



North
Kalgoorlie
Primary
School



Kindness • Consideration • Service to Others

**PRE-PRIMARY
PARENT INFORMATION
BOOK 2024**

PRE-PRIMARY CENTRE

Welcome to North Kalgoorlie Primary School. We have three Pre-Primary rooms at the school. They are named: Shea, Flanagan and Bayley. The purpose of this booklet is to acquaint you with the North Kalgoorlie procedures. We trust that you and your child will enjoy your time with us.

AIMS OF THE PRE-PRIMARY

The Pre-Primary year aims to establish the foundations for your child's adjustment to school and life. Pre-Primary is compulsory for all students with birth dates between 01 July 2018 and 30 June 2019. Full-time/compulsory attendance is required. A carefully planned program encourages each child to develop physically, socially, emotionally, academically and mentally by participating in a wide variety of experiences and activities.

Participating in the Pre-Primary program will help your child to:

- * Relate to other children with confidence
- * Develop the precursory skills that are fundamental to all learning, but in particular we aim to teach: Literacy and Numeracy
- * Work independently and co-operatively
- * Learn to follow directions accurately
- * Explore his/her creative world
- * Develop a positive self concept

CONTACT INFORMATION

Principal Mr David Roberts

Deputy Principals Mrs Elisabeth Gooding

 Mrs Joanna Stuart

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Email Address: NorthKalgoorlie.PS@education.wa.edu.au

Website: www.northkalgoorlieps.wa.edu.au

SCHOOL CALENDAR

Parents are advised that the Pre-Primary program is being offered on a full time basis from the beginning of Term 1.

The Term Dates for 2024 are:

Term One - Wednesday 31st January to Thursday 28th March

Term Two - Monday 15th April to Friday 28th June

Term Three - Monday 15th July to Friday 20th September

Term Four - Monday 7th October to Thursday 12th December

There will be 4 pupil free days in 2024- dates to be advised.

CONTRIBUTIONS & 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:

Photocopying	\$15.00
Physical Education/Play Equipment	\$15.00
Special Art materials	\$30.00

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

Charges

During the year there will be additional charges for your child's participation in incursions, excursions, activities etc for 2024. Included in these charges is \$20 per year for cooking. This can be paid to your classroom teacher in a lump sum of \$20 at the beginning of the year. A letter will be sent to you outlining expected charges towards the end of 2023.

Special Payments

Occasionally it will be necessary to provide money for special excursions, Book Club, etc please send this money when requested in a sealed envelope labelled with your child's name, class, the amount enclosed and the purpose.

ROUTINES OF THE PRE-PRIMARY

STARTING AND FINISHING TIMES

Pre-Primary students attend five days a week. The school day is from:

8.35am - 3.00pm Monday to Friday

To ensure your child and other children settle more easily, please observe the starting and finishing times as closely as possible. Please bring and collect your child on time. It can be distressing to the child if parents/guardians are late. A courtesy call is appreciated if you are going to be late.

To ensure your child's safety, we ask that you remain outside the centre until the door is opened at the start and finish of the session. Children must not wait in the Pre-Primary yard without a parent or guardian. **Parents are advised that children, including siblings, are not permitted to play on equipment before or after school, as adequate supervision by staff cannot be guaranteed.**

Please note that written authority is required if a person other than the parent picks up the child.

CLOTHING

The School Board has established a Dress Code for all students attending the school. A school uniform is compulsory at Pre-Primary.

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 that have dress and safety codes.

NORTH KALGOORLIE DRESS CODE - SCHOOL UNIFORM:

- Royal blue polo T-shirt with collar with school logo or royal blue T- shirt (no slogans or multi coloured designs).
- Dress available at the uniform shop.
- Royal blue skorts or skirts are acceptable.
- School jackets with school logo or plain royal blue.
- Mid-thigh length shorts in royal blue only (no football shorts, bike or brief shorts or board shorts).
- Denim is not to be worn as part of school dress.
- Please **ensure hats are clearly labelled as well as jumpers and other clothing** that children take on and off.

UNIFORM PURCHASES

You may purchase a school uniform from the uniform shop. The **uniform shop** is located in the building behind the library. Uniform orders can be left at the front office with order, payment and details in a sealed envelope and these will be passed on to the uniform shop Manager. The uniform shop is open **Tuesday 8.25am-8.45am, Thursday 8.25am-8.45am, 2.45pm-3.10 pm**. Most paint comes off if soaked in *COLD* water.

LITTLE ACCIDENTS

Please pack an extra set of clothes in your child's bag daily in case of accidents. If your child wets or soils themselves during school time staff will endeavour to assist them to clean and change themselves. Be mindful of the change in seasons and your child's current clothing size.

BACKPACKS

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. Please check your child's bag daily as we often send notes home for your information.

HATS/SUNSCREEN

The School Board recommends that suitable sun protecting hats must be worn at all times whilst outdoors. Our policy is **NO HAT - PLAY IN THE SHADE**. Recommended styles are the bucket hat and desert cap, available through uniform sales (Cancer Foundation recommendation for neck and ear protection). Sun visors are not allowed.

Hats must be worn at all times when children are outside. This means that any students without a hat must play in the undercover areas of the school. We recommend that you apply sunscreen to your child's skin every day.

HEALTHY SNACKS

Children are asked to bring a healthy snack each day in a labelled container or zip lock bag for morning recess (REFER TO ATTACHED HANDOUT FOR SUGGESTED OPTIONS). **NO NUTS PLEASE**.

ALLERGIES

Please advise the teacher if your child has any food allergies that you have listed on your child's enrolment form.

LUNCH

Children will need to bring their lunch along to Pre-Primary each day. Lunch time is from 12.20 to 1.00pm. Children eat from 12:20 to 12:35 and are then allowed to play after eating. Lunch boxes and drink containers need to be very clearly labelled (including lids). As school bags are kept outside it is highly recommended that you use cooler blocks to keep lunches fresh.

Canteen Online Ordering

There is a School Canteen open Monday to Friday that children can order their lunch from. Online Ordering is available at <https://spriggy.schools.com.au>. Orders are to be placed before the cut off time of 9am.

There is no access to the canteen at recess. Visit the school website for an updated menu.

LIBRARY

The children will have the opportunity to visit the library to select books once a week commencing in Term 1. Children must have a cloth library bag in order to borrow a book. If any books are damaged or lost parents will be asked for replacement costs.

Individual teachers will notify parents as to when their class will start their visits to the library and on which day of the week.

EMERGENCY CONTACT

We urge you to keep the "emergency contact number" on the enrolment card up to date so we can deal with sick or injured children quickly and relieve their distress. Please ensure that the person you have nominated is aware that their name is on your child's card for this purpose. Please also advise the teacher of any change of home address, telephone number or other details.

BIRTHDAYS

Birthdays are an important part of your Pre-Primary child's life. Parents are welcome to bring a cake (or enough cupcakes for the group) to share with the other children as part of their child's birthday celebration. Please check with teachers if there are any **allergies** in the class. Please also advise the teacher if, for any reason, you do not wish your child to take part in these celebrations.

PARENT HELP

You are welcome to put your name on the parent help roster throughout the year. Other family members are also welcome. This provides an opportunity for you to see how your child is interacting within the Pre-Primary environment. Help during this time can be given in supervising activities, storytelling, preparing materials, etc.

SCREENING OF VOLUNTEERS AND PARENTS ASSISTING IN SCHOOLS

Schools are requested by the Department of Education to obtain *Confidential Declarations* from all volunteers and parents assisting with students at schools. This includes parents participating as parent helpers in Pre-Primary classes, attending excursions and any other situations where you are helping out at the school. Your child's classroom teacher will ask you to complete a *Confidential Declaration* at the beginning of the school year. These forms will be kept on file at the office.

PARENT INTERVIEWS

If you have any issues you need to discuss with your child's teacher then it is advisable for you to make an appointment time to see the teacher rather than trying to catch them before or after school. This is a busy time of the day and the teacher will be unable to spend quality time with you.

NEWSLETTERS

We have a strong commitment to keep parents informed of Pre-Primary happenings. The Pre-Primary and School provide information regularly. School newsletters are online and paper copies are available from the front office.

SCHOOL BOARD

Parents are invited to be a member of the School Board Association. 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 and Term Planner which are displayed on each classes noticeboard.

WEBSITE

Our school webpage is at www.northkalgoorlieps.wa.edu.au.

Under the Our Classes tab/Pre Primary/Shea, Flanagan or Bayley you will find all the current information for the class. This is updated at least 2 x per term with some teachers posting more regularly.

CONNECT NOW

Connect passwords can be obtained from the front office. This parent communication system uses the email address that has previously been provided to the school. Please ensure that this information is current and up to date.



Connect is an integrated online environment developed by the Department of Education WA for staff, students and parents in public schools. Your secure login details to Connect includes a P-number and Password.

On the Connect landing page parents can access latest notices, viewed classes, quick-links, other Connect information and see upcoming calendar events.

North Kalgoorlie PS will transition from Website to Connect during Term 4 2018.

In MyConnect you can manage your Profile and Preferences. Modify the default Notifications settings to personalise how you would like to receive notifications from Connect.

Watch how other parents are enjoying the use of Connect <https://vimeo.com/234791047>

Your child's reports online

- stored securely in the Department of Education WA
- building a history of reports over time
- available anytime, anywhere

Secure Convenient Paperless

Keep your contact email up-to-date



Login to CONNECT USING YOUR PREFERRED BROWSER

<https://connect.det.wa.edu.au>

Use your P-number as your user name

While you're in Connect

See a weekly view of your child's attendance

Download your child's report and print if you like

School Calendar, Newsletter and Events

See what else Connect has to offer

If you can't remember your login details follow the 'Forgot Your Password' link



HEALTH

You will need to have your child's immunisation record available at the time of enrolment. If you have any concerns please contact the Community Health Nurse at Ware Street, Kalgoorlie on 9021 2622.

It is important that you notify Pre-Primary staff if your child has a contagious condition in consideration of other students attending the centre.

If your child is unwell, we urge you to keep them at home so they are able to recover promptly and do not pass their illness onto other students.

Medication cannot normally be administered by school staff. If your child has a short term illness that requires the administration of medication during school hours please make arrangements for a parent or carer 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 relevant form. This must be returned to the front office. 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. Please see the front office if you have any concerns or need the forms.

ABSENTEE NOTES

A note is required each time your child is absent from school. It should include the date/s that your child was away and a brief reason for the absence.

PETS

Dogs are not permitted on school grounds (even if they are on a lead) as they represent an obvious danger to children within the school. Even the most placid animal can turn on children. The Council Ranger will collect any animals found in the school grounds and it will be the owner's responsibility to claim the animal.

ANY OTHER QUERIES?

Please don't hesitate to phone or email the school.