



HOLY SPIRIT
PRIMARY SCHOOL
CITY BEACH

Pre-Primary Information Booklet 2020



Term Dates 2020

Term 1	February 3rd	April 9th
Term 2	April 28th	July 3rd
Term 3	July 21st	25 th September
Term 4	October 13th	11 th December

First day of Pre- Primary is the first day of Term 1 2020

A first day prayer for Pre- Primary

As you start Pre-Primary today, this is what I pray for you:

I'm praying that your day will go smoothly—that you will know where your pigeon hole is, you will like what's in your lunch box and you won't cry when I leave you.

I'm praying that your teachers will know just how to teach you in a way that you will love to learn.

I'm praying that you will find friends who will play with you, make you laugh and build blocks with.

I'm praying that you'll have the opportunity to be the light of Jesus to someone.

I'm praying that you will always be kind, even in the face of conflict or disagreement, or when someone has a toy that you want.

I'm praying that you will seek out the new person or the lonely person and help them find their place.

I'm praying that you'll learn to be a leader.

I'm praying that you will do everything to the best of your ability -- even when you don't want to.

I'm praying that you will be focused on the things your teachers are trying to teach you.

I'm praying that you'll have confidence from knowing you are a child of God.

I'm praying that if things go wrong, you'll always remember that God loves you and so do we.

I'm praying that you'll play, learn, sing dance and laugh a lot during your day.

I'm praying that you will follow in Jesus' footsteps.

Most of all, I'm praying that this year will be filled with learning, growth, joy and fun.

Have a great first day and year in Pre-Primary!

Welcome to Holy Spirit Catholic School from the Principal

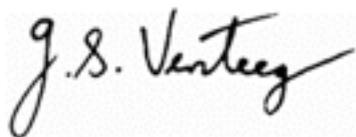
On behalf of all the staff, students and parents I hope that your family will enjoy being part of our school. Holy Spirit School is a wonderful education facility given life through the interest and enthusiasm of our parents, teachers and students.

We cater for boys and girls from Pre-Kindergarten to Year 6 where we aim to provide a safe, caring and loving environment for all our students. Our school is centred on the values that define our Catholic faith so all members can treat each other with respect and dignity.

Holy Spirit is characterised by its strong sense of community and tradition with parents and teachers working hard to support our endeavours so that our students are provided with all they need to receive the best education possible. We are committed to the pursuit of Christian truth and excellence and all members of the school community are encouraged to develop their true potential and special qualities in an environment centred on Christ.

I thoroughly enjoy my role as Principal, and I look forward to working with you and your child.

Yours sincerely

A handwritten signature in black ink that reads "J.S. Versteegen". The signature is written in a cursive style with a large initial 'J' and 'S'.

STEVE VERSTEEGEN

The Pre- Primary Staff

Teachers:

Mrs Elisha Martinovich (Monday, Tuesday, Wednesday, Thursday)

Welcome to the Pre- Primary Program. I am looking forward to an exciting year ahead full of fun, exploring and learning with your child. In 2014 I was placed at Holy Spirit School for my final Early Childhood practicum. During this time, I was able to teach in the 3 and 4-year-old Kindy classrooms. At the end of the year, I was offered a position to tandem teach in Pre-Primary for 2015. Having thoroughly enjoyed my experience, I was excited to be able to consolidate my teaching experience around such a positive and warm school community. I am now in my fifth year here and still look forward to seeing new faces each year and sad to say goodbye to old ones. After 15 years of teaching, I still find it a rewarding and challenging career. I am now fortunate to teach the siblings of my past students which keeps me connected to the many parents that have supported me throughout my time here.

Mrs Annamarie Willett (Friday)

I've worked as an Early Childhood Teacher at Holy Spirit School for thirteen years. In that time, I've taught across a range of year levels from Pre-Kindy to Year One. For the past two years, I've been teaching Pre-Primary on Fridays. I studied teaching at Notre Dame Fremantle, and I enjoy working with young children because they are enthusiastic and fun to teach.

Education Assistants:

Mrs Margaret Wray (Monday, Tuesday & Wednesday)

Mrs Georgina Webster (Thursday)

Mrs Claire Manella (Friday)

What is the Pre-Primary Program?

Our Pre-Primary Program is guided by the principles of the Early Years Learning Framework as well as the National Curriculum.

Our program will provide the opportunity for each child to develop at their own rate in the spiritual, cognitive, social, emotional and physical domains. Our work with the children will be based on the best available theoretical and practical general knowledge of Early Childhood Education and in particular the knowledge of child development.

The aims of Pre-Primary are:

- To help each child develop a positive self-image
- To foster an enjoyment for learning
- To develop the awareness of God in all aspects of everyday life

- To promote the development of the whole child; spiritual, physical, emotional, social and intellectual
- To develop early reading, writing and mathematical skills as a foundation for ongoing learning
- To encourage children to become self-reliant and to be able to make good choices
- To encourage the participation of parents in all aspects of the Pre-Primary program



Learning through play-based experiences

We believe that play experiences provide rich opportunities for children to learn.

We value play experiences as it helps children with their physical, cognitive, social and emotional development.

- In physical play, a child uses a wide range of body movement skills that is the foundation for more advanced sporting and learning activities
- In their cognitive development, play provides children with meaningful, first-hand experiences that will help them to reinforce their learning and develop their oral language skills
- In our social world today, all children need to understand the importance of rules, routines and communication. Through play, children learn how to negotiate and co-operate with others
- Play provides an avenue through which the emotional development of the child can flourish. It helps to build a child's confidence which will give them resilience to tackle further problems

Early Literacy and Numeracy Skills

Some of the concepts we learn throughout the year are:

Literacy:

- Literacy development is embedded in all of our Pre-Primary learning
- Children will be given a picture book with an accompanying comprehension card each week. Books can be held for longer than a week if more time is needed
- Please read the book two or three times until your child is comfortable with the content then begin asking the questions outlined on the question card. Criteria for appropriate responses are outlined. Tips can be found at the base of the card if your child is having difficulties answering the question appropriately
- Reading books and sight words will be distributed later in the year.
- We will also be continuing with the PLD program again this year that has been followed on from Kindy

Numeracy:

The whole school will be using a resource called iMaths to support the implementation of the Australian Curriculum. Investigations and problem solving are at the core of the iMaths program. iMaths investigations build and develop students' understanding of maths concepts, improve their mathematical fluency and problem-solving skills, and provide real-life contexts in which they can develop higher-order reasoning.



Physical Development – Gross/ Fine Motor

As part of developing the whole child, the child's physical development is a priority in Pre-primary. Physical activities help in the development of better motor skills and in concentration and thinking skills. Physical skills are developed in a range of activities throughout the day as well as sport lessons.



Religious Education

Religious Education in Pre-primary aims to provide students with the opportunity to develop a basic understanding of Catholic life, prayer and Scripture by:

- Knowing that prayer is the way that people communicate with God.
- Recognising religious symbols including the cross, liturgical colours, Holy water.
- Knowing simple ways of praying – making the Sign of the Cross, joining hands in prayer, singing.
- Appreciating the importance of Christmas and Easter as special celebrations for the followers of Jesus.
- Developing an awareness that God's family is called the Church.
- Recognising the Bible as the special book that tells people about God's love.
- Observing and retelling Scripture stories using pictures and other objects.

Pre-primary participate in celebrating the Eucharist at Whole School Masses. Once a term, Father Emmanuel visits the class to talk to the children about the Religious Education topic for that term.

Specialist Teachers

The Pre-Primary students will be involved with the school's specialist teachers in Library, Physical Education, Music, Digital Technologies and Italian on a weekly basis. We will inform you of the timetable next year.

Assessment and Reporting

At the beginning of the year, each child will participate in the On-Entry Assessment Program. The results of this assessment will be made available to you during our first term parent interviews. Other ongoing observations and assessments occur regularly to assist us in our planning. A formal report will be sent home at the end of Semester One and Semester Two.

Behaviour

There are simple classroom rules that children are expected to follow so that everyone has an equal and fair chance to participate within a positive learning environment. All children will become aware of these classroom rules. We believe in positive reinforcement as the main strategy; however, the children will also be aware that if they continue to choose to disobey the rules.

Outside Services

We provide a screening from the Occupational and Speech Therapist which is optional. There will be a Speech Therapist and Occupational Therapist on site, more information can be found on the school website.

We also provide a before and after school service 'Discovery Kids' If you require this service, please book your child in for the days required or for occasional care. Children in Pre-primary will be collected from the classroom or taken to the classroom and settled in by the educators.

Incursions and Excursions

To complement our learning program, we have several incursions and an excursion in the year. The children really enjoy these and stimulates further learning and development. Information about these are sent home via the communication channels.



The Pre- Primary Day

Here is an example of what we do in a typical Primary Day and the outcomes we aim to achieve while we are learning, playing and following routines! This is just an example of our day. In the warmer months we have inside play in the mornings and activities between recess and lunch. During the week we also have specialist teachers for Sport, Library, Music, Italian and Digital technologies.

TIMES	ACTIVITIES	OUTCOMES
8:30 – 8:50	Doors Open / Settling in time Organise self for the day – Bag in pigeon hole Morning tea, lunch and drink bottle in the pigeon hole. Complete an activity on the table or books and puzzles.	Developing independence skills. Greeting staff members and friends.
9:00	Bell rings to start the day Mat Session –Read daily charts, Weather etc.	Separation from parents Early Literacy Skills
9:30	Morning Literacy Session – mixture of independent and guided activities.	Social skills Inquiry/ Investigating Literacy Skills
10:30	Morning Recess	Developing healthy eating habits.
10:50	Outdoor Play	Gross motor skills. Social Skills.
11:30	Numeracy Group Session	Literacy/ Numeracy Skills
12:30	Lunch	Developing healthy eating habits.
12:50	Outdoor Play	Gross motor skills.
1:30	Rest/ Mindfulness time	Learning how to have quiet time in their busy lives.
1:50	Specialist Class	Creativity, fine/gross motor coordination, Literacy skills
3:10	Home Time	

Arrivals and Departures in Pre- Primary

Monday – Friday:

Start time: 08:30 and Finish time: 15:10

The classroom door opens at 8.30 am and we encourage you to come in, settle your child and share an activity with them. The class bell will then ring at 8.50am to commence our day.

Please ensure that you are on time as children become quite distressed when they miss out on part of their day and it affects the overall running of Pre-Primary.

Please notify us if your child is going to be picked up by someone other than yourself. This may be another parent, family or friend – we have a special messages book for you to write this down.

If you have a regular arrangement, then a note written to the teacher will be adequate for the term or year. We realise unforeseen circumstances may prevent you from collecting your child. Whether another person is collecting your child, or you are running late please notify the office to let us know.

Items to bring in on the first day

- A small cushion for rest time (labelled) to leave at school (dimensions 30cm H by 30cm W).
- School Bag (dimensions 30cm H by 30 cm W)
- A broad brimmed hat, labelled to be kept at school
- All book list items (the booklist is provided to you in 2019)

Please ensure all items are clearly labelled with their name and on the first day please bring your booklist items, no need to name these, as they are shared within the class. Please only label your child's IMaths and Writing time books



I've always loved the first
day of school better than
the last day of school.
Firsts are best because
they are beginnings.

Jenny Han

PICTUREQUOTES.COM



PICTUREQUOTES.COM

Preparing for the Pre-Primary:

- A durable school bag to carry a snack, work, lunch, notes, etc. each day.
- A sun hat broad brimmed. The school has a 'no hat no play' policy (in the warmer months children will need sunscreen applied before school, there is also sunscreen available at school.) The P&F also sell the Holy Spirit Hat and T-shirt that can be worn in Pre-primary as well
- A large drink bottle containing water only.
- Morning tea – piece of fruit or vegetable and another healthy snack such as cheese and crackers, yoghurt etc. Please no chips, biscuits, nuts etc.
- Lunch – healthy sandwich or similar and maybe a small snack.
- In Pre-primary there is no need to have a separate Morning tea and Lunch container.
- In Pre-Primary we encourage healthy eating habits and you can support us by packing healthy snacks and limiting 'treats' to afterschool. Please do not send any foods which contain nuts in them, including muesli bars etc.
- Please be aware we **are an allergy aware** school and ask that no nuts are sent to school
- A spare change of clothes (suited to the season)
- Once school starts, ensure your child gets enough rest. You will probably find that your child is tired. This is normal as they adjust to full time school, learning and playing

- Get to know your child's teacher and don't hesitate to talk to them about any issues you may have experienced. Give them feedback, both positive and negative
- Library bag on library day

Kiss and Drive

In Term One from Week Three, children may be collected from the Kiss and Drive area. Please let staff know if your child is needed to be walked down to Kiss and Drive by the Education Assistant.

Materials sent home

Part of the learning which occurs in Pre-Primary involves the children learning to be responsible. During the year certain items such as reading books, notes etc. will be sent home with your child. We instil in the children that it is their responsibility to look after "things" and it is hoped that it will be carried through in the home environment. Please ensure that your child has their document wallet to put notes in.

Illnesses/ Allergies

If your child has any allergies you will be asked to fill in an action plan. We will then keep any medication in our First Aid cabinet in the Pre-primary room.

If your child is unwell, please inform us and ensure that he/she is kept at home until fully recovered. Bugs spread very quickly in Pre-primary and children who are unwell are not able to learn and participate.

We need written permission to administer medication at school.

Zero Waste Lunches

Please organise your child's lunch box, following the Zero Waste Lunch guidelines:

- Bring your food NUDE - 'nude food' means there is no packaging in the lunch box.
- Bring your food in a CONTAINER
- REUSE a drink bottle.
- It is necessary to continually communicate with your child so that they eat the food you supply, with no wastage or rubbish.
- Communicate weekly, as your child's tastes will change. Instruct them to bring home in their lunch box any unfinished items so you can review the situation.
- Energetic, playful children often take two bites out of a large apple and then throw it away. Discuss 'small' fruit selections with your child.



Clothing

Please ensure that your child wears comfortable “play” clothes and sensible footwear, which they are able to put on and take off by themselves. The children take their shoes off most days as they need to use their toes for climbing. Velcro sport shoes are best for sport days with Ms Newton.

Many of our activities are messy and the children often get their clothes dirty. Most of the paint we use comes out in COLD water. Do not use stain removing sprays or hot water as they can set the paint. Your child may also get wet/muddy in our nature playground which has a sand/mud area with a water pump. Please make sure your child always has a spare change of clothes in their school bag.

{NOTE: SARD wonder soap is good for removing paint stains from clothing}. Paint marks should be washed in cold water.

Parent Roster

Help from both parents is welcome and appreciated from Monday to Thursday. This is a very important part of our program. We ask that only one parent per session on roster unless special arrangements are made with the teacher. The session, for parents, is from 8.30am to 10:30am approximately. Please fill in the parent roster calendar found at the entrance to Pre-Primary. A voluntary roster for parent help will be displayed at the beginning of each term. Please write your name against a date(s) that suits you.

The roster will begin in Week 3, to allow the children time to settle into their new environment. When on roster, you will be allocated an activity to assist with.

Parents are encouraged to participate and assist in Pre-Primary in whatever capacity they are able. This provides continuity between home and school and enables us to offer a greater range of experiences. If you have any special skills, talents, interests, or ideas that will enhance our Pre-Primary programs, please let us know - e.g. playing the guitar, cooking, painting, sewing, woodwork etc. One of our aims is to involve parents as much as possible in the children's programs.

What is involved? The teacher gives the parent helper or carer a task or activity to do with the students. This is explained in detail and any questions can be asked at the time. In the interest of child development, it is asked that when parents come on roster, they allow the children do the "activities" for themselves. The Pre-Primary aged child learns best about the world around them by "Doing". [Remember that all children will learn at their own rate.

This may be faster or slower than others]. The students love having their loved ones involved in the activities and we encourage you to help and see the class in action.

For the above reason, we make it a policy of the classroom that parents do not discuss other children in the Pre-Primary environment. Comparison of children only leads to problems for parents and children themselves.

Please remember confidentiality when on roster, if you have any concerns about a particular child or observation made please talk to the teacher.

School- Home Communication

Communication between parents and teachers is very important for your child's development at both school and home.

We use a variety of methods and apps to communicate between home and school these include:

- School Website – School Calendar, School newsletter is found here and emailed fortnightly.
- We use a digital portfolio, Seesaw, which gives parents a glimpse of what is happening in the classroom through the use of photos and videos. It also demonstrates your child's progress throughout the year and is a great tool for us to communicate with parents.
- SEQTA – An app our whole school uses, please use this if you need to contact me. Class newsletters and other important information is sent out through this app.
- At the end of Term 2 we have parent interviews. Please understand we are not able to hold in-depth discussions during class time and an appointment needs to be made either before or after school
- A formal written report is sent home at the end of Term 2 and Term 4.
- Each class elects a Class Representative (CR) who compiles a parent email list and assists the classroom teacher to inform parents about information specific to the class.
- There are parent and friends meetings on the last Thursday of every month.

Outside Equipment

For safety reasons, please do not allow your child/ children to play on the outside equipment before class starts.

Parents may take students after school to big school playground, they always need to be supervised .

Birthdays

We will celebrate your child's birthday in class. Unfortunately, due to allergies it is best that parents refrain from bringing in food on these occasions.

Could you please distribute birthday invitations yourselves, as it is difficult for us, if only some children are invited. Thank you

Laundry:

Pre-Primary laundry needs to go home each Friday. There will be a laundry roster each Friday and we ask you to please return the items on Monday.

Special Items – toys, jewellery etc.

Please do not allow your child to bring toys, jewellery or other special items to school. This ensures that toys are not lost, broken or argued over. We will be having a news roster with news topics; these items are to be placed in a special “News Area” in the classroom.

Recyclable Materials

Early learning centres are the world’s best recyclers! If you have access to various items which you think we might be able to use, please let us know. Some suggestions for everyday items include: plastic ice cream and yoghurt containers, used greetings cards, wrapping paper, old calendars, envelopes, cardboard tubes, paper or card off cuts, cereal boxes, egg cartons, buttons, corks, bottle tops, bubble wrap, ribbons, lace, contact, shells and anything else you feel we might be able to use in the Kindergarten. Due to health regulations, we are unable to use toilet rolls.

Absences:

If your child is absent from school, we require notification (either verbal, written or by phone). Please contact the school by 9:30am and notify administration of your child’s absence for the day which will be entered onto the school roll to inform the class teacher. Where a child has not arrived at their classroom prior to the teacher marking the morning roll, the child will be marked as absent.

Parents or carers taking their children out of school prior to the end of the school day are required to go to the school office to sign out prior to collecting their child.

Your child

Remember all children are individuals and learn at different rates and in different ways. Be mindful not to compare children.

We look forward to meeting you and your children and getting into the next school year.

Concerns

Please do not hesitate to make an appointment to see your child’s teacher if you wish to discuss any matters concerning your child’s progress, the program content or any other general queries or concerns. As the parent/guardian you have a vital role in the education of your child. We believe that, with the contribution of your skills and experiences, together we can form a vibrant and productive partnership that benefits your child.

Ways to help your child

Your child is a unique individual and our aim is to work with you in providing a stimulating and effective learning environment. Your participation in the following ways is valued:

- Listen to your child.
- Talk with, not at your child.

- Read to your child each and every night.
- Take your child shopping. Allow them to use money.
- Encourage curiosity and questions.
- Build their self-confidence.
- Look at signs and print in the environment.
- Allow your child to enjoy learning without undue pressures.

The Pre-Primary Year in 2020 will be a very stimulating and rewarding year and its success will rely heavily on the good communication and support between school and home.

We look forward to a productive teaching and learning environment in 2020. Many thanks for your support and co-operation.

**We look forward to having your child with us at
Holy Spirt Catholic Primary School
and we hope that their time is happy, fun and enriching.**

NOTES:

Contact Information:

9245 4840

admin@holyspirit.wa.edu.au

Teacher: Elisha.Wallace@cewa.edu.au ; Annamarie.Willet@cewa.edu.au