



**BUNBURY**  
PRIMARY SCHOOL



# **Pre-Primary** *Information Booklet* **2020**



# **BUNBURY PRIMARY SCHOOL**

PRINCIPAL: **Shane Doherty**

Welcome to Bunbury Pre-Primary.

We are glad to have you join us in Pre-Primary and hope you will feel at home and enjoy the company of other parents, children and classroom staff. This is an enormous growth year for your child emotionally, physically and cognitively. It is important that there is a two way communication process between home and school in the education of your child. Good communication results in better understanding and clear expectations for parents and carers. As a parent/carer you are the important teacher in your child's life. Children come to the classroom with the values, knowledge and skills you have taught them, ready to move to a new stage.

Your child will be given experiences to develop their communication skills and build positive relationships with others. There will be an explicit focus on the development of speaking, listening, reading, writing and numeracy skills. Your child will be encouraged to express themselves creatively through music, art, dance and drama. Experiences to observe, question and organise their critical thinking skills about the world around them will be explored. These experiences nurture confidence, develop independence and a life long love of learning.

Children learn and develop at their own pace and this is facilitated in Pre-Primary by structured activities and various types of play. Class topics together with the Australian Curriculum will be used to plan teaching and learning programs. Learning centres such as the block corner, library corner, home corner, music and movement, art activities, sand and water play, maths and language activities and outdoor structured play will be utilised to enhance learning.

Children are encouraged to explore each area available while discussing & investigating to developing understandings. The children build on to the knowledge they already have to grow academically. Children are always busy interacting, talking, listening, making, sharing, observing and learning from the environment provided. The environment provides children with activities they enjoy and other activities that provide greater skill development, greater knowledge and encourage our school values and expectations. Your child may come home on some days with nothing in their school bag but may be filled with the experience and valuable lessons of physical and social contact, language activities or a new problem solving skill. Other days they will come home with a precious item to share with you.

Pre-Primary is a fabulous year to get involved in your child's education. We welcome your input and your help at any time. This booklet will give you the important information you will need to help support your child to start and continue successfully throughout the year. If you have any queries or questions, please do not hesitate to ask the classroom teacher. We all look forward to working with your family this year.

## **Bunbury Primary School Expectations**

- Be Responsible
- Be Respectful
- Be Caring
- Be Your Best



## Contacts

**Pre Primary Teachers:** PP 1 – Mrs Flora Toft and Mrs Kate Turner  
PP 2 – Mrs Lynn Eiszele and Mrs Chris Gribble

**Pre Primary Assistant:** Kate Millican - PP1  
Helen Asplin – PP2  
Amanda Novotny – PP2 (Friday)

**Principal:** Shane Doherty  
**Associate Principals:** Franca Dillon and Adriana Palermo  
**Manager Corporate Services:** Kylie Young  
**School Officers:** Gabriella Wall and Shona Lever

**Address:** 2-18 Lovegrove Avenue  
Bunbury WA 6230  
**Mail:** P O Box 1908  
Bunbury WA 6231

**Phone:** 9721 2660  
**School Email:** bunbury.ps@education.wa.edu.au  
**Website:** www.bunburyps.wa.edu.au

**Regional Education Office:** South West Education Office  
5th Floor, Bunbury Tower  
61 Victoria St  
BUNBURY WA 6230  
Phone: (08) 9791 0300



## School Year 2020

These are the dates children attend school

<b>Term 1</b>	Monday February 3 – Thursday April 9
<b>Term 2</b>	Tuesday April 28 - Friday July 3
<b>Term 3</b>	Tuesday July 21 - Friday September 25
<b>Term 4</b>	Monday October 12 - Thursday December 17

## School Development Days

**Your child does not attend school on school development days. Staff will be involved with professional learning, school planning, review and school development. School development days for 2020.**

Tuesday April 28 (Term 2) – to be confirmed  
Friday May 29 (Term 2)  
Monday July 20 (Term 3)  
Friday December 18 (Term 4)

***\*These are tentative dates and a change may occur before the end of 2020***

## Public Holidays (that fall during the term)

Labour Day	Monday March 2 (Term1)
Good Friday	Friday April 10 (Term 1)
ANZAC Day	Monday April 27 (Term 2)
Western Australia Day	Monday June 1 (Term 2)

## Session Times

Pre-Primary children attend full-time sessions 8:50am – 3:00pm, Monday to Friday, from the beginning of the year (with exception of the first day)



## Learning Really Does Begin At Home

The early years of your child's life are very important. As a parent/carer you can have a positive impact by creating a loving and safe environment for your family.

We know from research that nearly three quarters of a child's brain is 'wired' by the time they are five years old. That makes it the fastest period of growth and development in life. It is also the time when the foundations are laid for all later development and learning.

### How children learn best

Children learn best when they are happy, feel safe and have interesting things to do and interested people to help them.

Children are naturally curious, full of ideas and keen to learn about the world around them. They learn by playing, watching, listening, asking, talking, having time to think, doing and trying new things, practising and repeating the things they do, and getting feedback.



Learning should be spontaneous and feel like fun. Natural, unrehearsed everyday experiences you do with your child provide interesting news items and conversation starters with their peers.

### Play is a child's work

Play is a powerful and natural way for children to learn. Through play children develop physically, socially, emotionally and cognitively (intelligence).

Play involves climbing, making cubbies, dressing up, pretending, dancing, writing, counting, doing puzzles, drawing, reading, imagining, building things, making choices, exploring materials, testing ideas, developing confidence and so much more.

### What you can do

- Allow children to play every day.
- Help them make up their own activities and games.
- Give them cardboard boxes, balls, buckets, cushions, hula hoops and dress up clothes.
- Create spaces that are inviting and fun to play in; provide choice and activity; spark learning; and are safe.
- Join in the play – let your child lead and you be a follower
- Know when to step away from the play – it's as important as stepping into the play.

### Tips on helping your child

- Make learning fun.
- Follow your child's interests and choices – and build on them.
- Allow time for your child to solve problems and repeat things.
- Listen to your child and give them a voice.
- Be positive, patient and supportive.
- Teach them to watch, listen, think and question.



For more information about Pre-primary:

[www.education.wa.edu.au/web/at-school/pre-primary](http://www.education.wa.edu.au/web/at-school/pre-primary)

## Attendance

As pre-primary is the first year of **compulsory** schooling, parents/carers are expected to inform the school on the first day of any absence by giving a reason for the absence and a likely date of return. Please inform the school by one of the following options (only one of the options is required):

- Using the “Skoolbag” app. available for mobile phones
- Via E-mail: [bunbury.ps@education.wa.edu.au](mailto:bunbury.ps@education.wa.edu.au)
- Contacting the School via telephone: 9721 2660
- Calling in at the school office
- Speaking with your child’s teacher
- Sending a note to the teacher or the school office
- Providing a medical certificate or doctor’s note



Parents/carers are responsible for ensuring their child:

- Attends school regularly
- Arrives at school on time each day
- Is well rested and ready to learn
- Is picked up from school on time
- Wears the school uniform and a black wide brimmed or bucket hat
- Is only absent with reasonable cause and the school is informed on each occasion.
- Has a named water bottle and healthy choice recess and lunch.

Bunbury Primary School takes school attendance and punctuality very seriously. Ensuring your child attends school regularly, punctually and is collected on time is an important part of our home/school partnership.

Attendance is recorded in half days. The school attendance register is marked at the beginning of each school session both morning and afternoon. Reasons for absence are recorded. Unexplained absences are followed up with a letter to parents to find out the reason for the absence. Parents/carers are contacted if their child is frequently late.

## Behaviour Management

The **ZONES** of Regulation®

To help children understand the relationship between their feelings and behaviour, we talk about the Zones of Regulation. The Zones of Regulation Curriculum is designed to teach and foster self-regulation skills and emotional control. The strategies teach children about emotions, how these can impact on their behaviour and the tools they can use to get the best state of alertness for learning. The Zones of Regulation focuses on teaching children how to recognise and manage their Zone based upon the situation and the people around them. The four zones are:

**Red Zone:** describes extremely heightened states of uncontrolled alertness and intense emotion. This covers emotions such as alertness, devastation, terror and over-excitement

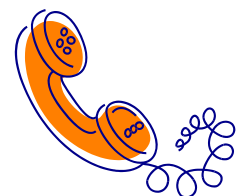
**Yellow Zone:** describes a heightened state of alertness, but the person still has some self-control. This includes emotions such as frustration, worry, silliness, anxiety and excitement.

**Green Zone:** describes a calm state of alertness. This includes being happy, calm, focussed and ready to learn

**Blue Zone:** describes a low state of alertness and arousal, where a person may be sad, tired, sick or bored.

## Emergency Contact Numbers

Please supply at least two current emergency contact numbers for your child. If your child is unwell one of these contacts will be advised only when the immediate family is unavailable.



**PLEASE KEEP THESE NUMBERS UP TO DATE by advising Pre-Primary staff and the front office staff of any changes.**

## Permission Requirements



It is our school's preference that no child shall arrive or depart from the Pre-Primary Centre unless accompanied by a parent or another adult. Please inform us of your arrangements if they involve sharing lifts with other children on a permanent basis. For your child's safety, it is necessary for you to phone or provide a written note informing us of a change to the usual pick up arrangements for a specific day. It is also extremely important that parents inform the school office and classroom teacher of specific custody arrangements that may affect access to their child. If you need to collect your child early, parents must complete the blue sign in/sign out register in the classroom or from the school office.

## School Guidelines and BPS Information Book

- The school has guidelines for Dress Code, Homework and other areas. These are available on our website or please ask for a copy in the office.
- We also encourage you to read our school Parent Information Handbook which is available on request from the office.

## Contributions & Charges

### Contributions (Payable at School Office - Term1):

Public schools are able to ask parents for a voluntary contribution as well as charges associated with optional programmes / activities and personal use items (Booklist)

Parents will be advised at the start of December about the actual amounts for each area.

### Special Activity Charges (Easter, Mother's Day etc)

Each special activity will be costed and then a note requesting payment will then be sent home. Children whose parents choose not to pay the charge will be offered an alternative educational activity.

### Personal Items list

Personal items lists are costed and sent out each year to enable parents to ensure their child has the correct personal stationery items at the start of each school year. As these are normally sent out in December a Personal Items List will be sent to you when they have been finalised.

### Contributions (Payable at School Office - Term1)

**\$60 Voluntary Contribution – for playground equipment and development.**

### P&C Voluntary Contributions (Payable at School Office - Term1):

**Dollars for Scholars (support for online learning programs) \$28 per family/per year**

**P&C Voluntary Fund Contributions - \$50 per family – to support school projects and programmes.**

During the course of the year students may have the option to participate in a number of activities such as, incursions/excursions, swimming lessons and other activities. Costs for these types of activities will be called for prior to the activity taking place and are usually paid to Class Teachers. Please refer to the Contributions and Charges worksheet for details on these activities (sent home at the start of December). Online payments are available or pay cash/cheque/eftpos at the office.

## P&C Meetings

Our Parents and Citizen's Association (P&C) actively supports the school through fundraising for specific projects and advocacy (in association with the School Board). These meetings also provide a forum for parents to find out more about our school.

The P&C meets each term at 9.00am on a Wednesday in weeks 3 and 8 in the Staff Room. New members are always welcome.



## Medical

When asked to complete a student information sheet for our records, please ensure that you include **all** relevant information that we may need in order to deal with long term medical conditions such as allergies, asthma or epilepsy.

Some parents may need to complete a Medical Care Plan through the school office. Please let us know about any relevant infectious diseases that may affect your child or other family members in the course of the year. Current Health Department policy requires schools to temporarily exclude children who have not been immunised against measles in the case of an outbreak.



Coughs, colds and stomach upsets tend to go in cycles. It is best for children with these symptoms to be kept at home to reduce the chances of other children contracting the infection. We realise that children often want to come to school in spite of these, but please, for their sake, keep them home.

### Medication:

If your child requires medication whilst at Pre-Primary, the medication instruction forms regarding dosage, times and any other relevant information must be completed. These forms are available from the school office. All medication must be held by the teacher.

### Nut Allergies:

A number of children at Bunbury Primary School suffer severe reactions to nut products. Parents are asked to help us provide a safe environment for these children by not sending nuts or nut products to school (eg Nutella). If your child has any type of allergy, please complete the appropriate documentation available at the school office and notify your classroom teacher.

## Infectious Diseases Exclusion Information

Infectious Disease	Guidelines for Exclusion
German Measles (Rubella)	Exclude from school until fully recovered. At least 5 days from onset of rash.
Measles	Re-admit on medical certificate or 7 days after onset of rash, if child is well enough.
Whooping Cough (Pertussis)	Exclude for 21 days from the onset of illness or for 5 days after starting anti-biotic treatment.
Head Lice	Exclude until the day after treatment has commenced.
Hepatitis A	Re admit on medical certificate recovery.
Ringworm	Exclude until the day after treatment has commenced.
Scabies	Exclude until the day after treatment has commenced.
School Sores	Exclude until 24 hours after anti-biotic treatment has commenced. Lesions on exposed skin must be covered with water proof dressings.
Mumps	Re admit on medical certificate recovery.
Chicken Pox	Exclude until the last blister has scabbed over.
Conjunctivitis	Exclude until the discharge from the eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased and child is feeling well again
Influenza like illness	Re-admit on recovery.

## Referrals to Specialist Services

Throughout Pre-Primary, a profile of your child's development is maintained. Samples of artwork, writing and directed tasks are collected along with observational checklists to assess the overall development of your child.

Children who appear to be having developmental or health problems, which are causing concern to parents and/or the classroom teacher, can be referred to appropriate support services (i.e. Bunbury Health Services or the School Psychologist). This only happens with the knowledge and consent of parents.

## Notices & Newsletters

The school newsletter will be sent home on a three weekly basis via our School App and/or email, informing you of whole school events and celebrations. Newsletters are also available on our website. (Enquire at the office).

Notes will be sent home from time to time with specific classroom issues.

## Parent Involvement

Parents and special visitors are welcome in the Pre-Primary for morning activities. At the beginning of each term a voluntary "Parent Roster" sheet will appear on the white board, where it will stay for parents to mark in days when they would like to come in and help for a session. Simply write your name on a morning convenient for you. If anyone other than parent/guardians would like to help on the Parent roster, it is Department of Education policy that they must have a current Working with Children Card.

The time you spend at school is very precious to both your child and Pre Primary staff. You can choose to help out with activities or join in with the regular routines, observe your child interacting with others or just enjoy playing with your child and their friends. Younger siblings are most welcome to attend but are under your care and supervision.

If you have any special skills, interests, talents or ideas that might enrich our program during the year, please share them with Pre Primary staff. Parents are very welcome to attend excursions, special days (Mother's Day Afternoon Tea, Father's Night) and whole school events, such as athletics carnivals.



## Road Safety

We believe that road safety is a very important issue around our school. Traffic can become congested at school start and finish times. To ensure the safety of your child as well as others, please ensure that your child is supervised by an adult at all times in and around the school, especially in car parks. Holding your child's hand and modelling safe pedestrian behaviours will help educate them about the importance of road safety and keep our school environment safe. If possible, park away from the school and walk to school. Please refrain from parking in the Staff Carpark.

## Birthdays



Birthdays are a wonderful time for children and most children enjoy a small celebration at school. Of course, this is not compulsory. Parents can inform us of any religious or other factors that may conflict with the celebration of birthdays. The easiest way to celebrate a birthday is to bring in cup cakes to share for morning or afternoon tea (the teacher can tell you how many to bring and inform you of any allergies).

## Library

Children with a library bag can borrow one book from the school library each week. Children keep their chosen book for a week, returning it the following week for exchange.

We rely on parents to help us to teach children appropriate use and care of books. Please inform us of damage to books so that we can repair them promptly. If possible, library bags should be waterproof.

## What to Wear to Pre-Primary

**Shoes:** Joggers, soft-soled shoes or sandals are best for play at Pre-Primary. Slippery sole shoes can be a hazard on outdoor equipment.

**Clothing:** Pre Primary is the first compulsory year of schooling. Your child is expected to wear the school uniform in accordance with the school guidelines. A copy of the School Uniform Guidelines is available in the Parent Information pack. School uniforms can be purchased online via Quickcliq and also through the Administration Office. Please keep an extra set of clothes, (including underwear), at all times in your child's bag for emergencies; this does not need to be a uniform.



## Caring for our property



We encourage the Pre-Primary children to put shoes, jumpers etc, into their bag as soon as they are removed, but it can be difficult to keep track of all items. Please ensure your child has a suitable sized bag to carry lunch box, change of clothes and library bag.

**Please label ALL personal items (clothing and footwear, drink bottles, lunch boxes etc) for easy identification.**

Lost property items are stored in a container in your child's classroom. Please check this container regularly. When labelling items please use both upper and lower case letters (i.e. Mary rather than MARY) as this reflects how we teach the children to print and read.



## What to Bring Everyday A labelled drink bottle full of water

1. A labelled school backpack
2. Lunch in a labelled lunchbox. Please supply recess food such as fruit, vegetables, crackers, cheese, or dried fruit in a separate container. **Please keep sugary treats for home.**
3. A labelled broad brimmed or bucket hat to wear every day. As a Sun Smart school hats are required for outdoor play throughout the entire year.
4. **An extra set of clothes, including underwear, in your child's bag for emergencies.**

## Recyclable Material

Just about anything can be useful to us in the Pre-Primary and we appreciate your efforts in gathering up bits and pieces for us to create with. We sometimes need special items for specific activities and requests for these will be posted on the notice board.

Plastic icecream containers  
Carpet off-cuts  
Margarine containers  
Scraps of lace / ribbon  
Screw top lids  
Pop sticks  
Round plastic lids  
Costume jewellery  
Egg cartons  
Clothes for dress ups  
Sequins  
Shoes for dress ups  
Lengths of materials/scraps

Bags / hats for dress ups  
Wool  
Foam packing beads  
Cardboard tubes  
Pine / wood off cuts  
Sweet wrapper  
Seashells  
Easter egg foils  
Takeaway containers  
Wrapping paper  
Film canisters  
Cards  
Match boxes

Feathers  
Bottle tops  
Corks  
Buttons  
Lino off cuts / samples  
Felt scraps  
Coloured card  
Streamers  
Dried beans, split peas, etc.  
Wood / plastic beads



Over the Christmas holidays lots of collage materials can also be saved and recycled.

Corks, Christmas wrapping, Christmas cards, tinsel, wool, old lace, plastic lids from milk or juice containers, lolly wraps, ribbon, carpet pieces, gladwrap rolls, material flowers, old plastic mixing bowls, old plastic dinner sets, cups, jugs, spatulas, suitable for the home corner.

Old metal pots, pans, teapots and kettles.

Old plastic table and chairs, suitable for outdoor use by the children.

Beads, buttons, cookie cutters, curtain rings, jelly moulds, small plastic boats.

Ladies' dresses, gloves, hats, shoes and dance costumes.

Men's trousers, shirts, ties, shoes and hats.

## Canteen

Children in Pre Primary may order their lunch from the school canteen on Tuesday to Friday (Canteen is NOT open on Monday). Please order online at home before school. Lunches and recess are delivered to the classroom (at the designated times).



## Excursions and Performances

During the year, the learning programme may include excursions to local places of interest. Your child will also attend whole school performances and exhibitions. Parents will be advised of these events and consent forms will be sent home to be signed.

Pre-Primary students attend swimming lessons with the whole school. Please label all items including goggles, towel, bathers and underwear. Students require thongs to walk to and from the bus and to walk into the pool.

## First Day of Pre-Primary 2020

For the first day of Pre-Primary 2020, students only need to attend half a day of school. This half day plan will allow students to get used to the centre without it being too overwhelming. The rest of the week is structured in full days so children are given the opportunity to completely familiarise themselves with Pre-Primary. Class lists to inform you of your child's form room, PP1 or PP2, will be posted outside the Administration Office on the afternoon of Friday January 31. This information will also let you know if you are in Group A or B for the purposes of the first half day plan. Please only attend the correct group, A or B for this familiarisation session.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	<b>Feb 3</b> <b>Half Day</b> <b>Group A</b> 8.50 – 11.45 <b>Group B</b> 12.15 – 3.00	<b>4</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>5</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>6</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>7</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00
2	<b>10</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>11</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>12</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>13</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00	<b>14</b> <b>All Students</b> <b>Full Day</b> 8.50 – 3.00

## What to do on the First Day of Pre-Primary

Your child's first day at Pre-Primary can be a little unsettling and emotional if you are a first time parent. The children are usually fine.

We hope that your child will be feeling comfortable about school and looking forward to Pre-Primary. Children are all different and we expect different levels of confidence in the first couple of weeks. Some children (and parents) may shed a few tears when you leave on the first day, but experience tells us that this is usually very brief and they are soon busy and occupied.

You can help us provide a smooth start to the year by following these steps:

1. Come into the classroom with your child and either the Teacher or the Education Assistant will greet you.
2. We will show you where to put your recess container and drink bottle and show you where the toilets are.
3. Locate your child's name tag and pin it on, place their bag on the bag rack outside the classroom.
4. Have a look around the Pre-Primary and then join all the other children and parents on the mat to do some puzzles or read a book.
5. We will ring a bell to indicate parents are to leave, have a kiss and a hug, and tell your child you will be back soon to pick them up and hear all about their day. If your child becomes upset, we can take them for lots of extra T.L.C., or you can stay until you feel comfortable about leaving, but please do not linger once you have said goodbye.
6. If your child is still upset later in the session, we will contact you to discuss how we can work together to settle your child. Remember this first experience helps set the foundation for your child's confidence and emotional well-being for the school year

## Information on the Pre Primary On-Entry Assessment Program

### What is the On-Entry program?

The On-Entry program is a point in time assessment, presented as Literacy and Numeracy online interviews, providing teachers with valuable information on children's current understandings



### Why is the program being conducted?

In 2006 the Council of Australian Governments (COAG) agreed that an 'on-entry' assessment program be introduced across all states and territories by 2010. The main objective of the program in Western Australia is to provide information to assist teachers in developing informed and intentional teaching for PLAY BASED programs, reflective of each child's needs.

### What is 'intentional teaching'?

Department of Education's Early Childhood Branch, defines intentional teaching – "Intentional teaching involves educators being deliberate, purposeful and thoughtful in their decisions and action..."

### Who will participate in the program?

The On-Entry assessment On Entry program – Literacy and Numeracy Modules 1 involves all pre-primary children in West Australian public schools.

The classroom teacher conducts the interviews with each **child**.

### When will the program be conducted?

Literacy and Numeracy Modules 1 interviews will be conducted during Weeks 3 – 8 of Term 1, 2020.

### Informing parents

Before the assessment period in Term 1 parents will receive a letter from our school, providing information on the On-Entry program.

### The On Entry Assessment

The Western Australian On-Entry Assessment Program includes: An Online Interview for Literacy (OLI-L) and Numeracy (OLI-N)

Students should be given the opportunity to participate in the program. Children benefit when your classroom teacher is able to collect information to help in the planning of activities targeted to your child's needs.

### Exemptions

Students who can be exempt:

- those who have an identified disability
- those who are newly arrived in the country
- those who are born in Australia and come to school with limited English language

### Withdrawals

A parent may elect to withdraw their child from the assessments.

*Assessing all students early in their schooling means that those at risk in critical aspects of literacy and numeracy can be identified and appropriate action can be taken straight away.*

### Website

Parents can access the On-Entry website (For Parents section) for general information on the On-Entry program.

<http://det.wa.edu.au/educationalmeasurement/detcms/navigation/on-entry/>

# Notes

