



Allendale
Primary School
AN INDEPENDENT PUBLIC SCHOOL



2017 Early Childhood Parent Information Booklet

WELCOME TO ALLENDALE PRIMARY SCHOOL

We welcome you and your family to our school. At this school, parents and school staff work together to guide and support students through their early years of education making this a satisfying and enjoyable time for your child.

We invite you to be involved in the life of the school and encourage you to maintain communication with your child's classroom teacher. The staff at Allendale Primary School has the interest of your child at heart at all times and our decisions and actions are made only with that interest uppermost in our minds. The partnership between home and school enhances your child's success at school.

We look forward to an educationally rewarding experience for your child and that together, we can help each child reach his or her full potential in keeping with our school motto of "Strive To Succeed".

Our Purpose:

Allendale Primary School recognises that young children starting school bring with them all learning that has occurred with families and carers from the time they were born. Allendale values parent's involvement in their child's development and learning throughout their schooling journey.

Allendale Primary believes in developing responsive, warm, trusting and respectful relationships with children through promotion of their wellbeing, self-esteem and sense of security to develop confident, independent, worldly life-long learners.

At Allendale we focus on:

- Children expressing a wide range of emotions, thoughts and views constructively
- Children exploring aspects of identity through role play
- Children being empowered to make choices and solve problems to meet their needs
- Students working collaboratively with others
- Children being curious and enthusiastic participants in their learning
- Using play to investigate, imagine and explore ideas.

We look forward to working in partnership with you to support your child with their learning.

Values:

We are committed to teaching and learning in an environment that promotes and demonstrates **Courtesy, Honesty, Respect** and **Responsibility**.

School Motto:
Strive To Succeed

Our mission is to:

Ensure that all students develop the understandings, skills and attitudes relevant to their needs, enabling them to fulfill their potential and contribute to society.

The School Creed

Let the rooms be full of contentment
Let love abide here, love of one another.
Love of mankind, love of life itself.
And love of all.
Let us remember that many hands build a house.
So many hearts make a school.

EXECUTIVE TEAM

Principal:	Mrs Lisa Criddle
Deputy Principals:	Mrs Jennifer Gadsby and Mr Chad Barnes
Manager Corporate Services:	Mrs Margaret Pollett

OFFICE

School Officers:	Mrs Ruth McGee & Mrs Tracey Matthews
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CONTACT DETAILS

Main Office	9964 1888
Fax	9921 7255
Canteen	9921 4937
Dental Clinic	9921 4218

52 Wittenoom Street
PO Box 7215
Geraldton WA 6530

Email	Allendale.ps@education.wa.edu.au
Principal's email	Lisa.Criddle@education.wa.edu.au
Office Hours	8.30am – 3.30pm

SCHOOL WEBSITE

The school website is www.allendaleps.wa.edu.au. It contains school information including fortnightly newsletter and photos.

SCHOOL APP

Our School APP is available for download via the APP store for current information and reporting absences.

SCHOOL TIMES

8.50 am	School commences
10.45 – 11.05am	Recess
12.45 – 1.20pm	Lunch
3.00 pm	School finishes

TERM DATES for 2017

Term 1	Wednesday 1 February	- Friday 7 April
Term 2	Wednesday 26 April	- Friday 30 June
Term 3	Tuesday 18 July	- Friday 22 September
Term 4	Tuesday 10 October	- Thursday 14 December

PUBLIC HOLIDAYS 2017

Labour Day	Monday 6 March
Easter Friday	Friday 14 April
Easter Monday	Monday 17 April
Anzac Day	Tuesday 25 April
Western Australia Day	Monday 5 June
Queens Birthday	Monday 25 September

RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS

RIGHTS	RESPONSIBILITIES
<p><u>STUDENTS</u></p> <ul style="list-style-type: none"> • learn in a purposeful and supportive environment without disruption. • work and play in a secure, friendly and clean environment. • have their person and property respected. • be heard in an appropriate forum. 	<ul style="list-style-type: none"> • ensure that their behaviour is not disruptive to the learning of others. • ensure that the school environment is kept friendly and tidy. • ensure that they are punctual, polite, prepared and display a positive manner. • behave in a way that protects the safety and well being of others. • respect other people and their property.
<p><u>STAFF</u></p> <ul style="list-style-type: none"> ▪ have their person and property respected. ▪ teach in a secure, friendly and clean environment. ▪ teach in a purposeful and non-disruptive environment. ▪ co-operation and support from parents in managing their child's behaviour. ▪ support from the school executives in the behaviour management of students. 	<ul style="list-style-type: none"> ▪ model respectful, courteous and honest behaviour. ▪ recognise and reinforce positive behaviour. ▪ contribute to maintaining a clean and secure school environment. ▪ establish positive relationships with colleagues, students and parents. ▪ collaborate with staff in managing the behaviour of students. ▪ ensure good organisation and planning. ▪ be aware and cater for different cultural, disability and individual needs. ▪ report on student social development to parents.
<p><u>PARENTS</u></p> <ul style="list-style-type: none"> ▪ expect their child to learn in a supportive environment without disruption. ▪ expect their child to learn and play in a secure, friendly and clean environment. ▪ be informed about their child's progress. ▪ be informed of the behaviour management procedures and decisions affecting their child's health and welfare. ▪ be heard in an appropriate forum on matters related to their child. 	<ul style="list-style-type: none"> ▪ ensure that their child attends school. ▪ ensure that the physical and emotional welfare of their child is conducive to effective learning. ▪ ensure that their child is provided with appropriate materials to maximise their use of the learning environment. ▪ be aware and supportive of the school dress code and the school rules. ▪ support the school in managing their child's behaviour.

SCHOOL CODE OF CONDUCT

1. Students will keep hands to themselves and respect others.
2. Students must follow teacher directions.
3. Students must be safe by walking on paths and verandahs.
4. Students must sit down to eat and eat in set areas.
5. Students must walk bikes inside school grounds.
6. Students must play in designated areas.
7. Students must respect school and others property.
8. Students must abide by the schools policies and procedures and classroom codes of behaviour.

Parents play a significant role in supporting our endeavours in trying to provide all children with a safe and positive learning environment. Please discuss these guidelines with your child. Teachers and the School Executive team will keep in contact with parents if issues arise. Please contact the class teacher for any further information.

TIMETABLE

Kindergarten children commence school on Wednesday 1 February 2017.

Group 1 will be attending on Monday, Wednesday and alternating Fridays and Group 2 will attend Tuesday, Thursday and alternating Fridays.

WK	Monday	Tuesday	Wednesday	Thursday	Friday
1			Feb 1 Kindy Group 1 8.30 – 3.00pm	Feb 2 Kindy Group 2 8.30 – 3.00pm	Feb 3 Kindy Group 1 8.30 – 3.00pm
2	Feb 6 Kindy Group 1 8.30 – 3.00pm	Feb 7 Kindy Group 2 8.30 – 3.00pm	Feb 8 Kindy Group 1 8.30 – 3.00pm	Feb 9 Kindy Group 2 8.30 – 3.00pm	Feb 10 Kindy Group 2 8.30 – 3.00pm
3	Feb 13 Kindy Group 1 8.30 – 3.00pm	Feb 14 Kindy Group 2 8.30 – 3.00pm	Feb 15 Kindy Group 1 8.30 – 3.00pm	Feb 16 Kindy Group 2 8.30 – 3.00pm	Feb 17 Kindy Group 1 8.30 – 3.00pm
4	Feb 20 Kindy Group 1 8.30 – 3.00pm	Feb 21 Kindy Group 2 8.30 – 3.00pm	Feb 22 Kindy Group 1 8.30 – 3.00pm	Feb 23 Kindy Group 2 8.30 – 3.00pm	Feb 24 Kindy Group 2 8.30 – 3.00pm

<p><u>Term 1</u> Kindergarten Group 1 sessions: Monday 8.30am – 3.00pm Wednesday 8.30am – 3.00pm Friday 8.30am – 3.00pm Feb 3, Feb 17, Mar 3, Mar 17, Mar 31</p> <p>Kindergarten Group 2 sessions: Tuesday 8.30 am – 3.00pm Thursday 8.30 am – 3.00pm Friday 8.30 am – 3.00pm Feb 10, Feb 24, Mar 10, Mar 24, April 7</p>	<p><u>Term 2</u> Kindergarten Group 1 sessions: Monday 8.30am – 3.00pm Wednesday 8.30am – 3.00pm Friday 8.30am – 3.00pm April 28, May 12, May 26, June 9, Jun 24</p> <p>Kindergarten Group 2 sessions: Tuesday 8.30 am – 3.00pm Thursday 8.30 am – 3.00pm Friday 8.30 am – 3.00pm May 5, May 19, June 2, June 16, Jun 30</p>
<p><u>Term 3</u> Kindergarten Group 1 sessions: Monday 8.30am – 3.00pm Wednesday 8.30am – 3.00pm Friday 8.30 am – 3.00pm Jul 21 Aug 4, Aug 18, Sept 1, Sept 15</p> <p>Kindergarten Group 2 sessions: Tuesday 8.30 am – 3.00pm Thursday 8.30 am – 3.00pm Friday 8.30 am – 3.00pm Jul 28, Aug 11, Aug 25, Sept 8, Sept 22</p>	<p><u>Term 4</u> Kindergarten Group 1 sessions: Monday 8.30am – 3.00pm Wednesday 8.30am – 3.00pm Friday 8.30 am – 3.00pm Oct 13, Oct 27, Nov 10, Nov 22, Dec 8</p> <p>Kindergarten Group 2 sessions: Tuesday 8.30 am – 3.00pm Thursday 8.30 am – 3.00pm Friday 8.30 am – 3.00pm Oct 20, Nov 3, Nov 17, Dec 1</p>

Administration Of Medication

The Education Department has established guidelines about the administration of medication to students. All schools are required to comply with these guidelines. The following conditions apply:

- Wherever possible, parents are to come to the school to administer medications themselves.

All relevant forms are available from the office and we suggest that parents/caregivers obtain a copy of these **before** going to the doctor with a sick child.

Arrival and Departure

The starting time for kindergarten and pre-primary children is 8.30am. It is very important that your child arrives and is collected on time. This will avoid any unnecessary distress that your child will experience due to lateness. If you are going to be late for pick up, please ring and let us know so we can explain to the child what has happened.

It is our policy that parents (or nominated persons) see their child safely to the door of the centre and wait with them until the session starts.

Please wait with your child outside your child's classroom until kindergarten or pre-primary begins. Children will not be permitted to leave until a parent or adult comes to the door. If your child is unaccompanied or picked up by someone other than yourself, please let the teacher know. If another adult will continually pick up your child, we require a signed note by the parent.

To enable staff to contact you at all times please ensure your phone numbers and those of emergency contacts are included on your child's enrolment form. If circumstances change (day care, new phone numbers, changes in custody/living arrangements), please notify the school office so these changes can be recorded.

Students can only leave the school during lesson times for unavoidable appointments. Anyone picking a student up must sign them out at the office first and take an authorization slip to the teacher. No students will be released from class without this authorization slip.

Assemblies

Assemblies occur fortnightly each term. Their main purpose is to acknowledge student achievement and to communicate information. Dates and times for assemblies are advertised in the school newsletter and term planner.

Parents and interested community members are always welcome at assemblies and are appreciated by students and staff.

Beginning of the year

The school office will be open on Wednesday 25 January, the week before the children commence. The Principal, Manager Corporate Services or School Officers are in attendance during normal school hours for payment of contributions and charges, new enrolments and general enquiries.

Birthdays

Children are encouraged to celebrate their birthday with their friends at school. You are most welcome to bring in a birthday cake that **does not contain nuts** and have the ingredients clearly labeled to be shared by all the children in class.

Broad Rimmed Hat

Allendale is a Sun Smart school. It is a school policy that all children wear a broad rimmed hat while playing outside. Every child is required to bring a hat to Kindergarten/Pre Primary with their name clearly labeled on it. Children who do not have a hat available are asked to remain in the sheltered sandpits or on the verandah while the other children are at play. Our school is committed to wearing the bottle green broad rimmed hat available from the uniform shop or canteen for \$6.00.

Change of Address and Enrolment Details

Please advise the school immediately of any changes in telephone numbers, address or emergency contact. Please see the front office ladies when updating information or send along a note advising of any changes.

Clothing

Your child is encouraged to wear school uniform and shoes that they can take off and put on themselves. The Allendale School uniform is a green polo shirt, green shorts or skirt and/or dress.

At times children have accidents, so it is a good idea that you pack a spare pair of clothes each day. The pre primary / kindergarten does not have any spare clothing and we will call parents to drop off clothes when needed if spare clothes have not been packed.

Voluntary Contributions and Charges

The State Government and the Education Department permit the school to seek payment of Voluntary Contributions for each student enrolled at the school. While the Voluntary Contribution is only a small amount, it does provide the school with funds to purchase equipment which is valuable in the education of students enrolled at the school.

Prompt payment of the Voluntary Contribution will be greatly appreciated. ***Payment envelopes will be distributed in Term 1 - February, 2017. Payments can also be made at the school office by cash or EFTPOS. You can also pay online. Our bank details are BSB- 306-012 Acc no. 4407112. Please enter your child's surname and the reason for the deposit.***

School Voluntary Contributions are \$40 per child.



Custody Orders

Parents who have custody orders that affect access to children or their records need to provide the school with a copy of the relevant order so that the school is able to implement it. This also applies to restraining orders. All custody and restraining orders must be **CURRENT**.

Enrolment Procedures

Enrolments are taken the year prior to children commencing Kindergarten. This allows class allocations to be made. Kindergarten and Pre-Primary children that are continuing onto Pre-Primary or Primary school at Allendale Primary School need to be re-enrolled at the school office. Notification of this will be made via the school newsletter and also will be advertised in the Kindergarten and Pre-Primary classrooms.

If your child is transferring to another school either during the school year or at the end of the year, please notify the teacher and the school office.

Please advise the school immediately of any changes in telephone numbers, address or emergency contact. Please see the front office ladies when updating information or send along a note advising of any changes.

Compulsory Pre-Primary

In December 2012, the Hon Colin Barnett MLA, Premier of Western Australia, announced that Pre-primary would become a compulsory year of schooling from 2013. Please be advised that legislation to give effect to that announcement has now passed both houses of the Western Australian Parliament. *The School Education Amendment Bill 2012* came into effect on 1 January 2013 and is relevant for all schooling sectors in Western Australia.

The passage of the pre-primary legislation means Western Australian children will attend 13 years of compulsory schooling and be well placed to take advantage of the Australian Curriculum as it continues to be rolled out.

This means that each child of pre-primary age is guaranteed a place at their local public school from the first day of the school year.

Children who will reach the age of five years on or before 30 June must enroll in pre-primary.

Pre-primary is full-time. The minimum hours of instruction are 25 hours and 50 minutes a week.

Parents are required to send students to school 5 days per week unless there is reasonable excuse i.e. sickness.

Kindergarten will continue to be pre-compulsory. However once enrolled, students must attend regularly.

Excursions and Incursions

Parents are informed in writing of any excursions. Written permission and payment of any costs are required before a student is permitted to attend an excursion. Parents are requested to return permission slips promptly to facilitate the organization required for excursions. Students must wear school uniforms on excursions.

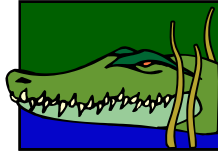
Incursion information is included in the school newsletter. Please look out for these details and return any payments to class teacher in an envelope with the exact money enclosed and the child's name on the front.



Factions

Siblings will be placed in the same factions.

Green: Crocs



Blue: Sharks



Red: Foxes



Gold: Hornets



Fruit Time

Children will need one piece of fruit per day, which will be cut and shared with all children. Fresh fruit, dried fruit, vegetables, cheese or any other healthy food alternative is encouraged for 'fruit time'.

Head Lice

Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

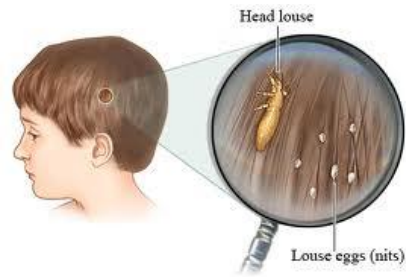
If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another. Any place where people live or play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment

Effective lotions are available from any pharmacy. It is important that treatment is carried out in accordance with the instructions. All eggs should be removed from the hair to prevent reinfestation. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.

Brushes, combs, hats, clothing, pillow cases and bedding should be washed thoroughly and put out to dry in the sun for several hours.

Oil and Hair conditioner treatment regimes are also effective to remove lice and eggs. The Child Health clinic or School Nurse can assist with detailed information about these methods.



Infectious Diseases

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

ILLNESS	RE-ADMISSION
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades.)
Conjunctivitis	Once effective treatment has been commenced and swelling has subsided.
Diphtheria	Medical certificate only.
Hand, foot and mouth disease	Exclude until vesicles have formed crusts that are dry.
Viral Hepatitis	Medical certificate only.
Impetigo (School Sores)	Must be under treatment inc. use of occlusive dressings.
Influenza	Return when symptoms have subsided.
Measles	Seven days from onset.
Mumps	On medical certificate of recovery.
Pediculosis (Nits)	Once treated (see following).
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate.
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only.

Library

All classes are allocated Library time each week. As well as learning how to use library facilities the children are given the opportunity to borrow from our collection, provided they have a bag to protect the book. The Library is fully automated and also has Internet facilities. Years PP-7 children must sign an Internet Users Agreement.

Lost Library Books

Care of books is an essential part of student responsibilities training. Every effort is made by teachers to encourage children to provide library bags and to care for both their reading and library books.

Lunch Time

Children will need to bring a healthy lunch to Kindergarten/Pre Primary in a lunch box that has the child's name on both the lid and the box. We ask that you discourage from sending chips, lollies or chocolates. If your child is having yoghurt could you please remember to place a spoon in their lunchbox. Also if an orange or similar is included in their lunch, please cut into quarters and wrap it.

Children may bring a drink if they wish. Pre Primary students are encouraged to bring a labeled water bottle into the classroom for their personal use. Cold water from the water fountain is also available.

Canteen lunches are also available for Kindergarten and Pre Primary children, however parent supplied lunches are recommended. We also do not allow ice creams or slushies to be bought for Kindergarten and Pre Primary students.

Newsletters

School newsletters are issued every second Wednesday to the youngest child in each family. Please keep an eye out for the newsletter! It contains useful information about the school's activities.

P & C Meetings

This is your association and deserves your support! Involvement in the P&C is one of the best ways of being aware of school activities and what is planned to improve the school environment for your child. There are many ways of supporting this organization, however personal involvement is the one most appreciated. Meetings are held regularly during the school year, Week 3 and 7 twice a term.

From time to time the P&C engages in fund raising and social activities, or arranges busy-bees at which parents can mix with and meet others. To date the association has been an active contributor to the school's educational program and the development of school facilities. It is hoped that you will help maintain this support.

Parent Roster

We value the assistance provided by parent helpers and have an expectation that all parents/carers will take their turn in being a parent helper. We understand that some parents/carers are able to assist more frequently than others.

Being a helper provides an opportunity to observe and interact with your child as well as other children. Grandparents are very welcome too!

A roster will be available outside your child's centre for you to add your name as a parent helper.

Parent Teacher Communication

It is essential to the children that there is regular communication between the parents and the teacher. Parent/Teacher communication may be in the form of a communication book or an informal meeting. Formal parent/teacher interviews may also be called for at different times of the year. A report will be provided for both Kindergarten and Pre-Primary at the end of each semester along with a portfolio. If you wish to discuss your child's progress please make an appointment as this will allow your teacher to gather any information you may be requiring.

Parent Involvement

There are many opportunities for parents to be involved in the school in a wide range of capacities. New parents are particularly welcome and your involvement is keenly anticipated within the school.

Playground Equipment

Students are not permitted on the playground equipment prior to the start of school or at the end of the school day. Please ensure children are taken straight to the class and not playing on the equipment.



Pupil Requirements 2017

Below are the items that your child requires for schooling at Allendale Primary School. All items need to be brought to school on the first day that children attend.

Kindergarten Requirements	
Personal Items: please label	Shared Items: labels not required & these items will not be returned at the end of the year
<ul style="list-style-type: none"> • Broad rimmed hat • Library Bag • Water Bottle • School Bag • Lunch Box • Plastic A3 sleeve display file • Scrap Books 	<ul style="list-style-type: none"> • Pencils • Crayons • Box of Tissues • Glue Sticks • Markers • Paper Plates • Scissors • Roll paper towel
Pre Primary Requirements	
Personal Items: please label	Shared Items: labels not required & these items will not be returned at the end of the year
<ul style="list-style-type: none"> • Broad rimmed hat • Library Bag • Water Bottle • School Bag • Lunch Box • Scrap Books • Home Reading Book • Plastic A3 sleeve display file 	<ul style="list-style-type: none"> • Pencils • Glue • Markers • Crayons • Textas • Scissors • Hand Towel • Box of Tissues • Paper Plates

Recycled Materials

Recyclable materials are of great value in the early childhood centre. Please bring in –

Cardboard boxes and cylinders

Cotton reels

Buttons

Packing foam

Greeting cards

Corks

Egg cartons

Beads

Fabric / Wool

Plastic containers

Wrapping paper

Dress up clothes/ dolls

clothes

We cannot accept toilet rolls

Scholastic Book Club

Book Club is organized by the librarian. Orders can be placed in the green box marked BOOKCLUB in the front office. As the School does not handle Book Club money, please ensure any Book Club orders have the correct money and are placed in a sealed envelope to be placed in the BOOK CLUB box.

School Bag

Your child will need a bag big enough to carry a lunch box, spare clothes, craft activities and newsletters. If you are going to purchase a backpack for your child, be sure that it is large enough to fit all that is needed for a day at pre primary and large enough for paintings and creations to be taken home.



School Board

The Allendale Primary School Board is made up of parents and staff who meet twice a term to formulate the school's educational objectives and priorities. The aim is to make it possible for all members of the school community to share in making decisions about the school's educational environment.

In general terms, the Allendale Primary School Board

- represents the educational needs and aspirations of students, teachers, parents and the community
- determines school priorities
- assists in the formation of the School Development Plan
- monitors the school's learning outcomes
- reviews the school's priorities
- monitors the allocation of resources (financial and human)

The School Board is essentially a decision making group. It represents the school community in the process of school development planning and policy development.

With the exception of the Principal, members of the School Board are elected for a period of one, two or three years. Parent representatives are nominated and elected by the Parents and Citizens' Association and general school community. Staff representatives are elected to their positions by the school staff.

Sickness and Accidents

In the event of a child being sick or being involved in an accident, parents are contacted, if possible. All parents are asked to make sure that the school has an emergency telephone number or address. Please do not send a child who is not feeling well to school as invariably we must contact the parents for the child to be sent home.

Toys

Please do not allow your child to bring toys to school. They cause problems in the playground and can be damaged, lost, stolen or broken. Every child will tell news at least once a week on a regular basis. Toys can be given to the class teacher and then brought out for news telling.

Uniforms

Uniforms can be purchased at the school canteen.

What to do if you have a problem

If you are worried about anything concerning your child, please do not hesitate to see the teacher. If we can't help you, we are in a position to direct you to someone who can.

We urge that if you need to discuss your child with us, you do so in a private way, away from your child and their classmates.

