



*St Cecilia's Catholic Primary School*

# Parent Information Booklet Kindergarten 2017



*Faith Family Friendship*

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Dear Kindergarten Families,

Welcome to St Cecilia's Kindergarten. The Kindergarten Teaching Team are delighted to welcome our new Kindergarten students and their families to St Cecilia's. We are certain that Kindergarten will be a fun and exciting year for everyone.

An Early Childhood Educator together with two Education Assistants will make up the teaching team in 2016 and we are looking forward to lots of learning and fun. The Early Childhood Education approach focuses on learning through play and exploration to enable children to develop and acquire skills and information. We focus on the development of the whole child, engaging the children in the learning process as well as developing oral language skills, social emotional wellbeing, physical skills, literacy and numeracy skills, creativity and spirituality. We believe that all children have the right and ability to learn and grow, but also that every child is unique. We aim to foster a lifelong love of learning and provide a learning environment that allows children to feel safe, happy, stimulated and challenged.

One of the main ways in which children learn is through opportunities for them to engage in investigations of interest to them. The teacher plans or directs aspects of these investigations with the children and while it may look like they are doing anything they choose, their work is purposeful and linked to specific skills and outcomes. Aspects of Literacy and Numeracy are embedded into investigations, but skills will also be taught and reinforced through explicit instruction times that occur during the day.

Our main aim of Kindergarten is to socialise children. During the first term we will be focusing on familiarising the children with the learning environment, class routine and their classmates. An important and on-going part of this process will be developing the children's social skills to enable them to interact positively with their peers and participate fully in the classroom. We can assure you that learning all of these things is challenging and will take time. Your children will no doubt be very tired after Kindergarten, especially in the first few weeks.

Throughout the year we will be focusing on developing the children's early literacy and numeracy skills. We use a pre-writing program called '*Writing in the Sands*', developed by Occupational Therapists, to teach correct letter formation. We also use the phonics program called *Jolly Phonics* which focuses on teaching the sound each letter makes with the help of an action cue. This program does not teach the letters of the alphabet in alphabetical order.

We would appreciate it if you would read through and keep this booklet for future reference. If you have any other concerns or queries, please do not hesitate to ask.

Yours sincerely  
The Kindergarten Team

Please refer to the schools website for Term Planners and updates

### **CLASS TIMES**

#### Full time children

Monday, Tuesday, Thursday, Friday 8:25am - 2:35pm

Wednesday 8.25am - 11.15am (half day)

#### Part time children

Tuesday, Thursday 8:25am - 2:35pm

Wednesday 8.25am - 11.15am (half day)

*Please note, on Wednesday only a half day is offered for all Kindergarten children*

#### **Before school...**

Classroom doors will open at 8:20am.

Students are not to be dropped off before 8:20am.

Students should not be at school before 8:10am.

Parents are welcome to stay with their child from 8:20am until 8:40am

We ask that parents leave the classroom at 8:40am when the students are called to the mat.

#### **After school . . .**

Please wait outside the classroom at 2.35pm and we will send your child out to you. You are most welcome to come into the classroom with your child to have a look around after all students have been sent out to their parents. If you have not collected your child by 2.45pm they will be taken to wait in the office and the office will phone you.

If you are running late, please ring the office and a message will be passed on to the classroom so we can let your child know that you are running late.

**Please do not let children be on the play equipment before and after school.**

### **IMPORTANT INFORMATION**

## **WHAT TO BRING EVERY DAY**

- Recess: one/two pieces of fruit or vegetable cut up in a small container
- Lunch(except Wednesdays): sandwich etc (please no packet snacks)  
(St Cecilia's is rubbish free; therefore we encourage food to be in reusable containers)
- Drink bottle with water only
- Several changes of clothes and underwear (for toilet accidents and water play spills)
- Communication folder
- Please note that your child's hat will remain at school each day and will be sent home at the end of each term to be washed.

## **ENCOURAGING INDEPENDENCE**

In Kindergarten every opportunity is given to develop your child's independence, which develops their self-esteem. This includes things such as learning how to be responsible for their own possessions, dressing themselves and tidying up after themselves.

You can support us in working towards this goal in many ways, including dressing your child in shoes that they can put on independently (i.e. shoes with Velcro instead of laces) and encouraging your child to carry and unpack their own bag. We ask that you try to resist the temptation to do things for your child that they can do for themselves!

## **ARRIVAL AND DEPARTURE**

When you arrive from 8:20am onwards you are most welcome to come into the classroom and practise writing their name, read a book or do a puzzle with your child. Once the students are called to the mat at 8:40am we ask that parents leave the room so we can start the day.

If your child becomes distressed when it's time for you to leave it is best to give them a quick cuddle, reassure them that you will see them soon and leave as quickly as possible. Prolonging your departure usually only adds to a child's distress. The Kindergarten Teaching Team will be on hand to help you if this happens.

The Kindergarten and Pre-Primary playground area is off-limits before and after school. Students who arrive at school before 8.15am must stay seated in the UCA where there is a teacher on duty, until the teacher releases them. No play equipment is to be used before school.

## **PUNCTUALITY**

Punctuality is important in order to ensure a smooth start to the school day. If students arrive late, they disrupt the class routine and require extra documentation on the register in recording their late arrival as well as a Late Arrival Form being filled in by parents. Learning to be punctual is also an important life skill. Please look after your child's best interests and support your child's teacher by ensuring that punctuality is observed.

### **LATE TO SCHOOL**

If your child arrives late to school (after 8.25am), please report your presence with your child to the school office to fill in a register, collect a red card and then take to the class teacher. Students are asked to be accompanied by an adult and not sent in on their own. **Parents must** bring in their child and not just send them to the office to fill in the register and collect the red card.

### **COLLECTING STUDENTS DURING SCHOOL HOURS**

If you need to collect your child during the day for any reason you will need to report to the front office and fill out the register and collect a green card and then present this card to your child's teacher to collect your child. A student cannot be released from the classroom unless the appropriate card has been completed.

If you do not have the green card the class teacher will remind you to return to the office and collect one.

### **VISITORS**

**ALL** parents and visitors entering the school between 8.45am and 2.15pm must sign in at the office and receive a visitor's badge. This badge must be worn at all times while on school grounds.

When leaving the school please do not forget to sign out and return the badge.

You will need a badge if you are helping in the classroom, on reading roster or assisting in the canteen.

N.B. If you need to visit your child during the day or just dropping off lunch, you are still required to report your presence to the school office.

### **ACCESS TO OFFICE AND ADMINISTRATION AREA:**

Dear parents, due to Occupational Health and Safety requirements parents are not permitted past the reception desk in the office unless they are on official school business.

We ask that younger siblings use the students toilet blocks. Trades people and visitors will use staff toilets as a matter of child safety. Thank you for supporting us on this.

### **SAFETY OF THE STUDENTS**



Parents are responsible for the safety of their children and they transfer this responsibility to the school during the hours of 8.25am and 2.35pm, Monday to Friday.

The school takes this responsibility seriously and therefore we have procedures in place that need to be observed.

If a student is absent from school, parents are required to send a dated note of explanation with the student upon return to school. Parents may inform the school of an absence by phone on the morning but a note is still required legally.

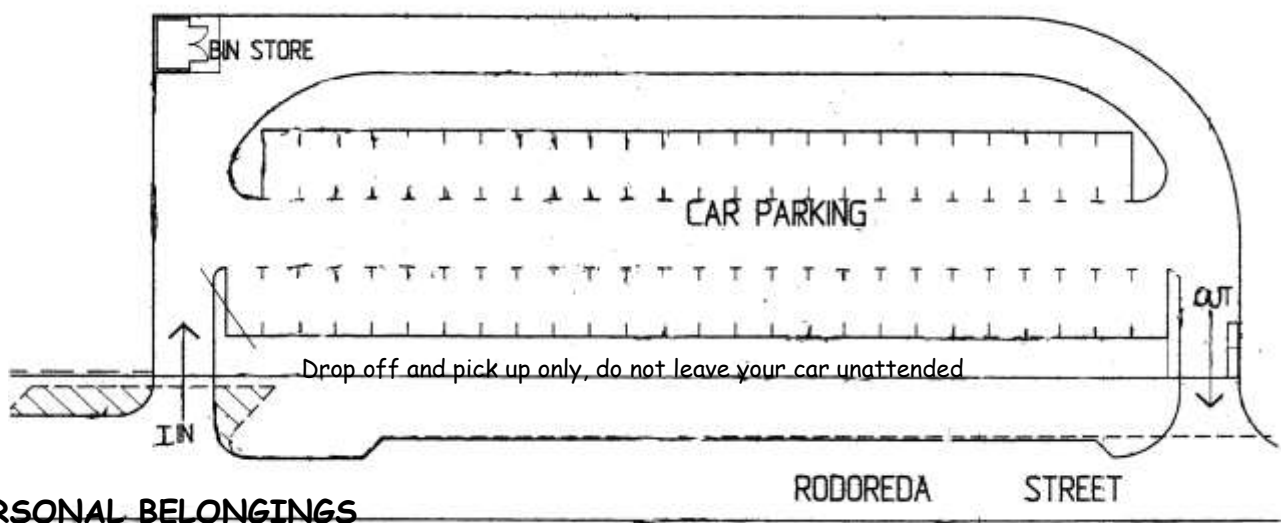
## **PARKING**

As parents, you have a responsibility to all students to make sure you are using the car park correctly. At times there have been near misses with cars and students all because a few people have difficulty following the rules. These rules have been set up to make sure that everyone is safe and that no injuries will occur.

The rules are as follows:

- If you are picking up or dropping off your children and you choose to enter the drive through section, then you must remain in your car. You are not to leave your car and enter the school to find your child even if you have others that remain with the car. A staff member will be on duty after school and will release students to two cars at a time. You may be asked to do another lap if your child is taking too long to come out to the car park.
- If you want to walk into the school please park your car in the ample parking provided.
- If picking up a student and you are in the drive through lane you need to wait your turn behind the car in front. A number of parents are attempting to overtake cars in front and this is where we have had a few near misses. Please be patient and wait to follow out the car in front. Please do not overtake in the drop off lane.
- At no time are you to pull up near or on the cross walk to pick up students. If you are in the drive through wait and your children will come to you.

Your patience and cooperation is always appreciated when student safety needs to be considered.



Please clearly label all personal belongings, including hats, water bottles and fruit containers.

It is school policy that children are not allowed to bring toys or similar personal items to school. Such items cause fights and if lost or damaged it can be very upsetting for the child. The only exception is if your child is requested to bring a particular item to school, for example, if it is for news telling. If so, please ensure you label these items with your child's name and please refrain from sending valuable or fragile items.

### **PARENT - TEACHER COMMUNICATION**

Each student will have a communication folder (black document zip-lock envelope). Please ensure that this is returned to school each day and that you check each night. Any school notes will be sent home in the folder.

If you have any general concerns, questions or feedback, the teacher will be available from 8:20am for a brief chat. You can also use ClassDojo to pass along information if you are unable to come in for a chat. If more time is needed or you wish to discuss a specific issue regarding your child, please make a time to speak to the teacher, in person or over the phone, before or after school.

### **FAMILY HELPERS**

We encourage parent help as your children enjoy sharing this important part of their life with those they love. A parent help roster will be displayed on the classroom window and we encourage you to volunteer if you have the time.

Parents, grandparents and other family members are welcome. Any other family members who would like to assist on roster are required to complete a 'Working With Children Clearance' application form prior to coming on roster. These forms are available from the school's administration office or the post office. Please note that the WWCC application takes about four weeks to process.

We also ask that you do not bring any extra children with you if you are helping in the classroom. This is primarily a safety issue. If you really want to be a parent helper but have a younger child who you cannot get care for then we may be able to negotiate something with you. However, this must be organised in advance.

Please note that we will not be having any parent helpers for the first five weeks of Term One. This is to enable us to settle the students into a routine, which takes time.

### **CONFIDENTIALITY**

One of the issues that sometimes arises when parents are assisting in the classroom is confidentiality. It is very important that you do not discuss issues or incidents involving children other than your own with others. If you have any questions or concerns that arise from something that you see in the classroom then it is important that you discuss them with the classroom teacher. This should be done at an appropriate time when the children are not present.

## **BIRTHDAYS**

Birthdays are recognised during school assemblies as this is a special day for each student. Holiday birthdays are mentioned prior to or after vacations.

Students can feel left out and can become quite upset if party invitations are distributed in a classroom setting and they are not invited. Should your child be hosting a party and only some class members are invited, please be sure these invitations are distributed at the end of the day, after the bell.

Parents are asked not to bring cakes, cupcakes, lollies or any treats to school to share with other students, for students birthdays or at any other time. The school has children who suffer from severe nut and egg allergies and this ban is in place to protect them. This applies to all students from Kindergarten to Year Six.

St Cecilia's operates under the Traffic Light policy of Canteen Management. This has been implemented state wide to ensure schools provide only healthy food for students. If you have any queries regarding this please feel free to contact the Principal. Thank you for your support.



**SUPPORTING YOUR CHILD'S DEVELOPMENT AND LEARNING ...**



### Name writing

If children are already showing an interest in writing their own name then we greatly encourage this! We strongly encourage that you do not teach your child to write their name in capital letters. We have attached a copy of our writing style for your information. Each morning the children will come into the classroom and practise writing their name.

### Reading and Writing

Your child will begin bringing home a shared reading book during Term Two. They will receive a new book each week. Each book will have a set of questions relating to the book. These books are to promote and develop your child's love for reading and allow your child to learn that we read for meaning. Please note, these books are not home readers, your child does not have to read the book.

Things you can do to support your child in their reading and writing development include:

- Reading to your child daily.
- Inventing stories with your child from the pictures in books.
- Pointing out environmental print when out and about (signs, posters etc)
- Supplying time, opportunity and equipment for drawing and writing experimentation.
- Writing little messages to your child and letting them see you write.
- Accepting all attempts and encouraging reading and writing.

You might also encourage your child to:

- Talk to you/family members about events that happened during the day.
- Talk to you/family members while playing and carrying out tasks (eg when cooking)
- Complete tasks for you at home that encourage independence (eg helping to set the table)
- Count incidentally (eg when cooking, playing)
- Complete a variety of puzzles and simple matching games.
- Practise writing his/her name regularly.
- Colour, draw or paint on different types of paper.
- Play with play dough, plasticine or modelling clay.
- Use scissors to cut on a variety of materials
- Sing/recite Nursery Rhymes and action songs

**HOW DO WE WRITE IN KINDERGARTEN?**

At the start of the Kindergarten year we will introduce the children to writing patterns using the *Writing in the Sands Programme*, which has been developed by Occupational Therapists.

During the introduction of this program we also encourage children to hold their pencils correctly. We use triangular shaped pencils which help to develop the correct pencil grip.

The illustration below depicts the correct pencil grip and paper positioning for both right handed and left handed children.



Later in the year, Kindergarten students will be introduced to Victorian Modern Cursive style of writing. This is the style of writing they will be using in later years of schooling so an introduction at the end of Kindergarten will help prepare them for this.

When practising writing their name and other words at home please get children to use lower case letters. It is difficult to unteach their name etc once learnt in capitals.

Over the page you will find this print in a larger size with the strokes used to form the letters numbered in order. This is to help parents model the writing of letters for their children using correct formation.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk  
Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz

a b c d e

g h i j k

l m n o p

q r s t u

v w x y z

1 2 3 4 5

6 7 8 9 10

## **SCHOOL PRAYER**

Dear Lord Jesus,  
Thank you for the gift of life.  
Help us to be good today to other people and  
to ourselves.  
Please help St Cecilia's Catholic Primary School  
To be the best it can be  
and please bless our homes at Wedgefield,  
Port and South Hedland.  
Thank you for being with us always.  
St Cecilia pray for us.  
Amen

## **SCHOOL SONG**

### **CHORUS**

This is our school  
Let peace be found here  
May the rooms be full of happiness  
Let love abide  
Love for one another  
The love of life itself  
Oo - oo - oo - oo - oo  
And the love of God

### **VERSE 1**

Everybody knows that many hands are needed  
If you want to build a house  
But to build a good school there's a very simple  
rule  
What you need isn't hands but hearts  
So Lord, a blessing we ask of You.

### **CHORUS**

### **VERSE 2**

Everyone is special and everyone's important  
In St Cecilia's School.  
Doesn't matter at all if you're big or small  
Being fair to each other that's the rule.  
So Lord, a blessing we ask of You.

### **CHORUS**

### **VERSE 3**

Just like the river flowing to the ocean  
We are flowing into God

So let peace be the way as we live and work  
today As we wander in the tracks You have  
trod Yes Lord, a blessing we ask of You.

## **CHORUS**

### **THE SIGN of the CROSS**

In the name of the Father,  
and of the Son,  
and of the Holy Spirit.  
Amen.

## **OUR FATHER**

Our Father who is in heaven,  
hallowed be your name.  
Your kingdom come,  
your will be done on earth,  
as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses  
as we forgive those who trespass  
against us.  
And lead us not into temptation:  
But deliver us from evil.  
Amen.

## **HAIL MARY**

Hail, Mary full of grace,  
the Lord is with you:  
Blessed are you among women,  
and blessed is the fruit  
of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.  
Amen.

## **GLORY be to the FATHER**

Glory be to the Father,  
and to the Son,  
and to the Holy Spirit.  
As it was in the beginning,  
is now, and ever shall be,  
world without end. Amen.

