

PRE-PRIMARY HANDBOOK

PANNAWONICA PRIMARY SCHOOL



PANNAWONICA
Primary School
Here we build the future

1 SPORTS WAY, PANNAWONICA WA 6716
PH: 08 9134 9100

Welcome to Pannawonica Primary School. The principal and staff look forward to a long and happy association with you and to working with you to ensure that your child's time here will be enjoyable and rewarding. This handbook will outline general information regarding the program for students attending Pannawonica Primary School.

School Motto, Vision and Purpose

Our Motto

“HERE WE BUILD THE FUTURE”

Our Vision

Our Vision for Pannawonica Primary School is “Ohana”.

Our Purpose

At Pannawonica Primary School, our Purpose is to make sure that our students, our staff, our parents/caregivers and our community members do not get left behind socially, emotionally, physically, academically, culturally or forgotten.

Our Priority Areas

At Pannawonica Primary School, we have also identified four priority areas of focus for our school over the course of 2020 to 2022. These four areas will span the life of our Strategic Plan which covers 2020 to 2022. These four areas are:

Academic
Social & Emotional
Physical
Cultural



“OHANA means **family** and family means that nobody gets left behind or forgotten.

At Pannawonica Primary School, we are a family and we make sure that, nobody, students, staff, parents/caregivers or community members get left behind, *socially, emotionally, physically, academically, culturally* or forgotten.”

Welcome From The Principal

Dear Parents/Caregivers

It is with the greatest of pleasure that I extend to you and your children a warm welcome to Pannawonica Primary School.

Pre Primary is such a crucial year in your child's development as it builds strong foundations for learning and value adds to the great work already done by parents and caregivers.

At Pannawonica Primary School, we provide a rigorous Early Education program which provides a balanced blend of purposeful explicit and play-based learning.

We understand the crucial role that parents/caregivers play in their child's development. To that end, we provide several opportunities throughout the year for parents/caregivers to discover more about our teaching and learning programs in Pre Primary including workshops on Phonological Awareness. There is an expectation that parents/caregivers will engage in these sessions in order to support your child's literacy development at home.

I look forward to working with you during the course of your association with our school and encourage you to become actively involved in your child's education. If you need any clarification about the information in this book please do not hesitate to ask.

Yours Sincerely

Ben Jamieson
Principal

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ABOUT OUR EARLY CHILDHOOD PROGRAM

Our School

Pannawonica Primary School has an Early Childhood Education area which includes two purpose built learning spaces which cater for our Pre-Kindy, Kindy and Pre-Primary students.

Our play area is designed to ensure that children are provided with a stimulating environment during breaks.

Our school is equipped with a range of technology including iPads, laptops and desktop computers as well as robotics equipment to keep students up-to-date with current technology.

A whole-school assembly is held every three weeks, usually in Weeks 3, 6 and 9 of each term. We have our own school Facebook page and Seesaw App which you can join, and a newsletter is sent home every 3 weeks on a Wednesday with the eldest child in each family. Daily notices are posted on the whiteboard at the front of the Pre Primary classroom.

Pannawonica Primary School is a purpose built, well-equipped school and it is our intention to maintain this high standard. The close co-operation that exists between teachers, parents and children will ensure that maximum outcomes will be achieved for all students.

Our Philosophy

The Early Childhood years are an important time in the development of the children's skills, knowledge and understandings. It is the time when children learn about school routines, how to actively participate in learning and how to interact with others in a variety of situations. With the introduction of the Western Australian Curriculum, the expectations about what children learn in Pre-Primary are changing, particularly in building stronger foundation skills in Literacy and Numeracy. Best teaching practice indicates that a careful balance of formal and informal learning achieves the highest outcomes for children.

At Pannawonica Primary School, your child will be learning in a play-based environment which is carefully structured to allow for academic learning in Literacy and Numeracy, social interaction and communication, 21st century skills and physical development. The teachers follow the Western Australian Pre Primary Curriculum Guidelines and provide engaging, challenging and supportive learning programs that give all children the opportunity to learn.

Throughout the year, parent/caregiver workshops are provided which cover a range of topics including Phonological Awareness and Reading with your child. As a member of our valued community, you are actively encouraged to attend these sessions in order to maximise your child's experience at school.

School Information

Principal	Ben Jamieson
Deputy Principal Primary	Vivien Stern
Deputy Principal Secondary & Student Services	Annette Hansen
Manager Corporate Services	Samantha Sylva Linda Kirkwood
School Officer	Stacy Rutherford
Phone	9134 9100
Email	Pannawonica.PS@education.wa.edu.au

ABSENCES

A note, message through Seesaw, email or SMS message with the reason is required whenever your child is absent from school. If you are going away or know your child will be away can you please let staff know as early as possible. If you know in advance you may send a message to your child's teacher through Seesaw, or alternatively please call the Front Office and let the staff know.

BIRTHDAYS

Please feel free to bring in a cake or cup cakes on the day closest to your child's birthday. Please ensure that you speak with your child's classroom teacher prior in order to check for food allergies.

BOOKLIST REQUIREMENTS

Book lists will be sent home during Term 4. Due to the collaborative nature of a Pre-Primary environment, students will share these resources throughout the year. Therefore, there is no need to label consumable items such as pencils, textas and glue sticks. Please bring along all of your child's book list items on the first day in a plastic bag. As indicated on the list parents are to supply 2 x boxes of tissues, 1 x home reader bag and 1 x library bag (these bag's are available at the front office).

CHANGE OF ADDRESS

Please advise us in writing if you change your address and/or telephone number.

CONTRIBUTIONS

A \$60 voluntary contribution as referenced in the Parent letter for charges and contributions for the current year should be paid as early as possible. Payment can be made at the Front Office or when purchasing your child's booklist items online. Payment of these fees is essential as they assist in the purchasing of materials that are used by the children throughout the year. A stationary list will be provided upon enrolment. Please ensure your child has the correct supplies at the start of the school year.

DAILY REQUIREMENTS

Each morning, the children have a shared fruit time. Every child needs to bring along a piece of fruit or vegetable daily. A sun-smart hat, shoes and change of clothing (to be in a plastic bag and left in students bag for emergencies) are also essential. Children will take shoes off for outdoor play as evidence suggest that this promotes the development of fundamental movement skills.

In addition, all children will need to bring lunch and water bottle. Please provide your child with a healthy balanced lunch and snacks.

The Early Childhood Education area which includes Kindergarten is a nut free zone.

DAYS AND TIMES FOR PRE-PRIMARY 2021

Doors open at 8:10am for morning routines. School begins at 8:20am and ends at 2:45pm, except for **Thursdays** which is our early close day at 1:40pm.

Monday	8:20am - 2:45pm
Tuesday	8:20am - 2:45pm
Wednesday	8:20am - 2:45pm
Thursday	8:20am - 1:40pm
Friday	8:20am - 2:45pm

DROP OFF

It is a requirement of Pannawonica Primary School that at a responsible adult **must** accompany your child until the teacher has admitted them into the Pre-Primary room. Children are **not** to use the play equipment before Pre-Primary starts for safety reasons. In addition, parents are encouraged to join their child for the first 10 minutes of each morning's session from 8:10am-8:20am.

ENGAGEMENT & BEHAVIOUR MANAGEMENT

The school is responsible for the creation and maintenance of a safe and positive learning environment and have developed effective processes to effectively manage student behaviour.

The approaches used at Pannawonica Primary School:

- Are preventative in nature;
- Promote positive behaviour, student wellbeing and the development of self discipline;
- Focus on early intervention; and
- Outline procedures for the management of ongoing or serious misbehaviour.

Managing student behaviour is encompassed in the teaching and learning process. Pannawonica Primary School provides a social context which allows students to be supported, whilst also being taught how to accept responsibility for their own behaviour.

Students are given opportunities to develop appropriate behaviours, self control and resiliency through interactions with teachers, other staff, their peers and the curriculum. These opportunities are reinforced consistently in order to enhance their understanding of responsible social behaviour.

Positive behaviour is acknowledged and encouraged in a variety of ways at Pannawonica Primary School including through the use of:

- Verbal and written encouragement and feedback
- Stickers and certificates
- In-class Stamp Charts
- Stitch Tokens

Each class teacher will have their own positive incentive program which will be tailored to the needs of their students within the classroom.

As a school, we have four positive expectations:

- Be Responsible
- Be Respectful
- Be Your Best
- Be Resilient

Pannawonica Primary Schools 5 Step Behaviour Management Plan can be found on page 11.

FAMILY ROSTER

Family help is invited and greatly appreciated. Being involved in the activities is an opportunity for you to see your child interact, to observe what is happening in the classroom and to enjoy yourself.

Parents/caregivers are asked to be part of the family roster, which will be put up at the beginning of each term. When you come to help, there will be a variety of things you can do including assisting with activities, fruit time and outdoor play.

Visitors - Each day on arrival of volunteering, you are required to sign in, in the visitor book at the Front Office. Before beginning you are also required to fill out a Confidentiality Declaration form that will last throughout the year.

HEALTH CHECKS

During the year all children will be given a health appraisal (with your consent) by the School Nurse. If the school nurse wishes to discuss your child's health with you they will contact you.

We have the Chevron Hearing Bus attend the school every term and the Dental Van visits annually and attends to our children 5 years and up.

ILLNESS & COMMUNICABLE DISEASES

Throughout the year, children will come down with various illnesses and viruses. As a rule, we contact parents/caregivers when children are sick and request that they come and take their child home. We do this for two important reasons.

Firstly, we do not have the facilities to properly care for sick children and secondly, young children often become distressed when they are ill. They require the comforting and assurances that only a parent/caregiver can provide.

There are certain common illnesses which are highly contagious. We offer the following information to parents/caregivers so that they are aware of when, and for how long, they should keep their child home. If you

INFECTIOUS DISEASES EXCLUSION TABLE

GERMAN MEASLES (Rubella)	Exclude for at least 4 days from the onset of the rash.
MEASLES	Exclude until well and for at least 4 days after the onset of the rash.
WHOOPING COUGH (Pertussis)	Exclude for 2 weeks from the onset of the illness or for 5 days after starting antibiotic treatment.
HEAD LICE	Exclude until the day after treatment has commenced.
HEPATITIS A	Exclude for at least 7 days from the onset of illness or jaundice.
RINGWORM	Exclude until the day after treatment has commenced.
SCABIES	Exclude until the day after treatment has commenced.
SCHOOL SORES (Impetigo)	Exclude until the day after antibiotic treatment has commenced.
MUMPS	Exclude until well and for at least 9 days after the onset of symptoms.
CHICKEN POX	Exclude until well and for at least 5 days after the eruption first appears and until vesicles have formed crust.
CONJUNCTIVITIS	Exclude until the discharge from the eyes has ceased or until 3 days after antibiotic treatment has commenced.
DIARRHOEA	Exclude until diarrhoea has ceased.
INFLUENZA LIKE ILLNESS	Re-admit on recovery.

LIBRARY

Library day will commence in Term 1 (day to be advised) each week children will have the opportunity to take a library book home for one week. The books must be returned the following library day otherwise another book cannot go home. Please ensure the books are handled carefully as you will need to pay for books that are damaged or lost. Students will be unable to borrow a book if they do not have an appropriate Library bag.

MEDICATION / MEDICAL PLANS

Medication can only be administered by the Front Office Staff. Department of Education policy dictates that written permission must be given before medication can be administered to students during school hours.

Teachers should refer parents to the Front Office to complete a medical form.

Students with ongoing medical conditions will need to provide the school with an action plan written by a doctor each year.

Students with recognised medical conditions must have an up to date action plan on file.

MONEY

Please enclose all monies for your child in a sealed envelope/money bag clearly marked with the child's name, the amount and the purpose. All monies need to be brought directly to the Front Office.

PARENT ASSISTANCE

The development and education of children should be a shared experience between the school and the parents. The learning program that is taught in Pre-Primary is the responsibility of the teacher however, parents also play a very important part in their child's educational development.

You can assist with this by:

Returning all forms as quickly as possible.

Being on time for each session.

Being on time at the end of the day.

Taking part in the centre's activities (e.g. rosters and meetings).

Notifying the teacher (in writing) with an explanation when your child is absent.

Notifying the teacher if you know that your child will be away for an extended period.

Discouraging your child from bringing toys from home (unless otherwise requested).

Keeping in touch with the teacher on matters concerning your child's health, emotional and family situations this allows the teacher to understand any problems that may be troubling your child.

Attending parent/caregiver workshops throughout the year.

Saving any recyclable materials that may be of interest to the children.

We would gladly accept any of the following items:

paper, gift wrap, wallpaper, architecture paper, computer paper and foil;

cardboard boxes and packets;

cuts of lino, carpet, leather and wood;

cardboard rolls (not toilet rolls);

material, felt and wool scraps;

x-rays;

ice-cream, yoghurt and margarine containers (washed & dried); and

dress-up clothes, hats, bags, shoes, etc. for dramatic play.

PARENT ASSISTANCE CONTINUED

For children to achieve their potential, it is essential that the family is fully involved in the education process. **Your** input is vital – please endeavour to make the time to be involved with our parent rosters.

Clothing and Footwear

The wearing of school uniform is required.

We place great emphasis on your child being as independent as possible, so please send your child in shoes that are easy to put on and take off. Thongs are not appropriate footwear for school, velcro sandals are a good option.

Please note - Children must also wear sun-smart hats at all times in the playground.

Please remember to have ALL clothing and footwear labelled with your child's name.

PICK UP

It is a requirement of Pannawonica Primary School that all students attending Pre-Primary be picked up by a responsible adult. The teacher will only allow children to leave the room with people nominated by the parents.

If any changes or special arrangements have been made, please notify your child's teacher, if circumstances should change through the day and you need to change your child's pickup details please notify the Front Office staff. In addition, please ensure that your child is collected **promptly** to avoid unnecessary stress on their behalf.

Maintaining contact with the teacher & Incidental discussions are very important. However, please try **not** to discuss issues in front of children, and be aware that it is impossible to hold parent discussions during session time.

TERM DATES FOR 2021

	Students Start	Students Finish
First Term	Monday 3 February	Thursday 9 April
Second Term	Monday 28 April	Friday 3 July
Third Term	Monday 20 July	Friday 25 September
Fourth Term	Monday 12 October	Thursday 17 December

Please note that there are 6 school development days still to be arranged and that the starting dates for students in each term may change. These dates will be advised once they are decided.

UNIFORM

A vibrant school uniform that reflects the local environment and ethos of the school has been designed for all children to wear. Children are also required to wear a sun-smart hat when out of the classroom. Children without sun-smart hats are confined to shady areas during recess and lunch.

Uniform order forms provide a number of options of the different items of uniform with prices included, forms are available at the Front Office.

Engagement & Behaviour at Pannawonica Primary School



5 Step Behaviour Management Plan (Responding to unproductive behaviour)

Step One: Warning (ie. Name on board)

Praise another student who is close by displaying the correct behaviour. Praise the misbehaving student immediately after appropriate behaviour is displayed.

Step Two: Warning (ie. X Cross next to name)

Reinforce the classroom rules with the student.

Step Three: (ie. XX next to name)

Cooling off / Isolate in the classroom. Teacher to discuss ways to solve behaviour with student after 'cool off' period.

Step Four: Removal to another class

Work provided and note for class teacher.
Classroom teacher may inform parents via note and/or contact parents by telephone.

Step Five: Administration involvement

Parents contacted. Student completes work supplied by teacher and/or Think Sheet.
Ensure that office referral form is sent.

Severe Clause: Straight to the office

Examples of Severe Clause offences:
Physical assault of a student or teacher.
Verbal abuse of a teacher or student.
Damage to property.
Intimidating behaviour.

Acknowledging Positive Behaviour

In the classroom:

Every child in Kindy to Year 2 should have their own individual stamp chart. The frequency of the stamps being given to the students are dependent on a number of factors and the teacher's professional judgement will help to guide this decision. As soon as a student has finished their stamp chart, they are to be sent to the office. The Administration Staff will contact home, provide the student with a certificate and a pencil and/or sticker.

Students from Years 3-6 will have their own in class reward system.

In the playground:

Teachers should actively look for students who are following our 4 positive behaviours when on duty. They are to complete an "*Ohana! You've been caught!*" token and give it to the student. Every week, at the Assembly after lunch a Stitch "Ohana" token will be drawn out of the box.

The student who's name is drawn out of the box will receive our Stitch mascot to have in their classroom for the week and each class member will receive an icy pole. At the end of each term, once all the Stitch tokens have been counted, the faction with the most points will also be rewarded.

Good Standing:

Severe breaches of behaviour may result in a student losing their good standing.

Students who have lost their good standing will have their privileges removed, such as being banned from school social activities.

A plan will be in place for a student to earn back their good standing.

Talking with my school

Do you want to speak with someone at your school about a particular enquiry or concern?

1. Discuss your enquiry or concern with the class teacher if it is about your child's:

- academic progress
- general behaviour
- homework
- assessment
- attendance
- social or emotional wellbeing.

In your discussion with the teacher:

- give all relevant information
- discuss all possible outcomes for addressing your enquiry/concern
- settle on an option that can be achieved with input from you, the teacher and your child.

2. Discuss your enquiry or concern with the principal if:

- you were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
- your enquiry/concern is about the conduct of a teacher or another member of the school staff
- your enquiry/concern is about another aspect of school life that is impacting on your child's education.

The principal will need time to discuss your enquiry/concern with all relevant parties but you can contact the school for progress updates.

Your enquiry/concern will be managed according to established school policy and procedures.

Anonymous enquiries/concerns are only acted on if enough information is provided for the principal to follow-up.

As a parent or carer you play a vital role in your child's learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.

Schools are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments.

Your school also provides information about support services for children with disability, intensive language classes, special programs, and its policies and procedures.

Where do you start?

Before contacting your school with an enquiry or concern you may want to:

- talk with family and friends to clarify your enquiry/concern
- write down your enquiry/concern
- make a list of all relevant information specific to your enquiry/concern
- take a support person with you if you feel nervous about talking about your enquiry/concern.

The next step is to make an appointment with the most appropriate person at your school.

Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.



Department of
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3. You may contact the regional education office or local education office if:

- your enquiry/concern has not been resolved by your school's principal
- there is a reason for not raising your enquiry/concern with the school directly.

Your school can help you with contact details for the coordinator of regional operations at the regional education office.

4. Consideration by the Director General

The next level for consideration of an unresolved enquiry/concern is to write to the Director General of the Department of Education.

You may lodge a written description of your enquiry/concern and the steps you have taken to achieve an outcome. The Director General may appoint someone to review your enquiry/concern.

Postal address:
Director General
Department of Education
151 Royal Street
EAST PERTH WA 6004

5. Independent review

Your final recourse for your unresolved enquiry/concern is an independent review by the State Ombudsman. The Ombudsman's approach is independent and impartial while observing procedural fairness and strict confidentiality at all times.

The Ombudsman can be contacted:
T: 9220 7555
T: 1800 117 000 (free for country callers)

Postal address:
Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
PERTH WA 6831

Office location:
Level 12
44 St Georges Terrace
PERTH

Other useful contacts

The Standards and Integrity Directorate at the Department of Education offers general advice on matters related to staff conduct.

T: 1800 655 985 (free for country callers)

The Equal Opportunity Commission offers advice about discrimination.

General enquiries:
T: 9216 3900
T: 1800 198 149 (free for country callers)

Office location:
Level 2, Westralia Square
141 St Georges Terrace
PERTH

Postal address:
PO Box 7370
Cloisters Square
PERTH WA 6850

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