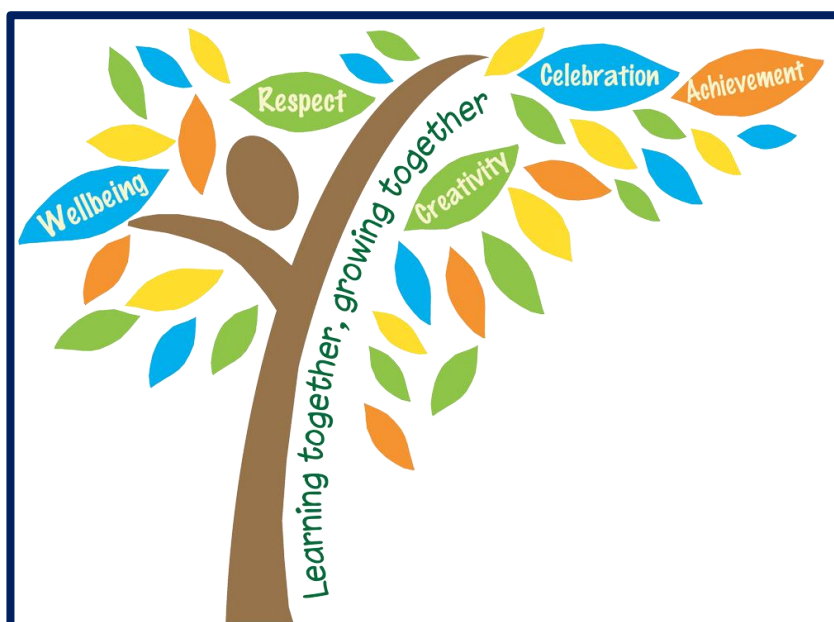


READY REFERENCE GUIDE

FOR

EARLY STAGE 1 - 2021



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

Mrs Melissa Rosenbaum	Stage Supervisor
Ms Kylie Stott	KKS
Mrs Shelley Bultitude	KSB
Mr Tom Marks	K-ITM

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 passes from the intimacy of the family circle to the 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. Students who are absent from school must return with a written explanation of their absence. This note needs to be given to the class teacher. 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.

You can also send an absence note through the School eNews website or app – go to the digital forms section.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school or needing to leave school outside the regular school hours - parents/carers must phone the Administration Office from the school gate. Your child will be brought out to you. 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 10.30am-11.00am and again from 12.30pm-1.00pm. These breaks are followed by toilet and handwashing and then 10 minutes of eating timed supervised by the class teacher.

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, lunch order bags 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.

NEWS

Children will be given a specific day of the week for their 'News' day. A note will go home shortly to inform you of your child's News day. We ask that you support your child on their News day by ensuring they have something to share, discuss or talk about. They may wish to bring in an item or toy from home to share with the class. News is a fantastic way for students to develop their communication skills and become confident speakers and listeners.

HOME READING

It is important that all children regularly practise their reading. We ask that you sit with your child as they read every day. Encourage them to sound out the word if they don't know it and talk about the story with them to check for understanding.

Home readers will be sent home weekly in your child's communication folder so that your child can gain confidence in their ability and develop a love of reading. A Home Reading Record will accompany their home reader in their communication folder and we ask you to fill this in for your child. Home readers will be changed once a week on your child's News day. We will advise you when Home Reading commences.

LIBRARY

Kindergarten will visit the library once a week, where they can borrow and return books. Students will need to bring their library bag on their library day as well as any book previously borrowed. **Children will not be able to borrow without their library bag or if books have not been returned.** Our library days are as follows:

K-ITM - Monday

KSB - Thursday

KKS - Thursday

SPORT

Kindergarten students will participate in physical activities on Thursday afternoons. Children are encouraged to wear suitable footwear (eg. 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.'

TOYS

Toys are not to be brought to school, except if it is your child's 'News' day. These toys should fit in your child's bag and will not be taken into the playground. Children are responsible for any toys they choose to bring on their News day.

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). Children find whole fruits/vegies such as apples and carrots easier to eat if it is cut into pieces.

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 'treat' 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 or written on a paper bag clearly marked with your child's name, class and order, including payment inside. Lunch order bags should be in communication folders as they will need to go in class lunch baskets first thing in the morning. 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, which ends up cutting into learning time. 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 the Administration office or email your child's teacher directly so a suitable time can be arranged.

Melissa Rosenbaum (Early Stage 1 Supervisor), Kylie Stott, Shelley Bultitude and Tom Marks
EARLY STAGE 1 TEACHERS.