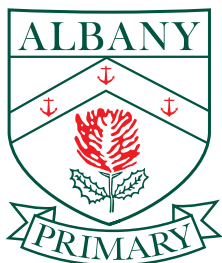


# EARLY YEARS

## INFORMATION BOOKLET



“Together our community nurtures diversity and pursues personal excellence to unlock potential.”



# Welcome

Albany Primary School welcomes you and your child to our innovative learning community. Our high quality educators consistently strive to provide all students with a challenging and stimulating environment to learn and grow, with a strong focus on supporting each student to meet their full potential for success.

The early years is an exciting time in a child's development as they build connections with the world they live in and the people around them. Our early years programs provide students with engaging, rich and meaningful learning opportunities, building early literacy and numeracy skills, developing social competencies, communication, and decision-making skills.

At Albany Primary School, your child will be immersed in a high-quality learning environment through a blended approach to learning, reflecting contemporary evidence-based practices. This includes actively engaging in rich hands-on learning experiences supported by high impact teaching strategies, supporting deeper learning and understandings.

We look forward to being part of your child's learning through the early years here at Albany Primary School and know that our supportive and nurturing school community will lead to positive and lasting friendships along with a lifelong love of learning.

## Our Moral Purpose

**Together our community nurtures diversity and pursues personal excellence to unlock potential.**

We believe that every child brings individuality and uniqueness to our school community. It is our responsibility to work together in partnership, to develop your child's interests and talents in a safe and nurturing learning environment. We work together to teach and support our students to become learners for life, who will be happy, resilient, caring and respectful citizens that strive for personal excellence and contribute positively to society.

## Positive Behaviour Support

We are a Positive Behaviour Support school (PBS). PBS is a school wide framework to teach and promote positive academic and behavioural outcomes for all students. Staff use whole school, proactive strategies to explicitly teach positive behaviour expectations in the classroom and across the school.

**Our four behaviour expectations are known as**

### RISE

**Respect**

**Include Others**

**Be Safe**

**Personal Excellence**





# Learning in the Early Years

At Albany Primary School, we take pride in our excellent facilities, high quality educators and exceptional care provided for students. Our early childhood educators are qualified and dedicated – working together as a team to provide a warm and stimulating learning environment for our youngest learners. Staff come together as a collaborative team planning and implementing a high quality, inclusive education and are consistently exploring new ways to ensure all children reach their potential.

Our programs focus on the development of the whole child in all domains. Learning experiences that develop physical, social-emotional and cognitive skills are carefully planned to encourage independence and the development of life-long social skills. The basis for our educational programs reflects the National Quality Standards, the Early Years Learning Framework and the Kindergarten Curriculum Guidelines, ensuring we deliver a balanced, wholistic, evidence-based curriculum following Department of Education curriculum and guidelines.

Teachers skilfully plan and implement engaging experiences which encourage students to participate in whole class, small group work and individual learning. Through hands on learning, structured play activities and explicit teaching, students are provided with a blended and engaging approach to learning.

Our educators believe in a parents-as-partners approach, acknowledging that learning outcomes are more likely to be achieved if we develop and maintain positive relationships and work in partnership with families.

By working together parents and teachers can enhance a child's learning and well-being. As the most important person in your child's life you can make a difference by being a part of their school life.



# Ready to Learn

Starting school is an exciting time for young children and their families. Here are some easy ways you can help your child:

- Provide some experiences where your child is accustomed to spending a little time away from you; knowing that you will soon return
- Encourage your child to independently use a toilet and wash and dry their hands
- Encourage your child to be able to open and close their lunchbox and school bag
- Encourage your child to be able to put on their shoes and socks
- Encourage your child to wipe their own nose
- Encourage your child to pack and carry his or her own bag
- Please arrive at school early on the first day to ease settling-in
- When the bell goes for the start of school, promptly say goodbye to your child so she or he may begin their school day.

Remember; in some cases, staying longer than necessary may create separation issues later!

The learning program commences at 8.50am and pickup from the classroom is at 2.50pm. Unless the 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. Classroom doors open at 8.30am.

Late arrivals disrupt other students and make it difficult for the child to commence learning in



a seamless, easy manner. Parents must obtain a late note from the front office should their child arrive late. Children cannot be dismissed from school without direct permission from the caregiver. Parents must sign out students via the school office when collecting their child during school hours and sign them back in if you return your child to school.

Children are required to dress in accordance with the school dress code and encouraged to wear shoes they can put on and take off independently. Please pack a spare change of clothes daily in case of "accidents" e.g. paint spills, toilet mishaps, or getting excessively wet during water play in the sandpit.

Albany Primary School has adopted a 'No hat, play in the shade' policy at school. We ask that children wear a green broad brimmed hat or legionnaire style hat daily. These can be purchased from the Uniform Shop or online via our website.

Stationery lists are available from the front office. We ask that you support our school by using the identified stationer and purchase quality items. Poor quality materials and equipment can be frustrating for young students e.g pencils which are hard to sharpen and break frequently.

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 program.





# Partners in Learning

Research shows that parent and community involvement in schools greatly improves student achievement. To reach their potential, students need parents and the community to take an active role in their education. At Albany Primary School, we see families as partners in learning. Teachers create valuable opportunities throughout the year for families to participate in classroom learning.

These include:

- Assisting in class during the learning program. Teachers will display a roster for volunteer names in the classroom.
- Attend excursions.
- Visit the classroom to view student work and activities.
- Read or do puzzles with their child in the morning.
- Listen to morning reading.
- Attend assemblies and other special school events.



# Parent & Citizen Association

The P&C is the organisation that enables parents to participate in working with other parents to help the school. P&C meetings are held twice per term. Dates are published on term calendars. Parent and staff participation is encouraged. The P&C meetings are the best forum for parents to have input into a number of school processes that directly affect parents. The P&C has a Facebook page that promotes key activities.



## School Board

The School Board is made up of six parents, four staff members and the principal who are elected to the positions by their constituents for a two year term.

The School Board's role is to:

- Assist in developing school planning and policies.
- Assist in budgeting to meet the needs of the plan and students.
- Actively engage in developing key matters such as Dress Code and Homework Policy.
- Promote the school in the community.

If you are interested in being on the School Board then you may discuss this with the principal. The management of the school and the development of the learning program is the responsibility of the principal. Information is on our website regarding School Board business.





# Staying Connected

We are committed to staying connected with our families, strengthening home school connections, and working together to build a nurturing community for our children to grow and learn.

## PARENT INFORMATION TERM 1

Information from your child's teacher is sent home early in Term 1 to give you an overview of their expectations, timetables and other relevant class information.

## PARENT TEACHER MEETING

Parents are encouraged to contact their child's teacher to arrange a meeting if they have any questions or concerns about their progress or development. This can be done by contacting the teacher directly, via email or through the front office.

## CONTACTING THE CLASSROOMS

Whilst we want to keep communication lines open, we do not want to detract from the learning program, so we ask parents not to contact the classrooms directly. Instead, please contact the school office and our office staff will respond to your needs and pass on messages to the teacher and your child. Some staff will provide you with an email account that you can contact, or you may like to communicate in written form.

## NEWSLETTER

The school newsletter is uploaded to our website and sent via Connect every three weeks. There are updates and celebrations sharing what's happening across our school community along with upcoming events and dates for your diary.

## ASSEMBLIES

Assemblies are generally held fortnightly on Friday mornings in the under covered assembly area. Classes are rostered to lead the assembly and present an item. Family and friends are invited to attend. Dates are advertised through the school Term Planner and newsletters. Kindy students do not attend assemblies.

## SCHOOL WEBSITE

You can access the Albany Primary School website on [www.albanyprimary.wa.edu.au](http://www.albanyprimary.wa.edu.au)

## CONNECT APP

Albany Primary School uses the Connect Now App to communicate electronically with families and carers. Please download the app and allow notifications to ensure you receive all communications from our staff. Should you need assistance, please contact our office staff.



# Things you need to know

## ATTENDANCE

Attendance every day is compulsory for students who are enrolled in our Early Years programs. It is an expectation from the Department of Education that all children enrolled in a Kindergarten and Pre-primary program maintain regular attendance. Please notify the classroom teacher and the front office with the reason for any absence. Absences can also be sent through to our Absentee Text Line (name & reason only) 0438 978 463. Regular attendance is extremely important in enhancing student learning. If you have any concerns or challenges with your child's attendance, please don't hesitate to contact our Deputy Principal, via the front office.

## PICK UP AND DROP OFF

Parents or caregivers are requested to collect their children promptly at the end of the day as young children can become distressed if left waiting for a parent to arrive. Please contact the front office on 9844 2860 if you will be unavoidably late so we can advise your child.

## CRUNCH AND SIP, RECESS AND LUNCH

As the morning teaching block is from 8:50-10:50, children have a chance to eat raw vegetables and fruit for a Crunch and Sip break. We request that Crunch and Sip snacks are not juicy and cut up into small, bite-sized pieces so children can eat their snack quickly and to reduce mess created in class. Please provide your child a healthy lunch and a water bottle containing water. Healthy food has been proven to assist children's concentration at school. Food and drinks containing high sugar and additives have been proven to be detrimental to children's health.

## BIRTHDAY CELEBRATIONS

Class teachers may recognise student birthdays but no shared cakes should be provided by parents. This is to cover students who have various food allergies.

## ALLERGIES

There are several students enrolled at our school who have severe, and potentially life-threatening anaphylactic reactions to nut and egg products. Families are asked to avoid sending snacks and lunches that contain nut and egg products. As with all students with special health needs or medical conditions, appropriate health care and emergency plans will be developed in consultation with families and medical professionals.



## HEALTHY FOOD POLICY

The school has a Healthy Food Policy which includes the school:

- Not regularly providing food as a "reward".
- Recognising that special events may include some foods in the "red" section of the traffic light system. This may include end of semester type parties in classrooms.





# Things you need to know

## MEDICAL CONDITIONS

The school must be advised of a student's medical condition which may need attention during school hours. E.g. Asthma, allergies. Please ensure you document these on your child's enrolment form. The school office will require further medical forms to be completed to ensure management of the medical condition at school. The necessary health care forms, should medication need to be administered during school hours, are available from the front office for completion. In severe cases a medical health care plan will be devised in consultation with parents.

## INFECTIOUS DISEASES

Families are asked to keep sick children at home until they are well enough to cope with a full school day. Children who are sick during the day will have their parents contacted to pick them up if we believe that this is warranted. The school keeps a record of immunisation of all children. Should a case of an infectious disease be identified at school all children not immunised against the disease will be sent home according to health authority's guidelines, until considered safe by the school and health authorities to return. Head lice are an ongoing problem in schools. When head lice are detected, parents from the class are notified. The administration will work with the parents to assist the family to manage the problem. Further information can be found on the Department of Health website Control of Communicable Diseases Manual ([health.wa.gov.au](http://health.wa.gov.au))

## UNIFORM SHOP

Volunteer parents run a Uniform Shop on site for the P&C. New and second-hand uniforms are available from our Uniform Shop.

Opening hours are: Tuesdays 2.45pm-3.30pm, Thursday 8.30am - 9.00am. Our uniform shop accepts payments via cash or Square. Additionally, orders can be placed online via the school website.

## CANTEEN

A lunch service is available Mondays, Thursdays and Fridays and provided through our partnership with the Albany Senior High School canteen.

**Ordering must be done online via the Spriggy app** by 9.00am on the day the lunch is required. The ASHS canteen team will deliver the lunch items to APS just prior to lunch time. Kindergarten students will be invited to order their lunch in Term 2. If you have any questions, or difficulties whilst ordering please contact the P&C via [albanyprimarypandc@gmail.com](mailto:albanyprimarypandc@gmail.com)



Spriggy Schools

**The canteen has partnered with Spriggy Schools for online lunch orders!**

### Creating your account

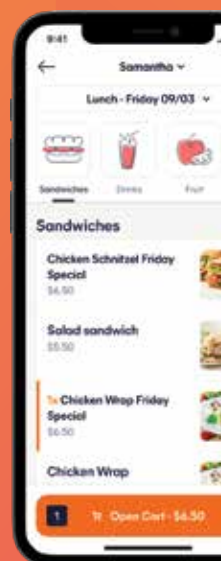
- Download the app
- Register your details
- Create a profile for each child

### Placing your first order

- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time



Download the app now!



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# Things you need to know

## BEFORE AND AFTER SCHOOL PLAY ON SCHOOL GROUNDS

The staff of the school owe the students a “duty of care” once they are on the school grounds and the principal is responsible for managing those people who are on the grounds and using them outside of instruction time.

### **STUDENTS SHOULD NOT BE AT SCHOOL BEFORE 8.30AM.**

In the afternoons parents are responsible for their children and therefore their wellbeing and safety.

However, all students must follow school requirements regarding play equipment and may be required to leave the premises. The principal has the right to ask anybody on the school grounds to depart the premises immediately. We ask all parents to ensure that students play appropriately and leave as soon as possible.

## SCHOOL PARKING SAFETY

Our car parks are in heavy use during morning drop off (between 8:15 am and 8:45 am) and afternoon pick up (2:45 pm to 3:20 pm) times. Both car parks off Suffolk Street are used as drop off/pick up zones and parking, which can lead to some issues. We have addressed some of these by asking that:

- Cars circulate and not stay standing in driving areas. They only stop to drop off or collect and move on immediately.
- Parents park in designated bays and not staff bays or areas close to crosswalks, entrances or footpaths.
- Parents encourage children to walk or ride or take advantage of the town buses.
- Parents don't call their children to them through moving and parked vehicles. We all show patience and understanding. There are also pickup/drop off points and parking places on Campbell Rd and on Suffolk Street.

## LEGAL MATTERS

Parents are urged to discuss with the principal or deputies any legal or pending legal issues or agreements that may impact on the student attending school. Court orders, custodial agreements and Violence Restraining Orders are to be provided and copies kept on file at the school. A parent who needs the school to know about agreements that have been struck by separated parents without legal bounds should also let the principal, the office staff and class teacher know. This may include pick up and drop off rights and responsibilities. Please keep the school administration aware of any changes to legal and living arrangements of your child/ren.





# Things you need to know

## SCHOOL DRESS CODE

The school has a dress code which will be provided to you and can be viewed on the website. This has been endorsed by our School Board.

The school uniform takes the pressure off students worrying about what they wear and how their clothes appear to others. The dress code enables students to wear their house shirt as well as the school shirt on any day, while Year 6 also have available a Leavers shirt that is worn throughout their final year of schooling.

Please note there are particular items that have been identified within the dress code that students must not wear whilst on school grounds. For example denim clothing, thongs/slip-on sandals without backs or straps/platform shoes/ high shoes, singlets/tank tops etc.

Students enjoy wearing their hair in a variety of styles that are acceptable. We do however need to ensure that students hair is not affecting their safety when playing or during physical activity, or the health of their sight while working in class in workbooks or on screen. We therefore expect all students to ensure that hair is tied back or clipped up away from their faces if it falls into their line of vision during any of the above activities. Teachers and administrators will consult with parents on this matter if needed.

Sun-safe hats are required to be worn in the playground at all times.

The School Board is responsible for establishing and reviewing the dress code after consultation with the principal, parents, students and staff.

## STATIONERY ITEMS

The school provides all parents with a list of stationery requirements for each student. They are available through the office. Children who are well equipped feel secure in their daily work and do not disrupt class processes by having to borrow items to complete work.

The booklists are available at most stationery suppliers in Albany with our school's preferred

supplier being Office National Albany. Your support would be appreciated.

Please remember that from time to time throughout the year you will need to replace or replenish some items.

## PAYING SCHOOL FEES/VOLUNTARY CONTRIBUTIONS

Timely payment of school fees enables the school to purchase items that directly support the classroom. School fees are voluntary but very necessary for building up effective resources. The Voluntary Contribution is \$50 per child for the year, with an additional \$15 for the P&C.

School fees can be paid directly to the office or as part of the stationery order for your child.

## WAYS TO ASSIST YOUR CHILD/REN AT SCHOOL

1. Check that they return library books on time.  
There is a two week turn around for borrowing.
2. Attend any school events held throughout the year.
3. Meet with the teacher to keep in touch with your child's performance.
4. Complete home reading diaries and check that they have completed any classroom requirements.
5. Volunteer to assist at sporting carnivals and classroom activities.
6. Help out during P&C activities and fundraisers.
7. Cover student workbooks at the beginning of the year. First and surname on everything.
8. Follow up with the teacher and then the principal if your child is trying to avoid attending school regularly.

There are many other ways you can keep your child participating effectively in the learning program. Keep an open mind and be as supportive as you can.



## ALBANY PRIMARY SCHOOL

📍 32 Suffolk St Albany, WA 6330 ☎ 08 9844 2860

✉ albany.ps@education.wa.edu.au 🌐 albanyprimary.wa.edu.au

🕒 School Office Hours: Monday – Friday, 8:00am – 4pm

📞 Absentee Text line: 0438 978 463

