

READY REFERENCE GUIDE

FOR

EARLY STAGE 1 - 2020



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 Rosenbaum	Stage Supervisor
Ms Stott	KKS
Ms Wood	KSW
Mrs Pettitt/Mrs McKeough	K-1PM
Ms Harkness/Mrs Abell	Learning Support Officers

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 - **children should not arrive before 8.30am as there is no adult supervision;**
- not just dropping your child off at the classroom; and
- at the beginning of Term 1 to help make the transition as easy as possible for your child it is advisable to say "goodbye" and leave the playground.

Reinforce the before school routine - bag in the class line in the COLA, school hat on, move to the top playground. If your child arrives late you must accompany them to the Administration Office, sign your child in, and then take the late slip to the class teacher.

ATTENDANCE

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 five (5) days, or are unjustified absences, will be recorded as unexplained absences. Teachers may ring in cases of unexplained absences.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late at school or needing to leave school outside the regular school hours need parents/carers to visit the Administration Office to obtain a "leave pass" before proceeding to classrooms. Students will not be allowed to leave the classroom without this pass.

COMMUNICATION FOLDER

Each child has been given a Communication Folder. This folder goes backwards and forwards between home and school **every day** so that lines of communication are always open. **Notes explaining absences need to be returned to school in this folder.** If there is a change of 'going home' routine, this must be communicated to the class teacher.

HOME READING - commences when students are ready

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

The home reader is selected weekly so that the child can enjoy and gain confidence. With the home reader is a Home Reading Record Book. We ask that you fill this in for your child. Home readers will be once a week on a Friday. We will advise you when Home Reading will start.

SPORT

Children in Kindergarten will participate in PE activities on Thursday afternoons. Children are encouraged to wear suitable footwear for these activities. **A school hat is essential.** K-2 have their own athletics carnival separate from Years 3-6 in Term 3. This will be advertised in the newsletter.



SCHOOL HATS, RAINCOATS AND JUMPERS

School hats are part of our school uniform. They **must** be worn every day to assemblies in the mornings, at recess and lunch, and in the afternoons. Only Port Macquarie Public School hats can be worn at school. It is important that this hat is clearly labelled with the student's name and is replaced if lost. Raincoats are essential on wet days and a **labelled** jumper should always be kept in your child's bag.

LIBRARY

Kindergarten have their library lessons where they can borrow and return books each week. Please provide a library bag with your child's name on it. **Children will not be able to borrow if they have no library bag.** Our library times are 11.30am on the following days:
K-1PM - Wednesday KSW - Monday KKS - Thursday

BIRTHDAYS

If you wish to celebrate your child's birthday at school please see your child's teacher first to discuss quantities and allergies, etc. Cupcakes, individual ice blocks or ice-cream cones are a practical option.

SPARE UNDERWEAR

A spare set of underwear labelled in a plastic bag and packed in your child's bag is a great idea so that we have a spare set "just in case" - even if this isn't normally an issue as accidents do happen in a new environment.

NEWS

Children will be divided into groups for news. Children may bring some article from home to show and, of course, if some important event takes place, eg. a new baby in the family we won't be expecting the child to wait until his/her news day. We will advise when news will start.

TOYS

Children's toys may not be brought to school except on Newstalk days. They cannot be taken outside the classroom. If your child does choose to bring a special toy in for their Newstalk day it is their responsibility.

LUNCHES

Please ensure that the items you pack for morning tea and lunch are packed in and can be opened by your child. Please snip the corner of packaging. With twist top yoghurt, unseal and then redo lids please, to make opening easier. Ensure that you pack lunches with a cold/frozen drink to keep sandwiches cool. It is often difficult to encourage students to eat hot sandwiches, yoghurts etc. Make sure your child has adequate breakfast - we do not want children eating lunch before school. It is also a good idea to show your child the different items you are packing for morning tea and lunch.

LUNCH ORDERS

Lunch orders are to be written out on a bag or envelope with **name and class clearly marked**. It is also important to remind your child to place their order in the classroom lunch basket as soon as they go in to class in the morning session (this will ensure their teachers know they are ordering). A good idea is to place orders in communication folder so teachers find them easily. Online is our preferred method for ordering - again, if this method used please make a note in the communication folder.

CANTEEN

Children in Kindergarten are welcome to bring spending money for the canteen. We encourage them to eat the food in their lunchboxes before going to the canteen. Please do not give children too much money - check the pricelist so that children have enough/correct money for their purchase to save disappointment.



CRUNCH&SIP PROGRAM

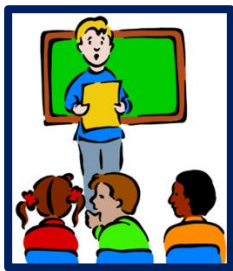
A drink bottle, containing water, is to be taken into the classroom in the morning with their fruit/vegie snack for 'Crunch&Sip' time - this snack is to be labelled in a separate container or snaplock bag - not in their lunch boxes please. Students are also encouraged to have drink breaks throughout the day within the room.

HOME ACTIVITIES

Many of you have asked about helping your child at home. We have included a few activities and suggestions:

- put shoes and socks on and take them off;
- do up raincoat buttons;
- take off and fold up their own jumper and put it into school bag;
- tie shoelaces - students cannot go into the sandpit until this is accomplished;
- recognise and write their name;
- recognise and write the numbers to 10;
- count to 10;
- read to your child every night; and
- toilet independently and wash hands.

CLASS INFORMATION



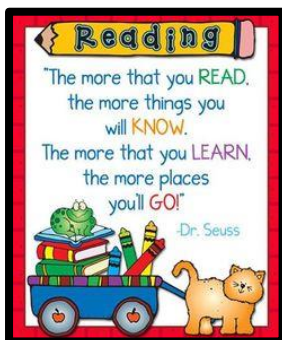
Early Stage 1
Assembly
Friday 11.30am



Student Banking
Wednesday morning



Sport – Thursday afternoons



Library
KSW - 11.30am Monday
K-1PM - 11.30am Wednesday
KKS - 11.30am Thursday

Names must be clearly marked on all belongings - shoes, socks, jumpers, raincoats, bags, lunch boxes, lids, drink bottles etc.



CONTACT DETAILS

Please notify the administration office and the teacher of any changes to address, contact numbers, emergency contacts or family relationships.

Keep us informed.....

Please keep class teachers informed of circumstances that may affect your child's day at school. They can often help students to have a positive experience if made aware of changes. We ask that you make an appointment through the Administration Office if you need to contact teachers to discuss any matters relating to your child's progress or well-being.

Melissa Rosenbaum (Early Stage 1 Supervisor); Kylie Stott, Sara Wood, Korryn Pettitt and Joanna McKeough,
EARLY STAGE 1 TEACHERS.