



Pre Primary 2022 Parent Handbook



COLLABORATION CARE COMMUNITY

Welcome

It is with great pleasure that I welcome you and your child to the Westfield Park Primary School community. A strong start to schooling is very important as it lays the foundations for future learning and enjoyment of education. With our 'Right Start – Bright Start' program in place for our Early Childhood students I am confident that our school will provide a high quality individualised experience for every child.

A close, strong and supportive partnership between home and school is an essential requirement of a good education. You will find that the school has an 'open door' policy and you are welcome to discuss the needs of your child with the class teacher or myself. This will mostly occur at the start or end of the school day. If you require a little more time to talk more fully, please make an appointment. Please also keep the class teacher or myself informed of anything that may have an impact or bearing on your child's time at school. The school is committed to the philosophy of 'Parents as Partners'.

This handbook contains a wealth of information designed to make this, the first year of schooling, both positive and rewarding for your child, you and the school. Please take the time to read through and keep as a reference for the year.

I look forward to working alongside you in securing the best possible educational outcomes for your child.

Kind regards

*Steve Soames
Principal*

SCHOOL CONTACT INFORMATION

11 Hemingway Drive,
CAMILLO WA 6111

Phone:	08 9234 9200
Principal:	Mr Steve Soames
Deputy Principal:	Mr Adam Beilken
Manager Corporate Services	Mrs Debbie Martin
School Officer:	Ms Jane Barrett

TERM DATES 2021

Semester 1
Term 1 Commences Monday 31 st January – Friday 8 th April
Break Saturday 9 th April – Monday 25 th April
Term 2 Commences Tuesday 26 th April – Friday 1 st July
Break Saturday 2 nd July – Sunday 17 th July
Semester 2
Term 3 Commences Monday 18 th July – Friday 23 rd September
Break Saturday 24 th September – Sunday 9 th October
Term 4 Commences Monday 10 th October – Thursday 15 th December

Extra Public Holidays & School Development Days

Labour Day	Monday 7 March
Good Friday	Friday 15 April
Anzac Day	Monday 25 April
School Development Day	Friday 3 June
Western Australia Day	Monday 6 June
School Development Day	Monday 22 August
School Development Day	Friday 11 November
School Development Day	Friday 16 December

SESSION TIMES

Pre Primary is a **full time** program.

Monday and Tuesdays	8:45 – 3:00
Wednesdays	8:45 – 2:30 (Early Close)
Thursday and Fridays	8:45 – 3:00



FIRST DAY AT PRE PRIMARY

To promote a confident start to Pre Primary, parents are invited to attend until recess on the first day. If you are unable to stay, please drop your child off in the classroom, say goodbye and leave confidently (Most tears on the first day come from parents!).

SCHOOL WIDE EXPECTATIONS

Westfield Park Primary School operates our behaviour management strategies around three school wide expectations:

- Be Safe
- Be Respectful &
- Be Responsible

These three ‘rules’ form the basis for all our behavioural expectations.

RIGHT START – BRIGHT START

At Westfield Park Primary School, our early childhood teachers are trained in giving children the best start to their education. Understanding how children learn allows teachers to focus on the appropriate and essential skills as early as possible. This has led to our Right Start Bright Start initiative acknowledging that the earlier we can provide children with the necessary building blocks for learning, the sooner they will experience success at school.



In Pre Primary, these building blocks foster and expand children’s vocabulary and teach children to increase and understand their sound, letter and word recognition. Children’s understanding of books and reading remains crucial as they ask more questions about what they read. At this stage of each child’s learning it is still vital to recognise the importance of play as children discover, create, improvise and imagine.

DROP-OFF AND COLLECTING CHILDREN

All Pre Primary students need to be brought into the classroom each morning. Doors to the classroom will open at 08:30. Please feel free to spend a short period of time settling your child into the class and perhaps read a book. When it is time to leave, please say goodbye and leave your child confidently and quickly.

At the end of the day, please wait on the veranda outside the classroom until your child is sent to you. Please be prompt as children often become upset when parents are late at the end of the day.

If someone other than yourself is to collect your child, written or verbal notification must be given to the school. Children will not be released to anyone not listed on the school records unless you provide these additional details.

For safety reasons, children are not permitted to play on playground equipment before or after school. Any child arriving late (after 09:00) must sign in at the front office and collect a late pass.

If you need to collect your child before the end of the school day, please sign them out at the front office and present the teacher with a leave pass.

UNIFORM

The school uniform is comfortable and practical for all Pre Primary activities. Wearing the Uniform also encourages a sense of belonging to the school community. For safety, footwear should be comfortable and sturdy. Flat sandals and/or closed in footwear is recommended. To encourage independence, Velcro straps are recommended.

Uniform: Purple polo shirt with logo
 Bottle green shorts/skorts
 Bottle green jumper and track pants
 Hat (must be worn outside in terms 1 & 4)
 Sturdy shoes (no thongs)

Please ensure all clothes are labelled with your child's name.

Uniforms can be purchased from the P&C run uniform store, order forms are available at the office.

Dress Standards

1. All children are required to wear a hat when outside. The rule is **NO HAT, NO PLAY IN THE SUN, TERMS 1 & 4.**
2. Children with long hair, including fringes, are required to wear their hair tied back. This reduces transmission of head lice.

3. Dangling earrings and necklaces/chokers are dangerous and **MUST NOT** be worn to school. Children generally should not wear any form of jewellery to school, including any form of piercing, rings, bracelets, nail polish, tattoos etc. Students wearing make-up, nail polish or jewellery will be required to remove it.
4. Appropriate footwear is required at all times. Thongs are not permitted (except to wear to and from the pool during interm Swimming).

SUNSCREEN

Application of sunscreen is the responsibility of parents as teachers are not allowed to apply it.

BOOKLIST / REQUIREMENTS

Please ensure that your child brings all items on the booklist to school on the first day. Booklists are sent out early in Term 4.

Pre Primary students will also need a backpack, library bag and water bottle. **Please ensure all items are labelled with your child's name.**

Please make sure you take all of your child's stationery when you leave the school as this will not be forwarded to your child's new school.

ATTENDANCE

It is very important that your child has regular attendance at school. Pre Primary became a compulsory year of schooling in 2013. If your child is absent for any reason you are required to contact the school via note or phone for our records.

Where possible, please advise the school/teacher of absences in advance. Please try to book any medical appointments for after school or during school holidays.

PERSONAL TOYS

As sharing of toys is encouraged, personal toys for a child to play with are best left at home to prevent loss or damage.

FRUIT & LUNCHES

Please provide a piece of fruit, cheese or appropriate vegetable with your child each day for morning tea. No biscuits, processed food or meats please.

If your child has any allergies, please inform the teacher.



Our school strongly encourages healthy lifestyle choices and sustainable living. Appropriate foods for lunch are important to help your child maximise his/her day at school. Please ensure lunches contain mostly fresh un-processed foods. Chips, biscuits, and bars with high sugar content should be avoided and used for 'special treats'.

PARENT HELPERS

Parents and other close family are welcome to be helpers in the classroom. Time in the classroom enables you to spend special time with your child and shows him/her the value you place on education. It also allows you to observe your child within the classroom setting and see their progress and growth. Please sign up on the displayed roster in the classroom. All parent helpers must sign in at the office and have signed the confidential declaration form.

SICK CHILDREN

Please do not send sick children to school. This will assist in preventing the spread of illness to other children and staff. If a child should become ill during session time parents or authorised carers will be contacted. It is essential that the office has current information.

Should any enrolment details change over the year, in particular home and emergency numbers, please ensure that you notify office staff as soon as possible.

MEDICATION

No student should have any medication at school without having discussed this with the office prior. Staff will assist parents with reasonable requests for the administering of medication once the correct form/s has been completed.

Students are not permitted to retain medication in their bags (with the exception of asthma medication). All medication must be handed into the office or class teacher with appropriate paperwork signed to ensure safe storage and the correct administering of medication.

CANTEEN

Parents can order lunch for their children from the canteen. A canteen menu and appropriate lunch bags are available at the canteen. Don't forget to print your child's name and class number on the bag. Please note Pre Primary children will not be able to go to the canteen at recess or lunch time.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The P & C Association currently meets twice a term. A notice of time and location is sent home through the school newsletter and Seesaw. The meetings are generally only an hour long and an open invitation exists for any interested parents and community members to attend.

The P&C is the forum through which parents are able to support the school. One of the major functions of the P&C is fundraising. Funds raised are used to purchase additional resources or assets to improve the school environment or the standard of education for students. The P&C also run the School Canteen and School Uniform Shop.

The office bearers of the P&C are elected at the AGM, which is held at the first meeting each year. The Westfield Park P&C Association welcome new members and are constantly looking for new or different ideas. Members are not required to attend every meeting.

RECYCLED MATERIALS

We use many materials at Pre Primary and we are great recyclers. We will often encourage our students to bring items into school to help with our program. Listed below are some items that we often will need in our centre. Please check with the teacher the day prior to bringing any of these items into school.

- Ice cream, yoghurt margarine containers
- Plastic bottle tops
- Shells
- Cards
- Gum nuts
- Wool
- Milk cartons
- Cardboard cylinders
- Straws
- Buttons
- Wrapping paper
- Magazines
- Ribbon

CONTRIBUTION AND CHARGES

To help ensure that we have sufficient equipment for your children's needs we ask that you make an annual contribution as per the Contributions and Charges information sheet. This money may be paid directly through the office. If you wish to pay in instalments, please advise us so we can take this into account with our budgeting.

The school's Bank Account details for payments are:

Name: Westfield Park Primary School

BSB: 066 156

Account Number: 0090 0635



Note that the charges, separate from the contribution, are collected as activities occur in classrooms. The voluntary contribution would be appreciated early in the year.

ENJOYING PLAYTIME

Traditional ways to explore and have fun are important in the Early Years. Appropriate play provision allows children to let off steam, build social relationships and challenge their own boundaries in a constructive way. Play is a very important part of a child's life. Many experts in childhood development regard play as the 'work' of children. Play helps a child to experiment with their world and enables them to learn new skills.

Westfield Park is committed to offering children the enjoyment and fulfilment that positive play opportunities can provide.

At Westfield Park we believe that young children grow-up healthy when they learn to manage risks. While risk factors are minimised, they are not entirely eliminated as this forms a crucial part of your child's education. For example, hanging upside down on the monkey bars, riding on the back of a trike, jumping from a ledge into the sand pit and playing with sticks in the earth are all playtime behaviours that we would encourage...and may occasionally require a Band-Aid or an ice-pack!

CONCERNS

Please see the teacher to make a convenient time to discuss any concerns or issues you may have. If you are unhappy with this, an appointment can be made with the principal.

We wish your child and you a wonderful year at our Westfield Park Primary School and look forward to living up to our school motto of

COLLABORATION CARE COMMUNITY

If you have any further questions, please do not hesitate to contact us.
School Reception: 9234 9200



Westfield Park
Primary School

