



North  
Kalgoorlie  
Primary  
School



*Kindness • Consideration • Service to Others*

**Kindergarten  
Parent Information  
Book 2024**

**NORTH KALGOORLIE PRIMARY SCHOOL**  
**KINDERGARTEN PARENT INFORMATION BOOKLET**

**WELCOME**

Welcome to the North Kalgoorlie Primary School community. Your child/ren have joined a school community that is steeped in tradition and justifiably holds a high profile within the City of Kalgoorlie-Boulder.

North Kalgoorlie Primary School has a proud 100-year tradition of providing education of the highest standard and the current staff and the School Board are committed to continuing this tradition.

As a school staff and community, we have established priorities that focus on the educational program and meet the needs of all students of North Kalgoorlie. These priorities have been established through reflection and analysis of student and school performance. Physical, financial and human resources are based on the needs of our students.

Your contribution to the North Kalgoorlie school community is crucial. As a member of the School Board or as an "advocate" of the quality of our schooling, you give a message to the wider community that together we can make a difference. We urge you to build a partnership with your child's teacher, working as one to best meet your child's educational needs.

As a School, we welcome your views, comments and questions on the issue of education. As such you will always be welcome to talk to staff to discuss any areas of concern.

I am sure your child/ren will enjoy our school and again, we welcome your family to our family.

North Kalgoorlie School Staff

## PURPOSE STATEMENT

The purpose of North Kalgoorlie Primary School is to provide a quality education that enables each of its students to develop to their full potential.

## VISION STATEMENT

At North Kalgoorlie Primary School our mission is to provide engaging educational opportunities that target all students and their diverse needs using a Whole School approach to the teaching and learning. Our ethos is that all children will have opportunities to succeed in a safe environment that scaffolds learning, regardless of gender, background, culture or ability. We develop innovative strategies and programs that respond to the needs of our students and community.

## VALUES STATEMENT

The school community is committed to:

Ensuring a school tone of inclusivity, resilience and equity that promotes social justice for each of its members.

Encouraging a love and respect for learning and appreciation of its relevance and importance to society.

Developing self-esteem to promote confidence, enjoyment and a desire for achievement.

Instilling in its students a capacity to exercise judgement in matters of morality and ethics.

Working in a framework that is open, collegial and collaborative, and that promotes the value of teamwork.

## NORTH KALGOORLIE KINDERGARTEN INFORMATION BOOKLET

### **KINDERGARTEN**

The North Kalgoorlie Primary School Kindergarten Centre is situated off the main school site and is located near Wallace Park at 145 Bourke Street, Kalgoorlie. Kindergarten is a foundation for a child's learning and provides a variety of experiences. We would like to wish you and your child a very happy and rewarding year.

### **AIMS OF THE KINDERGARTEN**

Our Kindergarten program at North Kalgoorlie Primary School aims to provide a balance between intentional teaching, guided play and child directed play.

Play is an integral part of the Kindergarten Learning Program. It is carefully and thoroughly planned by teaching staff. Throughout the year children participate in a variety of hands on and play based learning experiences and will be encouraged to experiment with many new materials and ideas. "Play is the highest form of research" - Albert Einstein.

Our Kindergarten follows the WA Kindergarten Curriculum Guidelines and the National Early Years Learning Framework (EYLF) which are both part of the WA Curriculum. Fundamental to the EYLF is a view of children's lives as characterised by:

BELONGING

BEING

BECOMING

The framework conveys the highest expectations for all children's learning. It communicates these expectations through the following 5 learning outcomes:

Children have a strong sense of identity	Children are connected with and contribute to their world	Children have a strong sense of wellbeing	Children are confident and involved learners	Children are effective communicators
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The main aims of the Kindergarten are:

- ❖ To provide each child with a smooth transition from home to Kindergarten.
- ❖ To develop in each child a positive self-esteem.
- ❖ To provide a stimulating learning environment.
- ❖ To promote an opportunity for your child to be an important member of a group.
- ❖ To develop independence.
- ❖ To provide the children with the opportunity to learn and explore their creative world.

## CONTACT DETAILS

Phone: North Kalgoorlie Kindergarten 9021 4401  
North Kalgoorlie School 9092 5850  
Email Address: NorthKalgoorlie.PS@education.wa.edu.au  
Website: www.northkalgoorlieps.wa.edu.au

## SCHOOL CALENDAR

The Term dates for 2024 are:

Term One - Wednesday 31<sup>st</sup> January to Thursday 28<sup>th</sup> March

Term Two - Monday 15<sup>th</sup> April to Friday 28<sup>th</sup> June

Term Three - Monday 15<sup>th</sup> July to Friday 20<sup>th</sup> September

Term Four - Monday 7<sup>th</sup> October to Thursday 12<sup>th</sup> December

There will be 4 pupil free days in 2024, to be advised at a later date.

## ATTENDANCE TIMES

Children will attend five days a fortnight, averaging 15 hrs per week.

Attendance times for \* Blue, Yellow and Red group are: 8.45am to 2.45pm

\* K/PP Split Green group: 8.35am to 3.00pm, alternate Friday 8.35am - 1.10pm

**The Kindy Groups are:**

Blue Group: Monday, Wednesday and every alternate Friday

Red, Yellow & Green Groups: Tuesday, Thursday and every alternate Friday.

**A timetable is issued each term showing the specific days for each Kindy group including the alternate Fridays.**

Preferences for specified days will be considered but **not** guaranteed.

**A preference of teacher will not be considered.**

## CONTRIBUTIONS AND CHARGES

A Contribution of \$60.00 per year is payable to the school.

This amount is voluntary and is used to provide essential resources as listed below:

Library (Books)	\$5.00
Library (Toys)	\$10.00
Puzzles & Manipulatives	\$10.00
Curriculum activities	\$30.00
Photocopying	\$5.00

Payment is requested upon enrolment as it allows for budgeting throughout the year.

The quality of our teaching and learning program is maximised when each family makes its contribution.

## **CHARGES**

A breakdown of estimated charges for your child's participation in possible incursions, excursions, activities etc. for 2024 will be made available late in Term 4.

## **OTHER REQUIREMENTS**

Could you please provide two boxes of tissues, two pump packs of liquid soap and one hand sanitiser. Other items required will be requested through a note from your child's teacher at the beginning of first term.

## **SPECIAL PAYMENTS**

Occasionally it may be necessary to collect money for special excursions or incursions. Please send this money to Kindergarten in a sealed envelope labelled with your child's name, class group, the amount enclosed and the purpose.

## **PARKING**

For the safety and wellbeing of all children and parents, parking or driving on the verge is **not permitted** and **please DO NOT PARK IN THE EMERGENCY EXIT (DOUBLE GATES)**. Due to safety concerns parents are asked to ensure that their child/children do not climb on any of the kindergarten gates or fences or hold them open for others.

## **OUR DAILY ROUTINE**

### **WHAT TO DO ON THE FIRST DAY AT THE OFFSITE KINDY**

Please arrive no earlier than 8.40am. Make your way to your allocated room and ensure that your child is ready to enter the classroom with their schoolbag, drink bottle and a clearly labelled bag with 1 piece of fruit in it (cut into quarters). Once inside the classroom, staff will show children where individual fruit snacks and drinks are stored. Parents can bring in all stationary items on the first day and hand to teaching staff. When the doors open at **8.45am** say "hello" to a teacher and help your child find their name tag on the table. Then assist them to find their bag hook and select an activity to do together for 5 mins. We usually find that children settle best if you stay for a short period of time, reassure them that you will be back to pick them up and then leave. When the bell rings at 8.55am we ask **all parents** to please leave the classroom promptly.

## WHAT TO DO IF YOUR CHILD CRIES

Whilst most children start Kindy with enthusiasm, some children may find leaving you difficult. Usually, the best course of action is to take the child to a staff member, say goodbye and leave. Lingering usually makes it harder for them to settle. We understand that all children have different needs and if they do not settle the staff will discuss further strategies to help your child settle in. If you are ever worried, please feel free to make an appointment with your child's teacher to discuss how they are getting on.

## STARTING AND FINISHING TIMES

To help your child and other children settle more easily, **please observe the starting and finishing times as closely as possible**. Please arrive no earlier than 8.40am at Bourke St and 8.30am for the main school **COLLECT YOUR CHILD ON TIME**, as it can be very distressing for children if parents/guardians are late.

To ensure your child's safety, we ask that you remain with your child outside the classroom until the door is opened at 8.45am. **Children must not wait in the Kindergarten yard without a parent or guardian**. Parents are advised that children, including siblings, are not to play on outdoor equipment before or after school throughout the year as adequate supervision by staff is not available. Parents are encouraged to leave the Kindergarten grounds promptly as soon as they have collected their child. **Children are not permitted to climb on any of the Kindergarten gates or fences.**

**\*\*Written authority is required if a person other than the parent picks up the child\*\***

## CLOTHING

A school uniform is **not compulsory** at Kindergarten however it is convenient. The School Board has established a Dress Code for all students attending the school.

**The School Board believes that a dress code will benefit all students and will:**

- Foster and enhance student pride via the public image of the school;
- Assist in the building of school and team spirit;
- Ensure students are safely and adequately dressed for specific school activities;
- Encourage equity among students;
- Prepare students for work places who have dress and safety codes.

**NORTH KALGOORLIE DRESS CODE - SCHOOL UNIFORM:**

- Royal blue polo shirt with collar with school logo or royal blue polo shirt (no slogans or multi coloured designs)
- Dress available at the uniform shop
- Royal school blue skorts or plain skirts are acceptable
- School jackets with school logo or plain royal blue
- Mid-thigh length shorts in royal blue only (no football shorts, brief shorts or board shorts)

- Official school colours of North Kalgoorlie Primary School are royal blue shirt over royal blue pants/shorts/skirt.
- The School Board recommends that suitable sun protecting hats must be worn at all times whilst outdoors. Recommended style is the bucket hat, available through our uniform shop. (Cancer Foundation recommendation for neck and ear protection). Sun visors are not allowed.
- Denim is not to be worn as part of school dress.
- **Please clearly label all pieces of clothing with a permanent marker**

You may purchase a school uniform from the school Uniform Shop. The **Uniform Shop** is located in the demountable building behind our library at the main school on Campbell St. Uniform orders can be left at the front office with a completed order form. Payment can be made by cash or bank transfer, or EFTPOS facilities are available in the Uniform Shop.

**The Uniform Shop is open Tuesday 8.25am-8.45am and Thursday 8.25am-8.45am, 2.45pm-3.15pm.**

If choosing to not wear a uniform, then please select clothes which do not restrict movement and allow for easy toileting. Kindergarten provides the opportunity for many messy activities. Please be aware that there is the possibility that your child may get paint on their clothes. Most paint comes off if soaked in COLD water.

Please provide a complete spare change of clothes to be kept in your child's bag in case of toileting accidents throughout the year.

### **HATS/SUNSCREEN**

Hats must be worn at all times during the year when children are outside. The school has a **"No Broad Brimmed Hat, No Play"** policy. This means that any students without a hat are unable to fully participate in outdoor play which is a very important part of the Kindergarten program. We do not provide spare hats. Please ensure hats are clearly labelled. We recommend that you apply sunscreen to your child's skin every day. There is sunscreen provided outside the classroom for you to apply in the mornings, we do not do this in class.

### **SHOES**

It is a requirement by the Department of Education that shoes be worn at all times at school. We do encourage children to empty any sand from their shoes at the conclusion of outdoor play. It would therefore greatly assist us if your child could wear footwear which can be put back on with the minimum of fuss. **Crocs, thongs and slip-ons are not suitable shoes for Kindergarten.** If your child wears laced shoes, please encourage them to learn to tie their laces independently. Your child's shoes need to have suitable grip for playing on the outdoor equipment.



## **BACK PACK**

Your child will have lots of creative work to show you. A **large backpack** is best to bring these items home. Kindy cases are too small and bags with wheels are not suitable. Please check your child's bag regularly as we often send notes home for your information.

## **DRINKS**

Children will need to bring a labelled drink bottle to Kindy every day. Drinks will be kept on a trolley inside the classroom. Please only send **water** for your child to drink (No soft drinks, cordial or fruit juices).

## **INDEPENDENT TOILETING**

It is a requirement that children entering Kindergarten should be fully toilet trained. Please advise staff in Week 1 if your child has any difficulties in this area and make an appointment with your child's teacher to discuss this further.

## **FRUIT**

We no longer have shared fruit at Kindergarten. Instead, children eat individual fruit snacks for morning tea, which we ask parents to send in on a daily basis. Please place one piece of fruit or vegetable (cut into quarters) into a clearly labelled bag or small container and remind your child to place it into the fruit basket before they enter the classroom (as well as their drink bottle onto the drinks trolley) each day.

**\*Fruit or vegetables only. No nuts or nut products.** All children are expected to eat fruit/vegetables at fruit time.

Please inform the teacher if your child has any food allergies as recorded on your health forms.

## **LUNCH**

Children will also need to bring their lunch along to Kindergarten each day. Please keep in mind **healthy food** choices when packing your child's lunch and do not send **too much** food. Lunch boxes and drink containers need to be very clearly labelled (including lids) with your child's name.

## **TOYS**

Please ensure that toys and treasured items are not brought to kindy. It is a distressing experience for the child if these items are misplaced or broken. In semester 2 the children will be given the opportunity to bring special items to Kindy for news telling.

## **EMERGENCY CONTACT**

We urge you to keep your 'emergency contact' number up to date throughout the year so we can deal with sick or injured children quickly and relieve their distress. Please update details by phoning reception on 9092 5850.

## **BIRTHDAYS**

Birthdays are an important part of your Kindy child's life. Parents are welcome to bring enough patty cakes for the class group to share with the other children as part of their child's birthday celebration. Please advise the teacher if you do not wish your child to participate in these celebrations for any reason.

## **PARENT INTERVIEWS**

The teacher is available to discuss your child's progress on Fridays or other times as arranged. Please feel free to make an appointment with your child's teacher if you wish to discuss any of your child's development.

## **NEWSLETTERS**

We have a strong commitment to keep parents informed of Kindy happenings and special events. North Kalgoorlie Primary now has access to a fantastic smart phone app that keeps us up to-date about school activities. We will post important information and links to the school calendar and website in the app. It can be downloaded by clicking on the link to the right of the school website page. The Kindy and main School provide information regularly. Fortnightly school newsletters are online at [www.northkalgoorlieps.wa.edu.au](http://www.northkalgoorlieps.wa.edu.au) or via the Connect Now app unless you request a paper copy.

## **WEBSITE**

We also have a web site to inform parents of all aspects of life at North Kalgoorlie Primary School [www.northkalgoorlieps.wa.edu.au/](http://www.northkalgoorlieps.wa.edu.au/). Each classroom has a webpage that is updated at least twice per term with additional information.

## **SCHOOL BOARD**

Parents are invited to be a member of the School Board. The School Board meets twice a term and is involved in the direction and decision making in the whole school. All meetings are advertised in the School Newsletter which is displayed at all centres for details of the meetings.

## HEALTH

You will need to have your child's immunisation records available at the time of enrolment. You can access your child's Australian Immunisation Register (AIR) Immunisation History Statement by:

- . phoning the Australian Immunisation Register enquiries line on 1800653809
- . visiting Medicare Online through the MyGov website
- . using the Express Plus Medicare app
- . visiting a Medicare or Centrelink office.

If your child's immunisation status is 'not up to date', and if we do not receive the above information, we cannot enrol your child.

If your child has an illness that requires administration of medication during school hours please make alternative arrangements for a Parent or Carer to come to Kindergarten to give dosage. If your child has an ongoing specific medical condition for which a plan may need to be implemented, the parent/ carer and the child's doctor must complete a related Health Care Form. This must be returned to the front office and your child's teacher informed.

The nature of your child's condition (eg anaphylaxis, epilepsy) may necessitate that you meet with a member of the school administration team and perhaps the school nurse to develop an Emergency Health Care Plan before school commences. Please see the front office if you have any concerns or need the forms.

It is important that you notify Kindergarten staff if your child has a contagious condition i.e chicken pox, head lice, so that a note can go out to all parents for the consideration of the other students attending the centre. If unsure, please contact the school.

Please do not send children to kindergarten when they are ill. Teachers will not hesitate to contact parents if children arrive at school and they are sick. Even if they tell you they want to go, please make the decision for them based on their health needs.

## SCHOOL ENTRY HEALTH ASSESSMENT

All children in Western Australia are offered a Health Assessment during their first year of school. This occurs at Kindergarten and is provided by our school Health Nurse. Consent forms will be sent to parents early in the year and we ask you to return these promptly.

## **ATTENDANCE**

Although Kindergarten is a pre-compulsory year of schooling it is expected that children attend regularly unless they are ill.

## **ABSENTEE NOTES**

If your child is going to be absent from Kindergarten, please advise the teacher in writing either prior to the absence or upon their return.

## **ANY OTHER QUERIES**

Please do not hesitate to ask.

APPENDIX C

CONFIDENTIAL DECLARATION



Department of Education and Training  
Government of Western Australia

DEPARTMENT OF EDUCATION AND TRAINING

151 Royal Street  
EAST PERTH WA  
Tel: (08) 9264 4111

CONFIDENTIAL DECLARATION

This form is for persons requiring access to schools who are not employees of the Department of Education and Training

Please place a tick in one of the boxes below.

(1)	I declare that I <b>do not have</b> any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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or

(2)	I declare that I <b>do have</b> convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.	<input type="checkbox"/>

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(BLOCK PRINT PLEASE)

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

School: \_\_\_\_\_

