



Fremantle Primary School

Handbook 2021

Early Childhood Centre



GENERAL INFORMATION

Welcome

Welcome to the Early Learning Centre at Fremantle Primary School. We look forward to sharing our love of learning with your child as they commence their exciting educational journey.

This handbook is designed to help you and your child begin the academic year confidently knowing our procedures and policies for Kindergarten and Pre-Primary.

For more detailed information on the Policies and Procedures at Fremantle Primary School please refer to the Year One – Year Six Handbook. The Handbook can be found on the school website.



CONTACT DETAILS

Fremantle Primary School - Early Childhood Building

Address

32 Attfield Street
Fremantle WA
6160

Phone (08) 9432 1400

Fremantle Primary School – Year One to Year Six

Address

1 Brennan Street
Fremantle WA
6160

Phone (08) 9432 1400

Email Fremantle.PS@education.wa.edu.au

Website www.fremantleps.wa.edu.au

Change of Parent Contact Details

Please ensure you inform the office administration immediately if you change your address / phone number or family circumstances.

To keep up to date with important school news & information please refer to Connect.



DAILY LIFE

Student Absences

Please email, use Connect or telephone the office admin on 9432 1400 if your child will be absent from school. If at any time a child is required to leave the school during the day, (e.g. dentist, doctor) the parents are asked to provide a written request and sign out at the ECE centre.

The school uses a system called MGM Outreach which automatically generates a text message to parents when a child is marked with an unexplained absence. Parents are encouraged to reply to this message with a reason for your child's absence.

Attendance

Kindergarten children will attend five days a fortnight and Pre-Primary children will attend full time from the beginning of Term One. If you would like to discuss your child having a staggered start, please speak to the class teacher.

Early Childhood Days & Times

Our doors open at 8.40am, ready for an 8.50am start (parents to leave by 9.00am).

Kindergarten

Week 1: Tuesday & Wednesday (odd weeks) 8.50am – 3.00pm
Week 2: Monday, Tuesday & Wednesday (even weeks) 8.50am – 3.00pm

Pre-Primary

Monday to Friday: 8.50am - 3.00pm

Arrival and Pickup

When dropping off and collecting your child, please wait until the classroom doors open to ensure that your child does not wander off alone.

Please inform teachers and education assistants of any changes to who is collecting your child by filling in the communication book located at the front of each classroom.

Settling Your Child

We encourage you to stay for approximately 10 minutes to help your child to settle in. To reduce your child's anxiety, it is useful to adhere to a strict daily routine such as, reading your child one story, completing one puzzle then a kiss and hug goodbye. Useful words to say are "have a good day" and "I will see you at pick-up".

School Uniform/ Dress Code

Fremantle Primary School strongly encourages the wearing of school uniform as an expression of pride in the school.

Parents can purchase school uniforms through the P&C. Please check with the office for the current days for the Uniform Shop. Uniforms can also be ordered via the P&C online ordering system – freopc.tidyhq.com

Students are required to be in uniform when leaving the school grounds for excursions.

Change of Clothes/Toilet Training

It is desirable for all children to be independent in all their toileting needs, however, accidents do occur. A spare pair of shorts/skirt and underclothes should be packed in your child's school bag daily.

Parent Roster

All parents, grandparents or other special people are actively encouraged to participate as class helpers. A roster will be available commencing Week Six, Term One for parents or other family members to sign up to be involved in the daily classroom program.

The roster times are from 9.00am to 11.00am.

Meals

Please provide a healthy snack for Crunch 'n' Sip, and a packed lunch that is easy to eat along with an afternoon snack. Please also send along a bottle of water for your child to have every day that is clearly labeled with your child's name. It helps enormously if everything is clearly labelled. Children will eat their meals in designated outdoor areas (weather permitting) and will be supervised by teachers.

Library

Children from Kindergarten and Pre-Primary visit the library once a week. All children need to have a library bag in order to borrow a book. Library books and bags need to be returned to school every week on your child's library day. We will leave a library box on a table to put your book and bag in. Parents and children will be informed of their library time and day at the beginning of the year.

School Equipment

Early childhood children have a personal items list that will be sent home.

Additional items to Bring

- A school bag clearly labelled with your child's name on the front
- A library bag will also be required for the weekly visit to the library
- A broad brimmed hat clearly labelled and sunscreen applied

- A change of clothes and underwear
- A drink bottle clearly labelled, filled with water, every day.

ECE TIMETABLE

The ECE timetable allows us to expand our Literacy and Numeracy programs both inside and outside the classroom and further develops strong conceptual understandings. These learning opportunities are provided through a balance of both structured and purposeful play experiences.

The structure of our day allows us to maximise our face to face teaching time in class during the earlier part of the day when the children are more alert and receptive to learning. The Crunch and Sip snack time and an earlier lunch promote greater concentration and we feel is developmentally appropriate for younger children.

Our teaching staff are always eager to maximise the educational experiences offered to the children during our outdoor times and as such have an outdoor program catering for a wide range of interests in the children and with an explicit conceptual focus.

We have enclosed a copy of the ECE timetable for your perusal. It will require an additional piece of fruit or a snack (preferably pre-cut) to be sent with the children each day they attend school. We encourage a prompt arrival at school ready to settle into our learning at 8.50am.



Early Childhood Education Timetable for 2021 – Guide

| <u>Time</u> | <u>Learning Activity</u> |
|-----------------|--|
| 8.40am | Doors Open |
| 9.00am | Welcome Mat Session (Greetings, Helpers, Attendance and Weather Chart) |
| 9.10 – 9.30am | Mat Session Literacy focus |
| 9.30 – 9.40am | Break 1 (Crunch n Sip) |
| 9.40 – 10.40am | Literacy based Activities : both play based and structured experiences |
| 10.50 – 11.00am | Pack away / Wash Hands |
| 11.00 – 11.20 | Break 2 (Eating main lunch at this time) |
| 11.20 – 11.50am | Outdoor Play / Fundamental Movement skills |
| 11.50 – 12.00pm | Mat Session Numeracy focus/ Music and Science integration |
| 12.00 – 12.50pm | Numeracy Activities |
| 12.50 – 1.00pm | Pack away and transition |
| 1.00 – 1.15pm | Break 3 (Children eat what would have been morning snack and any lunch leftovers at this time) |
| 1.20 – 2.00pm | Outdoor Play Program: Activities planned to offer experiences covering the EYLF (Early Years Learning Framework) Learning Outcomes Pack away begins at 1.50 |
| 2.00 – 2.20pm | Rest/ quiet reading/ Relaxation or Yoga |
| 2.20 – 3.00pm | Integrated Studies (Humanities and Social Sciences (HASS), Science & Technology, Art) |
| 3.00pm | Home time |

This is a guide only and mat sessions durations and activity sessions are flexible particularly in Kindy to accommodate the varying developmental needs of the children and to include incursions, special celebrations and school assemblies throughout the school year.

HEALTH AND WELLBEING

General Health Care

Health Care Plans

Please inform the school if your child has a severe allergy, or other health care needs that may require a special Health Care plan. These plans will be developed in conjunction with parents to ensure all students are safe at school.

Medications

Appropriate authorisation is required before any medication is administered. Your child's teacher will keep asthma puffers and ventilators in the classroom. Please speak to a member of administration.

Illness

Children who have a contagious medical condition or who have been vomiting in the preceding 12 hour period need to be kept at home. If your child is tired or showing symptoms of the onset of an illness (e.g. cold) we recommend that they be rested at home.

Parents will be informed straight away of a student's illness. If you are unavailable, your emergency contact will be used. Students who become sick during the school day will be sent home. We ask that you inform the school office of any changes to home phone numbers or emergency contacts, as it can be distressing for your child if we are unable to contact you.

Accidents

Minor accidents such as bumps, cuts and abrasions are treated by the school staff. Parents are informed immediately of more serious accidents. The school has a Critical Incident Plan for serious accidents.

Head Lice

The school has a policy on head lice. Parents will be contacted and advised if their child has head lice. Students must be treated before they return to school. Notes will be sent home to the entire class so that parents can check their child. Parents can help enormously with this common issue if they regularly check their family.

Medical Information Forms

At enrolment you will have filled out a medical form about your child. It is important that this information is kept up to date at all times. If details change during the course of the year it is important that you update this information with the main office as soon as possible.

Allergy Aware

Fremantle Primary School is committed to providing a safe environment that meets the specific needs of our students. Our school has developed an allergy friendly policy in line with the Department of Education's Duty of Care Policy.

Sun Smart Guidelines

Our school has a “No Hat No Play” policy to ensure protection from the sun. Students are expected to wear a broad brim hat when outdoors and on class excursions. The uniform shop has a supply of suitable wide brimmed hats for sale. Please label clearly with your child’s name or sew on a small patch for ease of identification for those children not yet able to read their name in print. Sunscreen should be applied prior to school and if you wish for additional application of sunscreen during the school day, please provide a roll on sunscreen for your child clearly labelled with their name to apply themselves.



GENERAL INFORMATION

Parking

Limited street parking is available on the streets surrounding Fremantle Primary School. Please ensure you read all relevant parking signs as penalties are enforced by local council for parking infringements.

Lost Property

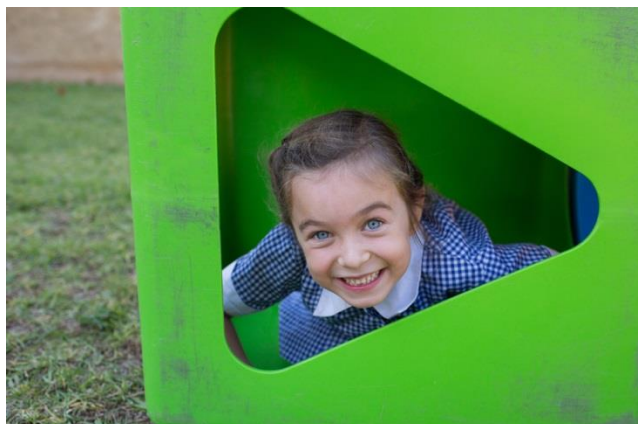
Lost property is either located in a basket in your child's class or in the lost property box in the undercover area.

Birthdays

We love celebrating birthdays at our school. Let us know if you intend bringing in a cake to celebrate your child's birthday. Small cup cakes are best as they are easy to share. Please ensure that there are enough cakes for all children. Please also ensure all cakes are nut free.

Special Toys

Please leave special toys at home. They may become damaged or lost. We would prefer your child to explore and become involved with the activities and experiences provided by the teaching staff.



Helpful Ideas

Starting in the ECE unit is a huge transition from home or daycare. We always strive to work as a team to assist in the development of the whole child.

- Open communication is imperative. It is important for parent's teachers to be kept up to date with any changes in living or personal situations. Please make an appointment to discuss this with the teacher.
- Communication booklets are in each of the ECE rooms for parents to utilise for brief notes regarding end of day pick up.
- Please share books with your child every night. Reading, or the enjoyment of books, is the basis of all learning. This shared reading experience engages children and assists in their language development. It is also a great way to connect with your child.
- Establishing routines at home and school creates a safe foundation for children. This may be sharing a book at the end of the day or any morning routine you might follow. Arriving punctually enables a smooth transition to start the day.
- Arriving before the morning bell enables parents / carers to spend time with their child settling them in, reading a book together or doing a puzzle. We aim to encourage independence in our children, so a quick hug and "good bye" or "have a great day" after the bell will minimise stress and anxiety in our little learners.
- We adhere to the West Australian Curriculum and Kindergarten Curriculum guidelines through a balanced learning environment which caters for individual needs. Outside play forms a large part of our learning program, as does inside play with blocks, home / interest corners, puzzles, sorting / matching and fine and gross motor activities.
- Please email teachers to make a time convenient to both you and the teacher. Discussing important matters in the mornings when children are settling in is not the best time to have any lengthy discussion.

Early Childhood Centre
32 Attfield Street Fremantle 6160

Kindy Cottage – Telephone: (08) 9432 1400
Pre-Primary - Telephone: (08) 9432 1400

Email: Fremantle.PS@education.wa.edu.au
www.fremantleps.wa.edu.au

