Welcome to our centre. We believe in creating a place where the students:

- feel safe and happy
- have a sense of challenge and achievement
- feel as if they belong and have ownership
- 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:

- socially
- emotionally
- creatively
- physically (gross and fine motor)
- cognitively/academically

With equal importance placed on each area!

The Importance of Play.
Vital life skills are experienced and practised through play in 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
- an ability to know how to access and process the ever-increasing amount of acquired knowledge and information.

Importance of teacher collaboration
All Pre Primary 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 to all.

The children will be taught by Mrs Annette Church on Tuesdays when the class teachers have common DOTT (Duties Other Than Teaching) where we plan and prepare collaboratively to ensure continuity with our programs.
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.

Here is an example of our daily routine:

- **8.30** - doors open for early arrivals.
- **8.40** - school commences. **PLEASE BE PROMPT**
- Morning routine – hats in bags, bags on rack, choose a puzzle, read a book or do table activities until a signal is given to pack away and move to the mat.
- Mat session – Music/ Literacy focus
- Activity time – group work – literacy focus
- **10.30** – fruit time (cheese and crackers on Fridays)
- **10.40 – 11.00** - outside play. (sun-safe hat required)
- Mat session/activities – maths focus
- **12.40 – 1.20** - lunch time and outside play.
- Afternoon session - usually begins with a story, music or viewing activity.
- Show and tell news
- Afternoon activities
- **2.40** - pack away routine
- **2.55** – end of school day. Dismiss to parents.

Our school has a ‘Crunch and Sip’ policy which means we encourage all students to eat fresh fruit and vegetables every day. Students are asked to bring in a piece of fruit or vegetable (ready to eat) and place it in their box until recess.

On Fridays students may bring in cheese and crackers instead of fruit for a bit of variety. (Carrot sticks, cheese and celery, polony, dried fruits etc make a nice change.)

**NB. Please do not send nuts or popcorn as we may 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 Book Raffle. The cost is $5 a term or $20 for the year. A name is drawn out weekly to win a book which is purchased by the centre. Proceeds go towards baking, art and craft special items, Easter and Christmas activities, fly spray, soap, and the list goes on. We really appreciate your participation in this activity and the students are thrilled to choose a lovely book to keep.

School Contributions
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 directly dictates the quality of the program we are able to provide for your children.

Lunches
The school canteen is open Tuesdays to Fridays. Lunches can be ordered at the canteen **before** school by parents or older siblings. Pre-Primary children are not permitted to buy recess.
If 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**

Parents are welcome to come in on roster and we look forward to sharing a special time with you in our room. Don’t forget to sign in at the office and pick up your parent helper badge before arrival. If you are unable to come in we also appreciate help in other ways. (E.g. book covering, helping with phonological awareness rotation groups, washing the towels etc.)

**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 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 during the year please send it to school as a measured dose only and we will supervise the child taking it. Parents will also be required to fill in a form beforehand. (Forms will be available in the classroom.)

Jewellery is not to be worn at school (except sleepers or studs) for safety reasons. **Please make sure we have an emergency number in case you are unavailable and don’t forget to let us know of any changes during the year.**

**Library**

Pre Primary students are allowed to borrow a library book each week so please make sure your child has a suitable library bag. The book must be returned each week in good condition in order to borrow another. PP3 students will visit the library every Tuesday morning with Mrs Church for a Book Exchange and Computer Lab session.

**English**

Kinross has a ‘whole school’ approach to teaching literacy through the ‘Sound Waves’ program. All teachers have been trained to ensure a common language approach is used across all year levels.

In Pre-Primary we focus on teaching letters and sounds with a strong emphasis on phonological awareness skills.

**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. All students are required to have a maths work book which will remain at school until the end of the year.

**News days**

This is done very informally in the early days. If your child has some news for ‘Show and Tell’ they can bring it to school and **place it in the news box** until news time. Compulsory news groups will be allocated later in the year.

**You Can Do It**

As part of our social and emotional learning, the whole school focuses on the ‘You Can Do It’ program. This encourages the principles of Confidence, Getting along, Organisation, Persistence and Resilience. Each month at Assembly every year level will award a Golden Key badge to one child who has displayed one or more of these principles. Parents will be notified beforehand if your child has been selected.
Reporting to Parents
The students will be bringing home an ‘Assessment Journal’ as part of the reporting process. This tracks your child’s development throughout the year. Parents will be able to see examples 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 samples.

All Pre Primary students are assessed at the beginning of the year with a compulsory On-line Assessment tool in Literacy and Numeracy skills (OLI). This is a government initiative and takes place between weeks 3 and 6. Teachers receive detailed reports of children’s understandings and are therefore able to plan more suitable programmes based on the children’s abilities. These results will be shared with parents.

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 teacher or the office, where a Case Conference can be arranged if necessary.

Other items
- Children will learn to write using the New South Wales font – a copy is attached. Please encourage your child to write their name using this style in lower case except for the first letter.
- Swimming Lessons for Pre-Primary will begin on Monday June 9th until Friday June 20th. More information will be provided prior to commencement.
- A “Getting to Know You” Afternoon Tea and Concert will be held on Friday 28th February at 2.00pm in the classroom. Please bring a small plate of food to share with other parents (that supports our healthy eating policy) and your own cup. We will provide the tea and coffee.

Please read the notice board every day. This is the best way I have of communicating information to you and reminding you of events.

Should you wish to contact the class teachers our Email addresses are: 
Janet.Wilson2@education.wa.edu.au
Annette.Church@education.wa.edu.au

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

Jan Wilson (Teacher)    Annette Church (Tuesday Teacher)
Anne Watson (Assistant)  Diane Baxter (Tuesday Assistant)