

St Francis Xavier Primary School

Geraldton WA



*Pre Primary Information Booklet*

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Dear Parents and Caregivers,

Welcome to St Francis Xavier Pre-Primary! We are off to a pleasing start, with all children settling quickly and growing in confidence daily. We wish your family a successful and enjoyable year in our centre.

## **OUR AIMS**

Across our Pre-Primary year, we aim to:

- Develop strong, mutually respectful and happy relationships with each child and family
- Provide a warm, welcoming and calming classroom environment where the children are challenged and stimulated.
- Build a level of independence and self-motivation in each child where they cope with classroom rules and routines.
- Promote continual improvement and striving to do our best.
- Provide teaching and learning experiences that support each child at their level of development, scaffolding from the known to the unknown.
- Promote learning through play and investigation where our staff deeply interacts with children, inspiring and challenging them.

## **PRE PRIMARY STAFF**

### **PPR**

- Teachers - Mrs Michele Russell
- **Education Assistant – Mrs Debbie Rigby and Mrs Elizabeth Cook**

### **PPM**

- Teacher – Mrs Lisa Dunn
- **Education Assistant - Mrs Renee Clark**

## **SCHOOL TIMETABLE**

Pre-Primary runs on the same schedule as the Primary School. We begin our day with initial greetings and preparations for the day at 8:30am. Parents are invited to settle your child and spend quality time taking part in our morning activities, reading a book or doing a puzzle together until school officially begins at 8:45am. The classroom environment has been set for our learning time, so we would appreciate if younger siblings are supervised.

- Outdoor Play - 10:45 – 11:10am
- Lunch and Outdoor Play - 12:40 – 1:20pm

School concludes at 3pm where we request that an adult collects your child from our classroom door. If a Day Care provider, older sibling or adult other than yourself are collecting your child, please write a note to cover the year or write each daily change in our Communication Diary by the classroom door.

### **DROP OFF AND PICK UP**

If you and your child arrive prior to 8:30 it is a requirement of the school for you to wait in the undercover area. If your child is unaccompanied by an adult, eg, arriving with a sibling on the bus, they are also expected to wait in the undercover area until dismissed by a staff member.

When collecting your child after school, it is an expectation that is done by an adult, however we understand that some children catch a bus or are collected by older sibling. If this is the case it is a requirement that we have a signed note indicating this arrangement.

### **CLASS TIMETABLE**

We encourage inquiry-based learning across the curriculum. This technique involves students in the learning process through focusing on open-ended questions, problem-solving activities, provocations with visible learning intentions and the use of critical thinking. We provide daily opportunities for structured and free-flow play both in the classroom and in the outdoor environment. Both the indoor and outdoor environments are acknowledged as equally important, therefore, each is explicitly planned for and evaluated. We set up and initiate stimulating play centres based on curriculum requirements, the children's current interests, and needs as well as the teacher's planned intent. The children help to create these dynamic areas and are free to interact with and adapt them as they choose. These include and are not limited to:

- Sensory centres
- Dramatic play areas
- Construction centres
- Art centres
- Fine motor practice areas
- Literacy areas
- Numeracy areas
- Discovery/investigative centres
- Obstacle course and gross motor areas
- Outdoor stage areas

Many spontaneous teachable moments occur throughout the learning day and are valued and utilised effectively.

### **Specialist Teaching Days:**

Monday- Technology with Miss Gemma Clarkson

Science with Mrs Beth Gaudio

Tuesday- Asian Studies with Mrs Yoko Joyner

Physical Education with Mrs Alisha Wyatt- *Physical Education with Mrs Alisha Wyatt (Appropriate dress and footwear for running and physical activity are advisable.)*

Wednesday- Library with Mrs Tanya Moffatt

Thursday- Hymn Singing with Sister Lyn Sparling and Mr Murray Gardiner

### **BEHAVIOUR MANAGEMENT**

Our class is run with gentle guidance and the encouragement of independence. We have five official rules that the children follow. Children are rewarded with praise and encouragement from staff and peers. There will be few extrinsic rewards (i.e. prizes) given as we are trying to develop in your child the ability to be internally motivated and self-regulated. When children are not following our class rules, two verbal reminders and chances to change the behaviour will be given. When children correct their behaviour, we reset their day using our behaviour management chart. If the behaviour persists, the child will be removed from the specific activity or for more severe behaviour from the classroom for a brief reflection time. If further action is required the child will be sent with a Teacher Assistant to our Buddy Class and parents will be notified. At this level of schooling we aim to remain positive and be pre-emptive of possible events that may make your child anxious or upset. We continually build in your child strategies to manage the world around them.

### **RELIGION**

The Pre-Primary children will participate in fifteen minutes of planned Religion teaching and learning each day. The Catholic ethos and gospel values will be intertwined in all that we do in our classroom. Daily prayer and reflection as well as weekly Hymn Singing sessions are undertaken also. Later this year our classes will coordinate and celebrate a class Liturgy at the school as well as a Family Mass at the St Francis Xavier Cathedral. These celebrations are linked to what we have been exploring as part of our Religious Education and we extend an invitation to parents and families. More information will be provided closer to the date.

### **FRIENDLY SCHOOLS AND KEEPING SAFE**

As part of our school curriculum we integrate the “Keeping Safe” and “Friendly Schools” Programs as part of our teaching practises. These programs are implemented across all year levels and deal with topics relating to social, emotional and wellbeing. It is important that you are aware that we are required to use the correct terminology relating to the children’s body parts. If you have any queries or require any further information please arrange an appointment with your classroom teacher.

## **TEACHER INTERVIEWS**

We are focussed on greeting and getting to know your child each morning. We hope to meet you all on a more adult level at our "Classroom Welcome", Tuesday night, 7th February classrooms will open at 6.00 pm and closing at 7.00 pm. We will be available to answer any general questions about the running of our Pre-Primary class and show you around our classroom. If you would like an interview to discuss your child individually we can schedule a time together before or after school. We encourage you to approach your classroom teacher with any query, no matter how small. We are here to help and support you and your child throughout the year. Later this term, we will schedule meetings to inform you about your child's learning progress.

## **ATTENDANCE**

Pre-Primary is now a compulsory year of schooling. It is a valued phase of schooling that provides solid building blocks to future learning. If your child is absent from school, we require a written and signed explanation upon their return to school. If your child is late to school, after 8:45am, you need to go to the Office to be issued a Late Slip to give to your classroom teacher on your child's arrival to class. Similarly, if you are picking up your child before 3pm, again report to the Office to get a release slip to give to your classroom teacher as you take your child. Please understand that these processes are legal obligations that respect education and the safety of your child.

## **FAMILY SUPPORT**

We will require your support in many ways throughout the year. Our current learning intentions will always be on display in the classroom, feel free to see your classroom teacher if you would like ideas on how you can help your child build on these skills and understandings at home. We are also using Class Dojo as a form of communication about your child's learning and our classroom. Please read all communication that comes home and also promptly share information from home about your child that we may need to be aware of. We welcome Family Helpers into our classroom to support your child and the class in our learning. This time with your child is important for you both and we would appreciate if you could find alternative arrangements for younger siblings. A note home and timetable will be drawn up later in the term when we feel the children have settled and become familiar with all staff and classroom routines. Please remember that should you offer your help in this way that you maintain a strict level of confidentiality and see your classroom teacher if you have any concerns.

## **HOME PRACTISE**

At St Francis Xavier, we wish to support you in building a love of reading in your child. Reading aloud is one of the most precious and significant things you can do for your child. Two informative and enjoyable texts are available for families to borrow on the importance of reading to children. Mem Fox's "Reading Magic" and Paul Jennings' "The Reading Bug". Please see your classroom teacher if you wish to take up this offer. This year we will be sending home a variety of learning

activities. These are designed for you and your child to enjoy together. Children display their own individual 'readiness' towards being ready to learn to and we are constantly working to build on this 'readiness'. All children develop differently at different rates and we will support your child at his/her level. More information will follow later in the term.

## **RECESS AND LUNCH**

When packing food for the day, please be guided by your child. A lunch box that returns full of food may mean you are packing too much. We would encourage you to pack a healthy and substantial recess snack and lunch meal. Fruit and vegetables are the best option and are often more appealing and easy to eat when cut up. Please consider packages your child can open themselves or even little containers that will eliminate rubbish. We are using a progressive morning tea. This means children have the option to eat throughout the morning as they wish.

We have several children in our school who are severely allergic to nuts and could experience an anaphylactic reaction. We ask that you do not pack any items that may contain nuts or traces of nuts in your child's recess and lunch. Water bottles will be kept in the children's bags. We have an open door policy where children have access to these and the outdoor drink fountain as they need/wish. They are also encouraged to take their drink bottle to the decking with them at recess and lunch breaks.

## **ILLNESS AND MEDICATION**

If your child is unwell keep them at home, they will not have a good day and may infect other children. If your child has a medical condition, such as asthma, nut or other allergies a Medical Action Plan must be filled out by your GP and given to the office. If your child requires medication to be taken at school, forms are available from the front office. These must be completed and returned to your classroom teacher.

## **BIRTHDAYS**

Birthdays are a special time for all people especially children. You may bring in a small treat for them to share with the class if you wish, keeping in mind the nut allergies mentioned earlier.

## **ASSEMBLIES**

Pre-primary will also participate in whole school assemblies. These will be held Friday afternoons in the Under Cover Area on corresponding weeks. Each class will also be responsible for coordinating an assembly item. More information will be provided later in the year. Please check the school newsletter for assembly dates and Merit Certificates winners.

## **GENERAL INFORMATION**

Please keep a spare set of clothes in your child's bag for accidents and/or messy and wet play.

We are practising sun safe procedures. All children must wear a hat during outside play and sport as our school has a "No hat no play" policy. The children are also required to have sunscreen in their bags and are required to apply their own sunscreen before going to play outside. Important information will be pinned onto our class noticeboard outside the classroom and/or sent home in your child's Take Home File. Please check it each day that the files come out. We will require each family to have a turn at making play dough and taking a load of washing home over a weekend to be returned on the Monday of the next week. A roster will begin next week. Our Pre-primary Staff are happy to answer any questions you have. Please don't hesitate to make an appointment with your classroom teacher if you have any queries.

We are excited to be a part of your child's Pre-primary learning journey.

God Bless.

*Michele Russell and Lisa Dunn-*

Pre-primary Teachers