



Subiaco Primary School

Pre-Primary 2020

Parent information booklet



SUBIACO PRIMARY SCHOOL

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 provides children with opportunities to practise skills, communicate with others, take on challenges and to solve real life problems in fun and enjoyable ways. Play based learning is an integral and central part of our Pre-Primary program.

DELIVERING & COLLECTING CHILDREN

- Classroom doors open at 8.30am. Parents are encouraged to stand with their children outside of their classroom whilst they wait for the doors to open. The playground will be closed at this time and no children are to play on the outdoor equipment before school. Children are encouraged to prepare themselves for the day by placing their water bottles in their allocated places and bringing in their folders or news items.
- Children must be delivered by a parent/guardian to 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 each day by assisting them to complete a table activity, do a puzzle or to read a book. If your child becomes anxious or upset during drop off time, a staff member will help with calming and relaxing your child into their day.
- Pick up is from the classroom at 3.00pm. Please note that children will not be released at pick up time until an authorised adult comes to the classroom door. Each classroom has a Parent Communication journal where changes to pick up arrangements must be recorded.
- If you are running late, please telephone the school so that we can reassure your child that you are on your way.
- 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 guardians are punctual with morning and afternoon handovers.
- Parents and children are asked to vacate the Pre-Primary playground by 3.15pm sharp. You are more than welcome to take your child/ren to play on the oval after this time.
- Due to before and after school care being on site, we ask all parents and students to enter and exit the Pre-Primary area via the gate next to EC4 (at the northern end of the EC building). Please note that this gate will be locked at 3.25pm each afternoon.
- Specific legal requirements involving your child must be communicated to the office including documentation.
- Pre-Primary children with siblings are to supervise by their parents/guardians whilst on school premises. All parents/guardians 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 and a packet of wet wipes inside a plastic bag in case of accidents.
- Children wear Subiaco Kindy/Pre-Primary t-shirts, sneakers or sandals and a broad brimmed maroon school hat.
- A lunchbox containing their own recess (fruit/vegetables encouraged) 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) which is clearly labelled. No soft, sugary or energy drinks please!
- Our school participates in a Waste Wise Program. Please keep food packaging to a minimum.
- Stationery, as itemized on the 2020 requirements list, is to be brought to school on the first day.
- **PLEASE ENSURE THAT ALL PERSONAL ITEMS ARE CLEARLY NAMED (eg. folders, scrapbooks, whiteboards, portfolios, document wallets etc) EXCEPT FOR STATIONERY (EG. pencils, glue sticks etc) WHICH WILL BE SHARED AMONGST THE CHILDREN.**

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). This includes (but is not limited to) special toys or key rings on students back packs. 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.

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, *briefly* at drop off time or arrange a meeting time with your teacher to discuss this further.
- Notify the teacher about reasons for absences from school via email or the Flexibuzz App.
- Read the parent notice boards outside of the classroom on a regular basis.
- 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 for parents to help in various ways in the classroom, from making play dough, taking some washing home, helping on excursions/special days and coming in for Parent Help roster. Please look outside of your child's classroom to register your interest on a term planner.
- Notify the teacher of any ongoing illnesses or allergies via email or through the FlexiBuzz app.
- Notify the teacher if receiving ongoing therapy from another professional (eg Speech Pathologist or Occupational Therapist) and organise for reports or assessments to be sent to the teacher, when available.
- ***If you are interested in becoming a Class Liaison Parent, please contact your class teacher at the beginning of the year.*** The role of the Class Liaison Parent (CLP) includes assisting the P&C with compiling a class parent contact list, helping the classroom teacher inform parents about information specific to the class, organising 1-2 informal events outside of school hours such as a class picnic and welcoming new families into the class.
- Consider joining in school community happenings such as busy bees, fundraising events and whole school activities.
- Consider joining the school P&C as the Pre-Primary program benefits from their activities.
- **Ensure that teachers and administration staff are notified of any changes to telephone numbers, addresses (home and email) as well as emergency contact people as they occur.**

In Pre-Primary, we love to celebrate birthdays, name days or other special occasions. 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. Please note that no nut products should be included in these where possible. If your child has a dietary restriction, please advise the teacher. We appreciate it when parents issue birthday invitations directly to parents rather than the children.

EXCURSIONS

The children may be taken on excursions throughout the year. **A note will be sent home to parents/guardians via the FlexiBuzz app prior to the excursion with information and an authorisation form for your child to participate. These authorisation forms must be digitally signed prior to the due date otherwise arrangements will be made for your child to remain at school.** 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 also be asked to attend such excursions to help with the supervision of children. Please refer to the information in the excursion notes with regard to what students will be required to take with them. All Pre-Primary students will be expected to wear their Subiaco Pre-Primary uniform when leaving the school grounds.

RECYCLABLE 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, 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 2020, and a stationery requirements list will be provided. Please note that scrapbooks, whiteboards, document wallets and display books will need to be labelled with your child's name. All other consumables, such as pencils, glue sticks and crayons etc., are 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.

SEE SAW APP

Pre-Primary teachers will use the See-Saw app to communicate with parents about your child's learning and progress. This app will be used as a tool for sharing, communicating and creating a "window into the classroom". You may receive photos, videos, audio recordings and comments. Only the parents/guardians can see their own child's digital portfolio. You will receive a personal invitation with simple instructions for logging in and connecting with your child's learning.

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

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**" and we ask that no nut products be sent to school at all. Please note that this includes (but is not limited to) Peanut Paste, Nutella and any muesli bars containing nuts.

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. Keeping sick children home 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)

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 form must be completed and is available from the front office or your child's Pre-Primary classrooms.
- 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 your 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