

# Mount Helena Primary School

Kindergarten

Parent Information Booklet 2024



## Mount Helena Primary School Early Childhood Education Program

Welcome to the Mount Helena Primary School community and the beginning of your child's learning journey. Early Childhood is a vital stage in a child's education, providing the foundation blocks for social, emotional, physical and academic development. Our school provides a mixture of formal and informal learning opportunities where students are invited to engage in hands on activities, investigate new materials and learn through planned play activities.

At Mount Helena Primary School, we have a straight Kindergarten and Pre-primary classroom. There is a 15-hour kindergarten provision in all schools across Western Australia, along with a commitment that, wherever possible, every Kindergarten child will have access to a place at their local school. We use the Early Years Learning Framework, and W.A. Kindergarten Curriculum Guidelines inform our teaching programs in Kindergarten. The Western Australian Curriculum is utilised from Pre-primary through to Year 6.

Please access our school website [www.mounthelenaps.wa.edu.au](http://www.mounthelenaps.wa.edu.au) for ongoing information about events and happenings at our school.

### Mount Helena Primary School Details

School website: [www.mounthelenaps.wa.edu.au](http://www.mounthelenaps.wa.edu.au)

School email: [mounthelena.ps@education.wa.edu.au](mailto:mounthelena.ps@education.wa.edu.au)

Principal: Leanne Alderman [Leanne.Alderman@education.wa.edu.au](mailto:Leanne.Alderman@education.wa.edu.au)

Deputy Principal:

- Megan Howe [megan.howe@education.wa.edu.au](mailto:megan.howe@education.wa.edu.au)
- Claire Slater [claire.caiafa@education.wa.edu.au](mailto:claire.caiafa@education.wa.edu.au)

School Hours: 8:45am School commences

10:45am Recess

1:05pm Lunch

2:55pm School concludes

Office Hours: 8:15am – 3:30pm

HOSCA (Out of School Hours Care): 0477 585 424

**School Uniform Shop:** Orders must be emailed to Jacalyn Veza [MtHPSUniforms@hotmail.com](mailto:MtHPSUniforms@hotmail.com)

### Session Times

Kindergarten: Students will attend two days one week and three days the next. Students will attend from **8:45am until 2:55pm** on Wednesday, Thursday and Friday (even weeks).

Pre-primary: Students will attend from **8:45am until 2:55pm** Monday to Friday.

## Preparing for Kindergarten

We offer an 'orientation day' at Mount Helena Primary School that provides an opportunity for children and their families to meet the teachers and peers. As part of this day, children will complete activities throughout the day and take home a Possum pack that is stocked with activities and resources for families to practice with their child at home.

## Crunch&Sip

As part of our school involvement in encouraging healthy eating, we make time to have Crunch and Sip. This is where we sit down as a class in the middle of the day and eat our piece of fruit or vegetable. Please provide your child with a piece of fruit or vegetable to be eaten at this time. This can include things like carrot or cucumber sticks. Please note this is separate from recess (morning tea) and lunch.

All children require a water bottle with your child's name clearly labelled. Children can refill throughout the day as needed. Please refer to our full Crunch&Sip Policy on the school website.

### Foods allowed for Crunch&Sip®

Crunch&Sip® is a break that encourages kids to reach for vegies, fruits and water to refuel in the classroom. Support these healthy behaviours by only providing foods from the "Allowed" list below.

✓ ALLOWED	✗ NOT ALLOWED
✓ Raw or fresh vegies	✗ Dips, jams, or jellies
✓ Cooked vegies	✗ Processed fruit products (straps, roll-ups, bars)
✓ Raw or fresh fruit	✗ Vegie or potato crisps or chips
✓ Tinned fruit in water or juice only	✗ Baked goods (pies, cakes, fritters, quiches)
✓ Dried Fruit - in limited amounts	✗ Grain snacks (popcorn, crackers)
✓ Water	✗ Any drinks other than plain water



Learn more at [crunchandsip.com.au](http://crunchandsip.com.au)

Crunch&Sip®

## Recess/Lunch

Recess is at 10.45am and Lunch is at 1.05pm every day. After washing hands, the students will take their lunch boxes out of their bags and sit with classmates and eat morning tea and lunch at the respective times. After eating they will get to have a play outside. A hat is required everyday while outside.

## Lunch boxes

All children will sit together to eat their recess (morning tea) and lunch at the same time. Children are given confidence when they are able to locate and open their own lunchbox. To prepare your child for school, start practicing with them now, by:

- Packing a lunch box with your child – this prepares your child for break times as they know what is in their lunch box
- Have your child open/close containers
- Encourage your child to put their rubbish in the bin rather than in their lunchbox
- Practice zipping/unzipping the lunchbox

We encourage lots of healthy foods in lunchboxes. Please save sweets and treats for after school. Head to <https://www.crunchandsip.com.au> for additional resources.

Packed with Goodness.



Crunch&Sip®

## **Waste Free Wednesday**

As a part of the sustainability program at Mount Helena Primary School we encourage students to bring a lunch box without waste for Wednesday. The class with the least waste is presented with a trophy at Monday's mini assembly. Some waste free suggestions include;

- Using reusable containers or beeswax wraps for sandwiches
- Fruit and vegetables
- Plastic containers for yogurt that is from a larger pack

## **Toileting**

Children commencing kindergarten are encouraged to be able to toilet independently. However, help and support is always offered. If your child requires assistance, please speak to your classroom teacher. By encouraging your child to be independent to use the toilet, your child will feel confident and secure when attending school.

This means your child is able to:

- Realise when they need to go to the toilet
- Remove their pants and pull their pants down/up
- Wipe their bottom and flush the toilet
- Wash their hands after using the toilet

At this age, accidents can happen at school. Please provide your child with at least one change of underwear, pants/shorts and socks in their school bag in case it is required. Staff are available to help your child.

## **Uniform**

All students from Kindergarten to Year 6 wear the Mount Helena Primary School uniform and school hat throughout the year. Children should wear suitable footwear that they can put on and take off by themselves. We also encourage the application of sunscreen before the school day. Children will keep their shoes on for most of the activities, including outdoor play.

The school uniform shop availability for 2023 is currently being finalised. Alternatively, you can place an order by completing the Uniform Shop order form which can be found on our website. Once the money has been received by the P&C, the uniform will be distributed to your child.

## **Required items**

A list of items that your child will need for use in the classroom is included in your child's stationery items list.

As Kindergarten is about shared experiences, all stationery items will be shared for classroom use. These items do not need to be labeled. Some of the items will be labeled by the staff and sent home at the end of the year to be used in Pre-Primary (eg, library bags, art smocks, scissors, display folders). Please send all stationery items to school in a disposable bag (plastic/paper) with your child's name on it.

## Positive Behaviour Support

Mount Helena Primary School is a Positive Behaviour Support (PBS) school. PBS is a framework that is a research-based process that is proven to create safer and more effective schools. It is a prevention model, based on the premise that all students can benefit from well-implemented evidence-based practices for improving student behaviour, increasing academic performance, improving safety, decreasing problem behaviour, and establishing a positive school culture.

Our PBS values are; We are Kind, We are Respectful, We are Responsible and We are Active Learners. Below is our behaviour expectation matrix, which has been developed in consultation with staff, students, and families of Mount Helena Primary School. Each week we have a focus behaviour expectation selected from this behaviour expectation matrix. Students shown to be displaying our school values are given a faction token. Faction tokens are collated for a Tier Target, such as an 'Art and Technologies afternoon wearing faction colour shirts'. For more information on our current PBS policy, practices and current Tier Targets, please head to our school website.

	Whole school	Playground	Classroom
We are kind	<ul style="list-style-type: none"> <li>We accept differences in others</li> <li>We use kind words</li> <li>We are inclusive</li> </ul>	<ul style="list-style-type: none"> <li>We keep our hands, feet and body to ourselves</li> <li>We encourage others to join in with our games</li> <li>We share equipment</li> </ul>	<ul style="list-style-type: none"> <li>We have a positive response to a greeting (smile, wave, nod)</li> <li>We include others in group work</li> <li>We compliment each other</li> <li>We encourage each other</li> <li>We value others' opinions</li> <li>We are willing to sit next to others</li> </ul>
We are respectful	<ul style="list-style-type: none"> <li>We listen to staff instructions</li> <li>We follow staff instructions</li> <li>We return lost or found items to a staff member</li> <li>We speak respectfully with peers</li> <li>We listen attentively in assemblies</li> <li>We use appropriate school language</li> </ul>	<ul style="list-style-type: none"> <li>We stay in designated areas</li> <li>We use equipment appropriately</li> <li>We listen attentively to our peers</li> <li>We respect what our peers say</li> <li>We talk to and treat all staff with the same respect</li> </ul>	<ul style="list-style-type: none"> <li>We put our hands up and wait to share</li> <li>We take care of personal stationary</li> <li>We look after everyone's property</li> <li>We display good manners</li> <li>We listen attentively</li> <li>We act on instructions promptly</li> </ul>
We are responsible	<ul style="list-style-type: none"> <li>We put litter into rubbish bins</li> <li>We own our behaviours</li> <li>We use equipment safely</li> <li>We keep our body clean</li> <li>We practice being independent and doing things for ourselves</li> <li>We seek out ways to take initiative around 'our' school</li> <li>We wear our school uniform with pride</li> </ul>	<ul style="list-style-type: none"> <li>We use recess and lunchtime for going to the toilet and filling our drink bottles</li> <li>We sit outside the computer lab in the morning, until the duty teacher is on duty</li> <li>We walk on the concrete pathways</li> <li>We put equipment away</li> <li>We are equipped to solve problems appropriately</li> <li>We wear a hat, or we play in the shade</li> </ul>	<ul style="list-style-type: none"> <li>We set up our desk before the 8:45am bell</li> <li>We clean-up workspaces after finishing work and activities</li> <li>We return to the classroom in a timely manner after Recess and Lunch</li> <li>We walk quietly and orderly from class to class</li> <li>We use classroom resources for what they are designed for (ruler for ruling)</li> </ul>
We are active learners	<ul style="list-style-type: none"> <li>We have a 'can do' approach to learning</li> <li>We listen attentively during assemblies</li> <li>We seek help when we need it</li> <li>We explore and inquire through learning</li> <li>We seek to extend our learning at school and home</li> <li>We are learning to be resilient</li> </ul>	<ul style="list-style-type: none"> <li>We embrace challenges</li> <li>We practice our skills</li> <li>We lead by example</li> <li>We model and support others with learning</li> </ul>	<ul style="list-style-type: none"> <li>We strive for personal best</li> <li>We do the work that is required (at the minimum)</li> <li>We listen to the teacher when they are talking</li> <li>We use our whiteboards for what we have been asked to</li> <li>We stay on task</li> <li>We set and work towards goals</li> <li>We are willing to learn new concepts</li> <li>We ask questions to help us to learn</li> </ul>

## **Voluntary contributions**

The Kindy and Pre-primary program is highly consumable and therefore the money collected through Voluntary Contributions is directed to supplement the program and learning experiences. \$60.00 per year (per student) – to a maximum of \$200 per family.

## **Everyday items**

Each day, your child will need to bring their school bag containing:

- A container for crunch and sip (raw fruit and/or vegetables)
- A drink bottle filled with water
- Recess (morning tea) – fruit, vegetables, cheese, crackers ....
- Lunch – sandwiches, salad wraps....
- A school hat with your child's name on it
- A change of clothes (in case of a mishap or getting wet during water play)
- A plastic bag for wet or soiled clothes

**\*\* All items, including spare clothes, must be named. \*\***

**\*\* Please do not send toys from home as they can easily get lost and this can cause distress to your child. \*\***

## **What to do...**

### ***On your first day***

Walk with your child to the classroom and hang their bag on the hook outside of the class which has their name displayed. Come inside the classroom and meet the staff. Your child will be given a name tag to wear. Sit with your child to complete a puzzle, read a book or do a painting. Before you leave, reassure your child that you will be coming back in the afternoon to collect them. State where you will meet them and make sure you say goodbye. A bell will ring indicating to all parents that it is time to leave.

### ***If your child cries***

Do not be concerned, as tears are very common in the early days. Take your child to a staff member and say goodbye and go home. Don't linger as some children are not used to a parent leaving and find the initial parting difficult. Children only cry for a few minutes and when they see you are definitely gone, they soon settle and enjoy themselves. If this is not the case, we will phone you and discuss the situation. If you are worried or anxious, please phone after an hour and we will let you know how your child is getting on.

### ***If your child soils themselves***

Accidents are very common at Kindergarten. Make sure you pack a spare set of clothes for your child including underwear, socks, pants/shorts and a t-shirt in a plastic bag. We will assist your child to change in to clean clothes.

### ***If your child is unwell or absent from school***

Please advise the classroom teacher for any planned absences or phone through to the front office to advise if your child is unwell.

Please arrange all overseas or extended holidays during school holidays'. All vacations during the term must be approved by the principal. This may be by a letter to the office or an email.

### ***If you arrive late***

If a student is late to school, please go to the Front Office where they will be recorded as arriving late and given a late pass to present to the class teacher.

### ***If you need to collect your child prior to the end of the day***

Parents/Caregivers are asked to inform the front office and sign their child out. You will then be provided with a 'Leave Slip' which will be given to the class teacher when you collect your child.

## **Medical Conditions**

### ***Allergies***

On enrolment or at the time of diagnosis, please contact the school office to complete a medical action plan for any mild, moderate or severe allergies including anaphylaxis. This information will be shared with the classroom teacher and an action plan will be displayed for your child in the staffroom and classroom. **If your child requires an epipen, please provide this to the front office who will then inform the teacher.**

### ***Asthma***

On enrolment or at the time of diagnosis, please contact the school office to complete an asthma action plan. This information will be shared with the classroom teacher and a copy of the action plan will be displayed in the classroom and staffroom. **If your child requires a spacer and Ventolin, please provide these to the front office who will then inform the teacher.**

### ***Medication***

If your child requires medication to be given during the day, please see the Front Office staff who will ask you to complete an 'Administration of Medication' form. They will then inform the classroom teacher.

### ***In case of Illness or Emergency***

If your child is unwell at school, we will phone you to consult. Please ensure that the school has your up-to-date contact and phone numbers of other people who we can if you are unavailable.

## School and Classroom Communication

The school has the following ways to communicate information to you;

<b>Website –</b> <a href="https://www.mounthelenaps.wa.edu.au/">https://www.mounthelenaps.wa.edu.au/</a>	Policies and procedures, business plan and annual report, latest information, newsletters, term planners, P&C information, calendar information
<b>Updated app</b> <b>(please find attached information)</b>	Whole school reminders and updates, bushfire emergency communication
<b>Emails</b>	Class/student specific information including graduation, camp, excursions
<b>Connect Platform</b>	All classroom specific information, including reminders
<b>Onsite Communication</b>	Assemblies, open night, parent teacher interviews, parent information session, What's happening board, Reception and administration
<b>Hard Copy Notes/Leaflets</b>	Permission slips e.g. swimming, excursions, school photos, updated student record information, P&C information

## Parent Involvement

Parents show their support for their child's learning by;

- Volunteering in classrooms – this could be listening to students read in the morning, volunteering time to help throughout the day, sharing knowledge or skills with the students.
- Sharing information with the teachers that may impact on your child, ie changes in home situation that may affect the child's behaviour at school
- Reading to your child daily
- Asking about materials sent home, ie. paintings or box construction
- Making sure your child is prepared for the day
- Assisting at incursions, excursions or sports days
- Joining the P&C

## Collection of Children

If your child needs to be collected by another parent in the afternoon it needs to be written in a book in the classroom at drop off, or phoned through to the office if planned later.

School students/siblings can't collect K/PP from classroom.



## **Canteen**

Children are able to purchase lunch from the canteen at Eastern Hills Senior High School on Tuesday and Thursday's. Orders can be placed, via the app Qkr!, up until 9am of the day of ordering. *Please see Qkr! pamphlet at the back of this booklet.*

## **Chaplain**

Our Chaplain attends our school Tuesday and Thursday's each week.

YouthCARE Chaplaincy program is an initiative supported by the State Government to provide access to Chaplaincy service to all public schools in Western Australia.

The Chaplaincy services include:

- Pastoral care for staff, students and families
- Provision of a link between school and local community-based support agencies and organisations
- Assist and support school events as required
- Consultation and facilitation of pastoral support programs and resources

If you wish for your child to talk with the chaplain, please approach the Deputy Principal for a referral form.

## **Preparing for Kindergarten**

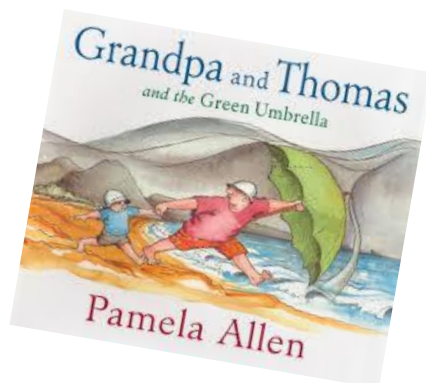
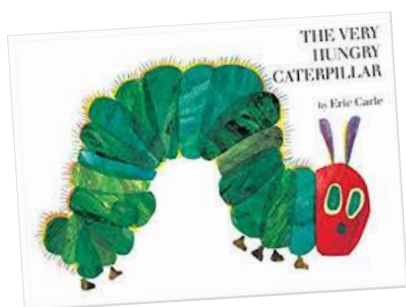
The first day of Kindergarten can be an anxious time for all involved. Preparing your child for kindergarten is one way to help your child to feel less anxious. Here are some tips to get ready for starting school:

- Read stories with your child about starting school.
- Go past the school and talk to your child about how they will soon be going there.
- Speak positively about school such as the exciting things they will do and the friends they will make.
- Expose your child to their written name so that they can identify their name tags.
- Purchase items such as the school hat, lunchbox, water bottle and school bag and label with your child's name.
- Start using these items so that your child knows it is theirs.
- Teach your child self-help skills such as putting on shoes, socks, going to the toilet on their own, dressing/undressing outer garments (jumper) using zips or buttons, and opening/closing lunchbox, drink bottles and school bag.
- Explain that you will drop them off and then pick them up when school has finished.
- Establish a daily routine ie, establish a time to wake up, get dressed and eat breakfast. Map out activities throughout the day to prepare your child for a school routine.

## Reading Books About Starting School

A way to help your child prepare for kindergarten is to read these stories with them:

- Billy and the Big New School by Catherine and Laurence Anhold
- Buzzy has a Little Lamb by Harriet Ziefert and Emily Bolam
- Fiona the Pig's Big Day by Leigh Hobbs
- First Day by Margaret Wild and Kim Gamble
- I am Too Absolutely Small for School by Lauren Child
- Meet the Barkers: Morgan and Moffat go to School by Tommie de Paolua
- Mr Ouchy's First Day by BG Hennessey and Paul Meisel
- Tom Goes to Kindergarten by Margaret Wilk and David Legge
- When an Elephant Comes to School by Jan Ormerod
- Who Will go to School Today? By Karl Ruhmann and Miriam Monnier



Please head to our website for ways you can help your child with reading.

<https://www.mounthelenaps.wa.edu.au/page/284/Home-Reading-Kindy---Year-2>

## **Belong**

Learning the words to the school song is a great way to build upon the sense of belonging in our school community. We proudly sing our school song at each assembly. There are actions as well. Please come along to a school assembly (listed on the term planner) and see for yourself.

### **Mount Helena Primary School Song**

As you go through your life you will find

There are places and people you'll see;

But there is one place that always comes to mind

Mount Helena is the place for me

One by one here we go;

Two by two watch us grow

We have so much to learn and to say;

And together we'll find things to challenge our mind as we work side by side every day

One by one here we go;

Two by two watch us grow

We have so much to learn and to say;

And together we'll find things to challenge our mind as we work side by side every day

