

Kindergarten Parent Information Book 2023

Scarborough Primary School
Independent Public School



SCHOOL HOURS

| | |
|------------------|---------------|
| Doors open | 8:35 am |
| School commences | 8:50 am |
| Recess | From 10:30 am |
| Lunch | From 12:30 pm |
| School finishes | 3:00 pm |

Students arriving at school after lessons commence at 8:50 am are required to go to the office, provide a reason why they are late and collect a late pass before attending class.

Our teachers begin their daily teaching at 8:50 am and arriving just a few minutes late can have an impact on learning.

Benefits of students arriving on time include:

- being organised at the start of the day
- being calmer and more receptive to learning
- maintaining better relationships with peers and teachers
- accessing the full curriculum through continuity of learning.

2023 TERM DATES

| | | |
|-------------------|--------|---|
| Semester 1 | Term 1 | Wednesday 1 February - Thursday 6 April |
| | Term 2 | Monday 24 April - Friday 30 June |
| Semester 2 | Term 3 | Monday 17 July - Friday 22 September |
| | Term 4 | Monday 9 October - Thursday 14 December |

2023 SCHOOL DEVELOPMENT DAYS – STUDENTS DO NOT ATTEND ON THE FOLLOWING DATES

| | |
|--|----------------------------------|
| Term 1 - Monday 30 January & Tuesday 31 January | Term 3 - Nil |
| Term 2 - Monday 24 April and Friday 2 June | Term 4 - Monday 9 October |

2023 PUBLIC HOLIDAYS (during school terms)

| | |
|-----------------------|------------------|
| Labour Day | Monday 6 March |
| Good Friday | Friday 7 April |
| Anzac Day | Tuesday 25 April |
| Western Australia Day | Monday 5 June |

GROUP SESSIONS

| | | |
|----------------|--|---|
| GROUP 1 | Odd week (Week one, three etc) Even week (Week two, four etc) | Monday, Tuesday and Wednesday Monday and Tuesday |
| GROUP 2 | Odd week (Week one, three etc) Even week (Week two, four etc) | Thursday and Friday Wednesday, Thursday and Friday |



AND WELCOME TO OUR SCHOOL

Over the coming years, we plan to work in partnership with you to ensure that your child grows and develops in a safe and caring environment to reach his or her full potential. You have already helped to develop a unique individual and we will ensure this development is continued.

Our Early Years Program in Kindergarten is designed for your child to:

- overcome any fears or anxieties at leaving family members
- become confident in the school environment
- learn how to follow the routines of the day
- engage in a variety of learning activities
- become confident listeners and speakers
- engage in early literacy and numeracy learning, and
- HAVE FUN!



Our Early Childhood Education team consists of experienced early years classroom teachers and education assistants. Our staff support and guide our students as they learn the essentials of social and emotional understanding. Their enthusiasm for the children's learning, and creative ways of presenting the curriculum in a safe and nurturing environment, provide our students with the best possible start to their schooling.

BEFORE THE FIRST DAY

There are a few things you can do to make settling into Kindergarten easier:

- talk with your child about what a great time they will have with the other children
- even if you are apprehensive, be positive; we will ensure all children are safe and happy
- ensure your child is confident in using public toilets and washing hands unaided
- help your child recognise their name
- print in lower case letters
- label all clothes, hats, and possessions with your child's name.

ABSENCE FROM SCHOOL

Vacations during school term are considered an unauthorised absence and cannot be endorsed by the school. As we have regulated break times throughout the academic year, we ask that families consider taking children out of the educational program very carefully. This minimises the risk of children missing out on key elements of the learning program and falling behind in their academic progress and achievement. All families considering a vacation during school term will need to speak with the principal or email her; sarah.dawson@education.wa.edu.au.

An absentee note is requested when your child/children return to school if you have not advised the reason for their absence. School can be advised of absences through the following options:

Skoolbag - absentee notes can be provided to the school via the app.

The school Smart Phone app can be found by searching for 'Skoolbag' in your iPhone/Android/Microsoft app store. See instructions on next page.

MGM Outreach - 0409 113 567, a SMS message explaining your child's absence can be sent before 9:30 am.

Stay informed with the SkoolBag App

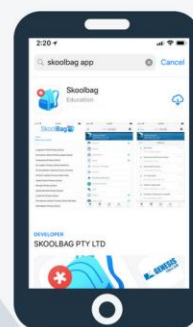


The SkoolBag app is the easiest way to stay up-to-date with school events, last minutes notices, newsletters and **all** school communications.

1

Download the app

Search for the free SkoolBag app in the Apple App or Google Play Store



2

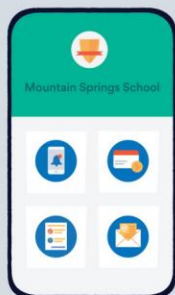
Create an account

Sign up in seconds with your email address

3

Add your school

Search for your school and add your subscription groups



SkoolBag

ALL CHILDREN NEED TO BRING THESE ITEMS DAILY – Please label items with your child's name

- Morning tea - healthy snack e.g., fruit or cheese and crackers, in separate container
- Packed lunch in lunch box
- Water bottle
- Hat
- Large bag that is easy to open and close
- Spare clothes (especially underclothes)

ALLERGIES

As stated in our Healthy Food and Drinks Policy, we are an allergy aware school. No food, including nuts, is banned from being brought to school, therefore, we ask that families discuss the importance of not sharing food to help keep our students safe. In certain cases, particularly in the early years, individual classes may be asked to minimise some items in lunch boxes where a severe allergy is present. If you have any queries about this, please talk to your classroom teacher. The school's Healthy Food and Anaphylaxis policies can be found on the school's website.

ARRIVALS AND COLLECTION

We ask children to arrive at 8:35 am and that you stay with them until no later than 9:00 am as the staff will be preparing for the daily session. Please be on time each day. You are welcome to stay with your child until you feel comfortable to leave, however, to get them settled into the routine quickly, generally it does help to 'leave them to it'. We can assure you that, in almost all cases, they are fine after you leave. The school will contact you if your child doesn't settle.



If you arrive before 3:00 pm we ask you to wait outside the main Kindy gate. The last period of the day is important as we pull the day together and finish positively with the students in a mat session; four year olds are easily distracted when they see family members outside the door.

If anyone other than the normal caregiver is collecting your child, please let us know beforehand. We have a communication book at the entrance of the Kindy to record details about the person who will be collecting your child. Alternatively, please call the school on 9222 9200. If parents are unavoidably delayed, we will look after your child for a short period, however, as the staff have duties after the session, and meetings to attend, it would be appreciated if students are collected on time.

BAGS

Every child needs to bring a labelled bag large enough to contain a change of clothes, lunch box, water bottle and work created at Kindergarten. To build independence, please encourage your child to carry their own bag, and ensure that it is easy to open and close.

BIRTHDAYS

Scarborough Primary School aims to promote nutritional eating habits in a safe, supportive environment for all children. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in both the short and long term. The school's Healthy Food and Drink Policy asks that families do not send in snacks or cakes to their child's classroom to celebrate birthdays. Birthdays are acknowledged in the classroom environment by the teacher and other staff.

If you are planning to hold a birthday celebration and want to hand out invitations, please see the teacher for the best way to do this.

CANTEEN – open every Friday



Please phone Laura on 0419 935 690 or sign up online using Signup.com (see next page) if you can lend a hand on a Friday. No experience is needed, and volunteers receive a free "Meal Deal" for their child!

If you can't volunteer for the entire shift, but could help for an hour or two, still let us know, as all help is appreciated. Running the canteen with volunteers helps keep our costs down so we can put more money back into purchasing resources for the school and our children.

SIGNUP.COM

Our canteen uses SignUp.com (the leading online SignUp and reminder tool) to organise our upcoming Canteen volunteering sessions.

Here's how it works in 3 easy steps:

1) Click this link to see the sessions available on SignUp.com:

<https://signup.com/go/bQePHtS>

2) Review the options listed and choose the spot(s) you like.

3) Sign up! It's easy – you will NOT need to register an account or keep a password on SignUp.com.

Note: SignUp.com does not share your email address with anyone.

Our menu is compliant with the Department of Education & Scarborough Primary School's Healthy Food and Drink Policies.

Wholemeal bread and wraps, as well as reduced fat dairy products, are used and the menu has a green or amber colour next to the food items indicating healthy choices. Green are the healthiest choices and are excellent sources of important nutrients needed for health and wellbeing, low in saturated fat, added sugar and salt, and are lower in energy density. Amber foods have some nutritional value, contain moderate levels of saturated fat, added sugar and/or salt, in large serve sizes contribute to excess energy intake, and should be considered as a "sometimes food".



Our menu has been rated by the WA Canteen Association as 85% green, well above the minimum requirement of 60% and is available on our website.

Online ordering – QuickCliq

Go to www.quickcliq.com.au to register your account and children. Once your account is active, log in and place your orders. You can easily see what days the canteen is open, so never be caught without lunch again.

Orders can be placed in advance or on the day before 8:30 am.

CLOTHING

Students are expected to wear the school uniform so they may identify more closely with the school. Please label your child's hat, clothing, and school bag with their name. The uniform shop is open every Wednesday morning from 8:45 AM – 9:15 am at the canteen window. The uniform list and instructions on how to order via email can be found on our school website.

COMMUNICATION WITH PARENTS

If there is anything you are concerned about, or would like to discuss with us, please see the teacher. They are always available for a quick chat but if you would like a longer discussion, or if it is a confidential matter, please make an appointment through the school office on 9222 9200 or via teacher email (these addresses will be provided to you at the start of the year). Please phone the office for an appointment if you would like to speak with one of the school administration team.

Please advise the office via email, scarborough.ps@education.wa.edu.au of any change to personal details. Updating your details ensures you will receive regular communication from the school and be contactable in an emergency.

HATS

All children must wear a hat during outside sessions as we have a 'no hat, no play' policy. All hats should be clearly labelled with student name and be left at Kindy each afternoon. Hats are available through the uniform shop. Your child can use the same school hat in future years.



HEALTH CONDITIONS

If there are any health conditions specific to your child, please provide details to the office and discuss them with the teacher so that we are fully informed to help your child.

JUNK MATERIAL

Any donations of useful "junk" would be appreciated. We use these in so many ways e.g. egg cartons, shoe boxes, milk cartons, yoghurt cartons, computer paper, old magazines, cardboard, glue, ribbons, wool, cosmetic containers, cotton reels etc.

Please don't send toilet roll cylinders, medicine containers, or soap powder containers. All containers should be thoroughly washed.

LAUNDRY

Every week, the washing of towels, tea towels, dress up clothes etc is necessary. A roster is set up at the beginning of each term and we would be very grateful if you could wash and return these items as soon as possible.

LIBRARY

Our well-equipped library is a great resource for our students. Through the library we celebrate Book Week, as well as recognising literary events such as authors' birthdays.

Children are expected to take care of all borrowed material so library bags are a **MUST** to protect books from damage or loss. Parents may be asked to pay for damaged or lost books.

Volunteers are always required to assist with the large volume of books to cover. Please contact the school if you can help. Children in Kindy may borrow one book each fortnight.



Scholastic Book Club - LOOP



Our Library Officer in conjunction with the P&C run the Scholastic Book Club for parents and students to purchase books. Generally, two catalogues per term will be sent home with students.

Orders will need to be placed before the closing date and **must be ordered through the Scholastic platform LOOP.**

To register follow the link scholastic.com.au/LOOP or by downloading the **LOOP** app.

LOST PROPERTY BOX

It is essential that all possessions be named clearly to enable lost property to be returned.

Please check the lost property box in the Kindy room on a regular basis.

MORNING TEA AND LUNCH

Children will require a separate morning tea consisting of healthy snacks such as fruit, cheese, crackers or yoghurt in a labelled container which is to be left in their bag. Please ensure that the fruit is cut into smaller pieces for ease of eating.

In addition, provide a separate healthy lunch such as a sandwich, wrap, salad pieces or yoghurt in a labelled lunch box which is to be placed in the lunch basket.

NEWSLETTER

School newsletters are one of the main means of communication between the school and home.

The newsletter is produced every Friday fortnight and is available by accessing our website – www.scarboroughps.wa.edu.au or can be viewed through the Skoolbag app.

PARENTS AND CITIZENS ASSOCIATION

The Scarborough P&C is composed of parents interested in the best possible education for our children. It raises money to provide learning opportunities for the students and is a forum for discussion about our school. Regular meetings are held at school, usually twice a term. You are most welcome to bring your ideas, questions, and enthusiasm to the meetings.

Please check the school website and newsletters for meeting dates.

PARENT ROSTER

Parents are encouraged to help at least twice a term. Being on parent roster gives you the opportunity to see what we do and how your child is progressing. Children love having mum, dad, or a grandparent on duty; if not a legal guardian, grandparents are required to have a volunteer WWCC.



Please leave younger children with a carer as staff are unable to supervise or be responsible for them. We have only one parent helper per day from 8:50 am – 10:30 am. As a parent helper you will be asked to cut up fruit, help supervise activities and assist with cleaning and packing away equipment.

PERSONAL ITEMS FOR STUDENT USE RESOURCE LIST (Booklist)

Items on the list do not need to be labelled with your child's name.

SCHOOL BOARD

The Board's role is required to help the school deliver a quality education experience to our children by:

- establishing and reviewing the goals, priorities and policies of the school at a strategic level
- supporting the development of our School Business Plan
- noting school budgets
- discussing the performance of our school in achieving the goals set; and
- promoting our school within community.

More information on the Board can be found on our school website.

SCHOOL CHAPLAIN

Our chaplain spends a large portion of their time in class with students. This in-class contact enables the chaplain to build relationships and support structures with students, as well as collaborate with educators on specific support programs. They deliver social and emotional specific programs to different class groups, focusing on emotion regulation, values exploration, coping strategies, peer relationships and conflict resolution. Students and parents can make an appointment to meet with the chaplain.

Our chaplain is at the school every Wednesday and Friday. Students can request to see the chaplain by writing their name in an appointment file in the front office, be referred via their classroom teacher or by parent/carer completing the Scarborough Primary School Chaplain referral form.

SICKNESS

Please do not send your child to school if they are unwell as colds, flu and stomach bugs spread very quickly amongst young children and it is difficult to care for them.



SHOES

Footwear your child can manage by themselves is preferable (no thongs or crocs). Slippery soled shoes are dangerous when climbing.

SOCIAL MEDIA

The school has an Instagram (scarborough_primary) profile and Facebook page (Scarborough Primary School). Follow us to keep up to date with events and activities happening across our community.



STUDENT SERVICES: EDUCATIONAL PSYCHOLOGIST AND SCHOOL NURSE

The services of an educational psychologist and a school nurse are available to the school. Children may be referred by the school at the request of teachers and parents. Information regarding referral procedures may be obtained from the class teacher.

TOYS & JEWELLERY

Please discourage your child from bringing these items from home as we cannot be responsible for them. These items are often special, and the children become very upset if they are lost or damaged. We have a wonderful range of resources that are safe, durable, and perfect for Kindy children.

The school's dress code, available on the school website, asks that jewellery not be worn to school.

BEFORE AND AFTER SCHOOL CARE

Mulberry Tree Kids Club offer a before and after school care program on the school site.

They offer the following services

- Before School Care - daily 7:00 am – 8:50 am
- After School Care - daily 3:00 pm – 6:00 pm



For more information visit: <http://www.mulberrytree.com.au/scarborough-oshc/>.

For all enquiries please contact: scarborough.kidsclub@mulberrytree.com.au or phone (08) 9244 2920

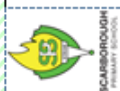
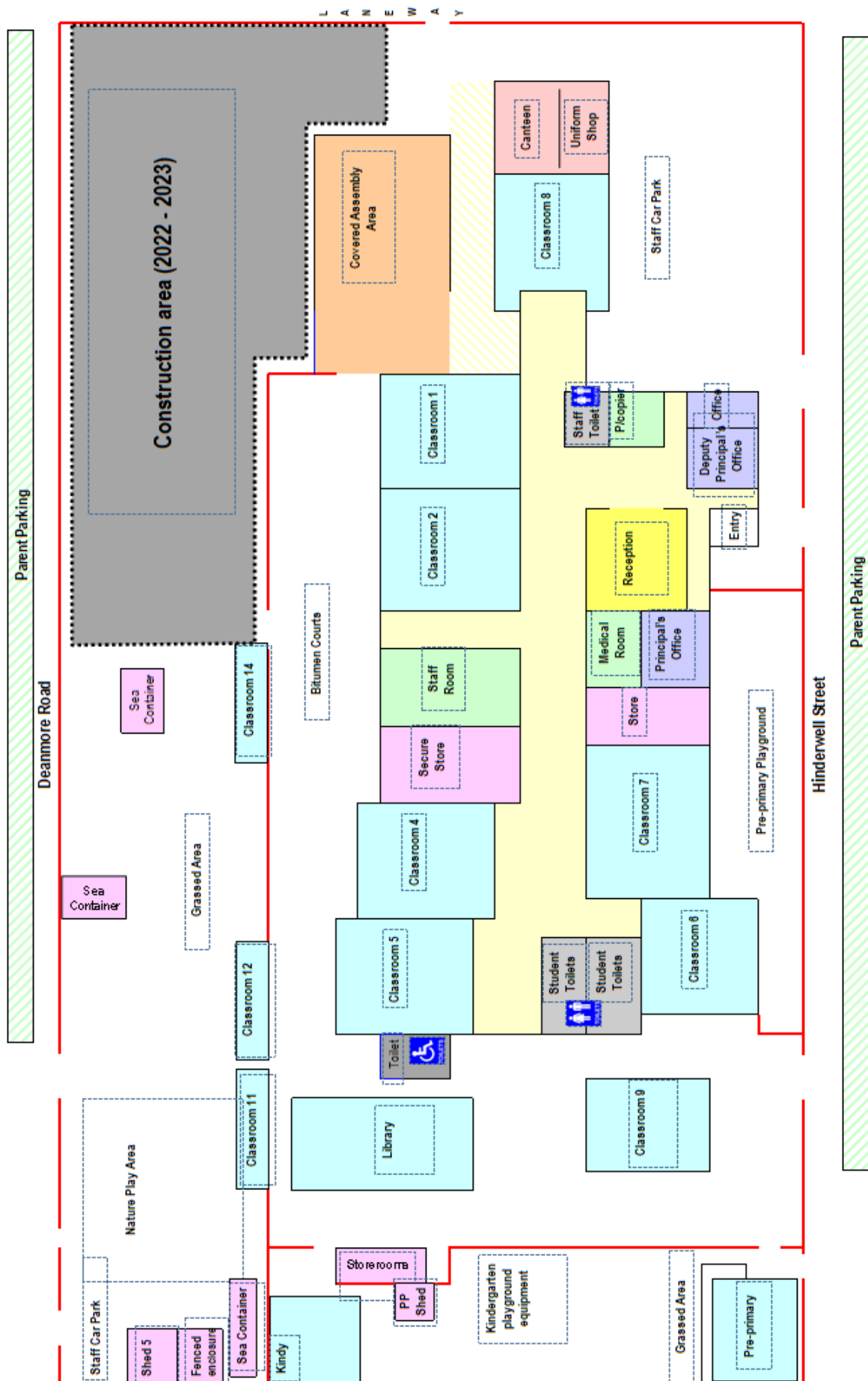
Brighton Kids

Brighton Kids drop off and pick up students from Scarborough Primary School and offer before school, after school and vacation care.



For all enquiries please contact: sb.oshc@iinet.net.au or phone 9245 1491 or 0403 839 558.

Scarborough Primary School does not endorse the above companies and parents/carers should contact them for further information.



SPS SITE MAP 2022/2023

100 Administration/109 Policy/Evacuation/
Evacuation Map Scarborough PS February 2022



Original Scarborough Primary School built in 1934.
Sketched by Pamela Walter and used today as a classroom.
Classified by The National Trust of Australia (WA) and part
of the Scarborough Heritage Trail.



Scarborough Primary School

An Independent Public School

**60 Hinderwell Street
SCARBOROUGH WA 6019**

Phone: (08) 9222 9200

Email: scarborough.ps@education.wa.edu.au

Website: www.scarboroughps.wa.edu.au