



STRIVING FOR EXCELLENCE

Swanbourne 2022

Kindergarten Handbook

Success Teamwork Respect Inclusive Vision Excellence

Swanbourne Primary School

School Administration Staff

Principal: Mr David Knox

Deputy Principal: Mrs Sue Hanson (Mon-Wed)

Deputy Principal: Ms Rebecca Robson

Manager Corporate Services: Mrs Olga White

School Officer: Ms Lori Willis

Defence Student Mentor: Mrs Nic Kemp

School Contact Information

Office Hours: 8:00am – 4:00pm

Telephone: 08 9253 5300

Email: swanbourne.ps@education.wa.edu.au

Website: www.swanbourneprimary.wa.edu.au

Dental Therapy Centre: 08 93840855

School Term Dates

Term 1 Monday 31 January – Friday 8 April

Term 2 Tuesday 26 April – Friday 1 July

Term 3 Monday 18 July – Friday 23 September

Term 4 Monday 10 Oct – Thurs 15 December

School Development Days

Student do not attend

Term 1 Thursday 27 January, Friday 28 January

Term 2 Friday 27 May

Term 3 Friday 19 August

Term 4 Monday 7 November

Friday 16 December

Public Holidays

Term 1 Labor Day - Monday 7 March

Term 2 ANZAC Day - Monday 25 April

WA Day - Monday 6 June

Our School Day

Classroom doors will be opened at 8:35am each morning to allow a smooth transition into the classroom. You are welcome to stay with your child to read a book, complete a puzzle or assist him/her with a set activity. A class bell will be rung to commence the day and this is your cue to say goodbye to your child and leave.

Kindergarten Group 1 – Room 1

Monday

8:50am to 3:10pm

Tuesday

8:50am to 3:10pm

Alternate Wednesday (Odd weeks)

8:50am to 3:10pm

Kindergarten Group 2 – Room 1

Alternate Wednesday (Even School Weeks)

8:50am to 3:10pm

Thursday

8:50am to 3:10pm

Friday

8:50am to 3:10pm

Kindergarten Group 3 – Room 25

Monday

8:50am to 3:10pm

Tuesday

8:50am to 3:10pm

Alternate Wednesday (Odd weeks)

8:50am to 3:10pm

Welcome

The Kindergarten year is an exciting time for both parents and children. The Principal, staff and school community welcome you to Swanbourne Primary, an Independent Public School.

At Swanbourne, we aim to positively influence children's growth and development across all domains - intellectually, emotionally, physically and socially. Our high quality educators consistently strive to provide a challenging and stimulating, social and academic program in a secure environment of personal care for each student. We want to exceed all of our families' expectations and will strive to ensure each individual student reaches their potential.

This booklet contains information about our Kindergarten program. It outlines key operational processes and covers a number of practical issues to ensure your child's care and safety, and enable a smooth and enjoyable transition to Kindergarten.

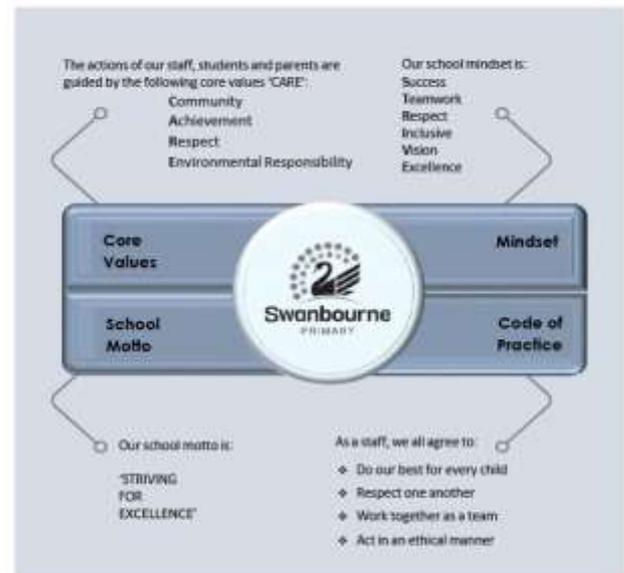


School Vision

We work as a collaborative team to create a caring, inclusive and respectful school culture and a curriculum that values each child as an individual. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.

Early Years Philosophy

At Swanbourne Primary School, we recognise that families are children's first and most influential teachers and that learning outcomes are more likely to be achieved if we work in partnership with families. Therefore, a central premise of our early years' philosophy is the desire to build and maintain positive RELATIONSHIPS with students and their families. We also believe that, to be highly effective practitioners, an early years' curriculum must be carefully planned and executed, be holistic in nature and fully responsive to each child's needs and interests. The provision of purposeful, stimulating, play-based learning experiences provides opportunities for children to develop socially, emotionally, physically and intellectually (both indoors and out) and ensures we deliver programs that emulate 'best practice'.



Our Programs

At Swanbourne, we take pride in our excellent facilities, high quality educators and exceptional care provided for students. You can be assured that our students' best interests are our prime motivation.

Our early childhood educators are qualified, experienced and dedicated - working together as a team to produce a stimulating and warm learning environment for our youngest charges. They provide a high quality, inclusive education and are constantly exploring new ways to ensure all children reach their potential. They also value your role as parent-educator and encourage you to be involved in the work of the school by helping in the classroom and at home with your child.

Our programs focus on the development of the whole child, in all domains. They provide learning experiences that develop physical, social, emotional and cognitive skills. Daily transitions and routines are carefully planned to encourage independence and the development of life-long social skills. Current initiatives in early childhood education such as the National Quality Standard, the Early Years Learning Framework and the Kindergarten Curriculum Guidelines are used as the basis of the educational programs and practices at Swanbourne.

Our programs cater for children's learning styles and offer many opportunities for students to participate in a range of 'hands on' learning experiences and structured play activities. Our teachers plan varied activities that encourage children to engage in small group work, as well as individual and whole class learning experiences.

Classroom teachers plan collaboratively, engage in year level moderation activities and work towards the same learning outcomes for all students. However, each teacher has a unique and individual teaching style, so learning experiences may be presented differently and, as a result, classrooms will always look different.



Social and Emotional Development

Young children develop their social and emotional skills through a wide network of social relationships, including other adults and children. Children's social and emotional skills are developing all the time and these may develop differently, at different rates.

The Kindergarten program plays an important role in developing children's self-awareness and self-confidence. Being able to separate from a parent each day and have the skills and confidence to speak to peers and staff will be the main focus of the Kindergarten year. Songs, rhymes, chants, stories and activities that encourage talking and communicating will provide children with plenty of opportunities to develop self-confidence and a willingness to participate in all aspects of the program.



Learning Through Play

One of the guiding principles that reflects current early childhood pedagogy is 'learning through play'. Play-based learning is described as 'a context for learning through which children organise and make sense of their social worlds, as they actively engage with people, objects and representations'.

Play-based learning at Swanbourne Primary occurs both inside the classroom and outdoors throughout the day. Our staff create learning spaces for dramatic play, construction, problem-solving, creative activities and also quiet areas for rest and relaxation.

We invite you to come along and see at first-hand how children learn through active, hands-on play experiences at our school.

Fine Motor Control

For your child to be successful at reading and writing, they need to have strength in their hands, arms, stomach and back.

As your child progresses through the school, they need to develop skills to:

- **Hold a pencil** for a period of time without becoming tired, or complaining their arm is hurting
- **Sit in a chair** with feet flat on the floor, back straight and opposite arm resting on the table to help support them without slouching or wriggling around
- **Sit on the mat** without losing focus or wriggling around

Gross Motor Control

Gross motor skills involve movements using the large muscles of the body. They include things like running, jumping, catching and throwing, and other large muscle activities. Good gross motor skills are essential, because the body develops from large movements such as control of the arms and legs, to small, isolated movements that include the hands and fingers. Without reasonable gross motor control, it can be difficult for children to move on to developing their fine motor skills.

Oral Language Development

A strong emphasis is placed on oral language development in the Kindergarten classroom. Children will be encouraged to engage with peers and staff, negotiate, ask questions, debate issues, express ideas and thoughts, and ask for help appropriately. Stories, songs, chants, rhymes and phonemic awareness skills are taught to encourage strong oral language, pre-reading skills and vocabulary development.



Things you need to know

Morning Set-up

Teachers and education assistants have a range of resources, materials and equipment to set up and are usually very busy first thing in the morning. Please make a suitable time after school or during DOTT (duties other than teaching) to share information about your child or discuss aspects of their development.

Parent Questionnaire

As part of our Kindergarten orientation experience, you will be asked to complete a questionnaire about your child. This will enable Kindergarten staff to be informed about your child's learning and development and will allow you to share pertinent information with the school. Please fill this in and return it to Reception as soon as possible. The form will be treated in confidence.

Pick-Up and Drop-Off

Please note that it is Department of Education policy that all Kindergarten children are to be personally delivered to and collected from Kindergarten by their parents or an adult caregiver who has been authorised at the time of enrolment and entered into our computer system. To add additional authorised persons, please see Reception staff. Classrooms have a diary in which 'Ad Hoc' pick-up arrangements can be authorised in writing by parents.

Parents are also requested to collect their children promptly at the end of the day, as young children become distressed if left waiting for a parent to arrive. Please contact the school on 9253 5300 if you will be unavoidably delayed so we can advise your child.

School Newsletter

School newsletters are posted on the school website once a fortnight and you will receive an email notification by Connect, an online communication system used by many Department of Education schools. Please take time to register with Connect and read the newsletter regularly, as it contains a wealth of information about school events and student achievement.

Parking and Road Safety

A supervised crosswalk is available on Narla Road opposite the upper parent car park. An attendant is on duty from 8:00am to 9:00am and 2:45pm to 3:45pm. Parents are urged to utilise the crosswalk. Please also observe the 40km speed limit around the school perimeter. We are very fortunate to have excellent parking facilities at this school but it is unreasonable to expect to always find a parking spot in the car park during peak times. There are a number of adjacent streets where parking is allowed within 100 to 400m of the school. The 'kiss and drop' zone operates from the front of the school and is strictly for students from Years 1- 6. The lower staff car park is for staff use only and is not to be used by parents for picking up or dropping off children. The safety of our students is paramount. We ask all parents to assist the school in ensuring the safety of all members of the school community.

School Board and P&C

Swanbourne Primary has an active School Board as well as a vibrant Parents & Citizens Association. Both assist the school in various ways. The school board is involved in approving school policy and planning. It examines student performance data and endorses the school budget and planning documents. The P&C plays an important role within the school and focuses on fundraising and organising special events. Its success relies on the support of the entire school community. All are welcome to attend meeting and get involved.

Community Health Nurse

A Registered School Health Nurse from Child and Adolescent Community Health will visit the school to conduct free vision and hearing health assessments during the Kindergarten year. Information regarding the schedule will be available later in the year.

Dental Clinic

The School Dental Service provides free general and preventive dental care for all enrolled students. The Dental Therapy Centre located at Swanbourne Primary operates from 8:15am to 4:30pm Monday - Friday and most school holidays. The centre can be contacted on 9384 0855.

Parent Involvement

Research shows that parent and community involvement in schools greatly improves student achievement. To reach their potential, students need parents and the community to take an active role in their education. Your encouragement and support will add to your child's Kindergarten year and set a foundation for future positive school experiences. Our Parent Roster is an ideal way for you to become involved. This offers an opportunity for you to come to school for a short time and assist with the learning program.

Your participation in our parent roster will:

- enhance our learning program
- model to your child the importance of education
- strengthen the bond between school and home
- inform you of your child's development
- be greatly enjoyed by your child

Class Representatives

The P&C requires at least one parent representative for each class, which involves being the liaison between school, P&C and parents. Many activities require parent help which may include: helping with excursions; sports days; reading; cooking; art and craft activities. Please talk to your class teacher if you can provide assistance.

Teacher/Parent Interviews

Personal meetings with teachers are welcome but please note, teachers cannot come to the phone when they have a class, unless the matter is urgent. Teachers have an allocated DOTT time (duties other than teaching) where they will be available for parent meetings. Please check with your child's teacher about their DOTT time is.

Formal Reporting

A Kindergarten report detailing your child's development will be sent via Connect at the end of Terms 2 and 4. In addition, there will also be a whole school Open Night during the year, where examples of children's work across the school will be showcased. You will also receive regular informal updates from your child's class teacher.



Connect

Each parent will be given their own secure login to 'Connect', which is a safe, free software platform provided by the Department of Education. Connect is accessible on any internet-enabled device and will enable you to receive notices either via email or a notification on your mobile device. 'Connect Now' is an application which can be downloaded from Google Play or the Apple App Store and this will enable you to receive Connect notices as push notifications.



Only one login is required to enable parents to view all their children's records, even if they attend different public schools.

After logging into 'Connect' information can be viewed specific to your own child/ren such as:

- The School Space where you can be notified about school information and events
- The classes in which your children are engaged
- Notices from your child's classes that automatically generate an email or phone notification to you.

To register for Connect, you will receive an email with your login details upon enrolment and each year as an update. Each user will be confidentially issued a unique user name and password for Connect.

If your email address changes, please notify the Reception so your details can be updated. If you are a family enrolling before the start of a new school year, access to Connect will only be available once the school system has rolled into the following year.



How to Help Your Child Prepare for Kindergarten

Here are some easy ways you can help your child:

- Provide some experiences where your child is accustomed to spending a little time away from you; knowing that you will soon return
- Encourage your child to independently use a toilet and wash and dry their hands
- Encourage your child to be able to open and close their lunchbox and school bag
- Encourage your child to be able to put on their shoes and socks
- Encourage your child to wipe their own nose
- Encourage your child to pack and carry his or her own bag
- Please arrive at school early on the first day to ease settling-in
- When the bell goes for the start of school, promptly say goodbye to your child so she or he may begin their school day. Remember; in some cases, staying longer than necessary may create separation issues later!

Items to Bring to School

Every day your child will need a school backpack (large enough to hold big creations) containing the following items:

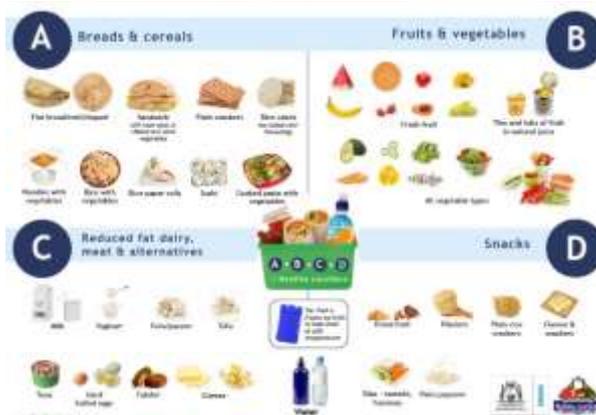
- A broad brimmed Swanbourne hat, which should be left in the bag ready for use every day.
- The blue library bag (supplied by the school on orientation day). This will be used daily to carry works of art and communications, as well as a library book.
- One named reusable drink bottle (water only)
- Fruit and/or vegetables cut into small portions and placed in a named reusable box for your child's healthy morning tea.
- A small packed lunch in a named lunchbox.
- The following link from the school canteens organisation includes a video about healthy lunch options
www.waschoolcanteens.org.au/schoolcommunity/parents/
- Please note that we are an Allergy Aware school and have several students with extreme allergies to certain food types. This means no peanut butter or nut products such as Nutella.

- We would appreciate you not sending lollies, chocolates, fruit rollups or similar. These will be sent home if included in the lunch box.
- A named change of clothes (to be kept in the bag all year round).
- Please ensure your child's shoes have a good grip so they can run, jump and climb safely. Students must keep their shoes on throughout the year due to unforeseen objects in the sand and bees on the grass. Non-slip waterproof shoes or sandals (not thongs or gumboots) are required.

All personal belongings should be clearly marked with your child's name. However, it is not necessary to name stationery items from the Personal Items Booklist, as these are shared.

Lunchtimes

Kindergarten lunch and morning play times are separate from the remainder of the school. This allows for flexible eating and play times, as well as providing independent access to the early years' playground. Because Kindergarten children eat much earlier than other classes, they are unable to access the school canteen. A small packed lunch will be required each day



Student Wellbeing

Medications

Please ensure you provide up-to-date medical information about your child throughout the year. Medicines can only be brought to school and administered to a child on the authority of a parent or guardian. These are to be taken to Reception, where a drug administration form must be completed by the authorised adult. All medicines, including Epi-Pens, asthma sprays/pumps, should be named and include all relevant information. If your child requires an Epi-Pen, an Anaphylaxis Action Plan must be completed and provided to the school. Please ensure that once you have completed all appropriate documentation, you inform the class teacher.

Allergy Aware School

Our school is 'allergy aware' and we would appreciate your support with this matter. We need to emphasise the seriousness of this concern, as we have students across the school that can become seriously ill if they consume particular foods. Even if food items contain traces of nuts, please avoid giving them to your child in their lunch boxes and save these treats for home. We are also an asthma friendly school.

Sun Protection

As we are a Sunsmart School, we follow a strict NO HAT, NO PLAY policy. All children must have hats for outdoors throughout the year for protection from the sun. Please apply sunscreen to your child before school and we will assist them to reapply sunscreen at lunchtime during summer months.

Sick Children

Children who are unwell are best kept away from school. The Kindergarten does not have a sick room or a quiet corner. The room is always a hive of activity and constructive noise. Should your child become sick or have an injury, we will phone you to take him/her home. As such, please ensure you keep the school updated with new telephone numbers and emergency contacts.



School Uniform

We are proud of our school uniforms and aspire to have all students wearing theirs with pride. Swanbourne Primary School uniforms are available to purchase online from Tudor School Uniforms.

How to order Uniforms

- Register online with Tudor School Uniforms on their website www.tudorschooluniforms.com.au
- Create an account with your details, create a password and choose your school.
- Enter the Dashboard for quick access to ordering, size charts, prices, delivery options, exchange and returns policy and your order history.

Delivery and Collection Information

- Collect from School – Orders will be delivered fortnightly to school on Friday and delivered to your child's classroom.
- Parcel Post & Signature – Delivery by Australia Post to your residential address, a signature is required. If no one is home, they will leave a card for you to collect from the Post Office.
- Collect from Tudor School Uniforms – You will receive a confirmation email stating when your parcel will be ready to collect.
- Collect from – Tudor School Uniforms 1/75 Excellence Drive, Wangara 6065
- Opening hours 8:00am – 4:30pm
- Telephone 08 9408 2666

Exchanging Items

If sizing is incorrect, a size exchange for the same product may be issued. Items must be in original condition, with tags attached. Please print out the Exchange/Return form, (Found on the school website) complete the exchange section and return to the office with the items. Your request will be processed by Tudor Uniforms (allow 3 weeks for exchanges). The replacement item will be delivered via your child's classroom teacher.

Name Labelling

It is essential that all items are labelled clearly with your child's name, so that lost items can be returned. Please revisit this regularly.



GIRLS-RECOMMENDED	BOYS-RECOMMENDED
Navy hat x 1 Royal blue polo x 2 Tartan skirt x 1 Navy full zip fleecy x 1 School backpack x 1	Navy hat x 1 Royal blue polo x 2 Gaberdine short x 1 Navy full zip fleecy x 1 School backpack x 1
FOOTWEAR - PURCHASE EXTERNALLY WINTER WARMERS/CULTURAL COVERINGS-PURCHASE EXTERNALLY	
<ul style="list-style-type: none"> ❖ White socks are preferred ❖ Sneakers (any colour/type) are recommended ❖ Navy leggings ❖ Navy fleecy track pants 	



School Attendance

Your child's teacher plans programs and activities that build on previously learned skills. Developing the habit of going to school regularly from Kindergarten is vital so your child does not miss out on important concepts and skills needed for future learning. You can help your child maintain good attendance by:

- talking positively about school so your child is happy to go each day
- showing interest in what your child is doing at school and talking with the teacher about what you can do at home
- setting play-dates to help your child make friends
- teaching your child how to share and take turns
- arriving at school and collecting your child from school on time
- making sure your child gets nutritious meals each day and enough sleep each night
- making appointments with doctors, dentists and specialists after school or during the school holidays
- taking family holidays during the school holidays and not during term time

If your child is unwell and unable to go to school, telephone the school on 9253 5300 or email the class teacher. If you are having difficulty getting your child to school, please talk with your child's teacher.

Library

The School Library is used by all classes on a timetabled basis, as arranged by the class teachers. Our school library is fully automated and has a variety of technology software and internet access for use by children in their studies. Children are entitled to borrow one book at a time. Your help in returning the books promptly is requested. Should a book be lost or damaged, replacement costs may need to be met by the child's family. Parental help in the day-to-day running of the library and the covering of books is also helpful and appreciated.



Toys and Personal Items

No toys, jewellery or valuables please unless requested by the school for a special occasion.

Dogs in the School Grounds

No dogs are allowed on the school grounds but you are welcome to tie your dog securely to a post at the front of the school, away from the path. If a dog strays onto the school grounds during school hours, the ranger will be notified.

Visitors to the School

All visitors and parent helpers to the school are requested to sign in and sign out at reception and wear a visitor's sticker while in attendance at the school. Parents and visitors volunteering their time to work in schools must sign a Confidential Declaration, they are available from reception.

Voluntary School Contributions and Charges

Financial support provided by families through voluntary contributions and charges plays a critical role in maintaining quality teaching and learning programs and enabling the provision of an enriched curriculum and enhanced learning experiences for students.

Parents who contribute financially to the school through the voluntary contributions, assist in the maintenance of educational resources at a level needed to meet children's needs in a constantly changing educational environment.

Key areas such as literacy, numeracy, science and information technology are enhanced through the voluntary contributions. If all families pay the requested contribution per are child, this equates to approximately \$50,000 of funding per year.

The Swanbourne Primary School Board has endorsed the following schedule of Voluntary Contributions and Charges for 2022, which will enable families to budget for all expenses throughout the year. We hope all families see the importance of paying the contribution and supporting our student learning programs.

The total amount of voluntary contributions requested is in accordance with the School Education Regulations 2000. The School Voluntary contributions for 2022 are \$60.00 per child.

2022	Contributions	Per Term
1 child	\$60	\$15
2 children	\$120	\$30
3 children	\$180	\$45

Note: There are no further voluntary charges for any subsequent child enrolled after the third child.



Payments

Payment options are as follows:

1. Qkr!™ by Mastercard® is a mobile phone payment application. Available on the App store (iPhone) or Google Play (Android)



2. **ELECTRONIC BANKING** details are:

BSB: 066-040 Account: 19902749

Please reference the payment by child's surname.

Payments may be made in advance to your child's account at any time throughout the year to remain in credit. A reminder of unpaid billed items will be sent home twice per term for the finalisation of any outstanding payments. Please do not hesitate to call us if you require assistance or have a query regarding this process.

Pre-primary Enrolments 2023

Swanbourne Primary School is a local intake school and, as such, priority of enrolment is given to those children who live in the intake area of the school. While the Department of Education tries to ensure continuity in each child's schooling, enrolment at our school in the following years cannot be guaranteed. For both local intake and out-of-catchment area students, an application must be made for each year of Kindergarten and Pre-primary. Once enrolled in Pre-primary, students are then entitled to remain at Swanbourne until the end of their primary schooling.

If you live in the school's local intake area, your child will be guaranteed a place in Pre-primary in 2023, provided you apply during the formal application period. Please check with one of our school officers if you are unsure if your home address is in our local intake area.

If you do not live in the school's local intake area, there is no guarantee that your child will be accepted into Pre-primary. Our capacity to accept out of area enrolments will depend on how many applications we receive from children living in the local intake area and how we decide to structure our classes. When we have the capacity to accept out of area enrolments, and we receive more applications than places available, the following criteria are applied to prioritise applications as per the Department of Education's Policy:

First Priority will be given to the child whose usual place of residence is not in the intake area for the school and who has a sibling enrolled at the school for that year and who lives nearest the school.

Second Priority will be given to the child whose usual place of residence is not in the intake area for the school and who does not have a sibling enrolled at the school for that year and who lives nearest the school. The school will advise you of the date when you will need to submit your child's application for Pre-Primary.

If we are unable to accept your child's application for Pre-Primary, we will help you find a place in another school.



Donations

We are constantly replenishing our stocks of 'loose parts' and craft materials, so we have compiled a list of items we would like to be donated if at all possible. Loose parts are moveable objects such as sticks, rocks, logs, fabric, crates, ropes, etc. that can be used by children to build and create. This list is not complete - please speak with your child's teacher if you have other items that might be useful.

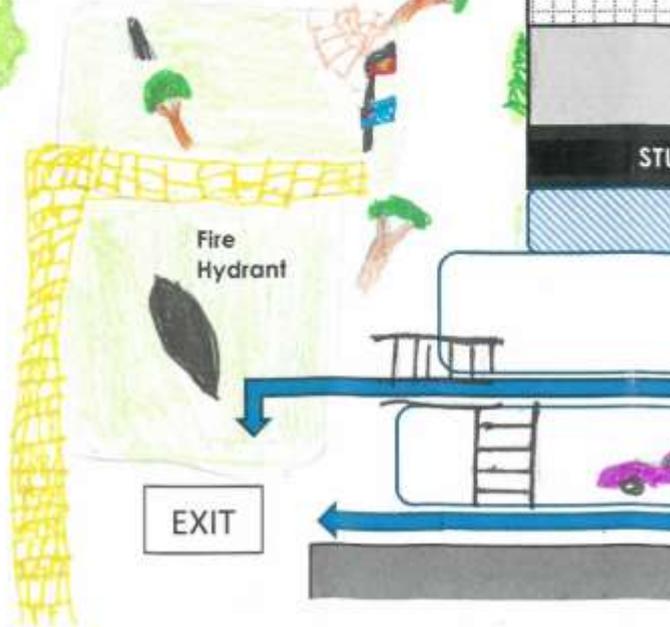
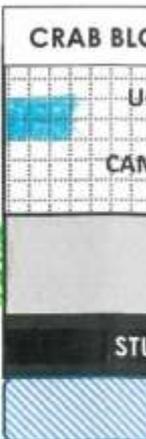
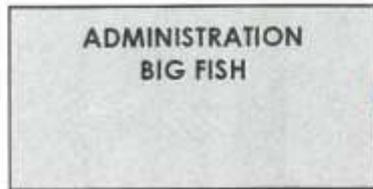
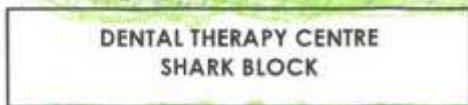
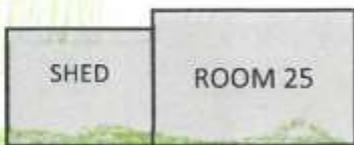
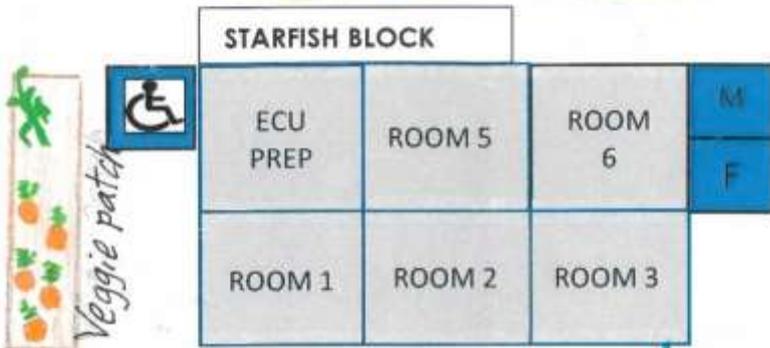
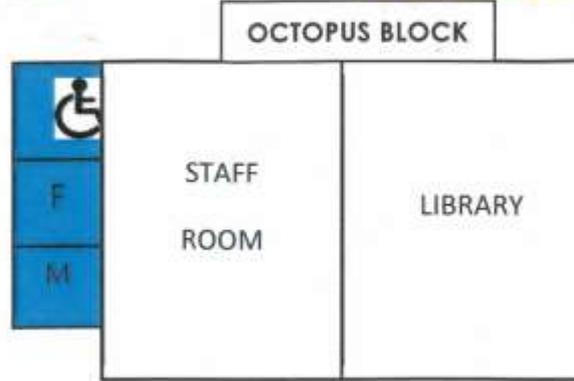
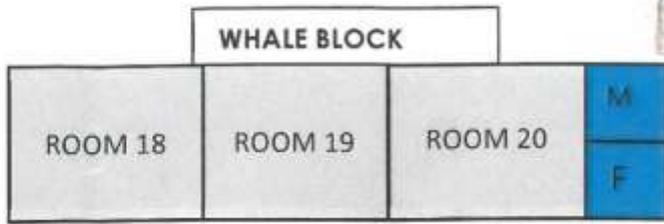
- Baskets of various sizes
- Kitchen utensils, wooden spoons
- Gumnuts, seed pods, autumn leaves
- Coloured pipe cleaners, pom-poms
- Glitter, googly eyes, gemstones
- Masking tape
- Material, ribbons, lace and wool
- Off-cuts of coloured card and paper
- Off-cuts of wood and/or tree slices
- Offcuts of fabric (especially shiny)
- Plastic bottle tops
- PVC pipes of varied lengths and diameter
- Smooth pebbles and shells
- Tissue paper, cellophane
- Coloured pipe cleaners
- Wooden matchsticks
- Wooden pop sticks
- Sequins

Notes

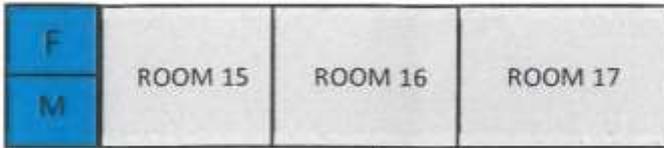
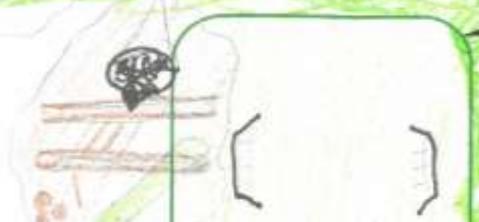
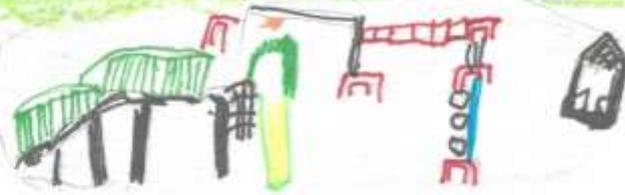
Out of School Hours Care

Camp Australia operates an out-of-school hours and vacation care program from our school. Information is available on their website www.campastralia.com.au
Registration is Free!
Bookings for 2022 are now open

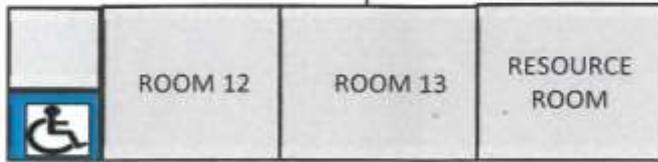




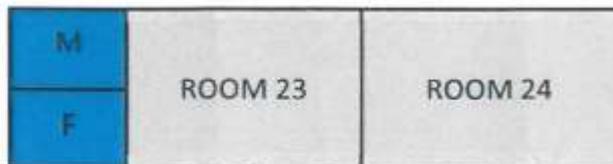
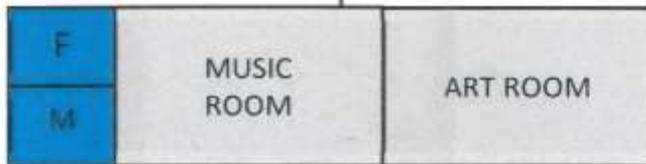
ALFRED ROAD



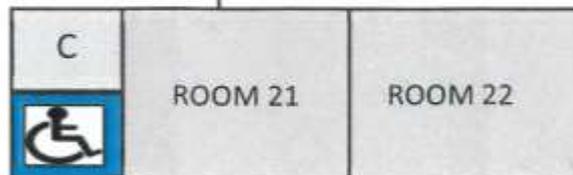
DOLPHIN BLOCK



SEAHORSE BLOCK



STINGRAY BLOCK



TENNIS COURTS



BINS

STAFF PARKING LOWER CARPARK

PARENT PARKING

Miles H Year 2

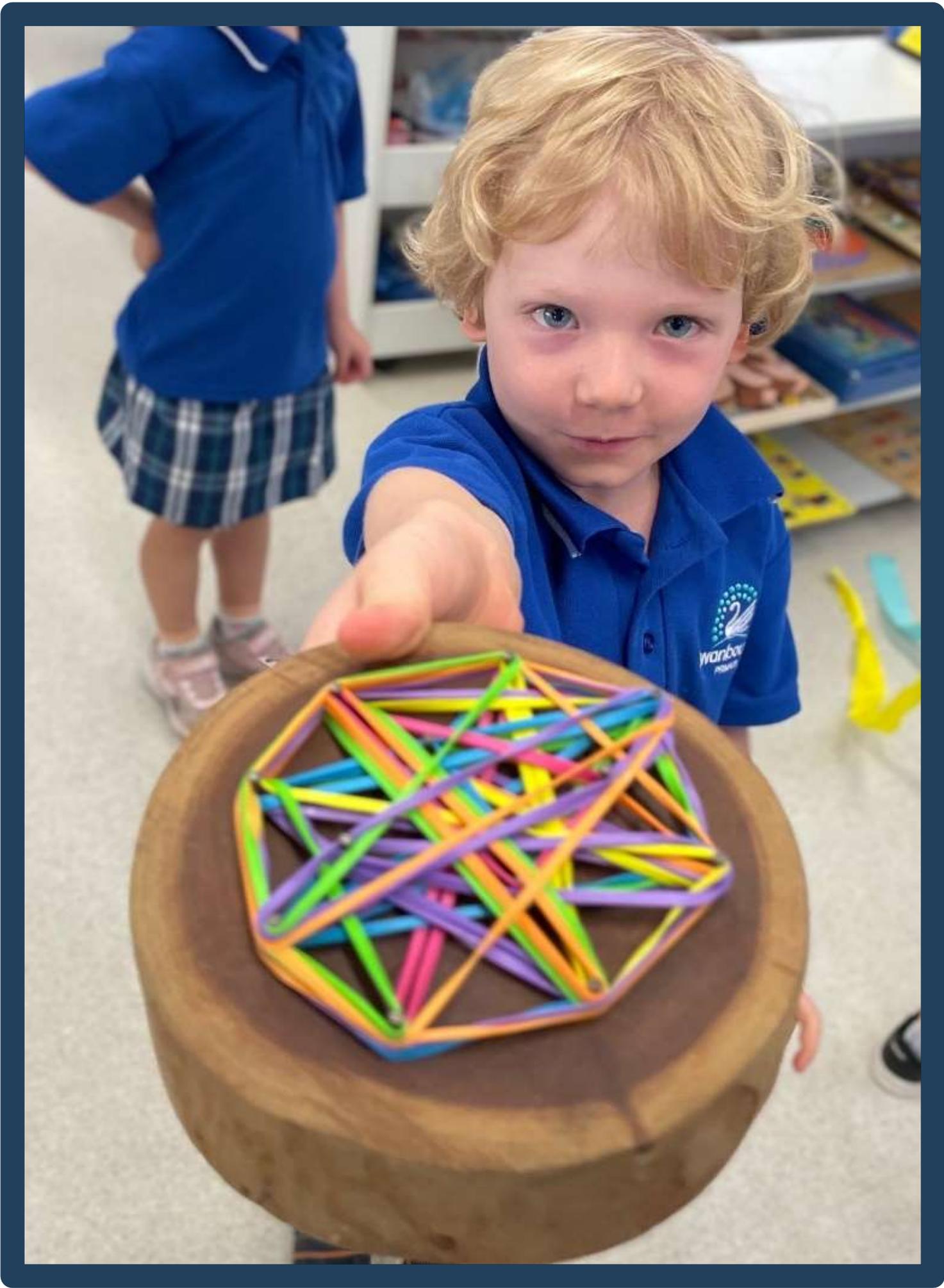
NARLA ROAD

NARLA ROAD

Who lives in
Jaydan's house?



Jaydan





We look forward to an exciting and rewarding year with you and your child. If you have any concerns or queries, please do not hesitate to contact our Deputy Principal, Mrs Sue Hanson susan.hanson@education.wa.edu.au



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Please visit the school's website for more information about our programs and click on the link to subscribe to our regular newsletters.