Welcome to Collingwood College. We thank you for choosing our school for your child’s educational journey and look forward to getting to know you and your child. We encourage you to become active members of our school community and share in the many and varied experiences our school offers.

At Collingwood College the children, the teachers and the community work collaboratively towards creating a caring and supportive learning environment. We encourage parents to maintain open communication channels. If there are ever any issues, please don’t hesitate to raise these with your classroom teachers, and (should you need to discuss it further) please come and see me.

We look forward to sharing this journey with you.

Sam Luck
Primary Principal

Beginning School – A New Experience

Beginning school is an exciting time for the whole family. We seek to make you and your child’s transition a happy and secure time. Families can prepare their children for school by promoting:

- Confidence in oneself and a willingness to take reasonable risks
- Confidence to ask questions and seek help
- Highly developed communication skills and an ability to interact with adults and other children
- Independence, perseverance and resilience
- A sense of curiosity and wonder
- A sense of achievement
- An appreciation of Literacy and Numeracy as it occurs in everyday life.

Children with these developing characteristics are more easily able to integrate into school and negotiate the people, situations and tasks that face them during the transition to school and throughout their school life.

A happy and successful transition into the Early Years provides a solid foundation for the many challenges and rewards that lie ahead.

Getting Ready for the School Day

Being at school is very different to being at Kinder or Childcare. Children need to negotiate bigger buildings, lots more children, and less adults for support. They also need to internalise and enact new rules and routines.

To support your child:

- Visit the school and familiarise your child with the placement of toilets, playground etc. Please note that toilets for boys include urinals.
- Prepare your child for the school bell and what it means. Collingwood College has a bell at the start of the day, and at the end of recess and lunch (preceded by music which means ‘get ready’ to come inside).
- Talk to your child about how long the school day will be in a way that they can understand.
- Ensure that your child gets enough sleep by establishing a set bedtime and keep to routines that allow for rest and free play.
- Be sure your child has a balanced breakfast.
- Have your child dress themselves so they can manage things like taking jumpers and shoes on and off at school.
- Encourage your child to take care of their belongings. Clearly label all belongings that come to school including clothes, lunch boxes, drink bottles, toys, books etc. Please leave expensive or precious toys and belongings at home.
- The school promotes healthy eating. Pack a healthy snack, fruit snack, water bottle and lunch in named containers that your child can open and close. Explain when they are to be used and have some trial runs. We promote wrapper free lunches.
- Discuss the school route with your child, and rehearse if necessary.

Be positive, encouraging and reassuring about school.
**Prep Transition Sessions**

Prep Transition sessions allow your child to spend a small amount of time in a Collingwood College classroom, with experienced and familiar staff.

**When are the Transition Sessions?**

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<tr>
<th>Session One – Friday 18th November</th>
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<tr>
<td>Session Two – Thursday 22nd November</td>
<td>9.30 – 11.30am</td>
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<td>Session Three – Thursday 1st December</td>
<td>9.30 – 11.30am</td>
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<tr>
<td>Session Four – Tuesday 6th December</td>
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**What will happen at the transition sessions?**

Students will spend time during these sessions familiarising themselves with the classroom and other play and learning spaces. They will begin to build positive relationships with Collingwood College Staff and other students.

**Making the Transition Sessions a Success**

- Arrive at school with sufficient time to say a fond farewell to your child before class begins.
- Sign in for the transition session at the sign-in table in the canteen, and then make your way to the appropriate classroom.
- Seek assistance promptly from the teacher if transition procedures are causing upset for your child.
- Double-check finishing times for the transition session.
- Be punctual when collecting your child from the session – a few minutes to you may seem a long time to a child left waiting. Notify the school if you are unavoidably detained.
- Make time for your child at the end of the session.
- Sign your child out at the end of the session.

**Prep Parent Information Sessions**

These sessions will run at the same time as the Prep 2016 transition sessions. They are intended to start a little after the student sessions, so that parents can settle their children into the classroom, and then make their way to the Parent Information Sessions.

*All Parent Information Sessions will take place in the Library.*

**Parent Transition Sessions**

**Session One - 18th November**

A discussion with College leadership/ PATHS with Kate Schmeiszl (Leading Teacher)

**Session Two – 22nd November**

Literacy and Numeracy in the Prep Classroom – Sormeh Afkari (Leading Teacher)

**Session Three – 1st December**

Experiencing the Learning Continuum & Presentations from our Support Programs – Patrizia Bertozzi

Literacy Support and Intervention Coordinator
Session Four – 6th December  
All items health – Collingwood College School Nurse

The First Term of School

All Prep Students and their families will have an appointment with their class teacher between,

Tuesday 31st January and Wednesday 1st February.

Appointments dates and times will be emailed to the families in January and will be between 9am and 4pm. During these times, initial literacy and numeracy assessments will take place. Teachers will also have a ‘getting to know you’ chat. If you do not receive an email by the 20th January, please email Sam Luck at saml@collingwood.vic.edu.au

Prep Students Start School on; Thursday 2nd February

On this day, the Prep students will start school at 9.30am, and finish at 2.30. Please speak to your class teacher/s about drop off and pick up arrangements for their classrooms.

Prep Students will not be required at school any Wednesday up to Labor Day;

- Wednesday 1st February
- Wednesday 8th February
- Wednesday 15th February
- Wednesday 22nd February
- Wednesday 1st March
- Wednesday 8th March

These will be rest days. Please make sure that these days are used for rest, and try not to fill them with visits or appointments. Your child may be very tired and will need the rest.

During this time the teachers will conduct home visits which ensure a smoother transition into school and fosters a positive relationship between home and school. Teachers will make these appointments during the first weeks of school.

Prep Students will only be required for half days on Wednesdays between Labour Day and the Term One school Holidays.

- Wednesday 15th March
- Wednesday 22nd March
- Wednesday 29th March

Prep Students will start these days at 8.45, but will finish at 12.40. Teachers may make appointments with families during these afternoons to complete family interviews or for initial literacy or numeracy assessments.

On Mondays, Tuesdays, Thursdays and Fridays during Term One, all Prep students will start the day at 8.45am, and will be dismissed at 3.00pm (with the other students)

Friday the 31st March is the last day of Term One. School finishes at 12:40 on this day.

Prep Students return to school on Tuesday 18th April, they will be full time (5 days a week, 8.45 am – 3pm) from this date.

What to bring to school

- School bag please (about the size of your child’s back is appropriate).
- Lunch; please pack sensible, nutritious lunches; fresh food is always the best source of lasting energy and nutrition. Please avoid chips, lollies or other pre-packaged foods, and minimise the packaging you use.
- Set of spare clothes; please put a full set of spare clothes into a separate bag to leave in the classroom. Please allow for all of Melbourne’s erratic weather conditions!
- Raincoat can be left in the room or kept in school bag. Gumboots are appropriate in winter months.

Please note that whilst we have no uniform, we do request students to abide by our Clothing Policy by wearing appropriate, sensible, neat attire always.

- Clothing during Terms 1 and 4 must be sun smart.
- Hats must be worn outside during Terms 1 and 4 – the hat must be a wide brimmed hat or a legionnaires cap.
- Footwear must cover the toes, and be attached at your child’s heel.

**Fees, Stationery and Books**

Fee listings will be handed to families at the first Prep transition session.

The current (2016) Mainstream class fee is $320, and the current Steiner class fee is $590. We are currently in the process of determining the fee cost for 2017.

**Timetable**

As well as the wide variety of learning that takes place in the classroom, Prep students will also take part in some or all of these specialist classes:

- Art (Mainstream Classrooms)
- Craft (Steiner classes)
- Mandarin (Mainstream Classrooms)
- Physical Education/Sport
- PMP (Perceptual Motor Program)
- Performance Arts (Mainstream Classrooms)
- Library
- Eurythmy (Steiner Classrooms)

If you have any questions about these subjects, please speak your class teacher.

**Assessment during the Prep Year**

Formal assessment of literacy and numeracy will take place throughout the Prep year.

Assessment and testing is mandatory and required of all children attending State schools. Please rest assured that this assessment will be conducted by the child’s teacher and in as calm and nurturing a way as possible, without detracting from the overall needs of the child or the rhythm of the day.

Prep students will receive a formal report from their class teacher and any specialist teachers (e.g. P.E., Art) at the end of each Semester.

Formal Parent/Teacher interview evenings will occur throughout the year.

Parents are very welcome to discuss the progress of their children with teachers outside of this schedule. Please remember that appointments may need to be made with the teacher concerned, as they may not be in a position to speak immediately.

**After School Care**

The City of Yarra uses Collingwood College as one of its After School Care Centre’s and runs Monday to Friday from 3.05 to 6pm. After School Care is a fully supervised recreational program for Primary school aged children. Children attending After Care can participate in a variety of organised activities or choose to relax in a safe and stimulating environment. The program is planned to meet the needs of children and their families. A balance of indoor and outdoor, physically active and passive play options are offered. Curriculum Day Care and Vacation Care are also available.

Telephone: 9416 2820 for more information.
**Class Carers**

The College Primary School has a system of Class Carers. Carers liaise between the class teacher and the class parents. They organise class social events and support for the class teacher. There are also various other active groups within the school community (e.g. a craft/sewing group)

Parents assist with the organisation of the various annual events throughout the year. Parents also support the school with Working Bees and help organise and run our Thursday Market and annual Spring Fair.

**Class Meetings**

Class meetings are held regularly for all classes across the College. It is important that parents/carers utilise these meetings. At these meetings, staff and parents have the opportunity to celebrate, share information and unpack issues.

**Illnesses and Accidents**

Parents are encouraged to keep children at home when they are ill. Students who are suffering from communicable diseases such as colds, mumps, measles or chicken pox should be kept at home until they have completely recovered. Children coming to school ill are usually unable to function well, provide a source of infection to others and would probably recuperate quicker at home.

In the event of a serious incident involving a student, the College will endeavour to contact the parents (or guardian) immediately. If unsuccessful and it is deemed necessary to obtain medical assistance, the injured student will be taken to the closest medical clinic or an ambulance will be called to transport the student to the nearest hospital. Please ensure that all student contact information is up to date. (Particularly phone numbers for parents and emergency contacts).

**Allergies**

Before your child commences schooling at Collingwood College please inform the classroom teacher should your child has an allergy. Parents of students with an allergy are required to supply the school with an allergy management plan and appropriate medication.
STARTING SCHOOL

Frequently Asked Questions

Q - Will my child cope at school?

If your child is experiencing problems, either social or academic, help will be given to them by the class teacher or other school personnel. Individual learning programs are organised for social or academic skills as required. Many Prep class activities focus on the development of concentration, listening and cooperation. If you feel that your child is not coping, please discuss your concerns with the teacher.

Q - Who will my child play with?

Some young children are a little fearful of older children or crowds so for the first term Prep children are encouraged to play with their peers in the Junior School Garden. They are welcome to go into the general playground when they feel ready.

Q - Will my child be safe at school?

Teachers are used to keeping an extra close eye on new Prep children in the playground. Teachers (identifiable by their fluro vests) are on Yard duty all around the schoolyard. All gates to the schoolyard are locked at 9am, which prevents strangers from getting in, or students from getting out.

Q - Will my child get to the toilet?

Please help your children by getting them to verbalise when they need to use the toilet. The long-term aim is to train children to use the toilet before school, at recess and at lunchtime, but this can take some time. Make sure your child knows to ask to go to the toilet if they need to. It is also a good idea to pack emergency underwear in their school bag as we find accidents do happen.

Q - What is the discipline policy within the school?

Students take part in discussions about the rights and responsibilities of being at a school. These rights and responsibilities reflect the culture of fairness and respect for all members of the school community. Collingwood College has a Behaviour Management Policy which all classes in the primary school implement. This includes rights and responsibilities, the classroom step chart process, internal class rules and reward systems. The Behaviour Management policy has been informed by the work of Ramon Lewis (Developmental Approach)
Leadership Team

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