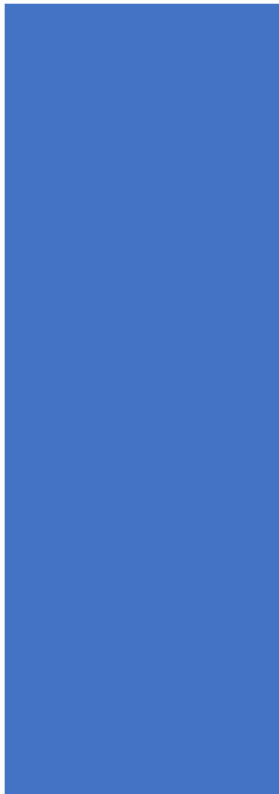


2019 Kindergarten and Pre Primary Handbook





Our Vision

"At Pingelly Primary School we want all students to be prepared for their future as confident, well-rounded masters of literacy and numeracy, who are technologically competent, self-disciplined, with a good work ethic, always striving for their personal best and aware of their responsibility to their community"

Our Values

Strength	<i>It takes great strength to be sensible</i>
Thoughtfulness	<i>Have reasons for the things you say and do</i>
Respect	<i>Treat others as you would like them to treat you</i>
Initiative	<i>Pursue your personal best no matter who you work with</i>
Valiance	<i>Be brave, participate to progress</i>
Emotional Intelligence	<i>Be the master not the victim to your feelings</i>



Our Details

Principal:

Mr Robert McArdle

Deputy Principal:

Mr Noel Cowcher

Manager Corporate Services:

Mrs Ros Ward

School Officer:

Mrs Leah Parsons

School Chaplain:

Mr Paul Standish

School Nurse:

Mrs Kaylene Sewell

39 Park St, Pingelly, WA 6308 : Ph 9887 1061 : Fax 9887 1344

pingelly.ps@education.wa.edu.au

www.pingellyps.wa.edu.au



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Welcome from our Principal

A big welcome to all of our families for 2019. Welcome to those returning and welcome also to the new families that have joined our school. I am excited about the opportunity to partner together and for the joy of seeing your children succeed in all that they do.

At Pingelly PS we believe that we enter into a partnership with all families who enrol their children at our school. A partnership where a child's educational, social and emotional development are approached in unison to ensure that the home and school life complement each other. At Pingelly PS, families are encouraged to be an active part of school life engaging with their child's classroom, school events and our P&C association. My hope is that these partnerships translate into success for all children who belong to our school.

Your children are very important to all of us here at Pingelly PS. Your children are unique, and their contributions to our school are valuable. We *STRIVE*, to nurture a sense of belonging by providing your children with a safe and supporting environment that engages and motivates them to achieve. We want to see young minds grow through play, inquiry and exploration. We want children to challenge themselves in all areas of their school lives. We want students to have rich learning experiences that stay with them through their entire school journey and remain a part of them as they grow into young adults.

The year ahead provides us with the opportunity of working together to continue to build our wonderful school and to provide quality learning opportunities for our students. I look forward to working together to see our students achieve their very best. I hope that the year ahead will be positive and encouraging for all members of our school.

This handbook contains important information to provide you with what you need to know about the year ahead. Each year procedures are modified so all families – existing and new – will need to familiarise themselves with any changes that may have occurred since last year. Please do not hesitate to speak with your child's teacher or any of the administration staff if you seek further clarification on any of the information presented in this handbook.

I look forward to the year ahead and what it will bring for us all here at Pingelly PS.



Rob McArdle
Principal

Early Childhood Education

At Pingelly Primary School, early childhood experiences are guided by the principles of the *Early Years Learning Framework*, *WA Curriculum* and *National Quality Standards*. Teachers use these frameworks to create a learning environment that meets the needs of every child. Pingelly PS is committed to the establishment of a rich play-based learning environment which children have a sense of belonging to and ownership of. Pingelly PS is also committed to upholding the principles set out by the *School Curriculum and Standards Authority* in their *Kindergarten and Pre Primary Statement*.

- All Western Australian children have a fundamental right to high quality early childhood programs in Kindergarten and Pre Primary
- High quality early childhood programs for Kindergarten and Pre Primary in Western Australia are informed by National Frameworks tailored to community contexts
- Kindergarten and Pre Primary children continue to develop effective learning and life skills through high quality early childhood learning, teaching and assessment practices
- Kindergarten and Pre Primary children have a positive sense of identity and wellbeing
- Collaborative partnerships and effective relationships in Kindergarten and Pre Primary make significant contributions to children's learning and development

Kindergarten and Pre Primary are crucial developmental years for your child with high learning emphasis put on the establishment of routines, and social and behavioural skills. The Department of Education further highlights the importance of personal and social competence in early childhood education;

"Personal and social competencies are prominent in the outcomes of the Early Years Learning Framework and have a big impact on a child's ability to succeed in the school setting.

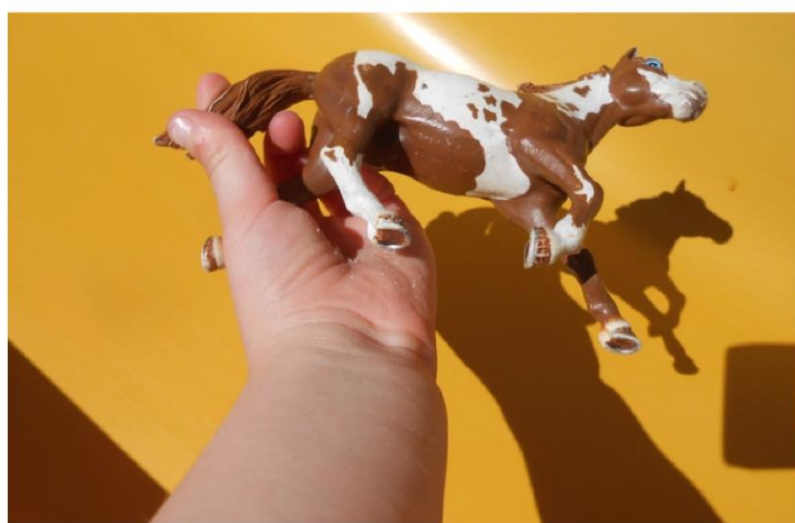
On entry to Kindergarten, children bring a range of prior experiences of interacting with other children and adults outside their families. Some are confident and socially adept while others may have formed behaviour patterns that distance them from other children and learning opportunities. All children need support to learn alternate ways to respond to the large range of new social and cultural situations they encounter for the first time at school.

Teachers and education assistants in Kindergarten are responsive to the range of prior-to-school perspectives and behaviours that children bring and, as required, explicitly teach new ways of approaching new situations.

To succeed at school, children need to acquire new skills to enable them to contribute within the classroom environment and school structures. These include how to join and participate in groups; work by themselves; 'read' and respect the feelings of others; stand up for themselves; deal with frustration and conflicts; express their needs and preferences in ways that are acceptable within the group; offer assistance; ask for and accept help; ask questions and listen to answers; start and end conversations; persevere; and express opinions and needs in ways that maintain class harmony.

Children require varying amounts of time; planned opportunities to practice new skills' modelling; redirection; and feedback to develop a productive range of personal and social competencies."

The Early Years of Schooling, Department of Education, 2011



Things to Know

School Times

8:30am	Classrooms open / Breakfast Club commences
8:50am	School day begins
10:30am	Recess begins
10:50am	Recess ends
12:30pm	Lunch begins
1:05pm	Lunch ends
2:00pm	Crunch and sip
3:00pm	School day ends

** Please note that Kindergarten and Pre Primary recess and lunch times will differ from the rest of the primary school – please speak to your child's teacher for more details*

Term Dates

Term 1 – 10 weeks	
School development day	Thursday 31 st Jan
School development day	Friday 1 st Feb
Term 1 commences – students return	Monday 4 th Feb
Public holiday	Monday 4 th Mar
Term 1 ends	Friday 12 th Apr
Term 2 – 10 weeks	
Term 2 commences – students return	Monday 29 th Apr
Public holiday	Monday 3 rd Jun
School development day – Narrogin Network Day	Tuesday 4 th Jun
Term 2 ends	Friday 5 th Jul
Term 3 – 10 weeks	
School development day	Monday 22 nd Jul
Term 3 commences – students return	Tuesday 23 rd Jul
Term 3 ends	Friday 27 th Sep
Term 4 – 10 weeks	
School development day	Monday 14 th Oct
Term 4 commences – students return	Tuesday 15 th Oct
Term 4 ends	Thursday 19 th Dec
School development day	Friday 20 th Dec

Kindergarten 2019

At present, Kindergarten enrolment is voluntary, however once enrolled, attendance at Kindergarten is compulsory. A Kindergarten program totals 15 hours per week or 2 ½ days. To avoid half days, our program operates on a 2 day Semester 1 and 3 day Semester 2.

Term 1 & 2	Tuesday and Thursday
Term 3 & 4	Tuesday, Thursday and Friday

Attendance, Arrival and Departure

At Pingelly PS it is our desire that all students attend 90% of the time or greater. Missing 4 days per term will see your child's attendance drop below 90%.

If your child is absent from school, please notify the school at your earliest convenience. If we have not heard from you before 10am, our SMS service will send a reminder to inform the you that your child is absent. Please return to this as soon as possible. At times, letters may be sent to you requesting further information about unexplained school absences. Please note that extended or out of holiday vacations are not acceptable absences under the School Education Act. If planning a holiday during school term, please inform the Principal as early as possible.

If your child arrives late to school or is departing early, please bring or collect your child via the front office where we will update our attendance records and inform the classroom teacher. Additionally, if you know that you will be delayed or unable to collect your child on time, please contact the school as early as possible.

It is requested that parents accompany Kindergarten and Pre Primary children each day to and from their classrooms. For bus students, a member of the admin team will meet students each morning and accompany them to class. At the end of each day, an early childhood staff member will bring children to the bus pick up location. Parent parking to drop off and collect children is available outside the early childhood area on Stone street, or outside the main school on Park Street.

In Kindergarten and Pre Primary, non-bus children are released to an adult at the end of each day with staff maintaining a list of who is able to collect children. Please inform the front office if you require another adult to be added to this list.

School Uniform

Pingelly PS has a wonderful uniform that is well supported by our parent community and worn by pride with our students. Kindergarten and Pre Primary students are required to wear the Pingelly PS uniform as this helps them feel part of the whole school and encourages the generation of 'whole school pride'. Uniforms can be purchased from the school. When considering footwear for



your Kindergarten or Pre Primary child, please remember that across the day, they take their shoes on and off as they go between the inside and outside environments. Age appropriate footwear includes sandals and sneakers with velcro straps.

Please also provide a change of clothes to stay in your child's bag in case of accidents.

Recess & Lunch

Children are required to bring their recess and lunch 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.

Please refer to the *Important Information about Fruit Time* insert for full details about fruit time in Kindergarten and Pre Primary

Lunch Orders

Lunch orders are available every day and need to be placed before 10am. Lunch order menus and forms are available at the office and on our website. Whilst lunch order forms and money are placed in the lunch order box outside the office, Kindergarten and Pre Primary teachers will collect lunch order forms and place them in the box each morning. Lunch orders are delivered to the school and brought to classrooms by 12:30pm.

Nut Aware

As Pingelly PS is a *nut aware* school, we request that nut products are not present in your child's lunch box. This includes all peanut spreads, Nutella, nut type muesli bars and raw nuts.

Assemblies

Every Monday, a small informal assembly occurs where students from Pre Primary and up meet in the undercover area. Students are updated with important notices and teachers hand out certificates of acknowledgement.

Twice a term (usually week 5 and 10), a whole school formal assembly is held where a class is responsible for presenting an item. At these assemblies certificates of commendation are handed out with parents notified prior if their child is receiving a certificate. Families are encouraged to attend and stay behind following the assembly for tea and coffee.

Protective Behaviours

At Pingelly PS, Kindergarten and Pre Primary students participate in a protective behaviours curriculum in term 4 each year. The purpose of this curriculum is to provide children with an understanding of safe and unsafe feelings, and strategies to apply.

Special Days

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

- Birthdays – children are invited to bring a cake or cupcakes to share
- Mother's & Father's Day
- Easter
- Christmas
- NAIDOC Day

If you do not want your child to participate in any of our special days, please speak to your child's teacher.

Faction Houses and Events

Pingelly PS has 3 faction houses that students are placed into upon enrolment. Our 3 factions – *Hawks, Falcons and Eagles* – have a long history at Pingelly PS with strong competition and rivalry established across the years.

Across the school year, a number of faction sporting events occur which involve Kindergarten and Pre Primary students.

	Kindergarten	Pre Primary
Term 1		
Term 2		
Term 3	Faction athletics – part day	Faction athletics
Term 4		

* Kindergarten and Pre Primary students do not participate in the interschool program.

Swimming Lessons

Swimming lessons take place in week 2 and 3 of term 1 with Pre Primary – Year 6 students participating. Information will be sent to families early in term 1 with full details.



Medication

Please notify the office if your child is taking any prescribed or other medication. This is to ensure that correct procedure is followed for the duration that your child is receiving medication. In the event that your child requires a short period of medication (i.e. antibiotics) and staff are needed to administer medication during school hours, you will be required to fill out medical forms for staff to assist with the administering of medication.

Library

Kindergarten and Pre Primary students will visit the library each week to borrow books. Books can only be borrowed with a suitable library bag with Kindergarten children keeping their book in the classroom and Pre Primary students permitted to take theirs home. Please ensure that your child returns their book each week so that they can borrow a new one.

Incursions / Excursions

Across the year, Kindergarten and Pre Primary students will participate in various incursions and excursions. Incursions and excursions are linked to teaching program and provide opportunities for students to extend their knowledge and understanding of learning concepts. Parents will be notified in advance of any planned incursion or excursion.

Sun Smart

Pingelly PS is a Sun Smart school with a particular focus on sun safety and education. Children are required to wear a hat when outdoors and sun screen is also provided. Please speak to your child's teacher if your child has reactions to sun screen.

Assessment and Reporting

During the year, students in Kindergarten and Pre Primary will participate in a range of formal and informal assessments. The purpose of these assessments vary depending on the time of year and what information a teacher is seeking. The majority of assessments in Kindergarten and Pre Primary focus on English and mathematics, fine and gross motor skill development, and social and emotional development. Also, during the year, our Health Nurse will carry out hearing, visual and general health assessments.

Pre Primary students participate in On-entry testing during the first 4 weeks of term 1. On-entry testing is an assessment for learning and assists teachers with planning and programming for English and mathematics.

At the end of each semester, Kindergarten and Pre Primary students receive a formal progress report. These reports provide parents with a snapshot of their child's progress and achievement across each semester. Parent / teacher interviews are offered each semester to discuss progress

Communication

At Pingelly PS we use the following forms of communication to keep you as informed as possible about events and other important information.

- School newsletter – this is published every fortnight and is available on our website
- Seesaw – this is a classroom based electronic communication system where teachers provide general updates and photos relating to their classroom. To access Seesaw, parents need to download the mobile phone or tablet Seesaw app or log in via a computer
- SMS system – This system is used to follow up absences. On occasions, other information may be sent out through this system
- Facebook – Used to communicate across the school and wider community to promote events and highlights
- Website – Used to communicate to the school and wider community and to publish documents and other correspondence
- Assemblies – Twice a term (usually week 5 and 10) a classroom will host an assembly where an item will be performed, and certificates will be handed out
- Communication book – A communication book will be provided and used to send notes and other communication home. Please check your child's bag regularly for any important class or school notices
- Parent / teacher meetings – Parents are encouraged to speak regularly with their child's teacher. Formal parent / teacher meetings occur twice a year leading up to or just after semester 1 and 2 reporting. Parents or teachers may request meetings at other times of the year also

Classroom Support

Early childhood is a wonderful time where learning is more fluid and flexible whilst children familiarise themselves with their environment and develop awareness and ownership of their surroundings. As such, parent help is not only welcomed, it is encouraged. Teachers will discuss opportunities for parent help in their classrooms early in the year.

P&C Association

Pingelly PS has a strong and supportive Parents and Citizens (P&C) association. Our P&C provides key support across the following areas.

- Uniform
- Catering
- School events
- School promotion
- Resourcing
- Strategic planning

All parents are encouraged to become members of the P&C to contribute to school support and development.

School Council

The Pingelly PS School Council is a group of elected parents, community and staff representatives responsible for the following:

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

Parent Concern Framework

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 they can be listened to and have their concerns addressed in a timely and appropriate manner. To assist parents effectively deal with these concerns, the steps below provide a framework:

- *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, they 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 Wheatbelt Regional Office on 9622 0200



Kindergarten

- 1 Packet coloured pencils – Faber-Castell Jumbo Coloured Pencils Assorted 10 Pack
- 1 Packet of 12 Strand jumbo crayons
- 1 Packet crayons zoom windups
- 1 Artline 70 permanent marker black
- 2 Whiteboard markers
- 4 Glue sticks – large please
- 2 Jumbo scrapbooks 330mm x 240mm
- 1 Ream A4 photocopy paper 80gsm – 500 sheets
- 1 A3 display folder (20 pocket)
- 2 Plastic document wallets – reading and communication folder
- 1 Library bag - named
- 1 Large box tissues
- USB Thumb drive

Pre Primary

- 1 Packet coloured pencils – Faber-Castell Jumbo Coloured Pencils Assorted 10 Pack
- 1 Packet of 12 Strand jumbo crayons
- 1 Packet crayons Zoom windups
- 1 Artline 70 permanent marker black
- 1 Packet 4 Whiteboard markers
- 6 Glue sticks – large please
- 4 Jumbo scrapbooks – 330mm x 240mm 64 pages
- 1 Ream A4 photocopy paper 80gsm – 500 sheets
- 1 A3 display folder (20 pocket)
- 2 Plastic document wallets – reading and communication folder
- 1 Library bag - can be previous years
- 2 Large box tissues

2019 Voluntary Contributions

Voluntary Contributions:	\$60.00
Library Fund:	\$ 5.00
Chaplain Program:	\$ 5.00
P&C Membership	\$ 1.00



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