

St Joseph's School

140 Railway Parade, Queens Park, WA 6107
Telephone: 9251 0500 Fax: 9356 1166

Dear Parents,

Welcome to St Joseph's School. This booklet has been compiled to provide you with information that you may find helpful throughout the year. Please keep it in a safe place.

We hope this year will be a happy and rewarding beginning for both you and your child in your association with our school.

If you have any questions or problems during the year, please don't hesitate to contact your class teacher to arrange a suitable time for a meeting.

We look forward to starting a wonderful year of fun and learning.



Pre-Primary start date

All Pre-Primary students will be starting on Monday 4th February 2019 and will be at school from 8:45am until 3.00pm.

School commences for the rest of the students Yr's 1-6 on the same day.

Normal Pre-Primary hours are from 8.45am to 3.00pm, Monday to Friday (pick up available from 2:50pm).

It is important that your child arrives on time in the morning as the most important concepts and learning takes place at this time.

If you arrive at school after 9:00am please ensure you sign-in at the office, and collect a late slip to give to your child's teacher.



Your child at Pre-Primary

The major aim of the Pre-Primary is to provide a happy, secure, motivating environment, which encourages and facilitates the growth of the child physically, emotionally, intellectually and spiritually.

The fulltime five/six year old programme provides opportunities for the children to develop skills, habits, concepts, attitudes and values that will form the foundation for their education in future years.

In line with the Early Years Learning Framework (EYLF) teachers in Pre-Primary provide activities and experiences, which allow the children to develop their curiosity and imagination through enjoyment and through “doing”. The most effective way of achieving this is through play where children are able to learn the following:-

- about the world around them
- how to cope by themselves
- how to get along with other people
- to develop physical skills
- to experience the feelings of achievement, failure, satisfaction, frustration, joy and pleasure.
- to amuse and entertain themselves

St Joseph’s Pre-Primary is an integral part of the whole school and children participate in Library, Physical Education, Performing Arts and Computer activities.

Things your child should know before coming to Pre-Primary

- their name – spoken clearly
- how to put things away after use
- how to dress, undress themselves without help
- how to follow simple directions
- how to blow their nose and use a tissue
- how to tie their shoe laces
- how to go to the toilet independently



Pre-Primary rules and limits

Children should:-

- **not play on the outdoor equipment, or in the sand pit, before or after school.**
- walk when inside or on the verandas.
- always wear their shoes.
- always wash their hands after a visit to the toilets.
- always wash their hands before eating.
- help to pack away equipment after an activity or game.
- only bring in books associated with the Pre-Primary programme e.g. news items.
- not bring personal toys into pre-primary.



Arrival

On arrival at school please do not wait outside the Pre-Primary gate as the walkway can get very congested. Parents and children should assemble on the grounds in the Early Childhood Education Centre area. Unruly and boisterous games should not be allowed as this excites the children before the classroom sessions begin. We ask you to assist us with this and encourage your child to stay calm.

Pre-Primary begins at 8:45am this is when the teacher will open the door to allow the students to enter the classroom.

Please note that the teachers are unable to look after your child before 8:45am as they are busy preparing the class for the days activities.

OSH-Club runs an on-site 'Before and After School Program' for St. Joseph's students. (If you want more information about this service please speak to your child's class teacher.)

Important: - Children must remain with an adult until they enter the classroom.



Dismissal

At the conclusion of the Pre-Primary session, please wait outside the classroom until your child is dismissed.

We will not dismiss a child to unauthorised persons.

If your child is to be collected by an adult unknown to the Pre-Primary staff, please advise the teacher in writing or phone beforehand and complete the parent communication folder.

It can be very “stressful” for a child to be left behind waiting to be collected, so we ask that you pick up your child promptly from the classroom. If by chance you are unexpectedly detained, please notify the Pre-Primary by phone of the new arrangements you have made for your child.

Once the children have been dismissed, you are most welcome to come into the Pre-Primary classroom to see any item of special interest.

Due to safety reasons, please keep all siblings off the Pre-Primary play equipment before and after school. Your help in this regard is most appreciated!!!



Pick up of Children at other times during the day

ALL parents and visitors entering the school between 9:15am and 2.45pm must sign in at the office and get a badge, as all the school gates will be locked. This badge must be worn at all times while on school grounds. When leaving the school please do not forget to sign out and return the badge.

If you are: helping in a classroom; helping in the canteen; dropping off lunch; delivering forgotten homework/clothing etc; taking your child to a medical/dental appointment; or arriving late (after 9am) ***You must sign in and take a badge!***

A child cannot be released from the classroom unless you are wearing the appropriate badge. If you do not have a badge, class teachers will remind you to go back to the office to sign in.



Attendance Register

We are required by the Education Department to keep a record of each child's attendance at school. If your child is away from school for any reason please phone the office by 9am to inform them of your child's absence, a cover note is required to follow this call. Or send an email to admin@sjsqp.wa.edu.au with your child's name and class along with reason and this will resolve this absence.

Morning Routine

On entering the classroom please encourage your child to say "hello" to the teacher and the teacher assistant.

At St. Joseph's we encourage the children to develop independence. This includes: placing their school bag in their box outside; placing their communication folder in the folder box inside, and writing their name on their name cards on the tables. They then need to settle on the mat area where parents/carers can say goodbye and leave. If children cry, it is usually only for a short time.

If this is not the case and your child continues to cry, we will phone you and discuss the situation. If you are having difficulty settling your child in the morning, the teacher and the teacher assistant are available to assist you.

**Perfect
Attendance!** 

Children's Dress

Pre-primary polo shirts are available for purchase from the uniform shop. Wearing of the shirts is optional.

To enable children to enter fully into all activities without fear of getting dirty, older comfortable clothes suitable for outdoor play are suggested. This assists the child to feel comfortable and allows them to join in our activities, which may sometimes be rather messy (**please keep a change of clothes, including underwear in your child's school bag at all times**).

Please label all items clearly with your child's name.

All in one jumpsuits, clothes with lots of buttons, difficult press studs and belts can be a hindrance to the child if they need to go to the toilet in a hurry.



Suitable strong supportive sandals or sneakers are to be worn at all times.

Footwear must be comfortable and kept simple as children run, skip, jump and climb. Children are not permitted to climb on the outdoor equipment with their shoes off.

Thongs or scuffs are not permitted as children are unable to climb and take part in physical gross motor activities.

We also discourage the wearing of jewellery and ask for safety reasons, that if your child has pierced ears they wear only studs to Pre-Primary.

The school has a policy of “**No Hat, No Play!**”.

A sun hat is compulsory all year round. School hats can be purchased from the uniform shop at the school. In Pre Primary the strings on the hats need to be cut off for safety reasons.



What to bring to Pre-Primary

Bags: The following two bags are required. Both must be clearly labelled with your child's name:

1. A backpack, large enough to carry your child's lunch, drink bottle, a change of clothes and large pieces of craft/art work.
2. Library bag, a 45cm x 40cm cloth bag with a draw string top suitable for holding library books. Please place a large plastic bag inside the library bag to protect books from spills and leakages. St. Joseph's School Library Bags are available through the uniform shop. These are waterproof.

N.B. due to limited storage space, please do not send large cases, bags on wheels etc.

Please supply your classroom teacher with:

- All children: One box of tissues (200 size)
- Boys: also bring a pack of plain unwaxed paper plates
- Girls: also bring a pack of kitchen sponges

Everyday all children must bring a **drink bottle filled with water only**, labelled with your child's name.

Family photograph that we are able to cut and use in the classroom.

Sunscreen – roll on or spray only! Please teach your child how to apply sunscreen over the holiday period as we have had a few incidents of children bathing in sunscreen.

Morning Tea and Lunch

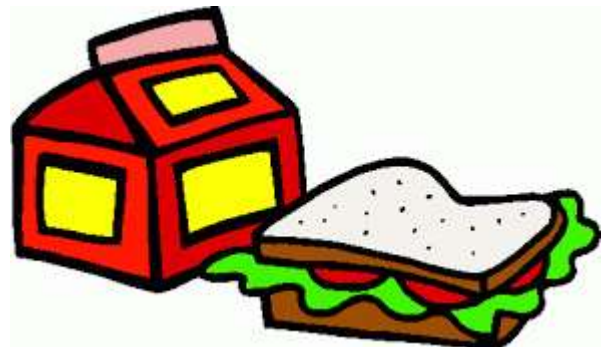
Kindy and Pre-primary are nut free areas!

This includes all nuts, Peanut Paste and Nutella in sandwiches or muesli bars.

The children need to bring a piece of pre-cut fruit or vegetables every day for their morning tea. This needs to be packed in a container or plastic zip lock bag, separate from their lunch for easy accessibility.

They will also need to bring an appropriate sized healthy lunch. Simple finger foods that are easy to manage are the best i.e. small sandwiches, crackers, chopped cheese, meat, salad, fruit or yoghurt.

We would appreciate it if lollies, potato chips and chocolate are not sent to school, but left as treats for home.



If you wish to send a drink please send the boxed fruit drinks. Do not send flasks or glass bottles.

Please do not send fizzy drinks.

Cold water is always available in the Pre-Primary.

Canteen

From Term One for Pre-Primary children, the school canteen offers a range of lunches. Please take the time to ask your child what they would like to order, be prepared to experiment with variety and quantity, as children often prefer familiar foods.

The canteen is open Monday to Friday. Any changes will be indicated in the newsletter.

Children need to place their lunch order either at the Canteen or in the classroom lunchbox before class. The lunch order must be clearly marked on a paper bag or envelope stating, Name, Class, Order, Cost and amount of Money enclosed. Menus are available from the canteen or school office.

You are now able to order lunches direct through the school website under the heading Our School and then Canteen. Please log on to our page and have a browse.

Pre-Primary children are not permitted to order from the canteen at recess time/or allowed to visit the canteen at lunch time.



Birthday Celebrations

If you wish your child to celebrate their birthday in Pre-Primary, please send in enough small cupcakes for each child in the classroom (Approx 30). No lolly bags please, as we are trying to promote healthy eating. Staff will distribute the cupcakes at the end of the day. Any birthday treats that are deemed excessive will be sent back home, thank you for your continued support.

Please be aware of nut allergies.

If party invitations are to be given out at school, please hand them to the parent of the child being invited.



Toys

We would appreciate it if you could see that your child's personal toys remain at home. Loss or damage of toys can be a heartache for the children and can easily be avoided. The teacher will let you know if the children are requested to bring items for news sessions.



Medication

If your child has a medical condition (asthma, epilepsy, bee sting allergy, allergy etc) that may affect how we care for your child or if your child requires medication to be taken at school, either temporarily (cold, infection) or long term, we have medical care forms and medication request forms available from the office that must be completed and returned to the office.

These forms help us to respond to your child's needs and help us to care for them should a medical problem occur.



Parent Help Roster

From week five, term one a parent roster will operate. The roster system allows the parent (mum, dad or grandparent) to join in with the child at Pre-Primary. Duty is from 8:45am to 10:30am approximately.

Research has shown that there are major benefits for children, both educationally and emotionally, from parents being involved in their child's learning experiences within the school environment. It is with this in mind that we strongly encourage all parents/carers to put their names down on the class help roster at least once a term.

We would really appreciate your time and help in our classroom!



Parent interviews

Parent interview will be held towards the end of term one. Details to follow in term one. All parents are required to attend an interview with their child's teacher to discuss your child's progress in Pre-Primary.

If parents would like to discuss any issues throughout the year please book a time with the class teacher. The drop off and pick up times are often busy and not the time to discuss your queries.

Literacy Programme

In term one, in Pre-primary we are focusing on letter sounds and names as this will help develop your child's pre-reading skills.

Revising the sounds at home will develop their learning throughout Pre-primary.

Here are some useful tips:



- Encourage conversation that enables your child to elaborate on events throughout the day.
- Emphasise initial sounds in everyday words.
- Read to your child. Encourage them to ask questions and give their ideas about what's happening.

Numeracy Programme

In term one, in Pre-primary we are focusing on numbers from one to fifty. Our programme also entails looking at shape and measurement.

Here are some useful tips you can try at home:

- Sort things into 'similar' and 'different', and talk about why.
- Pointing out numbers in the environment-in magazines, on buses, cars, houses and in the supermarket.
- Listening to them talking about size, shape and the number of things.



On Entry Assessment

On Entry Assessment is a compulsory testing component in Pre-Primary and will commence early in Term one.

The main objective of the program in Western Australia is to provide information to assist teachers in developing informed and intentional teaching for PLAY BASED programs, reflective of each child's needs – those that may require or benefit from early intervention, consolidation or extension. This approach is backed up by extensive national and international research supporting the early identification of students with literacy and/or numeracy difficulties.

This test is carried out on a one to one basis by the Pre-Primary teacher during school time.



We are looking forward to getting to know you.

Pre-Primary Blue

Teacher: Andrea Lewis
Teacher Assistant: Peta Eldridge

Pre-Primary Gold

Teacher: Katrina Malcolm
Teacher Assistant: Sandra Rouse