

# Inglewood Primary School

## Pre-primary Handbook



Corner of Hamer Parade and Eighth Avenue  
INGLEWOOD 6052

Unit 3 9271 5084

Unit 4 9271 5867

Unit 5 9371 7991

### Term dates for Students

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 Pre-primary

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

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.

Please access our school website [www.inglewood.wa.edu.au](http://www.inglewood.wa.edu.au) for more parent information.

## The Pre-primary program

Students attend full time from day one in Pre-primary. Their formal instruction commences at 8.40am and concludes at 2.50pm Monday to Friday. Doors are open at 8.30am.

## 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 made via connect or by emailing [Inglewood.PS.Absence@education.wa.edu.au](mailto:Inglewood.PS.Absence@education.wa.edu.au) or via SMS on 0438 997 309.

### Birthdays

We recognise children love to celebrate their birthdays at Pre-primary. 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.

## Responsible Behaviour guidelines

We believe that children learn best in a safe, caring, supportive and friendly environment. Behaviour in Pre-primary 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.

## Canteen

Our canteen is named “La Cantina” and is located at the end of the classroom wing on the main site at Normanby Road. 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 lunch on a **Thursday**, and the orders are delivered to the PP site. Ordering is done online [www.quickcliq.com.au](http://www.quickcliq.com.au) More information is available on the website.

## 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.



## Teaching and Learning

In Pre-primary, teachers plan from the mandated Western Australian Curriculum and the Early Years Learning Framework. Pre-primary curriculum integrates all learning areas and is delivered using a balance of play-based intentional learning experiences explicit instruction.

### Classroom staff

Our Pre-primary classes are staffed by early childhood teachers and education assistants. In addition to the classroom teaching staff the Pre-primary 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 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 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 Pre-primary transition program, several visits to the main school on Normanby Road will occur throughout the year, including assemblies on some Fridays.

### Toys and Precious items

Our Pre-primary 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.



## Communication

### Communication home

A newsletter is uploaded to the school's webpage [www.inglewood.wa.edu.au](http://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](http://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](mailto: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 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. Parents will be asked to sign a Parent and child volunteer form. and any extend 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

Pre-primary 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](http://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 pre-primary. 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.**

