E A Southee Public School
Kindergarten
2015 Orientation
Kindergarten Orientation Day Information for Parents

Kindergarten is a very special year for children, their parents and the school. For the first time children are asked and expected to spend significant periods of time each day away from the security of their own family, and to learn to become part of a much bigger ‘family’ at school. For the first time parents are asked and expected to share the care and education of their children with other adults on a permanent basis. This transition requires adjustments to be made by everybody involved. To help that process of adjustment it is important that communication between home and school be kept open. The school encourages such contact and will provide many opportunities for parents to participate in the ‘school life’ of their children.

Enrolment
All children turning 5 prior to 1st August may be enrolled at the beginning of that school year. Parents of ‘young’ children (ie those children turning 5 in the months May through to July) may need to seek advice from Pre-School teachers, the Assistant Principal Infants or Kindergarten teachers before a decision is reached on whether to start school or delay enrolment for a year. It is a departmental requirement that a birth certificate (or copy) is sighted as proof of age.

Emergency Card
When enrolling children parents are asked to complete this card. It is used for contacting parents in cases of sickness or emergency. An alternate contact person should be indicated in case parents are unavailable. Parents are asked to notify the school immediately of information changes (eg address, phone number, place of employment, a newly discovered medical problem, family trouble etc). Emergency cards are updated in Years 3 and 5.

Immunisation
The Public Health Act requires parents of children starting Kindergarten to provide an immunisation certificate at the time of enrolment. This is not compulsory immunisation and parents will have the right of choice. Principals must be able to identify unimmunised children in order that they can be excluded in disease outbreaks. If a parent fails to provide the school with an immunisation certificate, the child will be classified as unimmunised and excluded in disease outbreaks.
Canteen
The canteen is operated by the Canteen Committee who employs a part-time paid supervisor. Volunteers are rostered for duty one morning per month. Almost 80 parents are involved as canteen helpers. The canteen operates each school day (except Tuesday). Lunches are to be ordered before 9:25 am at the canteen. The canteen also serves refreshments at recess and from 1:15 – 1:30 pm. Price lists are issued to parents.

Clothing Pool
We have a very small clothing pool that is held in the front office. Donation of uniforms in good condition that children have outgrown, are always welcome.

Uniform
A detailed outline of the EA Southee girls and boys summer and winter uniforms is enclosed.

Equipment needed
Your child will need the following equipment for Kindergarten:

A suitable school case or bag - clearly named

A suitable lunch box and drink container. We suggest that you wrap your child’s play lunch and main lunch separately. This avoids upsets and assists with learning school routines. A piece of fruit for play-lunch is usually adequate.

A painting shirt. An adult’s shirt with the sleeves cut to length is a popular way of producing this item. It does help if the sleeves are elasticised around the wrists. We have found commercially produced plastic smocks without sleeves are unsuitable as they are difficult to do up and do not protect adequately. If paint does end up on the child’s clothes it is best to soak in cold water before washing.

A hat - clearly named. School policy requires students to wear hats when out in the playground. If they don’t have a hat, children are to remain in shaded areas. The P&C provide each kindergarten student with their first school hat when they arrive in 2015.

A home reader bag. A cloth bag with a draw string at the top is preferable. These bags make the carrying of home reader folders and books relatively trouble free. They also help to lengthen the life of our home readers.
Best Start Kindergarten Assessment

The purpose of the Best Start Kindergarten assessment program is to provide information for Kindergarten teachers to:-

- Build on each students' current knowledge and experiences
- Develop quality teaching and learning programs that support students in achieving Early Stage 1 Syllabus outcomes.

The Best Start program assesses the following aspects:-

**Literacy:** Reading texts, comprehension, aspects of writing, and concepts about print, phonics, phonemic awareness and aspects of speaking.

**Numeracy:** Counting sequences (numeral identification and number work sequences), counting as a problem solving process and pattern and the repeated unit.

During Week 1, 2015, Kindergarten teachers will be conducting the Best Start assessment. You will be required to bring your child to school for 2 forty minute sessions during this week. You have been allocated 2 times on the attached sheet. PLEASE keep it in a safe place!

When your child comes for the Best Start assessment they will find out who their teacher will be for the year.

**On Monday, 2nd February, 2015,** ALL Kindergarten students will begin school at 9.30am. Please take your child to their classroom to meet their teacher and discuss arrangements for picking your child up at the end of the day.

**Documentary Evidence Required**
To complete your child’s enrolment we require your child’s birth certificate, immunisation record and some proof of residence to copy for the file. When you bring your child in for the Best Start assessment would be a good opportunity to get these documents copied by our office staff.

**End of the School Day**
It is very important that you be on time to pick your child up from school during their first few weeks when everything is strange and new to them. Please refrain from standing directly outside your child’s classroom window until as close to finishing time as possible. When children see their parents waiting outside for 15 to 20 minutes, they are very easily distracted and think it is time to go home immediately. As this is often a
good time for story reading to Kindergarten children, total concentration is essential and is difficult to maintain if there are too many distractions.

If for some reason you are unable to be there on time please contact the child’s teacher.

All infants’ students are entitled to free bus travel no matter how close or far away they live from the school.

**School Times**

During Term 1, Kindergarten children will start school at 9.25am and finish at 3.30pm every day except **Wednesday**. Each Wednesday, the children will finish school at lunch time, ie 1.00pm. This will allow them to recharge their energy supplies (especially in the hot weather). From the beginning of Term 2, the Kindergarten students will finish classes at 3.30pm **every day**.

**Other Important Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00am</td>
<td>School opens</td>
</tr>
<tr>
<td>9.25am</td>
<td>Classes commence</td>
</tr>
<tr>
<td>11.10am-11.35am</td>
<td>Recess</td>
</tr>
<tr>
<td>1.00pm-1.50pm</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

Only those children travelling to school by bus will be permitted on the school grounds prior to 9.00am. All other children arriving at school before 9.00am are required to wait outside the school grounds.

**Lunch & Recess**

Children will need to wear a hat at these times.

It may be an idea to pack the child’s lunch and recess for the first few weeks until the child becomes familiar with the school routines and the canteen. Often parents pack far too much for their child and the child feels obligated to eat everything that they have been given. The whole lunch time is spent trying to consume their lunch.

A light snack such as a piece of fruit, a piece of cake or a biscuit is ideal for recess. Most infants children spend about 15 minutes eating at lunch, so you will be the best judge of what your child is able to eat in that time. Drinks are very important especially in the first term when the weather is hot.
Contacting Teachers

If you have any concerns please feel free to contact the child’s teacher or the Assistant Principal (Infants) at school. Parents will have opportunities to meet their child’s teacher and discuss their child’s progress during interviews which are held twice a year. A grade day is also held early in the year where the parents can visit the child’s class. Parents are very welcome to attend school assemblies. You will be advised early in the year as to which days assemblies are held on.

If you wish to help in the classroom just ask the class teacher and you will be very welcome. Classroom parent helper programs differ from class to class, and Kindergarten teachers may wish to use Term 1 as a settling period before implementing a parent help program into their class.

What can parents do to help?

• Come and visit our school now!!! – at the weekends or come and sit with us at lunch time.
• Talk to your child about school where he/she will meet new friends, play games, sing, make things and learn.
• Teach your child how to hold a pencil correctly. The pencil should be gripped between the thumb and the pointer finger and rest on the middle finger. Incorrect pencil grips that are developed in the early years are very difficult to correct, and don’t lead to neat handwriting.
• Teach your child how to write their first name in lower case letters.
• Label clearly, with full name, all possessions your child will take to school, eg raincoat, hat, jumper, school bag, drink bottle. Check regularly to see if names have faded or fallen off (iron on tags).
• Give your child simple duties around the home. This will foster independence and confidence in the performance of small tasks.
• Encourage your child by admiring work when it is brought home. Give the paintings and handiwork a place of honour.
• Encourage good reading habits with your child. Read often to your child. Let them retell you the story. Ask them to predict what will happen next in the story. Let them pretend that they are reading you the story. Have them guess what a word might be.
• Encourage your child to write. Even if the writing looks like scribble do not discourage the child as this is the first stage in the writing process. Lower case (small) letters are to be encouraged.
• Involve children in activities that may involve mathematical concepts, eg measuring using bathroom and kitchen scales, shopping, measuring lengths, talking about shapes and counting steps
• Encourage a positive attitude toward school. The most important educators of children are parents. If you have appropriate
expectations for your child they will achieve at school. Teachers see parents as partners in education.

Lyn Smart
Assistant Principal (Infants)
EA Southee’s “Positive Actions” towards Good Discipline & Effective Learning

Children will continue to be encouraged to behave responsibly and to have a positive attitude by receiving:-

a) Achievement Awards and/or Principal's Award - for good behaviour, good work practices, good sportsmanship, being helpful etc

b) Honour Awards - for those who receive 10 Achievement Awards.

c) Golden Wattle - in recognition of achieving 80 Achievement Awards.

d) Medallions - in recognition of achieving 100 (Bronze), 150(Silver) and 200(Gold) Achievement Awards

e) Public recognition of good deeds:-

• on daily assemblies,
• weekly assemblies,
• school newsletters,
• mention in weekly school column,
• in local paper,
• wider mass media outlets.

f) Using stamps, stickers, comments in/on formal work

g) Aussie of the Month Awards

h) Giving small early marks at appropriate times

i) Giving smiles, handshakes, words of encouragement

j) Positive letters home to parents for good deeds, etc

k) Reward for not being placed on detention for a specific period of time, eg video screening at lunch time, BBQ, ice block
EA SOUTHEE PUBLIC SCHOOL RULES

1. Be careful and safe when playing, do not run on concrete.
2. Play in the correct areas.
3. Please sit when eating or drinking.
4. Please keep the playground clean.
5. Be friendly and helpful to each other.
6. Remain seated until 9.00am - (bus children)
7. Be polite to visitors to the school.
8. Children are not to be in classrooms unless a teacher is present.
9. Please use good manners at the canteen.
10. Respect the school buildings and grounds and use equipment safely and wisely.
School Uniform

Girls – Summer Uniform
(a) Maroon check shift with collar and back tab attached with two maroon buttons – see Wilkinson Pattern No. 593 – available from EAS P&C Committee OR Cootamundra Retail stores OR grey tailored shorts teamed with maroon polo shirt (gold inserts) with school emblem.
(b) grey skort or grey shorts
(b) White short socks with black shoes or brown Jaycee Sandals
(c) Maroon crew neck jumper
(d) Hat

Girls – Winter Uniform
(a) White blouse or skivvy
(b) Mid grey pinafore or skirt – material available at Cootamundra Retail stores. Skirt – four or six gore – Style pattern 3437 – Sizes 7-14.
(c) Maroon crew neck jumper/top
(d) Grey tights
(e) White socks with black shoes
(f) Maroon tracksuit (Sports)
(g) Hat

Boys – Summer Uniform
(a) Maroon polo shirt (gold inserts) with school emblem.
(b) Light grey shorts
(c) Grey socks
(d) Black shoes or sandals
(e) Maroon crew neck jumper
(f) Hat

Boys – Winter Uniform
(a) Maroon polo shirt (gold inserts) with school emblem.
(b) Mid grey long or short grey trousers
(c) Grey socks
(d) Black shoes
(e) Maroon crew neck jumper
(f) Maroon tracksuit (Sports)
(g) Hat
Sports Uniform
(a) Gold polo shirt with maroon insert embroidered with school emblem – available from local stores.
(b) Maroon tracksuit with yellow piping school emblem on jacket
(c) Track suit tops may be worn as jumper top with summer and winter uniform.
(d) Track suits can be purchased at local stores.

Girls
(e) Maroon shorts
(f) Sport socks with sports shoes

Boys
(g) Maroon shorts
(h) Sport socks with sports shoes

Hats/Caps
School hats/caps may be purchased from the P&C through the front office. Children must play in the shade in terms 1 and 4 if they are not wearing hat.
EXPECTATIONS

Parents will be:
• Responsible for ensuring their children attend school.
• Assume a shared responsibility for their children’s behaviour as their children travel to and from school.
• Assume a major role in developing the children’s understanding and attitudes about acceptable behaviour at all times.

Teachers will:
• Be responsible for the education and care of their students when at school.
• Provide the best possible program to meet the needs, capabilities and aspirations of each student.
• Be responsible for appropriately communicating with parents about the educational progress and behaviour of each student.
• Follow acceptable standards of dress.

Students will strive to:
• Sustain application to learning
• Respect individuals and their property
• Be courteous and respectful to other students, to teachers and to community members.
• Try peaceful resolutions to conflict.

Students will:
• Not be involved in or initiate violence, discrimination, harassment, bullying or intimidation
• Possess no weapons at school
• Not bring illegal drugs, alcohol or tobacco
• Follow the standards of dress determined by the school community
• Comply with all standards of dress determined by the school community
• Comply with all school rules and the School Discipline Policy.

Discipline Slips:
• Discipline Slips are automatic detention:-
• eg 5 day detentions for abusive swearing, gang fighting, smoking
• 3 day detentions for bullying, wilful damage, lack of respect
• 1 day detention one to one fighting

**Incident Slips**

Are for minor offences, eg bad manners, out of bounds, dangerous running on concrete.

These are not exhaustive lists, but examples.

Further information can be gained by referring to a complete Discipline Police held at the office.

**Footnote:** Restitution is an act to repay damage done. Schools have been given the power to involve restitution in the Good Discipline Policy. Restitution may be deemed necessary with acts of wilful damage to school or another person's property. It may be, to fix the damage or perform some other type of worthwhile service for the school.
Is Your Child Ready for School

Is he/she able to:

- Speak clearly and readily
- Recite nursery rhymes
- Follow a single given instruction
- Be able to listen to a story/someone speaking
- Respond and say christian and surname
- Hold a book in correct position while looking at a picture book or before starting a story
- Sit still and be attentive for several minutes
- Follow simple rules (eg hand-up)
- Hold a pencil in an acceptable grip
- Recognise own name
- Leave parent/carer without making a fuss
- Blow own nose
- Recognise own belongings
- Take him/herself to the toilet
- Willing to share resources, adults attention and co-operate in group situations

Some experience with scissors/glue (for literacy activities) is preferable. Could we suggest 1-2 supervised sessions per week are set aside for cutting and gluing. Scissors and blue are then kept out of harm's way when not being used.

If parents wish to teach their child to write their first name, please teach them to write in lower case letters (refer to hand writing handout)
The NSW Foundation Style (graphic overview)

The small letters

u y v w a d g q c e
    o f j s n r m h k
        b p l t i x z

The Capital Letters

U C G O Q J S B P
    R D I L E F H T
        A V W M N K Y
            X Z

The Numerals

0 1 2 3 4 5 6
    7 8 9