



PRE-PRIMARY PARENT INFORMATION 2017



Pre-Primary BLUE: Teacher: Lucine Franklin
Teacher Assistant: Judy Outred

Pre-Primary GOLD: Teacher: Pamela Elliott
Teacher Assistant: Janet Hyslop

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CHANGE OF PHONE NUMBER/ADDRESS

Please inform the school and teacher of any change of address or telephone number and/or emergency contact numbers **as soon as possible**.

COLLECTING AND DELIVERING CHILDREN

School Times for Pre-Primary: 8.30am–3.00pm. Class begins at 8.40am.

It is essential to be **punctual** and comply with Pre-Primary times. Children should be delivered and collected by a **nominated adult** at all times. We do not allow older siblings to collect children from Pre-Primary. If you are unable to collect your child please write in the communication book located near the entrance door, the name of the person who will be picking your child up for that day/week. This will allow the teacher to dismiss your child to someone other than yourself.

Parents are asked to wait with their child outside the door until it is opened by staff in the morning. We encourage the children to be responsible for placing their own bag in their bag locker and for putting their water bottle on the trolley.

ON-ENTRY ASSESSMENT

The main purpose of the On-entry Assessment program is to provide teachers with information about the skills and understandings that a child brings to school. Information gathered from the child's responses at the time of assessment is used to: inform the planning and delivery of targeted and intentional play based programs to support each child's learning journey.

LITERACY AND MATHEMATICS DEVELOPMENT

Diana Rigg Comprehension questions and book

During the term we will send home a weekly book with comprehension questions for your child to read and answer verbally. The books will be given out on Monday to 10 children per week and need to be returned on Friday. Please view youtube **PLD Learning to read, spell & write**.

Literacy focus in Pre-Primary

- Rhyming
- Syllables
- Identify letter sounds
- Recognise letters of the alphabet
- Concept of print
- Sequence a story
- Write a short sentence

Mathematics focus in Pre-Primary

- Recognise numbers 1 to 20
- Recognise and name shapes
- Recognise, describe and extend patterns
- Simple addition and subtraction to 10 using concrete materials
- Comparing the lengths of objects

ROSTER

Please add your name to the roster if you are able to assist in the Pre-Primary each term. We ask that you sign up **once** initially, so everyone has an equal opportunity to attend on a day that suits. If you are able to fill another vacancy on the roster later in the term, we welcome you to do so. Please note that roster is **morning only!! (8.40-12.40)**

This is an opportunity for you to spend some time in the class with your child and his/her peers and emphasises to your child that school is important. It is important to remember that your time at Pre-Primary is for the benefit of the child attending. Please do not bring younger siblings. His/her younger siblings will have their own turn in the not too distant future.

Anything seen or heard in the Pre-Primary regarding other children must remain confidential. Please support the teachers in this matter.

SPECIALIST CLASSES

Music: PPB: Monday and Wednesday

PPG: Monday and Thursday

Library: Tuesday (children will need their library bags)

Science: Tuesday

Sport: Friday

HATS

The school has a 'no hat-no play' policy. Please ensure that your child has a **labelled** school hat with a **large brimmed edge or a flap** at school everyday. Please note that when you are on roster, we would encourage parents to also bring and wear a hat when outside with the children.

UNIFORM

- Summer uniform- school polo or coloured faction sport polo with school sports shorts.
- Winter uniform- school polo and school zip jacket with school track pants.
- Coloured faction sports polo can be worn during Terms **one** and **three only**. The school polo can be worn throughout the year.

SHOES

During the summer months children may wear comfortable and **sensible summer sandals**. In winter children will need to wear shoes with socks. **Please avoid shoes with laces**. Shoes with Velcro fastening are encouraged.

HAIR

Hair must be worn neat and tidy, with long hair being tied back with royal blue or gold ribbons. No excessive styles are permitted. If unsure, parents must contact the Principal prior to styling taking place.

MEDICATION

Teachers are unable to dispense medications to students. This includes both antibiotics and paracetamol.

Children will require an action plan for both allergies and asthma. Teachers will supervise children to administer their inhaler when required.

HEALTH

If your child is unwell please keep them at home until they are **FULLY RECOVERED** and have **ALL** their energy back. A full week is tiring enough for them. The exclusion of sick children will reduce the spread of germs. Under health regulations we ask that you please keep your child home if they are temporarily suffering from:

- Vomiting
- Diarrhoea
- High temperature
- Any signs of infectious diseases (rash, discharge)

ABSENCES

- If your child is late please go to the office and sign your child in.
- If your child is absent a note is required or it will be recorded as unexplained absence.
- If the child has an infectious disease, please notify the teacher at once.

HEAD LICE

Head lice are a serious problem and the teacher must be informed immediately. A child with head lice is eligible to return after treatment and after all eggs have been removed from his or her hair.

FRUIT

Your child will need to bring fruit (piece or cut into pieces) in a separate container for recess. Due to allergies, we ask that **NO NUTS** be brought in for recess or lunch.

BIRTHDAYS

On their birthday the children are welcome to bring patty cakes or another **individual** treat for each of their classmates. We will require the treats by 2.45pm. Please check with the teacher as to how many children are in the class. It would be great to roster yourself on for this particular day.

BIRTHDAY INVITATIONS

Teachers will not be responsible for handing out birthday invitations in class as it can be upsetting for those not invited. We suggest you hand the invitation to the parents of the child concerned.

LAUNDRY ROSTER

A roster will be drawn up at the beginning of each term. Please take home the laundry on Friday and return it washed and folded for the first day after the weekend.

EXCURSIONS/INCURSIONS

Excursions are planned throughout the year in accordance with the Pre-Primary program. Details will be circulated when places and dates are confirmed. An allowance for the cost of excursions and incursions is included in the school fees and therefore all excursions/incursions are paid for from the levy paid by you.

MONEY ENVELOPES

Please ensure all money brought to school (e.g. book club) is enclosed in a clearly labelled envelope.

LUNCH ORDERS

Pre-Primary children may order their lunch on **Wednesday, Thursday and Friday**. The order should be placed in the class box in the morning before 9.00am or you may order online.

We ask that older siblings do not bring any other food to the children at recess or lunch time.

No slushies, LOL drinks, icy poles, chocolates or lollies either, thank you.

PACKED LUNCHES

Please ensure that the children's lunches contain an amount of food that the children would normally eat for lunch. A round of sandwiches for lunch is probably sufficient for most children. We ask that you please **DO NOT** send lollies or cordial for lunch.

Due to allergies please **DO NOT** send Nutella, peanut paste or any other food containing nuts in your child's lunch.

RELIGIOUS EDUCATION

Pre-Primary religion focus is on Special Me, Me and my Body and A happy Day preparing for Easter.

There will be whole school Masses attended by the Pre-Primary classes throughout the year. These will be advertised in the newsletter each fortnight.

ASSEMBLIES

Assemblies take place on Thursdays at 2.15pm. The **children will need to be picked up from the hall at the end of assembly on these days**. Assemblies are advertised in the school newsletter. Parents are invited to attend all assemblies.

PERSONAL BELONGINGS

With the exception of birthdays and news days the **children are asked not to bring toys or personal belongings to school**. When these items are lost or broken it causes the child undue stress.

NEWSLETTERS

Newsletters will be available online. Please read them each fortnight for all school information.