



# Kindergarten Parent Information Booklet 2024



# welcome to kindergarten

Welcome to the Harvey Primary School community. This is the beginning of a wonderful journey, as your child takes their first step into formal education and we plan to ensure that it is an enjoyable and rewarding year. We aim to make your child's initial contact with school a happy, engaging experience and to establish positive attitudes towards learning. We look forward to working alongside you, as your child's parents, to deliver excellence in education.

Our program is supportive, but challenging, and is based around a balance of child-directed play, teacher-guided play and intentional teaching. We provide a wide variety of experiences, including a mix of indoor and outdoor activities. Planned and intentional teaching occurs throughout the day as a whole class, in small groups and individually. Our well balanced program is based on the Early Years Learning Framework (EYLF) and the Kindergarten Curriculum Guidelines. These promote the personal, social-emotional, educational and physical aspects of your child's development. Opportunities are provided for your child to develop necessary processed, skills and knowledge to achieve success in their learning, with a focus on Social Skills, Literacy and Numeracy.

## SCHOOL INFORMATION

<b>School Address</b>	Gibbs Street, Harvey, WA, 6220
<b>Phone</b>	(08) 9782 3200 0408 945 857 (SMS only)
<b>Email</b>	<a href="mailto:Harvey.PS@education.wa.edu.au">Harvey.PS@education.wa.edu.au</a>
<b>Website</b>	<a href="https://www.harveyprimaryschool.wa.edu.au/">https://www.harveyprimaryschool.wa.edu.au/</a>
<b>Social Media</b>	Facebook: Harvey Primary School Facebook: Harvey Primary School P&C
<b>Administration</b>	Principal: Jason Romeo Deputy Principals: Simon Philp and Melanie Purcell Registrar: Bobbie Denham School Officers: Narelle Bacich and Colette Hollamby



*Each Kindergarten class has a qualified Early Childhood Teacher and an Education Assistant with them at all times.*

# WHAT TO BRING TO KINDERGARTEN



Each day, your child will need to bring

- A large school bag that is easy for them to open and close independently
- A change of clothes in case of accident (clearly labelled)
- A bucket hat, available from the uniform shop (this will be kept at school during school terms)
- A piece of fruit or vegetable for morning tea, in a box that is easy for them to open and close independently (clearly labelled)
- A healthy lunch in a lunchbox that is easy for them to open and close independently (clearly labelled)
- A non-spill water bottle that is easy for them to use independently (clearly labelled, please not metal)
- A small cushion (no bigger than A4 size) to help your child feel more comfortable during relaxation time

Our Kindergarten classrooms have a variety of equipment, toys and games for the children to use each day. Children should not bring any toys or personal items to school unless they have been requested for a specific reason. Precious items from home can be accidentally damaged, broken or lost, which can be distressing to the child concerned.

# WHAT TO WEAR TO KINDERGARTEN

A uniform plays an important role in promoting a positive image of the school and creating a sense of identity among students. To purchase these items, the uniform shop is open each Wednesday at 8:45am (date and time is correct for 2023, if there are changes for 2024 these will be communicated via social media).

To encourage independence, simple shoes that children are able to remove and put on themselves are the best option. We recommend shoes that are fastened with Velcro. Thongs are not permitted. Sandals that have a strap around the heel are fine to wear. During the warmer months, children will remove their shoes for outside play. During winter, they will leave their shoes on.

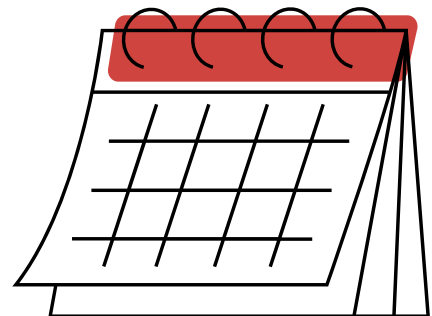
# TERM DATES

Term 1: Wednesday 31st January to Thursday 28th March

Term 2: Monday 15th April to Friday 28th June

Term 3: Monday 15th July to Friday 20th September

Term 4: Monday 7th October to Thursday 12th December

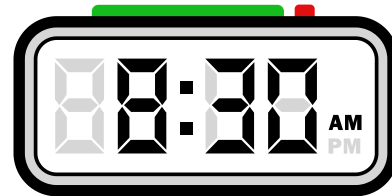


There are School Development Days that students do not attend in Term 2, 3 and 4. These will be communicated through the Term Planner each term.

**Kindergarten students attend school two days in one week and then three days in the next. The days that your child will attend should be communicated to you by the end of this year.**

*A staggered intake is in place for Week 1 and 2 of Term 1, however the full complement of hours is available if you would like your child to attend each day from the beginning of the year.*

# WHAT TO DO ON ARRIVAL EACH MORNING



Time before school is used by staff in setting up for the day. Students should not arrive before 8:30am and it is necessary that an adult remains with the child until staff open the doors.

Please encourage independence with an expectation that your child carries their own bag, brings in their fruit and drink bottle and has a go at finding their own name badge. Once the doors open, you and your child are welcome to read a book or complete a puzzle before the bell is rung. When the bell rings, please take the time for a quick kiss and cuddle goodbye before leaving out the front entrance and gate.

***Please do not linger as this delays the inevitable separation. Most children settle quickly. If not, please be assured that your child's teacher will contact you.***

Please ensure that your child arrives to school on time each day. Punctuality is essential for your child to establish a regular routine and to avoid feeling unsettled or embarrassed.

# PICK-UP OF STUDENTS FROM SCHOOL

All Kindergarten children must be picked up by an adult caregiver who is listed as a contact for them. Students are dismissed at the end of the day on an individual basis as parents/caregivers arrive. Please be punctual as students who are late to be picked up become easily distressed. If you are unavoidably delayed, please telephone office staff so that we can reassure your child and make appropriate arrangements. Any specific legal requirements involving your child, which impact on authorisations for pick-up at the end of the day, must be communicated to the front office with relevant documentation.

If you need to collect your child from school earlier than the end of the day, you will need to sign them out at the front office. Office staff will give you a slip to give to your child's teacher, authorising them to release the child into your care. Likewise, if you are running late, you will need to come to the office first to obtain a late pass and provide this to your child's teacher when you get to the classroom.

Following these procedures ensures that we are able to keep your child safe and supported while they are in our care at school.

# PARENTAL INVOLVEMENT

A parent roster is available in each room so that you are able to spend a session with your child. Children love to share their experiences and we encourage someone special in your child's life to volunteer for parent help at least once throughout the term. Parent helpers are responsible for supervising and assisting with the learning of small group activities, helping with cleaning etc. All help is greatly appreciated.





## HOW DO I KNOW WHAT IS HAPPENING AT SCHOOL?

Communication between home and school is very important. Your understanding and knowledge of school events, classroom programs and activities will be enhanced by:

- Reading of notes issued by your child's classroom teacher or administration
- Downloading the 'ClassDojo' app, following the instructions provided by the classroom teacher
- Reading the whiteboard at the entrance to the classroom each morning
- Attendance at planned classroom events
- Attendance at P&C meetings as advertised in the school newsletter and their Facebook page
- Following the school's Facebook page and the P&C Facebook page
- Reading the school newsletter which is uploaded to ClassDojo on a fortnightly basis

If you have any questions or concerns, please do not hesitate to contact your child's classroom teacher on ClassDojo.

## BIRTHDAY CELEBRATIONS



Birthdays are acknowledged and celebrated in various ways and we endeavour to make it a special day for your child. You are welcome to provide store bought cupcakes, ice-creams or small lolly bags if you would like your child to share something on a birthday. We do not allow homemade food items.

Please check with your child's teacher first regarding food allergies prior to the event.

## RECYCLABLES

Early Childhood classrooms love to recycle items from home for other purposes! If you have access to various items that you think we might be able to use, please let us know. Some suggestions for everyday items include: plastic ice-cream tubs and yogurt containers, used greeting cards, wrapping paper, old calendars, envelopes, cardboard tubes, paper or card off cuts, cereal boxes, egg cartons, buttons, corks, bottle tops, bubble wrap, ribbons, lace, contact, shells and much more.

Please note, due to health regulations we are unable to use toilet rolls.



# ATTENDANCE

Research indicates that good attendance habits established in the early years of schooling translate to successful learning, beginning with Kindergarten. A good start is imperative for success. If there are issues which are preventing your child from establishing a good attendance pattern, please contact the school so that we are able to support you. If your child is absent for any reason, please notify the school by one of the following methods:

- Phoning the school on 9782 3200
- Sending an SMS to the school on 0408 945 857
- Email to [harvey.ps@education.wa.edu.au](mailto:harvey.ps@education.wa.edu.au)
- Verbally or in writing to your child's teacher



Parents are required to inform the Principal prior to taking their children out of school for a holiday. Under the Department of Education's Attendance Policy, students who are absent from school on holiday without prior contact being made with the Principal will have their absence classified as an unauthorised absence. If you are planning a family vacation, please contact the front office.

# HEALTH

If your child is unwell, parents are requested to keep them at home until recovered. Infections can spread very quickly at school and children are very susceptible. An unwell child generally does not learn effectively. If your child has vomiting or diarrhoea, please keep them at home for at least 24 hours after the last episode.

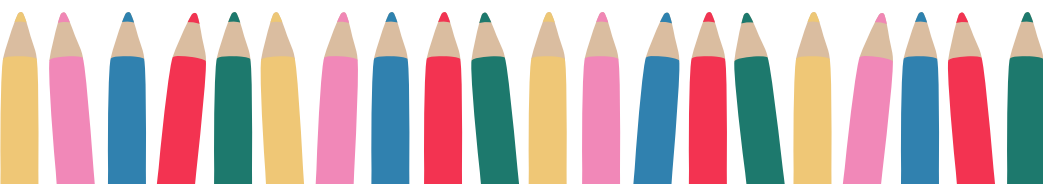
**Please note, the school has limited facilities to care for sick or injured children and parents of such students are generally contacted to come and collect them as soon as possible.**

From time to time, parents request that their child be given medication at school. This cannot be done without the proper health care authorisation form completed. Please see the school office for the most appropriate form for your circumstances. Students must not have medication left in their bags.

If your child suffers from allergies or asthma, please speak to the School Officers at the front office for the appropriate paperwork that will need to be completed. Once this has been done, a Risk Management Plan will be completed and communicated to staff.

# INFECTIOUS DISEASES

Many childhood infectious diseases require students and staff to be excluded from school for a recommended period of time. The Communicable Diseases Guidelines 2023 (accessible by scanning the QR code) outlines the exclusion periods that apply for various communicable diseases.



# STUDENT SERVICES/ALLIED HEALTH THERAPIES

Kindergarten students at Harvey Primary School are screened by our School Health Nurse during the 2024 school year. Prior to this occurring, you will receive a consent form to complete and return to your child's teacher. This screen involves taking measurements and conducting some simple and quick tests with your child to provide you with some feedback on their development. It is similar to the developmental appointments they would have had with the Child Health Nurse after, and in the years following, their birth. If the School Health Nurse raises any concerns, particularly in regards to your child's vision or hearing, she will communicate with you what your next step will be to investigate further.

In Term Two, the Kindergarten teachers screen all students on their gross and fine motor skills. Gross Motor Skills take into account the large movements that your child's body is capable of, such as hopping and skipping, and Fine Motor Skills refers to the smaller movements, such as their ability to hold a pencil and use scissors. If your child's teacher has some concerns about the development of your child in these respects, they will speak to you about referring them for assessment and support through the Western Australian Country Health Service (WACHS).

Your child's teacher will spend time at the beginning of the year communicating and interacting with your child. Through these interactions, they will make a judgement as to whether they may need some further assessment in regards to their speech and language development. If your child's teacher does have concerns, they will speak to you about referring to WACHS.



## IMMUNISATION

Strict immunisation requirements have been introduced in Western Australia ("no jab, no play") and these apply to all Kindergarten students, although some exemptions do apply. Please update the office with a new copy of your child's immunisation records once they have received their scheduled four-year-old immunisations. The only document accepted as evidence of your child's immunisation is the Australian Immunisation History Statement (AIR), which must be dated not more than two months old when it is provided to the school.

The Department of Education requires that we maintain accurate and up-to-date records of student immunisation records.



# HARVEY PRIMARY SCHOOL P&C

Harvey Primary School has a fantastic Parents and Citizens Association whose primary focus is on fundraising for projects and equipment that will support students and the school. Money that the P&C has raised recently has gone towards the purchase of equipment that supports the teaching and learning in the subject area of Digital Technologies and the purchase of the school's social and emotional wellbeing program. They are currently fundraising to upgrade the nature play area and to include a sensory garden in the Quiet Garden.

The P&C is also running a canteen one day a week (Wednesdays). The menu is packed with nutritious and delicious food. Canteen Manager Tim Ryan requires volunteers on these days to get the food prepared, cooked and delivered to the students for their lunch. Please consider volunteering your services at least once throughout the year.

It only costs \$1 to be a part of the P&C and have the opportunity to have your say, with meetings held twice a term. For further information, please email [Pandcassociation.hps@gmail.com.au](mailto:Pandcassociation.hps@gmail.com.au).

## WHAT CONTRIBUTIONS AND CHARGES ARE EXPECTED OF ME?

The financial support of parents plays a major part in providing extra resources that extend the school's capacity to broaden the learning experience for each child. The quality of your child's teaching and learning program is maximised when each family makes its contribution and assists in supplementing funds gained from other sources, including the State and Commonwealth Governments.

As outlined on the Schedule of Contributions and Charges, the School Council has set the Contributions for 2024 at \$60. The Schedule outlines all costs that may be incurred during the year.

A Kindergarten Booklist will be provided which outlines the items that you are required to purchase for your child's participation in the learning program at Kindergarten.

## HPS Focus Five!

*Respect, Integrity, Caring, Cooperation and Courage*