



Gentleman • Scholar • Sportsman

Coogee Boys' Preparatory School

# Parent Handbook

## 2018

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# Coogee Boys' Preparatory School

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Gentleman • Scholar • Sportsman

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## School Song

Lads who surely know what sport is  
Boys who only know what thought is  
Tiger, fox and steady tortoise  
Coogees face the foe.

Some of us are clever  
Most of us endeavour  
Not to yearn, the while we learn  
For anything that work and us would sever.

Still what e'er the day may bring us  
Patted back or trials that greet us  
Here's the song we'll always sing as  
Coogees face the foe.

Three cheers for the black, gold and blue  
May our victories ever be new  
But defeat only makes us shout the louder  
Three cheers for the black, gold and blue!

## Coogee Prep School Prayer

Heavenly Father,

We ask that you bless and watch over the Coogee Prep Community, both past and present.

Help us to become leaders of others- respectful and selfless in all that we do and say.

Teach us to be diligent in our studies so that we grow in wisdom, knowledge and understanding.

Guide us in our physical pursuits, to be fair and courageous in playground games and on the sporting field.

We humbly ask these things in your name. Amen.

## Headmaster's Message

Welcome to Coogee Boys' Preparatory School (Coogee Prep). We are a small, boys-only school, proud of our history as the oldest preparatory school in Sydney's Eastern Suburbs. The combination of our size and emphasis on traditional values provides an excellent environment for the education of boys.

This Handbook is designed to assist parents navigate daily life at Coogee Prep. It provides information regarding school policy, procedures, administration and protocols for parents to follow.

I have always said that our students and parent community at Coogee Prep are our greatest asset and ambassadors. The objective of this booklet is to provide information to parents so that they can work together with their sons, teachers and the School administration. By doing this, we can assist each boy achieve his goals and help him develop into a gentleman, scholar and sportsman, proud of himself and his school.

Kind regards

A handwritten signature in black ink, appearing to read 'J T Dicks' with a period at the end. The signature is stylized and cursive.

J T Dicks  
HEADMASTER

## Gentleman, Scholar and Sportsman – Coogee Prep’s Philosophy

The basic philosophy underpinning Coogee Prep is that all students are encouraged to adopt the traditional values of hard work, self-discipline and respect for others. The school motto, ‘Gentleman, Scholar, Sportsman’ captures the essence of the all-round education Coogee Prep boys receive.

### **Gentleman**

The school’s heritage and traditions, coupled with a focus on the development of good character traits, ensures each boy understands the importance of being a gentleman. Values such as honesty, respect, responsibility and manners are learnt from an early age at Coogee Prep and much importance is placed on the display of them – in the classroom, on the sporting field and at cultural and social events. The School’s nurturing environment helps create a sense of belonging for the boys and builds confidence from a very young age. Primary boys further develop these skills through the Alpha Leadership Program, which helps prepare them for high school.

### **Scholar**

Coogee Prep has a tradition of being dedicated to learning the basics – starting in the early years of Infants and then extending the boys academically in the Primary years. Smaller class sizes mean teachers can focus on each boy’s individual needs. An integrated academic syllabus that includes drama, art and music, debating and chess ensures all boys receive a well-rounded education. The design and technology program for Primary students includes hands-on involvement in projects such as surfboard and billycart design and combines both the creative and practical arts in a boy-friendly environment. The School’s outdoor program incorporates a School camp as well as a variety of excursions that include outdoor and cultural experiences such as Sculptures by the Sea and visits to various museums and galleries.

### **Sportsman**

Sport is an important component of a boy’s education and helps the boys develop physically and socially through teamwork and discipline. It is an integral part of life at Coogee Prep as it promotes a sense of wellbeing and encourages each boy to engage in positive, sportsmanlike behaviour. Primary boys are involved in compulsory Saturday sport and have the choice of cricket or basketball in summer and rugby or soccer in winter. Every two years Year Five and Six boys have the opportunity to attend a regional School This is a wonderful experience where the boys represent the School and the Coogee Prep to the wider community.

## Staff

Teachers play a critical role shaping the values and attitudes of our children. Coogee Prep employs qualified, professional teachers who are experienced in teaching boys. Every teacher is dedicated to developing the talents and capabilities of their students.

Coogee Prep has a high ratio of male teachers, an important attribute in a boys-only school as they provide guidance and act as role models for the boys.

### 2018 Staff

Headmaster	Mr John Dicks
Deputy Head	Ms Kerry Gershon
Year Six & Sports Master	Mr Jason Wren Pattison
Year Five	Mr Elliott Davis
Year Four	Mr Matthew O'Connor
Year Three	Mr Matthew Sarkies
Year Two	Mrs Rebecca Sevier
Year One	Miss Yvette Beaty
Kindergarten	Mrs Rachel Mitchell
Curriculum Coordinator	Mrs Kerry Gershon
Welfare, Peer Support, PD Health	Mr Ryan Gowland
Learning Support	Miss Nicole Thrasy Mrs Annette Black
Library	Mrs Stephanie Stelter
Music Teacher - Infants	Ms Kerry Gershon
Music Teacher - Primary	Mr Jay Jacobs
Bahasa Indonesian	Mr Stephen Dicks
School Secretary/Enrolments	Mrs Tessa Morris
Bookkeeper	Ms Karen Jepsen
Maintenance/Uniform Shop	Mr Bob McDonald
After School Care Co-ordinator	Mr Bob McDonald

## Curriculum

Coogee Prep is focused on attaining a high level of academic standard. This is reflected in the results of NAPLAN testing and the success of the students gaining scholarships to Selective and Independent high schools.

We are a single stream school with classes not exceeding 25 students. All teachers have particular subject specialties including art, music, design and technology and sport. Primary students are taught these subjects on a rotation basis, gaining exposure to a variety of experiences and activities.

Learning Support teachers provide assistance to Infants and Primary boys who require additional help with their work. Coogee Prep follows the curriculum set by the NSW board of Studies for Kindergarten to Year Six. The key components of the curriculum are:

- English
- Mathematics
- Science and Technology - including Information Technology and Communication (ITC)
- Human Society and its Environment (Including Bahasa Indonesian)
- Creative and Practical Arts
- Personal Development, Health and Physical Education (Including Religious and Values Education)

Chess and debating are important skills that all primary students are encouraged to learn. Coogee Prep participates in interschool debating and chess competitions. Computers and iPads in the Library/IT Resource Centre and classrooms give boys the opportunity to develop fundamental technology skills.

### ***Music & Drama***

Coogee Prep participates in the IPSHA music festival every two years. On alternate years, the School presents a major drama production that involves all students. Throughout the year, every boy participates in a weekly music lesson. All Primary boys learn an instrument and experience a range of music styles as well as participating in the Primary choir as part of the music program. In addition, a music club operates during school lunch hours. Boys can attend this club voluntarily, should they wish.

### ***Alpha Leadership Program***

Coogee Prep has developed a Leadership Program designed especially for Primary boys. The program commences in Year Four and expands in Years Five and Six.

The objective of the Alpha Leadership Program (ALP) is to teach each boy the leadership skills required to build confidence and responsibility. The ALP supports

the school motto of 'Gentleman, Scholar, Sportsman' and explores the very heart of what it is to be a Coogee Prep boy. In addition, the program enhances the boys' awareness of the community around them, encourages responsibility and helps build confidence and communication skills. Some examples of the types of activities included in the ALP include a Toastmasters Course, talks from visiting speakers, teaching younger students new skills (through the 'Buddy' program), leadership roles and attendance at an external Leadership conference.

### ***Student Representative Council***

The Student Representative Council (SRC) gives boys from Kindergarten to Year Six an opportunity to have a say in daily school life and take responsibility for initiating and managing school and community based projects. The SRC is led by the School Captain and Vice Captain and is comprised of two representatives from each class. Elected representatives hold their positions for a term.

### ***Information Technology and Communication (ITC)***

There are a range of computers and iPads in the Library/IT Centre as well as the classrooms giving the boys the opportunity to develop fundamental technology skills.

The School has set down the following guidelines regarding the use of the Internet by students:

- The Internet may be used only when directed and supervised by a teacher
- Students may not seek out inappropriate material. This includes racist and/or pornographic material containing obscene language or images
- Students may not break copyright laws or copy information as their own. Boys must seek their teacher's guidance in these matters

If a student fails to abide by these guidelines, then he will be refused access to the Internet.

### ***Learning Support***

Learning support is available to students who require assistance or extension. Specialised Teachers work with Infants and Primary boys who require additional help or more challenge.

### ***Homework***

Homework is usually set on a weekly basis. It will be sent home on a Monday for completion by the Friday. There will be some occasions when boys will be required to complete assignments or projects. Both the time frame allowed and the information required will be flexible and realistic.

The basic outline for homework, Monday to Thursday is as follows:

Years One and Two: 20 minutes per day

Years Three and Four: 30 minutes per day

Years Five and Six: 50 – 60 minutes per day

Additional time should be spent each evening on reading and assignments/projects when given. Prior to any exams, boys are expected to increase their time spent on homework (ie revision).

### ***Holiday Homework***

Boys in Primary (Years Three – Six) may be given holiday homework during the Easter, June or September holidays. This can be revision or an assignment or project.

If for any reason a boy cannot complete his holiday homework, parents are to contact his class Teacher.

### ***Examinations***

Exams are held twice yearly for all students, usually just before the end of Terms Two and Four.

### ***Parent/Teacher Interviews***

Formal Parent/Teacher interviews are held twice yearly – towards the end of Term One and Term Three. At this time, the teacher will discuss a boy's progress and review any other issues parents may wish to discuss.

Parents are encouraged to contact their son's teacher throughout the year if they are concerned about any aspect of their son's progress and development. A meeting time can then be arranged with the teacher for a detailed discussion.

### ***School Reports***

The School provides formal reports twice yearly; at the end of Terms Two and Four.

Student reports are designed to provide parents details on their son's progress across academic, sporting, cultural and social aspects of his schooling.

A boy's school work (along with tests) will be sent home throughout the year for parents to review and comment. This is a way for parents to keep abreast of their son's progress and to see the type of work he is doing in class.

## School Hours

The school day is broken into the following:

8.00am	Abbey Street doors open
8.10am - 8.30am	Before School supervision - Alison Park
8.30am	Classes commence
10.45am - 11.10am	Recess – Alison Park
12.25pm - 12.40pm 12.40pm - 1.05pm 12.50pm - 1.05pm 1.05pm - 1.30pm	Infant eating lunch in the School Hall Play - Alison Park Primary eating lunch in the School Hall Play - Alison Park
2.45m – 3.15pm	School finishes (staggered departure)

### **School Office Hours are from 8.30am - 4.00pm, Monday - Friday**

Students are not to be dropped off before 8.00am, as there will be no staff supervision. Drop off is to occur between 8.10am - 8.30am.

Drop off and pick up is in Abbey Street. Boys are only to cross the road at the pedestrian crossing on Abbey Street.

Parents are requested NOT to park in the 'drop-off/collection' zone in Abbey St as this causes major traffic congestion. **If your son is not at the Abbey St drop off/collection' zone when you arrive to collect him, parents are requested to drive around the block or park in adjacent streets and walk across to collect him.**

### ***Collection Times***

Below are the times boys can be collected from school:

Kindergarten	From 2.40pm
Years One	From 2.45pm
Year Two	From 2.50pm
Years Three and Four	From 2.55pm
Years Five and Six	From 3.00pm

If your son's class has not come out when you come to collect him, parents are asked to drive around the block and come back again. Should you need to park, then we ask parents to do so in the surrounding streets.

If you have sons in Infants and Primary classes, please collect them at the later time slot. Teachers are on duty until 3.15pm and boys are supervised in the 'pick up/drop off' zone until then, after which they automatically go to Homework and Extra Activities Club (HECAC).

If it is raining, boys wait in the school hall and are called as parents pull into the 'pick up/drop-off' zone in Abbey St. They are escorted to the car by a teacher.

### ***Staff Supervision***

Below is a timetable outlining Staff supervision:

8.10am – 8.30m	Before School - Alison Park (2 x staff)
11.00am - 11.20am	Recess - Alison Park (3 x staff)
12.45pm – 1.05pm	Eating Lunch - School Hall (1 x staff)
1.05pm - 1.20pm	Lunch Play - Alison Park (2 x staff)
3.05pm - 3.15pm	Pick Up - Abbey Street (2 x staff)

### ***The Playground***

Coogee Prep is fortunate to be able to use Alison Park as its playground. For the boys' safety, up to three staff members are on duty and supervise the playground. Boys are not allowed to leave the playground without permission from one of the teachers on duty. Primary boys will always escort Kindergarten boys if they need to leave the playground for the bathroom etc.

A specific area of the playground is allotted to each class and boys are required to play in this area. No boy is allowed to use the Alison Park playground during school hours.

### ***After School Care (HECAC)***

This service is open to all boys enrolled at Coogee Prep and takes place in the library. Parents/ Guardians must sign the child out when they collect them.

The Abbey St doors close and are locked at 3.15pm. After this time, access to the After School Care classrooms is via the Cook St entrance glass door (using the intercom). Parents are to provide a snack if a boy stays past 4.30pm.

If a boy is still waiting for collection by his parents at 3.30pm – he will automatically be sent to After School Care.

The cost for the After School Care service is as follows:

3.45pm – 5.00pm (or part thereof)	<b>\$15.00 per child</b>
5.00pm – 6.00pm (or part thereof)	<b>\$20.00 per child</b>

If parents are concerned that their son may forget to attend After School Care, please contact the School Office via phone (9398 6310) or email [office@coogeprep.nsw.edu.au](mailto:office@coogeprep.nsw.edu.au) to ensure your son receives the message.

If you ring and leave a message requesting your son be sent to Homework and Extra Activities Club (HECAC) – it will be actioned. There is always space

For information about After School Care, please contact the School Office on 9398 6310 or email the school at: [office@coogeprep.nsw.edu.au](mailto:office@coogeprep.nsw.edu.au).

If you need to contact After School Care after 4.00pm please call 0481145470

## Attendance & Absences

Regular attendance at school is important to ensure satisfactory progress is being made across all aspects of learning.

It is recommended that a boy remain home if he is feeling unwell as the School does not have a sick bay. If a boy is ill and unable to attend school parents should email or call the School the same day and preferably prior to 9.30am. This email alerts us to his absence and also acts as a sick note

An email from a parent or guardian to the teacher explaining the absence is to be sent to the office. If a boy is ill for an extended period of time, parents need to inform the School Office as to how long he will be away. The Department of Education requires that student attendance is marked daily and all absences accounted for. If a boy is absent for more than three consecutive days, a Doctor's certificate is required upon his return to School.

### ***Accidents, Sickness and Illness***

Parents will be telephoned if their son becomes ill or has an accident. In the event where parents cannot be contacted, the nominated 'emergency contact' will be phoned.

If urgent medical treatment is required, an ambulance will be called and parents contacted to advise. A boy will be accompanied by a staff member to hospital.

All medication, including asthma puffers and sprays, must be administered by the School Secretary as times of administration must be noted for each dosage in the school's medication register.

If your son requires medication, you will need to complete a medical form or send a detailed note with clear and detailed instructions regarding dosage and times for medication to be administered.

Please send enough medication for the day's dosage. If it is regular medication, please contact the School Secretary.

Coogee Prep does not have a sick bay – we do not allow sick boys to stay at School.

### ***Infectious Diseases or Conditions***

Coogee Prep's policy is that a high standard of hygiene is maintained at all times so as to minimise the risk of infections to other students and staff at the School.

It is the School's discretion whether a child is to be excluded from class if he has an infectious disease or condition (ie head lice, flu, staph infections etc). In certain

cases a doctor's certificate will be required to be presented to the class teacher when the student returns to school.

If a case of head lice is brought to the attention of the Staff, students' hair may be checked. If it is determined that head lice is prevalent then a student will not be allowed to attend school until the lice has been eradicated.

Parents will be notified of any common infectious outbreaks in the School.

### ***Immunisation***

The law regarding the immunization of children has recently changed. The Public Health Act 2010 and Public Health Regulation 2012, state that all primary schools in NSW are required by law to record the immunisation status of every child enrolled.

In order to fulfill our legal obligation and duty of care to students enrolled in the School, we have amended our policy with regards to proof of immunization records held by the School. In order to update these records, we require all parents to supply the School with your child's Immunisation History Statement. If your child has received all of the vaccinations required by 5 years of age, the statement will have the following wording in the purple area at the bottom of the form – "This child has received all vaccines required by 5 years of age". We do not accept the Personal Health Record (Blue Book) as evidence.

If you do not have a statement of your child's immunization history, you can request a copy by calling the Australian Immunisation Register (ACIR) on 1800 653 809, emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au) or visiting Medicare Online Services at [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online) or visiting a local Medicare office. Once requested a statement will be sent out within 28 days.

If a child is unvaccinated due to a severe allergy or illness or their parents has an abjection to vaccination, you must ask your medical practitioner to complete the ACIR Immunisation Medical Exemption Form and forward the completed form to us.

Failure to provide a History Statement of your child's immunization or Immunisation Medical Exemption Form will result in your child being classified as 'not immunised' and possibly excluded from School if there is an outbreak of a vaccine-preventable disease.

The health, safety and wellbeing of all students at Coogee Prep, are of the utmost importance to us and we must ensure that we fulfill our legal and pastoral obligations to pupils, parents and staff alike.

### ***Sunscreen***

As per the Cancer Council's recommendations, students should come to school with sunscreen applied, particularly during the summer months.

Students may also carry a small tube of sunscreen in their bag to reapply during the day. Please ensure the sunscreen is clearly labelled with the student's name.

It is policy that all students wear a hat every day when playing outdoors. 'No hat, no (outdoor) play'. Infants' students are to wear their blue hat for outdoor play. Primary boys are to wear their white wide-brimmed hat in Terms One and Four and their blue cap in Terms Two and Three.

### ***Late Arrivals/Early Departures***

Students arriving to School late must be signed in by a parent or guardian at the School Office. Boys will be sent to class once they have been signed in.

Similarly, if a boy is to leave school early, parents are to notify the School Office or his class Teacher. Parents can collect their sons from the School Office so as to minimise class disruption.

### ***Leave during the day***

Whilst the School does not encourage appointments to be made during school hours, we understand that this is sometimes unavoidable. If a student has to leave school during the day for an appointment he must meet their parents/guardians at the School Office to be signed out. Students are not permitted to leave the School ground unsupervised or unaccompanied under any circumstance. If a boy is to be collected by someone who has not yet had contact with the School – parents just advise the School accordingly.

### ***Holidays***

The School year is divided into four Terms, providing ample opportunity for families to arrange holidays.

The School does not encourage parents to arrange additional holiday time during school Terms. Only in extreme circumstances and by prior arrangement with the Headmaster will leave be considered during Term time.

## Enrolments, Fees and Scholarships

### **Enrolments**

Coogee Prep is a single-stream school with one class per year and a maximum number of 25 boys per class. Because there are a limited number of positions in each class we recommend parents contact the school as early as possible to apply for enrolment.

Coogee Prep accepts students in order of application for entry to Kindergarten, and on interview process into grades where there are vacancies.

Boys will be accepted into the Kindergarten class if they have turned five, or will do so prior to the 30th of April in the year they are to start school. Acceptance of students into other grades depends upon the availability of a position and preference is given to siblings and sons of Old Boys.

When you accept a position at Coogee Prep, you are giving your agreement to the School's philosophy, program and practices. All applicants must read and sign the Conditions of Entry as part of the enrolment process.

A non-refundable Registration Fee of \$150.00 must accompany all applications.

Upon acceptance of a position at Coogee Prep, payment of a non-refundable Enrolment Fee of \$750 is required.

### **Scholarships**

Each year four internal scholarships are offered at Coogee Boys' Preparatory School:

- **The William Nimmo Scholarship for the best 'All-Rounder'** in Year Five (Full Scholarship for Year Six)
- **The Lady Storey Scholarship for the best 'All-Rounder'** in Year Four (Full Scholarship for Year Five)
- **The Walter Scott South Memorial Part Scholarship** for the student in Year Five who gains the highest percentile improvement in exams and assessment from Semester One to Semester Two (Half Scholarship for Year Six)
- **The Walter Scott South Memorial Part Scholarship** for the student in Year Four who gains the highest percentile improvement in exams and assessment from Semester One to Semester Two (Half Scholarship for Year Five)

## **Relationship with The Scots College**

Coogee Prep has a long-standing relationship with The Scots College. Currently, Coogee Prep students receive a priority listing for enrollment into year Seven at Scots. To take advantage of this priority, Coogee Prep boys must apply to Scots College for enrolment by the commencement of Term One in Year Five.

A Scholarship or Bursary (the amount is determined by The Scots College) **may** also be awarded to a Coogee Prep Year Six boy who sits the scholarship exam or to boys who exhibit high academic standards and recognised leadership qualities - something all Coogee Prep boys aspire to. This decision is made at the discretion of The Scots College.

## Communication

Throughout each Term, teachers will email information updating parents about what is happening in the classroom, homework activities, permission slips etc. It is important that parents also read all information that is sent home with their sons.

Should a parent urgently need to contact a student or teacher during the school day, they should call the School Office (9398 6310). The School Secretary will contact the teacher, who will phone as soon as is possible. If the matter is not urgent, an email to the teacher or the School Secretary will suffice.

The Headmaster is not always available at the time a parent phones. The School Secretary will assist where they can and pass on the message on. The Headmaster will return the call as soon as possible.

### ***School Newsletter***

The school newsletter, The Coogee Prep Chronicle, is published each Wednesday and is the major source of information for parents. The Newsletter is uploaded to the CPS website as well as emailed to parents.

The Chronicle contains all necessary information regarding school activities, news and events. It is important parents read the newsletter to be aware of events and happenings in the school and the wider Coogee Prep community.

Coogee Prep also has a Facebook page which is regularly updated by the office. We also have a Coogee Prep AP you can sign up for. Ask the office for details

### ***Permission Slips and Notes***

Coogee Prep's preferred method of communication is email. Parents are encouraged to email their son's teacher if they have any concerns or questions. All permission slips are now sent and filled in electronically. Parents are also encouraged to regularly check their son's bag and ask their son if anything has been sent home.

### ***Teacher Meetings***

The School encourages open communication between parents and teachers. It is important to maintain such communication so that any issues or concerns parents or teachers have can be discussed and addressed appropriately.

If parents have any concerns, problems or questions relating to their son or his progress, they are encouraged to contact the teacher and arrange a time to meet and discuss the issues or concerns. Parents can contact the School Office (9398 6310) or email the teacher directly to make an appointment.

***The School Website***

The School website [www.coogeeprep.nsw.edu.au](http://www.coogeeprep.nsw.edu.au) is a repository of all relevant information pertaining to Coogee Prep. On it can be found School Calendar events, permission forms, sporting teams and fixtures and the School Newsletter – The Chronicle. It is also the home of the Coogee Prep “Old Boys Union’ contact page and Newsletters. If you do not want photographs of your children to appear on the website you must sign the privacy form sent out upon enrolment and will ensure photos are not displayed.

***The Coogee Prep Ap***

The School has an Ap which it uses to communicate information to parents. This can be downloaded from the itunes store or Google’s Playstore and is free of charge. Simply search for Coogee Boys’ Prep and then once downloaded sign up to the relevant alert categories.

***The Coogee Prep Facebook page***

The Facebook page is a means of connecting new and Old Coogee Prep boys and updating the Coogee Prep Community of School activities. If you do not want photographs of your children to appear on the website you must sign the privacy form sent out upon enrolment and will ensure photos are not displayed.

## Discipline, Rules and Behaviour

### ***Student Welfare***

Coogee Prep has a duty of care to its students to provide a safe, caring, learning environment where students can develop their academic, physical and social skills.

Coogee Prep expects its students to display a high standard of personal and social behaviour. Students are encouraged to take responsibility for their behaviour and accept the consequences and outcomes of their decisions and actions.

Boys are expected to act responsibly and cooperatively while at School, representing the school or interacting with the local community.

### ***Classroom Discipline***

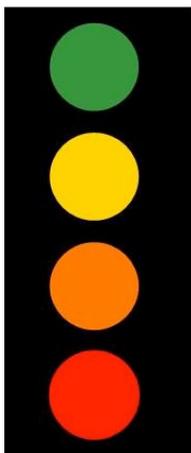
All Teachers at Coogee Prep endeavour to use positive reinforcement procedures wherever possible in the classroom. Formal punishment (ie detention) as a discipline mechanism is secondary to positive reinforcement. However if a boy continually disrupts his peers or classroom procedures, his Teacher will contact his parents to arrange a meeting to discuss his behaviour. If the disruption continues, parents will be asked to meet with the Headmaster where further disciplinary action could be taken. In extreme cases where the boy continues to disobey instructions and disrupt his peers in class he may be suspended or expelled from the school.

### ***Bullying***

Bullying of any kind is not tolerated at Coogee Prep. This includes verbal, physical, emotional, racial or religious abuse. Coogee Prep seeks to be proactive in this area by creating a positive environment where boys treat each other in the same way they would like to be treated. Boys are encouraged to talk to their teacher if they are being bullied. All incidents are treated seriously and confidentially. They will be investigated promptly and impartially.

### ***Traffic Light System - Behaviour Management***

All classes have a set of traffic lights in their rooms, ranging from green to yellow, orange then red. The system aims to encourage and reward good classroom behaviour.



Boys begin each day on green

For a minor infraction, a boy could be placed on yellow. From here the boy either returns to green (if the behaviour has improved) or to orange if the behaviour is continuing. For more serious offences – ie swearing, rudeness etc, boys go straight to orange

The red light indicates an immediate detention and is used as a very last resort for behaviour such as fighting, punching etc

As positive reinforcement, any boy who stays on green for a day receives a raffle ticket. All raffle tickets go into a draw which is held every week. One boy from each class is selected from the draw and wins a prize from Mr Dicks.

## Sport

Sport plays an important role in every boy's physical and social development. Sport encourages teamwork and promotes a sense of well-being. It encourages boys to strive towards their personal best whilst learning the importance of sportsmanlike behaviour.

Coogee Prep students are taught to respect their opponents, accept the referee's decision, understand that a team game requires a team effort and most importantly, that sport is played for enjoyment.

### ***Saturday Sport***

IPSHA Saturday sport is compulsory for all boys in Years Three - Six. Sporting teams are chosen according to the boy's age as at 1st January. The boys have the choice of playing cricket and basketball and touch football in summer and rugby and soccer in winter.

Each week a 'wet weather' contact is nominated for each of the Saturday sport games. His name and contact details are written on the team list that is distributed to the team members along with a map of the venue each Thursday and sent out by email. They are notified by the Sports Master early on Saturday morning (by 7am) via the Skoolbag Ap if the game has been cancelled due to wet weather. It is up to parents to call the wet weather contact if they are in doubt as to whether or not a game will go ahead.

All boys participate in PE lessons once a week. These lessons focus on skill development, reinforcing healthy physical activity and developing and promoting principles of team play. We engage a company called Transformers to undertake out PE lessons which will cover a range of sporting activities including dance.

All students from Year One – Six participate in swimming trials in Term One the University of New South Wales pool. This is in order to place them in the appropriate swimming races in the swimming Carnival which is compulsory for all boys in Years One – Six. Kindergarten to not attend the swimming carnival.

Coogee Prep is a founding member of IPSHA (Independent Primary Schools Heads of Australia) and as such, participates in sporting events such as:

- Summer and Winter Saturday sport
- Swimming, Athletics and Cross Country carnivals

Many of our boys are selected to further participate in the Combined Independent Schools' (CIS) and State events at an interschool sports level. This is indeed an outstanding achievement for a small school such as Coogee Prep.

### ***The House System***

Coogee Prep has three Houses, each representing a colour in the School crest:

**Nimmo (Gold)**

**McKeown (Black)**

**Storey (Blue)**

The House system was introduced in 1967 and each House is named in honour of an individual who contributed to the life to Coogee Prep;

- Mr Bill Nimmo – The founder and first Headmaster of Coogee Prep
- Reverend Vernon McKeown – The Minister of Randwick Presbyterian Church from 1949 – 1967 and friend of Mr Nimmo
- Lady Ruby Storey – a friend and benefactor of the School

When each boy starts at Coogee Prep he is allocated to a House. Brothers are placed in the same House. If a boy's father or grandfather was a Coogee Prep Old Boy, the boy may also be allocated to the same House as them. However, arrangements for this must be made with the Headmaster. House points are accumulated throughout the year. Boys are awarded points for excellence in cultural, academic or sporting pursuits as well as the traditional team effort during the School swimming and athletic carnivals. A House shield is awarded to the winning House Captain at Speech Night.



## School Activities

### ***Excursions***

All students (Kindergarten – Year Six) are expected to participate in the activities planned for their class. Excursion consent forms are sent home for parents to sign for every planned activity. If the School does not receive the signed form back by the activity's scheduled date, the student may not attend the event.

The ratio of adults to children during an excursion is based upon safety requirements. If an activity involves water or a perceived risk, then the ratio of adults to children is higher. Ratios are determined by the Headmaster and Staff.

### ***School Camp***

During Term One, all boys attend school camp. Kindergarten and Year One boys attend for the day only, whilst Years Two – Six attend for two or three days. Attendance at school camp is compulsory. A parents' information evening about school camp is held early in Term One.

Consent and medical forms are sent home to parents well in advance of the camp. In addition, information about the camp location and facilities etc is also provided. All staff attending the camps have current St John's Ambulance certificates. If a case arose where severe illness or hospitalisation is required, parents are notified immediately. In the case of hospitalisation, a Coogee Prep Staff member would accompany the student and remain with the boy until the parents arrived.

### ***Founders' Day***

Coogee Prep celebrates the founding of the School each year with a Thanksgiving Service and some entertainment for the boys.

Founders' Day is held during Term Three as the actual founding date of the school – 20th July – usually occurs during the Term Two holidays. Coogee Prep celebrated its Centenary in 2014.

### ***Mufti Days***

Mufti days are when the boys can wear appropriate casual clothing, closed-in shoes and hats to school. These days are generally awarded at the end of term for class or House achievements.

***Church Services***

As Coogee Prep is a Christian-based school, boys attend Church services held in the Randwick Presbyterian Church throughout the year – usually at the beginning and end of Term and on other special occasions as Easter and Founder’s Day.

***Speech Day***

Speech Day is split into events for is held the day after school finishes in Term Four. It is compulsory for all students from Kindergarten to Year Six to attend and all boys must wear their full winter uniform to the event. Family and friends are welcome to attend this important event that celebrates the boys’ achievements from the year just completed. Each student is called to the stage to receive an award from the Guest of Honour.

Traditionally Speech Night is held in the auditorium at The Scots College in Bellevue Hill.

***Music and Drama Festivals***

The School holds a major concert or performance each year in which all boys are involved. This alternates yearly between a drama and music festival. Every 2<sup>nd</sup> year the School participates in an IPSHA combined schools music festival (PAF) and all primary boys participate as a School choir and part of a combined choir with other Schools.

## School Community

### ***Parents & Friends***

The Coogee Prep Parents and Friends (P&F) Association was formed over fifty years ago to foster community spirit amongst parents and to raise funds to support projects within the school. In addition, the P&F also plays an important role as a conduit between parents and the school's administration.

Coogee Prep has a very involved parent community. There are a number of events throughout the year that are well attended and provide opportunities for the community to come together. Two class parents are nominated for each year and play an important role in communicating information about events and activities to parents, assisting new families settle into the school and organise social activities for parents and boys.

P&F meetings are held once a term and are an opportunity to hear about P&F activities and news from the Headmaster regarding current school issues and events. Information about upcoming P&F events and activities is published in the 'Coogee Prep Chronicle' each week.

The P&F coordinates the Second Hand Clothing Pool that is held once a term. Parents donate clothing in good condition and a percentage of the proceeds are given to the P&F.

All P&F events are included on the school calendar.

The Birthday Book Donation List. This is a Coogee Prep tradition where boys are able to purchase a book (from a nominated list) and donate it to the school library on their birthday. Each book has a label placed in it with the boy's name and age on the inside cover.

### ***Old Boys Union***

The Coogee Boys' Preparatory School Old Boys' Union (OBU) was established in the 1960's. It is an important association whose objectives are to promote unity and friendship among past students as well as contribute to the ongoing welfare of Coogee Prep through the provision of financial assistance to the school. Any boy who attends the school for 12 months or more is automatically a member.

We are currently updating the Old Boys' database. If you have any information to contribute or would like some more information about Old Boys activities please contact the School Office on 9398 6310 or [office@coogeeprep.nsw.edu.au](mailto:office@coogeeprep.nsw.edu.au)

### ***The Coogee Prep Foundation***

The objective of the Coogee Prep Foundation will be to provide support to the School to ensure the ongoing provision of an all-round education to its students.

The primary role of the Foundation will be to raise funds on behalf of the school that will assist in:

- Minimising increases in school fees
- Funding ongoing maintenance of school buildings
- Achieving the school's long term building goals

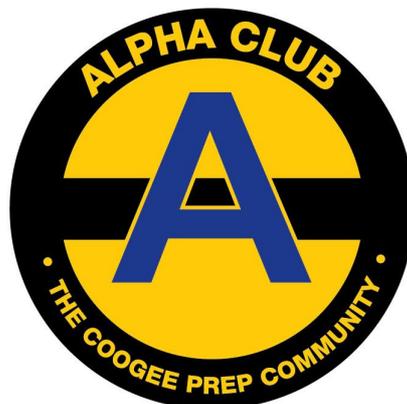
Currently a Building Fund exists and donations to the fund can be made by contacting the Headmaster.

### ***Parent Volunteers***

At Coogee Prep parents are encouraged to be involved with their son's education and learning experiences. Parents are asked to volunteer their time and assist during excursions, as classroom helpers, learn to swim etc. There are ample opportunities throughout the year for parents to volunteer their time.

Parents who come into the school to work on a voluntary basis are asked to sign in and out at the school office. By signing in, parents are afforded the cover under the school's accident insurance should an incident occur.

As of 2018 All parent volunteers will have to provide a valid Working With Children Check number. Details of how to apply can be found [here](#) or [www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)



# School Uniform

## ***Summer Uniform***

The summer uniform is worn in Terms One, Two (until the June long weekend or earlier, depending on the weather) and Four. It consists of the following items:

- Short-sleeved grey shirt
- Grey shorts
- School tie
- Long grey Coogee Prep socks (with blue, gold and black trim)
- Hat - blue hat for Kindergarten during the day, wide-brimmed white hat for all other boys Year 1 to 6
- Black shoes (Infants boys to wear Velcro shoes for both sport and School)

## ***Winter Uniform***

The winter uniform is worn in Term Two (after the June long weekend or earlier, depending on the weather) and Term Three. It consists of the following items:

- School blazer (Grey for Kindergarten to Year Four and black senior blazer for Years Five & Six)
- Long-sleeved grey shirt for Kindergarten to Year Four (\*long sleeved white shirt for Years Five & Six)
- Grey woollen shorts
- Long grey Coogee Prep socks (with blue, gold and black trim)
- School tie (\*Senior tie for Years Five & Six)
- Grey woollen school jumper (worn to and from school)
- CPS blue coverall (worn during school) optional
- Hat (varsity cap for Infants to be worn to and from school, blue hat for Kindergarten during the day, white wide brimmed hat for all boys Years 1 to 6)
- Black shoes (Infants boys k-2 to wear Velcro shoes for both sport and School)

## ***Sports Uniform***

The sports uniform is worn on the nominated sports day each week. The sports tracksuit is worn in cooler months and to all representative sports carnivals. The sports uniform consists of:

- CPS white polo shirt with school crest
- White shorts
- Coogee Prep short sports socks (no ankle socks)
- White sneakers (no more than 25% colour on the shoes – no fluoro colours)
- CPS sport tracksuit

All Primary boys must have the school rugby or soccer jersey, black sports shorts, socks, head-gear and mouth guard for Saturday sport in Terms Two and Three. All Primary boys who play Basketball or cricket in summer must have the Coogee Prep uniform.

Each boy must have a Coogee Prep school backpack. A smaller version is available for Infants boys and a larger pack for Primary.

All Coogee Prep boys must wear their hair above collar length. Haircuts should be in a short, conventional style, clear of the eyes, ears and shirt collars. Shading, tinting and extreme hairstyles are not permitted (ie undercuts, shaving etc).

## ***Uniform Shop***

All uniform items can be purchased through the school uniform shop. Parents can download the order form from the school website, <http://www.coogeeprep.nsw.edu.au/uniformshop.html> complete it and send the form and money to school with their son.

The order is then processed and items sent home with your son.

The Uniform Shop is open every day. Appointments can also be made by calling Bob McDonald on 0414 224 036 for fittings (for Winter suits etc) or by email on [bob@coogeeprep.nsw.edu.au](mailto:bob@coogeeprep.nsw.edu.au)

# General Administration

## ***Collection of Information***

The School collects personal information, including sensitive information about students and parents before and during the course of a boy's enrolment at Coogee Prep. Information is collected to ensure the School satisfies its legal requirements in terms of discharging its duty of care to its students. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health Laws.

From time to time, the School will disclose personal information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and certain professionals providing learning services to the School.

Parents may seek access to personal information collected about them and their son(s) by contacting the School Office. However there will be times when this access will be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others or compromise their confidentiality.

On occasion, personal information such as academic and sporting achievements, pupil activities and other information is published in the School newsletter and on the School website. Personal information will never be disclosed to external Third Parties for their own marketing purposes.

The Privacy Amendment Act requires Coogee Prep to seek parent permission before their son(s) image is used in School publications, marketing or promotional materials, on the School website or for fundraising activities. Permission is also sought before personal details are included on Class lists. If you do not agree to have your details included on your son's class list you must advise the School Office.

## ***Bus Passes***

If a student requires a bus pass to travel to and from school, please contact the School Office (9398 6310) and an application form will be provided.

A Teacher escorts all boys who catch buses to the various bus stops each afternoon.

It is expected that all students who use public transport will conduct themselves in a manner expected of a Coogee Prep boy.

A link to the bus pass application form may be found on the front page of the School website [www.coogeeprep.nsw.edu.au](http://www.coogeeprep.nsw.edu.au)

### ***School Calendar***

The School calendar is published on the School website ([www.coogeeprep.nsw.edu.au](http://www.coogeeprep.nsw.edu.au)). The calendar details all school activities as well as major events throughout the Term.

### ***Tuck Shop***

Coogee Prep does **NOT** operate a tuck shop. However 'Fun Food Fridays' are held at various times throughout the year. A link to an electronic payments system is sent home via email and parents pay by credit card to order. No later orders are accepted and late orders cannot be fulfilled.

### ***Lost Property***

All lost property is sent to a bin located outside the School Office. The School Secretary regularly sifts through the contents and distributes many items back to their owners. It is critical that all items of school clothing are clearly labelled so as to avoid 'disappearing'. At the end of each Term unclaimed un-labelled items are disposed of. Please do not ask teachers or staff to look for lost items. Parents are encouraged to teach boys to look for lost property and manage their belongings themselves.

### ***Recess and Lunch***

Recess is eaten in Alison Park and supervised by 2-3 teachers depending on how many students are in the park.

At lunchtime all boys are seated and eat their lunch in the Hall before going out to play in Alison Park. One teacher supervises the indoor lunch eating and two teachers are on duty for playtime with Infants and Primary both playing in the park at separate times. In the event of inclement weather, boys eat their lunch in the school hall.

Parents are advised not to send any food to school with their son that requires reheating as the School does not have the facilities to cater for this. Students are not to bring any food containing peanuts or chocolate to school. All boys are to have a refillable water bottle with them at School every day. Juices and soft drinks are not to be sent in.

## School Rules - Students

- **I will make sure that I am wearing the correct School Uniform at all times**
- **I will be polite and respectful to School staff and adults at all times**
- **I will line up in the park and outside the School correctly and on time**
- **I will walk from the park to School sensibly at all times**
- **I will follow directions given by staff quickly and without complaint**
- **I will show respect and tolerance toward my schoolmates**
- **I will be quiet and attentive during School Assemblies and special services**
- **I will cooperate with School staff so that lessons are not disrupted**
- **I will keep my hands and feet to myself so as not to hurt others**
- **I will keep my comments and remarks towards others positive and supportive**

## Coogee Prep Merit System 2018

You need these **merits** to receive the following awards:

**10 merits = your first Bronze Certificate**

**20 merits = your second Bronze Certificate**

**30 merits = a Silver Certificate**

**40 merits = a Gold Certificate + special lunch and free time in the library.**



**Remember you can receive merits for:**

**Following the School Rules  
Playing fairly in the playground  
Being helpful**

