



Welcome To

Winterfold Primary School

PRE-PRIMARY INFORMATION  
BOOKLET  
2024



*An Independent Public School*

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**Acknowledgement of Country**

***Kaya. Ngalak djoorabiny noonook djinanginy nidja.***

***Ngalak dandjoo-koorl nidja kwobidak kaadadjiny-miya-p Beeliar Wadjak Noongar boodja-k.***

***Ngalak kaadatj Noongar Birdiya wer moort koora koora, yeyi wer boordakan.***

***Winterfold Kaadadjiny-Miya-p baal yengkalang kwobidak boorn wer djerap wer moorditj moort.***

*Hello. We are happy to see you here.*

*We come together at this beautiful school on Beeliar Wadjak Noongar country.*

*We acknowledge Noongar Elders and families from long ago, today and into the future.*

*Winterfold Primary School is surrounded by beautiful trees and birds  
and is supported by a strong community.*

## 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.

Kim Calabrese - 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

8.25am	Start of Day
10.40am	Recess
11.00am	End of Recess & Return to Class
12.30pm	Lunch Eating Time
12.50pm	Play Time
1.07pm	Prepare for Class Time (Drink etc.)
1.10pm	End of Lunch & Return to Class
2.40pm	End of School Day



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	Kim Calabrese
Deputy Principals	Kylie Bonser and Leanne Hill
Manager Corporate Services	Brianna Hunter
School Officers	Kelly Cianfarani and Ros Quinlivan
Phone:	6274 1900
Mobile (text message only)	0436 612 673 / 0448 873 352
Email:	<a href="mailto:winterfold.ps@education.wa.edu.au">winterfold.ps@education.wa.edu.au</a>
Website:	<a href="http://www.winterfoldps.wa.edu.au">www.winterfoldps.wa.edu.au</a>



## PRE PRIMARY STAFF

Pre-primary Teachers: Mrs Erica Sharp-Nippierd, Ms Jill Sievenpiper,  
Mrs Lindsey Clark and Mrs Jackie Kovacevic  
Education Assistant: Mrs Dina D'Uva

## Staff Professional Development Days 2024

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 2024 are:

Term One	Monday, 29 January, Tuesday, 30 January
Term Two	Friday, 26 April
Term Three	Monday, 15 July and Friday, 16 August
Term Four	Friday, 13 December

Children do not attend school on these days.

## Term Dates 2024

### Semester 1

Term 1 Wednesday, 31 January - Thursday, 28 March

Break Friday, 29 March - Sunday, 14 April

Term 2 Monday, 15 April - Friday, 28 June

Break Saturday, 29 June - Sunday, 14 July

### Semester 2

Term 3 Monday, 15 July - Friday, 20 September

Break Saturday, 21 September - Sunday, 6 October

Term 4 Monday, 7 October - Thursday, 12 December

Break Friday, 13 December - Wednesday, 5 February 2025

## Public Holidays 2024

New Year's Day	Monday, 1 January
Australia Day	Friday, 26 January
Labour Day	Monday, 4 March
Good Friday	Friday, 29 March
Easter Monday	Monday, 1 April
ANZAC Day	Thursday, 25 April
Western Australia Day	Monday, 3 June
King's Birthday	Monday, 10 June
Christmas Day	Wednesday, 25 December
Boxing Day	Thursday, 26 December

## 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 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. Any Parent or Carers who volunteers in the classroom is required to complete a 'Parent and child declaration form' at the front office. This form only needs completion once per school year and is required for any volunteering on the school site including in the Canteen or Uniform Shop.

## 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. 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. The Canteen operates on Monday, Wednesday, and Friday each week, orders can be placed via [quickcliq.com.au](http://quickcliq.com.au) or directly to the canteen before school.

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

School Newsletter The school e-mails the newsletter out once per fortnight. Please provide your e-mail address to the front office. The newsletter is also published on the Winterfold Primary School website [www.winterfoldps.wa.edu.au](http://www.winterfoldps.wa.edu.au).

Please notify the teacher and front office of any change of address/phone number, 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 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 2024. The uniform shop accepts cash, and EFTPOS facilities are available. Orders can also be placed via [quickcliq.com.au](http://quickcliq.com.au). 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 2024 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 2024 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 e.g. 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 forms.
- 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.

## INFECTIOUS DISEASES

The following diseases may require exclusion from school:

Chicken Pox	Conjunctivitis	Diphtheria	German measles
Glandular Fever	Pediculosis (Mumps)	Poliomyelitis	Impetigo
Ringworm	Scabies	Scarlet Fever	Measles
Trachoma	Dysentery	Whooping Cough	Hepatitis

Please check with the Principal for length of exclusion in each case. If in doubt, please check with your doctor.

## 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, e.g. 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 2024

Parents are asked to contribute towards school finances for additional resources, to enhance the teaching programs, with items 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 at the school office. The Pre-primary Voluntary Contribution is endorsed by the School Board. Also approved by the School Board is the P&C (Parents and Citizens Committee) Voluntary Contribution, these amounts will be advised to parents by the end of the 2023 school year. For your information the 2023 amounts were \$60 and \$20 respectively for each child.

Payment can be made by cash, 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 top oval playground and the nature playground 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).

### AFTER HOURS CHILD CARE

Horizons Childhood Learning Centres operates an Out of School Hours Centre on site every afternoon and at their Hampton Road Centre prior to school starting. Vacation Care is also provided by Horizons at the school site during school holidays. For further information, please contact Horizon's directly on 9433 3911 or website: <https://www.horizonschildcare.com.au>