



## St Joseph's School

Millar Street, Waroona, Western Australia

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# Pre-Primary 2018 Information Booklet



**School Principal:** Mr Travis Bienkowski  
**Assistant principal:** Mrs Jenny Gorman  
**Administration staff:** Mrs Kathy Dwyer & Mrs Heather Brown

### **Pre-Primary Teaching Team:**

#### **Teachers:**

Miss Brigitte Gaillard ~ Monday, Tuesday, Thursday, Friday

Mrs Jenny Gorman ~ Wednesday

#### **Teacher Assistants:**

Miss Mia Catalano ~ Monday, Tuesday, Thursday, Friday

Mrs Karen Gear ~ Wednesday

*We would like to welcome you and your child to our Pre-Primary classroom. Our program endeavours to provide a warm and friendly environment for the nurturing and development of all children entrusted in our care. The Pre-Primary year will see your child develop skills in social, emotional, physical, language, intellectual and spiritual areas. Our programme is as interactive and stimulating as possible and is play-based.*

**Below is some information about our Pre-Primary class, how it is run, and what you can do to help us support your child:**

### **MORNINGS**

The classroom door will open at 8.30am each day. Please have your child at school before 8:40am each morning as it is very important that s/he is present for the beginning of the school day to carry out routines and set up for the day's learning. Whilst teachers may be in the classroom before 8:30, we are doing class preparation for the day. We will generally wait until 8.30 or later to open the doors so that we are free to greet each child as they arrive. Monday is an exception as we have morning briefing at the undercover area. This takes place at 8:30am so we will open our doors at 8:20am.

In Pre-Primary we encourage the children to be independent thinkers and problem solvers. You are welcome to accompany your child into the classroom for the morning routine, however, please refrain from 'organising' them. It is their responsibility to know what is needed and to get ready. We appreciate your help with this matter.

Before 8:30am children are required to wait with their parent/caregiver. Please wait outside the Pre-Primary classroom until 8:30 when a staff member will greet you. Please do not allow children to play on the equipment before school.

Children will enter the classroom through the door on the playground side. As your child enters the PP classroom, there are a few things they need to do:

- ✓ Place their drink bottles on the drinks trays
- ✓ Put their crunch and sip in the fridge
- ✓ Unpack their homework bags placing their diaries, homework folders and homework bags in the allocated baskets. If it is library day, they will also need to bring their red library bag in and place it in the library bag basket.
- ✓ Lunch orders and notes are to be placed in the various baskets. **Lunch boxes and hats remain in the children's bags outside.**
- ✓ Students are then to find their name at a table and trace within the lines. It is important that if you stay with your child for this part of the morning routine, that you make sure your child is following the arrows on their name card in order to carry out formation of the letters in their name correctly and that they are using correct pencil grip. We do not want your child to form bad writing habits!
- ✓ They then take a blank card and attempt to write their name again to practise writing it freehand.
- ✓ It is then time for a book or a puzzle on the mat before one of our Focus Children rings the bell to start our day.

### **AFTERNOONS** - Don't forget early close on Mondays @ 2:30pm

- ✓ Children will be dismissed from the classroom at the end of the day when a parent/guardian is present to collect them. They are not permitted to leave the classroom under any other circumstances without prior arrangements. Please contact Kathy in the office for further details.
- ✓ If your child is catching a bus, please notify the office.

- ✓ **If you have arranged for your child to go home with someone else, please write it in your child's diary and tell a teacher.** Please ensure that we are made aware of these arrangements at all times, and if your after school plans change throughout the day, please call the school in good time so that we (and your child) can be notified.

**Parent Contact and Communication** - It may be hard to catch me before school. As you can appreciate, it is very hectic in the mornings and I want to give you my full attention, however, any information that you think may affect your child at school that day is very important to me so please do not hesitate to tell me immediately of any concerns. If you would like to speak with me in regard to an issue which may be more involved, please give me notice and make an appointment through the school office. Alternatively, please write a note in the diary for less urgent matters.

### **Late Arrivals/Appointments**

**If your child arrives at school after 8:40am, you will be required to take him/her to the front office to sign in and receive a late slip before bringing him/her to class.** We would appreciate notice of any prior arrangements, such as appointments, in advance please. If your child needs to be picked up during school hours, our school policy requires you to meet your child at the office in order to sign him/her out. Upon returning to school, you are required to sign your child back in at the office and receive a visitors badge before returning your child to the classroom.

**Absentees** – It is a government requirement that we keep daily records of children at school, therefore a written note is required for any absences on the day your child returns. This note accompanies the attendance register and must include your child's name, date absent, reason for absence and a signature. It is not enough that the school has verbal confirmation via phone or text; for legal purposes, a written note must be produced by the child's parent(s) or legal guardian.

**Assembly** – Assemblies take place on Friday mornings at 8:35am. If your child is receiving a merit award you will be notified **via SMS messaging**. We will also perform an assembly item later in the year.

**Crunch 'n' Sip**<sup>®</sup> - is a set break to eat **fruit or salad vegetables** and drink **water** in the classroom. This 10 minute break allows the students time to 'refuel' with fruit or vegetables during the morning at approximately 9:30am. Each child has a *small* clear bottle of water in the classroom to drink throughout the day to prevent dehydration. Please ensure the fruit/veg is **cut, prepared and ready to eat**, and the water bottles are filled. If you are unable to provide fruit/veg for Crunch 'n' Sip, please do not provide other snacks as a substitute – they will have to wait until recess. For more information go to <http://www.gofor2and5.com.au/> or <http://www.crunchandsip.com.au>

**Recess and Lunch Items** –Please provide your children with healthy recess/lunch items and minimal treats – packaged items are strongly discouraged and we do not consider lollies or chips to be suitable lunchbox items. One small and easy snack is required at recess, such as a piece of fruit, yoghurt or sultanas. We expect children to bring a sandwich (or similar) for lunch and we will ask them to eat it first before any other items. You may need to remind your child what to eat and when. Please consider that we are a nut free school so do not give your child peanut butter or other items containing nuts. Remember – go for 2 fruit and 5 veg every day!

**Canteen Orders** – The school canteen is open for lunch orders on Tuesdays and Fridays. Lunch orders are to be placed in the lunch order box at the front door and will be taken down to the canteen by our PP Focus Children in the morning. If your child would like to buy something from the canteen at recess, please let me know in the morning so I can go down to the canteen with them. The canteen menu will be sent home in Term 1.

**Parent Helpers** – Your help is needed and appreciated in the classroom. Your child and the classroom teacher LOVE to see you join in. However we will keep parent help until Term 2 so your children can settle into their new Pre-Primary routine. Remember to visit Mrs Kathy Dwyer in the front office and sign for a ‘Visitors Pass’ before coming to the classroom. A roster will be placed on the PP window. We prefer that siblings do not attend when you are helping in the classroom, as we would like your PP child to experience special time together with no distractions. If you are unable to make other arrangements for a younger sibling, please talk to us and we’ll discuss it further. We certainly don’t want anyone to miss out if we can help it!

**Uniform** – Pre-Primary students are required to wear the full sports uniform to school, including school socks, hat and bag. White sports shoes are compulsory. Please see the school handbook for further information – this is available from the office or school website.

**Spare Clothes** –It is a good idea to pack a spare set of underwear and shorts in case of accidents. These can be left in the school bag.

**Birthdays** - Parents are welcome to bring in individual treats to celebrate birthdays. If you have birthday invitations to hand out, please be sensitive to the feelings of others and give them to me to place discreetly into the children’s clipboards.

### **PRE-PRIMARY CURRICULUM**

During the year we will follow the Early Years Learning Framework (EYLF), National Quality Standards (NQS) and cover the key learning areas at foundation level as instigated by the Western Australian Curriculum in the planning of programs and the assessment of the children’s learning.

**Walker Learning Approach (WLA)** – ‘Investigation time’ takes place four mornings per week. The aim of the WLA classroom is to promote a sense of wonder, exploration, investigation and interest with a rich range of materials, resources and opportunities in which children can engage. Play and active investigation gives children opportunities to develop physical competence and enjoyment, to understand and make sense of their world, to interact with others, express and control emotions, and develop problem solving abilities. Research shows strong links between play and foundational capacities such as memory, oral language capabilities, self-regulation, social skills and success at school in general.

Children need to be provided with a solid foundation of skill acquisition in order to learn how to learn. We cannot possibly teach the content or knowledge of all there is currently to know in the world, or predict what information will be necessary in the future. We can, however, provide learning environments that offer lots of practise in how to make decisions, initiate ideas, persist, find out, try again, take risks, explore and research in a range of ways that relate to children’s own unique interests and endeavours, and to balance this with the areas of content and information that we as educators wish to introduce and provide.

**Religion** – The children will engage in daily Religious Education lessons based on the guidelines outlined by the Catholic Education Office of WA. Each of the twelve units covered in Pre-Primary runs for approximately three weeks. The children will also be involved in daily prayer, school masses, church prayer services, special feast days and the Fruits of the ‘Making Jesus Real’ program. It is aimed at encouraging positive habits in the way we interact with each other and enables children to see how easy and rewarding it is to express kindness, appreciation and love on a daily basis.

**Literacy** - During daily literacy sessions the children will be immersed in a variety of texts and will have the opportunity to be exposed to teacher modelling and independent reading and writing. We will be using big books, shared books, e-books and various other literature for Guided Reading and follow up activities. We teach spelling using a synthetic phonics program and explicit instruction in small groups.

**Maths** - The new Australian Curriculum program covers Number and Algebra, Space and Geometry and Statistics and Probability. We will use concrete materials and real life experiences where possible to enhance the children's understanding of the concepts covered.

The other subjects covered are **Health and Physical Education, The Arts (including Music), and integrated Science, Technology and Enterprise, Society and Environment and Art.**

**Homework** – Homework folders are required at school every day. Notes and special work will also be kept safe.

Term 1 - Semantic Scene (eg, beach, toys). Please follow the explicit instructions provided. These will be changed weekly. Please practise recognising the sounds ( s, a, t, p, i, n) nightly, and when your child is able to recognise each sound, new sounds will be given. Also, please continue to practise name writing using correct letter formations.

Term 2 - A story book will be sent home for *you* to read to your child each week. There is accompanying questions for each story which will help your child to develop oral comprehension – an essential pre-reading skill. Continue practising recognising sounds and/or blending segmenting sounds in CVC words.

Terms 3/4 - One reading book per week (at your child's level) for your child to read to you. Commence learning sight frequency words when s/he can blend and segment sounds into CVC words.

**Reporting to Parents** - If we have any immediate concerns we will contact you by phone or send a note home. Throughout the year St Joseph's schedules open nights, learning journeys and parent interviews. These are a valuable shared experience based on your child's learning. Two formal Pre-Primary reports will be issued at the end of Semester One and Semester Two.

### **Behaviour Management**

In the classroom and the playground, appropriate behaviour is expected at all times. Children who exhibit good behaviour will be verbally praised and/or given an opportunity to earn a house token for their faction. The faction who earns the most house tokens at the end of each term will receive an Ice-cream.

The **classroom rules** are:

1. Put your hand up to speak.
2. Respect school and personal property.
3. Treat others as you would like to be treated (be kind with your words and actions).
4. Keep to your own personal space.
5. Listen when others are talking.

**School is only one part of the puzzle! We must all work together in order to achieve the best for your child. It is vital that every child has the opportunity to read with an adult on a daily basis as well as having suitable reading material available at home so that he/she is able to be exposed to literature for pleasure. We cannot over-emphasise the significance of reading to your child every day. We also recommend visiting the Pinjarra Library to borrow some 'talking books' for bed-time or in the car. There is a wonderful variety to choose from. The best way to improve your child's reading skills and attitude towards reading is by enjoying reading, being read to and understanding that 'my family thinks it's an important thing to do'.**

Thank you for your time and support. We are very excited to be working together and with your children. We look forward to your support in the year ahead.

Kind regards,

Miss Brigitte Gaillard, Mrs Jenny Gorman, Miss Mia Catalano and Mrs Karen Gear  
*Pre-Primary Teachers and Education Assistants*