ALBANY
PRE PRIMARY

2016
Information Booklet

“Strive to Achieve”

Suffolk Street, Albany WA 6330
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Welcome
We warmly welcome your child and you to the pre-primary year of schooling. We hope that your child enjoys an exciting year in which they will develop a range of skills that builds a platform for further learning.

Key Focus Areas
During the pre-primary year we focus on:
1. Building upon the literacy and numeracy skills commenced in Kindergarten. We will be developing the child’s capacity to read and write from 2016 Albany Primary will begin following the English based letters and sounds program.
2. Developing a range of mathematical skills and understanding that include counting, measuring and spatial awareness.
3. Enhancing social and emotional skills by being able to play and work with others while understanding the needs of others and self.
4. Develop fine and gross motor skills and the effective use of equipment.

School Details
Albany Primary School Ph: 9842 7400
PP1 (Room 21) Ph: 9842 7433
PP2 (Room 22) Ph: 9842 7432

Session Times
Pre-primaries attend five full days a week from 8.50am – 2.50pm with doors opening at 8.40am. (Starting times for the first week will be staggered with children coming if possible for only 3 of the 5 days to allow for settling in time. We will post you the days we would like your child to attend on the first week.

Term 1 for children commences on Monday 1 February 2016.

Ethos and Values
Albany Primary School aims to be a very caring, student centred institution where learning and people are valued and appreciated.

Children are encouraged to become more independent and use respect and courtesy when dealing with others.

Behaviour Management
The school has a Behaviour Management Policy which covers all year levels. In pre-primary we have an agreed classroom and play ground behaviour management plan which has been adopted and is consistently used by the K-P cluster.

Our approach is based on helping students to learn appropriate behaviour including demonstrating courtesy and fairness in play and consideration of others.

Medications
If children have regular medications parent are asked to complete a Health Care Authorisation form giving permission and instructions about dosage and frequency.

Reporting
Reports are sent home at the end of each semester. Children’s workbooks are available to be viewed at any time. Parents are encouraged to speak to teachers regularly regarding their child’s progress and any other issues that may arise.

Throughout the year parents will be invited into the classroom to be taken on a “Learning Journey” which enables parents to see their students work in the classroom.

Attendance
Pre-primary is a compulsory year of
Ongoing committed attendance is extremely important in enhancing student learning. Expectations are that students should attend regularly which is set at 90% or better.

**Punctuality and Learning Program**
The learning program commences at 8.50am. Unless a parent is a parent helper or a special activity is occurring, parents should depart promptly so the learning program can commence on time.

Students should be in the classroom ready to engage in the learning program by 8.50am. Late arrivals disrupt other students and make it difficult for the child to commence learning in a seamless, easy manner. Please be punctual.

Children cannot be dismissed from school without direct permission from the caregiver. Parents must sign out students via School Office when collecting their child during school hours.

**Information Session**
A further information session will be held early in Term 1 which will give an opportunity to find out about the learning programs in your child's class.

**Parent Roster**
Parents are encouraged to come and assist in the classroom and to see what learning and play occurs at pre-primary. Teachers will display a roster for volunteer’s names in the classroom.

**Newsletters**
The school issues a newsletter containing important dates and information each week. This is uploaded to our website for your convenience. A paper copy is sent home each week with the eldest sibling attending the school.

**What To Bring:**
**Stationery**
As per booklist. Please note that consumables will be shared within the class.

**Backpack**
The children should have a backpack that is large enough to hold their hat, water bottle, spare clothes and reading folder. It should be easy to undo and do up unaided. Please label all items.

**Morning Fruit:**
The school recommends shared fruit so children will need to bring one piece of fruit each day for morning recess.

**Lunch**
We promote healthy eating and the consumption of water at Pre-Primary. Please assist us by providing a healthy lunch and a water bottle containing water. Healthy food has been proven to assist children’s concentration at school and food and drinks containing high sugar and additives have been proven to be detrimental to children’s health. For health reasons we request each child bring a small bath mat to sit on at lunch time.

**Allergies**
There are several students enrolled at the school who have severe, potentially life threatening anaphylactic reactions to nut and egg
The school urges parents to refrain from providing their children with snacks and lunches that contain nut products/raw eggs. The school canteen does not sell products containing nuts.

As with all students with special needs or medical conditions, the school has developed appropriate health care and emergency plans for these students.

**Pets on School Property**
Pets should not be brought onto the school grounds unless organised with the class teacher and authorised by the Principal as part of a supervised educational programme.

**Walking School Bus**
The P&C have organized a walking School bus. Please check with the school next year when this will be available. Teachers must be informed if your child will be using it.

**Canteen**
The school has a canteen that is open each day. Your child can order from the canteen. Please leave order at the canteen before school. Pre-Primary children are not allowed to go to the canteen to buy recess. It is preferred that you do not order from the canteen until Week 4 of Term 1.

**Clothing**
Children are required to dress to the school dress code. Children must have a spare set of clothing in their bags in case of “accidents” eg paint spills, toilet mishaps. The school uniform shop is open on Tuesday after school and Thursday before school.

**Shoes**
For health and safety reasons children can not play on equipment with shoes on. Children will need to wear shoes they can put on and take off independently.

**Hats**
We have a ‘No Hat No Play’ policy at school. As per the dress code all children should have a green broad brimmed hat or legionnaire style hat daily. Hats will not be stored at school.

**Library**
Children will require a library bag to allow them to borrow books from the school library each week.

**School Readiness**
Please assist your child to be ready for school. Allow them to carry their own bag, be responsible for placing their fruit in the fruit basket and changing their reading books.

**Conclusion**
If you have any queries please do not hesitate to contact the pre-primary teachers. We look forward to meeting you in 2016.
**PENCIL GRIP**
In Pre Primary we teach the children to hold their pencil correctly. It is a very important part of a child's learning. Poor pencil grip, learnt from early habits, seriously affects students' capacity to write efficiently. A picture has been included so parents can model this at home.

Pretend the pencil is an aeroplane, between your thumb and index finger.

Peter Pilot (index finger) bends and rests on top of the aeroplane.

Cody Co-pilot (thumb) joins Peter Pilot on the side of the aeroplane.

The passengers (the rest of the fingers) on the aeroplane sit behind the pilots.

Now the aeroplane is ready for take off.

**Correct pencil grip is very important!**