Parent Information Booklet
Room 14

School Information:
Phone: 08 9316 1045
Fax: 08 9364 8422
School Hours: Mon to Fri 8:45am to 2:55pm

Pre-Primary Room 14
Teachers: Kate Maatman
Andrea Cull (Wed)
Assistants: Tracey Cleeman
Jenni Wiid (Tues)

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School Site: http://www.mountpleasantps.wa.edu.au
Welcome to Mount Pleasant Primary School. Tracey Cleeman, Andrea Cull and I are all looking forward to a wonderful year with the children. This booklet includes important information for a successful year at Pre-Primary so please read it and keep it in a safe place for future reference.

Overview of the Pre-Primary Program

The program we will conduct will be based on active learning that is developmentally appropriate for the children, catering for their individual needs and interests. We will be using the Australian Curriculum to guide our teaching and learning program in conjunction with the Early Years Framework, the Western Australian Syllabus and First Steps documents.

The class environment will be rich in experiences and act as a stimulus for literacy and numeracy development. Literacy and Numeracy are a focus in Early Childhood and they will be taught in a variety of ways such as through songs, poems, books, activities, games, dramatic play, and modelling.

We will be encouraging the children to develop a sense of independence and responsibility. By allowing the children to make choices and take responsibility for their choices, encouraging them to become active thinkers and learners.

Resilience is a key life skill to develop in Pre-Primary and this will be taught by:

- Teaching empathy by practicing empathy
- Teaching responsibility by encouraging contribution
- Teaching decision making and problem solving skills and reinforcing self discipline
- Offering encouragement and positive feedback
- Helping children deal with mistakes

Resilience, responsibility and independence are all skills which assist your child in becoming a successful learner and member in society. Working together on these skills at both school and home will be advantageous for your child now and in the future.

Science

The New Australian Curriculum has included a specific science curriculum for Pre-Primary students. Science will be a focus on Wednesday with Mrs Andrea Cull and Mrs Mila Sirr, following this curriculum. Mrs Cull, along with Mrs Sirr in room 13 visit classes each Wednesday to provide DOTT. This is a valuable time for Pre-Primary staff to work collaboratively in planning a balanced and rich educational program for all students.

Reporting and Assessment

Pre-Primary students will participate in the Education Departments On-Entry assessment. This will commence next week and provides staff with data outlining each child’s strengths. This data is used by staff to tailor educational programs ensuring all children are challenged at school. Parent reports will be sent home after all the children have been assessed. This will be towards the end of term one.

Pre-Primary students will receive their semester reports at the end of term two and term four. At any time you are welcome to have a look in their workbooks and discuss with your child what they have been doing. As the children use their workbooks daily it is best to look at their work while visiting the classroom.
Daily Routines
When the children arrive at the start of each session we encourage them to only access the puzzles, books and table games. This is so you can settle your child ready for the session and so that we are available for anyone that needs to quickly inform us of any matters. Your assistance in reminding the children to only access the puzzles, books and table games is appreciated.

Immediately after the school siren at 8:45am a child will be chosen to ring our class bell. This means the children need to finish what they are doing and pack away. They will then sit on the mat ready to start.

After our mat session the children will participate in literacy and numeracy activities. During this time all children will be working in small groups, engaging in explicit tasks to build specific skills in literacy and numeracy. At approximately 10:30am the children will share fruit and then play outside. After their morning play we will continue with literacy and numeracy activities until lunch.

Lunch is from 12:20pm to 1:20pm each day (the lunch routine is explained further on). After lunch the children return to their class for a ‘quiet time’. This is a time for the children to relax, cool off and re-energize. The children will be given the choice to read quietly or rest, there is no expectation for the children to go to sleep! After lunch the children will be able to participate in dramatic play activities such as the ‘home corner’ and the ‘block corner’.

Fruit Time and Drink Bottles
As our climate is hot we encourage you to send a water bottle to school with your child. The water bottle can be placed on the designated bench (next to the door) when your child arrives, and collected each day as they leave. It is important that you write your child’s name clearly on their water bottle and ensure it only contains water. Please do not send juice, milk, cordial or cool drink.

The children are encouraged to eat fruit each day for their morning snack. This is a great opportunity to encourage healthy eating. During fruit time all the children will be encouraged to drink water from their water bottles (if they forget their water bottle we will provide them with a cup of water).

At Mount Pleasant Primary we are a ‘Nut Friendly’ school and encourage everyone to consider avoiding nuts and nut based products to ensure the safety of all students at school. We have a child in our class with nut allergies and therefore we would appreciate everyone’s assistance in this matter.

Some ‘fruit time’ suggestions:
- apples
- apricots
- bananas
- beans
- blackberries
- broccoli
- cabbage
- carrots
- cauliflower
- celery
- cherries
- cucumber
- dates
- dried fruits
- grapes
- honey dew
- kiwi fruit
- mandarins
- mango
- mushrooms
- nectarines
- oranges
- peaches
- pineapple
- plums
- raspberries
- rockmelon
- strawberries
- sultanas
- snow peas
- sweet peas
- tangerines
- tomatoes
- watermelon
Lunch
The children will sit together for lunch with the Pre-Primary children from the other classes and be supervised by a teacher and educational assistant at all times. The children will be required to stay seated for at least 20 minutes before being allowed to play. The children will be encouraged to eat their sandwich before anything else in their lunch box. Anything that is not eaten will be returned in their lunch box so that you are aware of their appetite for the day. The children’s lunch will stay in their bag at Pre-Primary so it may be wise to include a frozen water bottle to keep it cool. Before sending your child to school can you please ensure that they understand that their lunch is for them only and not for sharing.

The children are allowed to order lunch from the school canteen however the lunch order needs to be placed at the canteen before 8:45am. The children will take turns to collect their lunch orders from the canteen with the assistance of a staff member.

Clothing, Shoes and Hats
The children are encouraged to wear school uniform to Kindy and pre-primary. Please do not send your child to school in ‘good’ clothes as they may get damaged.

The children are given aprons to wear when participating in messy activities however clothes can still get dirty. If your child gets paint on their clothes, soak in cold water. Do not use stain remover as this sets the paint. In the worst case scenario, soak in Napisan for several days.

‘Toileting accidents’ and ‘art accidents’ do occur at school and it is therefore advisable to have a spare change of clothes in a plastic bag in your child’s bag everyday.

All children must wear a hat when playing outside. The school encourages a legionnaire or wide brimmed hat and these are available through the school uniform supplier. It is a good idea to place elastic on your child’s hat under their chin to ensure your child wears their hat, and not carry it around the playground. If your child’s hat has a cord I would also advise replacing this with elastic as it is safer when they are climbing. If your child does not have a hat they will be restricted to the small sandpits which are covered with a roof. I recommend leaving your child’s hat in their box at school and I will send the hats home at the end of each term to be washed.

Parent Helpers
In order to provide the children with a variety of learning experiences we encourage one parent helper for each session. As a parent helper you may be asked to help with a small group activity and join in with class activities. The children feel very important when an adult they respect comes to school and it enables you to establish a visual connection between home and school, showing your child you value their learning at school. The parent roster is located outside the door on the parent notice board. The parent roster will begin in week five of this term.

If you have a baby or toddler you are welcome to bring them on roster with you, however if your younger child is going through the ‘demanding’ stage, you might like to
make alternative arrangements. Your Kindy or Pre-Primary child will like to have time to spend with just you while you are visiting so I will let you decide whether or not you feel the younger child will allow this. If you do bring a younger child with you they will be able to join in the activities the same as the Kindy and Pre-Primary children. Babies are also welcome, but many of the children may want to look and touch! When assisting on parent roster all adults are required to complete a declaration form issued by the Department of Education.

If you are unable to come in and help on parent roster due to other commitments you can always help by writing your name on the laundry roster and take home the washing. The washing is mostly hand towels that you can place it in the washing machine and return the next time you are at school.

If you are a ‘handy person’ you may like to add your name to our list of people that we can call on during the year to repair any equipment, eg; sewing, painting, carpentry, or mechanical work. Hopefully we won’t have to ask very often!

**Speaking to the Teacher**

If you wish to speak to us about a matter concerning your child please see us before or after school to arrange a time to meet. However if something has happened that may affect your child on that day at school (eg; late night, tired, busy weekend etc) then please see us quickly at the start of the day so we aware.

**Attendance**

If your child is absent from a Pre-Primary session we require a note, email or explanation for the enrolment records. If you have arranged for another adult to collect your child you will need to write this into the Parent Communication Book beforehand. The book is located next to the door. Mt Pleasant Primary and the Department of Education and Training require a nominated adult to drop off and collect your child at all times. These requests are for your child’s safety and we are sure you will co-operate in these matters. If you have a friend or relative that collects your child on a regular basis then a note explaining that you give them permission to collect your child on certain days will be sufficient rather than writing it in the book every day. If your child is dropped off and collected by day care staff a day care permission form needs to be filled out in the front office.

If your child is sick please do not bring them to school as infection spreads quickly. A day at home will hurt no one, even if it is a false alarm, but a sick child at school can cause a disaster! If your child has contracted an infectious disease, such as chicken pox, please phone the school to let us know.

**Arriving Late or Late for Pickup**

If you are running late in the morning and you arrive at school after the 8:45am bell you are required to go to the office first to collect a late pass before leaving your child in class. Also if you are running late in the afternoon, a quick phone call to the office to inform the school is much appreciated. Often we are required to attend meetings after school and therefore after 3:00pm you will need to collect your child from the office.
Collecting Your Child During School Hours
If you are collecting your child during school times you will be required to obtain a “Permission to Remove Child from the Classroom” notification slip from the Administration Office. This is to be delivered to the class teacher.

Vacation During School Term
It is now policy to notify, in writing, the School Principal if you intend withdrawing your child for an extended vacation during the school term. A copy of the note will also be required for the class teacher.

Birthdays
Birthdays are special events for every child. We will celebrate your child’s birthday by singing ‘Happy Birthday’. If you wish you may bring in a small cake or individual patty cakes to be shared by everyone after fruit time (please no cream – it makes a horrible mess!). The children’s birthdays that fall in the school holidays will be celebrated on the first day back at school (please remember our ‘Nut Friendly’ policy when making cakes for school).

Bringing Things from Home
Please encourage your child to leave items such as toys and books at home. When toys are bought from home they can break, disappear or get dirty. In addition all the other children will want to touch and play with the item, which your child may not like. Therefore to avoid any disappointment or conflict please refrain from sending such items.

Throughout the year the children will have opportunities to bring special items to school when it is appropriate. When this happens please note that war toys are not acceptable, and that all belongings should have your child’s name on them.

Your Child’s Work
Throughout the year the children will bring a variety of work home for you to admire. If your child values what they bring home, then so must you. Here are a few suggestions to assist in the management of your child’s masterpieces:

😊 Presents for grandparents, aunts, uncles, neighbours etc
😊 Wrapping paper for presents
😊 Book covers
😊 Provide your child with a folder or a box and they can decide what they would like to keep.
😊 Provide your child with a pin-up board or space on the fridge so that when something new goes up, something old must come down!
😊 Paint one wall in your child’s bedroom with magnetic paint.
😊 Take digital photos of their work before throwing it away.
Home Reading Books
Throughout the year we will monitor your child’s language skills in readiness to begin borrowing the school home reading books. The home reading books are located in our wet area and are levelled. When we feel your child is ready we will let you know and we will inform you as to what level they should borrow from. The children are able to change their reading book as frequently as they like however we insist that the children are supervised when changing books to ensure the books are returned to the correct section and to ensure your child chooses an appropriate level book. The children are required to place their home reading books into their home reading bag (the clear pencil case on the booklist) to protect our school books.

Handwriting
At Mt Pleasant we use the ‘Queensland Beginners’ writing font and I have attached a copy of this. You may like to use this writing style when helping your child to write however it is more important that they have a go at writing even if the letter formation is not exactly correct.

Library: Wednesday 9:10am
The children will go to the Library once a week to choose a book to take home. In order to borrow a book we request that they have a library bag, to lessen the possibility of the book being damaged. The children will also be required to return the book they borrowed the previous week before taking out another. We encourage the children to bring their library book and bag to school the day before library to ensure they are at school on the designated day.

Music: Wednesday 9:40am
The children in Pre-Primary are lucky to attend music lessons with our music specialist teacher Mrs Liz Bint. Music is held in the music classroom and Mrs Bint encourages participation in music lessons. The children will learn many wonderful songs and skills to assist them with future music endeavours.

Assembly: 13th June
The school holds assemblies several times throughout each term. Assemblies start promptly at 8:45am and therefore it is essential that students are at school on time. If we are not in our classroom please bring your child directly to the school undercover area where assemblies are held. Assemblies are a special time when students may receive a certificate for achievement, or present an item to the school. All students in Pre-Primary will receive a merit certificate during the year. Our class assembly item will be in term 2 on the 13th June. After our assembly parents will be invited back to the staff room for refreshments.

Swimming Lessons: Term 2
Swimming lessons for Pre-Primary to Year two are in term two. They will commence on Wednesday 30th April. It is expected that all students can dress and undress themselves for swimming lessons. Staff are able to help with tricky wet bathers and tying shoe laces however students should be reasonably independent.
Early childhood education does not begin and end at the classroom door. Your involvement in your child’s education plays an extremely large and important part of their development. Below I have listed some ideas that will help you to assist your child in enjoying their year at school.

😊 Talk about pre-primary as a pleasant experience that your child will look forward to.
😊 Show an interest in what is happening at school and what your child is doing. If your child is not bringing home paintings or pieces of craft work this does not mean they are not working. Many children spend hours creating magnificent block buildings, socialising in the home corner, experimenting with science and maths equipment etc. Unfortunately most of the activities your child will engage in during the day are unable to be carried home in a bag. By visiting the classroom you may see the variety of activities that interest your child.
😊 Praise their efforts. Please never tell your child that they cannot do something (such as read, write, count) as we encourage the children to do all these things. We accept the level that they are working at and provide them with motivation, opportunities and time to develop in these areas.
😊 Inform us of any information that will help me understand your child. Changes in family situations, visitors, late nights, and illness can all cause a change in your child’s behaviour. If I am aware of the cause then I can assist your child in the appropriate way.
😊 Send your child to school regularly and at the correct times. Children become distressed if they have missed out on activities or if they are arriving later or leaving later than their classmates.
😊 Ensure your child is having adequate sleep so that they can cope with the many activities during the day.
😊 Read to your child daily as this will assist with their language development.
😊 Listen to your child’s comments and ideas.

We are looking forward to meeting everyone when you come in on parent roster and getting to know your wonderful children throughout the year.

All the best for the year ahead,

Kate Maatman, Andrea Cull, Tracey Cleeman
February 2014