

Clifton Park Primary School



Kindergarten

WELCOME

With Pride We Strive is the motto of our school and that is the common theme that we attempt to follow in all our dealings with our work, our environment and the relationships within our school. We enjoy a close sense of community, attractive grounds and academic success in our small school. This booklet is to provide you with information about our school. It is our aim to answer any queries you may have; please contact us and we would be happy to assist with your query.

The aim of our Early Childhood Education program is to establish a positive beginning to schooling and to ensure continuity of learning. We trust you and your child enjoy and benefit from the educational experience with us.

The school staff, students, parents and community of Clifton Park are working cooperatively towards the physical, emotional, creative, social and academic development of students in preparation for their role in a rapidly changing society.

PREPARATION FOR A CALM START

Kindergarten is often the first time a child is part of a 'formal' social setting and as such it is important that your child is aware of what to expect. Many parents often wonder how to best prepare their children for Kindergarten. Here is a link to a fantastic booklet that you can download with lots of information about Kindergarten and what to expect when your child starts Kindergarten.

https://www.education.wa.edu.au/search?q=Hello+kindergarten#_ws_search

Kindergarten classrooms are a busy place. On the very first day of school year it is helpful we limit the number of people in the classroom. If possible, it is best for only a parent or caregiver to accompany the child.

On leaving please be assured that even though there may be tears, we will have lots of fun and they will be well cared for. We understand that it can be just as hard (if not harder) for you but we have had lots of experience so please trust us. On the rare occasion that your child is still upset during the session, we will phone you to discuss the best possible action to take.

OUR FOCUS AREAS – CPPS Strategic Plan 2020-2022

Our strategic plan details three focus areas for our school, these are

- **PARTNERSHIPS**
- **TEACHING, LEARNING and LEADERSHIP**
- **WELLBEING**

Partnerships



We want our students, parents and staff to experience social relationships that are positive, supportive and built on a foundation of empathy. We create partnerships with our community that are open, trusting and respectful. This creates a culture that fosters engagement and transparency with our school where our students are at the heart of all intentions.

Teaching, Learning and Leadership



We teach solid foundations that ensure our students enjoy being the best they can be. With a focus on growth and potential, we challenge our students and ensure that all students have opportunities to be successful.

Wellbeing



We want our students and staff to be healthy and balanced. They will be confident, resilient and physically active. We develop their thinking skills, and ensure that they have opportunities to play and build their social competencies. We want our students and staff to have a positive sense of wellbeing, within a place of safety and belonging.

This can all be nurtured through a modern learning environment which is flexible and interactive. We make the most of our space, and ensure that our natural setting is accessible and celebrated.

Our full school strategic plan and annual reports are available on our website www.cliftonpark.wa.edu.au

CLIFTON PARK PRIMARY SCHOOL HISTORY

Clifton Park Primary School was constructed in 1987 and opened in 1988 with one hundred Primary school students and twenty-six Pre Primary students.

The school was designed to blend in with the natural bushland of Clifton Park, creating an aesthetically pleasing learning environment.

The building incorporates an administration block, six classrooms, a Pre Primary centre, early childhood centre, specialist art and music rooms, library and undercover assembly area.

PARTNERSHIPS

PARENT INVOLVEMENT

Children learn many important things before they start school. They learn from you at home, from friends and family, in local playgroups, at Child and Parent Centres, and at child/family daycare if they attend. They bring all of this learning with them to school when they start Kindergarten.

Children learn best when they are supported by their families. The more you are involved in your child's learning and the more you talk with the teacher, the better you can both support your child. A strong partnership with the school and regular contact with the teacher makes sure your child gets the best start to school. In Kindergarten, your child continues to build on the important skills they have developed with you at home. These skills may include your child being able to talk about things that interest them; draw pictures; pretend write; recognise colours, numbers, sizes and shapes; and share with others.

Parents are encouraged to participate in school activities by attending special occasions and through class or specialist area helper rosters.

We would love you to come and join us in the classroom and spend some time with your child. Parent roster begins in Term 2, allowing time for the establishment of class routines and expectations. You are welcome to come and go anytime from 8:55am – 12:40pm. We are usually outside from 9:40am to 11:00am. If you want to take part in the inside activities you could go home and then come back at 11:00am or stay the whole morning, it is entirely up to you.

When the roster is up and running there will be a term planner on the board outside the classroom. We usually have one parent at a time. Put your name on a day and come along and have fun. Younger brothers and sisters are welcome to come along with you on roster, but be mindful that they cannot be allowed to disrupt the program, hence their supervision is your responsibility.

Parents are urged to communicate with teachers at any time they or their children have concerns. Meetings may be arranged with teachers throughout the year however an appointment is required to ensure the teacher's availability. Small problems are far more easily overcome than large problems resulting from neglected small problems.

The Principal or Deputy Principal are also available to assist. Please see the office or contact the school to make an appointment.

PARENTS AND CITIZENS ASSOCIATION (P&C)

The school has a fully constituted P&C, which is a member of WACSSO. The P&C meets twice a term in weeks three and eight. All parents, guardians and community members are welcome to attend and to become voting members of the P&C. The cost of membership is \$1.00 per person, payable to the P&C treasurer. All parent representatives on the School Council must be financial members of the P&C.

The P&C offers a forum through which parents can contribute their ideas on school matters, and become involved in both fundraising and social events which promote the wellbeing of all children in our school.

SCHOOL COUNCIL

The School Council has specific functions which include:

- a) establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- b) the planning of financial arrangements necessary to fund those objectives, priorities and directions
- c) evaluating the school's performance in achieving them; and
- d) formulating codes of conduct for students at the school

Participation in the School Council provides parents and community members with a great opportunity to provide feedback and advice to the leadership team. The time commitment of members is approximately one hour per school term. If you wish to nominate for any advertised vacancy, please complete a Nomination Form which is available from the office, or through the alert on Skoolbag.

PARENT COMMUNICATION AND SCHOOL NEWSLETTER

There will be approximately three school newsletters per term. The newsletter and other information is available on the website www.cliftonpark.wa.edu.au and skoolbag app (flyer included in enrolment pack with instructions on 'How to download Skoolbag app.') for current up to date information. The Kindergarten windows are also a source of information.

If requested the newsletter can be emailed. At the commencement of each new term a 'Term Calendar' is published in the school newsletter and skoolbag app. This will have all the planned 'happenings' on it.

SCHOOL OPEN NIGHT

A whole school parent open night is held towards the end of term three each year. (The date for this event will be advertised through our newsletters and Skoolbag app. This provides family members with an opportunity to view and celebrate the work students have been completing throughout the year. It is a wonderful way for the school community to demonstrate to the children, how much they value education.

ASSEMBLIES

Assemblies are held twice per term and our classes from Pre Primary to Year 6 have the opportunity to host one assembly per year. Even though our Kindergarten students aren't hosting an assembly we invite parents, family members and community members to attend. Advance notice of assembly times and dates is provided in the Term Planner, newsletter and our skoolbag app.

Parents in Partnership

Children are learning all the time and parents are their first educators. The development of your child is part of the long term and day-to-day care you provide.

Children benefit when parents work in partnership with schools to ensure their child's individual learning needs are met.

We are delighted that you have chosen Clifton Park Primary School and aim to work together and deliver the best experience for your child's education.

Our teachers deliver classroom teaching programs using a range of evidence based strategies suited to their class and subject area. We endeavour to stay up to date with the latest research to ensure that our teaching practices have the largest impact possible on our students, ensuring they grow to their full potential across all learning areas.

The Early Years Learning Framework

Early childhood educators strive to provide relevant learning opportunities for children that take into account diverse family, cultural, linguistic, school and community influences. We know that children draw on a wide range of knowledge, experiences, interests, and skills that impact on the way they learn.

Early childhood educators are mindful that all curriculum decisions affect each child in some way.

Plan and organise for learning and teaching - daily, short and long term plans. Educators strive to provide relevant learning opportunities that take into account the experiences, interests and capabilities of individuals and groups of children.

Enact, interact and respond thoughtfully using a number of strategies to engage children in learning experiences. Educators provide feedback to strengthen learning.

Monitor, assess and document children's learning and participation in a variety of ways in diverse contexts over time.

Analyse and evaluate to inform ongoing planning and share information with parents and colleagues.

Reflect on learning and practice to further professional growth. Interact with colleagues and identify areas for further professional learning that will improve curriculum processes and practices.

When educators make curriculum decisions they need to consider the following components:

- Differentiation and inclusion
- Early learning environments
- Relationships and partnerships
- Balanced content
- Contexts and strategies for learning
- Child participation
- Extension, engagement and enjoyment in children's learning

WRITING

We encourage children to recognise and write their own names at Kindy and Pre-Primary. Should you wish to encourage name writing at home with your child please encourage them to write their name with one upper case letter followed by lower case letters. Please also encourage correct pencil grip – an example is included with this package.

Our Kindy program is based on the developmental needs of children. We believe that children learn about themselves and their abilities through 'doing'. At this age Play is a child's work.

Please remember when discussing your child's work with him/her:-

The most important thing that your child learnt today,
He/she may not be able to carry home in his/her hand,
But it may last a lifetime.
An empty bag does not mean an empty day,
Many of the things that we do each day cannot be put into a bag,
These things however are very important and educational!

YOUR CHILD'S PROGRESS

Reports indicating how your child is developing are given out at the end of Semester 1 and Semester 2. We also send home portfolios at the end of each semester. These contain ongoing assessment tasks as well as examples of your child's lovely work. If at any time you have concerns, please contact us and arrange a time to have a chat.

WELLBEING

We emphasise student health and wellbeing as a key area for us to develop our students. We have structures to support our students in engagement, behaviour and attendance. This includes ensuring our students are safe, happy and their needs are supported across the school environment.

POSITIVE BEHAVIOUR SUPPORT (PBS)

Our school is in the process of implementing the Positive Behaviour Support (PBS) framework into our school. PBS is an evidence based approach to teaching positive behaviours and expectations that will lay a platform for our social emotional and academic learning program. It will promote and build a positive and safe school environment. We teach and reinforce expected behaviours. We provide a consistent approach to the management of behaviour (appropriate and inappropriate).

Our **Whole School Expectations of behaviour** are created using the acronym **G.R.O.W**

Go Safely, **Respect** and **Care**, **Own** your Actions, **Work** with Pride.

Behaviour Expectations are positively worded on a behaviour matrix -



Clifton Park Primary School Behaviour Expectations

	G Go Safely	R Respect and Care	O Own your actions	W Work with Pride
Whole School	<ul style="list-style-type: none"> Use equipment safely and correctly Report dangers Stay in school grounds Keep hands and feet to yourself Move safely around the school 	<ul style="list-style-type: none"> Be polite and use manners Use kind and respectful words Accept others differences Respect personal spaces Use all property appropriately and with permission (kind, considerate, care, help, include) 	<ul style="list-style-type: none"> Ask permission to go into adult only areas Be organised and prepared Be honest and trustworthy Be responsible for your own property Be on time Bring out the best in self and others 	<ul style="list-style-type: none"> Do the right thing when no one is watching Encourage others Show initiative Be a good role model Aim to do your best and challenge yourself
Learning	<ul style="list-style-type: none"> Push chairs in Walk inside Be cyber safe Put your bag neatly outside classroom 	<ul style="list-style-type: none"> Allow others to work and learn Raise your hand to speak Use your voice appropriately Ask permission to use others property Leave area clean and tidy Encourage others Be an active listener 	<ul style="list-style-type: none"> Start work straight away Stay on task Seek help with learning if needed Follow lesson instructions 	<ul style="list-style-type: none"> Seek feedback and accept help Acknowledge effort and achievement of self and others Persevere before asking for help Work co-operatively with others Be actively involved in your learning
Playing	<ul style="list-style-type: none"> Be sun smart Play safely Follow playground roster Play safely with sticks and hunkynuts Report unsafe behaviour and equipment 	<ul style="list-style-type: none"> Follow game rules Play fair and share Look after the natural environment Help, include and care for others Be a good sport 	<ul style="list-style-type: none"> Put equipment away Ask duty teacher for help if needed 	<ul style="list-style-type: none"> Take positive action against bullying
Eating	<ul style="list-style-type: none"> Sit to eat Be allergy aware 	<ul style="list-style-type: none"> Use your eating manners Invite others to sit with you 	<ul style="list-style-type: none"> Follow eating procedure Put rubbish in bin 	<ul style="list-style-type: none"> Choose the healthy option
Coming and Going	<ul style="list-style-type: none"> Walk on verandah and paths Walk bikes and scooters on school grounds Wear a bike helmet Walk and ride home safely 	<ul style="list-style-type: none"> Smile and say good morning to others Be mindful of other classrooms already at work Move quickly, quietly and safely Wait quietly and patiently before school Follow bus rules 	<ul style="list-style-type: none"> Have a drink and go to the toilet before lining up Follow toilet procedure Line up quickly and quietly 	<ul style="list-style-type: none"> Wear school uniform Represent school with pride in the community
Assembling	<ul style="list-style-type: none"> Sit calmly and quietly Sit in class rows 	<ul style="list-style-type: none"> Listen attentively Show appropriate appreciation Stand respectfully for the national anthem and school song 	<ul style="list-style-type: none"> Be a good audience member 	
IT	<ul style="list-style-type: none"> Use only appropriate websites Use technology as staff instructs 	<ul style="list-style-type: none"> Use THINK when using social media Care for equipment 	<ul style="list-style-type: none"> Make careful choices when using the internet Cameras on ipads/phones can only be used under teacher instruction Use the 'unfriend' button if nasties come along 	

LUNCH AND RECESS

Our school promotes healthy lifestyles and we educate the children about healthy choices of food. When packing your child's lunchbox, we ask that you please limit high sugary snacks and include a piece of fruit or vegetable. If you are including yoghurt or a lovely homemade muffin, please make sure there are fruit or vegetables as well.

If you are including yoghurt our preference is the tube style and if you could open the top and then put it back on that would be wonderful. It makes it much easier for the children to open and enjoy their snack. The children are encouraged to have fruit / vegetables every day and we usually ask them to eat that first before their treat.

To make it easier for the children to identify morning tea and lunch please send two separate containers. A small one for morning tea and another one for lunch. Please don't overfill their lunch boxes. You are the best judge of how much your child will eat as a snack or lunch.

MORNING TEA Lunch Box 1	LUNCH Lunch Box 2
Finger food – fruit or vegetables. Cheese and crackers. Small sandwich, small muffins etc	A substantial sandwich - and a piece of fruit / vegetable or other healthy snack.
Not Recommended	
Fruit juice, nuts, chips, lollies, fruit roll-ups, peanut paste and Nutella.	

The Kindy children are supervised at all breaks by the staff.

DRINKS – water only. Please provide a 'pop-top style' drink bottle for your child, filled only with water. This is so your child can safely access water in the classroom whenever he/she is thirsty.

SUN SMART – HATS AND SUNSCREEN

In Term 1 and 4 the children are expected to wear a hat while playing outside. We also encourage them to wear them in Term 2 and 3 as we can still get sunny days in those terms but it is not compulsory.

A hat has been supplied by the P&C for your Kindy child. To easily identify your child's hat you are welcome to stitch on a cloth badge or ribbon, their hat will remain at school. If you would like to wash them they can be sent home at the end of each term.

Mozzies are often a problem at school. If your child is particularly sensitive to mozzies we do have natural mozzie spray available. If you would like your child to have that applied, please send a written note giving us permission. There are some great natural wrist bands etc that are effective at repelling mozzies if they are a problem for your child.

TOILETING

Our Kindergarten area has its own toilet facilities for Kindy students only. If you have any concerns about your child not being able to independently use the facilities, please see the Teacher so we can support you.

MEDICATION

Staff must have written parental permission to administer prescribed medication to students and are unable to administer analgesics to students. If your child does need to take medication, ask the doctor if they could have a twice a day solution. If that is not possible then you need to complete an "Administration of Medication" form available from the front office. If your child needs Panadol for any reason you are welcome to come up to the school and administer it, however this being needed may indicate that your child is not well enough for school.

Updating us on your child's health is very important. Please see us if your child has any additional health needs.

POOR HEALTH

Coughs, colds and stomach wogs tend to go in cycles and it is best that children with these be kept at home in order to reduce the chances of other children contracting them. We realise that children often want to come in spite of these, but please, it is important for everyone's health and wellbeing that they are kept home until they are fully recovered. It is a requirement that vomiting and diarrhoea has stopped for 24 hours before returning to school.

Sometimes notifiable diseases and conditions can occur at this stage of life. Some of these are:

Measles, Mumps, Chicken Pox, Rubella, Conjunctivitis, Whooping Cough

If your child contracts any of the above, please **notify the school immediately**. A period of exclusion from Kindy is necessary for all of the above.

SCHOOL BASED MEDICAL CHECKS

Some medical screenings will take place during the Kindergarten year. In some cases, children may be referred to The Primary Health Services in Hudson Road, Bunbury for assessment.

IMMUNISATION CHANGES – NO JAB NO PLAY

- The Public Health Amendment (Immunisation Requirements for Enrolment) Act 2019 and the School Education Regulations 2000 requires parents to provide their child's immunisation records when the child enrolls in school.

Parents can request an Immunisation History Statement (AIR), this document must have an "As of" date (in the top left hand corner) to comply with regulations.

We are available at school to answer any questions you might have.

EMERGENCY NUMBERS

It is of the utmost importance that you supply at least two current emergency contact numbers for your child so that in an emergency we can contact someone, other than parents. Please keep these numbers up to date by informing the school office of any changes.

DROPPING OFF AND PICKING UP

Preparing children for school involves establishing good routines and ensuring that children arrive on time for sessions. Our start time for the day is 8:55am. We understand that circumstances can occasionally mean that you are arriving after that time. If you do arrive after 8:55am it is necessary for you and your child to go to the office first and sign in before coming down to the classroom.

We have a bell that is rung at the start of the day to signal that it is time to pack up puzzles and sit quietly on the mat. That is the time for you give kisses and hugs and say goodbye. If your child is reluctant to let you go it is best to make the goodbye quick and be assured that we will care for them and settle them. If they don't settle, we will contact you and discuss the best way to help them transition.

At the end of the day's session young children can become very distressed if they are left waiting for parents. If you are going to be late please phone to let us know so that we can reassure your child.

It is part of our Duty of Care that Kindergarten children are delivered to the Teacher or Assistant at the commencement of the day and collected from the Teacher or Assistant at the end of the day by their parent or a designated caregiver.

Children are:

- to arrive at Kindy at 8:55am
- to be dropped off or collected by the parent or designated caregiver and not school-aged brothers or sisters
- to arrive or leave accompanied by the parent or designated caregiver. If someone other than a parent or normal caregiver will be collecting your child, please notify us, by telephone or in writing.

SCHOOL SITE SIGN IN

Any visitor to the school be it a tradesperson, salespeople, other school's staff, community members or even a parent or guardian coming into the school must sign in at the front office.

- For parents and guardians this means that if you volunteer to work at the school in any way you must come to the office and sign the register when you arrive.
- If you are coming in to drop something off to your child at any time during the day you must also come to the office to sign in.

This is to safeguard our students and also it allows us to know who is on the site in case of a fire or another emergency.

STUDENTS SIGNED IN AND OUT OF SCHOOL

Any student who arrives late needs to come to the office to collect a late note. If a student arrives later than 8:55am, they must be legally signed in by a parent or guardian at the front office. This is also the case if a student is being taken out of school before the end of the day. A parent or guardian must come to the office to complete the sign out form which is then to be taken to your child's classroom and handed to the Teacher.

SCHOOL INFORMATION

CLOTHING

Our Students are encouraged to wear school uniform although it is not compulsory in Kindergarten. If you choose to have your child in uniform, we have brightly coloured polo shirts available for purchase from the uniform shop. This is different to the rest of the school who wear a blue polo shirt. They look very colourful when all together and makes it easy to identify Kindergarten Students in the playground which is shared with the Pre Primary classroom.

Appropriate clothing and footwear is essential. Children love to climb and climbing is encouraged and included in our Fundamental Movement Skills Program. Clothing that is comfortable and not restrictive is the way to go.

- Please label all removable clothing with your child's name. This makes it much easier to return clothing when they take it off.

Paint Stains ~ The children are encouraged to wear a paint smock when painting, however there are times when they forget to put one on and we don't notice. On those occasions paint can sometimes get on their clothing. In our experience, we have learnt... it's best to soak in cold water overnight and then scrub with soap and wash, as hot water makes the stain harder to shift.

FOOTWEAR

We recommend sending your child in sandals with velcro in summer and sneakers with velcro ties in winter. There are times when the children are asked to remove their shoes. Sandals and joggers are easy to remove and the children can put them on by themselves.

RECYCLABLE MATERIALS

One person's junk is another's treasure and we in Kindy treasure all sorts of 'clean' junk. Listed below is some of our favourite junk: -

Boxes (Sml & Lge)	Coloured Paper	Cardboard rolls
Cardboard	Computer Paper	Buttons/Ribbons
Cards	Bottle Tops	Bright fabrics

Note: We cannot use dirty food containers, toilet roll tubes, cigarette packages, etc. We sometimes need special items for specific activities and requests for these will be posted on the notice board.

BIRTHDAYS

As we all know, these are special days in our children's lives and we like to recognise them at Kindy. You might like to send along some cakes for the class to share your child's special day and if you do please make it small patty cakes only as these are practical for children of this age. Please check on the number of children in the class prior so as something can be shared with the whole class. Please be aware that we are an allergy aware school so nuts should not be included in any cakes etc. If you would prefer for your child not to have a cupcake, please speak with the classroom teacher to discuss alternative arrangements.

BAGS - THINK BIG

Please ensure your child's school bag is large enough to carry a drink bottle, hat, 2 x lunchboxes, a large library book, notes and spare clothing.

CONTRIBUTIONS AND CHARGES

These funds are used towards the costs of materials, services and facilities used by students in the educational program. Payment of this contribution gives the school the ability to supply the necessary resources to provide a quality education. A Contributions and Charges Information sheet is available at the school office and is distributed to families in December outlining costs for the following year.

PERSONAL ITEMS

Please don't send along toys or special items to school. If they get lost or broken it is very upsetting for everyone. We cannot take responsibility for them. To prevent potential heartbreak or disappointment these things are best left at home.

SCHOOL DEVELOPMENT DAYS (SDD)

These days are designed for staff to engage in school and curriculum development, priority setting and policy writing. Students do not attend. These dates are provided on the Term Planner, newsletter and our skoolbag app.

TERM PLANNER

Each term the school provides parents with a planner of events for the coming term. These are updated (via the newsletter and Skoolbag app.) as changes occur. Parents are encouraged to add to and display the planner in a prominent position at home to act as a reminder of coming events.

PARKING

Parking at the start and end of each day at any school will always be a hassle and as such we ask for your tolerance and patience.

We recommend that you park either at the front of the school, the fenced grass area or the main car park.

The driveway for the Pre Primary building is a kiss and drop area and is used by a local Day Care bus. Please don't park in this area as it is Staff Only.

We look forward to working with you during the year to provide an interesting and happy Kindergarten environment for your child to learn and grow.



SMALL SCHOOL WITH BIG IMPACT



NATURAL ENVIRONMENT

Our natural setting provides a unique environment for our students to learn and play.



SUPPORT

Our small school, relationship focus means we can provide support for students at all levels.



COMMUNITY

We are proud of the history of our school and welcome many multi generational families to our school.



GROWTH

With small cohorts of students in each year level, we ensure each student fulfils their potential through growth and development.



OPPORTUNITY

We are committed to ensuring our students have the opportunities of larger schools.

'With Pride, We Strive'

SCHOOL CONTACT INFORMATION



Telephone: 9796 7300

Email: cliftonpark.ps@educaton.wa.edu.au

Web: cliftonpark.wa.edu.au

KINDERGARTEN STAFF

Kindergarten Teacher: Moira George

Kindergarten Education Assistant: Lisa Cooper

ADMINISTRATION STAFF

Principal: Cathy Allen

Deputy Principal: Deborah Jolliffe

Manager of Corporate Services: Kylie Clarke

School Officer: Jodie Clayton