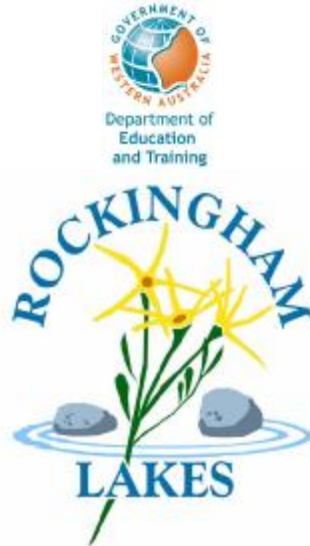


# Rockingham Lakes Primary School Kindergarten Handbook



## Contact Information

School Address:	La Guardia Loop Port Kennedy WA 6172
Phone:	(08) 9593 9000
Fax:	(08) 9593 9022
Web:	<a href="http://www.rockinghamlakes@det.wa.edu.au">www.rockinghamlakes@det.wa.edu.au</a>
Email:	<a href="mailto:RockinghamLakes.ps@det.wa.edu.au">RockinghamLakes.ps@det.wa.edu.au</a>
District:	Fremantle Peel
Principal:	Mr Kim Kinnear
Deputy Principals:	Mrs Carol Bailey Mr Bradden Mitchell
Registrar:	Mrs Jo Gow
School Officer:	Mrs Karen O'Loughlin

Rockingham Lakes Primary School  
Is A Nut Friendly School



## Welcome to Rockingham Lakes Primary School

Kindergarten is your child's first step into formal education and we plan to ensure it is an enjoyable and rewarding year.

When students enter kindergarten they bring with them differing knowledge, skills and values based on their previous experiences. At Rockingham Lakes Primary School all students are seen as individuals and have their previous experiences and learning styles catered for. Staff are very much aware of the differing developmental progress students will make during their time in kindergarten.

There are five Developmental Domains that the kindergarten teachers plan, monitor and assess the students' progress in. They are:

- Physical development
- Cognitive i.e. numeracy, knowledge and understanding of the world
- Language
- Social emotional development
- Creativity

Rockingham Lakes Primary School focuses on ensuring our young people have the opportunity to develop the skills and understandings necessary to meet the challenges of the future. Within this focus, we aim to provide students with a quality educational environment in which they feel safe to learn and to enjoy their schooling.

We hope you and your children enjoy Rockingham Lakes Primary School and the many opportunities available to you.

On behalf of our school community I welcome you to Rockingham Lakes Primary School.

*Kim Kinnear*  
*Principal*



## Kindergarten Information and Procedures

### Groups

Each group will attend three sessions per week, a morning session, an afternoon session and one full day.

Group A	Monday am, all day Thursday and Friday pm
Group B	Monday pm, all day Wednesday and Friday am

Parents please note that Tuesday is a non-contact for the staff, in which they carry out preparation for the following week's activities, program and update records and interview parents. Should you wish to discuss your child's progress, this is the best time to contact the teacher.

### Session Times

8.45am—11.45am

12.30pm—3.00pm

### What To Bring Everyday

- One piece of fruit, to be shared for morning or afternoon tea. Vegetables, cheese or dried fruit can also be brought to add some variety.
- A hat to be kept in the child's bag at all times. School hats are recommended and are available from the Uniform Shop on Tuesday and Thursday morning from 8:30am – 9:00am. Please ensure that the hat is slouch, broad brimmed or legionnaire's style as these offer maximum sun protection. Hats are compulsory in Terms 1 & 4. The school has a 'no hat no play' policy in these terms.
- It is also recommended that you apply sunscreen to your child before they attend each session.
- A bag for personal belongings, eg fruit, hat and to carry work home in.
- A change of clothes (in case of "accidents" or if your child gets wet during activities or play).

### What Should Your Child Wear

School uniform. Preferably shorts or tracksuits suitable for climbing, sliding, mat work etc. We like children to wear shoes as taking them off and putting them back on is a skill they learn. Easy slip on shoes or sneakers for winter and sandals for summer is preferable. Thongs are not considered safe and appropriate.

**PLEASE MAKE SURE ALL THE ABOVE ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.**

## Safety

All parents must deliver their child to the teacher inside the Kindergarten. Children must not be dropped off in the car park or left outside the Kindergarten to walk in alone.

If someone different is to pick up your child, parents must complete all details in the register, which will be kept inside the door of the kindergarten or send a note to the teacher. Please clarify these arrangements with the teacher.

## What will your child do at kindergarten?

Children at this age learn best through play. Your child will play, but don't dismiss this statement lightly. The play is carefully planned by teachers and suited to the needs of the children. Children will learn skills, knowledge and ideas through this play.

## How does a child learn?

1. By first hand experience – this is essential and is basic to all learning throughout life. It comes through seeing, touching, hearing, smelling, tasting, and using whole body movements and feelings (emotions). All the senses are used in forming a concept and understanding.
2. The child must also personally re-construct his/her experience through play. Play is a vital part of the kindergarten programme which can be seen wherever the children are – in the home corner, playing with dough, busy with art activities, either inside or outside. Play to a child is work, and by doing something is how a child learns.
3. A child also learns by questioning. How often do we hear how, when, why? A child is usually sincere in wanting to know and the continued questioning is how he/she sorts him/herself into the scheme of things.
4. By reasoning – a child's reasoning is often not like an adult's because experience is limited; therefore, the conclusions reached may not be very accurate. However, we must encourage reasoning and help to develop understanding.

## Parent Involvement

A parent roster is available in each room so that you are able to spend a session with your child. We encourage someone special in your child's life to join the sessions regularly. Children love to share their experiences. We will ask you to meet with the teachers early in the year on a formal basis. This will allow our teachers to gain some specific information about your child. It is most important that you attend these meetings. Communication between home and school is vital.

## General Information

### Absences

Under section 25 of the School Education Act 1999, parents are required to notify the school of the reason for their child's absence as soon as possible or within three days of the first day of absence. At Rockingham Lakes Primary School, parents are requested to advise their class teacher in writing of the reason for their child's absence on the child's return to school or within three days of the child's first day of absence to meet with the requirements of the Education Act.

### Accidents

If your child is injured or becomes ill, all care and attention will be given and we will endeavour to contact you. In an emergency the school may need to seek outside medical assistance which may incur some cost to you. To ensure we can contact you, please notify the school of any change of address or telephone number.

### Behaviour Management

In the interests of the school community, it is important that parents, teachers and students work together to ensure high standards of behaviour. At Rockingham Lakes Primary School we pride ourselves on our record of high standards of student behaviour.

The key to maintaining these high standards which ensure an effective learning environment for students, is respect and care for others. Parents, as members of our school community with teachers and students, are asked to encourage their children to support these values.

If you have concerns about your child's behaviour please contact your child's teacher. Teachers will contact you if they have concerns. Good communication will nip any problems in the bud. Please contact the school Deputy or Principal if your concerns are not addressed.

### Communicable Diseases

*This information is provided by the Health Department.*

**Chicken Pox** - Exclude from school. Return to school 5 days from the appearance of the red watery blisters, if the child is well.

**Measles** – Exclude from School. Return to school 4 days after the onset of the rash if well. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school



**Ringworm**—Exclude from school until the day after treatment has commenced. Ointment is available from chemists.

**Rubella (German Measles)** – Exclude from school for 4 days after onset of rash.

**Head Lice (Pediculosis)** – The Health Department recommends that long hair should be tied back to help combat head lice. Children should be excluded from school until effective treatment has been given and all nits removed from the hair.

Contacts are not excluded but should also be treated as a precautionary measure, as should all sheets, pillows etc. *Parents must check their children regularly.*

**Hepatitis** – Transmitted through contact with infected persons. Incubation period around 30 days. Excluded from school for 4 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.

**Conjunctivitis** - Discharging inflamed eyes. Must be excluded from school until discharge is cleared.

**Herpes (Cold Sores)** – On or around mouth or face. Young children unable to comply with good oral hygiene practices should be excluded whilst lesions are uncovered and weeping. Lesions in children attending school should be covered by a dressing, where possible.

**Hand, Foot and Mouth Disease** – Excluded from school until all blisters have crusted. Contacts are not excluded.

### Delivery and Collection of Children

For the safety of your child, please do not let him/her walk into class unsupervised. Please remain with your child until the door is open at 8.45am. Please ensure you are waiting when your child is dismissed at 3.00pm. Please advise if anyone other than the usual parent is to collect your child. If this is to become a regular arrangement, please inform us in writing.

### Dress Code

The School Council has established a School Dress Code for all students. The P&C supports the Dress Code by operating the Uniform Shop. This is open every Tuesday and Thursday morning from 8.30am to 9.00am. All students are expected to wear school uniform.

*Headwear*—A hat is to be worn for outdoor activities in Term 1 and Term 4.

*Footwear*—Covered shoes or sandals are recommended. For sporting activities appropriate footwear is encouraged.

*Clothing*—A wide range of uniform options is available from the School Uniform Shop managed by the P&C. The Uniform Shop is opened before school on a regular basis.

### Enrolments

Enrolment is completed at the school office. It is essential that all personal and medical details provided at enrolment are updated and current. It is vital that, in an emergency, we should be able to reach parents/caregivers immediately. If parents/caregivers are unable to be contacted it is important that the person(s) used as emergency contact(s) have their details updated as necessary.

### Excursions

Teachers use excursions to support student learning programmes. Every care is taken to keep the costs to a minimum. Under the Department of Education and Training's Excursion Policy a Medical/Consent form is required to be taken on excursions by the teacher. Students are not permitted to attend excursions without these forms being completed.



# Rockingham Lakes Primary School

## Kindergarten Handbook



### Health

If you suspect your child is unwell, we stress the importance of keeping him/her at home. Infections can spread very quickly at school and children are very susceptible. An unwell child does not learn effectively. Please notify us on 9593 9000 of any serious infectious disease your child may contract.

### Leaving School Grounds

Children are not allowed to leave the school grounds, during school hours, without a prior request from parents. Parents/Caregivers who wish to collect their child between 8.45am and 3.05pm should come to the office to sign their child out.

### Library

Our school has a fully automated library. Children have access to the library for weekly sessions. Students are encouraged to borrow books on these occasions. If books are lost, parents are asked to pay for the cost of the book.

### Lost Property

Lost property is located in each room. Parents are requested to *clearly label* all items of clothing and school items with student's names.

### Medication

From time to time, parents request that children be given medication at school. This cannot be done unless a health care authorisation is completed. Please see the School Office for this.

### Money, Toys and Valuables

Children are not to bring valuables to school as their security cannot be guaranteed. Parents are also asked to discourage students from bringing toys to school. There will be times when children are asked to bring something special from home for news or special activities.

### Newsletters

School newsletters will be distributed to all families and will be sent home with the oldest child in each family fortnightly on Thursday afternoon.

### Parent Information Sessions

Parent Information sessions are held at the beginning of each year. Additional information sessions are held throughout the year.

### Parent / Teacher Interviews

Parents are encouraged to visit the school to discuss with the class teacher or administration any concerns they may have regarding their child. To best facilitate these discussions please arrange an appointment prior to the meeting so we may discuss these matters without interruption.

### Parents' and Citizens' Association

The Parents' and Citizens' Association (P&C) has a very valuable role to play in the development of the school's resources and facilities. Its purpose is to assist the school in providing a better education for our children. All parents are invited to attend the regular P&C meetings and take part in activities organised by the group. The P&C meets on the first Tuesday of each month in the staffroom at 7.00pm.

## Parking

Parking around the school grounds is very restricted. Parents dropping off and picking up students are requested to take great care and to observe all traffic laws. Everyone's cooperation is needed to ensure the safety of our children. To ensure children's safety, parents are **not to use staff car parks** when dropping off or picking up their child.

## Punctuality

In being punctual, arriving on time and collecting children promptly, your child will feel more secure. There is nothing more upsetting or unsettling to a child, who is making his first step away from home alone, to doubt if their parent is really coming back. Children arriving late for a session disrupt other children and the learning session. Children are kept inside at the end of each session until parents arrive. Please come to the door when collecting your child.

## School Council

The School Council is constituted according to the Education Act (1999) and consists of elected parent representatives, community representatives, staff members and the school principal. The council meets twice per term. Its key roles are:

- setting the strategic direction of the school
- endorsing the school budget
- endorsing school charges and contributions
- consulting in setting Behaviour Management Policy and School Dress Code
- monitoring the performance of the school on behalf of parents
- contributing to the School Report.

## School Psychologist

The services of a school psychologist are available to parents and students. Teachers refer children who require this specialist attention in consultation with parents and with parent permission. Parents may refer their child to the psychologist in consultation with the classroom teacher. In addition staff may identify students in need of support from outside agencies including Speech and Occupational Therapists.

## School Uniform Shop

The uniform shop is run by the P&C Association and is located in the undercover area and is open on Tuesday and Thursday mornings from 8.30am to 9.00am. Good quality second hand clothing is also available from the Be Proud uniform shop on assembly mornings.

## Student Requirements (Personal Use Items Lists)

Government funds provide most resources used by children. However, personal items of stationery and some books, remain the responsibility of parents. Near the end of each year, class requirement lists will be distributed with a schedule of Charges and Contributions. The school has arranged with Wooldridges to offer a service for those who choose to have their orders made up ready for collection from their Mandurah store. A percentage of sales is donated back to the school for purchase of resources to be used by all children.

## Supporting Students

What should you do if you are concerned about your child?

*Speak to your child's teacher.*

- Make an appointment with the teacher.
- Let the teacher know what you want to talk about.  
*Before the meeting, be clear about the issue that concerns you.*
- Prepare for your meeting with the teacher by thinking about and writing down what worries you.  
*Think about what you would like to see happen.*
- Prepare for the meeting by thinking about what you would like to see happen to improve things.  
*At the meeting, express your concerns and discuss options.*
- At the meeting, be clear about your reason for being there and what you'd like to aim for.
- Make sure you understand and are happy with what is decided at the meeting.
- Arrange for some way of being kept informed about what is happening at school.  
*Support the teacher and the plan of action decided upon.*
- Keep in touch with your child's teacher.
- Support and help with the plan of action proposed by the teacher or worked out between you.  
*Monitor the situation.*
- If, after a reasonable period of time, things don't improve, get further help. Do this in consultation with your child's teacher.  
*Speak to the Principal or Administration Team.*
- Make an appointment to see the Principal. Explain your concerns and the actions you have taken so far.
- Aim to find a way of addressing your child's needs.



