

MATTHEW GIBNEY CATHOLIC PRIMARY SCHOOL



# PRE-PRIMARY HANDBOOK 2018



## Information for parents

## **Early Childhood Charter – MGCPS**

At MGCPS, we believe that each child is unique and will develop at their own pace in which individual differences are appreciated and respected 'Under God's Protection'. We integrate faith and life into all aspects of school life and we lead by example using Jesus as our role model.

At MGCPS, Educators are actively present and engaged in providing experiences which will be developmental, holistic and sequential where self-regulation is encouraged. We are committed to ensuring that children are provided with experiences which relate to individual intelligence and at an attainable level of success.

The pedagogy in the early years will strive to cater for individual differences, backgrounds and cultures by being flexible through carefully and purposefully planned experiences which promote enquiry, exploration and creativity. This will enable children to be confident and involved life-long learners by developing imagination, curiosity, commitment and persistence.

The school environment will reinforce the early year's pedagogy by being stimulating, balanced and well-resourced, providing opportunities that encourage children to take 'safe' risks and develop resilience. We aim to create a welcoming environment where all families are respected and actively encouraged to contribute.

Our Educators recognise that families are children's first and foremost influential educators and therefore positive partnerships are essential. By valuing knowledge, working collaboratively with open communication and mutual respect, positive and trusting relationships between staff, student and parents are built and valued.

Working with the EYLF, The Kindy Curriculum Guidelines, the Australian Curriculum and the National Quality Standard, and responding to evidence based research and practise, educators continue to review this charter ensuring that this remains a viable, living document.

## Staff 2018

PRINCIPAL :	Mark Powell
ASSISTANT PRINCIPALS:	Diane Scriven & Karen Keddie
FINANCE OFFICER:	Sue St Jorre
ADMINISTRATION OFFICER:	Tania Kays
PRE-PRIMARY TEACHER:	Debbie Hawley
PRE-PRIMARY ASSISTANT:	To be advised

## 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 sense of self in each child.
- To promote the growth of the whole child through set activities and informal learning.
- To provide stimulating and varied learning experiences in order to achieve the outcomes set out in the Australian Curriculum.
- To develop and promote independence and responsibility amongst the children.
- To promote fine motor, gross motor and coordination 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.



# PRE-PRIMARY INFORMATION

## SESSION TIMES

Terms 1 - 4

Monday - Friday

8.50am - 3.00pm - Bell Times

## **Arrival / Dismissal**

- Please be **punctual** in the mornings as it helps your child to settle in to the day more easily.
- If your child will be arriving to the Pre Primary room after the morning siren has sounded, please sign them in at the front office and bring the blue late note over to the classroom.
- It may be upsetting for your child if you are late to collect them in the afternoons. If you are unavoidably delayed, a quick phone call to the school is really appreciated by staff and assists us in reassuring your child.
- Parents are asked to wait with their child until **8.35am**. Please note that children are not to be left as the responsibility of older siblings but must be accompanied by an **adult**.
- You are welcome to come in to the classroom until **8.50am** and spend a short time reading with your child. Alternatively, you may bring your child **into** the room and leave them in the care of the teachers where they will remain, looking at books on their own. There will be quite a few children in this situation on any given day.
- Pre-Primary children and their younger siblings are not permitted to play on or with the equipment before or after school or to climb on the fence between Kindy and Year One. Please observe this rule as it is for the safety of all our children.
- Encourage your child to hang up his/her own bag on the hook and unpack it in the mornings and pack it again in the afternoons. Allow him/her to place his/her fruit in his/her cubby and to be responsible for other items which need to be put in or taken from it. This is a very important part of learning to be an organised learner.
- When the time comes, please say a quick goodbye. The children will pack away their books and the school day begins. If your child becomes distressed, please let one of the teachers know so that we can assist. Children generally settle very quickly once you have gone.
- At **3.00pm**, please collect your child from the **Pre-primary door**. Children will only be allowed to leave with a **parent** or other adult for who you have given us permission **IN WRITING**. If you make alternative arrangements (such as asking another child's parent to collect your child), please notify us by placing a message in the 'Communication Book' near the door.

## Absence From School

- It is a government requirement that absentee notes are provided for our attendance register explaining all absences from school (including late arrival or early departure from school, as well as illness, etc). Please email the office a message which briefly explains your child's absence with appropriate dates, etc. Alternatively, bring in a note the next time your child comes to school. Thank you for your cooperation.

## Assembly

- The Pre-Primary children will attend school assemblies every Monday and Friday mornings (Monday Prayer assembly will be held in the undercover area in front of Year 1 class room). It is very important that on assembly days (Mondays & Fridays), your child is at school at 8.50am prompt.
- If you do arrive later, please bring your child over to us in the undercover area so that they can sit with the class.
- The Pre-Primary class occasionally perform at assembly and you will be notified of the date of these performances in advance.
- Pre-Primary children also receive merit awards. I will send an SMS via SEQTA to let you know if your child is receiving an award so that you can be present if you wish.

## Birthdays

Parents are welcome (but not obliged) to bring a birthday cake or other small treat to Pre-Primary to celebrate their child's birthday. Please keep in mind that the cake needs to be cut thirty ways, so cupcakes are much easier! Parents who are not keen on baking have sometimes brought along biscuits, icy-poles, chocolate frogs, etc. Please be aware that we can only accept ONE birthday treat per child which will be eaten during recess.



- ♦ **Please avoid nuts and nut products in any foods brought to school. Some children are highly allergic to these foods, and may have life-threatening reactions to even “traces of nuts”. Please check the labels of any purchased foods for “traces of nuts”. Thank you!**

## Communication

- A healthy home-school relationship is characterized by open and honest communication. If you have any concerns or queries about your child or the programme in general, please direct these to the teacher as soon as possible.
- The **Communication Book** (diary) is located just inside the classroom door. Please note briefly any messages or things we need to know (for example, who is collecting your child if the arrangement has changed).
- The **notice board** outside Pre-Primary contains important information such as rosters and other information. Please check and read it regularly.
- Please read **notes** and weekly **newsletters**. 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, etc.

## Dress

- From time to time, we do very messy (but fun!) activities. It is very important to send your child in **play clothes that are suitable for messy activities and outdoor play. This does not need to be the school uniform.** We have introduced a uniform specifically for Kindy and Pre-Primary. This can be ordered from the Uniform Centre. Please see the office for a form.
- Children are encouraged to wear shoes that are comfortable and that they are able to put on and take off themselves (we will help with laces). Please do not send them in thongs or other “slip ons” or bare feet.
- On days which Physical Education is programmed, children need to wear sports shoes to be able to participate fully in all the activities. You will be kept regularly informed which days these are.
- The school has a **'NO HAT - NO PLAY'** policy which is followed all year round in Pre-primary. Your child's school hat will be kept in their cubby at school so that it is always available.
- Please - no jewellery or watches (except plain sleepers or stud earrings).

**All children should keep a spare set of clothes (appropriate to the season), including underwear, which are kept in their cubby all year. All hats, spare clothes and shoes should be labeled clearly with your child's name. Each child needs to bring or wear a jumper to school each day (even in summer) and place it in their cubby at the start of the day.**

## Equipment Required

Please refer to your booklist. The only items which require to be labeled with your child's name are your child's own hat, spare clothes, library bag, handwriting book and maths workbook. All of the other items will be **shared**.

## Excursions / Incursions

Pre-Primary children will have opportunities throughout the year to participate in incursions (visits from musicians, dancers, plays, etc). Incursions will be announced in the school newsletter. A note is always sent home to advise parents of an upcoming excursion, which will need to be signed and returned so that we know you are aware of the excursion and your child has your permission to attend.

## Food

### 'CRUNCH' N SIP' - 10.00am

Children are given the option to bring fresh fruit or vegetables to have for 'Crunch' n Sip'.

*Their fresh fruit or vegetable must be*

- Fresh - not dried!
- Cut up in a way they would like to eat it (e.g., peeled, cubed, sliced, whole, etc...).
- In a labelled container or throw away plastic bag.
- Something they like!



*The fresh fruit or vegetable cannot be*

- Dried or processed (no sultanas, roll-ups, etc...)
- Out of a tin, can or jar
- Contain any form of dairy (no yoghurt)
- Require cutlery to eat it.
- In sugar substances (e.g., jelly, custard)



The children may bring in a combination of fruits and/or vegetables.

The children are to bring their fruit or vegetable in with them in the morning and place it in their cubby hole.

### **RECESS - 10.50AM**

The children may bring in a **healthy snack** for recess such as fruit (fresh or dried), vegetables, cheese, crackers, yoghurt etc. (**No** sweet biscuits, potato chips, lollies at recess, please).

### **LUNCH - 1.10PM**

We encourage healthy lunches, such as sandwiches, wraps, fruit and vegetables. Children are supervised by the Pre-Primary staff and will be given assistance unwrapping items if needed. However, this is also a great time to begin learning to be independent and most children feel empowered when they are able to handle their items by themselves.

The school requests that **no children bring along nuts, peanut butter or other nut-based spreads. Some children with severe nut allergies can have a reaction just by being in close proximity to these foods or to people who have recently eaten them. Thank you.**

Lunches can also be ordered from the Canteen on Tuesdays and Fridays. Order bags are available from the Canteen at 5c each or you may purchase them yourself. Lunch orders need to be taken to the Canteen before school on Canteen day. The lunches are delivered to the Pre-Primary class.



### **Illness**

If your child is tired or ill, it is essential that he/she be kept home. A sick child at Pre-Primary will be miserable and unable to learn and will only spread the infection around to more children. If your child appears unwell during the school day, we will contact you to arrange their collection as soon as possible.

If your child requires **medication** during the Pre-Primary session, a **medication consent form** will need to be completed (available from staff). Please hand any medication to class room teacher - do not leave it in the child's bag. All medication must be clearly labeled with your child's name and dosage.

If your child has any ongoing health conditions, such as asthma or allergies, it is very important that you let the school know and provide an Action Plan, completed by your Doctor. The teacher will be able to give you further information about this.

### **Library**

Library - The children will be permitted to borrow one book each week, which must be returned the following week. All children require a cloth "library bag". Please read the library book with your child and return it on the following library day.



## Medication

Any medication that a child needs during school hours must be given to the teacher and it will be administered by them. **NO MEDICATION MAY BE KEPT IN A CHILD'S BAG OR CUBBYHOLE.** Parents must fill out a medication consent form (available from the office or Pre-Primary staff). Medication must be clearly labeled with the child's name and dosage.

Please note that these rules also apply to medications which a child may only need occasionally, such as Ventolin puffers, allergy creams/lotions or other over-the-counter preparations.

## Parent Help Roster

- We hope that all parents will be able to place their name on the roster. Parent support does make a huge contribution to the Pre-Primary programme and it is a wonderful way of showing your child that you wish to be involved in their education. Please note that other ADULT relatives or family friends are welcome to come in on roster too.
- The duties are similar to the Kindergarten parent help roster - i.e. classroom activities and preparing materials. You are not required to discipline children.
- We request that siblings do not attend as they can disrupt the programme (and it can be nice for the Pre-Primary child to feel that this is their special time).



## Parent Support Group

A Parent Support representative is available in each class. His/her role is to meet new families to the school, encourage interaction between parents and answer simple questions on school routines. You will be advised of the Parent Support representative for Pre-Primary early in the school year.

## Personal Belongings

All of your child's belongings are to be kept in his/her cubbyhole. We ask that toys and special belongings be kept at home unless requested by the teacher (for example, for class news). Everything that belongs to your child must be clearly labeled.



**It is requested that all toys and other treasures remain at home!!**

## Programme

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.

The children learn through 'integrated' activities - that is, activities which combine a variety of learning areas at once and which cover all the Learning Areas from the Australian



Curriculum: the English, Maths, Science, Health and Physical Education, the Arts, Humanities and Social Sciences, I.C.T. and L.O.T,E.

◆ **Religion**

All children will participate in prayer throughout the day, especially first thing in the morning, before morning tea and 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 the Catholic Education WA and are designed to suit the age and development of young children.

◆ **Specialist Teachers**

The children will receive regular instruction from specialist teachers in the following learning areas, I.C.T, Physical Education, Music and Italian.

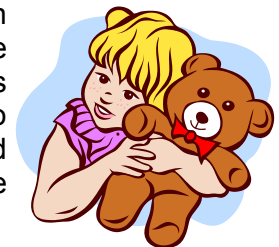
## Reporting

Your child will receive a school report in semester one and two.

You are also kept informed about your child's learning and behavior through individual work samples, learning journeys, interviews, special events, photo displays, certificates and assemblies.

## Behaviour Management Plan

The staff of Matthew Gibney Catholic Primary School has the goal of establishing a Christian atmosphere throughout the school in which children will feel happy and secure, which will provide them with the maximum opportunity to learn. In order to achieve this goal, we have developed a school-wide Behaviour Management Program which identifies the behaviours which we expect from our students. It also states that students who choose to behave appropriately will receive positive rewards and that there will be consequences for those who choose inappropriate behaviours.



### CLASSROOM RULES

**The Pre-Primary children are expected to:**

- Listen to the teachers—first time, every time.
- Be kind and gentle to other people.
- Be polite to other people.
- Take turns with the Pre-Primary equipment.
- Take care of the Pre-Primary equipment.
- Help at pack away time.
- Play safe (including “no running” indoors or on the verandah)
- Work at tasks appropriately
- Stay in their own space (i.e. not hurt others or touch them in a way that they don't like)

**The school's 'Behaviour Management Policy' also outlines rules for the whole school:**

1. Use play equipment correctly
2. Keep hands, feet and objects to yourself
3. No teasing or swearing

4. Place all your litter in the bin
5. Food is to be eaten in an undercover area only
6. Play games that are safe for everyone
7. No hat, no play

### REWARDS

When the Pre-Primary children are seen to be making a consistent effort to follow the rules, they may be:

- ◆ Given praise
- ◆ Given stamps or stickers.
- ◆ Receive a merit certificate.
- ◆ Chosen to perform special helping tasks.
- ◆ Sent to other teachers or the Principal to show/tell of their efforts.



### CONSEQUENCES

The teachers will try to use positive guidance to children at all times. However, if Pre-Primary children consistently break a rule or rules after being reminded, they may:

1. Be directed to a different area or activity .
2. Be asked to sit out of activities for a short time.
3. Miss out on a “whole class” reward. The reason for this will be explained to the child.



Parents will be informed when necessary.

**We endeavor to promote and encourage positive behaviors through praising, rewards, incentives and reminders.**

### Ways to Help at Home

There are many ways to help in your child's development at home. Here are some suggestions:

- ☺ Read to your child as often as possible, preferably every day.
- ☺ Read your child's library book with them at least a few times each week.
- ☺ Ask about your child's day
- ☺ Practice counting, alphabet, sounds ("What does cat start with?")
- ☺ Practice toileting routines
- ☺ Involve your child in cooking and measuring
- ☺ Say rhymes and poems
- ☺ Sing songs
- ☺ Practice pencil grip, write lists, letters, captions, stories
- ☺ Make up and tell stories
- ☺ Say prayers with the family
- ☺ Identify words and numbers in the environment
- ☺ Look at signs when driving in the car
- ☺ Get children to help at home with simple chores



- ☺ Have a friend over to play
- ☺ Practice writing the child's name in **lower case** letters
- ☺ During the year games will be sent home—please play these with your child.
- ☺ Later in the year books to read to your child will be sent home accompanied by questions to help their comprehension. Please make a big effort to read these several times a week.

## **First Day Procedures**

Below is a checklist to help ensure that your child has the right equipment for the first day:

1. Labelled school bag with one item/tag attached to it which can be easily identified by your child e.g. key-ring, etc.
2. Stationery, in a plastic bag, to be placed on desk. (Only a name on the outside of the plastic bag is required.)
3. Items requested on the booklist which have been labelled. i.e. Maths, Handwriting Book, folders, plastic folder
4. Fruit/vegetables for 'Crunch and Sip'.
5. Labelled lunch box and water bottle.
6. Labelled hat, apron and spare clothes.
7. Information sheets, etc

When you arrive on the first day

1. Place all books and stationery on the large table.
2. Place information sheets on the small table near entrance.
3. Leave lunch box in school bag on the hook outside.
4. Place 'Crunch 'n Sip' and water bottle in cubby.
5. Bring in apron, spare clothes and hat and place in cubby.

Once parents have helped their children unpack you may read a book from the book corner with your child until the bell goes.

## **Parent Information Night 2018**

This will be held early in Term 1. The date and time to be advised. More information will be given out on the Pre-Primary curriculum at this time.

I look forward to a very exciting year with your children.

Kind Regards  
Debbie Hawley

