# Welcome to MANLY WEST PRIMARY SCHOOL



## KINDERGARTEN 2021

#### WELCOME

We are delighted that your child is starting Kindergarten at Manly West Primary School. We hope that it will be the beginning of a happy and rewarding time.

The school is proud of its reputation for outstanding academic, cultural and sporting programs. We have a strong partnership with our parent community which allows us to deliver such a high quality education to our students.

Parents are encouraged to participate in many aspects of school life, including the classroom, extra-curricular activities and the P&C. Due to COVID-19 guidelines, some of these activities are on hold. We look forward to welcoming parents on school grounds when these restrictions ease.

The school executive and classroom teachers are available to assist parents in regards to their child's academic, social and emotional wellbeing throughout the year. Other communication channels include class and school newsletters. A term calendar also provides parents with information about upcoming excursions and shows.

I look forward to sharing with you this exciting time in your child's life.

Yours sincerely,

*Mrs Julie Organ* Principal Manly West Public School



#### **GETTING READY**

At Manly West Public School we hold an information evening at the end of October each year for parents and carers who have a child commencing Kindergarten the following year. In 2020 this information evening is by registered webinar. This will give you the opportunity to meet the Principal, Deputy Principal and some of our Kindergarten teaching staff including the Assistant Principal overseeing Kindergarten. You will hear important information to help you prepare your child for the transition into school and hear all about the wonderful experiences children at Manly West can have.

The next important dates are the Kindergarten Orientation Mornings, when your child will come and experience a little of what life is like at 'big school'. On these mornings, your child will be involved in stories, songs, games and activities in a classroom with one of the current Kindergarten teachers.

Our Orientation dates for Kindergarten 2020 are:Wednesday 4th November 20209:45am - 11.00amTuesday 10th November 20209:45am - 11.00am

Your child should attend both Orientation Mornings. Please contact school if unable to attend.

#### <u>BEST START ASSESSMENT</u> <u>Thursday 28th January – Friday 5th February, 2021</u>

At Manly West we delay the start of school a few days to allow the Best Start individual assessments to take place. Every child in Kindergarten is allocated 45 minutes with their teacher. Interviews take place from **Thursday 28th January**, **2021**. Some appointments may be scheduled in the morning before school or in the afternoon after school.

During December, you will receive a postcard from the school notifying you of your child's **Best Start date** and **time**. Please report to the Literacy and Numeracy Area at your allocated time where you will be greeted by your child's teacher for Kindergarten.

If you are not able to attend at the designated time, please inform the school by phone or email so that we can do our best to reschedule.

The Best Start Assessment is an interview to assess your child's literacy and numeracy skills when they start school. It gives teachers valuable information that will benefit your child's learning. All Kindergarten students in public schools complete this assessment. The Best Start Interview is not a test. It is about your child's teacher getting to know your child so they can move them forward along the Literacy & Numeracy Progressions.



Thursday 28th January	Best Start
Friday 29th January	Best Start
Monday 1st February	Best Start
Tuesday 2nd February	Transition morning 9:45 - 12:00
Wednesday 3rd February	School begins 9:45 - 2:30
Thursday 4th Feb – 12 <sup>th</sup> Feb	School begins 9:20 - 2:30
Monday 15th February	Normal school times 9:20-3:20

#### **Transition Morning**

Tuesday 2<sup>nd</sup> February (9:45-12:00 pm)

This is a very exciting and emotional day for both you and your child. Positive experiences during the first days at school will help your child to develop a positive attitude to school in general.

Please take your child to their classroom at 9:45am. If COVID restrictions are still in place, signage in school grounds will indicate arrival and departure locations for parents. Prefects will be available to assist you in locating the classrooms/designated arrival and departure locations. Bring fruit and morning tea.

At 12 noon students meet parents outside the classroom/designated meeting location.

#### <u>Parent invite to 'Tea and Tissues' Tuesday 2<sup>nd</sup> February</u> (9:50am-10:30am)

Parents please join the other Kindergarten parents for 'Tea and Tissues' inside the school hall. This is a great way to meet one another and will give you a chance to talk about this new, shared experience. Unfortunately we will not be able to hold this event if COVID restrictions are still in place.

#### <u>Name Tags</u>

Your child will receive a name badge, which will be colour coded for each Kindergarten class. Please encourage your child to wear it for the first few weeks. This helps all members of the school community to get to know the names of Kindergarten children quickly.

#### Settling in and Activities

If COVID restrictions ease, you can assist your child to hang up their bag and hat on the hook with their name and find an activity to do together for a few minutes. There will be a variety of activities set out on the tables. If your child is playing happily or alone with other children, take this opportunity to remove yourself slightly from the immediate area and observe them from a distance. The teacher will indicate when it is time to leave. At this point, tell your child you are doing so, give them a quick hug and a kiss, reassure them that you will be back to pick them up from the playground at 12 o'clock and then leave swiftly.

Alternatively, staff will meet you at the designated location and ask that when the teacher informs that you depart without delay for the benefit of all students. Students will meet parents back at the same arrival location for departure at 12pm.



The teacher will take the children for toilet breaks.

Children settle quickly once their parents have gone, even if there are initial tears. Even though it can be difficult for you, it really is better if you leave quickly. The teacher will assist you if your child is particularly clingy or distressed. She or he has had plenty of experience with tearful farewells and is well-equipped to deal with the situation compassionately and sensitively. As hard as it is for you, try not to come back later to check on your child. If your child spots you, they can become distressed all over again.

#### Wednesday 3<sup>rd</sup> February 2020 (9:45am - 2:30pm)

Kindergarten students will begin at 9:45am and finish school at 2:30pm. If you arrive before this time please wait in the playground.

**9:45am** Please take your child to their classroom if guidelines allow. Follow the same routine as for the Transition Morning.

- Assist your child to hang up their bag and hat on their named hook.
- Encourage your child to play one of the activities on the tables.
- Once settled, a quick hug, kiss and reassure your child that you will return in the afternoon to collect them from the playground.

#### Students have the following breaks:

10:20am - 10:30am	Fruit Break
11:20am - 11:40am	Morning Tea
1:10pm - 2:05pm	Lunch

2:30pm Please wait in the designated area. Your child's teacher will bring the children to this area and dismiss them one by one when they see you. It's often a good idea to establish with your child a place where you'll be waiting each day. It can be very reassuring for the children to be able to spot a parent/carer as soon as they come outside.



#### From Thursday 4th February

Kindergarten will start school at 9:20 am on the regular school bell. Students will assemble in their class lines as shown to them the previous day.

#### Pick Up Time During the First Two Weeks

#### Until Friday 12th February 2:30pm departure

During the first school weeks, Kindergarten students may be collected from 2:30pm. Students who are not able to be collected by parents or carers until 3:20pm will be involved in developmental play, supervised by Kindergarten teachers. Please let your child's teacher know if you are picking them up at 3:20pm. From Monday 15th February 2021, students will be dismissed at 3:20pm.



#### Before and After School Care (BASC)

Please note, students who are attending Before and After School Care will remain in the care of Manly West staff until 3:20pm when they will be met by BASC staff.

#### <u>From Monday 15th February normal school hours</u> 9:20am – 3:20pm

On arrival in the mornings, children can place their bags in lines from the coloured dots and then go and play. Prior to the 8.50am bell, no teacher is on duty and the children must sit on the verandah in front of the Griffiths Street block between the Office and the Staff Room. Please remind them to keep their hats on.

8:50am Children may play on the asphalt area in the playground before school where teachers are on duty.

9:19am Music will play which indicates time to finish playing followed by the school bell. Children line up with their bags at the coloured dots. Please say goodbye to your child before they come to lines and stand behind the students at the back of the lines to make it easier for the children to listen to and follow the teacher's instructions. Alternatively, as is the current situation, parents say goodbye at the school gate.

Teachers will organise their classes and take them into class for a 9:20am start.

9:20am	Class
10:20am	Frui
11:20am-11:40am	Mor
11:40-1:10pm	Clas
1:10-2:05pm	Luna
2:10-3:20 pm	Clas
3:20pm	End

Classes begin Fruit break Morning Tea Class time Lunch Class time **End of school** 



#### WHAT WILL MY CHILD BE DOING ALL DAY?

Kindergarten is arguably the most important year in your child's school career. It is the year in which the child learns attitudes and skills which are a vital foundation for later years. They will learn to share, cooperate, develop selfdiscipline and work in a group. They will also learn skills in listening, following instructions and completing tasks. Importantly, it is also the beginning of their concept of themselves in relation to the school.

Kindergarten children are introduced to the Key Learning Areas that comprise the Primary School Curriculum through activity-based, integrated themes of work.

These six Key Learning Areas are:

- English
- Mathematics
- Science and Technology
- Human Society and Its Environment (History and Geography)
- Creative and Practical Arts



• Personal Development, Health and Physical Education

Through highly structured activities that involve much discussing, listening, cooperating, experimenting and practising, the children have an opportunity to develop skills in a supportive, nurturing atmosphere. Many of the activities are centred on play and involve a 'hands-on' approach, but all have a clear educational purpose.

This is how young children work best to develop into creative, divergent thinkers, who are willing to take risks become responsible for their and to own learning. Kindergarten classrooms are dynamic, noisy, busy, exciting places to be. It is important to remember that there is a large difference in ages among Kindergarten children, with some being more than 12 months older than the youngest. This is a substantial gap at this age and children will naturally display a wide range of developmental levels in Kindergarten. You should be aware of these differences and allow your child to develop at her/his own rate without making comparisons. Please see your child's teacher if you have any concerns.

Although each class teacher will structure the day slightly differently, the general day's timetable follows. You will find out about the specifics for your child's class at the Parent Information Evening held in the first few weeks of school.

8:50am-9:20am

Supervision in the playground (asphalt areas) When the music plays, at 9.19am, children should line up with their bags at the coloured dots.



9:20am-11:20am

Class time

Attendance roll is taken.

The calendar is discussed; day, date, weather and day's routine.

News time (you will be sent a roster which will detail the regular day of the week your child will be able to share her/his news).

The rest of the morning will be spent doing Literacy and Numeracy activities.

The children might also have lessons with specialist teachers at this time eg. Library, Fundamental Movement Skills or Dance.

Mid way through this session, the children will have Fruit Break.

11:20am-11:40am

Morning Tea - this is the time for your child to go to the toilet, have a snack and a drink and a little play. At first, the children tend to take a very long time to eat their snack as they get used to the procedure of unwrapping things for themselves and sitting with their food on their lap, or on the bench or ground beside them. Very soon though, they will be much faster at this part of morning tea and there will be more time for play.

11.40am-1.10pm

Class time

1:10pm-2:05pm

Lunch Time - the children have to sit down to eat for the first fifteen minutes then they play. They and are encouraged to eat all of their lunch, take home what they can't eat and to put their rubbish in the bin. Please pack food containers and wrappers that are easy to open. At play time, the children play in various areas of the can playground, including the Eco Playground and the coloured equipment on rostered days. There are also days where children may go to the Library (after the halftime bell rings). Year Five Playground Monitors provide equipment and support for Kindergarten students.

2:05pm-3.20pm

Class time

3:20pm

End of school



### Additional Activities

#### <u>Buddies</u>

During Term 1 the Kindergarten children will meet their Year 6 buddy. Together, they do a variety of supervised activities such as craft, games and reading books together once a week during class time. The Buddies Program is part of the leadership training for Year 6 and provides a very valuable support for Kindergarten children.



#### <u>Release from face to face Teacher time (RFF)</u>:

Although the children stay with the one class teacher for most of the time, there are occasions during the week when they are taught by another teacher for lessons such as Library, Music or Sport. During this time the class teacher has 'Relief from face-to-face teaching' (RFF) time when they can meet with other staff, plan lessons, make resources and perform a million other tasks.

#### Library:

The children go to the library once a week where our trained teacher-librarian introduces them to the wonders of this very special place. However, individual borrowing will not begin until later in the term (again, you will be notified of

the date). The children will need a (labelled) Library bag when borrowing begins. You can, of course, bring these into school at any time and they'll be stored in the classroom.



#### **Special Religious Instruction (SRE):**

Kindergarten students participate in a 30 minute lesson on Thursday morning. Parents can choose for their child to attend:

- Bahai
- Catholic or
- Protestant

Parents who do not wish their child to attend SRE, can nominate Non-Scripture. Ethics is an option for students who attend Non-Scripture, however this is dependent on available volunteers. If you are interested in teaching **Ethics**, please contact: Lisa Palmer on 0435 001 062, or <u>palmerlisa@hotmail.co.uk</u> At this stage, Ethics classes will be available for students in Years 2-6 in 2021. **Assemblies:** Currently we are holding K-6 virtual assemblies.

K-2 Assemblies are usually held on Fridays before lunch, in the hall. This is a time for the children to listen to general Manly West news, sing together, perform for others in a group, as a class or as a grade, show examples of work and watch others perform. Students may also receive merit cards as encouragement and acknowledgement of effort and behaviour during the week. All children will receive a merit card or two during the year at assembly. The teachers keep very careful records of this.

Expectation cards are issued in class each week to students reflecting our school expectations -

#### Respect Responsibility Aspire

Once a child has collected 4 Expectation Cards they deliver them to the Deputy Principal who will present an Expectation Certificate at the Friday assembly.



#### WHAT WILL MY CHILD NEED TO BRING TO SCHOOL?

\* Fruit Break- A small container with cut up fruit or vegetables.

\* Morning Tea/Recess and Lunch - It is a good idea to pack a small amount of food in a separate small container for morning tea. Children often feel a little overwhelmed when confronted with a whole lunch box of food from which they have to choose some morning tea. Show your child which is which.

- \* Plastic Drink Bottle
- \* School Hat
- \* Raincoat
- \* Spare underwear
- \* Sunscreen

\* Library Bag - These can be purchased from the uniform shop, or use a simple cloth drawstring bag approximately 40cm x 30cm.

\* **Paint Shirt** (old t-shirt or button-up shirt would be fine, or purchase an art smock from the uniform shop).

A list of stationery and textbook items will be sent home in December and we ask that parents and carers purchase these items before the start of the school year.

Label all belongings clearly, including the lids of drink bottles and lunch boxes and check them regularly as they do tend to wear off.

#### UNIFORM

Summer: Terms 1 and 4

Winter: Terms 2 and 3

#### GIRLS



- Summer: Yellow and white checked dress with royal blue tie Blue Polo shirt with navy blue culottes Short white ankle socks and black school shoes School hat
- Winter: Blue checked tunic Sky blue long sleeved blouse with royal blue tie Short white ankle socks or navy long socks or navy tights and black school shoes Royal blue zipped jacket or sloppy joe or polar fleece Checked school trousers (optional) School hat



#### BOYS

- Summer: Short sleeved sky blue polo shirt Grey shorts Short grey ankle socks and black school shoes School hat
- Winter: Long or short sleeved sky blue polo shirt Grey shorts or long grey trousers Short grey ankle socks and black school shoes Royal blue zipped jacket or sloppy joe or halfzipped polo fleece School hat

#### SPORTS UNIFORM K-6:

To be worn on Sports and Dance days. Your child's teacher will let you know the days that your child needs to wear their sports uniform.

#### GIRLS AND BOYS:

Gold school polo shirt Unisex blue with yellow microfibre shorts Short white ankle socks with joggers Cold weather - Royal blue zipped jacket or sloppy joe or half-zipped polar fleece and track pants School hat

Ankle socks must be worn above the ankle bone (anklets or sockettes are not school uniform).

Unless otherwise informed, full correct uniform must be worn on excursions.



There are two options for purchasing uniform items:

• In person at the uniform shop, or

• Through the Flexischools website <u>www.flexischools.com.au</u> Flexischools orders are processed daily. Online orders are delivered to your child's classroom.

#### **GENERAL INFORMATION**

#### <u>Rain</u>:

If it is raining in the morning, a bell will ring indicating that the children go straight to their rooms where they will be supervised by their class teacher. If it rains at morning tea or at lunchtime the children eat inside the classroom or on the verandah and then play inside under supervision.

#### Supervision:

During school hours, children are supervised at all times, both in the classroom and in the playground. Therefore, if your child falls over, becomes upset, can't open their morning tea or some other problem occurs, they or a friend will always be able to find a teacher. However, it may not always be your child's class teacher.

Whilst the Kindergarten teachers do tend to stay in the playground with the children for all of morning tea and most of lunch time in the first couple of weeks, they will eventually encourage the children to become independent of them. You can help develop this independence by talking with your child about what to do in the playground if they can't find their own teacher (reminding them that teachers need to eat lunch too)! Teachers on playground duty wear a fluro vest or a gold sash to assist identification when on

playground duty.



**Toilets**: For the first few weeks of school, the children are escorted to the toilets by the teacher at the beginning of fruit break, morning tea and lunch. The K and Year 1 boys' toilets and the K and Year 1 girls' toilets are located underneath the Boyle Street Block, just off the multipurpose court. They are always reminded to flush the toilet and wash their hands. Of course they can go whenever they need during the rest of morning tea and lunch time. If they need to go during class time, they will be escorted by a friend to the closest toilet. From time to time, 'accidents' happen - all the excitement of school means that some children just forget to go to the toilet in time. Please provide a spare pair of underwear in your child's school bag each day.

We also have spare underpants, socks and entire uniforms, kept in the office area - just in case!

#### <u>Injuries</u>:

If your child falls over and sustains an injury, they are cared for in our sick bay by our office staff who are fully trained in first aid procedures. If they are ill or more seriously injured, the school will contact you or your authorised emergency contact person.

#### **Emergency Contact Information Form**:

We have the information you provided on your enrolment form. Please contact school office for changes of details including emergency contacts.

#### Belongings:

Please ensure all belongings (including drink bottles, lunchbox lids, all clothing, hats etc) are clearly labelled with your child's name and class. We encourage the children to take responsibility for their own belongings. Please also could we make a request to label the outside of school bags with individualised key-rings or ribbons etc to help your child identify their own bag. A tag secured to the outside with their name on it would be great, or you could even write directly on the bag with a water-proof marker.

#### <u>Hats</u>:

We have a "No hat, play in the shade!" policy at Manly West. Children must wear the wide-brimmed school hat in the playground; even in the mornings before school. These are available through the Flexischools website <u>www.flexischools.com.au</u>

#### <u>Canteen</u>:

As the children are learning many new routines at the beginning of the year, we do not encourage lunch orders or for children to buy from the canteen at morning tea until mid Term 1. We ask that older brothers or sisters do not buy items from the canteen for them. Kindergarten are introduced to the canteen through a special morning tea.

#### Lunch orders:

Lunch orders are organised though flexischools, an online ordering system or they can be taken directly to the canteen before school. Traditional style orders should be written on a paper bag with your child's name and class. Please remember to tell your child if they are having a lunch order; sometimes they don't realise and can become very upset if they find they have no lunch box in their bag! Ice-blocks and other frozen items cannot be ordered. They must be bought from the canteen after the children have eaten their lunch, at play time. Please send money for morning tea or ice-block purchases in a labelled purse or wallet. Some children do not eat their lunch in order to 'save room' for something bought at the canteen. Perhaps a once-a-week treat is a healthier option than having money to spend every day.



Flexischools is the fast and secure way to order and pay for Uniforms, Canteen Lunch Orders & Fundraisers - everything in and around your school !

flexischools



The easiest way to purchase your child's School Uniforms is via Flexischools

www.flexischools.com.au

#### How It Works ...

Order and pay for a wide range of school activities from home or on your mobile.

#### Step 1: Register

Go to flexischools.com.au from your computer or mobile device. Login or register for an account and add your students to get started.

#### Step 2: Top-up

Top-up your account using VISA, Mastercard, Pay Pal or by direct deposit.

#### Step 3: Order and Pay

Order from the range of school services which include canteen, uniform shop, fundraisers etc

#### Step 4: Review or Edit

You will receive an email confirmation or E-Ticket of your order.

#### Allergies:

As there are a number of children at Manly West with life-threatening allergies to nut products we do not sell peanut butter sandwiches at the canteen. Could we also request that you consider this when making your child's lunch. Even touching the hand of someone who has eaten a peanut butter sandwich can pose a threat (dip and spread, peanut butter crackers, Nutella etc. too). We would appreciate your cooperation in this matter. We have a no sharing of food policy at Manly West.

#### Talking to the teacher:

Your child's class teacher is the first contact if you have a query or a concern. Little issues can often be resolved very quickly before they have a chance to develop into big ones if you have a chat with the teacher. However, it is often very difficult to give your questions the attention they deserve when surrounded by children and other parents in the lines in the morning or at the afternoon collection point. Therefore, it is best to make an appointment for a mutually convenient time. Ring the office to organise this, send in a note or email the school <u>manlywest-p.school@det.nsw.edu.au</u>

#### <u>Absences</u>:

Regular attendance at school makes settling and learning easier and helps your child to build and maintain friendships. Your child should attend school every day unless they are sick or injured. If your child is sick and likely to be away for more than three days, a phone call to the school is advised. Parents or carers are required to notify the school of the date and reason for any absence in writing. This can be through a signed note to the teacher sent with the child on their return or send an email to the school:

manlywest-p.school@det.nsw.edu.au

Absent notifications are a legal requirement for record keeping purposes.

In line with NSW departmental guidelines, should you wish to take your child out of school for an extended period (over 5 school days), permission from the Principal is required through a written letter.

If, for any reason, your child is late arriving at school or you need to take them out for an appointment with a doctor or a dentist etc. you need to go to the office and sign them in or out. The office staff will give you a permission slip which must be given to the class teacher for inclusion in the class roll.

**Friendships:** Friendships made in kindergarten are usually fairly fluid. It takes time for children to really feel settled in the playground, to make friends and to know how to fill up their play time. The kindergarten teachers are working on this constantly with the children, talking about strategies to

make friends. You can use the class contact list, once it's available, to arrange play dates.

By encouraging out of school play times, children can build upon friendships that will help them at school.



#### After School Activities:

The children tend to be very tired at day's end. Try not to organise too many after school activities, especially in Term One; let them go home and play and reflect on the day.

#### Parent Partnerships in the Classroom/School:

There are a myriad of ways in which you can contribute to the school. Many parents like the opportunity of helping in the classroom. Your child's teacher may make a request for help reading individual Literacy Groups, with or Mathematics Groups, art activities, computer lessons, excursions and all sorts of other things. This is a great way of seeing your child in action in the classroom and how they interact with others, whilst providing invaluable assistance for the teacher. You may also like to help by creating resources at home. Keep your eyes peeled for notes or emails requesting this help - they'll be sent home from time to time.

#### <u>Volunteers:</u>

You may like to volunteer to be a 'class parent'. This role can be shared by a number of parents. It is one of liaison and communication with other parents about things such as the School Carnival, out-of-school hours play dates and parent get-togethers. A class contact list is established at the Kindergarten Parent Information Evening for your child's class at the beginning of the year.

Other ways to help in the school include joining the P and C, <u>www.manlywestpandc.org.au</u> working in the Kitchen Garden, the canteen, the fund-raising committee or helping in class with Literacy or Numeracy Groups.

#### <u>Newsletters</u>:

Each Wednesday, you will receive a Manly West Newsletter via e-mail. Please ensure the school know your current e-mail address. The newsletter is also available on the school website. Please ensure that you read this each week. It has important information about up-coming events, excursions, meetings, and parent committee news as well as reports on student cultural and sporting achievements. It provides a vital school-home link.

http://www.manlywest-p.schools.nsw.edu.au

#### <u>Homework</u>:

No official homework is given in Kindergarten, other than Take Home Reading, sight word practice and preparation for weekly news.

#### <u>School Fees:</u>

Manly West has 2 Semester accounts. Semester 1 covers Terms 1 & 2 and is sent out in Week 6 of Term 1. Semester 2 covers Terms 3 & 4 and is sent out Week 6 of Term 3. You will be emailed your Statement of Account which is payable through the online payment system on our school website.



#### Manly West Public School

Griffiths St Balgowlah Phone: (02) 9948 2257 Email:<u>manlywest-p.school@det.nsw.edu.au</u> http://www.manlywest-p.schools.nsw.edu.au/

