



Welcome To
Winterfold Primary School
PRE PRIMARY
INFORMATION
BOOKLET
2018



An Independent Public School

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OUR VISION

Winterfold Primary School promotes optimum learning and opportunities for our students to actively engage with the curriculum. Our students have a positive attitude and are resilient to changes and challenges; and have developed a commitment to lifelong learning so that they are valued members of the wider community.

WELCOME

On behalf of the Winterfold School Community I'd like to welcome Pre Primary parents and caregivers to our school.

This is an exciting time for children because a whole new world opens up bringing a range of new experiences as they learn to live, work and interact with others. These experiences set the foundation for school success and beyond.

The learning environment is designed to develop the whole child. Winterfold Pre Primary provides a rich environment to enable each student to grow and develop a positive self-esteem as well as a love of learning. Each student is unique and individuality is accepted and valued.

We value an on-going partnership between home and school and all parents and caregivers are invited to participate in their child's educational experience.

Winterfold Primary is committed to excellence and invites parents to work purposefully with mutual respect and trust in the pursuit of educational excellence.

Steve Berry - Principal

ATTENDANCE

Attendance at Pre Primary, like in all year levels, is compulsory. Students whose attendance falls below 90% are considered at Educational Risk. Acceptable reasons for absence from the school are for illness, medical and dental appointments. Students taking "In-Term" holidays will require parents to fill in the appropriate form available from the front office. Parents need to write a note to their children's teacher or see the class teacher personally giving the reason for any absence from school. Students must NOT leave the school grounds without written permission from parents/carers. When collecting a child from school before the end of the school day parents are required to collect a Leave Pass at the front office and hand it to the teacher. Late students must report to the office with their parent/caregiver before going to their classroom. This is recorded as 'late' and students are issued with a Late Slip.

PRE PRIMARY/SCHOOL HOURS

8:20am	Students arrive at school
8:25am	Classes Commence
10:25am	Morning Tea
10:45am	Classes Recommence
12:25pm	Lunch
1:10pm	Classes Recommence
2:40pm	School Finishes



Please note the full five day week commences from Day 1.

Children are easily worried by being late to school or late being picked up, so please make an effort to be punctual.

ADMINISTRATION

Principal	Steve Berry
Associate Principal	Brendan Hodge
Manager Corporate Services	Brianna Hunter
School Officers	Kelly Cianfarani and Paula Battel
Phone:	6274 1900
Email:	winterfold.ps@education.wa.edu.au
Website:	www.winterfoldps.wa.edu.au

PRE PRIMARY STAFF

Pre Primary Teachers: Miss Kristie Evans, Ms Jill Sievenpiper, Mrs Lindsey Clark and Mrs Carol Easterbrook

Education Assistants: Mrs Dina D'Uva, Mrs Sharryn Murray



TERM DATES 2018

Term 1	Wednesday 31 January	-	Friday 13 April
Term 2	Monday 30 April	-	Friday 29 June
Term 3	Monday 16 July	-	Friday 21 September
Term 4	Monday 8 October	-	Thursday 13 December

STAFF PROFESSIONAL DEVELOPMENT DAYS 2018

The Department of Education allocates six school development days throughout the year where STUDENTS DO NOT ATTEND. These are days allocated to staff for their professional development.

Our days for 2018 are:

Term 1 - Monday, 29 January and Tuesday, 30 January prior to students commencing Wednesday, 31 January

Term 2 - Friday, 1 June

Term 3 - Monday, 13 August

Term 4 - Monday, 5 November and Friday, 14 December

PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL ON THESE DAYS.

Public Holidays 2018

New Year's Day	Monday 1 January
Australia Day	Friday 26 January
Labour Day	Monday 5 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
ANZAC Day	Wednesday 25 April
Western Australia Day	Monday 4 June
Queen's Birthday	Monday 24 September
Christmas Day	Tuesday 25 December
Boxing Day	Wednesday 26 December

PLEASE NOTE: Tuesday, 3 April (Easter Tuesday) is a WA Government School Student NON - ATTENDANCE Day. This is not a Public Holiday.

COLLECTION OF CHILDREN DURING SCHOOL HOURS

If you are going to take your child out of school during school hours, you will need to obtain a Leave Pass from the school administration office. This information will then be kept on record. The Leave Pass asks you for a reason for the departure – your child may be sick or have an injury, or have an appointment such as dentist or doctor.

We also ask that you, if possible, notify the teacher in advance if you wish to remove students from the class during lesson time. Students will only be released from class if the person collecting the child has the relevant pass.

WHAT TO BRING

- Large bag that can hold lots of work to go home. (Small bags can be frustrating for children and teachers)
- Many activities at Pre Primary can be messy....Please provide spare clothes and underwear in case of accidents (in separate plastic bag to be kept in their school bag)
- Children bring their own morning tea and lunch
- School hats are compulsory for outdoor play



PLEASE SEE PERSONAL REQUIREMENTS LIST FOR FURTHER ITEMS.

WHAT TO DO

On the first day -

- Come in with your child and say hello to the teacher and the assistant.
- We'll show the children where to hang their bag.
- Have a good look around the classroom with your child.
- Settle your child on the mat area with a puzzle, or in the book corner, then say 'goodbye' and leave.
- If children are upset it is usually only for a short time. We understand saying goodbye can be hard, but children generally settle in easier once you have left. If this isn't the case we will phone you and discuss the situation.

Always discuss any concerns, issues or points needing clarification with the teacher.

PARENT INVOLVEMENT

Parents (and other relatives) are welcome in Pre Primary. At the beginning of each term, a parent roster sheet will be posted for parents to fill in days which are most convenient for them to attend. Help is only required in the mornings, unless otherwise requested.

If you have any special skills, interests or ideas that might enhance the program, please let us know. Parents are also invited to several Special Days during the year.

P&C COMMITTEE

The P&C Committee will be elected at the Annual General Meeting to give parents the opportunity for additional input into the school. All parents are invited to attend meetings. Decisions about activities, fund raising, fund expenditure etc. are decided in this way.

We hope that at least one parent will attend the P&C meetings to represent the Pre Primary and Kindergarten.

Our P&C also run a brilliant 5 Star Cap Rating canteen but are always desperate for parent assistance. It doesn't take long, it's fun and we really do need you to put your name down.

COMMUNICATION - PLEASE CHECK YOUR CHILD'S BAG EACH DAY.

Notes The school e-mails the newsletter out once per fortnight. Please provide your e-mail address to the front office. If you do not have an e-mail address, a hard copy can be given to the eldest sibling at the school. The newsletter is also put on the Winterfold Primary School website www.winterfoldps.wa.edu.au.

Please notify the teacher and front office of any change of address or if there will be a change in the person collecting your child. It is **essential** we always know your current telephone number and an emergency contact number (preferably a mobile phone number).

The Parent Noticeboard is at the Pre Primary Classroom and displays the latest update of the Pre Primary Program and whole school information. It is a parent responsibility to read this daily.

You are encouraged to contact the teacher on any matter concerning your child. If required please make an appointment for a suitable time slot - preferably after school as teachers are busy in the morning.



DRESS, APPEARANCE AND PERSONAL EQUIPMENT

In order to avoid injuries to feet, suitable footwear is required. The wearing of thongs is unacceptable and as we do active fitness every day, joggers are recommended. High heeled shoes, jewellery, make-up, items of value, mobile phones and nail polish have no place at school during normal school hours. Earrings should be of the 'sleeper' or stud type only. Wrist watches are acceptable. Should there be reasons why a student cannot comply with the uniform requirements: parents will need to arrange an interview with the Principal to receive an exemption. No valuables or toys are to be brought to school. Please keep toys at home - except when used as part of classroom activities e.g. news.

UNIFORMS

The School Board has endorsed the Dress Code Policy and recommends the wearing of our school uniform. The Dress Code Policy is included in each child's enrolment package and is to be discussed, signed and returned to the school. Our uniform consists of various suitable clothing in maroon, white and grey. Runners, sandals or other covered, flat shoes are required to be worn at all times. Uniforms are sold by P&C volunteers from the Uniform Shop located in the Under Cover Area. Check with the front office for opening days and times for 2018. The uniform shop accepts cash and EFTPOS facilities are available. Alternatively, order forms can be completed and paid for at the front office, **by cash only**, to be forwarded on to the Uniform Co-ordinators. Second hand uniforms are usually available from the Uniform Shop. A "No Hat No Sun" policy operates throughout the year and the P&C kindly donate a wide brimmed hat to each new student. ALL CLOTHING MUST BE LABELLED WITH YOUR CHILD'S NAME



BIKES, SCOOTERS AND SKATEBOARDS

Students who bring bikes to school need to house them in the bike rack, with a lock to secure it. For safety reasons children must walk their bike into the school and through the school grounds. Students riding bikes must wear a helmet. Bikes, scooters and skateboards are not permitted on school grounds after school hours, as they cause damage and can be a safety risk to others.

DOGS ON SCHOOL PROPERTY

Dogs are not permitted in the school grounds due to health and safety reasons.

IN-TERM SWIMMING

Swimming lessons form part of the school's Physical Education program. In 2018 Pre Primary to Year 4 will be attending lessons at the Fremantle Leisure Centre. All students are strongly encouraged to participate as it is an important part of the Physical Education Curriculum.



PERMISSION REQUIREMENTS

- The Department of Education suggests that no children shall arrive at, or leave, a Pre Primary centre unaccompanied by a responsible adult person. Please let us know (phone or note) about any alternative pick-up or travel arrangements for your child on a particular day.
- If you require any person, who is not a recorded contact for your child, to collect your child from school please ask them to visit the admin office to confirm their identity before coming to the classroom. Admin will then notify Pre Primary to avoid any delay in the release of your child.
- Let us know of any custody arrangements which involve your family.

EXCURSIONS and INCURSIONS

Excursions will become more frequent after first term and may require travel in a bus. It is extremely important that the relevant permission forms are signed and returned before the day of an excursion. We often rely on parent help with the supervision of small groups of children during excursions so your occasional help (if possible) is appreciated.

Please see School Voluntary Contributions and Charges 2018 for further information.



MEDICAL

- Please keep us informed about any infectious diseases in your family or any long-term medical conditions which we should know how to deal with eg. Asthma.
- Medication is not usually dispensed by a class teacher. A form must be completed at the front office for any medication to be taken during school hours.
- Please keep an eye out for information regarding medical matters or updates in the school newsletter throughout the year.
- The School Health Nurse will screen all children during the year (hearing, vision, general physical) provided that parents have filled in and signed medical cards.
- Any child, who may benefit from Speech Therapy or Occupational Therapy, and in consultation with parents, will be referred by a teacher. Both are a free service but the waiting lists are long. If you have any concerns about your child please speak to a teacher as soon as possible.
- Parents are asked to regularly check (and treat if necessary) for head lice and eggs. Long hair must be tied back to reduce the chances of the spread of head lice.

DENTAL THERAPY CENTRE

Beaconsfield Dental Therapy Centre offers a free dental service for all students enrolled at the school (Pre Primary - Year 6). Consent forms are available from the Dental Centre by telephoning 9335 8758.

LAUNDRY

Occasionally we will ask parents to take home a few Pre Primary items to wash, eg. tea towels, dress-ups, aprons. We promise it will not happen very often and we appreciate your help.

THINGS TO COLLECT OFF AND DROP OFF

- Plastic ice-cream containers
- Material scraps
- Kid's old clothes
- Doll's old clothes
- Dress up clothes
- Match boxes
- Buttons
- Boxes for gluing
- Bottle tops
- Corks
- Leaves
- Bark, nuts, etc.
- Large Plastic Sheets
- Any unusual items or items in large quantities
- Tulle, fur fabrics etc.
- Pine wood for woodwork
- Cardboard rolls - NO Toilet Rolls
- Sweet wrappers
- Lace, ribbons
- Wrapping paper
- Old cards
- Scraps of wool
- Chinese take-away containers
- Feathers
- Magazines
- Pop-sticks, etc.
- Computer paper



VOLUNTARY CONTRIBUTIONS & CHARGES 2018

Parents are asked to contribute towards school finances for additional resources to enhance the teaching programs such as sports equipment, library materials, and other educational requirements not supplied by the Department of Education. This should be paid at the commencement of the school year to the school office. The amount for the 2018 Voluntary Contributions & Charges is set by the School Board. The contribution for 2018 is \$60.00 per child for Kindy through to Year 6. Also approved by the School Board is the introduction of the P&C Voluntary Contribution of \$20 per student.

A charges and contributions schedule is sent home at the end of the year outlining possible additional expenses for the next year. A copy can also be accessed through the front office at the beginning of the year. Payment can be made by cash, cheque, EFTPOS or direct deposit

GUIDELINES FOR BEFORE AND AFTER SCHOOL

Winterfold Primary School is committed to ensuring that our students are safe before, during and after school. These guidelines are intended to assist parents to support the school and its vision for our students.

BEFORE SCHOOL PROCEDURES

Overview

Our school starts quite early and this is to negate the effect of Christ the King traffic. We are aware that this early start can be challenging for some parents, but ask you to have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

Guidelines

The best time to arrive at school is between 8.15am and 8.20am, whereupon students may go straight to class where their teachers will supervise them to set up for their learning for the day (unpack bags, chairs out etc).

Students who arrive at school before 8.15am need to go straight to the Admin Block bench where they will be supervised until released to their class at 8.15am.

Students arriving after 8.25am must go through the front office, collect a Late Note and present it to their teacher.

Games and activities are not permitted before school as we cannot provide duty teachers as they are busy setting up for the day's learning.

AFTER SCHOOL PROCEDURES

Overview

It has long been the practice at WPS to not allow students to play on playgrounds after school because of duty of care issues. However, this has impacted on some of our parents who have asked if this can be relaxed. It should be noted that the issue of Duty of Care whilst playing after school does not relate to parents who are supervising their own children. The issue has always been about the unsupervised students that are attracted to the playground.

Guidelines

Students who are under the DIRECT supervision of a parent or carer may play ONLY on the playground on the oval until 3.30pm. The use of other playgrounds has Duty of Care implications for WPS staff so these are not to be used.

Students being collected by another parent or carer, and who will leave the school site with that person, are considered to be under the supervision of that person.

Students who do not meet the prior mentioned 2 points may not play on any school equipment and are to leave the school promptly at 2.40pm as per normal.

Parents at the oval playground after school need to establish amongst themselves that all students at the playground are being directly supervised by an adult who holds the Duty of Care for that student/s as per the two first dot points.

Students not being directly supervised by a person holding the Duty of Care for them need to be asked to leave the school grounds by supervising parents at the playground, and if there are issues with this not happening, the school office needs to be notified by a parent at the playground.

If parents become aware that there are any safety or maintenance issues related to the oval playground, they should notify the school office. Supervising parents should ensure that children use the playground in appropriate ways (ie keeping sand within the playground area).

