

# CLARKSON PRIMARY SCHOOL EARLY CHILDHOOD EDUCATION PARENT INFORMATION BOOKLET



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# CLARKSON PRIMARY SCHOOL

Updated 8/2020

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Welcome to the early years of your child's education. The journey has begun! High quality early education leads to lasting intellectual and social/emotional benefits in children, which persist through adolescence and adulthood. We will encourage your child to:

**EXPLORE, EXPERIMENT, DISCOVER, IMPROVISE, INNOVATE, CREATE, QUESTION, DISCUSS AND CONSTRUCT.**

Above all, our goal is to encourage a life-long interest in learning. As partners with you in your child's education we are committed to ensuring that your child has the best possible opportunity to develop their skills and abilities.

The purpose of this booklet is to help you become acquainted with, and give you a better understanding of, Early Childhood Education at Clarkson Primary School.

## CLARKSON PRIMARY SCHOOL CODE OF BEHAVIOUR

### WE ARE A COMMUNITY OF LEARNERS

**Our overall expectation is that students and members of the school community are**

**Safe  
Respectful  
Responsible  
Learners**

1. All students have a right to learn.

Students are expected to follow teacher instructions

2. All students and staff have a right to be treated courteously and have their possessions respected.

Students are expected to stay out of classrooms unless a teacher is present.

3. All students have a right to work and play in a safe environment. Students are expected to:

Walk on all paths  
Eat and play in designated areas  
Keep their hands and feet to themselves  
Wear a broad brimmed hat when out in the sun

4. All students and staff have a right to be proud of their school. Students are expected to:

Put their food wrappings and scraps in the bin  
Care for school property and the environment

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## EARLY CHILDHOOD PROGRAM

The Early Childhood Program aims to encompass all areas of your child's development, physical, cognitive and social/emotional. This is done in a play-based setting that allows children to be 'hands on' learners. The program is carefully planned to cater for a wide range of interests and abilities and for the progression of skills and knowledge appropriate for the development of each child.

### PHYSICAL

#### Gross Motor

The program includes Fundamental Movement Skills with the major emphasis on large muscle activity. Activities range from climbing on equipment and learning to control their larger muscles and movements to tumbling and completing obstacle courses.

#### Fine Motor

A child at this stage of development will be learning to use scissors, puzzles, construction materials and writing tools. They will also be developing a correct pencil grip to create shapes and symbols which will lead to the correct formation of letters in their name and numbers.

### SOCIAL/EMOTIONAL

A child at this age is at a stage when their language is rapidly expanding. Answers to questions are often needed immediately. It is important to provide them with the vocabulary to label items so discuss nouns, and the adjectives that might describe these nouns. For example the ginger cat, a Golden Delicious apple. If you can teach your child the correct name for as many of the objects in your kitchen and around your house as

possible, prior to them commencing school, they will be at an advantage in their learning.

They will have opportunities to talk, participate in large group activities, sing and move to music, participate in dramatic play, listen to stories and rhymes, and draw and paint.

Your child will be learning to play with others, share and cooperate with others, take turns, follow instructions and class rules, and use their manners by greeting others and saying 'please' and 'thank you'. They need to feel safe in the classroom and learn to separate easily from you, knowing that you will be there at the end of the day to pick them up. They should also be independent enough to take care of their own toileting needs.

### COGNITIVE

The Kindergarten Curriculum Guidelines includes: Identity, Being, Belonging and Learning. By the end of the year, Kindy children are expected to:

- count forwards and backwards to
- recognise many of the numerals which represent these numbers
- use one-to-one correspondence to make a collection of a given number
- match a number to an object when counting
- recognise and label basic colours – i.e. red, blue, yellow, orange, green, black, brown, grey, pink, purple
- recognise and label basic shapes – i.e. square, circle, triangle, rectangle, oval, diamond
- recognise and read their own name and those of others from the class
- identify and say the sounds of some of the letters in their name

- be able to print their name with the correct letter formation and correct pencil grip
- listen to the sounds in words and match these sounds to some of the letters of the alphabet.
- Communicate needs to peers and known adults
- Ask and answer questions

Any assistance you can offer your child to learn some of these basics in the lead up to starting school will give them a real advantage in their learning and enable them to make good progress.

### **EARLY YEARS LEARNING FRAMEWORK AND KINDERGARTEN CURRICULUM**

Clarkson Primary School has an Early Childhood Curriculum that links to the Early Years Learning Framework. This framework has been designed to ensure all children from 0-5 years receive quality education programmes in their early childhood setting. This is a vital time for them to learn and develop. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. The Kindergarten Curriculum Guidelines include learning outcomes for Kindy students including English and Mathematics.

### **NATIONAL QUALITY STANDARDS**

All public schools are working towards the National Quality Standard. The National Quality Standard (NQS) sets a national benchmark for quality in education and care services across Australia and

establishes a set of Standards that all schools are expected to meet. For more information go to:

<http://www.acecqa.gov.au/national-quality-framework>

### **ON ENTRY ASSESSMENT**

All Pre Primary children in the state complete an On Entry Assessment.

The On-Entry assessment identifies students' literacy and numeracy skills critical to early educational success and provides valuable information to assist in the development of intentional and informed teaching for play based programmes, reflective of students' educational needs. This is done on a one to one basis with the classroom teacher.

### **COMMUNICATION**

#### **NEWSLETTERS**

Newsletters are uploaded to the school's website [www.clarksonprimaryschool.com.au](http://www.clarksonprimaryschool.com.au) and sent out via the School App Fridays in weeks 5 & 10. An email is sent to all parent/guardians advising of the latest newsletter. A small number of hard copies are also available from the office.

#### **SCHOOL SIGN**

The school sign at the main entry is updated on a weekly basis

#### **SCHOOL APP**

The school uses the ischoolsapp App to communicate with parents about school news, newsletters etc. Download the app via itunes or googleplay.

#### **SCHOOL FACEBOOK PAGE**

The school's official facebook can be found at

<https://www.facebook.com/groups/ClarksonPSCommunity/>

## SEESAW

The seesaw class app will be used in all ECE classrooms. Please ensure a valid email address is provided.

please join this valuable tool to stay informed about school matters and to unite and assist one another as a community.

## ARRIVALS AND DEPARTURES

Children are NOT to be left unattended and should be handed over to the teacher at the start of the day. Students are to be collected promptly at the conclusion of the day.

Adults who regularly collect your child **must** be listed on the child's enrolment form as an emergency contact.

No child will be permitted to leave the classroom unaccompanied or with a person other than his/her legal guardian unless written permission is given or the teacher has been notified accordingly. It is not appropriate or safe for children below Year 4 to bring or collect students in Kindergarten, Pre-Primary or Year One.

## SCHOOL GATES

If you intend to visit the school after 9.30am and before 2.30pm you will need to come through the main gates. Access will be provided by phoning through to the office on 6207 5200 or pressing the intercom button located to the side of the pedestrian gate. You must sign in through the office if you intend to stay. If you are picking up your child early you are required to

complete a leave pass at the office for presentation to the classroom teacher before your child can be released

## LATE ARRIVALS/LATE COLLECTIONS

**School starts at 8.45am and classrooms open at 8.30am. School finishes at 2.45pm**

To prepare children for future schooling, and life, and to establish a good routine, please ensure that children arrive **on time** for sessions. Children who are late may feel unsettled and embarrassed and it can be disruptive to the class program. Late arrivals will need to go to the office for a late slip. If you have not notified the office of your child not attending school you will receive a text message from the office.

Often the school receives requests from parents to advise their children they are running late or of changes to collection arrangements. Communication of messages received after **2.30pm** cannot be guaranteed.

Children who are not collected from school by 2.45pm will be taken to the front office to wait for parents

## PLAYGROUND EQUIPMENT

Children are not to play on the playground equipment **before** or **after** school. All bikes and scooters are not to be ridden on school grounds.

## ILLNESSES & ABSENCES

### Illnesses

Please keep your child at home if they are ill or show signs of the following:

- Ear, eye or nasal discharge.

- Infectious sores (cold sores, school sores).
- Rash.
- Vomiting, diarrhoea or complaining of stomach aches.
- Fever, sore throat or cough.
- Other obvious signs of infection.

Coughs, colds and stomach ailments tend to go in cycles and it is best that children with bad cases of these be kept at home to reduce the chances of infecting other children.

**If you choose to keep your child home please call the school and let us know what is wrong.** We will inform you of any upcoming events that you may miss on the notice board during your child's absence.

If your child becomes ill in the class, we will ring you to come and collect them. It is **IMPORTANT** to notify staff if your child has been unwell or has received an injury since last attending the class.

### Absences

Even though Kindergarten is not compulsory schooling your child will have an enormous advantage in their learning by attending regularly. Once enrolled there is an expectation to attend all sessions your child is enrolled in. Please provide a note, text message, or phone, if your child will be absent, particularly if it is due to an infectious disease. If your child is going to be absent for more than one session please notify your child's teacher of the expected period of absence and the reason for their absence. However, if taking a family vacation during the school term you must put this in writing and forward it via the office for approval by the Principal.

### ACCIDENTS

In the case of serious accidents or emergencies the school will contact parents. If unable to contact parents an ambulance will be called. Parents will be required to pay all charges. **Please ensure the school is able to contact you or a nominated emergency person at all times.** Emergencies happen at the most unexpected times.

### MEDICATION

Most prescribed medication can be administered at home. When it is necessary to do this at school parents must complete a Medical Request Form from the Front Office.

### ALLERGIES

If your child suffers from any allergies please notify us as soon as possible so that relevant medical plans can be made.

### FAMILY HAPPENINGS

Home situations have a great influence on a child. Please let the teacher know if there is any change in the normal routine at home such as a parent in hospital. The child's attitude may change and if the teacher is aware of a change, they will be able to cater to the child's special needs if required.

### CUSTODY

If only one parent or guardian has legal custody of the child/children, they must inform the Principal of access provisions for the other parent. **A copy of Family Court Orders must be given to the Principal via the front office.**

## **NAMES**

Student's information will be sent home under the child's enrolled, legal name. Preferred names cannot be used at this time. The school is required to use the child's legal name. If you wish to change your child's name, proof of change via a deed poll certificate will be required.

## **REQUIREMENTS**

Kindy and Pre-Primary have their own "Personal Items Lists" that parents can either purchase through Ziggies Educational Supplies or a supplier of their choice. Voluntary contributions for 2021 have been set by the school board at \$40.00 per student. These payments can be made via the school office.

## **P & C COMMITTEE**

This organisation has a most important part to play in school affairs and parents are urged to give it their active support. Traditionally the role of the P & C has been to provide funds for school facilities, and this is still an important part of its activities. However, other areas of involvement include working towards closer co-operation between parents, citizens, students and teachers. The P & C Association meet twice a term in the Staffroom. All parents are invited to attend. Meeting dates will be advertised in the newsletter, school app and sign and on the dedicated P&C facebook page.

## **IF POSSIBLE LEAVE AT HOME**

We would greatly appreciate it if your child would not bring their most treasured possessions to the school. If they become lost or broken your child

will be understandably upset and we cannot accept any responsibility for loss or damage. Children will be encouraged to participate in "news telling" when prized possessions will be welcome.

Comforters, for the same reason as special treasures, should be left at home.

## **PARENT INVOLVEMENT IN THE KINDY AND PRE-PRIMARY PROGRAMMES**

Our belief at Clarkson Primary School is that students are happier and healthier when a partnership between home and school is established and maintained duties. Kindergarten and Pre-Primary are the start of a child's school years. The kind of start a child has often sets the pattern for years to come. For this reason we invite the close co-operation of parents in helping us as we work with your child during the transition from home to school. It is desirable that parents attend regularly to participate in activities and share with their children to observe their interaction with other children and their progress throughout the year. A Roster will be displayed on the Notice Board for parents and grandparents to sign up to share a morning with their child. If you have any special skills e.g. you play a musical instrument, enjoy a craft, or engage in cultural activities, please feel free to share them with us. Parent roster runs from 8.45am to 12.00pm. If you are able to spare even an hour of your time or assist at least once a term it is greatly appreciated. **\*\*Note - Please be aware this is subject to change.**

## PARENT RESPONSIBILITIES

- Keep in touch with the teacher on matters concerning your child's health and well-being.
- Inform the school of any change to your address and/or phone number.
- Attend meetings with the class teacher when requested.
- Read the school newsletter and class newsletters.
- Notify the school if your child will be away.
- Return all requests for information by the designated time.
- Make sure that your child attends every scheduled day unless they are very sick.

Full co-operation between parents and teachers is essential and we will gladly discuss any problems or concerns with you. Parents can contact teachers through SeeSaw to arrange an interview or via the school office on 6207 5200.

### PREPARING YOUR CHILD FOR KINDERGARTEN:

- Continuing to talk to your child about school as a pleasant experience to which they may look forward.
- Discussing with us any information which will help us better understand your child.
- Praising their efforts and setting reasonable goals for them to aspire to achieve. (Remember to praise the lovely work when it comes home.)
- Read books to your child as often as possible.
- Ensuring adequate sleep and appropriate T.V. viewing/computer use habits. We recommend a bedtime of 7.30pm, at the latest, for this age

group, and a maximum exposure of one hour per day of TV/Computer time of appropriate material.

- Having and using a consistent behaviour management approach with your child. (Speak to your child's teacher for advice if needed.)
- Encouraging your child to make appropriate choices to maintain their self-control.
- Listening to, accepting, and expanding on their ideas and comments.
- Most importantly, encouraging your child's independence to remove and put on their own jumper, put their fruit and drink bottle in the correct container, and to unpack their school bag at the end of the day. Remember, the more your child can do for themselves the happier they will be at school.

### READ! READ! READ!

- The importance of reading **DAILY** to your child cannot be stressed enough, especially at this age. A child needs to have hundreds of books read to them by the time they are 5, to develop the concept of what reading is all about and an enjoyment of books. Revisiting favourite books is part of the enjoyment. It doesn't always need to be books - look for shop signs, cook your favourite recipes together, and recite poems and nursery rhymes. Make it a part of your everyday enjoyable interactions with your child.
- There are some free sites on the internet, such as Starfall, which introduce the letters of the alphabet, colours and numbers to young children.

## KINDERGARTEN SESSIONS

Kindergarten students attend over a five day fortnight on Monday and Tuesday and alternate Wednesdays **OR** Thursday and Friday and alternate Wednesdays. Your commencement letter will set out arrangements for the first few weeks and informs you of which class your child is in.

Pre-Primary students attend five days a week.

## WHAT TO BRING?

All children will need a bag with their name printed clearly on the front using upper case and lower case letters (i.e. Robert, Jane, Matthew). The bag needs to be big enough to fit work, lunchboxes, drink bottles and spare clothes in.

**Each child is required to have:**

**HAT** - A school hat to wear outdoors. It is school policy that all children are required to wear a broad brimmed hat when playing outdoors, throughout the year.

**FRUIT** - A piece of fruit or vegetable for recess.

**LUNCH** - We encourage healthy foods in lunch boxes. Please send lunch and a water bottle in your child's bag every day. Only water is allowed in the container. A healthy nutritious lunch might include some of the following:

- Sandwich, fruit, salad, cheese and biscuits, yoghurt, dried fruit. Children have half an hour to eat their lunch so please don't pack too much. Please remember we are a NUT AWARENESS school. If you could please remember to refrain from sending your child with peanut butter or nutella sandwiches, in the event that there is a child with

an allergy in your child's class it would be greatly appreciated.

- All lunch boxes and drink bottles must be clearly labelled with your child's name.
- ***Drinks in glass bottles are not permitted.***
- Your child should be able to open most containers and packages without assistance.

**DRINK BOTTLE** - Please send a plastic drink bottle of ***water only***, labelled with your child's name, every day. This will be kept in the room for your child to drink from during the day.

**CHANGE OF CLOTHES** - A spare change of clothes kept in your child's bag helps avoid upset when the inevitable 'accident' occurs, especially early on in the year.

## SPARE CLOTHES

We are always looking for spare clothes should anyone wish to make a donation.

## SCHOOL UNIFORMS

The wearing of school uniform is strongly encouraged at Clarkson Primary School for the compulsory years of schooling. If you wish your child to wear the uniform the Uniform Shop is located in the school. All items of clothing (including hats) ***MUST*** be labelled with your child's name. Hats are essential! The school policy is "No Hat, No Play," for the whole year. Clarkson Primary School is a 'Sun Smart' school so broad brimmed hats must be worn. These are also available from the Main Office for \$10.00. We recommend that this hat be kept at school to avoid any problems with not having a hat and, therefore, not being able to play outside. We encourage you

to apply sunscreen on a daily basis throughout the year to exposed areas on your child such as their face, ears, neck, hands and legs.

Children must wear suitable footwear to school – thongs, shoes with heels and slide-on shoes are not appropriate footwear. Velcro sports shoes are a good idea at this age when children are often not ready to learn to tie their laces.

Although the playground is very safe and carefully monitored, for safety reasons, children will need to wear shoes at all times. Please send your child in shoes that are suitable for climbing and playing on outdoor equipment.

**PLEASE CLEARLY LABEL ALL CLOTHING AND SHOES WITH YOUR CHILD'S NAME.**

### **REST TIME**

Rest time is built into the daily Kindergarten program only, as your child adjusts to the greater demands on their growing body. It is a time to relax and listen to story CD's before beginning the afternoon program. Children will make or be requested to bring their own pillow at the start of the year.

### **CONCLUSION**

If you have any questions, queries or concerns during the year, please mention them to the teacher. It is important that the teacher is aware of parents' concerns and you will be able to work together to allay these concerns.

We value and encourage open communication. We look forward to developing a wonderful partnership

with you in the education of your child and working with you during the year to provide interesting and happy Kindy and Pre-Primary environments for your child to learn and grow in.

# Printing Practice Page

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