



Winterfold Primary School

Kindergarten

Parent Information Book

2025

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.*

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Contact Details

Kindy Telephone:	(08) 6274 1927
School Admin Telephone:	(08) 6274 1900
Absences:	0448873352
Website:	www.winterfoldps.wa.edu.au
Email Address:	winterfold.ps@education.wa.edu.au
Address:	41 Annie Street Beaconsfield WA 6162
Principal:	Kim Calabrese
Deputy Principals:	Kylie Bonser - Student Services Portfolio Leanne Hill- Curriculum Portfolio
Manager Corporate Services:	Leanne Cross
OFFICE HOURS:	8.00am – 4.00pm

School Times

The 2025 Kindergarten program will have 2 classes - **Starfish** and **Seahorse**.

The **Starfish** group will attend on Monday and Tuesday and every alternate Wednesday.

The **Seahorse** group will attend on Thursday and Friday from and every alternate Wednesday.

Please refer Kindy Planner for further information.

Doors open at 8.15am for an 8.25am start. Students are collected from the classroom at 2.40pm.

Recess is from 10.15am – 10.40am and Lunch is from 12.30 – 1.10pm



Winterfold Primary School Vision

At Winterfold Primary School we strive for excellence in education. We foster high student engagement in a respectful, inclusive, and collaborative environment on Noongar boodja. We use evidence-based approaches to deliver enriching, diverse learning experiences that provide opportunities for all students to achieve success as lifelong learners. We partner with students, families, and the wider community, empowering each child to contribute confidently as a caring and respectful global citizen.

Winterfold Primary School Early Childhood Philosophy

In the Early Years at Winterfold Primary School, we see children as unique and capable individuals. We recognise and appreciate each child's innate curiosity, resilience, determination, sense of wonder, and capacity to succeed.

We believe that children are active participants in their educational journey. Our child-centred, play-based learning approach, combined with the explicit teaching of literacy, numeracy, and other key learning areas, fosters participation, contribution and a sense of agency.

We believe that high-quality structured play is essential for a child's growth, development and well-being. Through well-planned, intentional, play-based learning activities, children engage in authentic learning experiences with educators. Teacher-guided and child-initiated activities contribute to a rich and stimulating learning environment.

We create inclusive and supportive environments that foster each child's growth and success at school. We believe in nurturing curiosity, promoting exploration and respect within our learning spaces. We are committed to creating opportunities that cater to the diverse learning needs of each child at our school.

We implement teaching programs aligned with the WA Curriculum, The Early Years Learning Framework and The National Quality Standards. We use evidence-based educational programs and differentiate our teaching to ensure that students of differing abilities are always catered for.

At Winterfold Primary School, we acknowledge the vital role of parents, caregivers, and families as a child's primary educators. We collaborate with parents and caregivers to support children as they develop respectful,

reciprocal relationships with their peers, educators and engage with the community. Through working together with families, we help build strong foundations for lifelong learning.



Kindergarten Program

We warmly welcome you to Winterfold Primary School Kindergarten.

We hope that this booklet provides you with some guidance during your child's first year as part of our school community. Should you have any questions or queries then please do not hesitate to ask our teachers who work in the kindergarten room or our helpful front office staff. We will do our best to make your child's first year at school as happy and rewarding as possible.

We are acutely aware of how diverse family situations, environments, cultures, languages, and community influences impact on how each child learns. We strive to build on the learning that you have already begun at home with your child and to create an inclusive learning environment.

We work hard to deliver quality teaching and learning that enables each child to develop core, age appropriate, literacy and numeracy skills. However, we also believe that the very youngest children in our school need many opportunities to make their own decisions about what, where and how they play. Play is a fundamental part of all good Early Childhood settings, and your child will have ample opportunity to play



whilst attending our kindergarten. We aim to foster and scaffold rich, high-quality play that extends your child's learning across a range of areas. We do this by providing appropriate adult support in a well organised and stimulating learning environment.

We are looking forward to meeting you and your child.

Collection of Students during school hours

Where possible, can you please notify the teacher in advance if you know you need to take your child from the class during lesson time.

Before collecting your child from class, you will need to obtain a **Leave Pass** from the **main school administration office**. This information will then be kept on record. Parents will only be given a Leave Pass if they are on the contact list for the child. The Leave Pass will have the reason for departure – your child may be sick, have an injury, or have an appointment such as dentist or doctor.

Children will only be released from the classroom when the leave pass is given to a Kindergarten staff member.

General Information

Clothing

Students should wear the correct school uniform to school each day. Uniforms can be purchased from our Uniform shop near the canteen every Thursday morning before school. Other dates may become available for purchasing uniforms and will be shared in newsletters.

- School polo shirt
- Black or grey pants/ shorts/ skorts
- School dress

Footwear

Please ensure that your child has enclosed shoes that are suitable for them to put on and take off independently.

Hats

Our generous P&C will issue a complimentary hat to each Kindergarten student, on their first day, to welcome them to Winterfold Primary School. Hats will be kept in the classroom and sent home for laundering once a term. We have a 'No hat, no play' policy across the school.

Spare Clothes

At times accidents happen as children engage in water play, painting or as a result of arriving late to the toilet. Please **always** leave a spare set of clothing in your child's bag.

**Please ensure that all items of clothing are labelled with your child's name.*

Bags and Water Bottles

Your child requires a backpack which he/she can open and close independently. They are also required to pack their lunch box and a named water bottle which is placed on the drink table each day.

Classroom Transitions

Sometimes children may become upset when a parent leaves. Our aim is to reassure both the child and parent. We will do our utmost to help your child settle at kindergarten. We will always call you if your child continues to be upset.

If your child is upset here are some things, you can do to help:

- Be positive and optimistic when leaving.
- Leave your child with a member of staff.
- Talk through the 'drop off routine' with your child prior to arriving to school.
- Leave promptly when the bell rings.
- If your child takes longer to settle or you have concerns, we can create a Support Plan. and leave promptly when the bell rings.

Injury

Safety is our primary concern. If accidents occur:

- Basic first aid will be given, and parents notified at the end of the day.
- For more serious injury, basic first aid applied, parents will be notified immediately, and actions taken as per outcome of conversation.
- In extreme situations, injuries may warrant an ambulance. Parents will be notified immediately.

It is important that our medical records are accurate. **Please notify the teacher and school of any change to your child's medical status or to your contact details.**

Illness

Please keep your child at home if they are unwell. Sending your children to school when they are sick puts other student and staff at risk. If your child becomes unwell at Kindergarten, we will contact you and ask you to collect them as soon as possible.

Recess- Morning Tea

To promote healthy eating choices, we have a 'fruit first' approach to our morning tea.

- Each child is required to bring their fruit or vegetables every day in a small named container, separate to their lunch box. We eat our fruit/veggies first, followed by any additional morning tea items.
- A named water bottle needs to be brought every day to Kindy. We keep these on our drink table. We ask that you only send water in your child's water bottle.

Lunch

Lunchtime is an interactive social time for the children where social skills and independence are encouraged. We ask that you pack food that your child can manage by themselves at lunchtime. Some easy tips are:

- Provide small servings.
- Limit choices to 2-3 food items.
- Use containers or a 'waste free' style lunch box. Managing gladwrap can be very tricky.

As part of promoting healthy eating choices, the children are encouraged to eat their healthy food first e.g., sandwich and fruit and then a treat if provided.

Please note we are a nut aware school and request that you do not send nuts or nut products to school.

Allergies

It is imperative staff are notified in writing of allergies or dietary restrictions at the beginning of the year. Our Student Health Care Summary requests this information and upon completion, further paperwork may be required by the school front office. Parents are responsible for keeping the teacher informed of any changes.

Canteen

Please let a staff member know if you have ordered recess or lunch to ensure collection from the canteen.

- The school canteen is available Monday, Wednesday, and Friday.
- Please order all recess and lunches via quickcliq.com.au or directly at the canteen.

Independence

To assist in the transition from home to Kindergarten it is important that children are able to:

- go to the toilet independently – this includes knowing when they need to go, wiping and managing clothing.
- wash and dry hands
- independently eat morning tea and lunch
- put on socks and shoes

Toys

Toys and other items such as jewellery should be left at home as they are easily lost or broken.

We cannot take responsibility for lost or broken toys.



Communication

School Website – This has up to date information including:

- School Business Plan
- School Plans – Reconciliation, Annual Report,
- Newsletters
- Term Planners
- P&C information
- Programs

Connect Notifications

Emails will be sent out via Connect with notifications, newsletters and principal correspondence.

Parent Notice Board

Located outside the Kindergarten to display the latest updates from the kindergarten and whole school information. We encourage parents and children to read the messages together.

Text Messages

From time-to-time text messages as reminders will be sent to the Contact Number 1 on our contact list.

Point of Contact

At our school, we value open and effective communication between parents, teachers, and school leadership. To ensure that any concerns or issues are addressed promptly and appropriately, we have established a clear communication process:

1. **Step 1: Contact the Classroom Teacher** Your first point of contact for any classroom-related concerns should be your child's teacher. They know your child well and are directly supporting their learning and any necessary adjustments within the classroom. This makes them the best person to address issues related to your child's day-to-day experience.
2. **Step 2: Contact the Deputy Principal** If the issue extends beyond the classroom or remains unresolved, please reach out to the Deputy Principal. They will work with you and the teacher to find a suitable solution and can also liaise with external services and supports if needed.
3. **Step 3: Contact the Principal** Should you require further support, or if the matter remains unresolved after following the first two steps, the principal is available to assist in finding a resolution.

We appreciate your partnership in ensuring a positive and productive school environment for all students.

Reporting to Parents

At Winterfold Primary School we really value clear communication between child, parents, and teachers. The following are some of the ways you will have to access your child's progress at Kindy.

*You are encouraged to contact the teacher on any matter concerning your child and if required, please make an appointment for a suitable time to meet. **We are available for informal conversations at the beginning and end of most days.***

In line with The Department of Education Guidelines two formal student reports are issued each year. One at the end of Semester 1 and another at the end of Semester 2.

Parent Roster

Once the children have settled during Term 1, we offer parents an opportunity, to spend some quality time with your child in the kindergarten. Please complete a **'Parent and child volunteer declaration form'** at the front office prior to adding your name to the Parent Roster that will be located on the Kindergarten Noticeboard outside the class. Please note that we ask that you find alternative care for siblings whilst you are in the kindergarten, thank you.

Attendance

As per Department of Education Enrolment Policy, enrolment in a Kindergarten Program is not compulsory. However, once enrolled students are expected to attend as with any other year level.

Parents are required to fill in a Students Taking In-Term Holiday form available at the Front Office if holidays are planned within the term dates. As a school we consider that if you have accepted a place in our Kindy, you have made a commitment to bring your child regularly, as per the Education Department Enrolment Policy.

Parents and carers are required to advise the school if their child is absent for any reason by phoning the Kindergarten 6274 1927, or the School Admin Office 6274 1900 or text to School Mobile 0448 873 352.

Late Notes

Students arriving at Kindy after 8.25am must go through the front office, with their parent or carer to collect a Late Note and present it to a Kindy staff member.

Pick and Drop Off

For safety reasons, parents or guardians are asked to personally deliver and collect their child from kindergarten. Siblings are not to deliver or collect a Kindergarten child. Parents are encouraged to come into the Kindy in the mornings to help settle their child and read a book or do a puzzle together.

Please let us know of any custody arrangements which involve your family. You will need to provide documentation to the Front Office.

If you wish your child to go home with someone other than yourself, please be sure to inform the teacher with a written note or a phone call. For parent convenience, a communication notebook is located on the Kindy kitchen bench for the inclusion of these instructions.

Before and After School Behaviour at Kindy

Children are not permitted on school equipment before or after school.

Parents waiting to pick up their Kindy child are asked not to allow younger siblings on the play equipment. We also ask that children remain with parents while waiting for doors to open. Please **DO NOT** climb on the fences.

Please refer to our "Guidelines for Before and After School" below.

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. The following guidelines relate predominantly to Pre-primary to Year 6 students but are provided to our Kindy parents for their information.

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 we 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

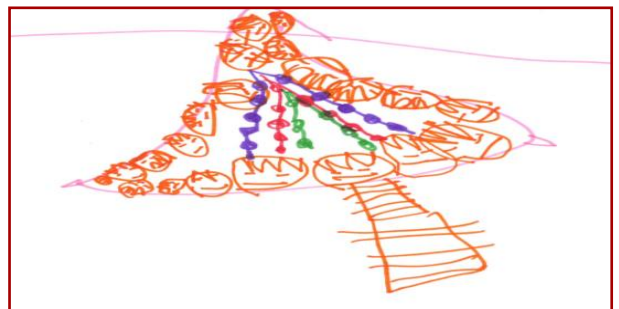
Overview

It has long been the practice at WPS not to 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 who 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 above 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 (i.e., keeping sand within the playground area).



School Parking Policy

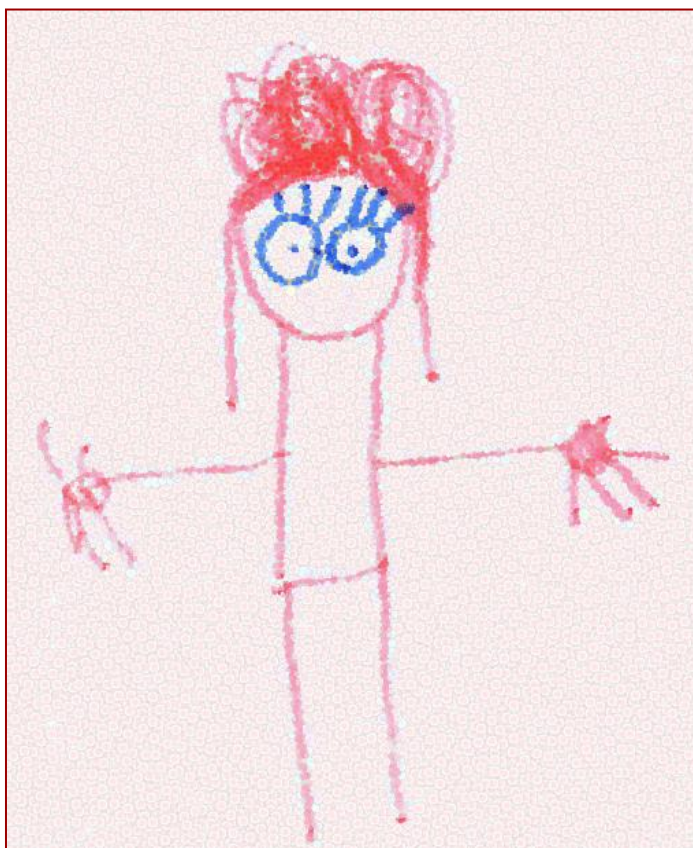
The school aims to ensure the safety of the children and mutual convenience and harmony of all concerned users. The staff car park located on Annie Street, near the front of the school, and the rear staff car park, located on Wardle Place, at the rear of the school, are strictly off limits to parent pick up and drop off. We have a carpark dedicated for kindy drop off and pick up on the west side of the Kindy. If the Kindy carpark is full, parents can park in Annie Street or better still, park in the side streets and walk the short distance to collect your child. Please do not use the staff carpark located on the east side of the kindy to drop off or collect your child.

School Zone: Our school is a designated School Zone. A 40 km per hour limit applies between 7.30am to 9.00am and 2.30pm to 4.00pm.

Speed Limit: The speed limit within the school grounds is strictly 8 km per hour.

School Fees

To enrich the opportunities available to children at Winterfold Primary School, the Education Department's regulations provide for the establishment of a Voluntary School Contribution from which the school can purchase extra resources. These contributions can be paid to the school front office at the start of the school year or through the Personal Item List. The Kindergarten 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 2024 school year.



2025 School Development Days

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 2025 are:

Term One	Monday, 3 February, Tuesday, 4 February
Term Two	Monday, 28 April and Tuesday, 3 June
Term Three	Monday, 21 July
Term Four	Friday, 19 December

Children do not attend school on these days.

Term Dates 2025

Semester 1

Term 1 **Wednesday, 5 February – Friday 11 April**

Break Saturday 12 April – Sunday 27 April

Term 2 **Monday, 28 April – Friday, 4 July**

Break Saturday, 5 July – Sunday, 20 July

Semester 2

Term 3 **Monday, 21 July – Friday, 26 September**

Break Saturday, 27 September – Sunday, 12 October

Term 4 **Monday, 13 October – Thursday, 18 December**

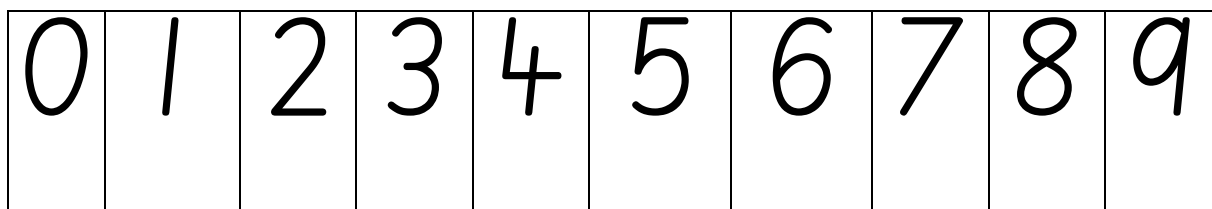
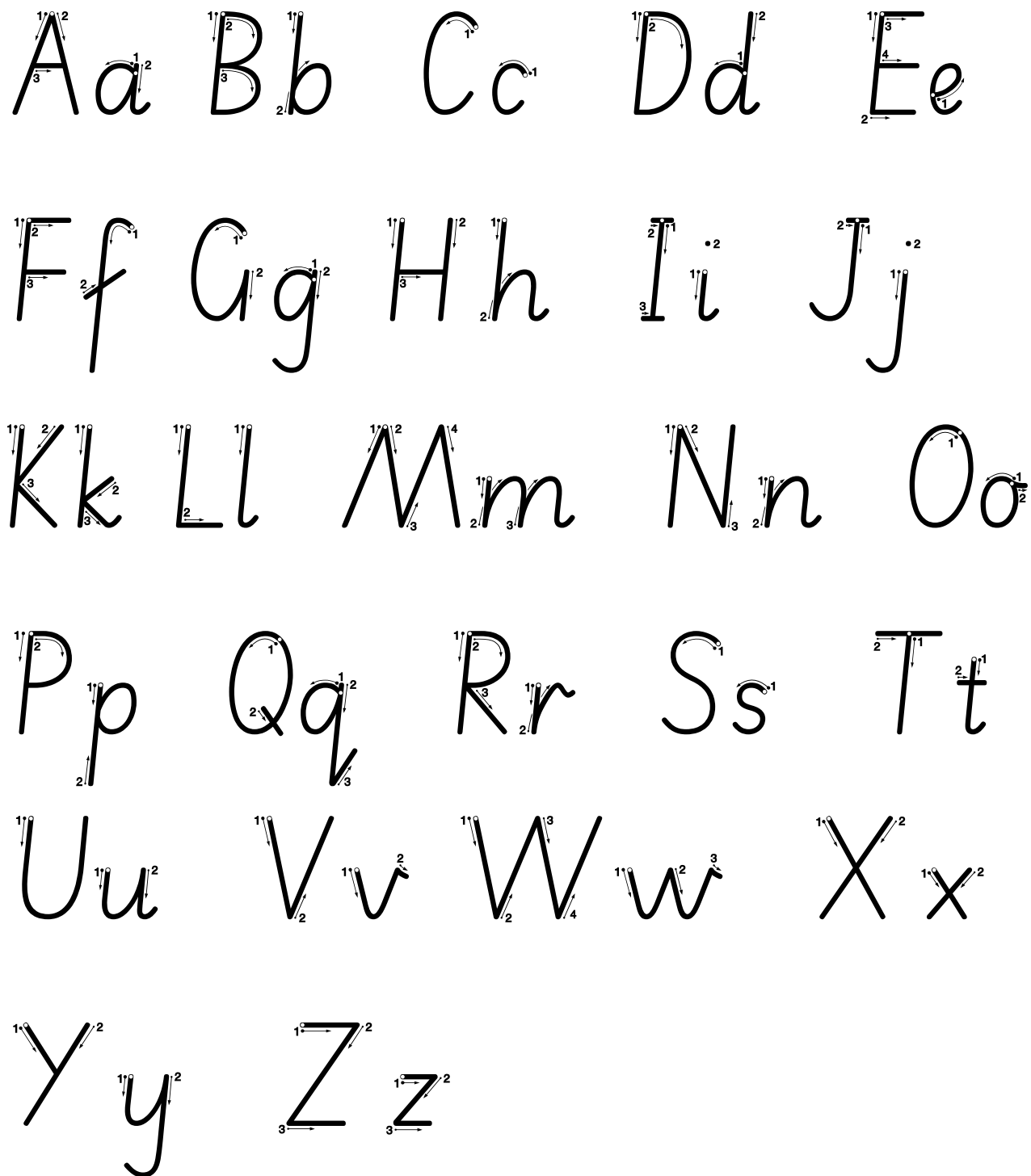
Break Friday, 18 December – Friday 31 January 2026

Public Holidays 2025

New Year's Day	Wednesday, 1 January
Australia Day	Sunday, 26 January (Public Holiday – Monday, 27 January)
Labour Day	Monday, 3 March
Good Friday	Friday, 18 March
Easter Sunday	Sunday, 20 April
Easter Monday	Monday, 21 April
ANZAC Day	Friday, 25 April
Western Australia Day	Monday, 2 June
King's Birthday	Monday, 29 September
Christmas Day	Thursday, 25 December
Boxing Day	Friday, 26 December

Handwriting Font

Many children are interested in learning to write prior to their Kindy year. Please encourage writing using lower case letters and the correct pencil grip. Uppercase letters are used to start names and sentences.



Early Learning Tips

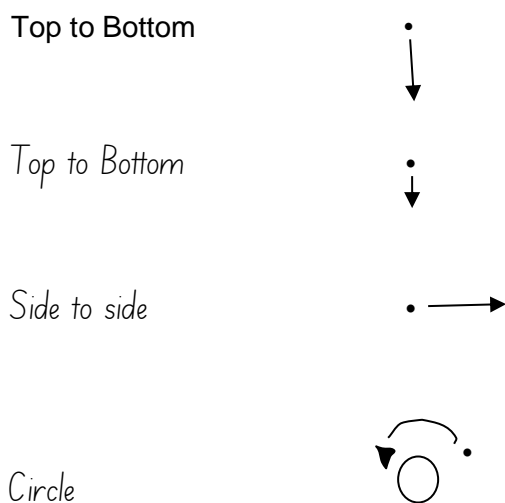
Below are some ideas that can support your child in their transition to learning at Kindy.

Numeracy

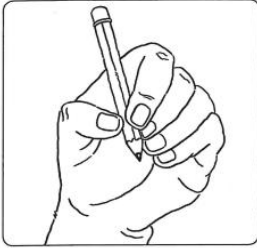
- Count at least to 5, then to 10 starting with Number 1. Talk about numbers in your environment e.g., house numbers, licence plates ect.
- Measurement – days of the week, calendars and events.
- Geometry – shapes and positional language like 'next to, below, on top of'.

Literacy

- Encourage greetings with others.
- Share a range of songs, nursery rhymes and poems with your child.
- Listen to and share at least two stories a day and talk about the story and its illustrations.
- Establishing the correct starting points for letters is fundamental to becoming a fluent writer. These strokes can be done playfully in sand, with chalk, with a paintbrush or wherever your imagination takes you.



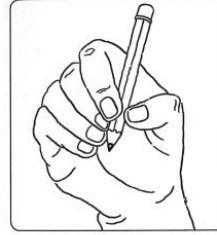
Good Pencil Grip



What makes it easier?

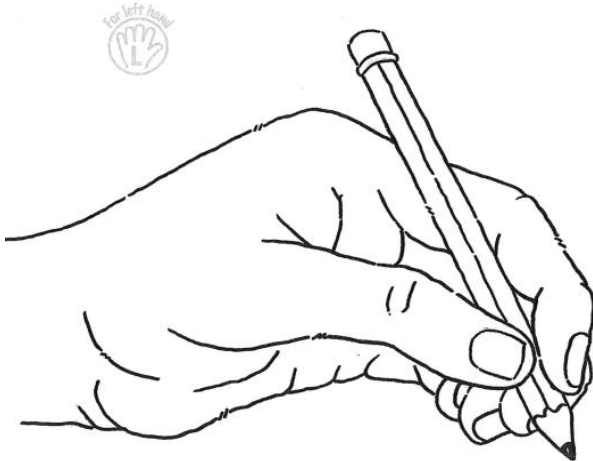
- Big pieces of paper.
- Big crayons, brushes and markers (larger tools ensure children use the right muscles and hand and finger position for the activity and are less likely to adopt incorrect grasps to control the tool).
- Use thick outlines.

Good Pencil Grip



What makes it easier?

- Big pieces of paper.
- Big crayons, brushes and markers (larger tools ensure children use the right muscles and hand and finger position for the activity and are less likely to adopt incorrect grasps to control the tool).
- Use thick outlines.

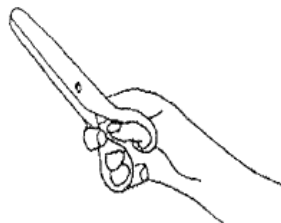


LEARNING TO HOLD SCISSORS PROPERLY *and* TO OPEN AND CLOSE THEM

1. Show your child how to give the "thumbs up!" sign. Can they wiggle their thumbs around, up and down?



2. Show your child how to hold the scissors with thumb in top ring of scissors, and two or three fingers in the bottom ring. The scissors should face away from their body.



Play a little game of "open, shut them" to show your child how to open and close the scissors properly.

Notes