

Pre Primary

Parent Information Booklet 2017



PPG Teacher:

Mrs Jane Reed

Education Assistants:

Mrs Helen Airey

PPB Teacher:

Miss Simone Hilton

Education Assistants:

Mrs Suzanne Gomes

Welcome to Pre Primary everyone! We have had a wonderful start and are looking forward to a fun-filled year of learning. We hope this will be a happy and rewarding year for us all and we are looking forward to building quality partnerships and sharing together the responsibility of educating and guiding your child in learning. This booklet gives you an overview of some of the areas that are important for Pre Primary parents to know and reminders to assist with the smooth running of classroom and school routines.

Thank you for your attendance this evening.

Jane Reed PPG and Simone Hilton PPB

Helen Airey PPG and Suzanne Gomes PPB

Children Learn What They Live

(Adapted from Dorothy Law Nolte)

If children live with protection, they learn to feel safe.

If children live with honesty, they learn to feel trustful.

If children live with peace, they learn to feel calm.

If children live with sharing, they learn to feel thankful.

If children live with understanding, they learn to feel encouraged.

If children live with laughter, they learn to feel happy.

If children live with creativity, they learn to feel inspired.

If children live with choice, they learn to feel free.

If children live with a sense of community, they learn to feel supported.

If children live with accomplishment, they learn to feel confident.

If children live with meaning, they learn to feel fulfilled.

If children live with love and friendliness, they learn the world is a nice place in which to live.



Our Teaching Philosophy

Our philosophy of teaching is based on our understanding of how young children grow, develop and learn. Our ultimate goal is to assist each child to reach their full potential.

Children need to be respected and valued as unique individuals.

Our classrooms are learning environments that allow children to grow, develop and build on their individual strengths. We believe that children learn best in the context of a community where their needs are met and they are safe, valued and loved. Children need to have a sense of belonging and feel secure. Our classrooms will be welcoming, warm and friendly environments. They will be a fun, happy place to be.

Children will be supported in all levels of learning and development - physically, spiritually, cognitively, socially and emotionally.

We believe that learning experiences happen when children are interested, inquisitive and see a purpose and need for the learning.

Children have different styles of learning and enjoy doing things differently. Children will be engaged in interesting and varied learning activities with a variety of approaches to learning.

We believe that all children can learn and it is important for children to be active in the process. Purposeful play will be valued and planned for and time given for children to engage in self directed play in the indoor and outdoor environments.

We believe that children need to **develop as independent learners and we will work in partnership with you to support them to do this.**

We believe that it is important to develop **an understanding of each child** and respect them as individuals from a unique family.

Adults and other children are valued as **active participants** in young children's development and learning. Staff, parents, families, school and community will work in a cooperative and collaborative relationship that focuses on the best interests of the children.

IMPORTANCE OF PLAY

Children are natural learners – they are curious, interested and enthusiastic about learning new things. We feel the best way to teach children is to build on play and their natural curiosity and learning styles. We place considerable emphasis on play as a medium for learning, as play is what children do best and enjoy the most. For children, play is their work. Play fosters total development and is integrated into everything children do. We believe that children learn best by “doing”. Children need many **hands on experiences** with real things such as art projects, dramatic play, construction, music, dance, experiments and excursions.

Children learn as they play. Most importantly, in play children learn how to learn.



A to Z of Pre Primary

Absences

When your child is ill or feeling unwell please keep them at home to rest and recover and minimise the risk of infection with other children. If your child becomes ill at school, we will contact you or other emergency contacts that you have nominated for your child. Please ensure that our records and the school office have current home, work and mobile telephone numbers and those of family/friends that can act as an emergency contact.

If your child is absent from school, please phone or email the office and email the class teacher. An email detailing the dates absent, reason for absence and parent's full name or a signed written note is a legal requirement. It is the class teacher's responsibility to enter absences on a daily basis and collate reasons for absences. A reminder slip will be sent home to parents if needed to follow up on unexplained absences.

Allergies

Saint Emilie's is an 'Allergy Aware' school. We have children in Pre Primary with severe nut allergies. Please be vigilant and do not send any nut products to school for snacks or lunch. Your consideration is appreciated.

Assessment

Pre Primary children will complete On Entry Assessment in Term One. Teachers will conduct individual assessment interviews in Literacy and Numeracy. Information will be sent to parents in the coming weeks and feedback on assessment results discussed in the Term 1 Two Way Interviews.

'Two Way Interviews' are conducted each term to reflect on progress across the year.

St Emilie's will have an 'Open Night' in Terms 1 and 3 for parents to have the opportunity to visit classrooms and view children's work.

The children will bring home a Progress Book at the end of each term so that you can view samples of work, which will show their efforts and reflect progress over the term.

This term we will be implementing an online portfolio platform called Freshgrade to capture students learning and communicate progress to parents. We are planning to share this with parents in due course.

Birthdays

It is a whole school policy that we discourage sweet treats or party favours to be sent in for birthdays at school. We will celebrate your child's birthday at school and make them feel special. The handing out of birthday invitations needs to be done sensitively. Please send birthday invitations via mail or outside school time. Thank you.

Child Information

Please let the classroom teacher and office staff know of any changes to addresses, phone numbers and custody arrangements as soon as these changes occur. Please return class and school family details information sheets to assist us in building a profile for your child.

Classroom Management

Our classroom management plans are structured around clear expectations, consistency of approach and positive reinforcement.

It is important for all children to feel safe and happy to be able to learn well. The goal is for children to learn to work cooperatively and respectfully together. We will be modelling positive talk and conflict resolution strategies, teaching explicit social skills and helping children reflect on making increasingly positive choices for themselves and others.



- Our classroom is a positive environment
- We have clear and reasonable expectations and rules
- All children feel important and respected
- There is provision for success
- Individual needs are met
- We teach and promote co-operation
- We listen to and validate children's feelings
- We help children calm themselves and self regulate
- We teach appropriate behaviours
- We redirect inappropriate behaviours
- We respond with logical consequences

Behavioural problems or issues of concern will be discussed privately and confidentially with parents when required. Please don't worry about this should it happen. It is all part of learning and if children see us as one, then the potential for a positive change in behaviour is increased. If a student has continued to ignore class rules and teacher reminders, or if a behaviour requires further investigation, the Leadership Team may be involved. This team have a child-friendly, pastoral approach and are an integral part of supporting staff in the area of student well-being. At St Emillie's we work closely as a team to address behaviour as close to the time it happens as possible, this way good learning can be made from inappropriate choices.

Clothing

Pre Primary children do not have a school uniform to wear. Please dress your child in comfortable play clothes so they are ready to move and be active. Pre Primary can get messy so please do not dress your child in their best clothes as they may get covered in mud, play dough, dye, paint, etc. A spare set of clothes in your child's bag in case of toileting accidents or getting wet in the creek, is a necessity. Remember to label all your child's belongings clearly.

Collection of Your Child

Pre Primary supervision commences at **8.30am** each day when the doors are opened. From Week 2 on we really encourage 'Say Goodbye at the Door' and the 'Kiss and Go' routine. It is important that all parents support us with this for success. It is important that children arrive on time so they settle comfortably into routines without feeling rushed or unsure.

Parents are to ensure that an adult accompanies their child to the door so that teachers can acknowledge his or her arrival. Similarly, the children will not be allowed to leave the Pre Primary room until an adult arrives to pick them up. Children easily become upset or worried if parents are late or if they always arrive last to pick them up. **Please make every effort to pick up your child on time.** Pre Primary children are collected at **2.45pm** to free the car park for Year 1 – 6 parents.

Please let us know the names of friends and family who will be regularly collecting your child. A **Communication Book** is placed just near the door for any messages regarding child collection for staff to be kept informed. It is important to fill this out if someone different will be picking up your child. School policy requires that if arriving after the morning bell at 8.45am or if you need to collect your child before school finishes at 2.45pm, you will need to sign in at the office and collect a card to bring to class.

Crocs

In Pre Primary, we are extremely fortunate to have an engaging natural play space and bush area for the children to enjoy. We ask that each child brings in a pair of **crocs** to be kept at school so that they may enjoy all that the creek has to offer.

Curriculum

The Pre Primary Programme is designed to meet the individual needs of the children and is responsive to individual children's development. Our activities encourage children's autonomy, intellectual risk taking, independence, responsibility and control of learning. A range of teaching strategies are used including explicit approaches with the whole class, small group and individual encounters to achieve planned outcomes. Purposeful play is a powerful medium for learning.

Children need and will be given opportunities to choose from a wide variety of activities, materials and equipment that will stimulate, challenge and involve them in interesting tasks. We plan open-ended experiences so that the children can explore, create, change, build, construct, destruct, discover and investigate for themselves.

Principles and outcomes to be achieved are set out by the following documents that outline what children should know, understand, value and be able to do at their own level of development.

The Australian Curriculum has been implemented in the learning areas of English, Mathematics, Science, Humanities and Social Sciences, Technologies, The Arts and Health and Physical Education.

The West Australian Curriculum The Western Australian Curriculum and Assessment Outline is for all students from Kindergarten to Year 10 in Western Australia. It sets out the curriculum, guiding principles for teaching, learning and assessment and support for teachers in their assessment and reporting of student achievement.

The Early Years Learning Framework for Australia (Belonging, Being and Becoming) is used when planning rich learning experiences.

As a Catholic school, **Religious Education** is the basis of all learning and is integrated through all the learning areas of the Curriculum.

Our learning programme will reflect the educational principles of Reggio Emilia. This approach to education is *“committed to the creation of conditions for learning that will enhance and facilitate children’s construction of his or her own powers of thinking”*. Collaborative group work, enhancing our environment, focusing on the interests of the children and developing class projects will be some of our aims.



Email

We are contactable via email at reed.jane@cathednet.wa.edu.au and hilton.simone@cathednet.wa.edu.au

Please email absences to admin@stemiliescps.wa.edu.au.

Please keep in mind that the day is very busy and we may not get to check our email or reply promptly however will get back to you as soon as possible.

Excursions/Incursions

Parents will be notified throughout the year when the class may have an incursion at school or an excursion out of school. These opportunities provide valuable and enriching experiences to enhance the classroom learning programme.

Handwriting

A copy of NSW Foundation Script has been distributed. Please reinforce this script when writing with your child. The important things to focus on are: PENCIL GRIP, WHERE LETTERS START AND FINISH and DIRECTIONALITY.

Hats

Please ensure that your child has a hat that remains at school. St Emille's is a **Sun Smart School** and we have a 'No Hat No Play in the Sun' policy.

Healthy Eating

Crunch and Sip is essentially a whole school break at 10.00am to eat fruit or vegetables and to drink water. Children 're-fuel' with fruit or vegetables, and this assists with both physical and mental performance and concentration in the classroom.

Every day parents are to make sure that children bring an extra piece of fruit, or a small container with cut fruit and vegetables that they can eat Crunch and Sip prior to recess.

Please ensure your child has a drink bottle each day filled with **fresh water** only.

How You Can Help Your Child at Home

- Praise your child's efforts and ask him/her to tell you about their day at Pre Primary. "What was the best part of your day..."
- Help your child to learn to put their shoes on, tie laces, do buckles and buttons.
- Encourage your child to recite poems, nursery rhymes and songs.
- Encourage your child to write their name, using the correct letter formations.
- Expect your child to carry their own bag and put it away...let them become responsible.
- Read to your child every night. Make this a special time for you and your child. Reading to your child is the best help you can give him/her in learning how to read and write.



Independence

Please encourage your child to develop independence and responsibility for themselves in Pre Primary.

- Carry their own bags
- Help to organise their belongings each day
- Place their own hat and lunchbox in their blue box in the classroom and drink bottle in the trolley
- Return their note folder each day and library book on our allocated day

Laundry Roster

A laundry roster is in operation each week. Laundry is taken home on Friday afternoon and returned on Monday morning. Each family will have their name added to the roster in alphabetical order.

Learning Centres

At Pre Primary it is acknowledged that each child is unique with different abilities or interests and they learn in a variety of ways. To cater for such variety, learning centres are an important part of the Pre Primary classroom. These centres provide children with opportunities to take responsibility for their own learning, being able to choose activities of interest and work at their own pace and level. Learning takes place often through play based activities which are carefully planned.

As well as these learning centres, there are also several adult supervised activities with explicit learning intentions that are planned for the children that day. During these activities the teacher has the opportunity to work with each child at an individual level and will encourage and assess each child's development in the areas such as language development, fine motor development, cutting skills, writing, gluing, following instructions, counting and so on.

Leaving Early

Please schedule appointments with doctors, speech therapists, dentists etc outside of school hours as much as possible. If you are to collect your child early, a note is required. Parents must inform the office and sign the Departures Book before collecting a child from the classroom. Please notify us if someone other than a parent is collecting your child.

Liturgies/Mass/Assemblies

Our classes will participate in some whole school Masses, liturgies and assemblies throughout the year - typically these are more developmentally appropriate in the second semester for PP . Parents will be notified and are always most welcome to attend.

Lunch

Both the curriculum and our school encourage and promote healthy eating at St Emilie's. Please support us by sending your child to school with **healthy, nutritious snacks for recess and lunch**.

Medication

If your child has medication for Asthma/Allergies please ensure the appropriate forms are completed and any changes updated at the office. If at any other time your child needs to take medication at school, please complete the appropriate medical forms at the office.

Messages

If you need to speak to us about an issue, please write a note or email. Mornings and afternoons are not always a good time to talk as we need to supervise children and won't be able to give you our full attention. We are always happy to find a mutually suitable time to talk about any issues, big or small. It is always best to put your message in writing, no matter how small. Your co-operation in regard to this is greatly appreciated.

Money

If children are bringing in money for any reason please clearly mark an envelope with your child's name, year level, purpose and amount enclosed and seal the envelope ends with tape to avoid money falling out.

Note Folders

Note folders come to school every day and are put into boxes inside our classrooms. Your child's note folder is for any notes or communication between school, classroom teacher and parents so please make sure you check it every day.

Parent Help

In Term 2 when the children have settled into classroom routines, parents will be invited to assist in the classroom and with the Perceptual Motor Programme. Rosters will be posted on the easels outside our classrooms.

Parents are a valuable asset in Pre Primary. Apart from enjoying the Pre Primary program, you can help in the following ways;

- Keep teachers informed on matters concerning your child. The co-operation between staff and parents is vital for the total well-being of your child.
- Take an active interest in our activities and outings
- Assist on the parent roster and laundry rosters
- Join us on incursions and excursions
- Attend parent meetings
- Participate in any busy bees

- Collect any useful recyclable materials for art and collage
- Read the notice board regularly, as we use it to keep parents informed

Parents are encouraged to become involved in the rosters throughout the year. This provides you with the opportunity to enjoy your child's company in a new environment and to observe;

- How your child mixes with other children
- What activities are available
- What your child enjoys doing most
- How your child progresses throughout the year

Children enjoy having parents at Pre Primary and find the experience very special. In addition you may help by;

- Providing assistance to children
- Reading to your child and others
- Joining in with puzzles, block play or in any area you feel comfortable
- Helping with the general cleaning up at the end of the session
- Sharing a talent/occupation etc with children

Please be aware that we require just one parent helper at a time and younger siblings are unable to attend.

Personal Items and Toys

Please encourage children to leave toys and treasured items at home to avoid the distress of loss or damage at school.

Play dough Roster

A play dough roster will operate each week. Containers and our play dough recipe will go home on Friday afternoon for Monday morning.

Each family will have their name added to the roster in reverse alphabetical order. Please feel free to be creative with colour, scent, glitter... This is a great activity to do with your PP child on the weekend you are on roster.



Playground Area

The playground equipment is 'out of bounds' before and after school for safety reasons.

PMP

A PMP (Perceptual Motor Program) will be run in Pre-Primary in terms 2 - 4. The aim of the program is to develop positional language vocabulary, body awareness, coordination and

further develop and refine children's gross motor skills in a small group with adult assistance. *The program relies on volunteers so it will be greatly appreciated if you can help.* We will keep you posted on our starting date. PLAY 4 LIFE'S Perceptual Motor and Fundamental Movement Skills Program for children will be undertaken by the Pre-Primary classes in Term Four. **Children need to wear sport shoes on Fridays to engage in these activities.**

Recycling Items

We will be very grateful for items such as; boxes, material scraps, wrapping paper, ice-cream and margarine containers, paper towel rolls, match boxes... for our Construction Centre. If you have access to various items that you think we might be able to use, please let us know.

Donations are very much appreciated - we will post a note for materials on the class easels when we are seeking donations.

School Bags

Each child needs a named bag, large enough to take home lunchboxes, folders, artwork etc. The children will be encouraged to be responsible for their own belongings (this includes packing, unpacking and carrying their own bag to and from school).

School Times

Classroom open 8.30am
Classes Commence 8.40am
Morning Recess 10.30 – 10.50am
Lunch 12.30pm – 1.10pm
Classes Dismissed 2.45pm

Sun Safety

Please put sunscreen on your child each morning before they arrive at school. Each day your child must bring their own personal bottle of sunscreen to independently apply at various times throughout the day. This is a great skill and habit for your child to learn.

Support / Specialist Subjects

Mrs Tracey Poinen - Kindy Blue and Mrs Fleming – Kindy Gold will take the children for Library and Music and Movement classes each week and provide classroom support. PPG class need to remember their library bags on Fridays each week and PPB on Thursdays.

Technology

Pre Primary will have access to iPads, laptops and the large screen TV which will support learning across all the curriculum areas. We look forward to using these devices as an integrated part of the PP learning day.

Website

Our school website address is www.stemiliescps.wa.edu.au It is imperative that parents check the school website regularly as this is our primary form of communication. The Parent Handbook, web posts, policies and important dates and notices are found here.

Helpful Hints for Parents

DEVELOPING INDEPENDENCE IN CHILDREN

As children move from a home environment to a school based situation they are gradually expected to develop skills of independence. In Pre Primary there are a number of adults to assist the children with their individual needs, however, an important goal in our Pre Primary programme is to develop independence which will allow the children to become responsible. Here are a few suggestions which may assist you in encouraging independence and responsibility.

- Encourage your child to do simple tasks – put on own shoes, find own belongings, put items away in appropriate places etc.
- Provide your child with opportunities to follow instructions or directions. Begin with a single direction, eg “Go and find your shoes” and as their competency increases practice more complex instructions, eg “Go and find your shoes and your bag”.
- Allow and encourage problem solving rather than doing things for your child (even though it takes more time!). Give your child the opportunity to explore materials freely and be creative with paper, glue, etc.
- Encourage risk taking (in safe form) attempting to have a go and comment on their favourable attempts.
- Model making mistakes so your child understands it is normal to make errors or not be successful the first time something is tried. Making mistakes is another way to learn.
- Developing in your child the idea that practice is a way to improve.



HELPING YOUR CHILD WITH LITERACY

- Read with your child and talk about books. Take your child to the local library and allow him/her to borrow books.
- Ensure that your child sees adults read, referring to words and pictures when reading.
- Write messages, shopping lists and cards in front of your child, talking about what you are doing.
- Answer questions your child may ask about print. Talk about print around us eg. product labels, signs etc. Talk about letter names and sounds.

- Provide your child with paper and pencils for their own personal use. Encourage them to “have a go” at writing, praising their efforts. Don’t forget to display your child’s work where everyone can admire it.

HELPING YOUR CHILD UNDERSTAND NUMBERS

- Count and discuss numbers wherever possible.
- Say number rhymes and number songs.
- Play card games such as Fish.
- Play games which use dice such as Snakes and Ladders.
- Solve everyday problems together eg “How many saucers do we need for these cups?”
- Allow them to handle and count money when shopping.
- Encourage them to guess numbers of objects.
- Be involved in craft activities where you can fold, cut or thread to make patterns.

Pre Primary Information Form for CLASS TEACHERS 2017 - Private and Confidential

This information sheet will assist in planning to meet the individual needs of each child.

Child's Full Name:

Preferred Name:

Position in Family:

Name/s, ages, year level of siblings:

What languages do your family /child speak at home?

Child's special interests / after school activities/ special strengths/ fears/ other:

Childhood Health: Speech or Language Assessments, Ear Infections / Grommets, Vision Problems, Asthma, Food Allergies, Long Period of Illness/Hospitalisation....

Any other relevant information you could provide to assist in transition to Pre Primary?

Our hopes for our child this year

In Week 6 and 7 **Two-Way Parent Interviews** have been scheduled. Closer to this time you will be invited to book a time (online booking system) to meet with your class teacher.

If you have a particularly important matter that you wish to speak to us about prior to this time then please indicate below:

I would like to organise a time to speak with Miss Hilton YES / No thanks, not at this time.

I would like to organise a time to speak with Mrs Reed YES / No thanks, not at this time.

Thank you for taking the time to provide this information.