



Kensington Pre-Primary Parent Information



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Kensington WA
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Telephone:
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KENSINGTON PRIMARY SCHOOL PRE-PRIMARY EARLY CHILDHOOD CENTRES

Term One dates to remember in 2018:

Term One commences:	Wednesday 31 January
Labour Day:	Monday 5 March
Good Friday:	Friday 30 March
Easter Monday:	Monday 2 April
Easter Tuesday:	Tuesday 3 April
Term One concludes:	Friday 13 April



General Information

Absentees: Notification is required on each occasion that a child is absent from school. Please use the school app “Smartlink” or send an email via the website to let the school know of any absences.

Allergies: Kensington Primary is an ‘**Allergy Aware**’ school. There are some children in the school with *severe* allergies. Many of these allergies are food related and as such we remind children that they are not to share their food with others.

Alphabet formation: Only use capital letters to begin a name, place, or sentence. All other writing **MUST** be in lower case, and the children will be taught the NSW Foundation Style font. Writing will be assisted if the children have the *correct pencil grip*.

Arrival/Departure: We encourage Pre-primary children to be accompanied to and from the centre by an adult. Please note that doors will **NOT** be opened before 8.30am. Classrooms can only be entered if a staff member is present. We request that children do *not* play in the Pre-primary yard before a session. If children arrive at school **before 8.30am** they will be required to **wait in the undercover area** as is required of all Kensington Primary School students who arrive early. The official school day commences at 8:50am and concludes at 3:00pm. Promptness is appreciated as children can worry if they are late to class or the only one left at the end of the day.

Bag: Please make sure that your child’s bag contains the following **EVERY** day:

- A sun safe **hat** - the school adopts a “no hat, no play” policy.
- A snack for morning tea
- A water bottle
- **Lunch**
- A change of **clothes** (seasonally appropriate)

A large bag is preferred so that your child can independently pack all of their belongings and work.

Clothing: School uniform is required. All measures are taken to keep your children clean however the classroom can be a messy place! ‘Sneakers’ or similar are preferred footwear. **SUN SAFE HATS ARE ESSENTIAL** – A No Hat, No Play policy exists at Kensington. A change of clothes (to be kept in bag) is also recommended. Please **clearly name ALL clothing**.

Communication: As we are an environmentally aware school, our preferred method of communication is via email. The email address of your child’s teacher will be given out at the

beginning of the school year. The school newsletter is emailed to you on a fortnightly basis and is also accessible via the school app and website. If you are unable to access emails at home please see your child's teacher.

Confidentiality: Education Department staff are bound by a number of State and Commonwealth Policies & Legislation. Issues concerning your child only can be discussed.

Contact List: Parents generally find this optional resource a useful tool to have. The parent rep usually takes on the responsibility of organising this list for your child's class.

Contributions: These are always welcomed – we accept almost anything! 'Scrap' paper that can be used on at least one side, craft bits 'n' bobs, boxes etc. During the year a list of 'high usage' items will be put out.

Discipline: A positive approach is effective at this level, and rules and consequences are discussed with the children at the beginning of the year. Children learn that certain behaviours are appropriate and should be repeated, and other behaviours are inappropriate and should be avoided. The class Behaviour Management Plan is in line with the school's Positive Behaviour Policy.

Duty of Care: For kindergarten and pre-primary students it is preferred that the parent/responsible person remains with their child until the commencement of the school day. As a school it is our responsibility to ensure duty of care, so if your child is being dropped off or collected by a sibling, relative, family friend or somebody under the age of 18, please ensure that you provide written permission to your child's teacher.

Enrolment Details: Please advise staff immediately should any changes occur – particularly with phone numbers. Current parent/guardian address and contact numbers are mandatory.

Excursions / Incursions: May be held throughout the year. Some are whole school based while others are for Pre-primary children only. Costs are kept to a minimum but vary depending on the nature of the excursion / incursion.

Integration: All school facilities are available to Pre-primary children. These include but are not limited to library, sports days, assembly and theme days. Integration between each of the units occurs on a daily basis and requires children to be respectful of all others who they interact with (this includes all staff and peers). Respect for others is demonstrated by the use of virtues such as manners, kindness and cooperation.

Interviews: Arranged at a time to suit the parent and the teacher. Any concerns regarding your child will be addressed as the need arises. Planned interviews will be timetabled during Semester One.

Library Bag: Essential for when the children begin to borrow books from the school library. One of the plastic zip bags from the booklist is for use as a library bag – PLEASE NAME CLEARLY. Your child may like to decorate it as well!

Lunch: Healthy food is encouraged - sharing of food is not permitted. The lunch period in the Pre-primary area is supervised by teaching and non-teaching staff.

Medical: Please keep your child home if unwell - *even if your child wants to come to school, as this will help to keep infections at bay.*

Administration of medicines: Please note that staff are not able to administer 'over the counter' medications. A form will need to be completed for administration of medication if your child has been prescribed medication which may need to be administered at school. It must be completed for each new prescription or where there is a change to current medication.

Nits appear from time to time throughout the school – Children **MUST** be treated before being allowed to attend school. Regular checks by parents, and treatment if necessary, will help alleviate this problem.

Support Agencies Available: The school has access to agencies that relate to the physical or mental wellbeing of your child.

Notice board: Notes and emails are sent home on a regular basis and/or placed on the notice board outside the front door. Please check these daily for up to date information.

Transition: Takes place in term four between Pre-primary children and the Year One classes, and Kindergarten and Pre-primary classes.

P&C: Parent rep - Volunteer required to attend monthly P&C meetings to serve as liaison between Pre-primary and the P&C.

Parking: Parents are **not permitted** to use the staff car park. Please observe the *no parking* signs. Parking is available on Fourth Avenue. Children and parents are asked to use the pedestrian gates and under **no circumstances** should they walk through the staff car park. The gate located outside PP3 is a **not** a thoroughfare for the general public.

Permission Book: Written / verbal permission **must** be received by staff to confirm another person has authority to pick a child up. As part of our duty of care we must be satisfied that no foreseeable harm will come to the student when released at the end of the school day.

Photos: Official class and individual photos are taken during the year – purchase is optional. In addition, photos are regularly taken of the children participating in a variety of classroom activities.

Roster: Laundry and parent rosters operate in all centres – please check individual notice boards for details. Your involvement will be greatly appreciated.

Social Skills: Learning how to interact with others in an acceptable manner is a complex process that may need intentional teaching. Skills can be broken down as follows:

- Preliminary skills – awareness of feelings, positive self esteem, ability to relax
- Basic interaction skills – include language, non-verbal communication, listening skills
- Entering social situations – assess the situation and work out how and when to enter
- Maintain social interactions – sharing, co-operation, exchanging ideas
- Friendship skills – attentive, helpful, sensitive, accepting others
- Coping skills - managing conflict, coping with rejection, seek help
- Exit – and feel that it was a satisfying experience.
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These skills are continuously developed throughout our programme. We encourage you to reinforce these skills at home.

Staffing: To be confirmed

Swimming Lessons: These are scheduled in term four and are an extremely important part of our Health programme for all Pre-primary children.

Tiredness: Pre-primary is a very stimulating environment for young children and learning routines, forming friendship groups, adjusting to new ways of learning, becoming independent and adjusting to full time life at school can be very tiring for children of this age. If you feel that your child is having difficulty settling into a full time routine, please do not hesitate to speak to your child's teacher.

We encourage *early bedtime routines* so the children arrive at school the following day fresh and eager to learn. Research indicates that children of this age require around **10 hours sleep per night**.

Touch base: Should you have any queries or concerns please do not hesitate to speak with your child's teacher.

WEBSITE: www.kensingtonps.wa.edu.au

We look forward to sharing your child's learning journey with you.

'The Early Childhood Team'
(November 2017)

