



PARENT INFORMATION HANDBOOK

2020

46 Hensman Street
South Perth WA 6151

ABN 43 010 823 669



ACKNOWLEDGEMENT OF COUNTRY

We give ourselves a moment to take a breath and remind ourselves we are all connected to our kindy - its land, animals, birds, plants and people.

We thank the Wadjuk Noongar people for caring for Mother Earth for thousands of years.

We hold hands and walk together into tomorrow as we promise to care for this land.

Mother Earth will look after us.

**Hensman
StreetKindy**

Welcome to Hensman Street Elementary

This Parent Information Handbook provides you with information about Hensman Street Elementary. It comprises our philosophy, values, objectives and a summary of policies and procedures. Please take the time to review it and should you have further queries, additional information can be provided upon request.

Hensman Street Elementary

- Is a Little Scientists school
- Is Sunsmart
- Is a Crunch and Sip school
- Is Allergy Aware
- Is Smoke Free
- Is Inclusive for all

School Details

School Board:	President Vice President Treasurer Secretary Compliance Director Grants Coordinator School Development Manager Curriculum Director
School Development Manager:	Mrs Tanya Steers
Telephone:	9474 9066
Address:	46 Hensman Street, South Perth WA 6151
School Hours:	8.30am-2.30pm Classroom time
Police:	9222 1111
Kensington Police:	9474 7555
Email:	office@hensmanstreet.wa.edu.au
Enrolments:	enrol@hensmanstreet.wa.edu.au
School Board:	board@hensmanstreet.wa.edu.au
School Website:	www.hensmanstreet.wa.edu.au

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Our Philosophy

Our community based school with a focus on early years is a rich and creative environment where young children have the time and space to play, learn and thrive.

Philosophy Statement for Hensman Street Pre-School Inc.

Founded in 1977, Hensman Street Pre-School Incorporated (known as Hensman Street School or Hensman Street Elementary) began as a three-year-old pre-school and is registered with the Department of Education Services WA (DES) and is an affiliate member of the Australian Independent Schools Association WA (AISWA). Today, Hensman Street Elementary offers play-based programs tailored to the needs and interests of children, using *The Early Years Learning Framework* and is governed by the National Quality Standards for three-six year-old education, prescribed by Federal and State Governments.

In 2016, the School earned its accreditation as a Little Scientist House school, the first in WA. The Little Scientists' House program has been designed to facilitate children's curiosity for science, technology, engineering and mathematics through age-appropriate, fun and playful experiments during their early years. Its aim is to spark teachers' and educators' interest in STEM (Science, Technology, Engineering and Mathematics) by encouraging them to explore new concepts and ideas interactively with their classes.

Children are encouraged to freely explore the school environment and develop an enjoyment of learning, whilst being guided by the Schools dedicated staff. Children in the Early years will be supported and encouraged to develop five key dispositions to support their learning:

1. Emotional resilience
2. Social confidence
3. Self motivation
4. Persistence
5. Resourcefulness

At Hensman Street Elementary we believe every child is unique. The most powerful way children learn, is through play and children need the opportunity to develop life skills which enable them to thrive in an ever-changing world. Learning experiences will be interesting, inviting and challenging, allowing children to build on existing knowledge, judge and calculate risk and discover new learning.

The three, four & five year-old School programs are developed by tertiary qualified Early Childhood Educators, providing broad, balanced and flexible learning opportunities, allowing access and participation by all children. Our teachers will:

- Assess and support the individual learning, development and level of wellbeing of children through interaction, observation and record keeping;
- Plan experiences and activities that allow children to construct knowledge and understanding, enhancing their social, emotional, physical, intellectual and creative development;
- Report to parents on their child's development through visual displays, formal and informal discussions and e-portfolios; and
- Be approachable and professional.

To enhance each child's learning, Hensman Street Elementary strives to provide a learning environment that is safe and welcoming, accessible and creative, yet challenging and evolving. Our staff are the key to providing this learning environment. To best cater for the educational needs of children, we

- Have respect for individual differences, needs and strengths amongst all staff and the School Board;
- Have open communication and are responsive to colleagues and School Board ideas and needs;
- Share roles and responsibilities and work as a co-operative and supportive team together, and with the School Board;
- Seek professional challenges to improve programming and facilities benefiting the interests of the School's community.

Many people contribute to the successful running of the School. All involved contribute to the best of their ability to support the children's learning and growth as well as to maintain this education facility for future years. There is encouragement of children, families and staff to participate in the running of the School through Board involvement, busy bees and social events. These are active functions critical to maintaining the School's existence. Being an independent, community-led kindergarten, Hensman Street Elementary values the links between home, school and the wider community and works in partnership with all groups to provide the best start for each child.

Values and Objectives

Values

- Respect
- Integrity
- Empathy
- Knowledge
- Growth
- Community
- Honesty
- Inclusiveness

Objectives

- To help children develop basic skills (including emotional resilience, social confidence, self-motivation, persistence and resourcefulness), which will assist children to succeed at school and life. This will be achieved by provision of a high-quality education program;
- Support and promotion of each child's learning and developmental needs (social, emotional, physical, intellectual and creative);
- Promotion of fun and play;
- Provision of a safe, secure and caring environment for children, staff and parents;

- Promotion and encouragement of family participation at Hensman Street Elementary.

Curriculum Framework

The Early Years Learning Framework (EYLF) is the National Education Curriculum for children aged 0-5 years. The fundamentals behind EYLF are:

Belonging: Children being connected to family, culture and place.

Being: For children to be able to seek and make meaning of their world.

Becoming: Identifies children’s knowledge, understanding, capacities, skills and relationships.

Principles – Are based on early childhood theories and research -

- Secure, respectful and reciprocal relationships;
- Partnerships;
- High expectations and equity;
- Respect for diversity;
- Ongoing learning and reflective practice.

Practice – EYLF is taught through -

- Holistic approaches;
- Responsiveness to children;
- Learning through play;
- Intentional teaching;
- Learning environments;
- Cultural competence;
- Continuity of learning transitions; and
- Assessment for learning – children’s work samples.

Learning Outcomes – Children are taught to -

- have a strong sense of identity;
- become connected with and contribute to their world;
- have a strong sense of wellbeing – motor and self-help skills;
- be confident and involved learners; and
- become effective communicators – Literacy and Numeracy.

Linked with the Western Australian Curriculum Guidelines delivered in an age appropriate play based child led environment is how Hensman Street Elementary differentiates itself within the education community.

Acknowledgement of Country and Cultural Competence

The School is committed to continuing to develop knowledge and understanding about Australian Aboriginal cultures, and deepening children's connection to the natural environment. Through reciting an 'Acknowledgement of Country' message with the children each morning and incorporating Noongar words into daily teachings the School embraces learning about Noongar culture and language. The School is developing a Reconciliation Action Plan (RAP) as a formal commitment to Reconciliation between Aboriginal and non-Aboriginal people. The RAP provides a framework that supports the development of relationships, respect and opportunities in the classroom, around the school and with the community.

Parents and carers involvement in the RAP Working Group is welcomed and encouraged. Please speak with your teacher or the School Development Manager for more information should you wish to be involved in the RAP Working Group.

Absences

Should your child be absent from school, please email the school to let them know your child will not be in attendance. Our website has an absentee form that can be filled in quickly. Emails can be sent to office@hensmanstreet.wa.edu.au

An Attendance Register is a legal database and the school is required to keep all information up to date. The Attendance Register is monitored weekly.

Allergy Aware

Hensman Street Elementary is an ALLERGY AWARE school. This means Hensman Street Elementary minimises the risk to children with food and other related anaphylaxis (e.g. nuts, eggs, honey, bees etc.) by asking staff and children not to bring in foods containing allergens (e.g. peanut butter) and writing down the ingredients of any food to be shared (e.g. birthday cakes). Children with food allergies are required to bring alternative cupcakes which will be labelled and stored in the freezer. The school will take special precautions to minimise the risk to children who have fruit and vegetable allergies during Crunch and Sip sessions (see page 11).

Behaviour Management

The School's Behaviour Management Policy is based on our core values and behaviour management is a key focus for our school community. All children have the right to come to school to learn, be safe, be happy and have fun. A low-key informal approach is used in minor instances. Moderate incidents are managed by staff, whereby problems are resolved through a reflective process including consequences, and children are encouraged to discuss the process with their family. In more serious incidents, parents are advised and work in partnership with the school to support the child.

Parents are encouraged to speak to staff regarding issues involving another child, should they feel it requires follow up. It is not the responsibility of the parent to follow up with another child or family. The school also encourages parents to maintain confidentiality and not discuss issues with other parents.

For more information on Behaviour Management, please view our Policy.

2020 Public Holidays

- a) Labour Day – Monday 2nd March
- b) Good Friday/Easter Monday – Friday 10th April- Monday – Monday 13th April
- c) ANZAC Day – Saturday 25th April – additional day Monday 27th April
- d) Western Australia Day – Monday 1st June
- e) Queen’s Birthday – Monday 28th of September

Family Code of Conduct

Respect Courtesy Negotiation Support

- We will speak to all staff, parents, children, Board members and friends in a respectful and courteous manner.
- We will respect each other’s ideas.
- We will support and encourage one other.
- If there is a disagreement during our class, we will try to talk it over and negotiate. If we can’t work it out ourselves, we will ask our teacher to help.
- We will not allow bullying or harassment in our school. If we see bullying or harassment, we will remind the person doing it about our rule and we will support the person being bullied.
- Whilst on duty, we will maintain confidentiality at all times.
- Whilst on duty, we will carry out our duties in a competent and conscientious manner, and participate wholeheartedly in all group and individual activities.
- Whilst on duty, we will comply with all lawful directions.

For more information on our Code of Conduct, please view our Parent Help Policy.

Communication

Hensman Street Elementary uses electronic communication where possible, to reduce the impact on the environment as well as conserve costs.

Communication is through:

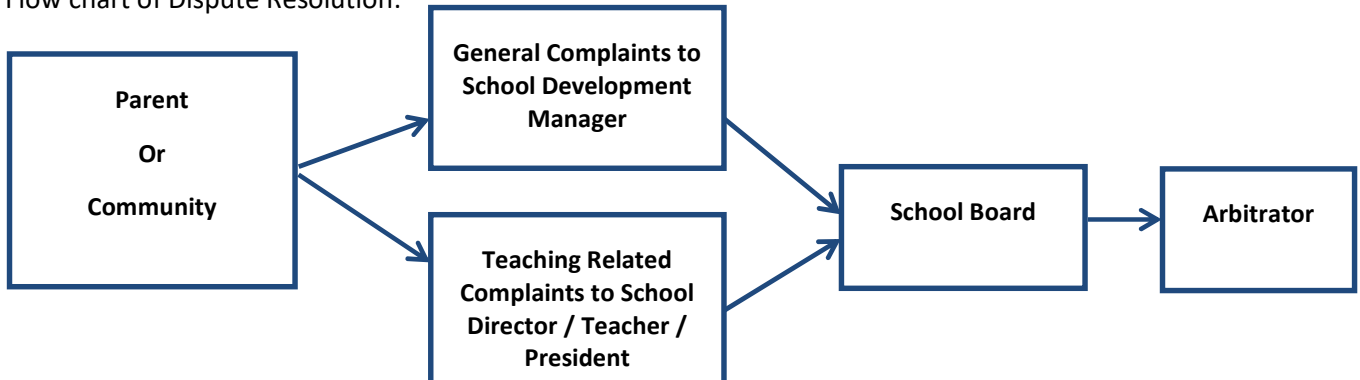
- Current website; Parent orientation night; Parent information nights; Parent Information Handbook; Notice Board; and Educa (class stories, newsletters and notes).

Should you have any queries with the above, please advise the School Development Manager as soon as possible to ensure that you do not miss out on important information.

Dispute Resolution

Hensman Street Elementary has a Dispute Resolution Policy which is available to all parents at the School and via the website.

Flow chart of Dispute Resolution:



If the dispute is not resolved, the parties involved will be directed to a mutually agreed independent third party for arbitration (Henderson Power and Associates – 7/3 Ednah Street Como WA 6152 phone 9474 5777).

The Hensman Street Board have adopted the Disputes Resolution Policy from AISWA.

Confidentiality

It is essential that information collected and recorded by Hensman Street Elementary remains confidential. Staff members and parents have a duty not to divulge to another party any information about Hensman Street Elementary or any child that attends the School. Parents must keep information relating to children's development or any incidents that occur whilst on roster, completely confidential. For more information, please see the School's Privacy Policy and Parent Help Policy.

Contact Details

It is essential that our records are always kept accurate. Please notify the School Registrar and class teacher if your address, email or phone number changes. It is also essential that an emergency contact is provided. This is required for any occasion whereby the School needs to communicate an urgent message and contacts one and two are not available. This is an important aspect of duty of care.

Crunch and Sip School

Hensman Street Elementary is a registered 'Crunch and Sip' school, and as such, Hensman Street Elementary encourages children to only eat fruit and vegetables during their morning or afternoon snack times. To ease parent preparation, Hensman Street Elementary ask that you bring a piece of fruit or vegetable to be shared each session. (Please see the Allergy Aware section on page 9).

Drink bottles are to be filled with water, and staff are happy to refill drink bottles as required.

Should your child have specific dietary requirements, please discuss this with your child's teacher.

Parents of whole day children are required to provide a piece of fruit or vegetable, a healthy lunch and drink for their child for each session. These snacks should reflect the current emphasis on healthy eating for children.

Delivery and Collection of Children

- Parents must accept full responsibility for the arrival and departure of their children from the School;
- Children should be accompanied inside the door at the beginning of each session and should be picked up from the front door promptly at the end of the session;
- Parents are to ensure the front gate is closed when entering/leaving the premises;
- If a parent is unable to collect the child on time, it is the responsibility of the parent to make alternative arrangements, as after hours care is NOT the School's responsibility. Parents must notify their child's teacher of such changes. The charges associated with late pickups are \$15 per 5 minutes.

Your child will only be released into your care at the end of each session. Should someone other than yourself be collecting your child, written notification is required as well as photo identification. A Communication Book is located inside the classroom to advise of any pick-up changes. The School cannot release your child without this notification. Note: an adult is required to collect your child.

Process for Alternative Drop offs/Pickups

From time to time, parents/guardians may have a 'Nanny', 'au pair', grandparent or regular babysitter who drops off and/or picks up their child. In the case of this, the following steps must be taken to protect the safety of the child, other children and staff.

1. Prior to the school day commencing, the parent/guardian/s and alternative carer must have a 'Meet and Greet' session with the Teacher. The alternative carer will have their photo taken for staff identification. This will be tagged and added to the child's enrolment form. Please ensure the carer also presents a copy of their Working with Children card. This will also be scanned and kept on file.
2. It will remain the parent/guardian's responsibility to provide ongoing written permission in the School Communications Book, anytime someone other than the child's parent/guardian is to pick them up. The information recorded must advise pickup and drop off dates and details. Should the Teacher have any doubt, they will contact the parent/guardian before releasing the child. Please note it is the Teacher's responsibility to release children at the completion of the school day. The Teacher will also identify the alternative carer against their photograph on file. Note to parents/guardians: Prior to pickup/drop off, please ensure your child understands who is picking them up/dropping them off.
3. Alternative carers must use the large, circular button on the keypad outside the gate, to enter the school. **Note to parents: please do not give the code to alternative carers.**

Donations

From time to time the teaching staff will request items from home. Some items you may be expected to donate (Flour, salt, cream of tartar, food colouring) and other items will be dependent on availability (jewels, pots, craft items). Thank you in advance for your assistance with this.

Dress Code

All Children are encouraged to wear the school uniform. This helps to foster pride and ensure that all children are identified with the school on special occasions and excursions, as part of our duty of care. Please label all clothing clearly with your child's name.

The uniform is as follows:

- Coloured T-Shirt – Green - Polo Shirt for School classes
- Bucket Hat – Green
- School Jumper in charcoal

It is preferable that children wear easy to remove clothing to help in toileting procedures.

Please also pack a change of clothes in case of accidents or during water play. Thank you for your assistance with this.

Footwear

In the interests of safety, closed-in shoes (such as sneakers) or sandals are to be worn to school. We do encourage children to take their shoes off, however please don't send your children in thongs as they are a hazard.

Hair

Children are encouraged to tie back hair that is beyond the shoulder in length. This contributes to a neat and tidy appearance and assists in the prevention of Pediculosis (Head lice). Children found with Head Lice will be sent home for a treatment plan to commence as per our policy. For more information, please read the School's First Aid and Hygiene Policy.

School Hat and Sun smart Policy

In line with recommendations from The Cancer Council of Western Australia, our school adopts the 'No Hat – No Play' policy for outdoor activities. During lunch and recess breaks, children without hats are directed to the covered cubby house area.

Hensman Street Elementary also encourages parents to send their children to school with sunscreen applied and appropriate clothing for the WA Sun, we will encourage children to reapply during their lunch break.

Duty of Care

'Duty of Care' has its origins in common law and underpins school policy and practice.

Staff take reasonable care for the safety and welfare of children whilst involved in school activities. They take measures that are reasonable in all circumstances to protect and prevent children from risk of harm and hazards. Volunteers and external providers also provide care, and as such have a duty of care as well.

Parents are to remain with their child until the start of the session and collect them promptly at the end of the session. Parents may allocate an alternative person to collect their child by adhering to the procedures above. Please collect your child immediately after your session has finished, as failure to do so may require the school to impose a financial penalty.

For more information, please ask to see the school's 'Additional Policies' documents.

Educa

Hensman Street Elementary provides instant, updated information and online portfolios of your child's progress and experiences via Educa. These updates are an important means of communication between the school and your family and information is provided to keep you up-to-date with what is happening. Please ensure your details are maintained with the School Development Manager.

Emergency Evacuation Procedures

The School has an Emergency Action Plan and regular practice emergency evacuation procedures (emergency drills) are scheduled throughout the year with the children. Staff are also fully trained in emergency procedures. Parents are encouraged to read and familiarise themselves with the School's Emergency Action Plan. The procedures cover areas such as fire, lockin, and other emergency situations. The Emergency Action Plan is reviewed and updated annually.

Please email or see the School Development Manager for more information.

Excursions/Incursions

Please note the following –

- All classes are encouraged to undertake excursions/incursions during the year as part of the educational program planned by the class teacher.
- Prior to any school excursion, the class teacher is required to complete an Excursion Risk Management Plan, assessing the risks and creating control measures to minimise these risks. All Excursion Risk Management Plans are signed off by the School prior to the excursion being confirmed.
- The school supports the City of South Perth area by encouraging classes to undertake at least one excursion in the area per year.
- A permission note is to be received by the School for your child to attend an excursion.
- The School aims to provide excursions/incursions with minimal cost to parents.
- For pre-kindy classes a parent or guardian will be required on all excursions away from the school premises. Parents will be required to give written authorisation for their child to attend an excursion and it is the responsibility of each parent to transport their own child.
- When children are experiencing offsite kindy parents will be notified and asked to sign a form for a short period of time.

Family Law

In the case of Family Court or other legal matters involving custody of your child, the School is to be provided with all original documentation, so a copy may be made for school records, or a certified copy. The School will only action requirements as confirmed by legal documentation provided by the guardian of the child. Please refer to our Family Law policy for more information.

Finance and Fundraising

School fees at Hensman Street Elementary are the school's only source of regular revenue and 80% of this income accounts for payroll expenses for the School. For the School to provide new resources, it is required to fundraise. It is imperative that all parents support each fundraising activity, to support the School.

Each year there are several events which require your support. The Board also investigates new funding sources via grants to supplement programs offered at the School throughout the year.

Fees

Term 1 Fees are due by the end of the 1st week of term and Terms 2, 3 and 4 fees will be due by the final week of school prior to the next term starting. I.e. Term 2 fees are due during the last week of term 1.

Fees not paid by the end of week 1, will incur a \$50 late fee. Fees (including late fees) that are not paid in full one week prior to the commencement of Term may result in the termination of the child's enrolment at the School.

If you are having financial difficulties, please contact the School Development Manager who will be able to put in place a confidential payment plan.

Please note no refunds are available for unattended sessions.

Parents who chose to go on extended holidays within the school term (or for the entire term) are still required to pay the full-term fees to hold their child's place in the class.

Receipts will be issued upon request, and only for cash payments.

Application Fees and Placement Fees are non-refundable and are in addition to Term fees.

If your child is in pre-kindy and you wish to withdraw your child from the School, notice must be provided in writing at least four weeks prior to the withdrawal date. No refund will be given on the fees paid. If your child is enrolled in any of the other years and you are withdrawing a full terms notice (10 week paid period) is required as per the enrolments policy of the school.

For students who start later in the year due to age, full fees are applicable for the term in which the student is due to start to secure their place at the school.

Bank details

Fees may be paid in cash, via cheque or EFT into the following Westpac Account -

Hensman Street Pre-School BSB: 036038 Account: 137138

Reference: Childs Name or Invoice Number

Late Pick-Up fee

It is imperative that parents collect their child on time. A late pick-up fee of \$15 per 5 minutes will be charged whereby your child has not been collected within 15 minutes of completion of the session. This will be invoiced on a case-by-case basis.

Additional Fundraising

Hensman Street Elementary has several ways you can help passively fundraise throughout the year.

a) 'Stuck on You' labels

When ordering any labels, please ensure you use Hensman Street Kindy as the fundraising code for your school.

b) Scholastic Book Club

The Board, together with the teachers, promote Scholastic Book Club whereby parents can order books and other items. Brochures are sent home with children at least once a term. Orders are to be returned by the due date in an envelope clearly marked with the Child's name and Group Number, or they can be lodged online through the LOOP system

c) Terracycle Recycling Program

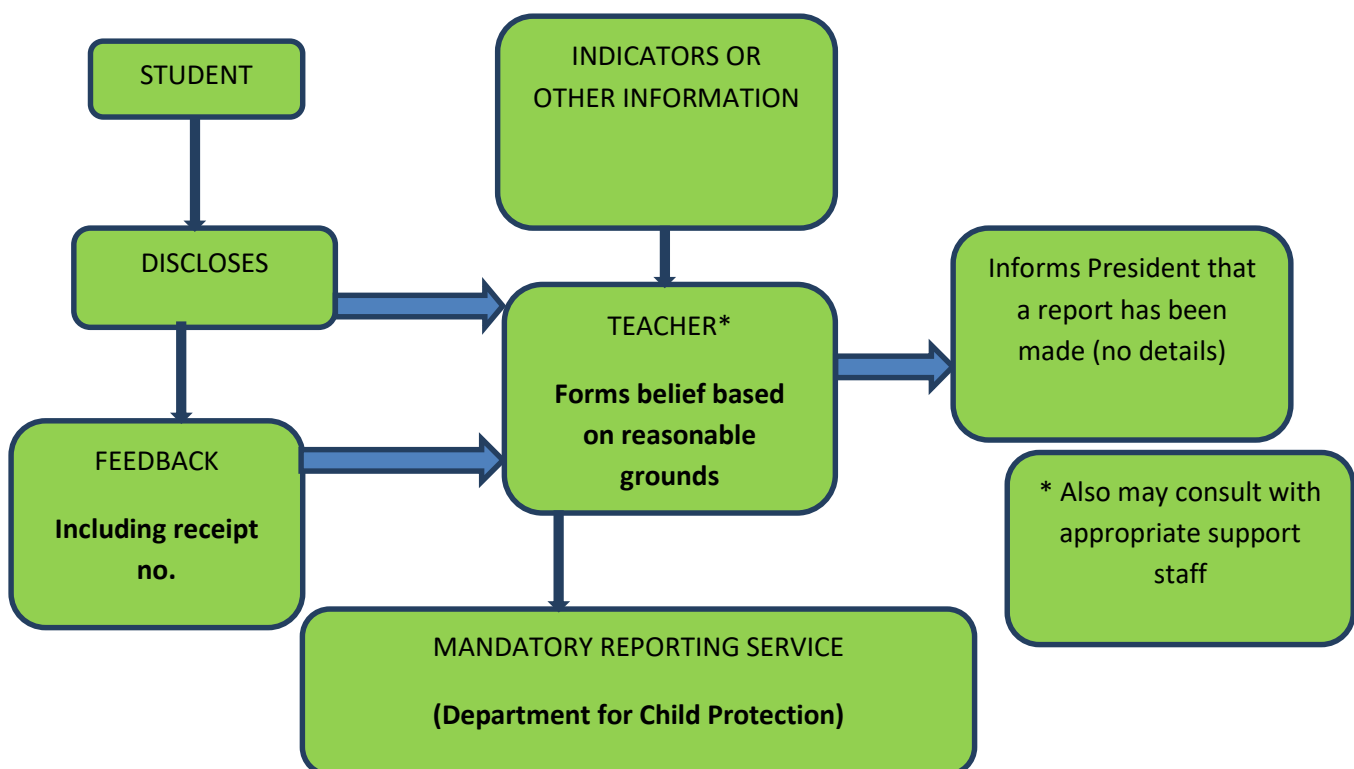
At HSE, we take an active responsibility to recycling and are currently collecting aluminium cans, , nespresso pods (both types), dental care packaging and a range of other new recycling programs. For each package recycled the school receives two cents.

Immunisation

Please ensure your child's records are up-to-date when provided to the School. As required by the Health Department children are unable to be enrolled in Kindy if they are not up to date in their immunisations. At Hensman Street Elementary we are required to ask for a copy of your child's Australian Immunisation Register (AIR) that can be downloaded from myGov. If in the case of an outbreak, a child whom is not immunised or up to date will be asked to remain at home for the incubation period. For more information, please see the school's Student Health Policies.

Mandatory Reporting

All staff are trained in mandatory reporting procedures. Below is a flow chart which staff follow. If you would like further information, please see our Child Protection Policy.



Medication

Should a parent request school staff to administer medication to a child, a Medical Request form must be completed by the parent/medical practitioner. The School may only administer medication to a child whereby a written Doctor's Order is provided.

Action Plans are required for children who have allergies and/or Asthma. The teaching staff will meet with you to ensure these are in place prior to starting school. These strict procedures are for the safety of your child and should you have any questions, please request a copy of our policy or speak with your teacher.

Parent/Teacher Contact

Parents may wish to meet with teachers on any matter affecting their child/children's welfare and progress. Parent visits are welcomed by teachers, however the School does advise that prior arrangements are to be made with the teacher so that a suitable time can be arranged to cause minimal disruption to classes.

Many issues identified can often be solved at this level, however if problems do persist, parents and teachers may/will discuss the issue with the School Board and other agencies which may be able to help.

Should you have any concerns or relevant information regarding your child, please contact your teacher and arrange for a parent/teacher interview.

Parent Responsibilities

Hensman Street Elementary request that you please:

- Keep in touch with your teacher on matters concerning your child's development. Please read the parent notice boards outside of the learning areas as well as Educa updates;
- Make appropriate appointment times to discuss your child's development;
- Notify your teacher of any changes to the normal routine within the home. Such changes can affect a child's attitude and emotional well being e.g. Death, separation, late night etc.;
- Assist with the parent help roster;
- Notify the Teacher of any ongoing illness or allergy;
- Notify the Teacher if your child is receiving ongoing therapy from another professional e.g. speech pathologist;
- Participate in busy-bees, working bees, whole school activities etc.; and
- Ensure your teacher and School Development Manager are notified of any updates to telephone numbers, addresses or emergency contact people.

Parent Roster

Prior to attending your parent help rostered session, you are required to read the Parent Help Policy. Details and responsibilities of the parent roster are as follows:

- Operates all year depending on the needs of the teachers; you will be invited to put your name down each term;
- Tasks include preparing fruit/vegetables for Crunch and Sip snack time – in accordance with our allergy aware procedures;
- Running an activity with small groups of children;
- Reading stories;
- Building train sets and roads;
- Engaging with children in role play experiences;
- Helping the teachers during transition times (e.g. hand washing);
- Cleaning up after snack time (washing tables, washing dishes and vacuuming floors);
- Supervising and engaging in children’s play outside; and
- Helping children to pack their bags and put on shoes.

Parking & Speed Limits

Off-road parking is available in Coode, Hensman and Anstey Streets. Verge Parking is not available to parents.

Parents dropping off and picking up children are requested to take care and observe traffic laws, including the 40km speed limit. Parents need to emphasise to children not to run out between parked cars.

Where preferable, the School encourages parents to walk or ride to school.

Personal Property

Students’ equipment and clothing items are to be clearly labelled with your child’s name. This also includes items that may be considered newsworthy.

Valuables, expensive toys or sporting equipment are not to be brought to school for personal use, as the School is unable to accept responsibility for damage or loss.

School Board and Parents and Friends (P&F) Committee

The School Board comprises of a group of dedicated members who volunteer their time and expertise, for Hensman Street Elementary to operate. There is also P&F Committee that act as a sub committee of the Board but independent in its charter who provide fundraising and community support and expertise to the parent body and school grounds. Please respect these members and provide them with the support they ask for to make the school a better place for your family.

Sickness

If your child is unwell, PLEASE keep them at home. If your child becomes unwell or is injured whilst at Hensman Street Elementary, you will be contacted and asked to collect your child.

In the case of any gastro enteritis or similar symptoms, your child can return to school 24 hours after the first solid stool, or 48 hours after the last vomit.

Notification of any communicable illnesses will be placed on the Hensman Street Elementary notice board. For more information, please see the Student Health Policies.

Special Occasions and Celebrations

We love to celebrate birthdays, name days, or any other special occasions at Hensman Street Elementary and you are welcome to send in small, individual cupcakes for your child to share with friends (please ensure there are enough for everyone in the class). Please be aware that there may be children in your child's class who have a severe allergy (eg. nut) and we ask that you do consider this when preparing treats. If your child has a dietary restriction, please advise staff. Healthy treats are encouraged! Should parents not wish for their child to participate in any planned celebrations, parents are to speak with their child's teacher to make alternative arrangements.

Mother's and Father's Day

Children will make a small gift for mum and dad for these days. The program will include discussion on families, loving and caring etc.

Christmas and Easter

These festivals are acknowledged at the School. The Christian background to these occasions may be discussed briefly or included in a story. Father Christmas/Santa and the Easter Bunny are also included in the discussion.

Children will receive an Easter Egg and Christmas gift from the School and will make a Christmas gift to take home.

Other Religious/Cultural Festivals

Children whose families celebrate other festivals are welcome to share stories of these festivals at the School.

Birthdays

Childrens' birthdays are acknowledged at the School. Parents may provide a cake/cupcakes (as mentioned above) for their child's birthday, which will be shared at snack time. Previous notifications regarding food allergies must be taken into consideration. Parents of children with allergies should send alternative 'safe' treats for their child on these occasions. The Teacher will light candles on the cake and children will sing Happy Birthday etc. Parents of birthday children are welcome to attend at the School for snack time to help celebrate.

Session requirements

Your child will need to bring the following to each session:

- A bag (we request that you use an open enviro bag) with your child's name on it;
- 1 piece of fruit or a vegetable as morning tea;
- 1 – 2 change of clothes, with your child's name on them;
- Hat (no hat no play), see dress code on page 13;
- A water bottle, again clearly named (no juice or cordial); and
- Shoes or sandals with your child's name on them,;
- A packed healthy lunch; and
- A labelled pillow (as supplied) and a small bath mat for rest times.
- Afternoon tea snack for your child – separate containers for each meal work well. Try and be creative as children get very hungry learning and playing.

Students at Education Risk (SAER)

Whereby children are identified as experiencing significant difficulty, or ease in their learning, or there are issues about any aspect of learning or performance, teachers will contact their parent to discuss the ongoing progress of their child.

It is the parent's responsibility to bring to the attention of the teacher/staff member upon enrolment, any concerns they have regarding their child.

As part of the Whole School SAER Policy, the teacher and parent will devise an early intervention or extension program to cater for the needs of the child. These programs are known as an Individual Education Plan (IEP). Individual Behaviour Management Plans (IBMP) are written where appropriate.

Student Reporting

All teachers will form a learning journey for your child throughout the year using Educa, an online portfolio program. Please accept the initial link to ensure you are getting the appropriate notifications. The teaching staff are more than happy to discuss your child's progress throughout the year.

Toileting

It is a requirement of enrolment that your child is toilet trained. While your child's independence in toileting is encouraged, accidents do happen, therefore please provide a spare change of clothes for your child. Should you have any concerns regarding our child's toileting, please discuss these with your teacher.