



John Colet School

Information for Parents

2019

Every effort is taken to ensure accurate information, however some changes may occur at short notice.

Correct at 5/12/18

Table of Contents

John Colet School.....	1
Information for Parents	1
Table of Contents.....	2
School Dates and Attendance.....	4
Term Dates.....	4
ATTENDANCE	4
School Commencement and Finishing Times	4
BUS TRAVEL.....	5
Camp Australia (After School Care provider).....	8
Student Health	8
Sickness	9
BIRTH CERTIFICATE	9
Immunisation	9
Head Lice.....	9
Uniform and Equipment	9
Uniforms	9
Equipment.....	10
Labeling and Naming	10
Lost Property.....	10
Communication.....	10
Website	10
Weekly Note.....	10
Houses.....	10
Competitions.....	10
Market Days	11
Sport.....	11
Sports Clothes	11
The School Day.....	12
Lunch and Recess FOOD	12
ASSESSMENTS	13
Reports.....	13
Parent/Teacher Interviews	13
<i>Choir</i>	13
<i>Debating</i>	13
<i>Music</i>	13
Modern European Language	13
Library	13
Extra -Curricular Activities	13
Excursions	14
Milson Island	14
Canberra & Bathurst	14
Annual School Events.....	15
Assemblies	15
Easter Assembly and Anzac Service	15
Teachers' Day.....	15
Christmas celebration	15
Open Day and Fair.....	15

Shakespeare Festival.....	15
Speech night.....	15
Appendix 1	16
EQUIPMENT LIST	16
Appendix 2	18
SCHOOL LUNCH LIST – THE SCHOOL HAS A VEGETARIAN and NUT AWARE POLICY	18
Appendix 3	19
John Colet School STAFF 2018	19
Appendix 4	19
How to use the Pick Up Zone and pick up zone diagram	19

SCHOOL DATES AND ATTENDANCE

TERM DATES

The dates for each term and the dates of all major events on the school calendar are published annually.

This can be found on the website, the school 'fridge magnet' calendar, the Term Calendar that is distributed at the beginning of each Term, and in the Weekly Note sent to parents.

ATTENDANCE

SCHOOL COMMENCEMENT AND FINISHING TIMES

School starts at 8.25 am and finishes at 3.10 pm.

LOWER FIRST EARLY DEPARTURE

Lower first depart at 2.30 pm during Term 1. In the event that parents are unable to collect their child by this time, they can remain with the class teacher for quiet time. Please discuss this with the class teacher should you wish to consider this option.

From Term 2 Lower First will be at school for a full day and finish at 3.10 pm with the remainder of the school.

ABSENCE AND LATE ARRIVALS

To ensure the safety of your children, we need to know who is present or absent from school at all times.

For Absence: Please notify the **Office by 9.00 am either by**

- email attendance@johncolet.nsw.edu.au or
- phone **9451 8395**. If you notify the office by phone, then an email or written note must follow on your child's return to school.

For Late Arrival: Students arriving **after 8.30 am** must come to the Office for a **Late Pass**. Please remind your child to do so on each occasion, even if this is a regular occurrence due to appointments etc.

EXTENDED LEAVE OF ABSENCE

Any request for leave of absence (aside from illness or accident etc) must be made, with the Application for Extended Leave Form. This request should be forwarded to the Head of School for approval.

EARLY DEPARTURE

Parents or guardians must report to the Office, before leaving the school grounds, to complete an Early Dismissal note, should your child be departing early.

PICK UP BY PERSON OTHER THAN PRIMARY CARER

Parents must inform the School Office **by 3.00 pm** if their child is to be collected by anyone other than the primary carer or other designated collector already known to the school. This information will be passed onto Camp Australia staff (After School Care provider) if applicable.

PICK UP ZONE

Please see **Appendix 4** for details and a diagram for the Pick Up Zone.

Students not picked up from the Pick Up Zone by 3.30 pm will automatically be sent to Camp Australia and a fee will be incurred.

SCHOOL CROSSING (WYATT AVENUE)

The pedestrian crossing of Wyatt Avenue is supervised each day from:

8.00 am – 9.00 am

2.30 pm – 3.30 pm

BUS TRAVEL

OBTAINING A BUS PASS

Students travelling by bus will be issued with Opal Cards by the Government.

- Students travelling by bus for the first time must go on line to www.transportnsw.info/school-students to apply for the Opal Card.
- **Students progressing from 2nd to 3rd Class no longer need to re-apply for an Opal Card. Only need to re-apply if change of address.**

YOUR CHILD'S BUS SCHEDULE

Students are accompanied to the bus stops by a member of staff in the afternoons only.

Please complete the Bus Travel Form available on the school website indicating which bus your child will catch and on which days; this will form your child's bus schedule.

TO CHANGE YOUR CHILD'S BUS SCHEDULE

All care is taken to ensure your child is on the correct bus, but late changes can make this very difficult.

To change your child's bus schedule:

- **Changes to your child's bus travel must be made by 2.30 pm** at the latest on the day of travel. Please phone or email the Office to advise changes.
- A parent or guardian must phone 9451 8395 or email admin@johncolet.nsw.edu.au
- **The office will not accept verbal changes requested by the students.**

Please see the morning and afternoon bus schedules below and also visit the Forest Coachlines website for more information:

www.forestcoachlines.com.au

Morning Buses for Forest Coachlines: (Correct as at Dec 2017)

Route 284	From Chatswood via Forestville
7.35am	Departs Chatswood Bus Exchange
7.54am	Jamieson Square, Forestville
8.09am	John Colet (stops on corner of Forest Way and Wyatt Ave)

Route 110	From Neutral Bay, Mosman and Seaforth
7.20am	Departs Big Bear, Neutral Bay
7.32am	Boronia House, Military Road, Mosman
7.42am	Dalwood Homes, Seaforth
8.15am	John Colet (stops on corner of Forest Way and Wyatt Ave)

Route 270	From City via Forestville
7.30am	Departs QVB, York Street
8.05am	Jamieson Square, Forestville
8.11am	John Colet (stops on corner of Forest Way and Wyatt Ave)

Afternoon Buses for Forest Coachlines: (Correct as at Dec 2017)

Route 283	to Chatswood via Forestville
3.02pm	Departs John Colet from Wyatt Ave
	Jamieson Square, Forestville
	Chatswood Bus Exchange

Route 230	to Allambie Heights (first set down Forest High School)
3.13	Departs John Colet (from Forestway)
	Frenchs Forest Rd
	Allambie Heights

Route 276	to Warringah Mall (first set-down Allambie Shops)
3.13	Departs John Colet (from Forestway)
	Allambie Heights Shops
	Warringah Mall

Route 270	to Terrey Hills
3.12 pm	Departs John Colet (from Forestway)
3.16pm	Austlink (Forestway)
3.21pm	Terrey Hills, cnr Myoora and Booralie

Route 239	to Gordon via St Ives
3.17pm	Departs John Colet (from Wyatt Ave)
3.30pm	Brigidine, St Ives
3.45pm	Gordon Station

Route 283	to Chatswood via Forestville
3.46pm	Departs John Colet (from Forestway)
3.52pm	Jamieson Square, Forestville
4.11pm	Chatswood Bus Exchange

Route 270	to City via Roseville Bridge
3.32pm	Departs John Colet (from Forestway)
3.42pm	Jamieson Square, Forestville.
4.10pm	QVB, York Street

Route 265	to Seaforth, Mosman and Neutral Bay
3.50pm	Departs John Colet (from Forestway)
4.15pm	Arr. Mosman

CAMP AUSTRALIA (AFTER SCHOOL CARE PROVIDER)

Camp Australia ASC is available to all students each day during term time and its hours of operation are:

Daily: 3.10 pm – 6.00 pm

Children are served an afternoon tea of a variety of sandwiches, fruit and a drink. They have a schedule of activities that include indoor and outdoor games, arts and crafts, board games, cooking and gardening, competitions, drama and dance, homework time, reading and quiet time.

We encourage all parents to register your child/ren at the beginning of the year and certainly prior to attending Camp Australia. The registration fee will only incur once your child attends. Registration is important as it collects your details of contact numbers, who can pick up your child and any medical and dietary needs. Details for registration are on their website:

www.campaustralia.com.au

Type in John Colet School and proceed to Registration. For any queries about this process please phone **1300 105 343**.

The Camp Australia ASC **mobile number is 0404 798 684**.

ASC FEES

Charges for Camp Australia, please visit the website

<https://www.campaustralia.com.au/Schools/johncoletschool/2085/25A1>

The Club Fee will apply if students arrive at ASC from PISA sport, Chess, French lessons or any other school activity from which they have not been picked up promptly.

Some parents may be entitled to Child Care Benefit and nearly all parents are entitled to 50% Child Care Rebate. For more information on how to claim please contact Family Assistance Office on 136150.

STUDENT HEALTH

STUDENT HEALTH FORM

A Health Form is completed for each student the year enrolment commences. If during the School year emergency contacts, medical conditions change etc, please notify the School office in writing, of such changes.

This Student Health Form enables us to care easily and quickly for your child should he/she become unwell or is injured during school hours.

Any special dietary information must be included on this form

SICKNESS

If your child becomes unwell at school the parents will be contacted by phone and asked to come and collect them.

BIRTH CERTIFICATE

Please provide a certified copy of your child's Birth Certificate or Passport /Visa, Citizenship Papers to show evidence of Australian residency. The school office can copy your original documentation.

IMMUNISATION

The Public Health Act requires parents to provide their child's Immunisation History Statement as proof of immunization status upon enrolment. The school recommends that children be fully immunised. A copy of your child's immunization history statement must be received prior to the Orientation Day or Trial Day.

HEAD LICE

If your child has head lice they must not come to school. If they are found to have head lice at school they will be sent home for treatment and checked again on their return to school.

Occasionally, when the problem is acute, hats and caps are not to be worn at school. This includes sunhats. The school will advise parents if this action is to be taken. If you are concerned about your child playing or doing sport without a sunhat please inform the teacher.

UNIFORM AND EQUIPMENT

UNIFORMS

Full School uniform is to be worn in accordance with the Uniform Policy at school and to and from school unless otherwise stated. Please see the complete uniform list on the school website under the 'About Us' tab.

All uniform is to be purchased from the Online Uniform Shop at www.johncolet.nsw.edu.au/shop

Fittings for Uniform

If you would like your child to be fitted for a uniform, appointments can be made through www.carebookings.com.au, use code **FDH5K**. Appointments are in 10 minute blocks. If you require a longer fitting appointment, please book two consecutive time slots. For all uniform enquiries please email uniform@johncolet.nsw.edu.au

Exchanges – if you would like to return or exchange uniform please fill in the Exchange Form which can be found on the school website under the 'About Us' tab, Parent Info & Forms.

EQUIPMENT

All children are expected to have a full set of equipment in accordance with the Equipment List – **see appendix 1.**

LABELLING AND NAMING

Every article of clothing and equipment needs to be clearly marked with your child's name. This includes the inside of each school shoe, every pencil, pencil case etc. The outside of both the school and sports bags must be clearly labelled as well.

All children lose some part of their uniform and equipment during their school career. Unlabelled items are rarely recovered.

The need for obvious identification of belongings cannot be stressed too much.
The Golden rule is "When in doubt, label it!"

LOST PROPERTY

Lost property is kept in the Lost Property Box in the breezeway. All items not claimed by the end of the year will be disposed of.

COMMUNICATION

WEBSITE

The school website includes dates for the school terms and events, information for new parents, forms, policies and a blog. www.johncolet.nsw.edu.au

WEEKLY NOTE

The Weekly Note is a newsletter emailed to all parents on Fridays. It includes general and specific information about past and future events, a message from the Head of School and the Deputy Head of School and news about the children's activities in the school that week.
The best way of keeping abreast of events is to read the Weekly Note every week.

All items for inclusion must be emailed to weeklynote@johncolet.nsw.edu.au by noon on Wednesday for email distribution on Friday.

HOUSES

The school has four houses:

House	House Colour
Cook	Blue
Flinders	Red
Macquarie	Yellow
Phillip	Green

Each student is placed in a house. Brothers and sisters are always in the same house. Each house has a House Captain chosen from 6th class children.

COMPETITIONS

There are several competitions at the school. There is a Swimming Carnival in Term 1 for 3rd – 6th class and a Sports Carnival later in the year which involves the whole school. In

addition to these, there is a House Competition which is non-sporting. Each term there are several competitions such as photography, Sanskrit recitation, Handwriting and Creative Writing (these can vary from year to year). Every student enters and the winner in each class gets points for their house towards the final House Competition score. There is also Merit Card Competitions and Merit Winners.

MARKET DAYS

As part of the charitable work of the school, each house holds a Market Day once a year. The children of that House bring tasty food treats. All students bring \$2 to purchase goodies. This money is collected and sent to the charities the school is currently supporting. **Please ensure your food contributions are nut and sesame free.**

SPORT

The following outline of the sports, their times and when they are played is general. Individual variations for some classes may occur due to the needs of the children and timetabling requirements.

Lower 1st to 2nd class have two sports periods per week during which they learn fine and gross motor related activities through various games. In Term 4 sport includes athletics and swimming.

Primary Students: Team games commence formally in 3rd class, with generally two sessions per week. In Term 3 there is athletics and the Athletics Carnival.

Inter-School Sport Competition (PISA)

Students selected from 3rd, 4th, 5th and 6th classes participate in the PISA (Peninsula Independent Sport Association) Inter School Sports Competition. This takes place during school hours on a Friday in Terms 1, 2 and 3. Their sports program includes training for this competition. Those students selected for PISA practise on Tuesdays after school until 4pm. Please ensure you pick up your children on time from this practice. If your child is travelling home from PISA training by bus, please always advise the class teacher and the Office.

Those students not selected for PISA play sport on Fridays at school.

Swimming:

Infants	Swim in Term 4.
3 rd Class - 5 th Class	Swim in Terms 1 and 4.
6 th Class	Swim in Term 1 only.

The children travel by bus to the Killarney Swim Centre.

SPORTS CLOTHES

Every Friday, all children wear their full sports uniform to and from school.

On other days where there are sports lessons, children need to bring their appropriate sports uniform in their sports bag. If sport is held at the end of the day, the children may

return home in their sports uniform with their school uniform in their sports bag. Swimming equipment is to be brought on swimming days.

Primary children may be required to obtain additional pieces of sports equipment for competitions (e.g. Mouthguards). Details of additional requirements, if any, are sent home as required.

The Class Teachers provide specific information on the days for sports lessons for their class. Please refer all enquiries about days for sport and clothing/equipment directly to the Class Teacher.

THE SCHOOL DAY

LUNCH AND RECESS FOOD

The school provides a sit down vegetarian lunch each day, including hot food. The hot food menu is published ahead of time in the Weekly Note. Please see school lunch list **Appendix 2** for details of what your child should bring each day. Exceptions due to changes to timetable or other events mean that emails to bring a packed lunch will sometimes be sent.

Please note:

The School has a vegetarian food policy which applies to all food consumed at school and on excursions.

The School has a nut aware policy. Due to the possibility of an extreme allergic reaction, nuts and nut products are not to be brought to school or school related activities.

Please refer to the Healthy Eating Policy & Guidelines on the school website for further details.

Any special dietary information must be included on the Student Health form

LUNCH AND RECESS PLAYTIMES

There are two supervised play periods: Morning recess and after lunch. Infants and Primary children have separate recess, lunch and playtimes.

Lower 1st initially play on the playground next to Top House. Later in the year they join the other infants' children in the main playground after lunch.

3rd – 6th class play on the Eora playground next to Chisholm House and the Garigal Quadrangle.

BUDDY SYSTEM (PEER SUPPORT)

There is a Buddy System between the 6th class students and the Lower First students. This lasts the whole year and there is a regular opportunity for classroom and playground time for the Lower First and their senior buddies to be together and develop their relationship.

ASSESSMENTS

Teachers assess students regularly as an integral part of their teaching program for each unit of work. Formal and/or informal assessment tools are used.

Children in 3rd and 5th classes also sit the National Assessment Program– Literacy and Numeracy (NAPLAN) in May each year.

REPORTS

A complete written report on every subject for each child is posted to parents twice a year; Semester 1 (end of Term 2) and Semester 2 (end of Term 4).

PARENT/TEACHER INTERVIEWS

These are held mid-year in June. Parents are encouraged to maintain contact throughout the year on any issues of importance. Parent/Teacher interviews are also available at the completion of the school year upon request.

INCLUDED IN THE CURRICULUM

CHOIR

All children sing each week in either the Infants Choir or the Primary Choir. In addition there is the John Colet Choir which is selected by audition from the children in 4th to 6th class. At times ensemble groups and soloists are selected for various occasions from within this choir.

DEBATING

A debating team selected from 6th class participates in an inter school debating competition each year.

MUSIC

All children in 3rd and 4th class are taught recorder, general music theory, musicianship, aural training and directed listening as part of the curriculum.

MODERN EUROPEAN LANGUAGE

In 6th class students have a choice to either continue with Sanskrit or to take up a Modern European Language.

LIBRARY

Each class has a regular library lesson and there are arrangements for borrowing both fiction and non-fiction books each week. Any lost books are to be replaced at the family's expense.

EXTRA -CURRICULAR ACTIVITIES

There are a number of extra-curricular opportunities available to the children. These include: chess, gardening, fencing, French, Mandarin, sewing, instrumental lessons – piano, violin and guitar. Some of these activities take place during school hours and others are after school. The 4th, 5th and 6th class students can participate in the Sailing Squad on Saturday mornings at Balmoral Sailing Club. Arrangements and payments for these clubs and classes take place between the parents and the particular supervisor of these classes. Full details of the extra-curricular activities are on our School Website under the CLUBS tab

<http://www.johncolet.nsw.edu.au/clubs-at-john-colet-school.html>

The supervisors of these extra-curricular activities usually publish the dates and fees in the Weekly Note.

EXCURSIONS

Individual class excursions are arranged separately and notification of these along with permission slips are emailed for each excursion. The cost of most excursions is included in the school fees. However, excursions sometimes have an extra charge for transport and/or entry fee etc, and you will be informed if this as applicable. One or two parents are sometimes asked to join a class on an excursion. The teacher will talk to parents when extra help is needed.

MILSON ISLAND

Children in 3rd and 4th class attend a three day school camp each year at Milson Island Sport and Recreation Centre on the Hawkesbury River. The cost of this camp is included in the fees. It is fully supervised by John Colet teachers and run by Milson Island staff.

CANBERRA & BATHURST

5th and 6th class go for a three day excursion to Canberra one year and Bathurst the next. This links to the study of Federation and Gold respectively in the Australian History curriculum. The cost of this camp is included in the fees. It is fully supervised by John Colet teachers.

ANNUAL SCHOOL EVENTS

ASSEMBLIES

Parents are invited to attend the following assemblies:

EASTER ASSEMBLY AND ANZAC SERVICE

TEACHERS' DAY

This assembly takes place in Term 3 to celebrate and honour our teachers.

CHRISTMAS CELEBRATION

This event includes a Nativity Play performed by 2nd class, the Christmas story from the Kings James version of the Bible read by students, the Infants Choir performing and everyone participates in general carol singing. There is also the opportunity for all students to donate Christmas presents to be given to a children's Christmas charity. Dates and time are published in the Weekly Note prior to these events. There may be additional Parent Assemblies during the year and these are advertised in the Weekly Note as they occur.

WELCOME RECEPTION FOR PARENTS

This event is held in February and all parents (current and new) are cordially invited to attend.

OPEN DAY

This event is held each year on a Sunday in May during Term 2. It is an opportunity for those interested in the school to visit the classrooms and see the children perform and provides a fun day for all the families at the school. The Open Day is a **compulsory event** for all students.

SHAKESPEARE FESTIVALS

All students perform with their class in an edited version of a Shakespeare play each year. Upper 1st and 2nd Class students perform in their Shakespeare Festival at John Colet School during Term 2. The Primary students perform in the Primary Shakespeare Festival which is held at a local theatre in Term 4. Lower 1st perform their play in Term 4 at John Colet School. Parents are encouraged to assist in a variety of ways such as making props, making costumes, assisting with make-up. Please talk to the class teacher who will be very grateful for any assistance from parents or grandparents. The Shakespeare Festival is a **compulsory event** for all students.

SPEECH NIGHT

Speech Night is held at the end of Term 4. The Primary children sing and the Head of School, Head Boy, Head Girl, Chairman of the Board of Governors and P&F President give speeches. The student leadership office holders are appointed for the next year. Prizes are awarded to students who have shown outstanding efforts and achievements during the year. This is a **compulsory school event** that all students are to attend as it is the culmination of the school year.

APPENDIX 1

EQUIPMENT LIST

The school provides most exercise and text books. Students should bring the following items:

Lower 1st & Upper First

- Five HB lead pencils – can be mixture of triangular (for grip) and regular.
- Pencil grips x2 – (recommended grips below – ‘crossover grips’).



- Coloured pencils (Preferred brand - Derwent)
- Rubber
- Sharpener with sealed space to catch and hold shavings
- Glue stick x2 Solid glue not liquid
- Scissors. Sharp but safe. If left handed make sure they are left handed scissors – it makes a difference for cutting.
- Pencil case
- Ruler

Second Class

As above for Lower First & Upper First, plus the following items:

- Red biro or fine felt tip pen for marking
- Five HB lead pencils.
- Ruler

3rd and 4th Class

- Five HB lead pencils
- Coloured pencils
- Ruler
- 2 x Rubber (not novelty)
- Sharpener with sealed space to catch and hold shavings.
- Compass
- Set Square
- Protractor
- Whiteboard eraser
- Whiteboard markers (variety of colours)
- 4 x Glue stick. Solid glue not liquid
- Highlighters (4 colours)
- Scissors. Sharp but safe
- Red, black, blue erasable pen
- Yamaha Soprano YRS302B recorder (\$35 available from the school office)
- Pencil case

Note: At the discretion of the class teacher, some 4th class students may commence using fountain pens with blue ink as per 5th and 6th class.

5th Class

- Five HB pencils
- 30cm ruler (see through and marked with measurements)
- Rubber
- Pencil sharpener
- 4 glue sticks (large **BOSTIK** only – UNAMED – these go into the class store. Other makes do not stick as well)
- Coloured pencils
- Highlighters
- Red pen (for marking)
- Whiteboard (A4 size)
- Whiteboard markers (variety of colours)
- Whiteboard eraser
- Scissors
- 2-3 BLACK erasable pens (Pen License holders only)
- NO TEXTAS or GEL PENS please
- 2 pieces of LARGE (A2 size?) card (from Newsagents/\$2 shop- any colour)
- Folder for recorder music
- Yamaha Soprano YRS302B recorder (\$35 available from the school office)
- Plastic plate, cup and bowl (bring to school every day)
- Water bottle (bring to school every day)
- Reading book
- Raincoat (NO UMBRELLAS)

Please label everything (apart from glue)

6th Class

- Five HB pencils
- 30cm ruler (see through and marked with measurements)
- Rubber
- Pencil sharpener
- 2 glue sticks
- Coloured pencils
- Highlighters
- Red pen (for marking)
- 2 whiteboard markers
- Scissors
- 2-3 BLACK erasable pens
- GEL PENS
- compass
- Plastic plate, cup and bowl (bring to school every day)
- Water bottle (bring to school every day)
- Reading book
- Raincoat (NO UMBRELLAS)

A School diary is supplied by the School. This is used principally to record homework and also for communication between parent and teacher. To be replaced by student if lost.

APPENDIX 2

SCHOOL LUNCH LIST – THE SCHOOL HAS A VEGETARIAN AND NUT AWARE POLICY

This means **no meat** products are served or brought to school. Nut aware means **no nuts/nut products** are served or brought to school.

Due to the **severe allergies** of some students, nuts and nut products are **not to be** brought to school. These include:

Any tree or ground nuts
Peanuts
Nutella
Sesame Snaps
Many muesli bars

Children need to bring every day a plastic plate, cup and bowl (each item labelled clearly with their name) in a cloth bag or other (not plastic bag).
Cutlery is provided by the school.

Morning Tea

Children need to bring a **healthy morning tea** such as:
Crackers and cheese
Fresh fruit
Sandwiches
Dried Fruit
Fruit flavoured yoghurt (no Yogo desserts, etc.)
Eggs

Lunch Menu

The children are served a vegetarian dish every day. The hot food menu is published ahead of time in the Weekly Note. They also have the following food on their tables:

Cut Fruit and Salad (normally 2-3 fruits, 1 vegetable)
Cheddar Cheese
Sultanas
Yoghurt
Milk and Water to drink

Children may not bring anything else to eat, including:

Meat
Sweets, chocolates and canned fruit
Chips

APPENDIX 3

JOHN COLET SCHOOL STAFF

2019

Head of School: Mr Julian Wilcock

Class Teaching Staff

Mrs Diane Renshaw	Deputy Headmistress
Mrs Jean Kearney & Mrs Kate Bedwell	6 th Class K
Mrs Anne-Marie Sjogren & Mrs Kate Bedwell	6 th Class S
Mrs Allison Tomicki	5 th Class T
Mrs Niree Nadjarian	5 th Class N
Mrs Madalaine Bolaitamana	4 th Class B
Miss Kate Iacono	4 th Class I
Ms Cynthia Dagleish	3 rd Class D
Mrs Melissa Mackenzie	3 rd Class M
Mrs Justine Brine	2 nd Class B
Miss Simona Cipollone	2 nd Class C
Mrs Elizabeth McDermott	Upper First M
Mrs Lea-Ann Connell	Upper First C
Miss Grace Bower	Lower First B
Ms Sarah Marley	Lower First M

Teacher Aides

Mrs Leisa Brown	Teacher Aide
Ms Amanda Hahn	Teacher Aide
Mrs Mary Layton	Teacher Aide
Ms Lauren Russell	Teacher Aide
Mrs Susan Taufique	Teacher Aide
Mrs Amanda Tomaz	Teacher Aide

Specialist Teaching Staff

Mrs Ann Wakeford	Special Education Coordinator
Mrs Jasmine Crewe	Enrichment and Extension Teacher
Mrs Roslyn Dunn	Sanskrit Teacher
Mrs Joan Childs	Sanskrit Teacher
Mrs Amy Slaven	Librarian and ICT
Mrs Annette Gadsby	Art & Craft Teacher
Mrs Julianne Ross Allcorn	Art & Craft Teacher
Ms Rachel Carroll	Art & Craft Teacher
Mr Glen Miller	Music Teacher
Mr Tim Roslin	Sport Teacher
Miss Ally Cavill	Sport Teacher
Ms Zoe Emanuel	Drama Teacher

Administration Staff

Office Hours: 8.00am – 4.00pm Monday - Friday

Bursar	Mrs Christine Condos
Registrar	Mrs Belinda James registrar@johncolet.nsw.edu.au
Reception	Mrs Carmen Griffiths admin@johncolet.nsw.edu.au attendance@johncolet.nsw.edu.au
Fees	Mrs Denise Farrelly accounts@johncolet.nsw.edu.au
Accounts Payable	Mrs Marie-Laure Aymonier office@johncolet.nsw.edu.au
Office Manager/HR	Mrs Bav Bhandari
Weekly Note/Marketing	Ms Alex Coubrough weeklynote@johncolet.nsw.edu.au
Facilities & Grounds	Mrs Toni Cleaves

Operational Staff

Head Chef	Mr Glen Galloway
Sous Chef	Mrs Sabine Erlenwein-Wuenstel
Grounds Person	Mr Aldo Crapis

Board of Governors

Chairman	Mr Philip Wolfers
Treasurer	Mr Simon Beissel
Board Member	Mr James Donald
Board Member	Mr Bill Fox
Board Member	Ms Atousa Khadem
Board Member	Mrs Mary McKendrick
Board Member	Ms Elizabeth Vincent
Board Member	Mrs Sarah Wulff
Head of School	Mr Julian Wilcock
Company Secretary	Mrs Christine Condos
The email address for the Board of Governors is: board@johncolet.nsw.edu.au	

EMAIL ADDRESSES

Please email to the specific address where applicable.

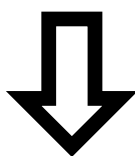
To email class teachers please use the initial of their first name, then surname followed by johncolet.nsw.edu.au e.g jbloggs@johncolet.nsw.edu.au

APPENDIX 4

HOW TO USE THE PICK UP ZONE AND PICK UP ZONE DIAGRAM

- Parents to line up from the start point of the zone.
- Parents are to stay in the car.
- If your car has an automatic boot release then the student can place his/her bag in the boot, otherwise the bag goes in the back seat with the child.
- Children must be able to put on their own seat belt.
- Please be considerate of our neighbours – no blocking of driveways or using their drives to turn around.
- Do not use the Pick Up Zone if you need to get out of the car, or if your child is unable to do up their own seatbelt.
- Therefore, park rear to kerb in front of Wyatt Reserve (Oval) and use the pedestrian crossing.

Please see diagram on following page



John Colet School Pick Up Zone Traffic Flow

1. Cars are to line up from the start point of the Pick Up Zone
2. Follow the arrows on the diagram below.
3. If entering from Cotentin Road, please turn left on to Wyatt Ave to join the queue.
4. Wait in line, have your Family Name sign provided by the school office visible on the windscreen.
5. Please keep as close to the kerbside as possible to allow non-school traffic to pass by.
6. Be considerate of our neighbours, do not block driveways and do not use their driveways to turnaround.
7. Children are to enter the car from the kerbside only.
8. Drive off straight along Wyatt Ave, **do not perform a U-turn before the Zebra crossing.**

