



Pre-primary 2024

Parent Information Booklet



SUBIACO PRIMARY SCHOOL

PRE-PRIMARY PROGRAM

We respectfully acknowledge the past and present traditional custodians of this land on which we live, the Whadjuk people. We acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together.

Welcome parents and children to our Pre-Primary at Subiaco Primary School. This booklet is for your information to inform you 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 contribute to a balanced curriculum. We believe that every student is an individual and we strive to plan and support each student to work at their individual developmental level – that includes catering for children's cognitive, social, behavioural, emotional and physical needs.

We recognise that play is particularly important in childhood learning. Play provides children with opportunities to practise skills, communicate with others, take on challenges and solve real life problems in fun and enjoyable ways. Play-based learning aligned with explicit teaching is an integral and central part of our Pre-Primary program.

DELIVERING & COLLECTING CHILDREN

- The Pre-Primary area and classrooms 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 children are not permitted to play on the outdoor equipment before school. We foster independence and encourage our students to place their water bottles in the allocated places and bring in their folders and/or news items.
- Children must be delivered by a parent/guardian to the care of a staff member and under no circumstances, are to 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.
- 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 phone 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 our school policy. To avoid children becoming distressed, it is recommended that parents and guardians are punctual with both morning and afternoon handovers.
- Parents and children are asked to vacate the Pre-Primary playground by 3.15pm sharp.
- Specific legal requirements involving your child must be communicated to the office, including providing the necessary documentation.
- Pre-Primary children with siblings are to be supervised by their parents/guardians whilst on school premises. All parents/guardians are asked to leave school premises at 9.00am, to allow the school day to commence.
- If your child attends Before and/or After School Care, the duty of care for your child during this time, falls on these providers. Any issues or concerns during this time will need to be discussed directly with these providers.

WHAT TO BRING TO PRE-PRIMARY

- A Subiaco Primary School bag containing sunscreen, 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.
- Subiaco Primary School is an accredited SunSmart School. A broad brimmed hat and sunscreen application are essential. Our Sun Smart Policy is intended to ensure that students, staff, parents and visitor are made aware of the risks of sun damage and are provided with the opportunity to protect themselves at all appropriate times.
- Our school is a Healthy Eating School and we encourage fruit/vegetables for recess and a healthy lunch (please provide a lunchbox containing your child's recess and lunch)

- As a Nut Free School, we ask that you do not send nuts, nut products or traces of nuts to school as we have some students with severe nut allergies.
- A water bottle (squirt top) which is clearly labelled (no drinks other than water).
- Our school participates in a Waste Wise Program, so we encourage minimum food packaging.
- Stationery, as itemised on the 2024 Personal Items for Student List, is to be brought to school on the first day.

CHILDREN'S 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 class 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 collaborative partnerships with parents/guardians, so that we can achieve a positive impact on student engagement, social emotional and academic outcomes. We encourage you to please:

- Email the class teacher on matters concerning your child or arrange a meeting time to discuss further.
- If there are any changes to the normal home routine, please let the teacher know briefly at drop off time. Such changes can affect your child's emotional wellbeing (e.g., late-night, Fly in Fly out, parents leaving/returning, family worries).
- Use the Compass App to notify the school of your child's absences
- Read the Parent Notice Boards outside of the classroom on a regular basis.
- 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 helping in the classroom. Please record your name on the Term Planner which is located outside your child's classroom.
- Notify the teacher of any ongoing illnesses or allergies via email or through the Compass App.
- Notify the teacher if receiving ongoing therapy from another professional (eg. Speech Pathologist or Occupational Therapist) and organise for the relevant reports/assessments to be sent to the teacher.
- If you are interested in becoming a Class Liaison Parent (CLP), please contact your class teacher at the beginning of the school year. The role of the CLP includes helping the classroom teacher inform parents about information specific to the class, welcoming new families, organising 1-2 informal events outside of school hours - such as: a class picnic.
- All formal communication will be sent through the School Management System (COMPASS). Please ensure that you have COMPASS set up, so that you can be kept informed with up-to-date school events.
- Parents/Carers are free to set up WhatsApp, email lists etc – however the school does not endorse, moderate, check or get involved with these informal means of communication.
- 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 greatly from their activities.
- Ensure that teachers and the front office are notified of any changes to your email and home addresses (including emergency contact people).
- If your child is leaving Pre-Primary early or arriving to school late on any given day, please ensure that they are signed in/out via the front office of the school.

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 cupcakes for your child to share for their special day, please let the teacher know beforehand. Please note that no nut products are permitted. 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 notification will be sent via Compass to parents/guardians prior to the excursion with information and an online permission form for you to complete. This permission must be completed prior to the excursion, 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 on the Compass notification regarding 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 2024 and a Personal Items for Student Use List will be provided. Please note that scrapbooks, clipboards, whiteboards, document wallets and display books will need to be labelled with your child's name. Voluntary contributions can be paid either online as part of the stationery requirements list through Campion Education or through the Compass app.

SEESAW 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 parents/guardians can see their own child's digital portfolio. You will receive a personal invitation with 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, a Medical 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 updated 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 or nut traces.

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: <https://healthywa.wa.gov.au>

All absences must be explained to the school via Compass by a parent/carer. Email or verbal confirmation can be made if Compass is not available. Absences will be followed up by a SMS/email if no reason is given for the absence.

If a child becomes ill during the school day, their parent/guardian will be contacted 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.

Check your child's hair regularly for head lice and treat accordingly, 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. An Administration of Medication form must be completed and is available from the front office or your child's Pre-Primary classrooms.

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- 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 CONCERN

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

MY DAY AT PRE-PRIMARY (EXAMPLE)

Time	Activities
8.30-8.50am	Family Time Carry out daily routines such as putting bag on outside bag racks and water bottle in the classroom. Answer Question of the Day. Greet Teacher and Education Assistant. Parents engage with the children in tabletop activities planned by the teacher. This often includes fine-motor activities, name writing, puzzles and games.
8.50-9.00am	Say Goodbye to Families Whole class mat session- roll call, songs and poems, daily calendar and routines such as a <i>Helper for the Day</i> .
9.00am	Literacy Mat Session Learning Intentional teaching incorporating phonics and play-based whole class and group work.
10.40am	Morning Tea Children sit in small groups to eat morning tea (e.g. fruit and crackers) provided from home in a separate container.
11.00am	Outdoor Play and Exploration 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.
11.30am	Numeracy Learning Intentional teaching incorporating daily reviews, play-based whole class and group work.
12.55pm	Lunch Children sit in small groups to eat lunch provided from home.
1.10pm	Outdoor Play and Exploration 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.
2.00pm	Integrated Learning Program News telling, oral language, mindfulness, music and other whole class experiences.
3.00pm	Home Time

NOTES

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



SCHOOL MAP

