Welcome to our centre. We believe in creating a place where your children:

- feel safe and happy
- have a sense of challenge and achievement
- feel as if they belong and have ownership
- are learning to learn at their own pace

We also believe that the education of your child is a team effort between the home and the school with each of the stakeholders having a shared and common purpose.

**What is the purpose of the pre-primary curriculum?**

Development of the WHOLE child.

*Social*
*Emotional*
*Creative*
*Physical (gross and fine motor)*
*Cognitive/academic*

**Equal importance is placed on each area!**

**Importance of Play**
Vital life skills are experienced and practised through play and an environment where children interact with their peers. **Play is the work of young children.**

**Life skills needed for the future**

- co-operation
- sharing
- waiting turns
- collaboration
- communication
- problem solving
- decision making
- accepting responsibility
- the ability to know how to access and process the ever increasing amount of knowledge and information.

**Bullying**
Kinross has a no bullying policy and asks children and parents to report any bullying immediately to the classroom teacher and this will be dealt with.

**Uniform**
We have a uniform policy which requires all children to wear the school uniform. Long hair that reaches the shoulders must be tied back. Hats to be worn throughout the year. No hat no play in the sun.
Importance of teacher collaboration
All teachers meet regularly and collaborate to ensure shared goals and purpose. Each centre may use a different theme but the basic skills and concepts are common. The children will be taught by Mrs Kathy Newman on Monday Tuesday and Wednesday and Mrs Lynette Muller on Tuesday, Thursday and Friday. Teachers have common DOTT (Duties Other Than Teaching) on Tuesday where we plan and prepare collaboratively to ensure continuity with our programmes.

Routines
These reduce anxiety and build confidence in young children. Knowing rules, what comes next and being familiar with procedures helps them to feel secure and safe. It also helps them to be organised. Our class rules have been devised with the children and are displayed in the room. We expect the children to put their drink bottle in the classroom and pack their own bags in the afternoon.

Here is an example of our daily routine:
- doors open at 8.30
- school commences at 8.40 PLEASE BE PROMPT after 8.50 please call in at the office to collect a late note.
- morning routine – hats in bags, bags on rack, do a puzzle or read a book until a signal is given to move to the mat.
- mat session
- activity time
- fruit/cheese and biscuits time
- outside time (hats on, free play and structured play)
- mat session/activities
- lunch time
- quiet time – this is a settling time for children after the lunch break. They listen to music or a story.
- afternoon activities
- home time routine children to pack their own bags
- school newsletters are sent out electronically every fortnight
- Assemblies are held every 2nd Friday and Pre Primary students will attend
- Early close 2.30 every Wednesday children will be taken to the library if not collected

Our school has a crunch and sip policy which means we encourage all students to eat fresh fruit and vegetables every day. Children are asked to bring a piece of fruit or vegetables (ready to eat) this will stay in their bag until recess.
On Friday we ask you to send in cheese and crackers instead of fruit for a bit of variety. (carrot sticks, celery, polony etc make a nice change) Please do not send nuts or popcorn, we have children with nut allergies in our school.

Money collection
All money is to be placed in a sealed envelope and handed to a teacher. It is important that the name of the child, the amount enclosed and what the money is for is clearly written on the envelope.

Book Raffle Each week we run a raffle, children bring in 50c and a name is drawn out weekly to win a book which will be bought by the centre. Money for the raffle may be handed in any morning of the week or you can pay $5.00 a term up front. Make sure you get your name marked off the list. Proceeds go towards baking, art and craft special items, Easter and Christmas activities, fly spray, soap and the list goes on. We appreciate your participation in this.

It is very important that you pay your school contributions as soon as possible. This contribution is directly allocated to our Pre Primary classrooms to cover items not covered by the school grant.
The level of payment greatly influences the quality of the program we are able to provide for your children.

**Lunches**
Canteen lunches are to be ordered at the canteen before school by parents or older siblings. Pre primary children are not permitted to buy recess. When you pack your child’s lunch please make sure you do not over cater, some children get overwhelmed with the amount they think they have to eat. We encourage you to put a frozen container in the lunch box to keep it cool. Children are required to sit for 20mins at lunch time before they go off to play. We recommend you keep lollies, chips and chocolates as special treats, not everyday lunchbox items. We promote healthy eating throughout the school and for this reason we no longer allow birthday cakes or chocolates to be brought into school to share during the school day.

**Parent Help Roster**
Please try to be involved and enjoy your child’s time in pre-primary. Your child feels special when you are here and your help is really appreciated. We look forward to sharing special time with you in our room. Don’t forget to sign in at the office and pick up your parent helper badge before coming in on roster.

**Illness**
Please keep your child at home if they are unwell. This is a health and safety issue and we do not have the facilities to look after sick children. **Head Lice** is an on-going problem at school and we ask you to be vigilant and check your child’s hair weekly for any signs of eggs. Long hair must be tied back at all times. Parents will be notified immediately if head lice are found. If your child requires medication throughout the year please send it to school as a measured dose and we will supervise the child taking it. We also require you to fill in a form with clear written instructions. Jewellery is not to be worn at school (except sleepers or studs) for safety reasons.

Pre Primary is now a compulsory year of schooling therefore you need to inform us about any absences your child has from school.

Please make sure we have an emergency number in case you are unavailable and don’t forget to let us know if these change throughout the year.

**Stepping Stones Maths**
All teachers have undertaken training in First Steps and Stepping Stones Maths. This is a whole school initiative incorporating on-line resources. This book will remain at school until the end of the year.

**English**
Kinross has a whole school approach to teaching literacy with a First Steps focus. All staff have been trained in the First Steps program to ensure a common language and approach is used across all year levels. In pre-primary we use an eclectic approach to teaching letters and sounds. In the beginning we are focusing on phonological awareness – what is a word, rhyme detection and rhyme production along with concepts of print. Sound Waves is another whole school approach we use to teach spelling and reading. The pre primary team will be using this resource throughout the year and more information will follow about how you can help at home. We will visit the library every Tuesday, please ensure your child has a library bag by next Tuesday.

**You Can Do It**
As part of our social and emotional learning the whole school focuses on the You Can Do It program which encourages the principles of Confidence, Getting along, Organisation, Persistence and Resilience. Each month at the assembly every year level will award a Golden Key badge to 1 child who has displayed one of these principles. Parents will be informed if their child is receiving the key.
News days
This is done very informally in the early days, if your child has some news to show or tell they can bring it to school and keep it in their boxes until news time. (please ensure the items are appropriate to share for news) These things stay in their boxes and are not brought to school to play with. Children will not be forced to tell news yet if they don’t want to.

Reporting to Parents
The children will be bringing home an assessment journal as part of the reporting process. This tracks your child’s development throughout the year. You will, for example, be able to see samples of how your child wrote his/her name and drew them self in the first weeks of pre-primary and compare this to the end of the year sample.

All Pre Primary students are assessed at the beginning of the year with an on-line assessment tool in literacy and numeracy skills. This is a government initiative and takes place between weeks 3 and 6. Teachers receive detailed reports of children’s understandings and are able to plan programs based on the children’s abilities. These will be shared with parents.

PLEASE, ALWAYS REMEMBER THAT THERE ARE MANY IMPORTANT THINGS A CHILD LEARNS THAT CANNOT BE GLUED INTO A BOOK OR BROUGHT HOME IN A BAG.

School Multi Disciplinary team
We have a variety of resources we can draw on to help us with your children, these include:

- School Nurse
- School Psychologist
- Dental Screening
- School Chaplain

Access to these can be made through the class or the office, where a Case Conference can be arranged if necessary.

Other issues
- We write in New South Wales Font – a copy is available. Please encourage your child to write their name using this style in lower case except for the first letter.
- Swimming Lessons are planned to begin in Term 2. More information will be provided prior to commencement
- Please read the notice board every day. This is the best way we have of communicating information to you and reminding you of events.
- A “Getting to Know You” afternoon tea and concert will be held on Friday 28th February at 2.00pm. Please bring a plate of food to share (that supports our healthy eating policy) and your own cup.
- Staff car park must not be used by parents.
- Ensure your child has a change of clothes in their bag in case of accidents!
- Be sure to check the schools website for up to date information about school events.
- Class Blog will be up and running shortly with information and class photos.
- Email address kathy.newman@education.wa.edu.au
  lynette.muller@education.wa.edu.au

We look forward to sharing an exciting year as we work together with you and your child.

Kathy Newman (Teacher)                Lynette Muller (Teacher)
Jan Drean (Assistant)                Jasmin Phillips (Assistant)
Ros Chalmers (Assistant)