



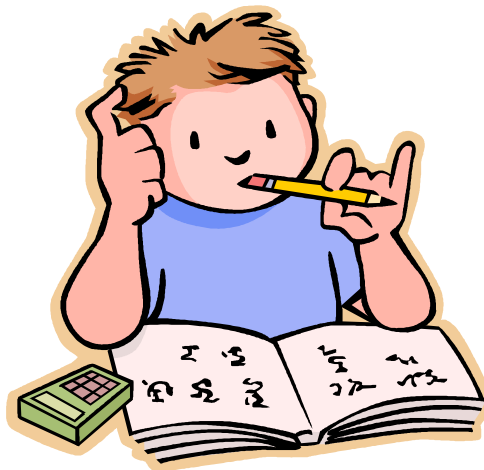
Inglewood Primary School  
34 Normanby Road  
INGLEWOOD WA 6052

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# INGLEWOOD PRE-PRIMARY 2021



## PARENT HANDBOOK

- To be read in conjunction with other school documents such as IPS Business Plan, Information Booklets, Policies and P&C Information (all of which can be found on the school website)

6 Hamer Parade (corner Seventh Avenue)  
INGLEWOOD 6052

Unit 3	9271 5084
Unit 4	9271 5867
Unit 5	9371 7991

### 2021 School Term dates for Students

Term 1	Monday 1 February to Thursday 1 April
Term 2	Monday 19 April to Friday 2 July
Term 3	Tuesday 20 July to Friday 24 September
Term 4	Tuesday 12 October to Thursday 16 December

## Welcome to Inglewood Pre-primary

Your child's time at Pre-primary establishes the foundation for his/her social adjustment and academic learning. Our carefully planned programs help your child grow physically, socially, emotionally, and cognitively by participating in group and individual experiences.

In Western Australia in 2013 the Department of Education implemented compulsory schooling for Pre-primary students. The Pre-primary teachers will continue to implement the Inglewood Early Years Plan which outlines the programs for education across the years Kindergarten to Year 2. The teachers will commence the Department of Education's comprehensive "On entry" Online assessment in English and Mathematics in Week 3. The results are presented with the Interim report at the end of Term 1.

Please access our school website [www.inglewood.wa.edu.au](http://www.inglewood.wa.edu.au) and join our school community through Connect.

### Monday 1 February

Students attend full time from day one in Pre-primary. Their formal instruction commences at 8.45am –2.50pm Monday to Friday. Doors are open at 8.30am. The students have recess from 10.40am-11.10am and lunch from 12.40pm-1.20pm.

### Your Child at Pre-primary

- **Attendance**

Department of Education regulations require an explanation, a dated note or medical certificate to cover a child's absence from school. No work packages will be provided for students who are absent due to vacation. The school needs to be notified beforehand of any impending vacation absences. Absence notifications can be done via connect or by emailing [Inglewood.PS.Absentee.Notes@education.wa.edu.au](mailto:Inglewood.PS.Absentee.Notes@education.wa.edu.au)

- **Birthdays**

We love to celebrate birthdays at Pre-primary. You are welcome to send along small cupcakes to help us celebrate with your child. Please check with your child's teacher in regard to food allergies.

- **Charges**

A \$60 contribution charge is included on the personal items list. This charge covers consumable items that are used at the centres. If you have not paid this, please pay at the school office on Normanby Road or alternatively use direct deposit into the schools bank account (BSB 066 111 A/C No. 00900025) with your child's name and unit as the reference. Any cheques should be made payable to Inglewood Primary School.

- **CONNECT - The Inglewood Primary School Community**

Inglewood Primary School uses Connect to communicate with the school community and share important notices, newsletters, term planners and forms. All student reports are uploaded on Connect. Connect is accessible via an app (Connect Now) or via the website [www.connect.det.wa.edu.au](http://www.connect.det.wa.edu.au). Download Connect Now from the Apple Store or Google Play.



- **Delivering And Collecting Children**

- At Units 3, 4 and 5, entry to the car park beside the Pre-primary is from Seventh Avenue and the exit is via Eighth Avenue down the ONE WAY lane. **We ask parents to observe the No Parking Signs around the centre for everyone's safety.**
- Their formal instruction commences at 8.45am –2.50pm Monday to Friday. Doors are open at 8.30am. The students have recess from 10.40-11.00am and lunch from 12.40pm-1.20pm
- Your child should not be left unattended in the playground.
- At the beginning and end of every day please allow your child to sort their things out. By doing the simple things like hanging their own bag up children gain independence and confidence.
- You are welcome to stay with your child for a short time at the beginning of each session while they read books or do puzzles. This helps children to settle into the environment before the formal session starts.
- If anyone other than yourself will be collecting your child, we ask that you sign our collection book giving permission for that person to take responsibility for your child. If you have forgotten to sign the book, please phone and let us know the arrangements. We cannot release your child to an unauthorised adult.
- If for some reason you need to collect your child early, you will be required to sign them out.

- **Canteen**

Our canteen is named “La Cantina” and is located at the end of the classroom wing on Normanby Road. The canteen is open on Monday, Wednesday, Thursday and Friday. La Cantina offers a Summer menu in Terms 1 and 4 and a Winter menu for Terms 2 and 3. Pre-primary students can order on a Thursday. Ordering is done online [www.quickcliq.com.au](http://www.quickcliq.com.au) More information is available on the P&C website.

- **Dogs**

Due to health and safety requirements, dogs are not permitted on the school grounds. Please do not bring your dog when collecting or dropping off your child.

- **ICT and Digital Technologies**

Inglewood Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. Pre-Primary classrooms have LED display panels or interactive Smartboards for teaching and learning experiences. Students also have access to iPads and Bee Bot robots in their classroom throughout the year. Parents must provide Third Party Consent for App usage.

- **In school Activities, Excursions, School Visits**

Sometimes we may have visitors to our Pre-primary to present experiences that contribute to our educational program. These may include animal farms, plays and musical performances. Occasionally, we may attend excursions outside our Pre-primary, including main school visits. When these excursions are planned, you will receive a note with all the information and provision for you to give permission for your child to attend. A fee may also be charged.

As part of the Pre-primary transition program, several visits to the main school on Normanby Road will occur throughout the year, including assemblies on some Fridays.

- **Laundry Roster**

We have a laundry roster for washing aprons, tea towels, home corner clothes etc. Each family will be called upon to help with the laundry throughout the year.



- **Learning Support Team**

The Learning Support Team (LST) plays a pivotal role in supporting teachers and students using best practice collaborative strategies in the implementation of support programs which cater for individual needs. This may be for learning, behavioural, cultural, emotional or social reasons. Some students have identified disabilities and will need extra support or an Individual Education Plan.

- **Medical Conditions**

**Allergies**

Due to an increase in allergies over the past several years, we are endeavouring to be an ALLERGY AWARE Preschool. Please support us by ensuring your child does not bring nuts of any description (including peanut paste and nutella). An allergic reaction can be life threatening, so we appreciate your help in this matter. Class teachers will advise parents if any other allergies exist within the class.

**Headlice (Nits)**

While head lice are not dangerous, do not carry diseases and are not a sign of poor hygiene, identification of head lice is essential to reduce the likelihood of transmission to others. If you become aware that your child has head lice, please inform their classroom teacher and keep your child away from class until treatment has begun.

**Illness**

If your child is sick, please keep them home until they are well enough to return to school.

**Medication (short-term)**

If your child requires short term medication, teachers are able to administer this provided the correct forms are completed and discussed with the class teacher.



**Medical Conditions requiring action plans or long term medication**

If your child has a severe medical condition, a Health Care Plan (available from the main site school office) must be completed to provide us with valuable information, should an emergency arise. If you have any concerns that staff should know about, don't hesitate to talk to your child's teacher about them.

**Please note the communicable diseases information on the back of the book.**

- **Money**

If your child has to bring money to Pre-primary for in-school activities, fundraising etc. would you please ensure that it is always in an envelope with your child's name, the exact amount and what it is for on the front. The envelope should then be placed in the money collection letterbox just inside the door of your Pre-primary class. This saves confusion when handling money.

- **P&C Committee**

The P&C Committee meet on the second Tuesday of the month at the main school and are responsible for fundraising, as well as school operations such as canteen and fundraising. All parents are welcome to come along to the meetings. There are a number of sub-committees that operate within the P&C. The P&C AGM will be held in February.

- **Parent/school communication**

- All school communication is via Connect. Please ensure your details are current.
- A numbered fortnightly newsletter is uploaded to Connect every second Thursday. It is also available on the school's mobile app, the webpage [www.inglewood.wa.edu.au](http://www.inglewood.wa.edu.au) and a few copies are in the school office.
- Teachers and admin also send occasional emails, please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are always up-to-date.

- **Parent Participation**

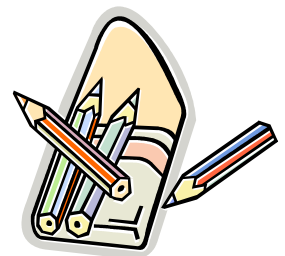
We welcome and encourage parents to come into Pre-primary on parent roster for the morning. The roster will be pinned on the noticeboard once the children have settled into each term. When on roster, you are encouraged to play and have a good time with your child and their friends.

The roster system gives parents the opportunity to meet staff, other parents and see their child interacting within a group. PLEASE NOTE: When you are in the room information gleaned from working with students is confidential.

Parents are a wonderful resource that we hope to use in as many ways as possible. If you have a hobby that you can share with us (such as cooking, dancing, music, pottery etc.) or just simply enjoy children's company, we would love to hear from you.

- **Personal Items List**

A personal items list that can be ordered through the school supplier is sent home before the beginning of the school year. It can then be collected in January, prior to school starting. Alternatively, items may be purchased from local stores (please note the specific brands). Please bring your child's equipment on the first day of school.



- **Responsible Behaviour Policy**

We believe that children learn best in a safe, caring, supportive and friendly environment. Behaviour in the centre is managed in a positive way. The rules and consequences are discussed and reinforced during the year.

The rules of the centre are:

- ◆ Walk inside and on the concrete.
- ◆ Listen to instructions from staff.
- ◆ Be kind and share with each other.
- ◆ Speak quietly inside.
- ◆ Put your hand up and wait to have your turn to speak at mat times.
- ◆ Look after the equipment at Pre-primary and help at pack away times.

Children are praised frequently for their positive actions and encouraged with rewards such as stickers, special privileges/activities and certificates/notes sent home to parents. Consequences initially involve warnings, reminders and modelling of the desired behaviour. If the inappropriate behaviour continues, the student will be engaged in a brief period of “time out”. At the conclusion, the child returns to an activity with a simple discussion of the rule broken and appropriate alternatives to this behaviour. Parents will be kept informed at all times.

- **School Development Days**

Each year the school will have six days on which students do not attend. For 2021 the dates are as follows:

Term 1: Thursday 28 January – Friday 29 January

Term 2: Friday 4 June

Term 3: Monday 19 July

Term 4: Monday 11 October and Friday 17 December.

- **School Chaplain / School Psychologist Services**

Students and parents have access to these services. Referral forms are available on Connect.

- **Translation and interpreter services**

If English is not your first language, we are able to organise an interpreter to attend meetings at the school. We also have options to access interpreting services we provide, free of charge to you. Anytime that you come to the school we will be able to provide an interpreting service, both on demand and for scheduled appointments. If you have any questions, please do not hesitate to contact the school to arrange a meeting.

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- **Toys/Lollies/Jewellery/Trading Cards**

Please discourage your child from bringing toys, lollies or jewellery to Pre-primary. Children’s toys are precious. Breakage or loss can be heartbreaking. The school cannot assume responsibility for any loss or damage to personal property.

- **Uniform**

Uniform is compulsory for Pre-primary students. Uniforms will be available for purchase from Uniform Concepts on Beaufort Street, Inglewood.

- **Wednesday Staff**

Your child’s teacher may have a non-contact day (DOTT, duties other than teaching) on Wednesday and another teacher may take the class. The class teachers will be available for interviews on a Wednesday, in their DOTT time, so please feel free to contact them if any concerns arise.

- **What To Bring**

- **A large bag** - which is big enough to collect treasures and works of art. Please make sure your child can do it up and undo it.
- **A wide brimmed hat** - to wear outside. No caps, please. The school policy is “No Hat – No Play in the Sun” for the **whole year**. We follow the school rules so all children will be required to wear a wide-brimmed hat for all outdoor activities. Please ensure you label your child’s hat with their name.



- **Clothing** - a spare set of labelled clothing including underwear will need to be kept in your child's bag at all times. Children who have an accident or are wet are changed into a spare set of clothing. Spare clothes do not need to be school uniform. PLEASE LABEL ALL ITEMS OF CLOTHING.

- **Fruit Time** - Children bring their own cut fruit and morning tea in a separate container to their lunch.



- **Lunch** - all children need to bring a healthy lunch to eat every day. Suggestions include a sandwich, fruit, health bar, etc. Please clearly label all containers. Heating and cooling facilities are not available for children's lunches.

- **Shoes** - that are safe to run and climb in must be worn daily. The children do not take their shoes off at Pre-primary. We prefer that sneakers are worn; please no thongs, crocs, ugg or gum boots.

- **Water Bottle** - to be left in the class, so that children have access to drinking water at all times. Please clearly label the bottle with your child's name.

- **Writing**

In Pre-primary it is expected that students will be writing. You can assist them by using the correct lettering. Upper case letters are easier to write but should only be used to start a name or sentence with the others being in lower case. Attached is a copy of NSW Foundation Font, which we encourage the children to use. Whenever you write something for your child, it would help if you could use this style of writing. It is also important that children are helped to hold writing tools correctly whenever they draw or write. Please see us if you are unsure about the correct grip/hold.

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## Communicable Diseases

For your information, the following are the exclusion periods of common infectious diseases.

CONDITION	EXCLUSION
Chicken pox	Exclude until all vesicles have crusted.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
Impetigo (school sores)	Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Measles	Exclude for 4 days after the onset of rash.
Meningococcal infection	Exclude until treatment has been completed.
Molluscum contagiosum	Do not exclude.
Mumps	Exclude for 9 days after onset of symptoms.
Parvovirus (B19 erythema infectious, fifth disease)	Exclusion not necessary.
Ringworm, scabies, pediculosis (lice)	Exclude for 24 hours after treatment has commenced.
Rubella (German measles)	Exclude for 4 days after onset of rash.
Streptococcal infection (including scarlet fever)	Exclude for 24 hours after antibiotic treatment has commenced.
Whooping cough	Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude until diarrhoea has ceased.

(Department of Health/Government of Western Australia) Prevention and Control Program

