



ROSEWORTH
PRIMARY SCHOOL



PRE-PRIMARY HANDBOOK

Dear Parents, Guardians and Carers

On behalf of all the staff, students and parents we hope that your family will enjoy being part of our school. At Roseworth Primary School we strive to provide a learning environment that fosters excellence through self-responsibility, mutual care, respect and community involvement.

We strongly believe that partnerships between the home and the school will assist our students' learning and enable them to achieve their full potential. As such, we consider that quality communication between the school and the home is essential in establishing a learning environment receptive to student and community needs.

This Pre-Primary Handbook is designed to inform parents, guardians and community members of the standard procedures associated with the management and organisation of our school. We encourage parents to contact the school should there be anything that remains unclear.

It is our intention that the best possible opportunities are offered to your child to challenge and extend their learning, allowing your child to reach their full potential. Our goal, at all stages, is to provide the necessary ingredients for success and the laying of foundations for successful practices and knowledge for the future. These goals include the following:

- Development of a positive self esteem and an understanding of themselves.
- Participate as members of a group, learning such attributes as sharing and taking turns.
- Development of the ability to work independently.
- Learning how to initiate and interact positively with peers and adults.

We sincerely hope you enjoy your time with us at Roseworth Primary School.

Sue Brockman
Principal

ARRIVAL

Session Times:

The Pre-Primary is open –

Monday to Friday

8.35am to 3.00pm



Pre Primary children arriving before 8:35 am are required to go to the undercover area each morning rather than go directly to their rooms. In this way we can supervise all students on the school property before releasing them to their classrooms at 8:35 am. This applies to all students in the school, with or without their parents.

When you arrive at the centre, please be **ON TIME – DO NOT BE EARLY** as this can lead to waiting which may cause unnecessary stress on your child.

When it is your child's turn to come in, they will be given a name tag – if they will not let the Teacher put it on then please put it on your child yourself.

Next you'll be shown where the fruit is kept and your child will be shown where to put their bag. When it's time to say goodbye – **smile**, say goodbye and tell them you will be back to get them, then **GO**. Even if your child is unsettled it is best for you to go. It is normal for some children to cry on separation, this usually will only occur for a short time. Prolonging farewells increases the likelihood of the behaviour continuing. If you are having a problem, please come and have a chat.

Experience shows that once in our care and family members are out of sight that the children settle down quickly.



Don't worry – if your child doesn't settle, we will get in contact with you.

So remember, smile as you go and we'll all start off on the right foot.

Thank you.

STAFF

Teacher: Mrs Julie Reynolds
Mrs Sara Foreman
Ms Chantelle Edwards

Education Assistants: Mrs Rita Ross
Mrs Stacey Onn

Principal: Ms Sue Brockman

Telephone: 6240 4000 – Front Office
6240 4031 – Pre Primary 1
6240 4032 – Pre Primary 2

PICK UP

If you wish your child to be picked by an older brother or sister you **must** fill in a permission slip. No child will be permitted to go home with a sibling unless this form has been filled in.

If you wish your child to be picked up by someone other than yourself, **you must let us know** either by phone or by written note. It is our duty of care to ensure we are not letting your child go home with a stranger.

If you are picking your child up early, you are required to attend the Front Office prior to collecting your child from the Pre Primary. Office staff will then give you a completed Leave Pass to hand to your child's teacher.

So as to avoid your child becoming distressed, please ensure punctual pick up times. You are requested to remain outside of the room when collecting your child. At 3.00pm the doors will be opened, please come in and pick up your child. Feel free to have a look around our room and chat with your child about the day's activities. If you are going to be late please contact the Administration Office on 6240 4000.

PARENT RESPONSIBILITIES

- Keep in touch with us on matters concerning your child's health.
- Any changes in custody advice.
- Any changes to your address or telephone number.
- Inform us of any differences in who will be picking up your child.
- Assist with Parent Roster.
- Attend Parent Meetings.
- Support your child throughout the Pre Primary program.



VOLUNTARY CONTRIBUTIONS

Voluntary contributions for the centre are \$25.00 per child. This is payable as from the start of the school year. Pre-Primary children are included in the Primary School contributions structure. Voluntary contributions are used to buy consumable goods for the children's use e.g. paint, paper etc.

YOUR CHILD NEEDS TO BRING:

- ✓ A 600ml Drink Bottle
- ✓ A hat

There is no need to write your child's name on any of these items. The children also need to bring a backpack or bag every day to take home their work, jumpers, changes of clothes, lunch box etc. Please bring in all these items in a plastic bag with your child's name clearly marked on it.

FRUIT TIME

During every session the children have a drink and some fruit. Each child is asked to bring **a piece of fruit each day**. Things that would be acceptable besides fruit are sultanas, cheese, celery, carrots, prunes, dried fruits etc.



Unacceptable – cakes, lollies, biscuits – except for special occasions (e.g. birthdays) in which case they are most welcome, please send in patty cakes if possible. No nuts please.

PARENT ROSTER

A roster for parent help for mums, dads, grandparents etc will be placed on the wall in the Pre-Primary. Please fill in your name on a day that is suitable to you. Children enjoy having parents at the centre and you will enjoy it too. The maximum number of roster days is two per term. Roster is from 8.35 am to 12.15pm.

While on roster please ensure your child joins in ALL activities and follows ALL the "centre's rules" – just as if you weren't there. Please join in all the activities during the morning.

TRAINING CHILDREN IN RESPONSIBILITY

Children need many practices to learn a skill completely. Please allow your child to be independent. Let them carry their own bag, put away their work, put their fruit in the bowl and bring in any messages to us by themselves. This is **very** important.



PARENT SKILLS



If you have a special talent or skill, e.g. play the guitar, we would like to hear from you. The children benefit from seeing the Mums and Dads doing special activities.

SICKNESS

Please do not send your child to school if he or she is sick. Please consider others and stop sickness spreading. We need to have a contact telephone number of someone who could pick up your child if they are sick and you are not available – Please make sure the number you give us is someone **easily contactable** and able to come to pick up the child quickly.

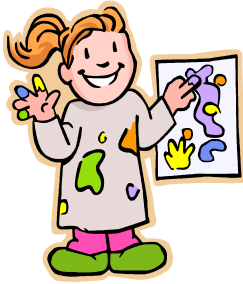


Please let us know at the start of the year if your child has any allergies or special medical problems.

MEDICATION

The School Policy is that we **do not** give medicines to children at school. If your child needs regular medications, you must contact the front office and complete the appropriate medical forms.

CLOTHING



We encourage students to wear the school uniform. We will endeavour to cover students' uniforms with aprons etc if the students are involved in a "messy" activity such as painting.

Long hair must be tied back daily for safety and to avoid head lice. This includes boys with long hair.

For children with pierced ears only sleepers or studs are to be worn to School. No rings are to be worn to school as they can get lost in the sandpit.

No long skirts or long dresses please, as they make climbing dangerous.



Please make sure your child wears footwear they can put on themselves. Thongs and sandals are acceptable in the hot weather – in fact we prefer these to socks and sneakers.



SUNSCREEN

Sunscreen is applied everyday before going out to play. Please let us know if you child has an allergy to sunscreen.

HATS

All children need to have a hat to wear outside. To give maximum protection we prefer the hat to cover the child's neck, ears and face. We spend a lot of time outside during the day so please keep this hat in your child's bag so that we can promote sun awareness.



TOYS

Generally we discourage the children from bringing in their own toys. Loss or damage can easily occur so to avoid this we prefer the children to use only the centre's equipment. The exception to this would be a toy bought for News Time.



ATTENDANCE

It is important that your child attend the Pre-Primary **regularly**. This will establish a good routine for attendance. From 2013 Pre-Primary become the first compulsory year of school so it is now State Government policy that all Pre-primary aged children attend school. By making Pre-primary compulsory, the State Government is underlining the importance of ensuring all children have access to high quality, full-time programs. This is important for their skill development and also for their social development.

STUDENT WELL-BEING

Roseworth primary School strongly supports the right of both students and staff to work and learn in a safe environment without being impeded by disruptive behaviour. To support this, our staff adopt a fair and consistent approach to eliminating disruptions to the learning environment.

Staff employ a range of preventative strategies which are age appropriate and will reduce the likelihood of inappropriate behaviour occurring. The students will be involved in the development of classroom and playground rules, standards of behaviour and consequences of inappropriate behaviour.

AND FINALLY....

It all sounds like a lot to remember but after the first few days it will all become second nature.

Again, welcome to the Pre-Primary, we are all going to have a good year.

WE LOOK FORWARD TO WORKING CLOSELY WITH YOU AND YOUR FAMILY DURING THEIR PRE PRIMARY YEAR.

There are many consumable items that we use regularly in the Pre-primary.

THESE ARE THE KINDS OF THINGS WE WOULD LIKE YOU TO COLLECT FOR US

- ❖ plastic ice cream containers and lids
- ❖ cardboard eg from shirt boxes
- ❖ small cardboard boxes
- ❖ coloured wrapping paper
- ❖ pieces of contact
- ❖ old jewellery
- ❖ foam packing materials eg meat trays
- ❖ drinking straws
- ❖ cardboard boxes
- ❖ spray can tops
- ❖ pipe cleaners
- ❖ artificial flowers
- ❖ plastic containers
- ❖ dressing up clothes
- ❖ crepe paper
- ❖ Glad Wrap containers (Please remove the metal cutting bar)
- ❖ buttons
- ❖ pegs
- ❖ feathers
- ❖ silver paper
- ❖ magazines
- ❖ shirt boxes
- ❖ pop sticks
- ❖ bottle tops
- ❖ corks
- ❖ greeting cards
- ❖ string
- ❖ patty pans
- ❖ shells
- ❖ lace
- ❖ cotton reels
- ❖ Washed egg shells

Please note – Due to health reasons **NO** toilet roll inserts, detergent boxes or pet food boxes