

Inglewood Primary School

Kindergarten Handbook



Corner of Grand Promenade and Craven Street
BEDFORD 6052

Unit 1 9271 9485

Unit 2 9271 7685

2024 Term dates for Students

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| Term 1 | Wednesday 31 January to Thursday 28 March |
| Term 2 | Tuesday 16 April to Friday 28 June |
| Term 3 | Tuesday 16 July to Friday 20 September |
| Term 4 | Tuesday 8 October to Thursday 12 December |

Welcome to Inglewood Kindergarten

We would like to say thank you to the Whadjuk Noongar people for letting us share your land.

We promise to look after it, the animals, plants and people too.

**Kaya land, Kaya sky
Kaya me, Kaya friends**

Welcome to the Inglewood Primary School Community

This is the beginning of a wonderful journey where teachers and parents work as partners to deliver excellence in education. We hope you and your child will remember this first year with fond memories.

We aim to make your child's initial contact with school a happy, engaging experience and to establish positive attitudes to learning. With kindergarten being one of the first steps from home to school, we build on existing knowledge, skills and interests.

Our program is supportive but is also challenging. It is based around a balance of

- ❖ Child directed play – the child chooses how, when, with what and with whom to engage.
- ❖ Teacher guided play – the teacher plans and delivers explicit instruction to achieve specific outcomes.

Planned and incidental learning occurs through the day as a whole class, in small groups and individually. We are steered by three important documents.

- ❖ Early Years Learning Framework
- ❖ Kindergarten Curriculum Guidelines
- ❖ National Quality Standards

Some of the activities children may participate in include:

- ❖ Designing and creating
- ❖ Dressing up
- ❖ Dancing
- ❖ Completing puzzles
- ❖ Making collages
- ❖ Painting and drawing
- ❖ Fine motor activities
- ❖ Outdoor play and learning
- ❖ Listening to and playing music
- ❖ Oral language experiences
- ❖ Story telling
- ❖ Playing with playdough blocks, sand and water



Your Child at Kindergarten

Classes

There are four kindergarten classes and two classrooms. The two Unit A classes attend on Monday, Tuesday and alternate Wednesdays. The two Unit B classes attend on Thursday, Friday and alternate Wednesdays. The students share a playground providing opportunities for friendships to develop between classes. The classrooms are open from 8.30am when you are invited to spend time with your child until approximately 8.40am when we ring a bell. We dismiss the students at 2.40pm.

In 2024 Term 1 is a 9 week term and term 2 is an 11 week term.

In Term 1 (9 week term)

Unit A children will attend on Wednesday the first week of term (odd week) and Unit B children will attend on the second week of term (even week).

In Term 2 (11 week term)

Unit A children will attend on Wednesday the second week of term (even week) and Unit B children will attend on the first week of term (odd week).

In Terms 3 and 4 (both 10 week terms)

Unit A children will attend on Wednesday the first week of term (odd week) and Unit B children will attend on the second week of term (even week).

This will mean that your child attends alternating weeks throughout the year and will not impact of school care arrangements.

On your first day

Come inside the centre and meet the staff. Your child will be given a name tag to wear and a peg on which to hand his/her bag. Settle your child at an activity and spend some time with them before leaving. Make sure you say goodbye and reassure your child that you will be returning. A bell will ring indicating to all parents that it is time to leave.

What To Do if Your Child Is Unsettled at drop off time

Do not be concerned, as tears are very common in the early days. Take your child to a staff member and say goodbye and head off. It is important not to linger as some children are not used to a parent leaving and find the initial parting difficult. Having as simple farewell routine of a kiss and a hug before you go creates a familiar and predictable pattern which is reassuring. Children are only unsettled for a few minutes and when they see you have gone, they quickly settle and enjoy themselves. If this is not the case, we will always phone you and discuss the situation.



Teaching and Learning

Classroom staff

Our Kindergarten classes are staffed by early childhood teachers and education assistants. In addition to the classroom teaching staff the kindergarten students will have lessons with our specialist staff from the main site.

Additional Supports

Our School Chaplain and School Psychologist are an important part of our Student Services. They support 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, emotional, or social reasons. Some students may have identified disabilities and will need extra support or an Individual Education Plan. Through the early identification we can support student's ongoing development.

In-school activities, excursions, school visits

Sometimes we may have visitors to our Kindergarten 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 Kindergarten, including main school visits. When these excursions are planned, you will receive a notification on connect 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 kindergarten transition program, several visits to the main school on Normanby Road will occur throughout the year, including assemblies on some Fridays.

Responsible Behaviour guidelines

We believe that children learn best in a safe, caring, supportive and friendly environment. Behaviour in Kindergarten is managed in a positive way. Staff develop a shared understanding with the children about behaviour expectations and routines at the beginning of the year. These expectations are reinforced through positive praise. Additional support is provided through reminders and modelling of the desired behaviour. If the behaviour continues, the student will be encouraged to engage in a brief period of "reset time" before they return to an activity. Staff work collaboratively with parents to support all children in participating positively in the classroom environment.

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 made via connect or by emailing Inglewood.PS.Absence@education.wa.edu.au or via SMS on 0438 997 309.



Birthdays

We recognise children love to celebrate their birthdays at kindergarten. You are welcome to send along small cupcakes or a non-food treat to help us celebrate with your child. Please check with your child's teacher regarding food allergies.

Change Of Details

Please notify the school office of any change of address, telephone number or emergency contact details.

Charges

A \$60 contribution charge is included on the personal items list. This charge covers consumable items that are used at the centre. If you have not paid this when ordering your list payment can be made by using direct deposit into the school's bank account (BSB 066 111 A/C No. 00900025) with your child's name and unit as the reference.

Delivering and Collecting Children

At the beginning and end of every day please allow your child to manage their own belongings. By doing the simple things like carrying their own bag and hanging it up, children gain independence and confidence.

All children must be left in the care of a staff member.

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 you need to collect your child early, please sign them out.

Toys and Precious items

Our Kindergarten has a variety of equipment toys and games for the children to use every day. Children should not bring toys or personal precious items unless they have been requested for a particular reason. Precious items from home can be accidentally lost, damaged or broken which can be very distressing.

Dogs

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



Communication

Communication home

A newsletter is uploaded to the school's webpage www.inglewood.wa.edu.au in weeks 2, 6 and 10 of each term.

Teachers and admin also send occasional emails, please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are up to date.

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. Download Connect Now from the Apple Store or Google Play. **You will receive an invitation to join connect once your child has attended their first day of school.**

Seesaw

Your class teacher will share information about the teaching and learning program via posts and photos on your child's class Seesaw page. The Seesaw app can be done loaded via the Apple Store or Google play. You will receive an invitation when the school year commences.

Parent/Teacher meetings

Information sessions are held in Term 4 prior to the new school year starting. At the beginning of the school year a parent information session and play and stay is held. Formal parent/teacher meetings are held at the end of Term 1. We encourage open communication between home and school. If you would like to meet with the teacher throughout the year, please make a time to meet before or after school.

Translation and interpreter service

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.



Medical Conditions and Illness

Illnesses

To help curb the spread of infection to other children and staff please keep your child at home if they are unwell. A child who is unwell can become easily distressed, as well as finding it difficult to concentrate.

Please keep your child at home if they are suffering from any of the following:

- diarrhea
- fever
- weeping sores
- vomiting
- eye or ear discharge
- any sign of other infectious disease

Please advise via email to Inglewood.PS.Absentee.Notes@education.wa.edu.au or via SMS on 0438 997 309.

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 known allergies exist within the class.

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.

Medication (short-term)

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

Headlice (Nits)

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



Parent Participation

We welcome and encourage parents to come into kindergarten 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. Parents will be asked to sign a Parent and child volunteer form. Any extended family members will require a working with children card.

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 or cultural tradition 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.

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 several sub-committees that operate within the P&C. The P&C AGM will be held in February.

Parent Rep

At the beginning of the year, we will call for volunteers for Class Parent rep. This provides an extra layer of communication between school and families. Parent reps support the class teacher with communication and building a positive class community.

School Board

The School Board is composed of parent, staff, and community representatives. They meet twice a term. There is an annual public board meeting in Term 4.

What To Bring

Uniform

Kindergarten students are encouraged to wear school uniform. Uniforms will be available for purchase from Uniform Concepts on Beaufort Street, Inglewood. Second hand uniforms are available for purchase at the school canteen. Please check the P&C Facebook page for days as this service is provided by parent volunteers.

Personal Items List

Personal Items lists are available for viewing on connect in the library and our school webpage. All orders are placed online at www.campion.com.au by Friday 1 December. 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. Please do not label stationery items.

A large bag – which is big enough to hold their lunch box and an A3 folder. Please make sure your child can do it up and undo it.

A wide brimmed hat – the school policy is “No hat – No Play in the Sun’ for the whole year. All children will be required to wear a wide brimmed hat for all outdoor activities. We are a sunsmart school, please apply sunscreen prior to the school day.

Clothing – Please keep a spare set of labelled clothing, including underwear in your child's bag. Spare clothes do not need to be school uniform but should be labelled.

Morning Tea – children ring their own cut fruit and morning tea. This can be in a separate container or part of their lunchbox.

Lunch – We encourage a healthy lunchbox – suggestions include a sandwich, fruit, yoghurt, muesli bar, etc. Please label all containers.

Shoes – that are safe to run and climb in must be worn to school daily. The children have the option to take their shoes off at kindergarten. We prefer that sneakers with easy fasteners are worn; please no thongs, crocs, ugg boots or gum boots.

Water Bottle – these are placed on the trolley each day, so that children always have access to drinking water.

Please ensure that all clothing, hats and containers are clearly labelled with your child's name.

