



KINDERGARTEN  
Information Booklet

2023



Telephone: (08) 9376 8600  
[www.willettonps.wa.edu.au](http://www.willettonps.wa.edu.au)

# WILLETTON PRIMARY SCHOOL

## KINDERGARTEN PROGRAM

Welcome to the Willetton Primary School community. This is the beginning of a wonderful journey where teachers and parents work as partners to deliver excellence in education. We hope you and your child will remember this first year with fond memories.

We aim to make your child's initial contact with school a happy, engaging experience and to establish positive attitudes to learning. With Kindergarten being one of the first steps from home to school, we build on existing knowledge, skills and interests. Our program is supportive but it is also challenging. It is based around a balance of:

<b>Child-directed play</b>	The child chooses how, when, with what and with whom to engage.
<b>Teacher-guided play</b>	The teacher manages the play environment to achieve specific outcomes.
<b>Intentional teaching</b>	The teacher plans and delivers explicit instruction to achieve specific outcomes.

Planned and incidental learning occurs throughout the day as a whole class, in small groups and individually. We are steered by three important documents – *Early Years Learning Framework, Kindergarten Curriculum Guidelines and National Quality Standards*.

### **EARLY YEARS LEARNING FRAMEWORK (EYLF)**

The first four years in a child's life are vitally important in terms of education for they are the years when a child is laying down foundations for future learning and participation in society. This document describes five broad outcomes which underpin our teaching pedagogy.

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of well-being.
4. Children are confident and involved learners.
5. Children are effective communicators.

### **KINDERGARTEN CURRICULUM GUIDELINES**

The School Curriculum and Standards Authority is responsible for curriculum guidelines for all Western Australian Schools K – 12. The Kindergarten Curriculum Guidelines focuses on children's learning and development, consistent with the Early Years Learning Framework. In Kindergarten we focus on personal and social competence and pre-literacy and pre-numeracy skills. Every student is an individual and we strive to plan and support each student to their own developmental level, addressing students' academic, social, behavioural, emotional, psychological and physical needs.

### **NATIONAL QUALITY STANDARDS (NQS)**

The National Quality Standards sets a national benchmark for equality in early childhood education and care services across Australia and establishes a set of standards that all service types are expected to meet. This document outlines seven standards that we demonstrate through our Kindergarten program.

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Governance and leadership

## Kindergarten Staff

In 2023 there will be three Kindergarten classes:

Kindy Brolga	Mrs Jayne McAleer
Kingfisher 1	Mrs Michelle Redman
Kingfisher 2	Mrs Shauna Schabort



## Administration Staff

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

## Kindergarten class times

Five days per fortnight, doors open at **8:30am** and School finishes at **2.50pm**

### Brolga

Monday, Wednesday and alternate odd weeks Friday

### Kingfisher 1

Monday, Wednesday and alternate even weeks Friday

### Kingfisher 2

Tuesday, Thursday and alternate odd weeks Friday



## Term Dates for Students 2023

Semester One	Semester Two
Term 1: Wednesday 1 February to Thursday 6 April	Term 3: Tuesday 18 July to Friday 22 September
Term 2: Wednesday 26 April to Friday 30 June	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, Tuesday 31 January
Term 2	Monday 24 April
Term 3	Monday 17 July
Term 4	Monday 9 October and Friday 15 December



# IMPORTANT MATTERS

## Dropping Off and Picking Up Children

All Kindergarten children must 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 advise the teacher if your child is going home with someone other than you. If you need to bring your child after school has started, please sign them in at the front office. You will be given a late pass to give to the classroom teacher. If you need to pick up your child early, please collect a leave pass from the office to show to the classroom teacher. This way we can keep an accurate record of attendance throughout the day.

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 Kindergarten. 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.

## Crunch and Sip



At Willetton Primary School we have Crunch and Sip. This is a short break where the children can enjoy their fruit or vegetables and a drink of water. We ask that you provide your child with a small container with their favourite fruit or vegetable snack already prepared for them. Please make sure the container is clearly labelled with your child's name on it. For those children who love bananas, you can simply write their name straight onto the skin!

**-PLEASE ONLY PROVIDE FRUIT OR VEGETABLES AT THIS TIME-**

## Lunch

Your child will be encouraged to become independent at taking their own lunch box out of their bags and carry it along with their drink bottle over to the area where we will eat lunch. We suggest that a **lunch box with a carry handle** is easiest for children to manage.

Please pack a substantial lunch consisting of...

- A sandwich or rice or noodles etc.
- A piece of fruit or some pre-cut vegetables
- A healthy snack like crackers, popcorn, rice cakes, yoghurt etc.



**-PLEASE, NO NUTS. WE ARE A NUT AWARE SCHOOL-  
-Many students have severe anaphylactic reactions to nuts-**



Please only provide water in your child's drink bottle.  
We recommend that you give your child only 3-4 items in their lunch.

## Uniform and Shoes

Kindergarten children at Willetton Primary School wear a school uniform. There is a flyer in your pack with details of where you can purchase your child's uniform.



Please provide your child with supportive, comfortable shoes that they can take on and off by themselves for certain activities. 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. Children leave their shoes on for play.



You will need to pack the following in your child's bag...

- A school hat
- Spare clothes in a plastic bag (don't forget to include shirt, shorts/skirt/track pants, underwear, and socks)
- Lunch box
- Crunch and Sip container
- Drink Bottle

Please ensure you provide your child with an adequate sized school bag. It needs to be big enough to fit the above items and still have room for some school work and perhaps a school jacket for the cooler months.

The Kindergarten has a variety of equipment, toys and games for the children to use each day. Children should not bring any toys or personal precious items to school, unless they have been requested for a particular reason. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned.

*For all other stationery requirements, please refer to the requirements list.*

## Can you Help?

We would be grateful for parent help in our **morning session 8.30am to approximately 10.00am**. 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 roster 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.



## **Reporting to Parents**

At the end of each semester (Term 2 and Term 4) a written report will be provided. Teachers are available for parent interviews on request during the term.

## **Term 1 Parent Interviews (1/2 day closure)**

Towards the end of Term 1, we will conduct Parent Interviews. The school will close for a half day to allow time for these interviews. You will be given more details about this closer to the time.

## **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.

## **Special Occasions**

**Birthdays** - You are more than welcome to bring in small cupcakes so we can help to celebrate your child's birthday. We usually sing 'Happy Birthday' just before morning tea and the child shares their cakes after eating fruit/vegetables. If you wish to join us for parent help at this time, you are welcome.

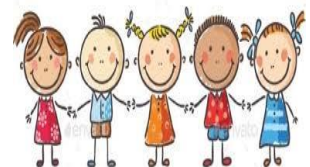


**Other Celebrations** - If there is a special cultural celebration in which your family participates, and you would like to share it with the class, we would be delighted to celebrate this with you.



## **Health and Safety**

**Sun Protection** Children are required to wear hats outside all year round. The school has a "No Hat, No Play" policy.



**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 Kindergarten session.



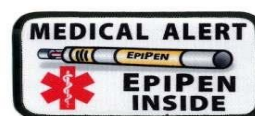
**Accidents** If an accident occurs at Kindergarten, the parents or caregivers will be notified when collecting their child. If the accident is of a serious nature, the parent or caregiver will be telephoned and an Accident Report Form will be completed by the teacher.

**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 that adversely affect 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.

### **Parents and Citizens Committee**

Kindergarten 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 Kindergarten children. Please allow some time to come along and keep updated with Kindy 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.

### **Junk Materials**

Early learning centres are the world's best recyclers! If you have any items that you think we might be able to use such as buttons, magazines, dress ups and wrapping paper etc, please let us take them off your hands. These items need to be clean and dry. Please be aware that due to health regulations, we are unable to use milk, juice containers or toilet rolls.



### **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 incursions is usually notified through class room 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.

### **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/early-years-learning-framework>
- <https://www.waschoolcanteens.org.au/schoolcommunity/parents/>

