



Clifton Park Primary School

Parent Information Booklet

Pre Primary

Welcome to your Pre Primary

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

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 experience.

Information regarding the Pre Primary organisation is listed below.
Please keep this information booklet in a handy place for easy referral.

On Friday **8 February 2019** at **8:50am** a parent meeting will be held in the Pre Primary building. This is an opportunity for you to ask questions and gather more information on the Pre Primary program.
We hope to see you there.

ADMINISTRATION STAFF

Principal
Deputy Principal
Manager of Corporate Services
School Officer

Cathy Allen
Deborah Jolliffe
Kylie Clarke
Jodie Clayton



PRE PRIMARY STAFF

Pre Primary Teacher Michelle Clifton
Pre Primary Education Assistants Jodie Harkness/Kirsty Webley-Hurrell

CONTACT PHONE NUMBERS

School..... 9796 7300
Email cliftonpark.ps@education.wa.edu.au
Webpage..... www.cliftonpark.wa.edu.au

School Term Dates for Students 2019

2019	Students commence	Students Last day of term
Term One	Monday 4 February	Friday 12 April
Term Two	Monday 29 April	Friday 5 July
Term Three	Tuesday 23 July	Friday 27 September
Term Four	Tuesday 15 October	Thursday 19 December



School Hours

Start of school day:	8:50am
Recess:	11:00am to 11:20am
Lunch:	12:40pm to 1:20pm
Close:	3:00pm

OFFICE HOURS

8:15am to 3:30pm

SCHOOL DEVELOPMENT DAYS (SDD)

These days are designed for staff to engage in school and curriculum development, priority setting and policy writing.

2019 SCHOOL DEVELOPMENT DAY DATES

Term 1	Thursday 31 January, Friday 1 February, Friday 1 March
Term 2	Nil
Term 3	Monday 22 July
Term 4	Monday 14 October

2019 DURING SCHOOL TERM - PUBLIC HOLIDAYS

Term 1	Monday 4 March - Labour Day
Term 2	Monday 3 June - WA Day
Term 3	No Public Holiday - during school term
Term 4	No Public Holiday - during school term

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 an undercover assembly area.

SCHOOL SONG

Our original school song was written in 1988. The Year 6/7 students wrote the lyrics for our school song and the music was composed by John Chatfield.

In 2012 the school song was rewritten by Mrs Shani Kaitani (Music Teacher) and was sung by the students for the first time at the 25th year Celebration Parent and Community Open Night.

SCHOOL SONG

*Found amongst the banksias
Our school is Clifton Park.
Opened in 1988
We're determined to make our mark.*

*CLIFTON PARK
WITH PRIDE WE STRIVE
CLIFTON PARK
WITH PRIDE WE STRIVE*

*Our teachers, kids and families,
Working together, make us proud.
Hand in hand, we'll do our best.
Let's sing our chant out loud!*

*CLIFTON PARK
WITH PRIDE WE STRIVE
CLIFTON PARK
WITH PRIDE WE STRIVE
Yeah!!*

ABSENCES

Routine, continuity of learning and ongoing social development are very important to young children. Pre Primary is compulsory for WA students. We hope that, unless there is an illness or some other important reason, your child attends Pre Primary regularly. To help us keep our Records of Attendance up to date please advise us of any absences by any of the following methods:

- **Skoolbag app**
- **Email**
- **In writing**
- **Telephone**

NOT through 'Dojo' (class informal communication app).

ALLERGIES

Please ensure that the school is notified of any allergies that your child may have and the correct procedures if an attack occurs. You will also need to have a meeting with your Childs teacher to go through the condition and procedures.



As you are no doubt aware, the number of children suffering from some kind of an allergy is on the increase, so as a school we need to be sensitive to it. You are all parents and as such you can empathise with a fellow parent who has seen their child being violently ill, or their life threatened, after coming into contact with the allergen. We can not protect our children from all triggers, but as a school we are educating our students about these allergies and how we can avoid a serious or life threatening reactions for allergic children. NEVER sharing food with others and ALWAYS washing hands after eating are two good ways to help out.

ASSEMBLIES

Are held twice per term. The students undertake the organisation of the assemblies and present items. Parents, family members and community members are always welcome at our assemblies. Advance notice of assembly times and dates is provided in the fortnightly newsletter.

BAGS - THINK BIG

Please ensure your child's school bag is VERY LARGE as it will need to carry a drink bottle, hat, lunchbox, large library book, notes and spare clothing.

BIRTHDAYS

As we all know, these are special days in our children's lives and we like to recognise them at Pre Primary. If you would like to bring a cake to share we prefer it to be small patty cakes, chocolate crackles etc. These are much easier to share equally. Please be aware we are an allergy aware school so it is recommended nuts should be excluded from any cakes etc.



CHANGE OF ADDRESS AND DETAILS

Please notify the office if any change of address or details occurs as soon as possible by the following methods:

- Skoolbag app
- Email
- In writing
- Completing change of details form

COMMUNICABLE/NOTIFIABLE ILLNESSES & CONDITIONS

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, for everyone's sake, keep them at home.**

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

Measles	Mumps	Chicken Pox	Nits
Rubella	Scabies	Conjunctivitis	Whooping Cough



If your child contracts any of the above please **notify the school immediately**. A period of exclusion from Pre Primary maybe necessary for the above.

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 notifying the school office of any changes.

➤ IMMUNISATION

The School Education Act of 1999 requires parents to provide their child's immunisation records when the child enrolls in school.

- Parents can request an Immunisation History Statement at any time by:
 - telephoning ACIR on 1800 653 809 (free call)
 - emailing acir@humanservices.gov.au
 - visiting their local Department of Human Services Centre

Enrolment of unimmunised children can proceed but parents should be advised that during outbreaks of vaccine preventable diseases such as measles, their child may be excluded from school for an extended period of time.

DENTAL SERVICE

The school is serviced by a dental clinic located at Glen Huon Primary School.

Dental appointments for student screening in dental work are sent to parents via the school.

DROPPING OFF AND PICKING UP



Preparing children for school involves establishing good routines and ensuring that children arrive on time for sessions. Apart from disrupting the Pre Primary program, children who are constantly late for sessions often suffer embarrassment which can lead to reluctance to attend.

At the end of the day's session young children 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 Department of Education Policy that Pre Primary 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.

The Pre Primary door does not open before 8:50am. This is an important time for planning and setting up before school starts.

Children are:

- ✓ to arrive at Pre Primary 8:50 am.
- ✓ 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 the Teacher/Assistant verbally, by telephone or in writing. We have a white board for parents to write down who is picking up their children. This is particularly useful for social engagements.

EXCURSIONS

The children will be taken on excursions when it is relevant to the Pre Primary program.

FACTIONS

Clifton Park Primary School has three factions.



HOURS

Pre Primary session times are conducted Monday, Tuesday, Wednesday, Thursday and Friday. Start 8:50am – Finish 3:00pm

INTERVIEWS

These can be arranged by parents to discuss their child's progress or any concerns. Please see the teacher to organise a suitable time for an interview.

INFORMATION TECHNOLOGY (I.T)

Clifton Park Primary School has a comprehensive IT program. Students participate in Movie Making, Coding, Science Technology Engineering and Mathematics (STEM) activities, PowerPoint and Excel Spread sheets. We use a blend of both computers and iPads from Pre Primary through to Year Six. Students also participate in Mathletics, Reading Eggs and Sunshine Online web based learning programs. We use Internet and books for classroom research purposes.

LIBRARY

Sharing library books with young children is a great way of developing an interest in reading. The Pre Primary children will be borrowing books regularly from the school library and will be instructed in the correct care of books. As such, the children will require a waterproof bag to be able to borrow a book, so as to protect it. Correct care of library books is your child's responsibility so please reinforce this at home.



LOST PROPERTY

Many student items, especially clothing, are left at the school. If an item has the child's name on it, it will be returned to the child. If, however, it is **unnamed it will be placed in the lost property box** which is located in the undercover area. All unclaimed items will be disposed of at the end of each term. All items will be shown for parental viewing at the end of each term, prior to their disposal.

PLEASE LABEL ALL ITEMS OF CLOTHING.

RECESS AND LUNCH



The children need to bring lunch as well as recess. In Kindy they used two cooler bags; In Pre Primary we will be transitioning the children from two cooler bags to one. *A cooler bag or lunch box with two sections is great as it keeps morning tea separate from lunch.* During that time, they are supervised by the Pre Primary staff and we will be talking to the children about what food they need to eat first and what food is morning tea or lunch.

Please do NOT overfill recess and lunch boxes.

Our school promotes healthy lifestyles and as such we educate the children regarding healthy diets. Support us to support your children to make healthy choices. Please read the below table with suggested recess and lunch.

RECESS (MORNING TEA)	LUNCH
A piece of fruit or vegetable pieces only (cut up if preferred)	A substantial sandwich - crust on - and a piece of fruit
Not Recommended	
Fruit juice, nuts, chips, lollies, puréed fruit, fruit roll-ups, pre-packaged foods, peanut paste and nutella.	

- **DRINKS** – water only. Could you 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. The bottle will be sent home for refilling each day.
- **RECESS AND LUNCH TIME SUPERVISION** - The Pre Primary staff are part of the whole school staff and therefore are on the whole school duty roster. At recess and lunch times the children will be supervised by the rostered duty teacher for the front of the school. In Semester two there will be a transition phase introducing the children to the whole school yard.
- **No LUNCH ORDERS** available



MEDICATION

Staff must have written parental permission to administer prescribed medication to students by completing an “Administration of Medication” form available from the front office. Staff are unable to administer analgesics to students. Emergency medication, such as that used for insect stings, should be provided with the correct instructions attached. Please let your child’s teacher know if your child is taking regular medication or may require emergency medication.



PARKING

Parking is available at either up the driveway in the main car park off Lucy Victoria Avenue at the front of the school, or Williams Way at the back of the school. Alternatively, there is also a cleared area at the very front of the school that can be used.

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.

The driveway for the Pre Primary building is not for the use of Pre Primary parents. There is limited parking and what is available is for staff use only. The driveway is also used as a “kiss and drop” in the morning by the primary school parents and there is also the day care bus coming through morning and afternoon. For this reason, it is important that it remains clear.

PARENTS ARE NOT PERMITTED, UNDER ANY CIRCUMSTANCES TO PARK ON THE DRIVE-WAY OUTSIDE THE PRE PRIMARY ROOM.

PARENT COMMUNICATION AND NEWSLETTER

There are note holders on the wall outside the Pre Primary classroom. Each child has a pocket where notes will be placed. Please check your child's pocket each day. Sometimes small notes can be hidden down the bottom. *If you have any younger children could you please watch that they don't remove notes from the pockets.*



In keeping with the school's policy, the newsletter will go out fortnightly. The newsletter and other information are available on our website www.cliftonpark.wa.edu.au and Skoolbag app for current up to date information.

At the commencement of each new term a term calendar is published in the school newsletter and available on our Skoolbag app. This will have all the term's planned "happenings" on it.

- ✓ Please read and keep or note down the relevant points from the newsletters.
- ✓ Please read the information board at least once a week to keep up to date with current events.

PARENT ROSTERS

We have two rosters at the Pre Primary that we ask parents to volunteer for:

➤ **LAUNDRY ROSTER**

If each family volunteers for laundry roster once then we will have almost enough volunteers for the year. Please put your name down at the parent meeting.

➤ **DUTY ROSTER**

Come and spend a morning helping out in the Pre Primary. Parent rosters will begin in week 4 of term 1, allowing time in the first weeks for the establishment of class routines, expectations and behaviours. At the parent meeting you will be asked to indicate whether or not you are available to go on the roster and what days suit. We will then allocate a morning for you to come and join in with the fun.

We only have roster parents of a morning (8:50am – 11am), if you are unable to come on roster on your day please make arrangements to swap with another person. Roster people are so valuable that it is difficult to run our program without you. Our weekly activities are planned with rostered help in mind.

Roster helpers are asked to: -

1. Join in with puzzles/news.
2. Supervise an activity.
3. Help at pack-away time.
4. Join in with your child in activities.



Younger brothers and sisters are welcome to come along with you on roster but their supervision is your responsibility.

PERSONAL ITEMS

Please don't send along toys or special items because if they happen to get lost or broken we cannot take responsibility for them. So to prevent potential heartbreak or disappointment these things are best left at home.

- ✓ **Label** all removable clothing with your child's name.
- ✓ Check lost property regularly, which is kept in the undercover area.

Our Students are encouraged to wear school uniform. The school promotes uniforms as students feel a part of the school and it saves arguments at home or comparisons at school. These can be ordered through the school uniform shop.

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. This framework is underpinned by -

- Clearly defined **Whole School Expectations of behaviour**

Go Safely

Respect and care

Own your Actions

Work with Pride

- The teaching and reinforcement of expected behaviours
- Consistent approach to the management of behaviour (appropriate and inappropriate)
- The provision of support for students at all levels to achieve success in regulating their behaviour

PRE PRIMARY PROGRAM

Our Pre Primary program is based on the developmental needs of children. Research proves that children learn about themselves and their abilities through doing. Play is an essential part of a child's development.

The programs for the centre are prepared at the commencement of each term in a sequential manner. In the social science area, the children look at themselves, their families, their community and the world around them. These areas are used in the themes in the Pre Primary.

As we are fortunate to be an onsite Pre Primary we interact with the school throughout the year. The children go into the school for library and attend the assemblies.

We encourage children to write their own names at Pre Primary. This develops an initial interest in writing, fosters name recognition and develops confidence. Should you wish to encourage name writing at home with your child please encourage your child to write their name in one upper case letter followed by lower case letters. The writing of names in block print – all upper case letters – is developmentally unsound and a hard habit to break.

If you have any skills which you would be willing to share with us over the year in any areas, e.g. art, music, language etc; please offer.

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!!!



P&C ASSOCIATION

The school has a fully constituted P&C, which is a member of WACSSO.

The P&C meets twice a term, roughly 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 Management Committee 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.

RECYCLABLE MATERIAL

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

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

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.

PHYSICAL EDUCATION

The school provides a comprehensive physical education programme for the children, incorporating the Fundamental Movement Skills Program for the junior years and FUNDamental Game Strategies and activities in the senior years.

REPORTS

Reports indicating how your child is developing are given out at the end of Semester 1 and Semester 2, along with a Portfolio containing samples of work.



You will have close ongoing contact with the Pre Primary staff, however if you need further clarification on any aspect of the 'Reports' the staff will be most willing to assist.

SAFETY HOUSE PROGRAM

Clifton Park Primary School is an active participant in the Safety House Program of WA. This is a program where members of our community offer their houses as a safe place for children who are in need of assistance, providing a place where they can turn to for help. Occasions where children may require assistance could be if they are hurt, scared, subject to bullying or being followed.

If you feel that you are able to be of assistance to this valuable community program, or just want to know some more about it, please contact the school for the P&C Safety House Coordinator's telephone number.

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.

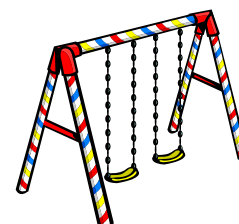
STUDENTS SIGNED IN AND OUT OF SCHOOL

Any student who arrives late needs to come to the office to collect a late note. If a student arrives more than half an hour after the morning siren, then they must be signed in by a parent or guardian. After this time students cannot be dropped off in the car park and be left to come into the school by themselves, they must be accompanied by an adult so that they are legally signed in. 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. Please make sure that you adhere to these policies at all times.

SCHOOL GROUNDS/BUILDINGS

The only areas of the school grounds available for public use after hours are the:-

- cricket nets
- oval
- nature play area
- tennis courts/basketball courts
- Williams Way Adventure Playground



All other areas are out of bounds after hours, except when the Principal grants permission for specific purposes. A fee may be charged for the use of school buildings.

Please ensure children stay off the Pre Primary equipment before and after school.

SCHOOL COUNCIL

This is the overall decision-making body of the school. Its purpose is to monitor the budget, participate in the priority setting of the school and ratify school policies and plans.

The management committee consists of: -

- * three parent members
- * two staff members
- * the school Principal

Committee members are elected annually. The committee meets at least four times per year.

SCHOOL POLICIES

The school has a range of policies relating to a variety of aspects of school management and curriculum. These are available at the office for parent information.

SCHOOL PRIORITIES (Focus Areas)

These are determined in the preceding school year based on input from staff members, community members and parents.

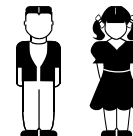
The school uses information gathered from tests, reports and student records to determine areas of need within the school curricula to focus on. All other curricula areas are maintained at the normal level. Copies of current school priorities are available at the office.



STATIONERY LISTS

These are issued to students in term four. Copies are also available from our office. Ziggies Educational Supplies have generated our stationery lists for 2019.

STUDENT PARTICIPATION AND LEADERSHIP



➤ **HEAD BOY / GIRL**

The positions of Head Boy and Head Girl are selected at the end of Semester Two by the Year 4 to 6 students and the teaching staff. The Head Boy and Head Girl are announced at the awards and graduation evening.

➤ **STUDENT COUNCILLORS**

The school has a student council, consisting of Head Boy Head Girl and two Councillors per term. The roles of the councillors are to: -

- Assist in the running school events
- organise assemblies
- organise school activities such as special awards
- be student representatives and role models

The term of office for the councillors is one term, except for the Head Boy and Head Girl who are elected for the whole year.

Selection for council is via student elections. Candidates must: -

- self-nominate
- prepare and deliver an election speech to students in Years 4 to 6
- be Year 6 students

Students may hold only one leadership position at a time but may be a councillor/faction captain or vice captain in alternative semesters/terms.

➤ **FACTION CAPTAINS**

Faction Captains are elected in Term one and Term three by students in each faction and lead their factions for a semester.

Captains are students in Year 6, excluding the Head Boy and Girl. Vice Captains are elected in the same manner from Year 5 students.

Faction captains take on a degree of responsibility for the sports shed and equipment maintenance plus leading their individual factions.

SPORTS

The school has a strong focus on personal well-being.

Students participate in regular daily fitness and also mixed year level sporting activities.



Other sporting information is listed below: -

❖ **Faction Carnival**

The school holds an annual athletics carnival in first term. Students from PP to 6 participate in age appropriate team and individual events and tabloid games.

❖ **Interschool Athletics Carnival**

The school participates in an interschool athletics carnival. Selected students from Years 2 to 6 participate in age appropriate team and individual events.

❖ **Forrest Division Carnivals**

Students in Years 4, 5 and 6 may be selected to participate in the Forrest Division Carnivals throughout the year.

❖ **Swimming**

All students from Pre Primary through to Year 6 are entitled and encouraged to attend In-term swimming lessons during Term 3. The cost of the instruction is covered by the Department Of Education, while parents are responsible for payment of bus fares and pool entry fees. Lesson times are organised via a block booking and may vary from year to year depending on time availability.

UNIFORMS

Our Students are encouraged to wear school uniform. As the children are often climbing and exercising, shorts or track pants should be worn as they are safer and less restrictive. We recommend sending your child in sandals in summer and sneakers with velcro ties in winter. Children are required to remove their footwear for outside play. Sandals are easy to remove and the children can put them on by themselves. In winter the children will be allowed to wear sneakers inside and outside. For safety purposes no other footwear can be worn for climbing.

- **Paint Stains** ~ Soak in cold water overnight. Scrub with soap and wash. Do not use hot water.

- **SUN SMART – Hats and Sunscreen**

All Pre Primary children are required to wear a hat for outside play. Our policy is '**no hat, no play in the sun**'. Please supply your child with a hat at the start of the year to be left at the centre for the year. (Our preference is a wide brimmed hat not a cap). If you would like your child to wear a hat while walking to and from school, please keep a different hat in their bag for that purpose.

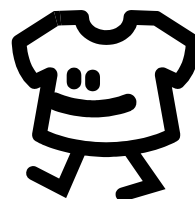


If **parents** could please apply sunscreen and **insect repellent** as appropriate, to their own child in the morning for each day they will attend Pre Primary.

Summer – Girls

Navy polo with lemon piping with either: -

- a navy blue skirt
- a navy blue skort (skirt front/short back)
- checked shorts (school material)
- navy blue shorts (school material)
- Summer Dress



Summer – Boys

Navy blue shorts with a navy polo with lemon piping

Winter – Boys & Girls

Navy blue tracksuit pants, long pants or shorts with a navy short or long sleeved polo with lemon piping. Navy blue jumper, cardigan or jacket.

VOLUNTARY CONTRIBUTIONS

The amount for Pre Primary in 2019 is \$50.00 per child.

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.

- **P&C FUNDRAISING DONATION**

Clifton Park P&C Fundraising Donation for 2019 has been set at **\$10.00 per child, \$20.00 per family**. Payment options will be advised at the start of the school year.

QUESTIONS

If you have any questions, queries or concerns during the year, please see me.

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

Michelle Clifton
Pre Primary Teacher