



Dear Parents/Caregivers

Welcome to the 2018 school year at Cedar College and we hope you will have a great year. Outlined below is important information regarding Book Collection Day, school uniform and the first school day for Term 1.

BOOK COLLECTION - STAFF ROOM (Administration Building)

Please note that WHOLE School - Reception – Year 10 can collect their books and stationery from the Cedar Staff Room (Administration Building) entering through the **sliding doors on the Cedar Oval side**.

Students whose last name falls between A – K Thursday, 18 January (8:30am – 2pm)

Students whose last name falls between L – Z Friday, 19 January (8:30am – 2pm)

If you are unable to collect your books on your allocated day, please contact the Primary or High School Office to negotiate a different day for collection before school commences.

Year 11 & 12

These students will collect their stationery on the first day of school. However, if you need to make arrangements with the finance office or see the nurse or instrumental coordinator please feel free to pop in on any day.

MEDICAL - CEDAR MEDICAL CENTRE (Administration Building)

Any medical related questions or concerns can be directed to the School Nurse. If your child suffers a medical condition that requires medication, please bring it with you, along with any relevant information i.e. a doctor's asthma or anaphylaxis action plan. Medication needs to be in its original packaging with your child's name on it.

FINANCES - FRONT OFFICE (Administration Building)

Fee payments, School Card applications and direct debit arrangements can be made here.

INSTRUMENTAL - FRONT OFFICE (Administration Building)

Mrs Joanne Thorpe will be available to discuss any changes or queries concerning instrumental lessons.

SPORTS TEAM SHIRTS

This item is available from the Front Office only, NOT from the Uniform Shop.

Upper Primary (Yr 3 - 6) Sports Day will be held in Term 1 Week 7. If you are new to the school or need to purchase a new coloured sports team t-shirt, please order and pay \$6.00 per t-shirt on QKR! Junior Primary t-shirts can be ordered during Term 2 ready for our Run 4 Fun that will be held on the last Friday of Term 2.

High School (Yr 7 - 12) Sports Day will be held in Term 1 Week 5. If you are new to the school or need to purchase a new coloured sports team polo shirt, please order and pay \$15.00 per shirt on QKR!

UNIFORM SHOP

Prepaid Uniform

All prepaid uniform can be collected from the Front Office.

Uniform Shop

The Uniform Shop will be open during both Book Collection Days from 8:30am – 2pm and Student Free Monday, 29 January 10:00am - 4:30pm. For all other information, please refer to the school's website.

HIGH SCHOOL ONLY INFORMATION

Tissues

We would appreciate if every student could supply a box of tissues. These can be brought in on your allocated Book Collection Day and handed in when you collect your stationery pack.

Book Covers

All exercise books need to be covered. A great selection of book covers can be ordered from ezcover.net.au (Cedar College receives a donation for each cover purchased if you use the code EZ15), or source your own book coverings.

Calculators

Students in Year 7 (and any new students in Years 8 & 9) will need to purchase a scientific calculator - SHARP EL-531XBWH, as per the Student Data Collection forms.

Students in Years 10 – 12 in any Maths class, need the TI 84+CE with colour display (not the silver edition) graphic calculator. For those parents who have either paid \$185 to the School Office at the end of last year or indicated on the Student Data Collection forms (returned to the school) that your preference was for the payment to be added to your school fees, you may collect your calculator with your book pack. Please ensure that the calculator is clearly and permanently named.

Senior School Blazers

The blazer is a compulsory part of the Senior School uniform. Year 10 students purchasing a new blazer will be measured for their blazer during the school day on Wednesday, 7 February. You may have a limited option of purchasing a second-hand blazer through the Uniform Shop.

Students must have paid for their blazer by the end of Term 1. Prices will vary from \$190 - \$220 depending on size. If this has not been done, a flat rate of \$220 will be added to your fees and the blazer supplied to your student.

Locker Policy

1. All Year 7 students and any new students (Years 8 -12) will be given a lock along with their stationery pack.
2. The spare key will be kept in the High School Office.
3. If students have lost their key and also their spare key, the school will use bolt cutters so the student can access their books. A replacement lock will be supplied at the cost of \$2.50
4. Students are not permitted to carry their bags around with them during the school day.

Years 9 – 12 Subject Choices

Students will be unable to change subjects after Friday, 2 February (end of Week 1). All students wishing to make changes need to complete a SACE Transfer Out/In request which is available only after consultation with Leadership. Open Access/External subjects have specific rules available on request from the High School Office.

FIRST DAY OF SCHOOL 2018 - TUESDAY 30th January

PRIMARY SCHOOL - Reception to Year 6 students

- Students are required at 8:40am to be at their designated classrooms. If you are unsure of that classroom, please see the Front Office.
- Students will then be taken by their teacher to the Auditorium for a Primary School assembly. Parents/Caregivers are welcome to stay for the assembly.
- After the assembly, students will be taken by their teacher back to their classroom.

Please do not follow your child to the classroom as this makes the transition into school more difficult for students and parents alike. School finishes at the normal time of 3:15pm.

HIGH SCHOOL - Year 7 – 12 students

- Students are required at 8:30am to meet their Homeroom teacher on the High School Lawns in front of D Block.
- At 8:30am a “students to lockers” bell will sound. Students need to be ready for Homeroom at 8:35am. Any student arriving after 8:35am must report to the High School Office to sign in.
- School finishes at the normal time of 3:20pm.

PRIMARY & HIGH SCHOOL INFORMATION NIGHTS

High School Information Night - Year 7 - 12 – Week 2, Monday 5th February at 7.30pm

This is a compulsory event that all students and parents/caregivers are required to attend. The night will include new school information and important updates, new teaching staff will be introduced, and there will be a focus on how the parents/caregivers can support a child's learning. Light refreshments will be served at the conclusion of the night and opportunity given to meet the 2018 staff. We look forward to the start of the new school year.

Primary School Meet the Teacher Night - Year R - 6 – Week 2, Tuesday 6th February (TBC)

This will be an opportunity for you to meet your child's teacher, find out about classroom procedures and get to know other parents.

Yours sincerely

Mr Peter Thomson (Principal) and the Cedar College Leadership