



# St Denis Primary School

## PRE PRIMARY

### Parent Information Booklet

2023



# WELCOME

Dear Parents,

Welcome to St Denis Pre Primary. This year is particularly important for your child as they begin their full year of formal schooling.

Parents and teachers work together to enjoy a positive and rewarding year with your child. We aim to create a safe and secure play based environment where your child can discover and explore in a developmentally appropriate way.

In this booklet you will find important information, which will help you to understand the routine of Pre Primary.

We are looking forward to an exciting year with you and your child.

Miss Caroline Hellemans



## SCHOOL INFORMATION

Address: 2 Orchid Street  
Joondanna WA 6060

Phone: (08) 9242 3422

Email: [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au)

Website: [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au)

## PRE PRIMARY STAFF

Classroom Teacher: Miss Caroline Hellemans

Email: [caroline.hellemans@cewa.edu.au](mailto:caroline.hellemans@cewa.edu.au)

Education Assistants: Miss Taliyah Thornton-Smith  
Mrs Natalie Carter

## 2023 TERM DATES

TERM ONE	Wednesday 1st February – Thursday 6th April
TERM TWO	Monday 24th April – Friday 30th June
TERM THREE	Monday 17th July – Friday 22nd September
TERM FOUR	Monday 9th October – Friday 8th December

Please note: The dates may vary due to Pupil Free Days.  
These will be advertised in the school newsletter, planner and website.

# THE LEARNING PROGRAM

Our planning is guided by the Early Years Learning Framework and The Western Australian Curriculum which has strong links to the Australian Curriculum.

Our program also takes into account the interests of the children and will include some inquiry based learning units as well as explicit instruction in early literacy and maths skills. The classroom is arranged into learning centres in which children rotate throughout the day. These centres are designed to develop key concepts, skills and attitudes using appropriate practices in Early Childhood Education. They address learning across spiritual, social, emotional, physical and cognitive development.

Throughout the year we aim to:

- develop an awareness of God in all aspects of their life.
- provide a smooth transition from home to school.
- develop positive self esteem in each child.
- develop social skills necessary for interaction with peers and adults.
- assist acquisition of independent skills.
- assist the development of language skills.
- develop pre-reading, writing and mathematic skills as a foundation for ongoing learning.
- promote the development of the whole child; physical, spiritual, emotional, social and intellectual.



## WHAT TO BRING?

Your child needs to bring:

- Backpack – A middle to large sized backpack which can hold a lunchbox, drink bottle and your child's blue folder.
- Water bottle.
- St Denis Hat (to be left at school) The school has a "No Hat, No Play" policy.
- Lunch box – containing healthy food for recess and lunch. See Appendix A
- Library Bag (on library day TBC).
- Spare Clothes – Shorts, t-shirt and underwear (seasonally appropriate).
- All items belonging to your child should be clearly labelled with their name on it, including spare clothes.

Please keep all toys, jewellery and valuables at home as we cannot be responsible for items being broken or lost, causing distress to the child.



# OUR PRE PRIMARY DAY

## CLASS TIMES:

- The children will attend Pre Primary full time from the commencement of Term 1.
- The classroom door opens at 8:30am. Students need to be punctual as lessons begin at 8:40am. Please note that children should not be left unattended whilst waiting for the Pre Primary classroom to open at 8:30am.
- If you arrive after 8.40am please sign students in at the administration office.
- Pickup time for Pre Primary is 3pm.

## BEFORE SCHOOL ACTIVITIES

- Between 8:30am and 8:40am we ask that you settle your child so they can engage in the morning activities. Please always endeavour to be punctual.
- On Monday and Friday mornings, the children are required to line up by 8:40am for student briefing or to walk to the hall for assemblies or liturgies.
- To promote independence in your child, it is important that they carry their own bag and belongings into the classroom.
- If your child is distressed, especially in the first few weeks of school, it is advisable to let one of the staff know, say goodbye and leave promptly. Your child will settle far more easily this way. Rest assured we will contact you if your child is still distressed.
- Please ensure your child does not play on school equipment before or after school for their safety.

## MAT SESSIONS

These sessions vary and may consist of music and movement, Religious Education, as well as inquiry learning or explicit instruction in literacy or numeracy.

### Session Times:

8.30am – 10.30am	Session One
10.30am – 10.50am	Recess
10.50am – 12.30pm	Session Two
12.30pm – 1.10pm	Lunch
1.10pm – 2.55pm	Session Three
3pm	Home Time

## INSIDE ACTIVITIES

During the morning session, Dedicated Literacy Time is scheduled where children participate in whole class instruction, then work in small groups at learning centres. The program is integrated with other learning areas. Activities will be planned using the children's strengths and needs and will incorporate a combination of whole class instruction and small explicit teaching groups. After recess, we engage in a variety of activities including fine and gross motor skills and Mathematics.



### OUTDOOR PLAY

Outdoor play allows the children opportunity for free exploration of the outdoor area and equipment which enables them to learn valuable social skills with their friends.

### AFTERNOON SESSIONS

The children engage in Religious Education lessons after lunch. They may also participate in language or mathematics related games, activities and construction based play such as blocks, Lego and Mobilo. We also have a shared reading time while we rest and relax.

## IMPORTANT INFORMATION

### RECESS & LUNCH

Children need to supply their own recess and lunch. We encourage healthy eating choices to maintain optimal learning. Fruit and vegetables are strongly encouraged as a morning snack. See Appendix A (attached).

St Denis is an allergy aware school. Please avoid sending any foods that contain nuts, traces of nuts or fish.

### CANTEEN

Our online canteen is available for lunch on Tuesday and Thursday. Orders must be placed online before 9am. Ordering information can be found on the schools website <https://www.stdenis.wa.edu.au/>

### DEPARTURE

At the conclusion of the day (3pm), children must be collected from Pre-Primary by parents or guardians. In the interests of safety, should you wish to make alternative arrangements, please advise us beforehand if possible or call the administration office on (08) 9242 3422.

The schools duty of care for your child is until 3.15pm. Please contact the office if you are running late to avoid undue anxiety for your child.

If you need to collect your child early, please sign them out at the administration office prior to collecting your child and take an 'early leave pass' to the classroom.

### BEHAVIOUR MANAGEMENT

In Pre-Primary our discipline policy encourages students to think about making good choices and trying to solve the problem by themselves. Appropriate behaviour both in the classroom and in the playground is expected at all times. We will be using the whole school 1,2,3 MAGIC behaviour management plan.

### MEDICATIONS

If your child requires medication, this must be administered before/after school. If your child requires medication whilst at school. Staff can administer medications if urgently required however medical forms need to be completed by parents prior to this occurring.



## EARLY INTERVENTION

Early Intervention is a positive and important step towards addressing student need at a crucial stage in their literacy and numeracy development. A planned program provides crucial and comprehensive information about each child's development.

Early intervention is about early attention. Specific problems can be identified and children given the help they need.

One tool used in Pre-Primary is the On-Entry assessment program which is conducted one on one by the teacher during Term 1. This assessment provides valuable information which assists in planning targeted learning programs which cater to the needs of individual children. The children will also be screened by our Occupational Therapy Team in Term 2 to monitor fine and gross motor skill development.

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## HEALTH and WELLBEING

- If your child is unwell please keep them at home to rest otherwise if they come to school they run the risk of infecting other children and/or developing secondary infections themselves. Please let us know if your child has an infectious disease such as chicken pox, measles etc. so that other parents can be notified.
- If we feel that your child is unwell we will contact you and ask you to collect them.
- During the year, a medical check by the school nurse will be provided. You will be given a card to complete and should there be any concerns, the school nurse will contact parents or guardians.
- Allergies – If your child has any allergies, please advise staff and complete an Action Plan.
- Sunscreen – we recommend that you apply sunscreen to your child every day prior to coming to school. We have sunscreen available to top up during the day during the hotter months.

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## ABSENTEES

If your child is unable to attend school, please email the office [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au) and also provide a reason and duration of the absence e.g. unwell, medical appointment, family etc. If we do not receive an email, an SMS is sent out as a reminder. When you receive an SMS, please do not reply to the SMS, either send an email or call the school. The school is legally required to follow up and resolve all absences.

Parents running late in dropping of students after 8.45am must sign them in at the administration office.

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## SPECIALIST TEACHERS

The children in Pre Primary will have the following classes with a specialist teacher each week. They will be accompanied by the Education Assistant.

- Performing Arts (Music)
- Physical Education – It is important that children wear shorts, faction t-shirt and sports shoes.
- Science
- Humanities
- Auslan



### LIBRARY

The children attend library every week. Children will be encouraged to borrow books and these should be returned to the library the following week. Library bags are compulsory for all students. You will be notified of library day when the students commence.

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### LITURGIES

Pre Primary takes part in all whole school liturgical celebrations including Masses at St Denis Church, the celebration of Feast Days, Lent/Easter and Advent/Christmas. All parents and relatives are most welcome to join us. Dates of all masses are available online on the school calendar located on the website [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au).

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### HYMN SINGING

Hymn singing is held every Friday in the school hall when we do not have an assembly. We practice songs with the rest of the school for our masses and liturgies.

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### BIRTHDAYS

We are happy for the children to celebrate their birthday in Pre-Primary by bringing special 'birthday' news. No treats are necessary as we celebrate birthdays in a special Pre Primary way!

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### EXCURSIONS/INCURSIONS

Excursions are an integral element of our Pre Primary programme and we feel it is important your child participates in all activities. Parents will need to sign one permission slip giving parental consent to all excursions and incursions at the start of the school year, so that your child is able to participate.

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### COOKING

We share regular cooking sessions with the children. Please let us know if your child has any allergies to a particular food.

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### BEFORE AND AFTER SCHOOL CARE

YMCA St Denis Outside School Hours Care (OSHC) provides before, after school care for children from Kindergarten to Year 6. The service cares for up to 26 children every day. Enrolment costs are all inclusive of incursions, excursions, transportation, morning and afternoon tea. YMCA have a team of qualified and passionate educators who are committed to providing a high quality and inclusive environment for all school aged children.





## SCHOOL UNIFORM

### Summer (Term 1 and 4)

- St Denis faction polo shirt and sports shorts.
- Navy sandals or sports shoes. Children are asked to wear sensible footwear that they are able to put on and take off by themselves (velcro is preferable).
- White socks.
- St Denis school hat. In accordance with the school's "No hat, no play in the sun" policy, children must wear a school hat all year for outside play.

Please pack a set of spare clothes in your child's school bag and ensure that all clothing is clearly marked with your child's name. Please check these regularly to ensure they are seasonally appropriate.

- Hair must be worn neat and tidy, with long hair tied back.

### Winter (Term 2 and 3)

- St Denis tracksuit, Pre-Primary faction polo shirt
- Sports shoes.
- White socks.
- St Denis school hat.

## COMMUNICATION

We consider communication between the Pre-Primary and the home to be very important.

We will keep you informed about our class through emails, newsletters (on our website) and the noticeboard. If you have any notes for the teacher, please give them directly to a member of staff.

## PARENT INFORMATION SESSION

This is an opportunity for the teachers to explain what happens in Pre Primary on a day to day basis and it is also an opportunity for parents to ask questions.

## LAUNDRY

Pre Primary laundry will be rostered out each Friday. Please ensure that it is returned on the following Monday, as aprons are used daily. Many thanks in anticipation.

## CONTACT DETAILS

Please inform the school and teacher of any change of address, contact numbers, emergency contacts or email addresses as soon as possible.



## INTERVIEWS

At the end of Term 1 interviews will be conducted for parents wishing to discuss any issues regarding their child. An email will be sent for parents/guardians to choose an appropriate time.

## PARENT ROSTER

A roster will be sent through an online portal for parents to choose a particular morning on which they would like to help. This is an opportunity for you to spend some time in class with your child and their peers and it is also a great assistance to us. We would ask parents not to bring younger siblings when on roster. This is a time for you to share with your child. Parents need to sign in at the administration office and receive a 'visitor's badge'. Please note that roster is from 8.45am to 10.30am only.

If you have any special skills, talents, interests or ideas such as cooking, music, crafts that may enhance our program, please let us know.

In the interest of the children, their self-esteem and for developmental purposes, it is asked that when parents come on roster, they let the children do the activities for themselves. Young children learn best about the world around them by "doing".

Roster will begin in Term 1 once the children are settled into their new routine. If you are unable to attend the regular rostered times, please see staff to work out an alternative arrangement.

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## CONFIDENTIALITY

Parental assistance in classrooms is a very important part of modern education and something which the Pre Primary staff are very appreciative. It must be stressed however that, just as teachers are expected to maintain high standards of confidentiality, classroom volunteers should be very careful not to discuss with others the behaviour or academic performance of students.

Please maintain confidentiality when working with children in the classroom. If there are any problems with this, please see the Pre Primary teacher.

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## APPOINTMENTS

If you would like to see the Pre Primary teacher about your child during the year, please make an appointment at a mutually convenient time so that relevant information that may assist the interview can be gathered prior to the interview.

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## REPORTS

Your child will receive a report each semester (end of Term 2 and 4) that will reflect their effort as well as attainment of skills set out by the curriculum.

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## DIGITAL PORTFOLIOS – SEESAW

A digital portfolio will be used to showcase the children's learning. This evidence of learning might include products, work samples and lots of photos that reflect the learning process.

Seesaw is a digital tool that is used to inform parents of the many activities that the children are involved in on a daily basis.



## ASSEMBLIES

Once every few weeks, the Pre Primary class will join the rest of the school in the hall for assembly on a Friday at 8.45am.

In 2023 Merit awards will be presented at Monday Morning Gathering, parents will be notified the Friday before and will be welcome to attend the merit presentation.

## NEWSLETTER

The school newsletter is available fortnightly, on a Wednesday, available on the school website [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au). Please ensure that you provide the school office with a current preferred email address to ensure you receive the newsletter link.

## P&F CLASS REPRESENTATIVE

The Parents and Friends Association is a magnificent friend raising and fundraising group within our school who organise social events for the parents and children and also assist in purchasing additional resources for our school. Parents are encouraged to support the P&F.



## Appendix A – We promote a Healthy Lunchbox in Pre Primary.

