



**St Denis School**

**PRE PRIMARY**

**Parent Information Booklet**

**2026**



# WELCOME

Dear Parents,

Welcome to St Denis Pre-Primary, a place where children will learn, discover and share adventures together!

This year is an important milestone as your child begins their first full year of formal schooling. We value working closely with families to make the year positive, meaningful and joyful for every child.

Our Pre-Primary classroom is a safe and nurturing environment where children learn through hands-on play, build confidence and connect with others.

This booklet contains key information to help you understand our routines and the rhythm of a Pre-Primary day.

We are looking forward to a wonderful year with you and your child.

Warm regards,  
The St Denis Pre-Primary Team



## SCHOOL INFORMATION

Address:	2 Orchid Street Joondanna WA 6060
Phone:	(08) 9242 3422
Email:	admin@stdenis.wa.edu.au
Website:	www.stdenis.wa.edu.au
Principal:	Sarah Potts
Assistant Principals:	Casey Bakunowicz Dani Scaddan

## PRE PRIMARY STAFF

Classroom Teacher:	Miss Kat Mckenzie
Email:	katharine.mckenzie@cewa.edu.au
Education Assistants:	Mrs Michelle Romani Mrs Colette Dillon

## 2026 TERM DATES

TERM ONE	Monday 2nd February – Thursday 2nd April
TERM TWO	Monday 20th April – Friday 3 <sup>rd</sup> July
TERM THREE	Monday 20th July – Friday 25th September
TERM FOUR	Monday 12th October – Friday 11th 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 includes explicit instruction in foundational Literacy and Maths as well as play-based learning experiences and hands-on games to practice these skills. We follow the Religious Education units of work and learn about the 'Making Jesus Real' way of life!

We are also guided by the interests of the children and will explore some inquiry-based units to explore concepts in Art, Humanities and Social Science (HASS) and Health.

The classroom is set up with intentional play spaces that reflect our learning intentions. We will engage with these areas during our Investigations time where we work on collaborating, communicating, problem-solving and showing our creativity in different ways! Our investigation spaces 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
- promote 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
- **St Denis Homework Folder** – To transport precious drawings and activities to and from school. Please purchase this through the uniform ordering system on our school website
- **Water bottle** (filled with water only)
- **St Denis Hat** (to be left at school). The school has a "No Hat, Shade Play" policy
- **Lunch box** – containing healthy food for recess and lunch. See Appendix A
- **Library Bag** (on library day TBC)
- **Spare Clothes** including 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

8:30am	Children begin to arrive
8:40am	Bell rings to start the day
8:45am-10:30am	Session One
10:30am-10:50am	Recess and Outdoor Play
10:50am-12:30pm	Session Two
12:30pm-1:10pm	Lunch and Outdoor Play
1:10pm-2:55pm	Session Three
3:00pm	Home Time

## MAT SESSIONS

We explore concepts through whole-class instruction on the mat where we read stories, sing songs, play games, discuss concepts and engage in explicit literacy and numeracy instruction.

## INDOOR ACTIVITIES

Following mat sessions, children engage in small teacher-led groups and hands-on activities to practise and apply skills. During this time, we provide opportunities to integrate other areas such as:

- Fine-motor development
- Gross-motor development
- Inquiry-based learning
- Creative arts and expressive activities

## OUTDOOR ACTIVITIES

Outdoor play provides time for active exploration and social development. Children have the freedom to use the equipment, collaborate with friends and enjoy unstructured play that supports physical and social growth.

## AFTERNOON SESSIONS

Our afternoons start with a rest and relax time, giving children a few quiet moments to reset after lunch. We then move into Religious Education lessons and Investigations, where children can explore the learning-areas set up around the classroom.

# CLASS TIMES & MORNING ROUTINE

The Children will attend Pre-Primary full time from the commencement of Term 1.

The children will be welcomed at the door when the classroom opens at 8:30am. Children may be dropped off from 8:15am, at Kiss and Drive and will need to wait in the undercover area where they will be supervised by a duty teacher and walked to the classroom at 8:30am. To promote independence, please encourage your child to carry their own bag and put away their drink bottle, lunch box and blue folder. Once your child is settled and engaged in a morning activity, please farewell them before the bell rings at 8:40am to signal the commencement of the day.

It is important to endeavour to be punctual in the mornings as lessons begin at 8:40am. On Monday and Friday mornings, the children are required to line up by 8:40am for our whole-school gathering or to walk to the hall for assemblies or liturgies.

Pick up time for Pre-Primary is 3pm.



# IMPORTANT INFORMATION

## ARRIVAL

- If you arrive after 8.40am please sign students in at the administration office.
- 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.

## 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.

## CANTEEN

Our online canteen is available for lunch on Mondays – Thursdays. 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 the front gate by parents or guardians. In the interest of safety, should you wish to make alternative arrangements, please advise us beforehand if possible or call the administration office on 9242 3422. The school's 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.

## ABSENTEES

If your child is unable to attend school, please email the office [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au) providing 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 which can be replied to. The school is legally required to follow up and resolve all absences.

## SOCIAL EMOTIONAL LEARNING & BEHAVIOUR MANAGEMENT

In Pre-Primary we encourage students to think about making good choices and learn to solve problems independently. Appropriate and safe behaviour in the classroom and in the playground is expected at all times. We follow our School Behaviour Management Plan and are guided by the Berry Street Education Model, UR Strong Friendology Guidelines and our Kimochis program.





## **HEALTH and MEDICATION**

Please do not send your child to Pre-Primary if he/she is unwell. This is very important not only for your child but the health of all children and staff.

If your child falls ill or is injured while at school, you will be contacted. Please ensure your contact details are kept up to date with the office and the Pre-Primary staff.

If your child has any medical conditions or allergies (especially to food), it is essential that you advise the school and in particular, the Pre-Primary staff at the beginning of the year. In some cases, a management plan may be requested, eg. for children with asthma or a severe allergy.

All medication for high risk children is kept in separate containers in the classroom. All medication received by high risk children must be recorded.

No medication will be administered to any child unless parents have completed the Medication Record form (available on our school website). Please note that the original script or doctor's authority must be provided and all medications must be in the original packaging with the original label showing the student's name, medication name, dosage, and frequency of administration. If there are any changes in medication or dosage, a new script or doctor's authority will need to be provided.

Parents are requested to inform the school if a child has had a communicable/infectious disease and are required to observe the exclusion from school period. Public Health Department recommendations for most common infectious diseases are listed on their website.

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.

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## **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.



### 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.

### 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. Additionally, we will leading a special prayer service later in the year and will provide you of the date as it approaches. Dates of all Masses will be available online on the school calendar located on the website [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au).

### 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.

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

### EXCURSIONS/INCURSIONS

Excursions are an integral element of our Pre-Primary program and we feel it is important your child participates in all activities. All excursions and incursions will be announced later in the year.

### BIRTHDAYS

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

### BEFORE AND AFTER SCHOOL CARE

The Y 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 40 children every day. Enrolment costs are all inclusive of incursions, excursions, transportation, morning and afternoon tea. The Y have a team of qualified and passionate educators who are committed to providing a high quality and inclusive environment for all school aged children.

### 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 (Sport)
- Science & Technologies
- Auslan





## SCHOOL UNIFORM

Pre-Primary students are expected to wear the St Denis sport uniform every day of the school year. The uniform consists of the following items:



Pre-Primary students may wear any comfortable sport shoes with velcro straps accompanied by plain white socks or plain black/navy sandals with velcro straps. Please ensure that only these uniform items are worn. Pre-Primary students should not wear items from the formal uniform range.



## Personal Grooming & Accessories

### HAIR

- Should be natural and well groomed
- Long hair (over the collar) must be tied back and kept off the face
- **Should not be coloured or contain 'tracks'.**

### HAIR ACCESSORIES:

- Only navy blue or white ribbons/scrunchies/clips may be worn

### JEWELLERY

- A watch and small, plain sleepers or studs (one in each ear lobe) are permitted
- A simple metallic neck chain (Christian symbol) is also permitted

### NAILS:

- Nail polish, acrylic nails and false nails are not permitted

### MAKEUP:

- Makeup should not be worn

# COMMUNICATION

We consider communication between Pre-Primary and the home to be very important. We will keep you informed about our class through seesaw, 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.

## CONTACT DETAILS

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

## 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.

## INTERVIEWS

In Semester 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.

## 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.

## 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 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.

## 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.



## 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, read the school of conduct and receive a visitor's badge. Please note that roster is from 8.40am to 10.30am.

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.

The roster will begin 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.

## 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.

## 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.

