

**An Independent Public School**

**KINDERGARTEN and**

**PRE PRIMARY**

**PARENT INFORMATION BOOKLET**

**2023**

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| **Address:**  |  | **80 Railway Street**  |
|  |  | **COTTESLOE WA 6011**  |
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**WELCOME**

Welcome to North Cottesloe Primary School.

We look forward to an enjoyable and enriching year with your child. This booklet has been provided to help caregivers understand the function and operation of the Kindergarten and Pre Primary, which is an integral part of the school.

We recommend you keep this booklet handy.

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| **SESSION TIMES** Doors Open 8.45am Classes Commence 9.00am End of Day 3.00pm  **TERM DATES FOR STUDENTS 2023**  |  |
| **TERM 1** Wednesday 1 February  | Thursday 6 April  |
| **TERM 2** Tuesday 24 April  | Friday 30 June  |
| **TERM 3** Monday 17 July  | Friday 22 September |
| **TERM 4** Monday 9 October **Staff Development Days – Students do not attend on these days** Friday 3 March (Term 1) Monday 24 April (Term 1) Monday 2 June (Term 2) **PUBLIC HOLIDAYS**  | Thursday 14 December  |
| Monday 6 March  | Labour Day  |
| Friday 7 April  | Good Friday  |
| Monday 10 April  | Easter Monday  |
| Thursday 25 April  | ANZAC Day  |
| Monday 7 June  | WA Day  |
| Monday 25 September  | Queen’s Birthday  |

**Kindergarten Days 2023**

# School

North Cottesloe Primary School is committed to providing opportunities and experiences that support students to aspire to excellence in all their endeavours. Students are supported to become life-long learners who are valued members of our community. Our students are resilient, emotionally intelligent, critical and creative. Our staff are committed to working collaboratively in an environment where professional learning is valued. We are committed to developing strong partnerships with parents and the community; working collaboratively to create an enriched learning environment for our students.

# Vision

At North Cottesloe Primary School, we will strive to inspire a passion for learning and to nurture caring and respectful citizens.

For our school community this means:

* Students are inspired to be passionate, self-reflective learners who strive to achieve their full potential.
* Staff will employ highly effective teaching practices that are consistently applied in all learning environments within a culture of trust, collaboration and reflection.
* Families support the school as partners in their child’s learning.

# Values

**Excellence** - We strive to achieve our personal best in everything we do.

**Respect** - We treat ourselves and others with dignity and consideration.

**Integrity** - We do the right thing by others and ourselves.

**Care** - We show concern for, and look after, ourselves, others, property and the environment.

# Beliefs

* The needs of the students come first.
* Families are our partners in the education of the students.
* North Cottesloe Primary School is a place of learning excellence.
* We will model the behaviours we expect.

# Our Philosophy

Our centre aims to provide a quality Early Childhood Program focusing on whole of child development, incorporating a balanced academic program with play-based opportunities for learning.

We believe intentional teaching, child directed play, and guided play are important elements of our program. Our programs are evidenced based (what can children do, say, write, create now and where do they need to go) and guided by the Early Years Learning Framework, West Australian Curriculum, the West Australian Kindergarten Curriculum Guidelines and the National Quality Standards.

We believe that quality teaching is as important as the curriculum itself, and are constantly reflecting on our own teaching. We work collaboratively to improve teaching and learning experiences for all stakeholders.

We believe that our teaching pedagogy and assessment practices need to be connected and cohesive to ensure a comprehensive learning program is developed for each child. We strive for consistency across our classes and for staff to work collaboratively to develop guidelines, documents, programs and protocols.

We acknowledge the importance of collaboration with families, supporting our common purpose of advancing children’s learning inside the classroom and beyond.

We aim to foster a strong sense of community through our connection with outside agencies, the Wanslea community organisations, our local childcare agencies, our network schools and the Seaview Community Kindergarten.

We believe quality interactions and positive, respectful relationships are key components of a successful curriculum.

Staff are committed to improvement; endeavouring to provide the best environment and learning experiences possible for each child.

# Program Information

Our programs are based on the principles of the Early Years Learning Framework (EYLF) and the Western Australian Curriculum.

Fundamental to the EYLF is a vision for children’s learning. The following three characteristics underpin children’s learning and development.

* **Belonging** is integral to children’s existence as it is important that children have an understanding of where and with whom they belong. Belonging recognises children’s growing interdependence, the crucial importance of positive relationships and connections with family and community. Belonging is also central to the building of identity and is pivotal in children’s understanding of who they are now and what they might become.
* **Being** recognises the importance of the here and now in children’s lives. Early childhood is a time of significant growth and development, challenges and joys as children try to make sense of their world. It is more than just preparation for the future.
* **Becoming** describes the swift and significant change in children’s identities, knowledge, capacities and skills that are shaped across childhood as children grow and learn. Children learn to participate actively in society.

The five learning outcomes of the EYLF aim to capture the integrated and complex learning and development of all children from birth to age five. They are:

* Children have a strong sense of identity
* Children are connected with and contribute to their world
* Children have a strong sense of wellbeing
* Children are confident and involved learners
* Children are effective communicators

Children’s learning is not predictable and linear, so children will progress towards these outcomes in different ways and at different rates.

# Thriving in the First Few Weeks

On the first day at Kindergarten and Pre Primary your child will need to bring a school broad brimmed hat, bag containing a change of clothes, a drink bottle of water, morning tea (in a separate container) and their lunch box – all clearly labelled with their first name and surname.

The following tips are included to help make those first few weeks as smooth as possible:

* Always display a positive attitude towards your child going to school. Young children are very good at picking up and reflecting the emotions of the people who are important to them. If they sense that you are anxious about a situation, then your child will more often than not, feel the same way too.
* Always say “goodbye” to your child and be clear about what is happening. Say things like, “It’s your special time to play with the other children/toys”, and “I will be back to get you this afternoon to take you home”. Please do not leave without saying goodbye to your child, as this can cause distress.
* If your child becomes upset at leaving you, the best thing to do is give them a kiss and hug, say “goodbye” and go. The first few weeks can be overwhelming for some children. We will be there to assist you if this happens. Most children who do shed a tear or two are fine within the first five minutes of you leaving.

# Parent/Carer Roster

You are more than welcome to attend Kindergarten and Pre Primary sessions with your child. We like to encourage each caregiver to place their name on the Roster each term.

A duty roster will beposted on the notice board. If you find you cannot help on a rostered day please swap with somebody, or maybe a grandparent would like to do it for you. Parental/carer involvement is an important part of our program as:

* It gives you the opportunity to share in your child’s experience.
* Your child will benefit from your support and interest.
* An extra pair of hands always adds to the smooth running of the program.

We would prefer it if you could make other arrangements for siblings when coming on roster where possible.

To allow each child time to settle into the Kindergarten and Pre Primary environment and become familiar with their new peers and teachers, we will commence our parent roster after Week 4 in Term 1. This also helps with establishing boundaries and routines.

# Kindergarten Timetable

Kindergarten students will be attending for an average of five days per fortnight. This will see students attend two full days being either Mondays and Tuesdays or Thursdays and Fridays and alternating Wednesdays for a full day making it a five-day fortnight. A timetable is included at the front of this booklet.

# Arrival and Departure

Parents/carers must wait with their child until the doors are opened at 8.45am. Caregivers are then welcome to come in and help get their child ready for the day. The bell will sound at 9.00am for the children to say goodbye to their parents/carers and move to the mat. Please be on time and ensure that you collect your child promptly at 3pm each day.

Due to safety reasons, children are not permitted on the outside play equipment prior to the commencement of the day and at the end of the day.

To assist with smooth departures at the end of the day, staff will stand at the classroom doors and send children to their caregivers as they see them arrive. Due to the large volume of students exiting at once, we ask that caregivers wait at the following places to collect their child:

* EC1 (Pre Primary) caregivers meet their child at the bottom of the entry stairs.
* EC2 (Pre Primary) caregivers meet their child at the bottom of the ramp outside their classroom (side playground).
* Room 1 (Kindergarten) caregivers wait outside of the classroom.

# Custody/Someone Else Collecting Your Child

Please inform us if only one parent or guardian has legal custody. We also need to know if your child is to be collected by someone other than yourself. A communication book is placed inside the Kindergarten and Pre Primary classroom entrance in which you can note down the information.

# Absentees

To ensure a successful introduction to school and to allow for continuity in the educational program, it is important that your child attends regularly. If your child is to be absent, you are required to advise the school office via Connect or by calling the office on 9382 7100.

To comply with our Duty of Care regulations, the school must be able to account for any student absences from school, whether part or full days. If your child arrives after school has commenced or needs to leave before the end of the school day, please sign them in or out at the school office in the appropriate register.

# Sick Children

Communicable illnesses can be spread easily when children are in close contact with one another. Please keep sick children at home to reduce the spread of infection and to allow them time to recover. If your child has vomited or had diarrhoea, please keep them at home for 24 hours after the last episode.

With contagious illnesses or diseases such as chicken pox, measles and head lice, please notify staff so that we may inform other families. The Health Department of WA website has information regarding when to exclude children with common illnesses.

<https://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines>

*Please also regularly check your child’s hair for head lice. If you are unsure of what to look for you can speak to a staff member.*

# Medication (short term)

Caregivers need to complete an Administration of Medication form, available from the school office, if medication is to be administered by school personnel. Only prescribed medication can be administered by school staff. Medication needs to be clearly labelled with name of child and dosage.

# Medical Conditions

Please advise the front office if your child has a medical condition and they will provide you with the appropriate forms for a daily management plan and/or an emergency action plan, e.g. anaphylaxis, asthma.

# Communication

To facilitate clear communication between caregivers and staff, the following processes are in place:

* A school newsletter is available every third week on a Friday afternoon via Connect. Please read the newsletter carefully, as it has information regarding upcoming events.
* Excursion permission slips, and updates on events and processes occur through Connect.
* Teachers share class information with caregivers via Connect.
* Emails are also sent to families. Please ensure the school office has your current email address on file at all times.

# Appointments

Before and after school are busy times, so to properly discuss your child’s progress or social/emotional wellbeing, please make an appointment with your child’s teacher.

# Reporting

This is an ongoing process and includes formal and informal reporting.

Progress Meetings – These will be held at the end of Semester 1. The teacher will provide you with an update on how your child is progressing academically and socially/emotionally, and discuss the next focus in your child’s learning.

Reports – You will receive a formal report at the end of each semester showing how your child has progressed over their year.

# Personal Requirements

A list of student requirements is distributed in November for the following year. Orders can be placed online through Campion, or purchased elsewhere if you choose. In Kindergarten and Pre Primary we share items communally, so *there is no need to label items, except for your child’s Portfolio and display folders which will have their individual work placed inside.*

# Clothes

* It is an expectation that all students wear the full school uniform. The uniform can be purchased online through Uniform Concepts, via the school website.
* Clothes with paint on them should be soaked in COLD WATER and preferably given a rub with laundry soap before washing.
* Check that your child’s clothes allow them to go to the toilet easily. Independence is hindered when your child needs to ask for assistance to go to the toilet (undoing buttons, belts, clips).
* Please ensure your child wears footwear appropriate for climbing, e.g. sneakers. Laces are not appropriate for young students unless they can independently take them on and off.
* *Clearly label all items of clothing with your child’s first and surname.*
* *Please ensure you place a spare change of weather/season appropriate clothes and underwear in your child’s bag in case of an accident.*

# Hats

We ask that each child purchase a school wide brimmed hat. To support sun protection, at North Cottesloe Primary School there is a ‘NO HAT, PLAY IN THE SHADE’ rule. This rule applies for every school day, for the entire year.

# Bags

Children will need to bring a bag every day. Please clearly label bags on the outside and ensure they are not too small. The bags need to be able to hold a lunch box, drink bottle, spare clothes, library book and children’s work. Children should be able to open and close their own bag.

# Library

Pre Primary children change their library books weekly and Kindergarten children change their library books fortnightly. Every child must have a waterproof library bag, which can be purchased through Uniform Concepts, via the school website. Please make sure the bag is labelled with your child’s name and remember to return the book to school on your child’s library day. Please be aware that lost or damaged books will need to be replaced or paid for.

# Healthy Foods

North Cottesloe Primary School has Healthy Eating Guidelines which you can access on our website. Accordingly, we encourage you to send nutritious food with your child and to avoid food and drinks with high sugar or fat content. Children at our school, are told not to share food from their lunchboxes. If your child is celebrating their birthday on a school day, we ask that you do not bring food to celebrate.

# Morning Tea and Lunch

Please provide a healthy morning tea in a separate container for your child. We encourage that you pack at least one piece of fruit each day. Other suggestions can include cheese and vegetables such as carrot or cucumber.

Children will also need to bring along a packed lunch. Lunch boxes and morning tea containers need to be clearly labelled on the outside with your child’s name and be able to be opened by your child. Daily lunch - Please send a healthy, well balanced lunch for your child, e.g. sandwich, crackers, fruit, cheese, yoghurt. We prefer no crisps, chocolate bars, lollies, juice or flavoured drinks to be consumed at school. The school canteen is open Monday, Thursday and Friday for lunch purchases only. No canteen morning tea or ice creams are available for Kindergarten or Pre Primary students. All canteen orders are completed online at: www.quickcliq.com.au

# Drinks

Drink bottles of *water* are used every day at school. Please clearly label your child’s drink bottle with their name. Children will be able to bring their drink bottle into the classroom. Drink bottles can be left at school and taken home each Friday for cleaning.

# Allergy Aware School

We have a number of students in the school with severe life threatening allergies (anaphylactic reactions) to products, particularly nuts and eggs.

We are seeking your support in creating a safer environment by:

* Talking to your child about allergies and what they can do to protect their friends who have allergies.
* Encouraging your child to not share or swap their food with others.
* Encouraging your child to wash their hands before and after eating.
* Not providing nuts, peanut paste, Nutella sandwiches or snack bars with nuts at school.
* Not providing food where egg is the main ingredient e.g. egg sandwiches, quiches, fried rice with egg, frittatas, boiled eggs

# Vehicle Safety/Park and Walk

We ask that you observe the 40km speed limit around all school sites. Please escort your child to the entrance of their classroom and be advised that Kindergarten and Pre Primary children are not permitted to leave the grounds without a known adult, or be left without an adult in attendance. If anyone but you (parents/guardians) will be collecting your child, please complete the communication book at the entrance to the centre.

At arrival and departure times, parents will need to PARK on Railway St and WALK their children up the path to their classroom.

**THERE IS NO PARKING FOR OUR SCHOOL STAFF OR CAREGIVERS AT THE KINDERGARTEN/PRE PRIMARY SITE.**

**THIS CARPARK IS OWNED BY SOLARIS AND IS FOR CANCER WELLNESS CLIENTS.**

**PLEASE PARK ON RAILWAY STREET AND WALK UP THE DRIVEWAY.**

We appreciate your support in helping us to maintain a positive relationship with our neighbours.

# Laundry Roster

As we do not have laundry facilities, we ask our Pre Primary families to share the washing of tea towels, hand towels and aprons. A roster will be drawn up and you will be asked to volunteer for laundry duty throughout the year. The laundry needs to be returned as soon as possible. Thank you for your help in this area.

# Toys

*Please do not allow your child to bring toys to school.* We cannot be responsible for loss or damage and children do become very upset if something unforeseen happens to their special possessions. The children will have an opportunity to bring something from home for news telling sessions throughout the year.

# Emotional Needs

Beginning Kindergarten and Pre Primary requires some adjustments for the child. This may take time so your child will need your support, understanding and encouragement. Communication between the teacher and the parent is very important. If problems arise, please feel free to discuss these with us. Appointments can be made for more formal discussions about your child’s progress.

We aim to provide a safe and nurturing environment for each child, to encourage positive self-concepts, which are vital for development.

We look forward to working with you as a partner in your child’s education and to guiding the children through this exciting time in their lives.