



**Pingelly Primary School**

**Kindergarten**

**&**

**Pre Primary**

**Information**

**Booklet**

**2017**

# TABLE OF CONTENTS

<b>TITLE</b>	<b>PAGE</b>
• School Contact Details	4
• School Vision	4
• We Believe Learning Happens Best When	4
• Enrolment	5
• Term Dates 2017	5
• Voluntary Contribution	6
• Staff	6
• Kindergarten and Pre Primary Program	7
• Preparing your child for Kindergarten and Pre Primary	8
• First Day of School - Some Tips	8
• Making School As Enjoyable as Possible For Your Child	9
• Equipment Requirements	10
• Kindergarten Personal Use Items	11
• Pre Primary Personal Use Items	11
• Newsletter	12
• Emergencies	12
• Contact Details - Important	12
• Custody Issues	12
• Attendance	12
• School Times	13
• Arrival & Departure	13
• School Buses	14
• Supervision	15
• Lunch	15
• Lunch Orders	15
• Clothing	15
• Handwriting	16
• Work Sample Package	16
• Parent Interviews	16
• Toys	17
• Ill/Tired Children	17
• Library	18
• Parent & Community Participation - P&C, School Council	18
• Community Involvement	18
• Parent Roster	18
• Communication Book	19
• Special Interest/Hobbies	19
• Donation of Materials	19
• Special Days	20

**Booklet**

- Medication **21**
- Parent Concern Procedure **22**
- Support Services **22**
- Infectious Diseases **23**
- How Check for Head Lice & Treatment **24**

# PINGELLY PRIMARY SCHOOL

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**Manager Corporate Services:** Mrs Rosalyn Ward

**School Officer:** Mrs Leah Parsons

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## SCHOOL VISION

At Pingelly Primary School, we are all responsible for creating an engaging team environment where students, staff and community are valued and respected, where individuals are motivated and encouraged to achieve their full potential- academically, emotionally, socially, physically and creatively.

## WE BELIEVE LEARNING HAPPENS BEST WHEN:

- Students feel safe, welcome and encouraged to learn in an environment that best meets their educational needs
- Students are able to become confident and competent users of literacy, numeracy, science and technology
- Students are self-disciplined and diligent and understand that striving for their personal best delivers positive results
- Students are aware of their role in, and responsibility to their community
- Teachers are aware of current achievement standards and monitor student development to plan for all students to reach their full potential
- Teachers adopt a case-management approach for underachieving and high achieving students, using strategies to engage all students
- Teaching, learning, assessment and reporting is based on student levels of development, cultural diversity and interests.

## ENROLMENT

Department of Education guidelines stipulate the following enrolment dates for Kindergarten & Pre Primary. For further information please contact the office.

Your child's birth certificate and immunisation details must be presented on enrolment. If your details (contact, emergency contact, medical) change please inform the front office.

<b>Children Born</b>	<b>Begin Kindergarten at the start of the school year in</b>	<b>Begin Pre Primary at the start of the school year in</b>	<b>Begin Year 1 at the start of the school year in</b>	<b>Begin Year 2 at the start of the school year in</b>
<b>July 1 2012 To June 30 2013</b>	2017	2018	2019	2020
<b>July 1 2013 To June 30 2014</b>	2018	2019	2020	2021

## TERM DATES 2017

<b>Term 1</b>	<b>Wednesday 1 February</b>	<b>Friday 7 April</b>
Term 1 Vacation	Saturday 8 April	Sunday 23 April
<b>Term 2</b>	<b>Monday 24 April</b>	<b>Friday 30 June</b>
Term 2 Vacation	Saturday 1 July	Sunday 16 July
<b>Term 3</b>	<b>Monday 17 July</b>	<b>Friday 22 September</b>
Term 3 Vacation	Saturday 23 September	Sunday 8 October
<b>Term 4</b>	<b>Monday 9 October</b>	<b>Thursday 14 December</b>
Term 4 Vacation	Friday 15 December	Sunday 28 Jan 2018

**School Development Days for 2017**  
*To be confirmed early 2017*

## **VOLUNTARY CONTRIBUTION**

<b>Kindergarten:</b>	<b>\$ 60.00</b>
<b>Pre Primary:</b>	<b>\$ 60.00</b>

Pingelly Primary School asks parents to pay a voluntary contribution to supplement resources to support the learning program being offered. Kindergarten & Pre Primary voluntary contributions are required to be paid to the front office as soon as possible. Please make cheques payable to Pingelly Primary School.

## **STAFF**

The Kindergarten & Pre Primary staff consists of teachers, education assistants and an Aboriginal & Islander Education Officer (AIEO) who is shared across the whole school.

Staff members are trained to provide teaching programs designed to be appropriate for your child's developmental stage within a nurturing learning environment.

The School Chaplain (Mrs Raelene Stevens) works 3 days per week. Her role is to assist students, their families and teachers and is the coordinator of the Student Mentor Program. Appointments may be made through the school office or by students approaching Mrs Stevens directly.

# KINDERGARTEN AND PRE PRIMARY PROGRAM

The Kindergarten and Pre Primary program at Pingelly Primary School builds upon all of the wonderful things that you have taught your child at home.

It supports important foundations for your child's future success at school. This first step into the education system will shape your child's love and enthusiasm for learning and will have a significant impact on their future emotional, social and educational development.

For Kindergarten and Pre Primary students at Pingelly Primary School the teachers' planning is guided by the Kindergarten Curriculum Guidelines and the Australian Curriculum. These departmental documents describe what children will know, understand, value and be able to do as a result of their learning.

The children are guided into their own levels of independence and encouraged to discover themselves as a unique individual. Play is a vital means of guiding children into the enjoyment of learning and is an integral part of our total program. It is important to note that not all Learning Areas are of equal importance.

In Kindergarten and Pre Primary there is a strong emphasis on Literacy, Numeracy, Science, Physical Education and Social & Emotional development. The children are actively involved in both planned and incidental multi-sensory learning experiences that help them to grow physically, socially, emotionally and mentally through participation, in group and individual experiences. Kindergarten and Pre Primary is a prime time when social skills are developed. The program is designed to assist your child to:

- Develop positive self-esteem
- Relate to adults and other children confidently
- Establish foundations in key academic areas, e.g. early reading, writing and maths
- Work both independently and cooperatively
- Follow directions
- Develop good work habits
- Assume responsibility
- Develop effective speaking and listening skills
- Practise courtesy and consideration
- Develop a positive attitude towards learning

We hope that you and your child will have an enjoyable and rewarding year with us and that your child will continue to learn and develop to their full potential. The time a child spends in Kindergarten and Pre Primary establishes the foundation for their school adjustment and academic learning.

## PREPARING YOUR CHILD FOR KINDERGARTEN & PRE PRIMARY

You can help to prepare your child for the start of Kindergarten/Pre Primary by :

- Driving/walking past regularly and commenting “That’s where you’ll go to Kindy/Pre Primary.”
- Talk about starting school in a positive way “You’ll have so much fun, I wonder what things you’ll do?”
- Read books about starting school.
- Purchase items such as a hat, lunchbox, drink bottle and school bag and label with your child’s name.
- Acquaint your child with their written name so they can identify their name tags on their peg, box and belongings.
- Teach your child the three S’s – Sharing, Sitting Still and Self Care, such as being able to undress/dress outer garments, put on shoes and socks, go to the toilet themselves, wash hands, open/close doors and open/close their lunchbox and drink bottle.

## FIRST DAY OF SCHOOL SOME TIPS

- Allow your child to put on their school uniform on their own
- Help them pack their school bag with their hat, change of clothes, lunch box and a piece of fruit cut up in a container for recess whilst explaining what will happen in a positive tone.
- Allow plenty of time so that you don’t exhibit signs of stress!
- On arrival help your child find a peg to hang up their bag or a place on the bench.
- Seek out the Teacher and/or Education Assistant so your child can be introduced.
- Walk around the classroom and talk positively about the activities your child may be involved in.
- Sit with your child whilst they participate in a quiet activity such as completing a puzzle or reading a book.
- Introduce your child to other children where appropriate
- When the bell rings help your child pack up and tell them it is time for you to leave. Give them a kiss/hug and tell them you will pick them up when school finishes. If your child is settled—leave. If they are apprehensive about you leaving, reassure them and seek assistance from staff. You are most welcome to contact us within half an hour to check on your child. Rest assured we will contact you if we feel it is best for you to return. Most children settle quickly within moments of your departure.
- When you return to pick up your child please wait until the teacher calls your name to collect your child from the door. Be as positive as you can about their experiences and don’t be concerned if he/she has not participated in all activities



provided. The main objective at this stage is for your child to have an enjoyable time. If you have any concerns please speak to the teacher.

We greatly appreciate how concerned you are for your child as they enter Kindy and Pre Primary, however, be brave and be assured your child is in loving and capable hands and will soon develop the independence required for formal schooling.

## **MAKING SCHOOL AS ENJOYABLE AS POSSIBLE FOR YOUR CHILD (In the eyes of a child)**

- Please plan the beginning of the day so I don't have to be rushed there or get confused or irritable.
- Don't push me inside the door and run, it will make me feel unhappy, as if you wanted to get rid of me. Come and look with me at all the interesting things I can do.
- Please don't slip away without saying "Goodbye", or I will be afraid that you may leave me for good. When you leave, tell me you will be back, and try hard to be on time or I will worry.
- Sometimes I spend a lot of time making something, and I am proud of it. If you laugh at it or call it rubbish, half of it seems wasted. But if you show me you value it too, it makes me feel successful and ready to tackle more difficult things.
- I like you to visit me when I'm at school. When you come I will feel proud and say to my friends, "That's my Mummy" or "That's my Daddy".
- Please don't talk about me when I'm in earshot. I don't miss much and I worry about what I hear. The teacher will always be happy to find somewhere out of earshot to talk with you about me.
- Send me to school in clothes that are comfortable for me and that are easily washed.
- When you come for me, please don't ask the teacher if I've been good. I try to be, but sometimes things go wrong and I don't like to be reminded of my mistakes.
- What makes me feel good is if you show me that you are really pleased to see me and are ready to look when I have something new to show you.

# EQUIPMENT REQUIREMENTS

Personal lists for Kindergarten and Pre Primary can be found on page 10.

## First Day

On the first day each child will need to bring:

- A school bag large enough (approx. 15-25L size) for children to take home pieces of work and accommodate jumpers and lunchboxes.
- A clearly labelled Pingelly Primary School hat to be left at school.
- Underwear (in case of accidents) and 1 set spare clothes to be kept in school bag.
- Should your child need to borrow the centre's clothes, please wash the clothes and return promptly.
- Two pieces of fruit or vegetable to share at fruit time. Carrots, celery, rice crackers, cheese, raisins, sultanas, popcorn and tomatoes are also suitable.
- Children need to bring a healthy packed lunch or they may have a lunch order from the Pingelly Road House on a Thursday or Friday only. Lunch orders must be placed at school **by 10AM**. We seek your assistance in supporting the school's healthy eating policy.

## Every Day

- A school bag large enough (approx. 15-25L size) for students to take home pieces of work and accommodate jumpers and lunchboxes.
- Two pieces of fruit to share at fruit time. Carrots, celery, rice crackers, cheese, raisins, sultanas, popcorn and tomatoes are also suitable.
- A healthy packed lunch
- Parents are welcome to accompany their child into the classroom to help settle them if they wish to do so.
- Communication Book (the school will supply this book on the first day).

**PLEASE NOTE:** Children are prone to misplacing their belongings. Please ensure that all of your child's equipment and clothing is clearly labelled with their name.

Lulu Parker



Gus Anderson



Evie Sharpe



Charlie Simpson



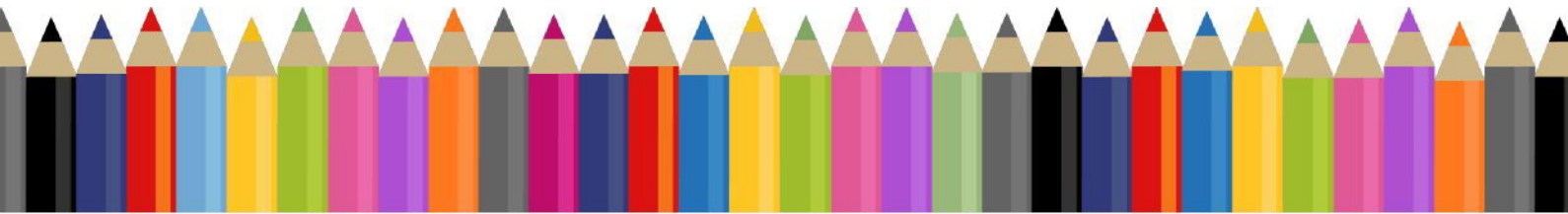
Harry Bennet



## **KINDERGARTEN PERSONAL USE ITEMS 2017** (please label all items with your child's names)

- 4 x triangle HB lead pencils
- 1 x packet triangle colour pencils
- 4 x glue sticks (large)
- 2 x large scrapbooks (24 cm x 32 cm)
- 1 x Pingelly PS bucket hat - named
- 1 x large box tissues
- 1x packet of 12 wind-up crayons
- 1 x black permanent marker
- 1 x whiteboard marker
- 1 x library bag
- 1 x A3 display folder (20 pocket)
- 2 x clear A4 plastic document wallets (for home reading/school notes/communication)
- 1 x USB thumb drive (for photos and digital work)

**ALL items are to be clearly labeled with your child's name**



## **PRE PRIMARY PERSONAL USE ITEMS 2017** (please label all items with your child's names)

- 6 x triangle HB lead pencils
- 1 x packet triangle coloured pencils
- 4 x large scrapbook . 24 cm x 32 cm
- 1 x Pingelly PS bucket hat - named
- 2 x large boxes of tissues
- 1 x library bag
- 6 x glue sticks (large)
- 1 x packet crayons wind-up
- 1 x black permanent marker
- 1 x whiteboard marker
- 1 x A3 display folder (20 pocket)
- 2 x clear A4 plastic document wallets (for home reading/school notes/communication)
- 1 x 2GB USB thumb drive (for photos and digital work)

## NEWSLETTER

The school publishes a newsletter fortnightly. This is one of our main methods of communicating with students, parents and community members. It is available on the school website, [www.pingellyps.wa.edu.au](http://www.pingellyps.wa.edu.au)

## EMERGENCIES

Every attempt is made to contact parents in the event of an emergency; however, parents are requested to ensure that the emergency address and number registered on their child's enrolment card is up to date. If this is done, unnecessary delays can be avoided. Parents are requested to keep the school informed of their employment address and contact number.

## CONTACT DETAILS - IMPORTANT

Please inform the school office of any changes to telephone numbers, addresses, medical conditions or custody arrangements. It is important that the school has up to date emergency contact details, should we need to contact you if your child is ill or injured.

## CUSTODY ISSUES

To avoid any confusion, where custody issues pertain to your child please notify the school office and provide relevant documentation.

## ATTENDANCE

Kindergarten is a voluntary year of schooling.

Pre Primary is compulsory.

To enable your child to benefit from many opportunities and experiences available in the early childhood program full attendance is encouraged. If your child is enrolled at Pingelly Primary there is an expectation that he/she will attend regularly as your child is taking up a place in the program. The school is accountable to ensure attendance of 90% or more.

### Kindergarten

As of 2013 Kindy-age students are entitled to attend Kindy 15 hours per week (2 ½ days).

In 2018 this will be implemented in the following way.

▫ Semester 1 (Term 1 & 2) 2 full day sessions during the week - Tuesday & Thursday

▫ Semester 2 (Term 3 & 4) 3 full day sessions during the week - Tuesday, Thursday & Friday

▫ Phasing in may be necessary for the first few weeks of the year.

### Pre Primary

▫ Children attend 5 full days per week.

▫ All eligible children are expected to attend 5 full days from the beginning of the year.

In order to ensure our duty of care for all children the school requires notification of non-attendance. This can be achieved through:

1. Phone call from parent/caregiver to the school reception or teacher on the day of absence.
2. Written notification of absence as soon as your child returns to school.

> **Extended holidays:** Parents who take students out of school for extended family holidays need to negotiate this with the school and have it approved by the Principal.

## SCHOOL TIMES

Students may arrive from	8:30 am
School Commences	8.50 am
Recess	10.30 –10.50 am
Lunch	12.30 –1.00 am
School Finishes	3.00 pm

## ARRIVAL & DEPARTURE

School begins at 8:50am.

For safety purposes, it is recommended children are accompanied by an adult until the classroom opens (from 8:30am)

It is a school rule that children & siblings do not play on equipment before and after school. It is very important for young children that you collect them promptly as lateness can cause concern and uncertainty for your child, especially in the early days, when routine is still being established.

If someone other than you is collecting your child, please let the staff know by way of a note or phone call. The school will not release children to non-authorized persons.

The school prefers that Kindergarten children be escorted to and from their class by their parents or another known adult. It is recommended that siblings and under-aged children do not collect kindergarten children. Please make sure to fill out the “child collection authorisation” if someone else is picking up your child

Also we ask that if you are delayed and unable to collect your child on time, please notify us by phone so that we can dispel any fears in your child.

The school can be contacted by phoning the school office on 98871061.

## SCHOOL BUSES

**BUS CHILDREN:** Will disembark at the Paragon Street BUS BAY in the morning and afternoon.

**If you do not want your child to go home on the bus for any reason, you must notify the bus driver, Pre Primary and Kindergarten staff, or he/she will be put on the bus. Anyone not travelling on his or her usual bus or town students travelling on a bus need to have a permission note signed at the school office. This should be handed to the bus driver concerned. The Kindergarten or Pre Primary teachers need to know about any changes to normal arrangements.**

For the first few weeks a staff member will meet Pre Primary & Kindergarten children. After this, older, responsible students will be organised to meet and escort the children to the Pre Primary classroom, as necessary. The teacher or aide will see them onto the bus in the afternoon.

> 'Log on before you hop on.'

- The Public Transport Authority of Western Australia (School Bus Services) is responsible for school buses. Parents must log on to apply for the school bus service. The 'How to apply' section outlines the personal information needed to fill in the online form. The form can't be saved part way through so it is essential that you collect this information prior to starting.
- Travel for students living closer than 4.5km to the school is the responsibility of their parents, however Bus Contractors may transport these students if they have room. They are "complimentary passengers" who must give up their seat if children living further out require them.
- The Public Transport Authority of Western Australia (School Bus Services) is responsible for bus stop information, eligibility or route alterations.

> School Bus Services Contact:

- Web address: [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)
- Email: [schoolbus@pta.wa.gov.au](mailto:schoolbus@pta.wa.gov.au)
- Ph (08) 9326 2000



**Public Transport  
Authority**

## **SUPERVISION**

**Recess and Lunch** - Students are supervised during recess and lunch time by staff members in the cluster playground. This includes staff who may not teach in the cluster area.

**Toilets** – The children will be supervised to and from the toilets until they have the confidence and skills to go to the toilet unattended.

## **LUNCH**

The children will be required to bring their lunch and drink in a lunch box clearly marked with their name. It is also recommended that each child bring along their own water bottle for use in the classroom. Please ensure that your child's lunch box is easy to open, as this helps to foster independence. Healthy food is very much encouraged. Pingelly PS is an 'allergy friendly' school and we greatly appreciate your support in this area. Some children have life threatening allergies to nuts and nut products and both the child and family would immensely appreciate your support in this matter. Please note any food which is not eaten will be sent home in your child's lunch box. This is so that you are aware of what they have or have not eaten for the day.

## **LUNCH ORDERS**

Currently, a lunch order service provided by the Roadhouse\* is available to the school on Thursday and Friday. \*This is subject to change. Changes will be notified on the school website and newsletters.\*

Lunch orders can be placed at the school by 10am. Please write your child's name and class on an envelope with their order for lunch and enclose the money in the envelope. Any change will be placed in the same envelope and put in the lunch bag. Lunches are delivered to the school by 12:30pm. Orders not placed by 10am will result in students being made a basic sandwich.

## **CLOTHING**

Kindergarten and Pre Primary children are encouraged to dress in school uniform and these may be purchased from the school uniform shop. If experiencing hardship please speak to the school Registrar to arrange a payment plan.

The children will participate in messy activities and although we do take precautions, it is unfair to expect the children to keep their clothes clean at all times. Paint stains on good clothes cause unnecessary anxiety to the both the child and you.

It is school policy that children wear appropriate footwear for their safety. Please do not send your child in thongs or sandals that have no back and are dangerous or unpractical. Please take into consideration that your child may climb the outdoor play equipment thus wearing sneakers or boots with a grip type sole is essential. Please consider your child's

capabilities of doing their own shoes – laces are not appropriate if your child cannot tie their own shoes- please consider velcro or elastic sided shoes. As children have a tendency to remove their shoes and socks at various times during the day, please label socks so their owner can be identified, if separated.

## HATS AND SUNSCREEN

School hats may be purchased from the school uniform shop, operated by the P&C (please contact the school office for opening times). All hats will be kept in the classroom, and the children are required to wear them when they are out in the sun **all year round**. Please place your child's name on his or her hat. The school provides Factor 30+ Sunscreen (Cancer Foundation approved). Please notify us if your child reacts to sunscreen.



## HANDWRITING

The younger years at Pingelly Primary School use the “Foundation” style of handwriting. Showing your child this style of writing and emphasising the sounds that the letters make will assist him/her in later school years.

## WORK SAMPLE PACKAGE

A collection of your child's work will be compiled throughout the year. Samples of work or learning experiences will be presented from various Curriculum Areas. Your child's portfolio will be sent home at the end of each semester so you can see the types of experiences they have been involved in and see the progress they have made.

A formal report will be issued for Pre Primary students at the end of Semester One and Two.

Kindergarten students will be issued with a progress report at the end of each semester.

## PARENT INTERVIEWS

If you would like an interview with the teacher at any time during the year, please do not hesitate to ask. Interviews can be particularly useful if you would like to discuss your child's general progress, if you have a specific concern or if you would like to make the teacher aware of your child's specific needs or home situation. Interviews can generally be conducted privately most days after school but please arrange a convenient time with the teacher.



## **TOYS**

Children are not permitted to bring toys or jewellery from home to school.

Children's belongings are precious to them and loss or damage can be heartbreaking. "Show & tell" is provided for children to bring in interesting items (not toys) such as insects, books, photos, bird nests, rocks etc.

## **ILL / TIRED CHILDREN**

Trust your own instincts and knowledge of your child and if you consider your child is unwell or tired, do not hesitate to keep them at home. Remember that school is a child's work and it is hard work, so they need to be well rested to gain full benefit from the program. If your child is feeling unwell in the morning, please do not send them in on the off chance they will perk up. They don't! It can cause distress to your child if they are unwell at school and kept waiting while parents or emergency contacts come in to collect them. Also it places other children at risk if their condition is contagious. Please call the school and notify the teacher if your child will not be attending due to illness or tiredness.

## **LIBRARY**

Kindergarten & Pre Primary children will visit the school library as a part of the program. Children will be permitted to borrow books if they have a suitable book bag. Kindergarten children will keep their library books in the classroom. Pre Primary students have permission to take their library book home to enjoy for a week, and then it must be returned for book exchange. We encourage parents and families to demonstrate and reinforce careful and respectful book handling practices. Permission to take books home may be revoked if books are returned in non-satisfactory conditions, or are not returned at all.

# PARENT & COMMUNITY PARTICIPATION

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## PARENT AND CITIZENS

The Pingelly Primary School P&C Association (Inc.) is a voluntary body that meets regularly to allow parents and community members to have a voice about all aspects of the school. The committee liaises with the school administration and provides direct representation to the School Council. Dates and important agenda items are advised in the school newsletter. All parents are both welcomed and encouraged to attend P&C meetings.

## SCHOOL COUNCIL

The School Council is comprised of elected parents and representatives from the School Staff, and is responsible for:

- Ensuring that members of the school community can participate in determining priorities.
- Approving the School Plan.
- Ensuring that school resources are used effectively in implementing the School Plan.
- Reviewing progress made towards implementing priorities in the School Plan.

## COMMUNITY INVOLVEMENT

Throughout the year the Kindergarten & Pre Primary children may be taken on various local excursions. Community members (eg Police and Health Department) are also welcomed into our classes to support the teaching and learning programs being offered.

## PARENT ROSTER

Your visit to the Kindergarten & Pre Primary classroom is extremely important for your child. It shows that you are genuinely interested and care about their learning and it also provides you with an insight into the early childhood teaching and learning program. The school welcomes parent involvement and we have an 'open door' policy.

In order to assist with the coordination of parent involvement, the Kindergarten and Pre Primary classrooms usually operates on a roster system and the teacher will inform you how to register your availability early in the year.

**Please Note:** It is mandatory that parents and volunteers working with students in schools complete a Confidential Declaration (Screen Form 2).

## COMMUNICATION BOOK

The children, at the completion of each day, bring home a small book which contains notes etc. It is a method of communication between home and school. Please write any changes to normal routines (i.e. buses) in this book and return it each day.

## SPECIAL INTEREST / HOBBIES

Please let us know if you have any expertise or skills that you can share with us at kindergarten (play an instrument, cook, have a job that interests children - policeman, postman, fireman, nurse, doctor etc.) It enriches the program for all the children and makes your child feel very special.

## DONATIONS OF MATERIALS

The Kindergarten & Pre Primary classes use a constant supply of odds and ends and we would appreciate it if you could donate any of the following items:

- Ice cream and margarine containers large and small.
- Coloured wrapping paper or cellophane.
- Cardboard boxes (all shapes, colours and sizes).
- Buttons, lace and scrap material.
- Cork, bottle tops and cotton reels.
- Small pieces of soft timber.
- Leather scraps.
- Cake tins, saucepans, plastic utensils (for use in the home corner and sandpit).
- Surplus clothing for dress ups.
- Greeting cards (with backs removed).
- Dress-up shoes

Staff are happy to receive the above donations at any time.



## SPECIAL DAYS

Throughout the year many special days are celebrated. Some examples may include:

- Birthdays (children are invited to bring a cake to share)
- Mothers & Fathers Day
- Easter
- Christmas
- NAIDOC (National Aboriginal and Islander Day Observance Committee) Day

If you **do not** want your child to participate in our special days, please notify the school.

Please feel welcome to approach the teacher should any problems arise. **Specific problems** related to individual children should be discussed in private with the teacher at an appointed time.



## MEDICATION

Our school has a comprehensive policy on Prescribed Medications. This is available from our office for parents requiring further information.

Parents requiring children to receive prescription medication at school must make an appointment with the Deputy Principal or Principal and arrange to discuss and collect appropriate authorisation and instruction forms for Parent and Doctor to complete.

No drugs are to be on school premises without written authority from parents and Doctor stating the required dosage and information required for the drug to be administered.

Similarly, if parents require the school to take emergency actions for known conditions affecting their children they should also contact the Deputy Principal, Principal or School Health Nurse to develop an Emergency Action Plan.

Both of these requests are required to be completed at the commencement of each new school year.

Whilst we will endeavour to take all care with the storage and administration of medications we cannot accept full responsibility. The task of organising the administration of medications for our school is huge and requires parental cooperation. We would like to stress that our aim is to decrease the amount of medication coming into the school and ask for your support in achieving this aim.

In an emergency our office staff will administer basic first aid to all students. If a child is beyond basic first aid (injured or ill) we will make every attempt to contact the parents and advise them of the problem. If we are unable to contact the parent the Principal will be advised of the situation and the student will be taken to the Pingelly Hospital for treatment. At all times the well being of the student will be our ultimate priority.

If your child is sick please do not send them to school. Sick students at school pose an infection risk for other staff and students as well as feeling miserable and often becoming distressed.

If parents have any concerns at all regarding medical treatment or conditions they are encouraged to contact the school to discuss these.



## PARENT CONCERN PROCEDURE

Pingelly Primary School is a vibrant place, with many staff and students actively learning and interacting with one another on a daily basis. From time to time, it is natural for parents to develop concerns about what is happening to their children in the school. It is very important to the school that parents feel that they can be listened to and have their concerns addressed in a timely and appropriate manner. To help parents effectively deal with these concerns, below is some steps that will help express these.

**Step 1** Parents should discuss the issue with their child, ensuring that they have as much information as possible. Once you have done this, you may be able to solve the problem by simply providing the child with appropriate advice or direction.

**Step 2** Where parents have an ongoing class concern regarding their child, you should always discuss this with the teacher concerned. This can be done through a simple letter or phone call, or if more information is required, an appointment can be made. This is done by simply phoning the school office.

**Step 3** If an interview with the teacher does not successfully resolve the problem, or the issue does not involve a particular classroom, parents should contact the Deputy Principal or Principal.

**Step 4** If the issue is still unable to be resolved, further action can be sought from the Coordinator Regional Operations, Wheatbelt Education Region, Narrogin Office on Phone 9881 0000.

**Note:** It is essential that the school and parents always work together in a strong and supportive partnership in order to support the best interests of individual children. When this partnership breaks down, children often become confused about the behaviours and attitudes expected of them.

## SUPPORT SERVICES

The following services can be accessed by the school. Please see the class teacher to discuss access to these.

- School Nurse - including Eyes & Ears, Support with Toileting issues, other health issues as requested by parent or teacher
- School Psychologist - can provide support for students at risk (academically, socially, emotionally & behaviour)
- Occupational Therapy - including problems with co-ordination and movement
- Speech Therapy

## INFECTIOUS DISEASES

The school encourages all parents to ensure that their children are fully immunised against any infectious disease. For more information of immunisation programs, please contact Pingelly District Hospital.

The Health Department of Western Australia advises the following exclusion times for children who have contracted infectious diseases:

- Chicken Pox** Exclude until recovered, or at least 1 week after the eruption first appears. Some remaining scabs are not cause for exclusion.
- Conjunctivitis** Exclude until discharge from eyes has ceased.
- Impetigo (School Sores)** Exclude until effective treatment (including the proper use of occlusive dressings) has been instituted.
- Influenza** Re-admit on recovery.
- Measles** Exclude. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash (if well). All children should be immunised against measles, preferably at 12 months of age, and certainly before entry into Pre Primary, unless they have had the disease. Non-immunised children should be excluded for 13 days after the appearance of a rash.
- Ringworm** Exclude until appropriate treatment has commenced, supported when requested by a medical certificate.
- Scabies** Exclude until effective treatment has begun.  
Family contacts will probably be infested, and should be treated.
- Whooping Cough** Exclude for 2 weeks from onset of illness. Re-admit on medical certificate of recovery. Exception - Exclude family contacts for 21 days after the last exposure to infection, if attending Pre Primary and if the child has not previously had whooping cough or immunisation.
- Pediculosis (Head & Body Lice)** There are several lotions and shampoos readily available from the chemist.  
These are highly effective against the lice themselves, and also kill the nits. Lotions are simply applied overnight and the hair then shampooed. It is important that the treatment is carried out according to the instructions provided with each product. Dead nits should be removed with a fine toothcomb. Brushes, combs, hats, clothing, pillowcases and sheets should be thoroughly washed and blankets out in the sun for several hours.

## HOW TO CHECK HAIR EFFECTIVELY FOR HEAD LICE

### Why use hair conditioner?

Head lice can move at up to 30 cm per minute – they rapidly run and hide from searching hands and can often be missed. Applying a large amount of hair conditioner to the dry hair ‘stuns’ the head lice and slows them down. They become trapped and can then be easily combed out with the ‘nit’ comb.

### You will need:

- A metal ‘nit’ comb. Look for one with long, smooth, cylindrical teeth, about 1mm apart. Your local pharmacist should be able to obtain these for you.
- A bottle of inexpensive hair conditioner. Choose one that is not ‘runny’.
- Some white tissues or paper towels.
- A magnifying glass (optional).

### What to do:

- Apply **plenty** of hair conditioner to the dry hair until saturated. Comb through with an ordinary comb or brush to remove tangles.
- Section and comb the hair thoroughly with a metal fine-tooth ‘nit’ comb in 4 directions – forwards, backwards, left, and right. Continue to section and comb the whole head like this.
- Wipe the comb on a white paper towel or tissue as you work, and when completely finished, examine your findings to check for any adult lice or hatchlings. Hatchlings are young lice that emerge from eggs. You may need to use a magnifying glass and a strong light to see lice or eggs.
- Using white hair conditioner may make it easier to see the head lice.
- When combing is completed, rinse the hair conditioner out and dry the

### hair. **IF YOU FIND HEAD LICE:**

If you find head lice in your child’s hair, treat by continuing the hair conditioner method daily, for the next 10 days. Read the Department of Health’s Head Lice Fact Sheet for further details (available free from the school office, or view at [www.health.wa.gov.au/headlice](http://www.health.wa.gov.au/headlice)).

You must also check all other household members for head lice, using the same hair conditioner method. As well, inform the school and any other close contacts that your child has head lice.

NOTE: Other objects in the hair can be mistaken for head lice or eggs. These include sand, cat fleas, ants and aphids or other insects, dandruff, and flakes of hair spray. If you are unsure of the identity of your findings, use clear sticky tape to fix them to a piece of white paper. You can then ask the Community (School) Nurse or the Environmental Health



Officer at your local Council to check if they are head lice.

### **HAIR CONDITIONER TREATMENT FOR HEAD LICE**

Head lice can be more easily removed by applying conditioner to the hair and combing to remove lice and eggs (nits). As well as making combing easier, the conditioner works by slowing down the head lice for about twenty minutes, so that it is easier to trap the lice in the comb.

### **TO REMOVE LICE**

Apply plenty of hair conditioner to the dry hair, leave for 10 minutes to “set” and then comb through with an ordinary brush/comb to remove tangles.

Comb hair thoroughly with a metal nit comb in 4 directions – forwards, backwards, to the left, to the right.

Wipe the comb onto a white paper towel to check that the dark coloured adult lice or pale coloured hatchlings are being removed. Hatchlings may emerge from any missed eggs. You may need to use a good magnifying glass to see the lice.

Rinse conditioner off and dry the hair.

Repeat this process daily for the 21 days of the head lice life cycle.

Repeat this process weekly after head lice have been eliminated if you want to check for and prevent re-infestation.

### **TO REMOVE EGGS**

Some eggs will be removed by combing, but others will be harder to detach. You will need to use your fingernails or tweezers to remove as many eggs as possible from the base of the hair shaft – remember only those within 1 cm of the scalp will hatch. Those further along the hair shaft will be already hatched or be dead.

### **NOTE**

After combing, soak the brush/comb in hot soapy water to kill any trapped eggs or lice. Any type of hair conditioner may be used.

For further information, please contact the School Health Nurse at your school (Kaylene Sewell) or the nearest Primary Health Centre – 98810385.