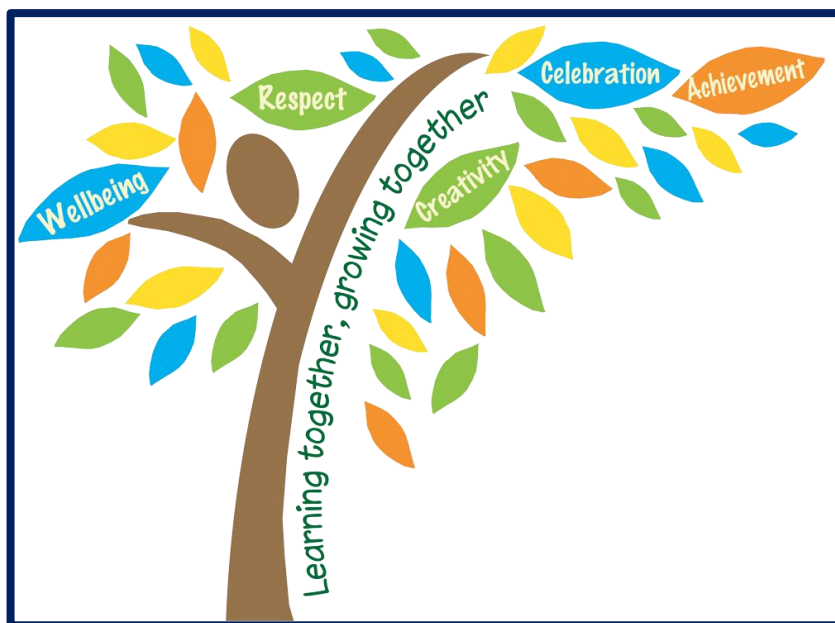


READY REFERENCE GUIDE

FOR

EARLY STAGE 1



Suggestion: keep this guide in an “easy to see” place
- it will assist you and your child.



*Quality learning in a safe and happy environment
Respect, safety, responsibility and co-operation are the values we acknowledge and practise in our school*



PLEASE REFER TO THE PARENT HANDBOOK FOR WHOLE SCHOOL INFORMATION

The Handbook can be found on the school website:

<https://portmac-p.schools.nsw.gov.au>

EARLY STAGE 1 STAFF

Ms Joyce	ESI Stage Supervisor
Ms Stott	KKS
Mrs Bultitude	KSB
Mrs Murace	K-1KM
Lily Heath	ESI SLSO

We would like to welcome you and your child to our school and look forward to working with you throughout the year. As they settle into school, you are no doubt aware of the big changes that are taking place in the life of your child as he/she begins life in "big school". We thank you for your support and your understanding of the need for Kinder children to have set routines, rules, social values and a warm, secure belongingness in their school environment.

In order for Kinder children to grow into responsible, thoughtful, successful students we need to have you, the parents and carers, assist us as correct habits, behaviour and expectations are learnt and enforced in this vital year. You can help your child by:

- arriving promptly by 8.55am every morning - **children should not arrive before 8.30am as there is no adult supervision;**
- ensuring your child can pack and unpack their school bag and lunchbox. Please ensure your child's backpack is big enough to fit all items eg. lunchbox, drink bottle, library bag, communication folder and jumper;
- reinforce the before school routine – school bag in the class line in the COLA, school hat on, move to the top playground; and
- being prepared for learning every day. Please ensure your child comes to school with all their essential belongings every day eg. communication folder, lunchbox, water bottle and school hat.

ATTENDANCE - School hours are 9.00am-2.45pm

Students need to arrive promptly by 8.55am – children should NOT arrive before 8.30am as there is no adult supervision. When your child is absent from school you will receive an SMS asking for an explanation. Please reply promptly. Absences which are not explained within seven (7) school days, or are unexplained absences, will be recorded as unjustified absences. Teachers may contact you in cases of unjustified absences.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school – Parents/carers must escort your child to the Administration office for them to be signed in.

Students needing to leave school early - parents/carers must present to the Administration Office to sign your child out of school. Your child will be called to the office with their bag. Please ensure you allow enough time for this to happen – particularly if you are going to an appointment.

BREAKS

K-2 have separate play and eating times to Years 3-6. Students have a 30min play from 11.00am– 11.30am and again from 1.00pm-1.30pm. Students will have 10min eating time before recess and lunch play.

COMMUNICATION FOLDER

Each student has been given a Communication Folder which goes backwards and forwards between school and home. It is important that it comes to school **every day** so that lines of communication are always open. Notes explaining absences, changes to pick-up routine or other notes to the class teacher should be sent to school in the communication folder. Any notes from our Administration Office or classroom teacher as well as Home Readers will be sent home in this folder.



SCHOOL COMMUNICATION

A fortnightly newsletter along with permission notes and other school communication are available via the School eNews app. Please make sure you have downloaded the app, subscribe to Port Macquarie Public School and turn on notifications so you stay up to date with all communication. At times, we need to send last minute information and this is our preferred platform.

You can also follow our Port Macquarie Public School Facebook page to keep up to date with happenings around school.

HOME READING

Home Reading will begin in term 2. Parents/Carers will be invited to attend an information session prior to this commencing. More information will be sent out prior.

SPORT

Kindergarten students will participate in physical activities on Monday afternoons. Children are encouraged to wear suitable footwear (e.g. joggers) for these activities. A **school hat** is also essential. Later in the year, K-2 will have their own Sports Carnival separate from Years 3-6. More information will go home in the School Newsletter as it gets closer.



SCHOOL HATS, JUMPERS AND RAINCOATS

School hats are part of our school uniform. They must be worn **every** day - before school, at recess and lunch play times. Only Port Macquarie Public School hats can be worn at school. Please ensure your child's hat is clearly labelled with their name and replaced if lost. School hats can be purchased from our School Uniform Shop (located within the canteen).

Jumpers are essential in cooler weather along with raincoats on wet days. Please ensure all these belongings are labelled.

SPARE UNDERWEAR

A spare pair of underwear in a plastic bag, packed in your child's bag is a great idea "just in case" we have any 'accidents.'

CRUNCH&SIP PROGRAM

Our school participates in the Crunch & Sip program. Every morning we have a short break to eat a piece of fruit or vegetable as well as have a drink of water. It is helpful if this snack could be in a separate container or snap lock bag (not in their lunchbox). Please ensure you cut up any fruits and vegies (e.g. apples, carrots, oranges) so your child can eat it easily.



FOOD

Please ensure your child has the following everyday:

- a piece of fruit/vegetable for Crunch & Sip
- packed recess snack
- packed lunch
- water bottle

We know that growing minds and bodies need healthy, nutritious food and encourage you to include lots of these types of food in your child's lunchbox (eg. fruit, vegetables, sandwich, yoghurt, rice cakes etc). We ask that you please limit 'packaged and processed' food in lunchboxes.

CANTEEN

Kindergarten children are able to order their recess or lunch through the school canteen. These can be ordered online using the Flexischools app. If you have ordered online please let your child know and it is also helpful to pop a note in your child's communication folder to let their teacher know.

Alternatively, your child may bring a small amount of money (in a purse/wallet) to purchase a snack or treat from the canteen. We always encourage students to eat the food in their lunchbox before visiting the canteen. Please do not send large amounts of money to school.

Whilst slushies are available at the canteen, they take Kindergarten children a long time to drink. We encourage you to only purchase slushies as an occasional treat on a hot day.

HOME ACTIVITIES

Lots of parents often ask 'how can I help my child at home?' Here are a few activities and suggestions:

- practise putting shoes and socks on independently (including tying shoelaces);
- practise doing up zippers (backpack) and buttons (raincoat);
- holding scissors correctly and cutting paper;
- holding a texta or pencil correctly to draw or colour in;
- packing and unpacking bags - lunchbox, communication folder etc;
- independently using the toilet and washing hands;
- play games which reinforce the sounds we are learning in class -REMEMBER to focus on the sound the letter makes rather than the letter name;
- recognise and write their name;
- recognise and write the numbers to 10 (or beyond if your child is ready);
- counting out aloud and counting collections of objects; and
- reading to your child every night.

LABEL, LABEL, LABEL

We know we keep saying it....but please ensure ALL items and belongings are clearly labelled with your child's name - shoes, hats, jumpers, drink bottles, lunchboxes and containers.

CONTACT DETAILS

Please notify the Administration Office and class teacher of any changes to address, contact numbers, emergency contacts or family relationships.



Keep us informed.....

Please let your child's teacher know of any circumstances which may affect your child's day at school by popping a note in their communication folder.

If you wish to meet with your child's teacher to discuss their progress or wellbeing please phone or email the Administration office so a suitable time can be arranged.

Angela Joyce (Early Stage 1 Supervisor), Kylie Stott, Shelley Bultitude and Kylie Murace
EARLY STAGE 1 TEACHERS.