

The Early Childhood Years Kindergarten and Pre-Primary

Parent Information Booklet

2024



**Huntingdale Primary School
Department of Education | Western Australia
85 Matilda Street | Huntingdale | WA | 6110
T: 92346700 |**



Huntingdale Primary School
Matilda Street
HUNTINGDALE WA 6110

School Telephone **92346700**

Website: www.huntingdaleps.wa.edu.au

Email: Huntingdale.PS@education.wa.edu.au

'Connect Now' APP available from the APPLE App and
Google Play Stores

Office hours 8.00am to 4.00pm

Dear Parents/Caregivers

The start of Kindergarten and Pre-Primary are exciting and scary times for you and your child. These are essential times, and it is important to establish a routine and expectations for the years to come. We are a team, and we work with you to raise your child at our school, so I encourage you to seek help from our staff if you have any concerns.

Communication is important, and we use several different formats to ensure that you are informed of what is happening in the classroom and around the school. We suggest that you download the Connect app from the app store for Apple and Android. We use this to provide you with all vital information. To ensure that you don't miss anything, ensure that you keep your email details updated. You are also able to access our Facebook site and Website for information.

If you have any questions or cannot find the information in this booklet, please get in touch with our office staff, and they will be able to support you. For questions regarding your child's progress or concerns that arise, please speak to the classroom teacher first. If you are still concerned, contact the office and organise to speak to a deputy or myself.

We look forward to sharing your child's educational journey with you. During this time, they will make many friends and increase their confidence in becoming an independent and confident child.

Kind regards

Leanne Allen
Principal

Kindergarten times:

Full Day Sessions: 8.50am to 3.00pm.

Pre Primary Times:

Full time hours from 8.50am to 3.00pm Monday to Friday.

SCHOOL TERMS 2024: *PD Days (Student Free Days) for all Terms will be notified at a later date.*

Term 1 ***Wednesday 31st January to Thursday 28th March***

Term 2 ***Monday 15th April to Friday 28th June***

Term 3 ***Monday 15th July to Friday 20th September***

Term 4 ***Monday 7th October to Thursday 12th December***

WHEN THEY COME...**ARRIVAL AND DEPARTURE TIME**

We request that your child is delivered to and collected from Kindergarten and Pre Primary on time by an adult.

During Term One, Kindy and Pre Primary classroom doors are open from 8.40am to enable parents to drop off children. Parents are generally requested to depart the Kindy and Pre-Primary unit by 9.00am to allow for structured activities to begin. Teachers will inform you of their specific arrangement.

Prior to 8.40am all students and parents assemble in the Undercover Area.

Punctuality is important, particularly at pick-up time, as no child likes being the last one to leave and young children can become distressed over late pickups.

In the case of an emergency, please notify the school on **92346700** so that suitable arrangements can be made for your child.

No child will be allowed to leave Kindy or Pre Primary unaccompanied or with a person other than parents or legal guardian unless written permission has been given (a communication book has been placed by the door in each classroom).

LATE ARRIVALS

If a student arrives at school after the morning siren at 8.50am, they must report to the Front Office and will receive a 'Late Pass' to take to their teacher.

SEPARATION DIFFICULTIES

The majority of students have no difficulties when their parent / caregiver leaves them at Kindy or Pre-Primary. For those students who experience anxiety, there are a few simple steps to remember.

- Always discuss Kindy / Pre-Primary in a positive and encouraging way at home.
- If your child is crying it is best to explain that you will be back at home time, kiss them goodbye and then leave QUICKLY.
- We are very experienced at calming upset children and they invariably calm within minutes of mum, dad or their carer leaving.

Remember that a calm and confident parent helps to create a calm and confident child.

ATTENDANCE

While attendance at Kindy is not compulsory, **Pre-Primary is compulsory**. Kindy children who are regularly absent without good reason, may have to give up their place to a child on the waiting list. **Irregular attendance prevents the child from settling happily into school and from making friends**. Also, they do not benefit fully from the sequential educational program offered at the school. Please notify the school of the reason for any prolonged absence especially in the case of infectious diseases. Information about infectious diseases can be obtained from doctors, hospitals, clinics and the office. (There is a list on the next page.)

When your child is absent, parents/caregivers should ring the school or send an absentee note from the 'Connect' App or website, to report their child absent. These notes are retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences. Any continual unexplained absences will be referred to the school Administration.

PUNCTUALITY

It is important for children to arrive on time each day.

The classroom doors open from 8.40am at Pre Primary and Kindy. Parents / caregivers are welcome to remain until 9.00am for the first term only. It is very important that all children **arrive no later than 8.50am**.

In the case of influenza and colds, please do not allow your child to return to Kindy or Pre-Primary too soon as they usually feel miserable, infect others and end up having to be sent home.

COMMUNICATION.....

DAY CARE

If your child attends after school Day Care, they will be collected by a Day Care Supervisor. There is a contracted group (YMCA) that operates a before and after school care at Huntingdale PS.

EARLY DEPARTURE OF CHILDREN

If you need to take your child from school during school hours for reasons such as illness or appointments etc., you must report to the school office to collect an **'Early Departure Slip'** which is then given to the child's teacher when you collect your child. Only parents/caregivers and emergency contacts listed on the school records are permitted to take children from the school grounds during school hours. Please note that for security reasons, this must be done at the time you are taking your child from school.

HOLIDAYS DURING SCHOOL TERM

Permission must be sought from the Principal, before students take time off for holidays during the school terms.

OPEN COMMUNICATION FOR CONCERNS OR COMPLAINTS

We have an open communication policy. If you have any concerns regarding your child, or complaints, please feel free to call in to see the Principal, Leanne Allen for a discussion. Please don't leave it too late to state any concerns that you may have, as we are more than happy to assist to create a positive resolution.

ALL OTHER COMMUNICATION REGARDING EXCURSIONS/INCURSIONS AND NEWSLETTERS

All information regarding any events happening at our school, along with our Newsletters, are available for viewing on our website at huntingdaleps.wa.edu.au, and on the Connect App and Connect website. Sometimes we will also send out an SMS message if it is of high importance. You can also find updates, flyers and photos of events on our Facebook page.

ILLNESS / ACCIDENTS

Parents / caregivers need to ensure that their phone numbers and the phone numbers of emergency **contacts are kept up to date** as they will be used in the case of an emergency, accident or sickness at school. **Please notify the office staff if your contact number changes.**

MEDICATION

Wherever possible, parents are to come to the school to administer medications themselves or have the child self administer the medication if the child is capable of doing so. If medication is to be left at school then a parent/Caregiver **needs to complete all the relevant medical forms (available from the office):**

- (a) **Request for Teachers to Administer Medication form.**
- (b) **Department of Education Medical Forms – also need to be signed by the prescribing Doctor.**

School staff must not administer analgesics such as paracetamol to students without written instructions from the student's parent/caregiver. Aspirin must never be administered to students without a medical practitioner's written instruction.

INFECTIOUS DISEASES

Public Health Regulations require that children who are suffering from any infectious disease must be excluded from school. The length of exclusion for more common diseases is listed below:

- Chicken Pox:** Where no medical certificate of recovery is available – 7 days from appearance of spots.
- Measles:** Where no medical certificate of recovery is available – 7 days after the appearance of the rash, if well.
- Mumps:** Where no medical certificate of recovery is available – 14 days after onset.
- Ringworm:** Children require a medical certificate stating the child is no longer likely to convey infection before they can be re-admitted.
- Rubella:** Children re-admitted on medical certificate or not less than 10 days.
- Scabies:** Until completely cured. Contacts also excluded until examined and found non-infected.
- Whooping Cough:** Where no medical certificate of recovery is available – 4 weeks from cough, onset of whoop.
- Head Lice:** Until effective treatment has been instituted and there is no sign of nits (eggs) or lice in the hair. **By regulation, long hair must be tied back at all times.**
- School Sores:** Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin should be covered with a waterproof dressing
- Hand, Foot & Mouth Disease:** Exclude until all vesicles have formed crusts and are dry.
This infection is not related to the Foot and Mouth Disease found in animals

EQUAL OPPORTUNITY

Every child has the right to learn. At Huntingdale Primary School all students are given every opportunity to enhance and develop their own individuality. Students are cared for in a safe environment, which is free from bias and discrimination.

BICYCLES/SCOOTERS

Whilst every precaution is taken, we cannot accept responsibility for the safety of bicycles/scooters at school. Those riding to school should ensure their bicycle/scooter and helmet are secured with a padlock and chain. Bike racks are situated in particular areas of the school grounds for safety reasons. **Students and parents must walk their bikes while on school grounds.** The Police bike safety officers recommend students below Year 4 should not ride to school.

Note: Wearing of bicycle helmets is compulsory!

DOGS ON SCHOOL GROUNDS

Dogs are not permitted on the school grounds, which includes the oval. This also applies to dogs on leashes.

Families walking to school with their dog are requested to leave the dog at the school boundary.

EXCURSIONS & INCURSIONS

Forms and Payment are to be finalised by the due date.

If not received by that date, your child will not be able to attend.

WHAT THEY BRING ALONG ...

WATER BOTTLES

The brain needs to be properly hydrated in order to be alert and ready to learn. Children who do not get enough water may appear bored, listless and drowsy. Researchers recommend that we drink plenty of water each day. Therefore, we ask parents to provide a water bottle for their Pre Primary/Kindergarten child each day, **clearly labelled with the child's name.**

This bottle must contain **water only** and will be kept in the classroom so it is easily accessible to your child throughout the day.

The body identifies fruit juice and cordials etc as a food because of the sugar content. The body triggers the digestive process, which also drains water from the body. **Only water provides proper hydration.**

LUNCH ORDERS FOR PRE-PRIMARY

Starting from Term One, Week Four, Pre Primary children are welcome to order their lunch at the school canteen. Lunches need to be ordered before school with a parent or caregiver and clearly write your child's name and class number on the bag e.g. 'Pre Primary Unit 2'. The P&C Canteen have 'online ordering' for canteen orders at the following address <https://quickcliq.com.au>

(Please note that any hot drinks, e.g. Milo are not available for Kindergarten or Pre Primary children to order due to safety issues.)

KINDERGARTEN LUNCH ORDERS - (No recess orders please)

Starting in Term 1 - Kindergarten children learn how to open and close their lunch boxes and take care of their belongings.

Starting in Term 2 - Kindergarten children are also welcome to order their lunch at the School Canteen or online at <https://quickcliq.com.au>

PROMOTING HEALTHY LUNCHES

Good nutritional foods are fundamental to brain function and are critical to alertness, attention and thinking in young children. That is why at Huntingdale we promote healthy, nutritional lunches.

(Junk food such as chips, chocolates and lollies are not appropriate.)

Huntingdale Primary is an 'Allergy Aware' school.

Several children in our school have nut allergies so a “nut free” school environment is promoted. This includes nut spreads (Peanut Paste, Nutella), loose nuts and any nut products.

Suggestions for simple child pleasing lunches are:

- Half a sandwich with cheese and salad, cut up fruit or vegetables and frozen drink of juice or water.
- Wraps made from a slice of bread with a little margarine and vegemite with grated cheese and carrot on top, then rolled up and secured with plastic wrap, and a drink of juice or water.
- Alternatives to a sandwich - vegetable or fruit pieces (including watermelon, rockmelon and grapes), salads, rice cakes, muffins, fruit bread, yoghurt (fresh or frozen), dried fruits, chicken drumsticks, cheese and crackers or pasta.
- Please provide lunch in containers that your child can open independently so they have easy access.



MORNING FRUIT TIME

Fruit time is an important part of the Kindy and Pre Primary daily routines. During this time, children have the opportunity to develop their social skills, speaking and listening skills, and of course fruit is a part of a healthy balanced diet. **Every day, please send along with your child a piece of fruit or vegetable already cut up in a small container, separate to their lunch box.** Cheese, sultanas, rice crackers, tinned pineapple, capsicum, cucumber and tomatoes etc., are healthy alternatives.

WHAT TO WEAR.....

CLOTHING

All students are required to wear the school uniform at all times. **Please clearly label your child's clothing with their name.** There is a special bottle green polo shirt available for parents to purchase just for Kindy and Pre-Primary children.

School Uniforms are available for purchase from the Uniform Shop. They are open at school on Wednesdays between 1.30pm and 3.30pm in our 'Community' building or can be purchased online.

Boys and girls are encouraged to climb and explore the outdoor equipment ... so comfortable and non-restrictive clothing is essential. Also, **please provide your child with a change of clothes in case of an accident (especially underwear and socks).** These items need to remain in your child's bag throughout the year.

SHOES

Due to our Physical Education program, we require children to wear sensible shoes suitable for running, jumping, climbing etc. **Flat-soled shoes like joggers are best.** For safety reasons, “fashion” shoes, gum boots and slip-on shoes, such as thongs, are not safe or appropriate. (Velcro flaps instead of laces are much easier for the students to manage.)

HATS

Please ensure that your child has a 'sun-safe' hat ('bucket' or 'wide brimmed') for outdoor play. This is in line with our school policy of “No hat, No play”. Although children will not be excluded from outdoor play if they do not have a hat, they will only be allowed to play in shaded areas, i.e. the sandpit.

Hats need to be clearly labelled with your child's name.

SCHOOL BAG

Each child should have their own bag to keep their belongings in. A backpack that is large enough to carry home important works of art, Library Bag (Pre-Primary only), lunch box would be ideal... **at least 30cm x 40cm is the recommended size.** Please ensure that the bag is clearly labelled with your child's name. Encourage your child to be responsible for their own bag by having them hang it up and collect it.

If your child uses a Huntingdale Primary School schoolbag, please ensure it is easily distinguishable to your child with a colourful bag tag, keyring or ribbon.

LOST PROPERTY

Lost property will be kept in a box outside the Assistant Principal's Office for a limited time. Parents/caregivers are asked to assist in this matter by:

1. labelling all items of clothing
2. checking the lost property box regularly or as soon as you notice an item is misplaced.

WHAT NOT TO BRING ...

TOYS / JEWELLERY

Please do not allow your child to bring toys or jewellery to school as they may get lost or broken and cause distress. We do not encourage balls to be brought from home, because if they are accidentally kicked onto a roof, they can't be retrieved until our gutters are cleaned.

BEHAVIOUR

MANAGING STUDENT BEHAVIOUR

A whole school approach is taken in promoting core values and social skills.

Where students do not show responsibility for their behaviour a range of disciplinary procedures is used. For example; verbal warnings, removal/time out from the class or playground, lunch-time 'reflection', and in some severe cases, suspension or exclusion from school.

GOOD STANDING

We have introduced an additional means to encourage positive student behaviour. Good Standing is where students follow our school values and rules. Teachers will fully explain first term at the first parent/teacher meeting. This extends from Kindergarten to Year Six.

GENERAL INFORMATION...

PARENT INFORMATION MEETINGS

At the beginning of the year, all teachers will conduct a Parent Information Meeting. The purpose of this meeting is for teachers to share classroom policies and procedures and to explain how parents/carers can best support their child's learning program. Teachers will inform parents/caregivers of the time for this meeting.

Please note: these meetings are not for individual interviews. Individual Parent/Teacher interviews can be arranged via a note to the teacher or phone message via the school office.

OPEN NIGHT

Open Night will be conducted in Term Three. This evening event provides parents with the opportunity to engage in their child's learning. Parents can move between classrooms including the specialist areas. Children have the opportunity to take pride in their progress and achievement. It helps you as a parent to foster a deeper level of understanding about the work, processes and experiences that occur within a classroom. It also provides you plenty of time to look at work chosen by your child and any displays around the classroom. This is an informal opportunity to do a quick check-in with the teacher or make an appointment for a longer meeting.

PARKING – KEEPING CHILDREN SAFE

The Staff Car Parks and the area behind the canteen are for staff use only, for children's safety no parent parking is permitted in these areas.

Children **are not to be** dropped off or picked up from these areas.

There is parking available in Patrick Way. Parents should also observe all the parking signs around the area, and are reminded to not park on neighbours' lawns or over driveways. Please observe extreme caution at all times as well as the 40 km/h speed limit around the school. Our children's safety comes first.

KISS 'N' DRIVE

An area in Patrick Way is used as a 'Kiss N Drive' zone. This means you can safely drop your children off in the morning without parking and leaving the car and in the afternoon the children are supervised while waiting for you to drive through and pick them up. **Please ensure that you do not arrive before 3.05pm as early arrival results in traffic hazards on Patrick Way and Rosemary Court.**

PLAYGROUND DUTY

At all times a duty teacher is visible to children in all areas of the school. Should children experience difficulties they are encouraged to communicate this to the duty teacher who will endeavour to solve the problem or resolve conflicts that may occur. Informing teachers about inappropriate or undesirable behaviour is part of the responsibility all children need to accept if they wish such behaviour to stop. All children have the right to a positive, friendly and effective time at school.

REPORTS

Each year students receive mid-year and end of year reports. A state-wide reporting policy is used and re-developed over time. **These will be sent out via 'Connect' on the last Wednesday of Term Two and Term Four.**

SCHOOL CONTRIBUTIONS AND CHARGES

All families are encouraged to make the following contributions. We have Eftpos facilities in the School Office for your convenience.

School Contributions

Year 1 to Year 6 ***\$60 per student***

Pre primary ***\$60 per student***

Kindergarten ***\$60 per student***

P & C Association contribution is \$5.00 per student, to be added to above charge.

OUTDOOR EQUIPMENT

Please do not let your children climb on the outdoor equipment before or after school due to safety concerns.

STAFF CAR PARKS

For safety and legal reasons, the staff car parks **are for staff only**. Parents and caregivers are not permitted to use these car parks. Please use the footpaths for walking to class. **DO NOT** walk through the parking areas.

MONEY COLLECTION

When sending money into class, please ensure it is placed in the **Huntingdale Primary School envelope that has been provided, and clearly label it with your child's name, the amount of money enclosed, and the reason for payment.**

YOUR SCHOOL

Please remember that the sum total of all our families and staff make up the Huntingdale school community and that we all benefit from your active participation in the school.

Joining the parent roster, helping in the canteen, supporting our P & C Association all build upon the positive sense of school community that is Huntingdale.

SMOKING

Smoking is not permitted anywhere on school grounds, inclusive of the oval and car-parks on the school property.

WET WEATHER PROCEDURE

On days when the weather is extremely wet, the children will be supervised in classrooms during break times.

WHAT CAN YOU DO? ...

PARENT ROSTER

We rely on parent help to extend and enrich the educational program. Dads, mums and grandparents, etc. are encouraged to come along. Parent helpers are only required to stay until lunch time (12 pm).

Our parent rosters usually commence in Week Four or Five of Term One, and is placed outside on the pin-up board. If you have not already done so, please put your name down once or twice per term on the appropriate date provided.

Being a 'parent helper' is a great opportunity to be part of our school, to see first-hand the activities children are engaged in during the school day, and to show your child that you value their education.

WASHING ROSTER

To help in the running of our Pre-Primary and Kindy, we ask each family once or twice during the year to launder a bag of washing for us.