Pre-Primary

Parent Information Booklet

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Welcome:

We would like to extend a warm welcome to all our wonderful Pre-Primary families for 2020. We have prepared this information booklet so that you will be prepared for your child's first year of compulsory schooling. It will be an exciting year and we are delighted to have the opportunity to facilitate your child's learning. We look forward to working with you and your child together in an open and collaborative manner.

Aims of Pre-Primary:

- *To provide a safe, happy and secure learning environment.*
- *To assist each child's faith development by integrating Religious Education and prayer into all areas of the Pre-Primary programme.*
- *To develop a positive self-image in each child.*
- *To promote the growth of the whole child through set activities and informal learning.*
- *To provide stimulating and varied learning experiences.*
- *To develop and promote independence and responsibility amongst the children.*
- *To promote fine and gross motor skills.*
- *To encourage parent interest and participation in their child's development and learning.*
- *To develop skills and routines necessary for a smooth transition to Year One.*

Specialist Classes:

Wednesday:	*Science*	*Gina Vescovi*
Wednesday:	*Drama*	*Kathy Dolbel*
Thursday:	*Library*	*Class Teacher*
Thursday:	*Sport*	*Amanda Croxall*
Friday:	*Music*	*Mark Cunniffe*

Please ensure that on Sports days, your child is wearing shorts, running shoes and that they have a hat and water bottle, so that they may participate.

Important Dates-Term 1:

February 21st- P&F Family Fun Night

February 25th- Shrove Tuesday

February 26th- Ash Wednesday

March 2nd – Public Holiday

March 3rd – Pupil Free Day

March 20th – SFOA School Launch

April 9th- Holy Thursday/Last day of Term 1

Please read the school newsletter and check the term calendar to keep informed. Further information will be sent as it becomes available.

Dress:

From time to time, we do very messy (but fun!) activities. It is important to send your child in play clothes that are suitable for messy activities and outdoor play. Please ensure clothing is appropriate for the weather. Children are encouraged to wear shoes that are comfortable and that they are able to put on and take off themselves.

As part of our Sun Smart Policy the students are expected to wear a wide brimmed hat (bucket hat or a school hat) to and from school, as well as appropriate clothing that covers their shoulders. Students are also expected to bring a labelled roll on sunscreen to school so that they can reapply throughout the day.

The school has a 'NO HAT - NO PLAY' policy

which is followed all year round in Pre-Primary.

All children should keep a spare set of clothes (appropriate to the season), including underwear, which are kept in their bag all year. All hats, spare clothes and shoes should be labelled clearly with your child's name.

Crunch and Sip:

In Pre-Primary, we have 'Crunch and Sip'. This will allow children to have a short break between sessions to have a quick, healthy snack that comprises of fruit or vegetables (please no dried or canned fruit), and a drink of water. Please pack a separate package in your child's lunch box, and please ensure that the fruit and vegetables have been cut up.

We encourage you to pack your child a healthy lunchbox full of fresh, unprocessed food that sustains your child's energy levels and helps their general behaviour and mood.

Morning Routine:

- *Bag on bench*
- *Drink bottle in tub*
- *Notes to teacher/absentees notes to teacher if needed*
- *Name writing activity*
- *Table activity*
- *Puzzles/read/quietly – no play in home corner, blocks, construction*

Doors open promptly at 8:20am for an 8:30am start. It is essential that all children are organised and ready to begin their learning at this time. Any drop off after 8:35am requires signing in at the office as this is considered late. Before school children are to be supervised by a parent or guardian until the classroom doors are open. No Pre-Primary child is to be left unattended.

We welcome any parents who wish to sit with their child in the morning before the bell goes to do so. We also remind parents that it is their duty of care to supervise younger siblings in the classroom. ***Please note that before school and after school, there is to be no play on the outdoor equipment.*** *Thank you in anticipation of your support.*

Later in the year we will be introducing 'door drop off mornings'. This is to foster independence amongst the children and to prepare them for Year One.

Pick Up:

At 2:45pm, please collect your child from the Pre-Primary door. Children will only be allowed to leave with a parent or other adult for whom you have given us written permission. If you make alternative arrangements (such as asking another child's parent to collect your child), please notify us. We have a Communication Book near the door of the classroom, if a pick up is different to normal please write it in there, or send us an email. If students have not been collected by 2:50pm, they will be taken to the office to wait. Towards the end of the year, Pre-Primary children will have the option of 'Kiss and Ride'.

School Sign In Procedure:

Please note that between the hours of 8:20am – 2:45pm if you are visiting the school as an assistant, or to drop off lunch or pick up your child for an appointment, etc. you must sign in at the office and collect a Parent/Guardian Card. Please make sure you sign in at the office BEFORE you come to the classroom. No children will be released to an adult without a card to verify that they have signed in. This procedure is for the safety of your child.

Parent Help:

We will be asking for parent help throughout the year. Family members are most welcome; however members other than guardians must provide a 'Working with Children' card, which can be accessed through Australia Post.

Roster days are special times for you and your child. The children love to show off their classroom and therefore, we ask that alternative arrangements are made for younger siblings, so that you and you Pre-Primary child can fully enjoy the time together.

Please remember that anything that is seen or heard while working as a helper in the classroom is strictly confidential. Parent volunteers are asked not to discuss the happenings of the classroom with any other parent or the community. This aligns with our school's Code of Conduct.

Working Together and Communication:

A healthy home-school relationship is characterised by open and honest communication. If you wish to discuss any aspect of your child's schooling, please make an appointment, via email, for before or after school. Please note that we are not available for meetings on Mondays or Wednesdays. ***If you have any questions or concerns please direct them to the classroom teacher as soon as possible.*** *We encourage you to communicate with us even if it is through email or a note. We aim to respond to emails within 2 working days. For matters that require immediate attention, please see the* ***class teacher****. Please refer to the Communication Policy located on the school website for further details.*

Please read notes and fortnightly Newsletters. The Newsletters are available online. It is in the best interests of your child that you be fully informed of activities that are going on within the wider school community, changes in routine, specific requirements, special events etc.

In Pre-Primary, each child has their own tray with their name on it. All notes will be placed in here for children to check at the end of the day. This ensures that if your child is absent they will not miss their notes when they are away, as they will be waiting for them upon return.

In Pre-Primary we use SeeSaw Online Portfolios. Children's work, as well as reminders and events, will be placed on SeeSaw. Please make sure you are checking it regularly. In Terms 2-4, a class news will be sent out via Seesaw detailing upcoming events and term learning objectives.

Absentee Notes:

*A note explaining absence from school **MUST BE** handed in on return to school, even if a verbal explanation has been given. This is appropriate for appointments, absence due to illness, holiday or family matters. All absentee notes must include the date(s) of absence and be signed by a parent or guardian. **This is a legal requirement.** An email with absence date(s) and the parents name is sufficient.*

In the event of illness and injury where your child is unable to participate in sport activities and Sport lessons, a note is appreciated.

Medical Conditions and Medication:

Please ensure that your child's medical conditions have been noted at the office and that you keep the file up to date. If puffers, antihistamines etc. are required in an emergency situation, please supply the school office with spares and ensure they are clearly labelled with the child's name. If your child requires medication during school hours please take the mediation to the office and fill out the relevant forms.

Updating Records:

It is important that parents notify the office of any changes to their address, phone numbers, medical conditions and emergency contacts.

Behaviour Management:

Kindy to Year 2 use a Rocket Model as an individual reward system, as part of the school behavior management plan. Children's names can be moved up the rocket for positive behaviour or down for negative behaviour. There are different rewards or consequences, depending on the level reached. Children will be given a verbal warning first before any movement down the rocket. The rocket is re-started every day, so that children can start fresh each day. We emphasise on positive reinforcement and focus on rewarding positive behaviours.

Birthdays:

*We are happy for children to celebrate their birthday at school. You are welcome to bring in something special for your child to share. If you do bring in something to share, please make it individual; no cakes as cutting is too difficult. Some examples are stickers, pencils, balloons and stamps. Please supply enough for all children in their class. If **birthday invitations** are to go out, please distribute them into the child's tray. Keep in mind that we are a **nut aware** school.*

Pre-Primary Programme Overview:

Our programme focuses on developing each child's spiritual, emotional, social, physical, language and cognitive skills through play, interaction with others and a positive learning environment.

Religion:

All children will participate in prayer throughout the day, especially first thing in the morning, before lunch and at home time. Children will also participate daily in discussion and activities related to Religious Education. These activities are run according to guidelines from Catholic Education Western Australia and are designed to suit the age and development of young children.

Term 1:

What's happening in…

Religion- *We will complete 3 units, which are 'Special Me', 'My Family' and 'A Happy Day'. A note will be put on Seesaw before the start of each unit.*
English- *We are using a program called InitiaLit. This program is implemented from PP-Year 2. It is a research based explicit instruction program that addresses reading, spelling and writing. This term we are focussing on writing our names, letter formations and using the correct pencil grip. We will be looking at what words are, rhyming words, counting syllables and segmenting words, blending and introducing the sounds m, s, t, a, p, i, f, r.*
Mathematics- *We will be doing lots of counting forwards and backwards from 20, number names, subitising, capacity, length, weight, directions, as well as, 2D and 3D shapes.*
HASS- *For History this term, we are looking at our family and how families have changed over time.*
Health- *In Health we will be investigating how to look after ourselves including hygiene, healthy eating and learning all about our emotions. We will also be covering the 'Keeping Safe Child Protection Curriculum'. Our focus area for this term is- The Right to Be Safe.*
Technologies- *Our Technologies Unit this term looks at how to properly care for our iPads and how to be a digital citizen.*
Art- *We will be doing lots of fun activities to do with our 'All About Me' and 'Community Helpers' theme.*

Specialist Subjects

Music- Children will be learning pitch (high, low; pitch direction; distinguish between speaking and singing voice), tempo (fast, slow) and dynamics (loud, soft). They will also be learning to sing and audience behaviour.
Drama- will focus on the creation of imaginative worlds and human experiences. In making drama, children will experiment with voice (loud, soft) and movement (big, small). They will develop improvisation skills (spontaneous enactment) and perform their improvised drama. In responding to the drama of other children, our focus will be audience etiquette.
Sport- *Children will need to perform fundamental movement skills such as skipping, hopping, balancing, and jumping both with and without equipment. They will also need to follow simple rules when participating in movement activities and cooperate with others.*
Science- *Children will be learning the basic needs of living things including food and water. They will compare the needs of plants, animals and humans and they will investigate what happens to a plant when the basic needs aren't met.*

Homework:

In Pre-Primary we encourage you to read to your child every night. This helps build the foundation for good reading habits, and promotes language and literacy skills. A reading log will be sent home each term for you to fill in and send back to school every Friday. Inside the reading log there are also pages for the correct letter formations, which they will be able to practise. Please do not go ahead as we have made the booklet to align with what we will be learning in class.

Later in the year, the children will receive sight words in their reading log. It would be wonderful if you could help consolidate their learning at home. RAZ Kids will also become available around Semester 2, for those ready and eager readers.

Excursions:

A note will be coming home soon for you to sign and return. This note gives permission for your child to attend any excursions that we may go on throughout the year. An extra note with details of each excursion will be sent home prior.

Stationery:

Please ensure that you have brought back your child's scrapbooks labelled and contacted (if you haven't done so already), as well any other stationery supplies. If you have any questions or something is on back order, please inform the teacher.

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We look forward to creating a fun and engaging learning environment for your children this year.

Kind regards,

Kaitlin Albrecht and Kayla Swinny
Pre-Primary Teachers
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Pre-Primary Timetable 2020

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 - 8:30am	Doors open, name writing, parent activities	Doors open, name writing, parent activities	Doors open, name writing, parent activities	Doors open, name writing, parent activities	Doors open, name writing, parent activities
8:30 - 8:45am	Welcome/ Prayer/ Roll/ Circle time	Welcome/ Prayer/ Roll/ Circle time	Welcome/ Prayer/ Roll /Circle time	Welcome/ Prayer / Roll/ Circle time	Welcome/ Prayer/ Roll/ Circle time
8:45- 9:05am	**Religion:**	**Religion:**	**Religion:**	**Religion:**	**Assembly/Mass**
9:05- 9:35am	**Literacy: Dedicated Time** InitiaLit	**Literacy: Dedicated Time** InitiaLit	**Literacy: Dedicated Time** InitiaLit	**Literacy: Dedicated Time** InitiaLit	**Religion:**
9:35 - 9:45am	*CRUNCH AND SIP*	*CRUNCH AND SIP*	*CRUNCH AND SIP*	*CRUNCH AND SIP*	*CRUNCH AND SIP*
9:45 - 10:40am	**Literacy Dedicated Time**	**Literacy Dedicated Time**	**Literacy Dedicated Time**	**Maths: Number**	**Maths: Statistics & Probability**
Recess 10:40-10:55am	*Eating Duty: Kayla*	*Eating Duty: Kaitlin*	*Eating Duty: Kayla*	*Eating Duty: Kayla*	*Eating Duty: Kaitlin*
11:05am - 12:05 pm	**Maths: Number**	**Maths: Number**	**PPB: Drama** **PPW: Science**	**PPB: Phys Ed** **PPW: Music**	**Integrated: English**
12:05 -12:10pm	*BRAIN BREAK: GONOODLE*	*BRAIN BREAK: GONOODLE*	*BRAIN BREAK: GONOODLE*	*BRAIN BREAK: GONOODLE*	*BRAIN BREAK: GONOODLE*
12:10 - 1:10pm	**Integrated: Technologies**	**Integrated: Investigations**	**PPB: Science** **PPW: Drama**	**PPB: Music** **PPW: Phys Ed**	**Integrated: HASS Focus**
Lunch 1:10 - 1:45pm	*Eating Duty: Kaitlin*	*Eating Duty: Kayla*	*Eating Duty:* Kaitlin	*Eating Duty:* Kaitlin	*Eating Duty: Kayla*
1:45 - 1:55pm	*Rest time/ Meditation*	*Rest time/ Meditation*	*Rest time/ Meditation*	*Rest time/ Meditation*	*Rest time/ Meditation*
1:55 - 2:30pm	**Integrated: Investigations (Odd Weeks)** **Buddies (Even Weeks)**	**Integrated: Art**	**Maths: Measurement & Geometry**	**Library PPB- 1:45-2:05** **Library PPW- 2:10-2:30** **Health/Keeping Safe**	**Gross Motor:**
2:30 - 2:45pm	Pack Away/ Notes/ Rocket/ Story/ Nursery Rhymes/ Prayer/ Dismissal	Pack Away/ Notes/ Rocket/ Story/ Nursery Rhymes/ Prayer/ Dismissal	Pack Away/ Notes/ Rocket/ Story/ Nursery Rhymes/ Prayer/ Dismissal	Pack Away/ Notes/ Rocket/ Story/ Nursery Rhymes/ Prayer/ Dismissal	Pack Away/ Notes/ Rocket/ Story/ Nursery Rhymes/ Prayer/ Dismissal