



Pre-Primary Information Booklet

Welcome to St Francis Xavier Pre-Primary!

This booklet has been compiled to provide you with information that you may find helpful throughout your child's year with us. Please keep it in a safe place.

Pre-Primary Attendance

Pre-Primary is the first compulsory year of schooling for children. Classes run as per the school timetable, Monday to Friday, 8:30am to 3pm. Please check the school calendar and term planners for important dates, including Pupil Free Days, throughout the year.

Should your child need to be absent from school, please contact the school office as soon as possible to advise them of your child's absence. If you need to collect your child during the school day, please go to the front office and sign them out, obtaining a 'leave pass' before collecting your child from their classroom.

Arrival and Dismissal

Children are to be dropped off and picked up from the Pre-Primary classroom by a parent or nominated adult. If your child arrives prior to 8:30am and is unaccompanied by an adult, e.g. arriving with a sibling on the bus, it is a school requirement that they wait in the undercover area until they are dismissed by a staff member.

If a regular or ongoing collection arrangement is required such as a grandparent or day care provider, please provide this information in a letter to your child's teacher to save you time writing in the class diary each week. One off collection arrangements can be communicated to the teacher via the classroom daily collection sheet if required.

Parking during drop off and pick up is an important safety issue for all children. Please do not park in the staff car park. Parking is available at the Catholic Centre and the Queen Elizabeth II Centre. There is no parking available in the 'Kiss and Drop' driveway, behind St Vinnies. Please respect others and show consideration for those not using the school.

QEII CENTRE CARPARK: The City of Greater Geraldton has in place an agreement with St Francis Xavier Primary School in relation to parking at the QEII Centre. The agreement allows for the 'drop off and pick up' parking for parents within the first two rows between 8:15am – 9:15am and 2:30pm – 3:30pm, adjacent to Maitland Street.

Morning Routine and Separating From Your Child

On arrival, the children will hang their bags on the hooks outside of the classroom. Your child will need to bring their fruit container and their water bottle inside each day. Children can then choose a puzzle, storybook, game or activity to complete. Parents may choose to stay and spend time with your child to settle them into the school day. If your child is upset, please see their Teacher or an Education Assistant to help with the transition.

If your child is having trouble separating from you in the mornings, please say goodbye and then leave quickly once they are with an adult, because for some children the initial separation is hard and staying with your child will only prolong this. Usually when children see their parents are definitely gone, they happily settle down to enjoy themselves. We will contact you by phone if there is a continuing problem with separation. Parents can make the parting more difficult by being over concerned and by lingering too long but please do not disappear without saying goodbye as this too, can be upsetting to children.

Teaching and Learning

Our Pre-Primary teaching and learning program is based upon the mandated Australian and Western Australian Curriculums, along with the Early Years Learning Framework (EYLF). We will focus on the balanced development of each child and aim to foster the social, emotional, spiritual and physical growth of each child as well as to develop their academic talents. The program is diverse, responsive to student needs and all topics and concepts are explored in a play based and integrated approach. There will be daily opportunities for inquiry-based learning within both the indoor and outdoor environments.

Students will participate in daily prayer and Religion lessons. As a Catholic school, the Gospel Values underpin all that we do within our daily lives and we will have a particular focus on the school values of Compassion, Honesty, Respect, Inclusivity and Self-Control. Each Friday, students will also

participate in Hymn Singing with their buddy class. Parents will have the opportunity to be involved through our class Liturgy and Family Mass, later in the school year.

As part of our schools Keeping Safe, Child Protection Curriculum we use the correct anatomical terminology when naming parts of our bodies. This means we will be using the terms penis and vagina with your children if we need to reference these body parts. Please make sure they are aware of these terms when referring to their body, even if you don't use them at home, to avoid confusion.

Specialist Teaching Days

This year your child will be participating in a variety of specialist classes within the school. Please see the list of important days below.

- ❖ **Tuesday**
Media & Library with Mrs Karen Valenti
Music with Mr Joshua Gibson
- ❖ **Wednesday**
Science with Mrs Karen Valenti
Physical Education with Mrs Alisha Wyatt
- ❖ **Friday**
Hymn Singing with Mr Murray Gardiner

Behaviour Management

Knowing the rules and routines of school helps young children feel more relaxed and in control. Rules will be developed within our classrooms around appropriate behaviour and safety. We will foster a commitment to the rules and an understanding of why we have them.

Our school runs on the practice of Restorative Justice. Restorative practice is a strategy that seeks to repair relationships that have been damaged, including those damaged through bullying. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim. The rationale behind this approach is that when offenders reflect upon their harm to victims, they become remorseful and act restoratively. This can lead to healthier interpersonal relations among members of the school community and more effective learning. Parents will be notified as necessary about students' behaviour during the school day.

Each student is required to read and sign the St Francis Xavier Primary School Code of Conduct. This will be sent home at the beginning of each school year. Please return signed Code of Conduct sheets to your classroom teacher as soon as possible.

Communication

During the first few weeks of the school year, introductory meetings will take place between individual parents and the classroom teacher. A meeting roster will be placed outside your child's classroom for parents to select a suitable time. These meetings will take approximately 15 minutes.

If you wish to meet with your child's classroom teacher at any stage during the year, please contact them to arrange a suitable time. Please remember that mornings are a very busy time in our classrooms when we are trying to greet everyone and settle the children for the day, and this is not an appropriate time to discuss sensitive issues with your child's teacher.

We will also be using Seesaw as a method of communication between home and school. Seesaw is a simple app which allows you to connect with the classroom, see photos from our class and receive important announcements and updates. Please download the app and enter your child's invitation code as provided by your teachers as soon as possible to get started.

Parent Roster

With your participation both in and out of the classroom, we can look forward to a productive, creative and enjoyable year together. Parent volunteers are welcome in our classroom, and we

encourage this because it provides opportunities for more children to receive personal attention (and ultimately your child will love this special time!)

If you are interested in volunteering, our class Parent Roster will begin during Term Two. This will allow the children to settle in, prior to having parents on roster. Once the timetable is displayed, feel free to choose a convenient time to record your name. Please remember when coming on roster that this affords you the opportunity to spend time with your child, interact with their friends and help with tasks as requested by the teacher. There is no time limit on parent help, whilst some parents stay until recess time, even if you can only stay for half an hour, your child will appreciate it.

A Parent Washing Roster will also be displayed outside the classroom, please assist us on your child's allocated week by taking a small bag of washing home on Friday afternoon and returning it clean on Monday morning.

Medication & Allergies

If your child has a medical condition (asthma, epilepsy, bee sting allergy, nut allergy etc) that may affect how we care for them, please provide the school office with a current medical action plan. If your child requires medication to be taken at school, either temporarily (cold or infection) or long term, medical forms are available from the school office and must be completed and returned to the office staff.

Please note that we are an Allergy Aware school. This means that we ask for no nut products in your child's lunchbox. This includes whole nuts, as a snack as well as nuts within muesli bars and slices etc.

Recess

This year, recess time will operate in a 'Crunch 'n' Sip' style within the Pre-Primary classrooms. Children will be required to bring their fruit and/or vegetables in a separate container from their lunch box and bring this into the classroom each day. Please ensure that the containers are clearly labelled with your child's or your family name. We recommend choosing fruit and vegetables which are in season and fresh and including your child in the process of choosing where possible.

Children will be able to eat whenever they are hungry throughout our morning session. If you would like to pack extra snacks for your child to eat during their recess time such as yoghurt or crackers etc, please keep these in your child's lunch box and your child will be able to get them out if they are still hungry.

Lunch

The Pre-Primary students eat lunch at 12:40pm, at the same time as the rest of the school. Lunch boxes, bags and containers need to be easily managed independently by your child, we recommend practicing with them at home before sending them to school.

Please help us instil a healthy attitude towards food and give your child the energy they need to play, learn and discover throughout the day. Good habits are easily formed; bad habits are hard to break! Please refrain from adding treats to your child's lunchbox, such as, chocolate, lollies, sweet biscuits and chips.

Your child also needs a water bottle at school each day with them. In the warmer months, please also remember to pack a cold ice brick with your child's lunch to keep it cool as it remains in their school bag until lunch time.

Canteen

The canteen is open Tuesday, Thursday and Friday at recess and lunch. Lunch orders can be placed at the canteen before school, alternatively registering at QuickCliq (www.ouronlinecanteen.com.au) will enable you to order online. Menus are available on the school website.

Children's Dress

To enable children to enter fully into all activities without fear of getting dirty, comfortable clothes suitable for indoor and outdoor play are suggested. They may also get paint, glue, water and/or sand on their clothing during activities. Please ensure that your child wears clothing and shoes they can manage themselves. We recommended that on your child's sports day each week that they wear closed in shoes such as sneakers to allow them to fully participate in each activity.

Our school has a 'No Hat, Play in the Shade' policy. We recommend your child applies sunscreen each morning whilst getting dressed. There will be sunscreen available for students to re-apply throughout the school day as required.

Please remember to have a seasonally appropriate, labelled change of clothes, including underwear, in your child's bag at all times.

Toys

Please ensure that your child's personal toys remain at home. Loss or damage to toys is upsetting to the children and can easily be avoided by leaving them home. Your child's teacher will let you know if children are requested to bring items for news sessions or special days.

Birthday Celebrations

We are happy to celebrate your child's birthday at Pre-Primary. If you wish to send along a cake to school, please ensure these are cupcakes as they are easier for staff to share amongst children. There are other alternatives to cake, such as, freddo frogs, lollipops or jelly cups. Please keep in mind those children who may have severe allergies and see your child's classroom teacher if you are unsure.

What to Bring

Your child should bring the following each day;

A backpack, large enough to carry their fruit and lunch, a change of clothes, and large pieces of art and craft work.

A water bottle.

A hat.

A spare set of clothing, including underwear.

A Library Bag on your child's allocated day.

As a school we order all book list items through Ziggies Educational Supplies and add a levy to each parent's fees. The only item we require parents to supply is one box of Kleenex tissues per child. Please bring these in as soon as possible.

Thank you for taking the time to read our handbook. We look forward to working in partnership with you to help your child, learn, grow and develop each day.

Kind Regards,

St Francis Xavier Pre-Primary Teachers