



# Subiaco Primary School

## Kindergarten 2017

### Parent information booklet



# SUBIACO PRIMARY SCHOOL 4-YEAR-OLD KINDERGARTEN PROGRAM

Welcome to the Subiaco Primary School community. This is the beginning of a wonderful journey where teachers and parents work as partners to deliver excellence in education. We hope you and your child will remember this first year with fond memories.

We aim to make your child's initial contact with school a happy, engaging experience and to establish positive attitudes to learning. With Kindergarten being one of the first steps from home to school, we build on existing knowledge, skills and interests. Our program is supportive but it is also challenging. It is based around a balance of:

- Child-directed play – The child chooses how, when, with what and with whom to engage.
- Teacher-guided play - The teacher manages the play environment to achieve specific outcomes.
- Intentional teaching – The teacher plans and delivers explicit instruction to achieve specific outcomes.

Planned and incidental learning occurs throughout the day as a whole class, in small groups and individually. We are steered by three important documents - *Early Years Learning Framework*, *Kindergarten Curriculum Guidelines* and *Nationally Quality Standards*.

## **EARLY YEARS LEARNING FRAMEWORK**

The first four years in a child's life are vitally important in terms of education for they are the years when a child is laying down foundations for future learning and participation in society. This document describes five broad outcomes which underpin our teaching pedagogy.

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of well-being.
4. Children are confident and involved learners.
5. Children are effective communicators.

## **KINDERGARTEN CURRICULUM GUIDELINES**

The School Curriculum and Standards Authority is responsible for curriculum guidelines for all Western Australian Schools K-12. The Kindergarten Curriculum Guidelines focuses on children's learning and development, consistent with the Early Years Learning Framework. In Kindergarten we focus on personal and social competence and pre-literacy and pre-numeracy skills. Every student is an individual and we strive to plan and support each student to their own developmental level, addressing students' academic, social, behavioural, emotional, psychological and physical needs.

## **NATIONAL QUALITY STANDARD (NQS)**

The National Quality Standard sets a national benchmark for equality in early childhood education and care services across Australia and establishes a set of standards that all service types are expected to meet. This document outlines seven standards that we demonstrate through our Kindergarten program.

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical Environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Leadership and service management

## **STAFF**

Principal: Mrs Carolyn Press

Assistant Principals: Mrs Yvonne Denniss, Ms Deb Hands & Dr Melinda Harris

The Kindergarten team is made up of an Early Childhood trained teacher and an Education Assistant for each class. There may also be a DOTT (duties other than teaching) relief teacher on Friday. DOTT includes activities such as planning collaboratively with other Kindergarten staff and attending meetings.

## **SESSIONS**

There are four Kindergarten classes and two classrooms. Two classes attend on Monday, Wednesday and alternate Fridays. The other two classes attend on Tuesday, Thursday and alternate Fridays. The students share a playground providing opportunities for friendships to develop between classes. The classrooms are open from 8.30am when you are invited to spend time with your child until approximately 9.00am when we ring a bell. We dismiss the students between 3.00 - 3.10pm. To settle the children into the Kindergarten routine smoothly, the first two weeks are half day sessions and the students finish Kindergarten at 12.00 noon.

## **DELIVERING & COLLECTING CHILDREN**

All Kindergarten children must be dropped off and picked up from the class by an adult caregiver. This is a legal requirement as part of our duty of care to your child. Please write down the details on the clipboard outside the classroom if your child is going home with someone other than you. If you need to bring your child after school has started, please sign them in at the office. You will be given a yellow slip to give to the classroom teacher. If you need to pick up your child early, please collect a pink slip to give to the classroom teacher. In this way we can keep an accurate record of attendance throughout the day.

Any specific legal requirements involving your child must be communicated to the office with relevant documentation.

It is important to be punctual. Students who arrive late miss out on the important settling routine which ensures a smooth transition from home to Kindergarten. It is also very disruptive for the class if children arrive after 9.00am. At the end of the day, students who are picked up late become distressed. If you are unavoidably detained, please telephone staff on 9381 5078 so that we can reassure your child and make appropriate arrangements.

## **WHAT TO BRING TO KINDERGARTEN**

### **PLEASE NAME ALL ITEMS**

Each day, your child will need to bring:

- A Subiaco School bag with an easily identifiable nametag.
- A change of clothes to remain in the school bag.
- A hat, available from the school uniform shop.
- A piece of fruit to share for fruit time.
- A healthy lunch in a lunch box. Our school participates in a Waste Wise Program. Please keep food packaging to a minimum.
- A squirt top water bottle.

Your child will also need a large library bag that can be purchased from the school uniform shop.

The Kindergarten has a variety of equipment, toys and games for the children to use each day. Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned.

## **STATIONERY LIST**

You will receive a Kindergarten Stationery List and we would appreciate it if you bring all of the equipment on the Stationery List to Kindergarten at the conclusion of the first session. In Kindergarten, equipment is shared. The only items you need to name are the A4 and A3 document sleeve folders.

## **WHAT TO WEAR TO KINDERGARTEN**

- Subiaco Kindergarten/ Pre-primary T shirt – these brightly coloured shirts distinguish the children from the primary students. They can be worn with shorts, trousers, skirts and leggings.
- Sensible shoes – velcro sandals or joggers are ideal. No thongs please.
- If you wish to apply sun cream, please do so at home.

Many of our activities are messy and the children often get their clothes dirty despite the use of aprons. Most of the paint we use comes out in COLD water. Do not use stain removing sprays or hot water as they can set the paint.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to participate and assist in the Kindergarten in whatever capacity they are able. This provides continuity between home and school and enables us to offer a greater range of experiences. A voluntary roster for parent help will be displayed on the noticeboard at the beginning of each term. Please write your name against a date(s) that suits you. We would prefer younger siblings do not attend the session so that you can enjoy quality time with your child.

We communicate to parents in several ways:

- A School Newsletter is emailed fortnightly.
- There is a whiteboard outside each classroom for day to day messages and reminders.
- There is a box containing a file for each student outside each classroom. Please empty your child's file daily. It will have parent notes and your child's precious creations.
- Each class elects a Class Liaison Parent (CLP) who compiles a parent email list and assists the classroom teacher to inform parents about information specific to the class.
- At the end of Term 1 we have parent interviews. Please understand we are not able to hold in-depth discussions during class time and an appointment needs to be made.
- We use a digital portfolio, FreshGrade, which gives parents a glimpse of what is happening in the classroom through the use of photos, videos and audio recordings. It also demonstrates your child's progress throughout the year and is a great tool for us to communicate with parents.
- From time to time we load photos taken at special Kindy events onto Google Drive for you to access.

## **ILLNESS AND ACCIDENTS**

The children love coming to Kindergarten and often want to attend even when they are sick. To help curb the spread of infection to other children and staff, please keep your child at home if he/she is unwell. Information about communicable diseases and when to keep children home from school, is available on the WA Department of Health's website. ([http://www.public.health.wa.gov.au/1/10/2/az\\_diseases.pm](http://www.public.health.wa.gov.au/1/10/2/az_diseases.pm))

Accidents do occur in schools from time to time so it is essential that home phone and emergency contact numbers are up to date. If staff need to seek medical/ambulance assistance the school accepts no responsibility for the cost incurred.

## **ALLERGIES AND MEDICAL CONDITIONS**

If your child has a medical condition (allergies, asthma, etc.) please notify the school. Where necessary an Action Plan will be formulated in consultation with you and the Assistant Principal, so that if an emergency arises directions can be easily followed. This will be up-dated each year or as the need arises.

Please be aware that there may be children attending Kindergarten who have severe allergies to nuts. For this reason, Subiaco Primary School is a "NUT FREE ZONE" We ask that no nut products are sent to school for any reason. This includes Peanut Paste, Nutella and muesli bars containing nuts.

If your child is on medication and you wish to request staff to administer it, please note:

- Only requests for medication which has been prescribed by a doctor will be considered.
- All instructions for times and dosages must be in writing.
- A medication record will be kept for those children on regular medication.
- Medicines etc. must be correctly labelled and handed to the staff, not left in the child's bag.

We very much appreciate it when parents are able to come to the school at lunch time to administer antibiotics to their child.

## **SPECIAL OCCASIONS**

We love to celebrate birthdays, name days or other special occasions at Kindergarten. If you would like to send in a cake or small cupcakes for your child to share with his/her friends on (or near) their special day, you are most welcome. Please remember it must be nut free. Please do not send in lollies, chocolates or ice creams. We appreciate it when parents issue birthday invitations directly to parents or place them in the student files outside each classroom.

## **JUNK MATERIALS**

Early learning centres are the world's best recyclers! If you have access to various items which you think we might be able to use, please let us know. Some suggestions for everyday items include: plastic ice cream and yoghurt containers, used greetings cards, wrapping paper, old calendars, envelopes, cardboard tubes, paper or card off cuts, cereal boxes, egg cartons, buttons, corks, bottle tops, bubble wrap, ribbons, lace, contact, shells and anything else you feel we might be able to use in the Kindergarten. Due to health regulations we are unable to use toilet rolls.

## **EXCURSIONS**

The children may be taken on excursions throughout the year. A note will be sent home to parents/guardians prior to the excursion with information and an authorisation form. The authorisation form must be signed and returned to the teacher for your child to attend. All excursions at Subiaco Primary School follow the Department of Education guidelines which specify the adult, child ratio. We may ask parents to accompany us on some excursions.

## **CONCERNS**

Please do not hesitate to make an appointment to see your child's teacher if you wish to discuss any matters concerning your child's progress, the program content or any other general queries or concerns. As the parent/guardian you have a vital role in the education of your child. We believe that, with the contribution of your skills and experiences, together we can form a vibrant and productive partnership that benefits your child.

**WE LOOK FORWARD TO HAVING YOUR CHILD WITH US AT SUBIACO PRIMARY SCHOOL AND HOPE THEIR TIME WITH US IS HAPPY AND ENRICHING**

## My Day at Kindy (Example)

Time	Activities	Outcomes
8:30 – 9:00	<p><b>Family Time</b> Carry out daily routines such as hanging up bag, placing lunch box and hat in pigeon hole, fruit in basket and water bottle in classroom.</p> <p>Greet Teacher and Education Assistant. Parents engage with children in table top activities planned by the teacher. Often this includes fine motor tasks, puzzles and games.</p>	<p>Develop independence when looking after own belongings</p> <p>Build secure attachments with teaching staff</p> <p>Develop fine motor coordination</p>
9:00 – 10:00	<p><b>Say Goodbye to Families</b></p> <p>Whole class mat session - roll call, songs and poems, routines such as <i>Helper for the Day</i>.</p> <p><b>Numeracy or Literacy Block.</b></p> <p>Intentional teaching incorporating whole class and group work.</p>	<p>Develop independence from family members</p> <p>Show interest in other children and being part of a group</p> <p>Strengthen English language skills</p> <p>Express opinions</p> <p>Pre literacy and pre numeracy skills</p>
10:00 – 10:15	<p><b>Fruit Time</b></p> <p>Fruit is prepared and presented on a platter for children to share.</p>	<p>Establish health and hygiene routines</p> <p>Show an increasing awareness of healthy lifestyles and good nutrition</p> <p>Share and take turns</p> <p>Engage in conversations with peers</p>
10:15 – 11:00	<p><b>Outdoor Play and Exploration.</b></p> <p>A range of experiences and skills are carefully planned to ensure children are challenged and motivated. Creative, social, cognitive and physical development are all considered in our outdoor plan.</p>	<p>Be open to new discoveries and persist when faced with challenges</p> <p>Cooperate and work collaboratively with others, read and respect the feelings of others, stand up for one's self, deal with frustration and conflict</p> <p>Develop gross motor skills</p>
11:00 – 12:00	<p><b>Animal Fun</b></p> <p>Gross motor and fundamental movement skills program.</p>	<p>Develop gross motor skills</p> <p>Gain confidence and the ability to persevere</p> <p>Improve physical fitness</p>
12:00 – 1:15	<p><b>Lunch, Outdoor play</b></p> <p>Continue outdoor program</p>	<p>Engage in conversations with peers</p> <p>Independence eg packing away lunch box.</p> <p>Sharing, taking turns, playing cooperatively</p>
1:15 – 1:30	<p><b>Rest Time / Mindfulness</b></p> <p>Listening to stories or music, individual or shared reading, deep breathing.</p>	<p>Enjoy moments of solitude</p> <p>Develop self-regulating skills such as calming down</p>
1:30 – 2:30	<p><b>Thematic Activities, Indoor Play</b></p> <p>Whole Class discussions, group and individual work with staff.</p> <p>Learning Centres involving individual and cooperative activities with peers.</p>	<p>Listen considerately and participate in discussions</p> <p>Negotiate and share equipment with peers</p> <p>Strengthen English language skills</p> <p>Develop responsibility e.g. packing away equipment</p> <p>Use the creative arts such as drawing, painting, sculpture, drama, dance, movement, music and storytelling to express ideas</p>
2:30 – 3:00	<p>Whole group music and movement session</p> <p>Daily reflection.</p>	<p>Develop listening skills –beat, tempo, pitch, volume.</p> <p>Use reflective thinking to consider why things happen and what can be learnt from these experiences</p>

