



# Subiaco Primary School

## Pre -Primary 2019

### Parent information booklet



## PRE-PRIMARY PROGRAM

Principal: Mrs Carolyn Press  
Assistant Principals: Mrs Yvonne Denniss, Dr. Melinda Harris, and Ms Deb Hands

Welcome parents and children to our Pre-Primary at Subiaco Primary School. This booklet is for your information to let you know all about the Pre-Primary year of schooling. During this year we will provide your child with the opportunity to develop the skills and knowledge that they will build on throughout their future education. Our role as early childhood educators is to provide your child with the best possible start to their education.

The Pre-Primary Program features a holistic, integrated approach where child-centred activities, play, open-ended tasks, explicit teaching and targeted, structured activities provide a balanced curriculum. 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.

Play is particularly important in childhood learning. Play gives children opportunities to practise skills, communicate with others, take on challenges and solve problems in fun and enjoyable ways. Play based learning is integral and central to our Pre-Primary program.

## DELIVERING AND COLLECTING CHILDREN

- Classroom doors open at 8.30am
- Pick up is from the classroom from 3.00pm. Students who are not collected by 3.20pm will be taken to the office in accordance with school policy. To avoid children becoming distressed it is recommended that parents and caregivers are punctual with morning and afternoon handovers
- The gate at EC4 will be locked at 3.25pm
- Children must be left in the care of a staff member and under no circumstances be left to enter the Pre-Primary classroom alone
- Parents are encouraged to spend some time settling their child into the classroom setting each day. No children are to play on the outdoor play equipment before school
- Children will not be released at pick up time until an authorised adult comes to the classroom door
- If you are running late please telephone the school so that we can reassure your child
- Any specific legal requirements involving your child must be communicated to the office with relevant documentation.
- Parents with siblings are to supervise their children whilst on school premises. All parents are to move off of school premises at 9.00am, to allow the school day to start.

## WHAT TO BRING TO PRE-PRIMARY

- A Subiaco Primary School bag containing a change of clothes, in case of accidents
- Children wear Subiaco Kindy/Pre-Primary t-shirts, sneakers or sandals and maroon school hat
- A piece of fruit, for fruit-time, and a healthy lunch. The school has a Nut Free Policy and we ask that you do not send nuts or nut products to school due to some children having allergies
- A water bottle (squirt top) clearly named to be brought to school each day. No soft or energy drinks!
- Our school participates in a Waste Wise Program. Please keep food packaging to a minimum
- Stationery, as itemized on the 2019 requirements list, is to be brought to school on the first day
- **PLEASE ENSURE THAT ALL PERSONAL ITEMS ARE CLEARLY NAMED (EXCEPT STATIONERY).**

## CHILDRENS' POSSESSIONS

Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason (e.g. news telling). Please check with the teacher if you are unsure. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned. Staff cannot take responsibility for lost or damaged personal items.

## FRUIT TIME

Fruit time is a great opportunity for children to sit and chat quietly with a small group of friends. In Semester 1 the fruit is shared on platters, and in Semester 2 the students each eat their own pieces of fruit.

## PARENT INVOLVEMENT & RESPONSIBILITIES

We look forward to establishing partnerships with parents/guardians so that together we take on the responsibility of teaching and guiding your young child.

Please;

- Keep in touch with the teacher on matters concerning your child, via email or at drop-off time
- Notify the teacher about reasons for absences from school via email or the Flexibuzz App
- Read the parent notice boards outside of the classroom
- Notify the teacher of any changes to the normal routine within the home situation. Such changes can affect your child's emotional well-being (e.g. late night, fly in fly out, parents leaving/returning, family worries)
- There will be opportunities to help in various ways in the classroom
- Notify the teacher of any ongoing illness or allergy
- Notify the teacher if receiving ongoing therapy from another professional. eg Speech Pathologist
- 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
- Consider joining in school community happenings such as busy bees, fundraising events, whole school activities
- Consider joining the school P & C as the Pre-primary program benefits from their activities
- Accompany your child to and from the Pre-Primary classroom
- **Ensure that teachers and administration staff are notified of any changes to telephone numbers and addresses or emergency contact people as they occur.**

We love to celebrate birthdays, name days or other special occasions at the Pre-Primary. If you would like to send in a cake or small cup cakes for your child to share for their special day. Please let the teacher know beforehand. If your child has a dietary restriction please advise the teacher. We appreciate it when parents issue birthday invitations directly to parents.

## 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 for your child to participate. These authorisation forms must be signed and returned to the teacher, otherwise your child will be unable to attend. Children leaving the Pre-Primary centre will always be accompanied by the appropriate number of adults as specified in the Department of Education's Excursion Policy. Parents may be asked to attend such excursions to help with the supervision of children.

## JUNK MATERIALS

Early learning centres are the world's best recyclers! If you have any items that you think we might be able to use such as buttons, magazines, dress ups and wrapping paper etc, please let us take them off your hands. These items need to be clean and dry. Please be aware that due to health regulations, we are unable to use milk, juice containers or toilet rolls.

## STATIONERY, CONTRIBUTIONS AND CHARGES FOR PRE-PRIMARY

Parents will be notified of the contributions and charges for Pre-Primary 2018, and a stationery requirements list will be provided. **No items need to be named** as stationery is shared amongst all children. A list of common consumables (eg flour, rice, cotton balls etc.) used in the program will also be given to parents at the beginning of Term 1. Voluntary contributions can be paid either, online as part of the stationery requirements list through Ziggies Educational Supplies, or upon receipt of the first billing statement of the year in term 1.

## FRESH GRADE

Pre-Primary teachers will continue using the Fresh Grade app which Subiaco kindy parents were introduced to last year. Fresh Grade is an effective means of communication. This app enables teachers to send parents announcements, reminders about up and coming events and photographs and videos of children within the learning environment.

## ALLERGIES AND MEDICAL CONDITIONS

If your child has a medical condition (allergies, asthma, etc.) please notify the school immediately if you have not already done so. 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 Pre-Primary 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.

Staff need to be made aware of all levels of allergic conditions including; food, grasses, animals etc.

## ILLNESS AND ACCIDENTS

Children who are ill **must not attend** Pre-Primary.

A child who is not well can become very distressed when in a group situation. It will also help curb the *spread of infection to staff and other children*. 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))

If a child becomes ill during the school day, the parent/guardian will be telephoned to collect them. Accidents do occur in schools from time to time so it is essential that home phone and emergency contact numbers are up to date.

Please check your child's hair regularly for head lice, and treat when required, as infestations spread rapidly through the classes.

If staff seek medical/ambulance assistance the school accepts no responsibility for the cost incurred.

## MEDICATION

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

- 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.

## QUERIES AND 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 the child.

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

### SCHOOL CREED

THIS IS OUR SCHOOL  
IN THESE ROOMS AND ON THE PLAYING FIELDS  
WE WILL FIT OURSELVES FOR THE FUTURE  
LET US NOT THROW AWAY THESE PRECIOUS YEARS  
BUT GAIN FROM THEM ALL WE CAN  
LET US ALWAYS REMEMBER  
THAT A SCHOOL IS NOT A BUILDING  
BUT A GATHERING OF MINDS AND HEARTS  
AND A PLACE OF FRIENDLY GUIDANCE AND HELP  
**THIS IS OUR SCHOOL**