the schools relationship contact listing for the particular student; alternatively, the parent/guardian needs to advise the name of the responsible adult for safety and security measures.

## **Emergency Evacuation Procedures**

Please make yourself familiar with the emergency procedures by reading the signs in classrooms. In the event of an emergency, you are required to go to the emergency evacuation area which is located at the BBQ area. Upon arrival/departure at the school always check in with the office staff to sign the Visitor's Register. In the event of evacuation due to a bushfire the following will apply:

- Parent/carers will be notified via Facebook and SMS in the first instance. Please notify the school that you have received the message.
- Staff will continue to contact parent/carers via phone if you have not responded to the message.
- If the Fire Danger Rating is predicted to be 'extremely high or catastrophic' the school and DoE may decide to close the school.

- When sending home correspondence regarding important bushfire information your child will have a red 'fire' tag attached to their school bag to alert you.

### **Student Supervision**

Staff will be available to provide supervision from 8.30am to 3.00pm. Classes commence promptly at 8.55am. We request that students arrive punctually in order to be present at the start of learning sessions. Classes conclude at 2.55pm.

### **Illness or Injury at School**

Students who become ill or who suffer an accident at school have access to members of staff qualified in first aid. Where medical attention is required, every effort will be made to contact a parent or the emergency medical contact person listed on the student's enrolment form. If this is not possible, or in case of emergency, the school will take whatever steps are necessary to ensure the student's wellbeing.

Students who are already showing symptoms of sickness or illness should be kept at home for the day.

### **Students with Medical Conditions**

Students with severe medical conditions e.g. asthma and anaphylaxis and those requiring medication throughout the school day must have the appropriate documentation signed and dated by their GP and parents. Action plans for both asthma and anaphylaxis are also a requirement under Department of Education guidelines and must be updated annually. Administration of medication authorisation forms can be obtained from the office.

### **Allergies**

Collinsvale Primary School is an asthma and allergy aware school. Some students attending our school have life threatening allergies to the following, or are coeliac: eggs, all nuts, dairy, corn and sesame. Please show awareness by not sharing food, washing hands after snack and meal times, asking questions if you are unsure and reading all ingredient labels. Thank you for your ongoing support in helping us to maintain a safe environment for our students with food allergies.

## **Reporting to Parents/Carers**

A Progress Report is sent to all parents during Term 1. At mid-year a comprehensive report is written. Three way parent/teacher/student interviews conclude this reporting phase. End of year written reports are also a part of our ongoing reporting process. Reporting to parents/carers is not limited to these times. Reciprocal communication and feedback is strongly encouraged to ensure the needs of all students are being met throughout the year.

## **Lost Property**

We expect students to take special care with their own property including uniform, sports gear and books and equipment. Students are requested not to bring personal belongings e.g. toys, electronic equipment and mobile phones to school. The prime responsibility for personal property lies with the student. It is absolutely essential for all items of clothing and equipment, and all books, to be labelled securely and clearly with the student's name. The lost property bin is located in the administration building in the parent room. We recommend that all items of clothing be named and that you regularly check the bin for lost items.



## **Term Dates, Professional Learning Days & Public Holidays 2020**

|               |   |
|---------------|---|
| <b>Term 1</b> | <b>Wednesday 5 February – Wednesday 8 April</b> |
| <b>Term 2</b> | <b>Monday 27 April – Friday 3 July</b>          |
| <b>Term 3</b> | <b>Tuesday 21 July – Friday 25 September</b>    |
| <b>Term 4</b> | <b>Monday 12 October – Thursday 17 December</b> |

### **Professional Learning/Moderation/Public Holiday Days 2020**

**Tuesday 4 February – Professional Learning Day**

**Monday 10 February – Royal Hobart Regatta**

**Monday 9 March – Eight Hours Day Public Holiday**

**Thursday 9 April – Moderation Day**

**Friday 10 April – Good Friday**

**Monday 8 June – Queens Birthday Public Holiday**

**Monday 20 July – Professional Learning Day**

**Thursday 22 October – Royal Hobart Show**

**Friday 23 October – Professional Learning Day**



#### **CONTACT DETAILS**

508 Collinsvale Road, Collinsvale TAS 7012

Phone (03) 6239 0176

Email [collinsvale.primary@education.tas.gov.au](mailto:collinsvale.primary@education.tas.gov.au)

Web <https://collinsvaleprimary.education.tas.edu.au>