



PRE-PRIMARY Information Booklet

2023



Telephone: (08) 9376 8600
www.willettonps.wa.edu.au

WILLETTON PRIMARY SCHOOL PRE-PRIMARY PROGRAM

Our Early Childhood philosophy at Willetton Primary School is to welcome young children into a learning community where they feel valued and safe. We aim to inspire passionate and resilient learners, combining directed play-based learning and intentional teaching methods. We extend and enrich our student's love of learning in partnership with parents and the broader community. Our children's developing knowledge of the world motivates them to care and nurture their environment and community in a lifelong sustainable way.

CURRICULUM

The Early Years Learning Framework (EYLF) recognises the complex nature of young children's learning and provides principles and practices to guide educators working with children from birth to PP age and has children's learning at its centre. Our curriculum is guided by the Western Australian Pre-primary curriculum and is a multi-sensory play-based approach, combined with explicit teaching.

A cross-curriculum/integrated approach will characterise the teaching and learning experiences in the early years of schooling.

Learning experiences should:

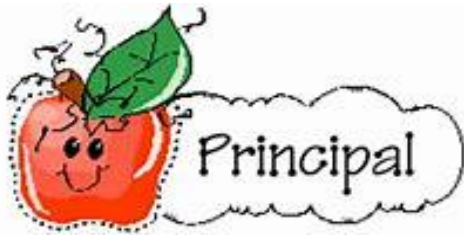
- Enable students to observe and practise the actual processes, products, skills and values which are expected of them.
- Connect with students' existing knowledge, skills and values while extending and challenging their current ways of thinking and acting.
- Be meaningful and encourage both action and reflection on the part of the learner.
- Be motivating and their purpose clear to the student.
- Respect and accommodate differences between learners.
- Encourage students to learn both independently, with and from others.
- Take part in a setting which is safe and conducive to effective learning.

DROP OFF AND PICK UP

It is important that all Pre-primary children be dropped off and picked up from the class by an adult caregiver. This is a legal requirement as part of our duty of care to your child. Please let your child's teacher know if your child is going home with someone other than you.

Please ensure that your child is delivered to, and collected from, the classroom promptly. Attendance **is compulsory** and provides continuity in your child's educational program.

OSHCLUB after school care students will be collected from the classroom by an OSH staff member.



Administration Staff

Principal	Ms Heather McNeil
Deputy Principal	Mr Joshua Jardine
Deputy Principal	Mrs Vanessa Bower
Manager Corporate Services	Mrs Karen Martin

Term Dates for Students 2023

Semester One

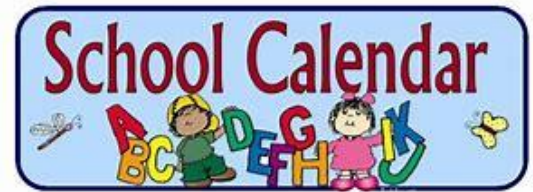
Term 1 Wednesday 1 February to Thursday 6 April

Term 2 Wednesday 26 April to Friday 30 June

Semester Two

Term 3 Tuesday 18 July to Friday 22 September

Term 4 Tuesday 10 October to Thursday 14 December



School Development Days (Student free)

Schools are granted School Development (Student Free) Days each year to give staff the opportunity to plan school organisation, develop policies and undertake various professional development activities.

School Development Days for 2023 are:

Term 1 Monday 30 January and Tuesday 31 January

Term 2 Monday 24 April

Term 3 Monday 17 July

Term 4 Monday 9 October and Friday 15 December

School Hours

Classrooms open	8:30 am
Morning Session	8.40 - 10:40 am
Morning recess	10.40 - 11.00 am
Middle Session	11:00 - 1:00 pm
Lunch	12:40 - 1:40 pm
Afternoon Session	1:40 - 2:50 pm



Absentee Notes

If your child is absent from school, please fill in the Absentee form on our school's website or send a note to the teacher.

IMPORTANT MATTERS

Any specific legal requirements involving your child must be communicated to the office with relevant documentation.

It is important to be punctual. Students who arrive late miss out on the important settling routine which ensures a smooth transition from home to Pre-primary. It is also very disruptive for the class if children arrive after 8.40am. At the end of the day, students who are picked up late become distressed. If you are unavoidably detained, please telephone the school on 9376 8600 so that we can reassure your child and make appropriate arrangements.

Uniform and Shoes

Pre-primary children at Willetton Primary School wear a school uniform. Please provide your child with supportive, comfortable shoes that they can put on and off by themselves. We encourage children to be independent with this task. Velcro shoes are the best for this; please no buckles or laces unless they can manage these independently.

Local suppliers of uniforms are:

UNIFORM CONCEPTS, 30 Kembla Way, Willetton - Phone 9270 4669

Website: nellgray.com.au

Email: willetton@uc.nellgray.com.au



Can you Help?

We would be grateful for parent help in our **morning session 8.40 – 10:40am**. This provides an opportunity for you to see how your child is coping with the classroom environment. Help during this time can be given in supervising activities, mending games, storytelling, preparing materials etc. The rosters will be placed on the notice board for your reference.

A **Confidential Declaration** must be completed for all in class parent help.

A **Working with Children** card must be obtained for any other family member over 18 years of age to assist in the classroom.

Illness We appreciate you keeping your child home when unwell to help curb the spread of infection. Parents or caregivers will be telephoned to collect their child if they become ill during the Pre-primary session.



Accidents If an accident occurs at Pre-primary, the parents or caregivers will be notified when collecting their child. If the accident is of a serious nature, the parent or caregiver will be telephoned and an Accident Report Form will be completed by the teacher.

Head Lice Please regularly check your child's hair for *head lice* and treat if necessary. If you find head lice, please advise the school and keep your child home until treated. A head lice fact sheet is available from the school.

Medication

- If your child suffers from a medical condition, you will be asked to complete an **Emergency Action Plan** to be followed in the case of a medical emergency. This is part of the enrolment process.
- The teacher and school administration must be advised of any changes to medical conditions.
- If your child requires medication during school hours, you will need to contact the school and complete an **Administration of Medication** form.



If required, parents must supply an **EpiPen** for their child. EpiPens need regular replacements, so please check that your child's is not "**Out of Date**".

Community Health Nurses (Schools) (Telephone 9313 5418)

Community Health Nurses from Armadale Community Health Service provide services to the school. The nurses visit the school by arrangement and:

- Provide assistance with and monitoring of children with chronic medical conditions.
- Undertake assessments on children, with parental consent, to detect and refer on, when required, conditions adversely effecting learning.
- Participate in and provide assistance to health promotion and education programs.
- Provide health related short-term counselling and crisis intervention on health related issues.
- Provide advice on health related issues when required.



The nurses can be consulted by parents/care-givers to discuss any health related issue affecting their children by contacting them via the school office.

Junk Materials

Early learning centres are the world's best recyclers! As some projects need specific items of 'junk' please keep an eye on the noticeboards / newsletters for an update on items required. These items need to be clean and dry.



Voluntary Contributions and Charges

In order to enrich the opportunities available to your child and to provide additional resources, The Department of Education and Training states that a school may establish a voluntary contribution scheme as follows: \$60 Per Child

Payment is requested at the start of the school year as it allows for establishing the year's budget. School contributions should be paid at the Willetton Primary School Office. Our preferred payment option for all Contributions & Charges is via the QKR! app or at the school office.

Further charges may arise throughout the school year for such things as excursions, incursions, curriculum consumables and photographs. Parents will receive notification prior to the event of the amount required.



Money Collection

The collection of money from students may present problems for teachers, students and office staff if common procedures are not followed. The need for money for excursions etc is usually notified through classroom notes with an indication of where and when money is required.

- Correct change should be placed in a sealed envelope marked with student's name and class and what the payment is for.
- All monies are collected by class teachers and sent to the office each morning. Money cannot be paid after this occurs.
- EFTPOS facilities are available through the school office for the payment of excursion or incursion money. There is a \$10 minimum for each transaction. No cash out facility is available.
- Bulk payment of monies is encouraged. Please refer to "Contributions and Charges" sheet for a detailed breakdown of monetary items.
- QKR! which is an easily downloaded on-line App, is another payment option we have for your convenience.

Parents and Citizens Committee

Pre-primary parents are welcome to attend P & C Meetings. Please refer to the School Newsletter for details of the meetings. The P & C Association meets to discuss issues concerning the whole school. Consider being a member of the P & C, as it is a good opportunity for parents to be informed of school planning, policies and to have an input into decision-making. Everyone is welcome to attend committee meetings. These meetings discuss possible fundraising activities so that items can be purchased for the Pre-primary children. Please allow some time to come along and keep updated with Pre-primary events.

CLP (Class Liaison Parent) Duties

The role of the Class Liaison Parent is key to develop good communication between families, teachers, students and the school community

The CLP roles are to:

- Welcome new families in your class and assist them in transitioning into our school
- Organise social functions during the year for your class to help build friendship networks and community spirit eg. picnics, park playdates or parent dinners.
- Communicate to parents via the Class Friendship List for class purposes. These may include information about fundraising and social events.
- Assist the K/PP or Cluster 1 P&C Representative with communications and event volunteers.

K/PP and Cluster 1 P&C Representative

The P&C actively support the school in conducting school events and raising funds for the school. The K/PP P&C Representative specifically supports the kindergarten and Pre-Primary classes in raising funds to be used specifically in this area of the school.

The K/PP P&C Representative roles are to:

- Update the Friendship List (Parent Contact Details) for each class at the beginning of the year then distribute this to CLP's.
- Meet with the P&C Teacher Liaison to discuss the time line for fundraising events and what funds raised will be used for.
- Collect monies raised from fundraising events from each class teacher and deposit into the P&C bank account.
- Communicate with the CLP's to organise volunteers to help with fundraising or school events.
- Attend P&C meetings to share news about upcoming fundraising events and what the proceeds will go towards.

Assessment and Reporting

On Entry Assessment in Literacy and Numeracy informs the teaching/learning plan. This ensures a differentiated curriculum to support the needs of all students at each end of the learning spectrum. Additional data is compiled over the course of the semester which informs reporting. Teachers regularly communicate with parents and at the end of each semester students receive a formal report (July and December). Teachers are available for parent interviews on request during the term.

Special Occasions



We love to celebrate birthdays and special occasions at Pre-primary. If you would like to send in cupcakes for the children to share, we will celebrate your child's birthday following fruit time. Please let teachers know beforehand. We ask that **no nut products are sent to school.**

Other Celebrations - If there is a special cultural celebration in which your family participates, and you would like to share it with the class, we would be delighted to celebrate this with you.

Parents as Partners

When parents are connected, informed and supportive of their children's learning, children's engagement with school and learning is better.

It is also important that parents share information about their children with the school – when things are going well and when there are problems – so teachers can respond to each child appropriately.



What Will My Child Need to Bring to Pre-primary?

Specified items from the Requirements List.

A clearly labelled WATER bottle to be brought to school each day.

A hat. We insist that all children wear a hat outside ALL YEAR ROUND.

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

A piece of fruit or vegetables for Crunch and Sip EVERY day.

A healthy packed lunch.



A labelled change of clothes (to be kept in the child’s bag a spare shirt, shorts, underwear and socks).

A large school bag. It’s a good idea to attach an easily identifiable tag to your child’s bag and hat in addition to a name label (eg ribbon, button or iron on fabric picture).

PLEASE LABEL ALL BELONGINGS

Belongings

We have an abundance of toys at Pre-primary and children **should not** bring in toys or precious items from home, unless they have been requested for a specific reason. Children become very upset if a toy is lost at Pre-primary.

Concerns

Please do not hesitate to make an appointment to see your child’s teacher if you wish to discuss any matters concerning your child’s progress, the program content or any other general queries or concerns. As the parent/guardian you have a vital role in the education of your child. We believe that, with the contribution of your skills and experiences, together we can form a vibrant and productive partnership that benefits your child.

WE LOOK FORWARD TO HAVING YOUR CHILD WITH US AT WILLETTON PRIMARY SCHOOL AND HOPE THEIR TIME WITH US IS HAPPY AND ENRICHING

Useful Websites

- <http://willettonps.wa.edu.au/>
- <http://www.earlychildhoodaustralia.org.au/>
- <https://k10outline.scsa.wa.edu.au/home/p-10-curriculum/curriculum-browser>
- <https://www.waschoolcanteens.org.au/schoolcommunity/parents/>

What Will My Child Learn at Pre-primary

The Pre-primary Program is carefully planned by the teachers to encourage developmental growth in the major areas of language, social, emotional, creative, physical and cognitive learning. Your child will have many new experiences which support the development of a range of skills.

Social Skills

- develop sense of wellbeing and positive self-identity
- interact with others with care, empathy and respect
- work cooperatively with class members
- develop self-regulation and resilience
- listen to others and follow instructions
- care for living things and our environment

Independence

- care for self and belongings
- face new challenges and take risks
- build self-esteem and express self
- develop resilience, persistence and problem solving skills

Creativity

- fostered through role play, art and craft, storytelling, singing and dancing

Fine and Gross Motor Skills

- strengthen muscles for writing through playdough and finger work
- learn and practice fundamental movement skills for sport

Numeracy

- measure
- describe and classify
- count, add on, share and subtract
- problem solve
- recognise and represent numbers in a variety of ways
- organise information

Literacy

- recognise sounds in words (phonemic awareness)
- spell phonetically, write simple sentences and use basic punctuation
- write their name
- vocabulary building and extension
- read short, predictable texts
- deliver short oral presentations to peers

Information and Communications Technology (ICT)

Children regularly use ICT resources in the classroom including the interactive whiteboard, iPads and Beebots. We have expanded our ICT resources to include robotics as part of our STEAM learning. Students will not directly access the internet.

