



Wandina

PRIMARY SCHOOL

2014

Ajax Drive
WANDINA WA 6530
Phone: (08) 99234 200
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**2014 School Information
Booklet**

EXECUTIVE TEAM

Principal	Mrs Di Miller
Deputy Principal	Ms Susan Ashworth
Registrar	Ms Courtney Condon

CONTACT DETAILS

Main Office phone	08 99 234 200
Fax	08 99 234 222
Postal address	PO Box 7219 Geraldton WA 6531
ABN number	71 872 458 931
Email	Wandina.PS@education.wa.edu.au
Principal's email	Di.Miller@education.wa.edu.au
Office Hours	8.30am – 3.45pm

SCHOOL TIMES

8.50am	School starts
8.50 – 10.50	
10.50 – 11.15	Recess
11.15 – 1.00	
1.00 – 1.35	Lunch
1.35 – 3.00	
3.00 pm	School finishes

Students should not arrive at school before 8.30am

All classrooms will be open at 8.30am for students to get organised for the day. Students who arrive before 8.30 am are to go straight to the hall where they will be supervised.

TERM DATES 2014 & 2015

2014

Term 1	Monday 3 rd February – Friday 11 th April
Term 2	Monday 28 th April – Friday 4 th July
Term 3	Monday 21 st July – Friday 26 th September
Term 4	Monday 13 th October – Thursday 18 th December

2015

Term 1	Monday 2 nd February – Thursday 2 nd April
Term 2	Monday 20 th April – Friday 3 rd July
Term 3	Monday 20 th July – Friday 25 th September
Term 4	Monday 12 th October – Thursday 17 th December

This information booklet gives an overview of how our school operates. It will assist you to understand many of the organisational aspects of our school. Please contact us should you require any assistance regarding your child's education.



Wandina

PRIMARY SCHOOL

Dear Parents/Guardians,

WELCOME TO WANDINA PRIMARY SCHOOL

We welcome the opportunity to partner you and your child in their journey of learning and look forward to your involvement with our school.

Wandina Primary School is a unique school, in that we are starting out as a K-3 school and will be building on each year to become a K-6 school in 2017.

We invite you to be involved in the life of the school and encourage you to maintain communication with your child's classroom teacher. Home and school partnerships are supported by communication in the form of Newsletters, our school website and facebook page.

The staff of Wandina Primary School are caring staff members who are committed to helping your child achieve their full potential and have the interest of your child at heart at all times. Our decisions and actions are made only with that interest uppermost in our minds.

Our school offers a number of programs that reflect best practices, ensuring that academic and social learning are integrated into all aspects of school each day. A strong emphasis will be placed on literacy and numeracy and phonics in the early years, to ensure students have a head start in learning to read.

The use of technology such as interactive touch screens and I pads, will be a feature of the learning activities promoted in classrooms.

We strongly believe that the partnership between home and school enhances your child's success at school. Wandina Primary School will support your child through encouragement and engagement in their learning. Ensuring we are "Inspiring Excellence Together".

PRINCIPAL'S PLEDGE

I believe that educating children is the key to a bright future. As Principal of Wandina Primary School I pledge to:

- Create a safe, positive learning environment
- Develop school programs that assist all students to reach their full potential
- Communicate positively with all parents/caregivers about their child's education
- Support partnerships between the home and school
- Recognise students, parents and staff for their efforts.

Mrs Di Miller
PRINCIPAL

ATTENDANCE

ABSENCES

Students MUST attend **every day** unless they are ill. Attendance is compulsory for students from Pre Primary to year 6 and every absence must be explained by written or verbal information from parents or caregivers. If a child is absent without explanation, a note will be sent home. Please advise your child's teacher of any illness or injury that is likely to result in an absence of more than a few days. Kindergarten students, once enrolled, need to attend every day and also have absences explained verbally or in writing.

ARRIVAL AT SCHOOL

Students must arrive at school between **8.30am and 8.50am**, with the exception of bus students who are supervised. Students will sit on benches in the hall until 8.30. Playground supervision starts at 8:15am, so please don't arrive before this time. It is the parents' responsibility to make sure your child/children arrive in time to prepare for the day and be settled before lessons start.

PICKING STUDENTS UP DURING SCHOOL HOURS

Students can only leave the school during lesson times for unavoidable appointments. Anyone picking a student up **MUST sign them out at the office first** and take an authorisation slip to the teacher. NO student can be released from class without this authorisation slip. This ensures we are adhering to the Department of Education guidelines in relation to duty of care for students.

BEHAVIOUR MANAGEMENT

The school behaviour management policy is based around encouraging and teaching students to make good choices regarding their own behaviour and to stay in control at all times, ensuring the school environment is a safe place for all.

STUDENT CODE OF CONDUCT

Be Respectful

1. Speak kindly to others-use your manners.
2. Follow the teacher's instructions.

Be Safe

3. Walk on the verandas, in the undercover areas and on the paving.
4. Sit whilst eating.
5. Keep hands and feet to yourself.

Be Responsible

6. Wear your hat - No hat – shade play only in the hall.
7. Put all your rubbish in the bin.
8. Report problems to the duty teacher.

RIGHTS AND RESPONSIBILITIES OF STUDENTS, STAFF AND TEACHERS

RIGHTS	RESPONSIBILITIES
<p><u>STUDENTS</u></p> <ul style="list-style-type: none"> ▪ learn in a purposeful and supportive environment without disruption. ▪ work and play in a secure, friendly and clean environment. ▪ have their person and property respected. ▪ be heard in an appropriate forum 	<ul style="list-style-type: none"> ▪ ensure that their behaviour is not disruptive to the learning of others. ▪ ensure that the school environment is kept friendly and tidy. ▪ ensure that they are punctual, polite, prepared and display a positive manner. ▪ behave in a way that protects the safety and well being of others. ▪ respect others' person and property
<p><u>STAFF</u></p> <ul style="list-style-type: none"> ▪ have their person and property respected. ▪ teach in a secure, friendly and clean environment. ▪ teach in a purposeful and non-disruptive environment. ▪ co-operation and support from parents in managing their child's behaviour. ▪ support from the school executives in the behaviour management of students. 	<ul style="list-style-type: none"> ▪ model respectful, courteous and honest behaviour. ▪ recognise and reinforce positive behaviour. ▪ contribute to maintaining a clean and secure school environment. ▪ establish positive relationships with colleagues, students and parents. ▪ collaborate with staff in managing the behaviour of students. ▪ ensure good organisation and planning. ▪ be aware and cater for different cultural, disability and individual needs. ▪ report on student social development to parents.
<p><u>PARENTS</u></p> <ul style="list-style-type: none"> ▪ expect their child to learn in a supportive environment without disruption. ▪ expect their child to learn and play in a secure, friendly and clean environment. ▪ be informed about their child's progress. ▪ be informed of the behaviour management procedures and decisions affecting their child's health and welfare. ▪ be heard in an appropriate forum on matters related to their child. 	<ul style="list-style-type: none"> ▪ ensure that their child attends school. ▪ ensure that the physical and emotional welfare of their child is conducive to effective learning. ▪ ensure that their child is provided with appropriate materials to maximise their use of the learning environment. ▪ be aware and supportive of the school dress code and the school rules. ▪ support the school in managing their child's behaviour.

DISCIPLINE PROCESS

Classroom

1 st incident	warning
2 nd incident	time out in the classroom
3 rd incident	time out in buddy classroom
4 th incident	refer to School Executive Team

Classroom teachers will keep a record of student misbehaviour.

Severe Clause

Incidents of severe misbehaviour such as fighting, stealing, swearing, threatening others will be referred to the School Executive team immediately.

Playground

Students who misbehave during recess or lunch will have their names recorded on the playground slip. Duty teachers will counsel these students immediately and where ever possible, resolve the matter. Serious misbehaviour will be referred to the School Executive Team. All playground behaviour slips are given to classroom teachers.

CONSEQUENCES

Students referred to the School Executive Team for inappropriate behaviour may engage the following consequences:

- Restorative Practice – students involved say what happened, identify their inappropriate actions and restore relationships with all affected people.
- Detention – the student is removed from the playground for a set period of time to sit in a supervised withdrawal room. Parents are notified in writing.
- In School Suspension – the student is removed from the classroom and playground for a set period of time and works in the office. Parents are notified in writing.
- Suspension – the student is not permitted to attend school for a set period of time. Parents are notified and interviewed regarding suspension situations. A parent/guardian must accompany their child to the meeting with the School Executive Team on returning to school.

BULLYING PREVENTION

The school will not tolerate behaviour that causes intimidation, threat or harassment. Bullying is a conscious desire to hurt, threaten or frighten another person. It can be physical or verbal in nature. All students and parents are encouraged to report bullying incidents so it can be dealt with appropriately.

Parents are reminded that they are **NOT** to approach other students regarding any issues that may have occurred at school as this will be seen as intimidating behaviour. It is the responsibility of the school to deal with issues that occur in school time. Please give the school the opportunity to do this. Thanks.

A pamphlet is available from the front office outlining our approach, when dealing with bullying. This will be provided to all families at the beginning of the year.

HOME - SCHOOL COMMUNICATION

CHANGE OF ADDRESS AND ENROLMENT DETAILS

Parents are required to keep the school informed of any changes to address or caregiver's phone numbers. This is essential to allow quick contact with parents in emergency situations.

COMMUNICATION WITH CLASSROOM TEACHERS

Parents are encouraged to make direct contact with classroom teachers to deal with matters of concern. For quick matters, immediately before or after school are ideal times. For more involved matters, an interview time will need to be made with the teacher. Any parent wishing to discuss concerns with the School Executive regarding their child's teacher will need to have addressed the concerns with the teacher first.

Please keep the teacher *informed of anything that may impact* on the child's emotional wellbeing at school. This allows the teacher to be proactive and support your child through difficult situations.

NEWSLETTERS

School newsletters are issued every second Thursday to the youngest child in each family and to each Kindergarten and Pre Primary child. Please keep an eye out for the Newsletter! It contains useful information about the school's activities. The newsletter will also be available online through the schools website at www.wandinaprimarieschool.wa.edu.au

HOMEWORK

It will be expected that children do some form of homework during the school week. This will include home reading and any activities teachers send home as revision of class work students have been involved in.



ASSEMBLIES

Assemblies occur on a regular basis each term. Their main purpose is to acknowledge student achievement and to communicate information. Dates and times for assemblies are advertised in the school newsletter and term planner. Classes take turns to organise and conduct these events and to present an item.

Parents and interested community members' attendance at assemblies is always appreciated by students and staff. Please check the term planner, sent out with the first newsletter each term for assembly dates and times.

Parents will be contacted by the school, if their child is receiving a merit certificate at the next assembly.

HOMEWORK

Homework is a valuable means of consolidating and reinforcing what has been taught in the class. In the early years it usually takes the form of daily oral reading or spelling. Parents are asked to assist whenever needed. Homework may not be provided on a regular basis, but may be included by the teacher whenever appropriate.

EXCURSIONS AND INCURSIONS

Parents are informed in writing of any excursions. Written permission and payment of any costs are required before a student is permitted to attend an excursion. Parents are requested to return permission slips promptly to facilitate the organisation required for excursions. Students must wear school uniforms on excursions.

Incursion information is included in the school newsletter. Please look out for these details and return any payments to class teacher in an envelope with the exact money enclosed and the child's name on the front.

TRANSFERRING TO OTHER SCHOOLS

Please inform the office staff as soon as you know your child will be moving to another school. This allows all the necessary arrangements to be made for your child's school materials to be taken to the new school and school records to be sent as required.

STUDENT INFORMATION

BICYCLES/SCOOTERS

Students who ride bicycles/scooters to school are required to leave them in one of the bike racks whilst they are at school. It is strongly recommended that they be chained and padlocked for safekeeping. The Education Department does ***not*** accept responsibility for theft or damage to any child's bicycle/scooter brought onto the school property. Parents should make inquiries through their Home Contents insurance policy provider to insure their child's bicycle/scooter.

Bicycles/scooters are ***not*** to be ridden in the school grounds. Students will be asked to walk them on the school pathways to ensure the safety of those who are walking. Helmets must be worn when riding a bike/scooter.

Students are not to play near the bike racks and must not interfere with other people's bicycles.

Students are not to bring rip sticks or skateboards to school.

VALUABLES AT SCHOOL

Students are encouraged NOT to bring toys and valuable items to school. They must take full responsibility for valuable items they bring to school. Radios, mobile phones, cassette players, trading cards and electronic games are ***not*** to be brought to school.

MOBILE PHONE POLICY

Bringing a mobile phone to school is discouraged. If mobile phones are brought to school they are to be registered and stored at the school office from the time of the student's arrival at school, until their departure from school. The school cannot accept any responsibility for theft or loss of mobile phones brought onto the school grounds. Phones brought to school and not handed in will be confiscated and returned to the parent.

Under no circumstances may a mobile phone be used to harass, abuse or distract another person. Section 85ZE of the Commonwealth Crimes Act, states that a person shall not knowingly or recklessly:

- a. Use a telecommunication service supplied by a carrier to menace or harass another person; or
- b. Use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive. Parents are strongly encouraged to check their children's sent and received text messages regularly.

INTERNET AND EMAIL POLICY

Students are not permitted to use the internet or email for bullying or harassment purposes. Use of inappropriate language will not be tolerated in any electronic communication.

Students are not permitted to use email to contact people outside the school during school time without explicit permission of the teacher.

Students are not to search for information that is inappropriate via search engines.

Students who do not comply with these requirements may be banned from using the school computers.

Cyber bullying on facebook or MSN, is becoming a concern for older students. Please let the school know if we are able to support any issues that may arise with these methods of communication.

BUS STUDENTS

Students arriving on the bus in the morning must inform the bus supervisor as to whether they will travel in the afternoon. At the Bus Stop children are expected to make the right choice at all times. This means following the bus rules.

1. Have a drink and toilet stop before arriving at the bus stop.
2. Walk to the bus stop on the footpath.
3. Remain 1 metre from the curb at all times.
4. Line up for bus in order of eldest to youngest.
5. ONLY board the bus you are catching and remain seated on that bus until the bus stops.
6. Report to the Bus supervisor if departing with parent.
7. If late, report to the Bus supervisor with reason.
8. Good behaviour will be rewarded.
10. Remain at the bus stop until your bus arrives. A permission note is required from parent if student is required to leave the bus area.

CRUNCH AND SIP

We are a crunch and sip school. Students can bring healthy fruit and vegetable snacks and a drink bottle of water into class to crunch and sip on, throughout the day.



HEALTHY FOOD

Students are encouraged to bring healthy recess and lunch foods – fresh fruits, vegetables and sandwiches. No cool drinks are permitted and processed snacks are discouraged

PARENT ASSOCIATIONS

PARENTS AND CITIZENS ASSOCIATION

This is your association and it deserves your support!

Involvement in the P&C is one of the best ways of being aware of school activities and what is planned to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Meetings are held regularly during the school year.

From time to time the P&C engages in fund raising and social activities, or arranges busy-bees at which parents can mix with and meet others. It is hoped that you will help support our P&C throughout the year.

SCHOOL BOARD

The Wandina Primary School Board is made up of parents and staff who meet twice a term to formulate the school's educational objectives and priorities. The aim is to make it possible for all members of the school community to share in making decisions about the school's educational environment.

In general terms, the Wandina Primary School Board;

- represents the educational needs and aspirations of students, teachers, parents and the community;
- determines school priorities;
- assists in the formation of the School Business Plan;

- monitors the school's learning outcomes;
- reviews the school's priorities;
- monitor the allocation of resources (financial and human).

With the exception of the Principal, members of the School Council are elected for a period of one year, two or three years. Parent representatives are nominated and elected by the Parents. Staff representatives are elected to their positions by the school staff.

The School Board is essentially a decision making group. It represents the school community in the process of school development planning and policy development. Please speak to your board Members if you would like any information or ideas, discussed at board meetings.

Your school board members are:

- Joanne Keemink
- Louise Mark
- Corcyra Kentish
- Chontarle Bellotti
- Sania Bahrom
- Sarah Clark
- Anne Little
- Stephanie Essex
- Serena Alkira
- Susan Ashworth
- Di Miller



WANDINA PRIMARY SCHOOL DRESS CODE

SCHOOL UNIFORM

Wandina Primary School has a dress code. **Acceptance of enrolment at the school, is on the understanding that the school's dress code will be adhered to.** Classes on excursion must be in uniform, unless the consent of the Principal to vary this has been granted.

Kindergarten students are also required to wear the uniform.

BOYS	GIRLS
(SUMMER)	(SUMMER)
School Polo Shirt with school logo Shorts (Navy microfibre) Hat (reversible) Joggers, shoes or sandals	School Polo Shirt with school logo Skorts (optional) Shorts (optional) School Dress (optional) Hat (reversible) Joggers, shoes or sandals
(WINTER)	(WINTER)
Tracksuit pants (Navy microfibre) School Polo Shirt with school logo Jacket (microfibre) Hat (reversible) Joggers, shoes or sandals	Tracksuit pants (Navy microfibre) School Polo Shirt with school logo Jacket (microfibre) Hat (reversible) White or blue skivvy Joggers, shoes or sandals
(SPORTS)	(SPORTS)
Faction Shirt Shorts (Navy Microfibre) Hat (reversible) Joggers	Faction Shirt Shorts (Navy Microfibre) Hat (reversible) Joggers

School Dress Code Cont.

Footwear: Shoes, joggers or sandals are acceptable. Bare feet, thongs and crocs (or similar) are **not** acceptable.

Jewellery: Jewellery is discouraged. The school accepts no responsibility for loss or damage to jewellery. Jewellery should be unobtrusive and not represent a health or safety hazard. Facial piercing is discouraged and parents will be contacted for approval to any new piercings. Jewellery should be restricted to watches, plain rings, sleepers, studs, short simple necklaces and bracelets.

Cosmetics: Other than for medical reasons (eg. Ruby birthmark), the wearing of cosmetics is not acceptable.

Special Groups: Head-dress of the Muslim community is recognised as appropriate uniform. (White, Blue or Teal preferred.)

Excursions: Full school uniform to be worn unless otherwise authorised by the Principal.

Hair: Long hair should be tied back.

Hats: Must be worn for **all** outdoor activities as part of our Sunsmart policy.

Students not following the dress code may be denied the opportunity to represent their school at official school activities, which include choir, school excursions, sporting and social events.

2014 SCHOOL UNIFORM PRICE LIST

Wandina Primary School

ITEM	2	4	6	8	10	12	14	16	18	\$				
Dress 4 – 8										\$38.00				
10-18										\$38.00				
Shirts Polo										\$22.00				
Shorts - microfibre										\$18.00				
Skort - microfibre 2-8										\$25.00				
10-18										\$25.00				
Microfibre Jacket	Not available at this stage													
Microfibre Trackpants														
											S	M	L	
Bucket Hat Sunsmart														\$12.00

Pre Paid orders are welcome.

The School's P&C Association will operate a uniform shop later in the year. Please contact the school reception for details.

Faction T Shirts will be available at a later date.

LOST PROPERTY

Please put your child's name on **ALL** items of clothing. Look for lost property in the Hall and Pre Primary during office hours. Found items are displayed at least once per term. Unclaimed items will be given our second hand uniform shop at the end of each term.

CONTRIBUTIONS AND CHARGES

The State Government and the Education Department permit the school to seek payment of Contributions for each student enrolled at the school. While the Contribution is only a small amount, it does provide the school with funds to purchase equipment which is valuable in the education of students enrolled at the school. A 'pre paid' contributions scheme that enables parents to pay all contributions and charges (excursions etc) operates at the school. Please enquire at the Administration Office.

Prompt payment of the Contribution will be greatly appreciated.

Payment envelopes will be distributed in Term 1 - February 2014

School Contribution	1 child	\$60.00
	2 children	\$120.00
	(per family)	\$160.00
P & C Contribution		\$ 1.00

Bankcard, Visa & Master Card facilities are available for payment of contributions and charges

HEALTH MATTERS

ACCIDENTS OR SICKNESS

Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact a parent/caregiver or the emergency contact to arrange for the child to be collected from school.

Should such contact be unable to be made, the school will act according to the best interests of the child, but **no responsibility will be accepted for medical costs**, eg. Ambulance. In extreme emergencies, the student may be taken to the hospital before the parents are notified.

EGG and NUT Free School

As we have a number of students who have severe allergies to Nuts and egg, we would ask that parents please do not send in foods to school containing these items, particularly when food is being shared. ie. Birthday cake.

INFECTIOUS DISEASES

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

ILLNESS	RE-ADMISSION
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades.)
Conjunctivitis	Once effective treatment has been commenced.
Diphtheria	Medical certificate only
Viral Hepatitis	Medical certificate only
Impetigo (School Sores)	Must be under treatment inc. use of occlusive dressings.
Influenza	Return when symptoms have subsided.
Measles	Seven days from onset
Mumps	On medical certificate of recovery
Headlice -Pediculosis (Nits)	Once treated (see following)

Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only

ADMINISTRATION OF MEDICATION

The Education Department has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The following conditions apply:

- Should students be self administering medication, a note must be sent to the teacher explaining all relevant details. A sample note is available from the class teacher or the Administration Office.
- If a student is required to carry and self administer prescribed medication on a long term basis the parent/caregiver must complete a “*Student Self Administration of Medication Advice*”. Only one day’s medication is to be carried by the child at any time.

If the child is unable to administer their own medication, then the parent/caregiver needs to complete two forms:

- (a) Request for Teachers to Administer Medication
- (b) Medical Instructions from the Prescribing Doctor.

School staff must not administer analgesics such as paracetamol to students without written instructions from the student’s parent/caregiver. Aspirin must never be administered to students without a medical practitioner’s written instruction because of the possibility of Reye’s Syndrome. (a potentially fatal disease of childhood).

All relevant forms are available from the office and we suggest that parents/caregivers obtain a copy of these **before** going to the doctor with a sick child.

Geraldton Health Services

Health nurses will be attending the school during the year to conduct child health, vision and hearing tests. We will notify parents as to when this will be occurring

HEADLICE

Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

If not properly treated, head lice can become a serious nuisance in the school community as they are passed from one person to another. Any place where people live or play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment:

Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent reinfestation as only 98% of eggs are killed when treated. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.

Brushes, combs, hats, clothing, pillow cases and bedding should be washed thoroughly in warm water and put out to dry in the sun.

Oil and Hair conditioner treatment regimes are also effective to remove lice and eggs. The Child Health clinic or School Nurse can assist with detailed information about these methods.

Please ask us for pamphlets on how to treat headlice.

SMOKING

Smoking is prohibited on Education Department property. Parents and visitors to the school are asked to abide by this regulation. Teachers and other employees of the school are also prohibited from smoking on school premises. Students found smoking on the school site risk immediate suspension from school.

PARENT HELP

Ways you can help out:

Classroom helper

Excursion/school events/ carnival helper

Active After School assistance

Joining and attending P&C

Please see the front office for further information

Reading assistance

Covering library books

Canteen helper

Attending school functions

STATIONERY SUPPLIES

We have organised for stationery and booklist orders to be organised through Jacksons for 2014. Parents are able to place their order at the end of the school year and they are available for pick up from the front office in the two days prior to school recommencing.

Booklists are available from the Office and items can also be purchased from local suppliers.



NAMES REQUIRED

All items must be clearly labelled with your child's name. Some class teachers will collect student consumable items and distribute them as needed.

CONSUMABLE ITEMS

Most of the items on the Booklist are required by students each day and need to be replenished every term. Please keep your child supplied with their essential equipment so they can quickly set about their work. Teachers will send letters home to parents letting them know when they need new equipment.

CANTEEN

Our School P&C will be looking at opening our school canteen at a later date for possibly 2 – 3 days per week. More information will be provided as the year progresses.

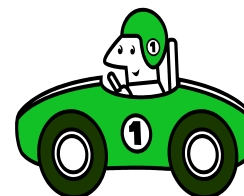
HELPFUL INFORMATION

PARKING

Kiss and Drive – The parking areas at the front of the school are kiss and drive. Please drop your children off in these bays, do not park there to walk your children into school.

Parents are able to park:

- at the back of the Kindy/Pre Primary centres in the car park near the shire oval.
- in the bays opposite Turtle Cove



DO NOT park:

- ⊗ in the drop off and pick up zones in at the front of the school.
- ⊗ in the staff carpark during the morning and afternoon pick up times.

FACTION NAMES

The school factions will be named after the animals found in this area and depicted in our art work around the school. The school board will discuss this and the names will be revealed at our first assembly.

We try to place families in the same faction.

- Green
- Blue
- Red
- Gold

EARLY CHILDHOOD CENTRES

STAGGERED START FOR KINDERGARTEN

Please note that Kindy students will not be commencing full days until week 2 so please take note of the session times.

KINDERGARTEN SESSION TIMES - 2014 GROUP A

Week 1	8:50am – 12.30pm	Monday and Wednesday (See letter for start times)
Week 2	8:50am – 3.00pm	Monday and Wednesday
Weeks 3,5,7,9	8:50am -3.00pm	Monday, Wednesday and Friday
Weeks 4,6,8,10	8.50am – 3.00pm	Monday and Wednesday

GROUP B

Week 1	8:50am – 12.30pm	Tuesday and Thursday (See letter for start times)
Week 2	8:50am – 3.00pm	Tuesday and Thursday
Weeks 4,6,8,10	8:50am -3.00pm	Tuesday, Thursday and Friday
Weeks 3,5,7,9	8.50am – 3.00pm	Tuesday and Thursday

ARRIVAL AND DEPARTURE

It is very important that your child **arrives and is collected on time**. This will avoid any unnecessary distress that your child will experience due to lateness.

In order to provide the highest possible standard of care for such young children, Kindy and Pre Primary children must be accompanied to and from the classroom door by a responsible adult. They cannot be dropped off in the car park.

Please wait with your child outside your child's classroom until their Kindy or Pre Primary begins. Children will not be permitted to leave until a parent or adult comes to the door. If your child is accompanied or picked-up by someone other than yourself, please let the teacher know. If another adult will continually pick up your child, we require a signed note by the parent.

PUZZLE TIME

The first 5-10 minutes of every session has been set aside for parents/carers, if they wish, to come and do a puzzle or read a book with your child before the bell rings.

WHAT YOUR CHILD NEEDS TO BRING

SCHOOL BAG:

Each child should have their own bag to keep their belongings in. A bag that is large enough to hold their lunch box, hat, spare clothes & jumper. Please ensure that the bag is clearly labelled with your child's name. Encourage your child to be responsible for their own bag by having them hang it up and collect it. Encourage independence - have your child carry their own bag.

SHOES:

Shoes that children can take off and put on themselves are highly recommended.

HAT:

It is school policy that all children wear a hat while playing outside. Every child is required to bring a hat to Kindergarten with their name clearly labelled on it. Children who do not have a hat available are asked to remain in the sheltered sandpits or verandah while the other children are at play.

FRUIT:

The children will have fruit time in the morning, when they commence full days, and it is requested that your child bring a piece of fruit or equivalent (polony, cheese, etc) to be cut up and shared for the children's morning snack. The children will place their fruit in the fruit bowl when they first arrive in the morning. You might need to remind your child to do this in the first few weeks until it is part of their routine.

LUNCH TIME:

- Children will need to bring a healthy lunch to Kindy/Pre Primary in a lunch box that has the **child's name on both the lid and the box**. We ask that you do not send chips, lollies or chocolates.
- Please remember to place a spoon in your child's lunch box if they are having yogurt.
- If an orange or similar is included in their lunch, please cut into quarters and wrap it.
- Children may bring a drink if they wish.
- Kindy and Pre Primary students are encouraged to bring a labelled water bottle into the classroom for their personal use. Cold water from the water fountain is available.



SPARE CLOTHES:

In the event of an accident, please have these in their Kindy/Pre Primary bag at all times.

SICKNESS

If your child is unwell, please keep them at home, even if they wish to come. Children with bad colds, sore throats or tummy upsets are best kept at home.

INFECTIOUS DISEASES

The following is a list of infectious diseases and when it is advisable for your child to return to school.

ILLNESS	RE-ADMISSION
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades.)
Conjunctivitis	Once effective treatment has been commenced.
Diphtheria	Medical certificate only
Viral Hepatitis	Medical certificate only
Impetigo (School Sores)	Must be under treatment inc. use of occlusive dressings.
Influenza	Return when symptoms have subsided.
Measles	Seven days from onset
Mumps	On medical certificate of recovery
Headlice -Pediculosis (Nits)	Once treated (see following)
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only

TOYS

Please do not allow your child to take toys to school for play because they usually end up lost or broken and become the cause of much distress for all involved. If your child brings a toy for news then it will be placed in a designated area for safekeeping.

PLAYGROUND EQUIPMENT

All children (toddlers included) are prohibited from using the equipment before and after school sessions, as the equipment is designed to be used with teacher supervision only.

Please help your children to understand and follow these rules.



STUDENT SUPPLIES FOR KINDERGARTEN/PRE PRIMARY

Kindergarten items to provide for Term 1

- 2 **large** box of tissues
- 2 Artline bullet black markers
- 1 pkt **Crayola textas, Classic Washable Markers** PK 8 7808 (This brand is preferred)
- 1 box of **Strand crayons**
- 4 glue sticks 35gm (Apollo brand)
- 1 pkt triangular Faber coloured pencils 10pkt
- 4 triangular lead pencils HB
- 4 scrapbooks Aussie 64page
- 2 Staedtler whiteboard markers- bullet black
- 1pkt cotton wool balls
- 1pkt of paper plates small (18cm)
- 1 Roll of Paper towel
- 1 125g Tin of cream of tartar

Pre Primary items to provide for Term 1

- 2 **large** boxes of tissues
- 1 roll of paper towel
- 1 plastic document wallet Foolsap PVC Beautone
- 4 Glu stiks 35gm
- 1 pkt triangular coloured pencils Faber 12 Pk
- 1 pkt Crayons Texta Zoom windups
- 2 Marker Bullet Tip Black Staedtler
- 1 pkt **Crayola textas, Classic Washable Markers** PK 8 7808 (This brand is preferred)
- 4 triangular lead pencils 2B
- 4 scrapbooks Aussie 64 pages
- 2 Staedtler whiteboard markers - bullet black
- 1 Photocopy Paper A4 80gms Brilliant White Ream
- 1 packet of paper plates small (18cm)
- 1 library bag
- 1 drink bottle
- 1 bottle of liquid soap

Please place all items in a plastic shopping bag with your child's name on the front, to enable us to tick your name off our checklist.

RECYCLED MATERIALS

Recyclable materials are of great value in the early childhood centres. Please bring in:

Cardboard boxes and cylinders

cotton reels

Packing foam

greeting cards

buttons

Egg cartons

beads

corks

Plastic containers

wrapping paper

fabric

Dress up clothes

dolls clothes

PLEASE ~ NO TOILET ROLL INSERTS



PARENT ROSTER

We value the assistance provided by parent helpers and encourage all parents/carers in being a helper. We are aware that due to work commitments some parents will find it difficult to help out in the classroom but the teachers may have other opportunities where you can assist.

Being a helper provides an opportunity to observe and interact with your child as well as see how your child interacts with other children. We request that younger brothers and sisters not accompany you to the centre when on roster as it is your Kindergarten / Pre Primary child's special time with you. Grandparents are very welcome too!

A roster will be available outside your child's centre for you to add your name as a parent helper.

BIRTHDAYS

On your child's birthday you are welcome to send along a cake to celebrate their special day. You might like to send in 1 large cake or enough small cakes for the class. Please inform the teacher the day before if you are intending on bringing a cake so that any students with allergies can be catered for. Birthdays are also a time when it is permissible to bring toys to school.



CLOTHING/WASHING INSTRUCTIONS

Kindergarten and Pre Primary students are encouraged to wear the school uniform which is available for purchase from the school canteen. Please remember it is inevitable that the children will sometimes come home dirty.

A spare set of clothes/underwear, clearly labelled with your child's name, is essential. These items need to remain in your child's bag.

The paints we use in the centres are water-based and washable. Should it be spilt or splashed on clothing:

- Soak the garment in COLD water
- Rub stain with stain remover
- Wash as normal.

DO NOT USE HOT WATER under any circumstances as this will set the stain.

IF YOUR CHILD BECOMES DISTRESSED AT YOU LEAVING

Separation anxiety can be very traumatic for the parent and for the child so we would like to give you an idea of the best thing to do should this happen to you and your child.

If your child becomes upset try to understand that he/she is probably scared you won't come back. Give your child a hug and reassure them that you will be back. Explain that you will be picking them up and if still teary repeat your reassurance by giving him/her a kiss – then take a deep breath and leave. This is the very best thing to do. Staff will help to comfort and reassure your child once you have left. In most cases, once you have left they soon settle into an activity. Delaying your parting makes it harder for you and your child.

If you are still concerned after you have left, please phone and we will let you know how they are going. Some children take a while to settle and the tantrums and tears may last a week or more. Don't be dismayed or give up. It is most important to be consistent. If you leave your child each day with a reassuring smile and return for them on time they will soon relax and enjoy themselves.

ONE LAST NOTE

If you are worried about anything concerning your child, please do not hesitate to see the teacher. If we can't help you, we are in a position to direct you to someone who can.

We do urge that if you need to discuss your child with us, you do so in a private way, away from your child and their classmates.



