KINDERCARTEN
INFORMATION
BOOKLET
ABOUT THIS BOOK - This book was first compiled several years ago by a 'new parent' whose first child had just started in Kindergarten at Chatswood Public School. Since then it has been amended, updated, and hopefully improved, by way of input from many other parents and teachers, both 'new' and 'old'. The book is therefore written for you, the parents, by you, the parents. So, if you find anything that needs to be added, improved or updated, please do tell us as soon as possible, so that next year's edition can be even better than the last.

The information in this book is intended primarily for 'new' parents, that is - those of you whose oldest child is starting school in Kindergarten for the first time. This is a very exciting time, but it can also be very confusing, both for parents and children alike, and we hope that this information will help to make your life, as a parent, a little easier during this time. Hopefully, the information will also be useful to parents who have older children already at school, but who are a little 'rusty' on the Kindergarten front, and lastly, the information may be of interest to parents of children joining Chatswood Public School for the first time in any year.

This book should be used in conjunction with the "Chatswood Public School Information Booklet", which contains a lot of general information about the school as a whole. To avoid duplication, topics which are covered in the Information Book are not repeated here.

Subjects in this book are listed in alphabetical order, and some have been cross-referenced to different names, which will hopefully cover most people's 'train of thought' when searching for information.

ABSENCE - A note needs to be sent to the Class Teacher to explain all absences. Please refer to the School Information Booklet for more details. Partial absences need to be recorded in a book at the main office. Children who arrive at school late (after 9:05am) need to go to the office accompanied by an adult, who must complete a “Partial Absence Record” which should be given to the teacher by the child. Parents who collect their children early must first go to the office and complete the “Partial Absence Record”, which should be given to the teacher when the child is collected.

AFTER SCHOOL ACTIVITIES - Some activities take place in the school hall after school hours. These are run entirely by outside concerns, and are not administered by the school at all. If your child is interested in any of these activities, please contact the organisations concerned directly. Please note that some of these activities do not start until 3.30 p.m., and the school does not provide any childcare or supervision after the 3.00 p.m. bell until the activity starts.

AFTER SCHOOL CARE - Please refer to "Before and After School Care" below.

ASSEMBLY - K-2 weekly Assembly is on Wednesday morning after recess 11.20 am. Usually one of the K-2 classes will ‘host’ the assembly, (e.g. perform a song or present an item of some kind). Parents are welcome to attend if they wish, and invitations are usually sent to the parents of the class hosting the assembly.

At the end of terms 1-3 a special “Honour Assembly” will be held to recognise special achievements in specified areas throughout the term. Parents of children who are to receive a special award at this assembly will receive an invitation. Recognition of achievements will be acknowledged in Term 4 with a special K-2 “Presentation Day” assembly.

For more information, please refer to the School Information Booklet (Additional Activities).
**Before and After School Care** - Two options are available for Before and After School Care. The first is run on the school premises by a company called ‘Cubbyhouse Child Care’ and this operates in the cottage, which is the smaller building behind the K-2 Building on Centennial Avenue. This Centre is open from 7 a.m. until 8.30 a.m. each morning, when teacher supervision commences in the playground, and from 3.00 p.m. until 6 p.m. each afternoon. Please contact Cubbyhouse Administration office on 1300 553 5837 to make arrangements for your child. The second alternative is operated by Willoughby Council at premises in Chatswood, and arrangements must be made directly through Willoughby Council to use this facility.

Please make sure that your child is very clear about their own After School Care arrangements, i.e. which Centre they will be attending, where they should go to meet the staff concerned, and please check on both the fine and wet weather procedure, which may be different. It may be a good idea to "walk" them through the routine several times to avoid any confusion, and we suggest you reinforce this each morning before school on the days your child will be going to care after school. At the beginning of the school year, you are encouraged to give your child's teacher a list of After School Care days, and let the teacher know of any changes to regular routine.

For more information, please refer to the School Information Booklet (General Information for Parents).

**Bell** - The morning bell will ring at 8.55 a.m. to signal that children should line up ready to go into school. The bell signaling recess will ring at 11.00 a.m. and the bell for the end of recess rings at 11.20 a.m. The lunchtime bell rings at 12.40p.m. and a bell will ring after the first 20 minutes of the break time, signalling the teacher to check that the children have eaten and that the lunch area is clean of rubbish before the children are dismissed to play until 1.40p.m. At the end of the day, the bell will ring at 3.00 p.m. signalling the end of school. Kindergarten children finish school at 2.45 p.m. for the first term only.

**"Best Start Kindergarten Assessment"** - “Best Start” is a State-wide Kindergarten assessment that helps teachers identify the literacy and numeracy skills of each student in the first week of beginning kindergarten. The assessment will include aspects of writing, reading, comprehension, speaking, and phonics, phonemic awareness, understanding print concepts, counting skills, arithmetic strategies and pattern recognition. It is designed to provide teachers with information about each student’s abilities so they can plan effective teaching and learning programs during the first year at school. It will also provide you with feedback about how you can support your child during the first year at school.

**Buildings** - There are four main school buildings at Chatswood Public School. The larger, older building, fronting onto the Pacific Highway houses, among various other specialist rooms, e.g. Library, Visual Arts, Mandarin and Computers, the classes of years 5 through 6. This building is referred to as A Block.

Classes Kindergarten through to Year 1 are housed in the building at the 'bottom' of the playground, near the Centennial Avenue entrance to the school. This lower building is B Block although referred to in this book as "the K-2 building”.

There is a third building behind the K-2 Building which is called D Block. This houses Year 3 and 4 classes. The fourth building, located behind the School Hall, situated on the corner of Centennial Avenue and the Pacific highway is called E Block. It houses Year 1 and 2 classes. There are also a number of demountable classrooms which are located next to D Block and one near E Block. They are Year 2 classrooms. There is another small building behind B Block called C Block but usually
referred to as “The Cottage”. The Cottage houses the Cubbyhouse Before and After School Care Centre, Uniform Shop and is also where some other lessons, such as music will take place. If you did not get taken on a tour of the school before your child started school, or have forgotten some of the details of your tour, please feel free to request a further look around any area you would like to see again.

**BUS and RAIL PASSES** - Please refer to the School Information Booklet (Administration).

**CANTEEN** - The Canteen is open Monday to Friday at recess and lunch time.

Lunch must be ordered before the 8.55 a.m. morning bell. Class monitors will be sent to collect the basket containing the orders before the lunch break. (Pot Noodles are available, but must be collected from the Canteen by the child). If you want your child to have lunch from the canteen, it is probably advisable to go with them and help them place their order before school several times, before leaving them to this task alone. An on-line ordering system is available and full details can be obtained from the Canteen Supervisor.

Lunch bags can be purchased at the canteen for the items available, and the name, class and details of the order have to be written on each bag. Alternatively, you can send the child to school with a brown paper bag with the order written on the outside. If you are ordering both hot and cold items, for example Chicken Nuggets and a cold drink, two bags are required, so the foods do not heat or cool each other. The lunches are paid for at the time of ordering.

The canteen is also open for children to make purchases at recess and after the 1.00 p.m. lunch bell (signalling that students may get up for free play). You will periodically receive a price list from the Canteen to enable you to determine how much money, if any, to give your child. A visit to buy something from the canteen is often a treat for a Kindergarten child in the early days of school. Perhaps you may like to choose a certain day each week when they have some money to buy something. The occasional treat can avoid disappointment. Strictly speaking, children are not allowed to purchase things from the canteen for their friends. In reality, some children are rather generous, and in the early days of school, money seems to pass quite freely among the children. Try to encourage your child to be responsible for whatever money they have, whilst showing respect and consideration for others who may not be so fortunate. Please remind them that some children have special dietary requirements that may preclude the purchase of canteen food.

Unfortunately, Kindergarten children do not have time to purchase from the canteen during the short morning recess break.

Please don't forget, volunteers are always needed to help staff the canteen - do help if you can - your children will really enjoy seeing you there!

**CHAIR BAGS** - Whilst not compulsory, parents are encouraged to provide their child with a bag specially made to hang on the back of their chair to keep their personal pens, pencils, rulers etc. in. This gives the child a feeling of security having their own belongings in their own place in the classroom. A chair bag is included in the Uniform Shop's special Kindergarten Orientation Package Deal or they are available individually from the Uniform Shop. Alternatively, feel free to make your own if you are talented with a needle and thread - just pop into the classroom and measure the chair size. This bag will be used throughout K-2 classes.

**CHESS** - For beginner players AND excellent players, there are fabulous Chess Lessons available once a week at lunch times. There is a charge for this to cover the cost of the tutor. Also, once a
week there is a Social Chess Club ($2 per term) where children can enjoy playing Chess with each other. For the players who know the rules, there is a Friday after school Inter-school Chess Tournament. Volunteer parents are always needed to help with transport to other schools for this competition. Students can join chess activities in Year 1.

**CLASS PARENT** - A system operates whereby each class has one or two ‘class parents’. These are volunteer parents, whose function is “to assist the school in promoting effective communication and liaison between the school and its parents”. The Class Parent Coordinator will call for volunteers for each class at the beginning of the school year. It is often helpful to have parents who have an older child at the school, and who are therefore familiar with the school routine and systems. However, if you are a new parent, and are interested in being your child’s Class Parent, please don’t be shy about seeking further details. If there are enough volunteers, it is also sometimes possible to have both an 'old hand' and a 'new face' as the joint class parents. This is a very good way for the new parents to learn about the school.

These class parents are regularly briefed by the school on any matters of concern, interest or importance to the school and parents as a whole, and they can therefore be contacted to answer most of your questions that may arise during the year. If they are unable to answer immediately, they will be only too happy to find out on your behalf if you wish. They also act as ‘go-between’ with other parents – for example, if your child wishes to invite a class mate to a party, but you do not have the child’s contact details, your class parent should be able to help you. Information for a class contact list will be collected at the Teacher-Parent Information Evening. This contact list will have children and their parent’s names, telephone numbers and e-mail addresses. This is a valuable resource to enable you to contact other parents in your child’s class to have a query answered and organise after school play activities.

**CLASS REQUIREMENTS** - Your Class teacher will send a note home at the beginning of the year explaining what they would like your child to bring to school.

**CLASS ROUTINE** - Each class teacher obviously has their own particular method and system of teaching, so we recommend you speak to your teacher, or your class parent, for full details of your child’s daily activities and routine. During the ‘parent-teacher’ evening (detailed below), you will be informed about the class routine, weekly timetable, program for the year and any other relevant information.

**COLA** – COLA stands for Covered Outdoor Learning Area. Our COLAs are at the top of the playground near the main office entrance and school hall. This is where the children will line up each morning before school, after recess and after lunch every day. They are also used for some sport and other school activities during bad weather.

**COLLECTION PROCEDURE** - During Term 1, Kindergarten children finish school at 2.45 p.m. and the teachers will bring the classes out to the playground in front of the K-2 building and wait for the parents to collect them.

From Term 2 onwards, they will finish school at 3.00 p.m. - the same time as the rest of the school, and the children will be let out of the class at 3 p.m. to make their own way to the playground to find their parents. At all times, please wait in the playground for your child - do not go to the classroom or wait in the corridor. Only if it is raining heavily, can you collect your child from the classroom. In the early days, teachers will wait outside for a reasonable length of time to ensure that all children have been collected. Please tell your child to wait with their teacher until you arrive. If
you are very late in arriving, the child will be taken to the main school office, and attempts will be made to contact you. If you know you are running late, please notify the school office.

Please make sure that your child is aware of their collection arrangements each day, and if they change unexpectedly, please telephone and advise the school, before 2.50 p.m. so that the child can be informed.

Please tell your child that, if you do not arrive as planned, they should not go with another kind and helpful parent, no matter how well they know them. There have been cases where this has caused a great many unnecessary problems and anxiety for parents, staff and children. Please make sure your child knows they must stay with their teacher who will take them to the School Office if they are unable to find you or the person they are expecting to collect them.

COMMITTEES - Elections for the P & C Executive and other sub-committees will take place during Term 1 each year. The P & C will distribute details immediately prior to the event. For more information, please refer to the School Information Book (General Information for Parents).

DROP OFF AT SCHOOL - In the morning, please bring your child into the playground and wait for the 8.55 a.m. bell to ring. No children are allowed into the school building before 8.55 a.m. unless the weather is extremely bad.

After a few weeks (or sooner), you may feel your child is ready to make their own way into school and line up alone. You may like to chat about this to other parents, compare ‘notes’ on how the children are coping, etc. to reassure yourself about this idea. It is often helpful for your child to have a friend to accompany them for the first few occasions. If you arrive by car, please be careful where you stop to let them out of the car. If you let out or take in passengers in a No Stopping or Bus Zone, you can receive a very expensive Parking Ticket in the post. See also Parking, below.

EARLY DEPARTURE - See partial absences

EDUCATION WEEK - Education Week is an annual event, the dates for which are set by the Department of Education. During this week the school arranges various activities such as special assemblies, opening the classrooms for parents to visit and special performances by the students. This allows parents the opportunity to see ‘the school in action’. Please watch the weekly newsletter and noticeboards for the exact date and further details.

ENGLISH AS A SECOND LANGUAGE (ESL) - ESL education assists students from non-English speaking backgrounds to learn English. These English language lessons can be conducted in small groups away from the main classroom or in the classroom, to provide a happy and secure learning environment. For more information, please refer to the School Information Booklet (School Staff).

ENTRANCES AND EXITS - For their own safety, please teach your child to enter and leave the school through the pedestrian gates (on Centennial Avenue or the Pacific Highway) and NOT through the school car parks.

IT IS VERY DANGEROUS FOR CHILDREN TO BE WALKING THROUGH THE CAR PARKS WHEN THERE ARE CARS MOVING ABOUT.

If crossing the Pacific Highway, students MUST use the overhead bridge, NOT the pedestrian crossing with the traffic lights.
EXCURSIONS - Please refer to the School Information Booklet (Additional Activities.)

FITNESS PROGRAM - See Fundamental Movement Skills, below

FOOD - See “Morning Tea Break” and “Lunch Time”, below.

FUNDAMENTAL MOVEMENT SKILLS - Each class will have their Physical Education (sports) lesson once a week on a different day and at a different time. Class Teacher will let you know the day and time, and your child should wear Sports Uniform on that day. The lesson is usually held outside in the playground or in the hall if it is wet.

In addition to this weekly sports period, all children in K-2 will have an additional joint Fitness session once a week (This may not start until term 2). Your child’s teacher will advise you when details of this have been finalised. The children may also wear their sports uniform on this day if they wish. Normal uniform can be worn, if preferred, but sports shoes or trainers are advisable.

HATS - As part of the School’s SunSmart policy (see “S” below), children must wear the correct school hats. Broad brimmed hats are encouraged, since these have been designed to provide maximum sun protection. The NO HAT - PLAY UNDER THE COLA rule will be strictly implemented as part of this SunSmart policy.

Hats can be purchased from the School Canteen at any time the canteen is open.

HAVE-A-CHAT MORNING TEA – At the beginning of the year the School will organise informal morning teas in the playground immediately after morning lines. This is a good opportunity to meet other parents and any staff who are able to come along. Watch the newsletter, notice boards or signs in the playground for dates and times.

HELPING OUT AT SCHOOL - Please refer to Parent Helpers at School, below.

HOMEWORK - Homework is not generally given to Kindergarten children, but usually during Term 1 “Home Readers” are introduced. These are small short books designed for first reading efforts, and the children bring them home to practice. Each teacher operates their own system for dealing with these books, and you should be given full details of your class procedure when the time comes.

HOUSE COLOURS - See School Houses below and refer to the School Information Booklet (Additional Activities).

ILLNESS - Please refer to the School Information Booklet (Administration and Student Health).

INVOICES - Please refer to the School Information Booklet (Administration).

LATE ARRIVAL - see Punctuality and Partial Absence in this booklet.

LIBRARY also known as THE INFORMATION & COMMUNICATIONS SERVICES CENTRE
The Library plays a vital part in the learning that takes place at school. It is a teaching and learning space that is an extension of the classroom. Kindergarten classes go to the School Library at a set time each week. Please check with your class teacher which day your child will go to the library,
and try to remember to send a bag on the first week to avoid disappointment. Children are allowed to borrow a book for one week, if they have a suitable library bag. Strong waterproof library bags are available from the uniform shop. These bags offer good protection for books and should last your child to High School and beyond! A library bag is included in the Uniform Shop’s special Kindergarten Orientation Package Deal.

It is useful to have a special spot at home for the library book and bag (perhaps hanging on the child's bedroom door) so that routines can be established. Library cards are issued early in Term 1 and stay at school for safe-keeping.

Premiers Reading Challenge is available to all K-6 children. The teacher librarian will provide information about this activity in Term 1.

**LINE UP TIME** - A bell will ring at the beginning of the day, after recess and at the end of the lunch break to signal that it is time to line up. Children line up in class lines.

At the beginning of the day there is a K-2 'assembly' and the children should line up at the COLA next to the School Hall. There is also a 3-6 Assembly under the top COLA. Every Wednesday there is a combined assembly under the top COLA. During the first few weeks of school there will be a separate place for Kindergarten children to line up until they are comfortable to line up with the rest of the school. Teachers will show the children these places, and help them remember where to line up.

Although the morning line up may seem a little 'chaotic' during the first few days or weeks of school, things do settle down. After the first few days, please move away after the bell rings, and allow the children to line up unassisted. There is a special line marked around the Assembly area and parents are encouraged to stand behind this line.

We ask parents not to talk when children are at lines and when messages are given. Parents chatting in the background distract the children, making it difficult for them to listen to announcements, and can cause separation difficulties. Please assist the teachers by allowing them to 'take over' the children once the bell rings. If you have any individual concerns or problems about your child at this time, please do not hesitate to speak to your class teacher for guidance.

If you need to have a conversation with another parent please move right away from the children so that you do not interrupt the teachers trying to make important announcements.

**LOST PROPERTY** - Please refer to the School Information Booklet (General Information for Parents).

**LUNCH TIME** - Lunch is from 12.40 to 1.40 p.m. As with morning tea, below, children take only their lunch food or lunch box out to the playground, not their entire school bag. It is therefore very important that you pack lunch separately from the morning tea snacks – either in a paper bag or separate box - that is clearly marked with their name, so that the child does not have to try to work out what they are meant to eat at which meal.

During Term 1 kindergarten children sit in the K-2 end of the playground on the benches or picnic tables to eat their lunch. In Term 2 they will eat in lines with the rest of K-2 under the COLA.
The children must sit and eat for the first 20 minutes of the lunch break, after which they may get up and play, or continue eating until they have finished. Once they have finished their lunch, their lunch box, if they have one, should be placed in the plastic crate designated to their class. Teachers will encourage the children to collect their lunch box from this crate when the bell rings. After lunch, the crate will be taken back to the classroom and any remaining lunch boxes handed back to the children.

The playground and play equipment are supervised during the entire lunch period. The play equipment and sandpit can be utilised by K-2 children only.

**MID YEAR REPORTS** - At the end of Term 1 you will be invited to attend a 10-15 minute "three way interview" with your child’s teacher to discuss his or her progress to date. Class work, books and information gained from the “Best Start Assessment” will be shared with you. At this time, feel free to ask any questions you may have about your child and their progress at school.

At the end of Term 2 you will receive a written report indicating your child’s level of achievement in English and Maths for Semester 1 and a general comment for each of the other Key Learning Areas.

Of course, should you have concerns or questions at any other time during the year, please do not hesitate to make an appointment with your child’s teacher. A similar report is sent home at the end of each year for Semester 2.

**MONEY** - School Fees, etc. – Please refer to the School Information Booklet (*Administration*).

**MONEY** - Canteen Spending Money – See Canteen, above

**MORNING TEA BREAK** - Sometimes called Recess or “Play Lunch”, this is from 11.00 to 11.20 a.m. As with lunch, above, children take only their morning tea snack out to the playground, not their entire school bag. Again, it is therefore very important that you pack morning tea snacks separately from lunch, so that the child does not have to try to work out what they are meant to eat at which meal!

It is also a good idea to pack your child's morning tea in a 'disposable' container, such as a paper bag, and give them a drink in a disposable container, such as a popper. This makes it easier for them to eat, put their rubbish in the bin and then go and play, without having to worry about collecting their box and or bottle at the end of a relatively short recess period.

Although it is open, unfortunately, there is not sufficient time for Kindergarten children to make a purchase from the canteen during this short break.

"**MUFTI**" - for those of you not familiar with this term it means that children can wear their own clothes, not school uniform. There will be a few special occasions during the year when children will be given the choice of wearing 'mufti'. A note will usually be sent home in advance. Often on these occasions the children are asked to make a gold coin donation for the privilege of wearing mufti to be given to a special cause or purpose.

**NEWS LETTER** - Please refer to the School Information Booklet (*School Communication*).
NEWS TIME - Each kindergarten teacher will have different teaching methods and systems, but most usually have some time allowed for the children to tell their own special news or "show and tell" a special or treasured item to the rest of the class. A lot of children want to take all their toys every day, although toys are not generally encouraged for 'show and tell'. If this becomes a 'problem' in your house, it is a good idea to check with your child’s teacher about their own particular system for this. Alternatively, you will probably be told about this, and other class routine issues, on the Parent/Teacher evening at the beginning of Term 1. Also refer to “Toys”, below.

NOTES TO THE TEACHER - If you need to communicate in writing with your child’s teacher, for example after they have been absent due to illness, or other reasons, please make sure that your child knows they must pass the note to the teacher. Teachers do not look in the children’s bags – their bags, hats, coats, etc. are put on their hooks outside the classroom on the way into the classroom in the morning.

NOTICE BOARDS - There is a white board outside the entrance to the K-2 building, and events for the coming week, or special notices, are often displayed there. Keep an eye on this board. There is also a glass fronted notice board on the wall of the main building, and there are two display notice boards at the school's entrances on the Pacific Highway and Centennial Avenue. All these notice boards will display information that will help to keep you up to date with things going on around the school.

P&C MEETINGS - Please refer to the School Information Booklet (General Information for Parents). P&C Meeting dates will be shown in the weekly newsletter. If you are unable to attend the meeting, but would like to know what went on, please contact the P&C President.

PARENT HELPERS AT SCHOOL - Teachers greatly appreciate the assistance of parents with various activities, such as literacy groups. If you are willing and able to help, please talk to your class teacher about their needs. Having a younger child does not necessarily preclude you from being able to help in some areas – if you would like to help, please do talk to your teacher. Helping with any activity at school is not only very rewarding, but can be very informative and helpful for you as a parent. It allows you to see at first hand what happens at school, to get to know your child's class mates and the class teacher better, and, if you manage to help from the beginning of the year to the end, it gives you the opportunity to see the progress that is made by not only your own child, but the class as a group.

There are many other areas, such as the P&C Association, various P&C sub-committees, Canteen, Uniform Shop, and many more, where parents can play an active role in the school community. If you would like to become involved, please refer to the School Information Booklet (General Information for Parents) or speak to other parents, one of the teachers or the Principal for more details.

When you come to the school to help in the classroom, canteen or other area, you must sign the Visitors Book in the main office and receive a ‘visitor’ badge to wear during your stay at the school. When you leave the school you must return the badge and sign off in the Visitors Book.

PARENT TEACHER EVENING - This is usually held close to the beginning of the first term. Parents are invited to the child’s classroom for a group meeting with the teacher(s). During this meeting, teachers should outline things such as class program, routines, daily activities, class needs and any other information relating to the class as a whole. This is not an occasion to discuss you own child’s
specific performance etc. An appointment can be made to discuss individual matters with the teacher privately. See also “Mid Year Reports” above.

**PARENTS AND CITIZENS MEETINGS** - See P&C MEETINGS above and refer to the School Information Booklet (General Information for Parents).

**PARKING** - The school car parks are reserved for teachers and staff only. Unfortunately no parking can be provided for parent volunteers.

Parents dropping off or collecting their children from school must not use the car parks. In addition to causing great inconvenience to the teachers and staff of the school, IT IS VERY DANGEROUS to have young children walking into and out of school through the car parks. For their own safety, please teach your child to enter and leave the school through the pedestrian gates only (on Centennial Avenue or the Pacific Highway) and not through the car parks.

When dropping off or collecting your child from school, you are advised to be very careful where you park, and read all the traffic signs carefully before leaving your car. If you need further clarification on the traffic sign definitions, these are available at the school office. Large fines can sometimes be incurred, by post, if you do not observe the regulations. Please remember they are in place for the safety of our children.

**PARTIAL ABSENCE** - A note needs to be sent to the Class Teacher to explain all absences. Please refer to the School Information Booklet (Administration) for more details. Partial absences need to be recorded in a book at the main office. Children who arrive at school late must go to the office accompanied by an adult, who must complete a ‘partial absence record’. This should be given to the teacher by the child. Parents who collect their children early must first go to the office and complete the partial absence record, which should be given to the teacher when the child is collected.

**PLAY LUNCH** - See Morning Tea, above

**PLAYGROUND EQUIPMENT** - As you will have noticed, there is a large area of climbing and other play equipment in the K-2 section of the playground. The children are allowed to use this at morning tea time and lunch time and before school when there is a teacher on duty from 8.30 a.m. and they are under strict teacher supervision at this time. The playground equipment must NOT be used after 3.00p.m.

**PUNCTUALITY** - Every parent will appreciate the difficulty in getting young children to ‘hurry up’, ‘eat faster’ or ‘walk more quickly’ in the morning – but punctual arrival at school in the morning is very important, and late arrivals should be kept to a minimum. Teachers feel it is important for the children to arrive on time, to allow for a ‘settling down’ period before the work starts. It allows time for the children to socialise a little and feel comfortable with their friends. All late arrivals will be recorded in the school register. If your child arrives late, they must be taken to the school office by a parent or guardian to complete a ‘Partial Absence Record’. A copy of this absence note is retained by the office and the original must be presented to the teacher on arrival in the classroom.
RAIN and RAINCOATS - Please make sure that your child always carries a raincoat in their schoolbag. The children sometimes have to cross the playground to get to a different classroom during the day, and will need rain protection. Children are not permitted to use umbrellas at school for safety reasons.

READING - During Term 1 the home reading books are introduced. Teachers may be asking for the assistance of some parents to hear the children reading in school. Information regarding the “Home Reading” program will be issued by individual class teachers. If you would like to help in this area, please talk to your class teacher.

RECESS - See Morning Tea, above.

RELIGIOUS EDUCATION - Various religious education options are offered at the school, and you should have entered your own particular religion on your child's enrolment form (in the "Student Details", "Religious Instruction Group" section). If classes are available in the religion you indicate on that form, your child will join with the appropriate group for the lesson. If your particular religion is not available, or you do not have a preference and therefore leave the form blank, your child will not join any scripture lessons. Instead they will be given an alternative activity, such as singing or stories. The teachers use this period for other purposes, so normal lessons do not continue for children not attending scripture classes, although the children are of course supervised by a teacher, not necessarily their own. For more information, please refer to the School Information Booklet (Additional Activities).

REPORTS - please refer to the School Information Booklet (School Communication) or Mid Year Reports in this book.

SCHOOL BUILDINGS - See Buildings, above

SCHOOL HOUSES - At the beginning of each year, all Kindergarten children are placed in School House and given their School House Colour. They are placed in the houses randomly according to numbers of children currently in a house, but generally siblings will be in the same house. If they wish, the children are allowed to wear t-shirts according to their house colour for events such as the Athletics Carnival, Cross Country Carnival and Swimming Carnival. They are awarded house points for participating in these events. You will be notified by your teacher which house your child is in. For more information, please refer to the School Information Booklet (Additional Activities).

SCHOOL PHOTOGRAPHS - Photographs of all students are taken each year, and advance notice of this will be given via a note home and in the Weekly Newsletter. Please ensure that your child wears the full and correct school uniform on these occasions.

SCRIPTURE - See Religious Education, above

SHOW AND TELL - See News Time, above

SICKNESS - Please refer to the School Information Booklet (Administration and Health).

SOCIAL FUNCTIONS - During the course of the school year, both your Class Parents and the school as a whole may arrange some social functions for parents and students. Do try to attend if possible.
Feeling part of the school community really does help your child enjoy school, and hopefully it will help you to enjoy your child's school years to the full as well. If you would like to arrange or help to arrange any functions, please do not hesitate to offer - any extra help is always welcome.

**SPEED LIMITS** - You should be very aware that there is a 40km/h School Zone that extends past both the Public and the High Schools on Centennial Avenue. Police frequently monitors this, and again you could incur an expensive fine. Don't forget that the limit is there to protect our children.

**SPORTS** - See Fundamental Movement Skills above. Please also refer ‘School Houses’ above and to the School Information Book (*Additional Activities*).

**SPORTS UNIFORM** - This should be worn on the day your child's class has their Sports Lesson, and their Fitness Lesson. You will be advised which days these are once the timetable has been finalised. Boy's sports uniform is blue shorts and a pale blue short sleeved polo type shirt with the school crest and for girls blue culottes and the same blue polo type shirt. In winter dark blue track pants can be worn. An optional long sleeved polo shirt is also available for very cold weather if you require.

**STEWARD HOUSE FETE** - Stewart House is a holiday health home for children in need. Each year the school holds a fete to raise funds for this charity. The Fete is usually held in October or November, and is organised by the SRC (see below), the teachers and the children. Parents are asked to support this activity and more details will be advised each year close to the time.

**STUDENT REPRESENTATIVE COUNCIL (SRC)** - This is a group of students who have been elected by their fellow students. The SRC's function is to represent the students in the school and organise ways for them to participate in school life. Every class in the school elects a representative to the Student Council, including Kindergarten Classes. The election takes place late in Term 1 and fortnightly meetings commence during Term 2.

Each class operates a different system of substitution should the elected representative be absent on meeting days, for example - some use the person who came second in the election, others may allow other students to take it in turns. If you wish to know how your class deals with this, please feel free to speak to the class teacher.

**STUDENT WELFARE BY STUDENTS** - During 1996, the students of the school were involved in developing a Student Welfare Policy, and, with the help of teachers and some involved parents, a document was produced entitled "Student Welfare by Students". This document was updated in 2003 and a copy is in the School Information Book (*Welfare Policy*). It is certainly very worthwhile reading, for children and parents alike. It sets out guidelines for behaviour, and positive and negative consequences, which provide a good basis for everyone in everyday life.

**SUMMER UNIFORM/WINTER UNIFORM** - The school prefers all children to change from winter to summer uniform by Week 2 of Term 4. The school prefers all children to change from summer to winter uniform by Week 2 of Term 2. Parents' discretion can be used if the weather is unseasonably warm (or cold) at any given time.

Please refer to the Uniform Guide for full description, and for further information, please refer to the School Information Booklet (*General Information for Parents*).
**SUNSMART POLICY** - During 1998, the School launched a SunSmart Policy. This policy hopes to ensure that students, staff and parents will develop positive attitudes towards skin protection, and the School will do everything within its powers to provide a sun-safe environment for the children. A copy of the policy is in the School Information Booklet (Student Health).

**TIMETABLE** - See Class Routine, above

**TOYS** - Children are not encouraged to bring toys to school, and in fact some kindergarten teachers specifically request that it is not done at all, as it can cause problems of jealousy, not sharing or trauma if the toys are lost. If your child does want to take a toy to school, for example to play with during the lunch break, or for 'show and tell' or 'news time', please make sure that: it is marked with their name, if possible; that they understand they must be responsible for looking after the toy, and that the school cannot take any responsibility whatsoever for anything which is lost or misplaced.

Every effort is made to return lost items to their owners, but there is no guarantee. It is not appropriate to bring guns or other weapon-like toys to school. See also “News Time”, above.

**TRANSLATIONS** - If English is not your first language, but you are able to read this document, or if you are able to speak any language other than English reasonably well - you may be able to help! If you would be willing and able to translate school documents for other parents with the same native language, who cannot understand English well, or if you can just be available sometimes to help out with language support, please see your class parent, class teacher or the Assistant Principals, K-2 - it would be very helpful.

**UNIFORM and UNIFORM SHOP** - Please refer to the School Information Booklet (*Administration and General Information for Parents*).

There are also occasional second hand uniform sales which offer some second hand uniforms at reduced prices. Hats can be purchased from the Canteen at any time during the week.

**VISITORS** – All visitors to the school must sign the ‘visitors book’ in the main office and they will be issued with a ‘visitor’ badge to wear while they are on the school premises. So, of you come to the school to help in the classroom, canteen or other area, please make sure you sign the visitors book and wear your ‘visitor’ badge while you are at the school. You must sign out and return the badge before leaving the school premises.

**WET WEATHER** - If it is raining heavily in the morning, the children can go into the K-2 building and not wait in the playground to line up. They should wait under the COLA until invited into a classroom by a teacher (it does not have to be their own teacher or classroom - they can wait in another class with another teacher until the bell rings). The children should not go directly to their classroom if there is no teacher present. If it is just a little damp and unpleasant, the children will line up standing, not sitting as they usually do. If it is raining heavily at collection time, parents may collect the children directly from the classroom – but not until 3 o’clock! (2.45 p.m. for Kindergarten children during Term 1).

Please make sure your child always carries a raincoat in their bag. The children sometimes have to cross the playground to get to a different classroom during the day, and will need rain protection then.