



Be Respectful
Be Responsible
Be Safe
Be a Learner



Lapstone Public School

Kindergarten

Handbook 2021

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Welcome to Lapstone Public School. In this handbook you will find some hints and tips to help your child make the transition from pre-school to 'big' school next year. If you have any further queries or concerns, please do not hesitate to contact the school.

School Terms 2021

Term 1 Wednesday 27th January - Staff Professional Learning day (Pupil Free Day)
Thursday 28th January - Staff Professional Learning day (Pupil Free Day)
Friday 29th January - Students in Years 1-6 commence
Friday 29th January }
Monday 1st February } Best Start Interviews for Kinder 2021
Tuesday 2nd February }
Wednesday 3rd February – Kindergarten students commence
Thursday 1st April – Last Day of term 1 for students

Term 2 Monday 19th April - Staff Professional Learning day
Tuesday 20th April - Students in K-6 commence
Friday 25th June – Last day of term 2 for students

Term 3 Monday 12th July - Staff Professional Learning day
Tuesday 13th July - Students in K-6 commence
Friday 17th September – Last day of term 3 for students

Term 4 Tuesday 5th October - Students in K-6 commence
Thursday 16th December – Last day of term 4 for students

School Hours

8.00am Ukulele (grades 1-6) and Band (grades 3-6) students are in tutorials
8.30am Student arrival and supervision at school
8.55am First learning session
11.00am Supervised lunch eating
11.10am Lunch play time
11.30am Second learning session
1.10pm Long play first half – snacks eaten
1.30pm Long play second half - Adventure playground available
1.50pm Third learning session
2.55pm End of school day

Important Dates for Kindergarten 2021

Friday 29th January - Best Start Appointments (30 minute appointment for each student)

Monday 1st February - Best Start Appointments (30 minute appointment for each student)

Tuesday 2nd February - Best Start Appointments (30 minute appointment for each student)

Wednesday 3rd February - Kindergarten students commence school

Best Start Assessment

The purpose of the Best Start Kindergarten Assessment is to help the teacher gather information to guide the teaching of your child. The teacher will observe each child and record what their students know and can do. The assessment looks at your child's early reading and writing, their ability to communicate with others, and how they recognise and work with numbers, groups and patterns.

The teaching of your child will be based on the information gathered and you will be given feedback about what your child's teacher has observed.

Each child will receive a 30 minute appointment with a Kindergarten teacher, on one of the 3 dates above, prior to starting school. Best Start appointments will be sent home on day 3 of Orientation.

The first day of Kindergarten – Wednesday 3rd February, 2021

- All students will begin on Wednesday 3rd February, 2021.
- There will be 2 groups of students with separate starting times to allow for a relaxed and comfortable transition into the classroom.
- You will be allocated a time; either 9:15am or 9:45am. Parents and students meet at the hall COLA.
- Year 6 buddies will greet and assist Kindergarten students.
- Students kiss parents/carers goodbye. Parents are encouraged to do this quickly so the child can move to their classroom and begin the day.
- At 2.55pm, please assemble on the concrete playground near the weather shed. The teacher will escort the children out to you and ensure everyone is collected safely.

Purchasing a school uniform

Uniforms are sold at Abel Schoolwear.

Address: Unit 6, 516 Great Western Highway, ST MARYS NSW 2760

Phone: 4731 2388

Website: www.abelschoolwear.com.au

School hats and bags are sold from the school office. Bags are \$38 and hats are \$10.

Sun Protection Policy

The staff actively encourages students to wear one of the three sun safe style school hats when they go out at lunch, long play, for games and for sport. Applying sunscreen at home for the start of the day is advised. Sun screen is provided in each classroom for students to apply before outdoor activities.

Eating at School

We suggest you talk to your child about which food is for crunch 'n' sip, lunch and afternoon snack. This makes it easier and quicker during our eating time.

Crunch & Sip: This program provides a set break, usually during the first learning session, to eat fresh fruit or salad vegetables and drink water in the classroom. A small portion of fruit or vegetables, cut up and in a designated container, is the easiest for this age group.

Lunch: We suggest that children are not given too much food, as they can become distressed if they cannot eat it all. Children are encouraged to take excess food home rather than throw it in the garbage bin. This way you will know what they actually eat.

Afternoon Snack: Children need only small amounts of healthy food at this time.

Canteen

The school canteen is not open on a regular basis at Lapstone Public School.

The Playground

New kindergarten children need time and support in adapting to the larger environment of the primary school, with its greater number of children of differing ages.

These factors are taken into consideration, especially in Term 1 by:

- Kindergarten teachers assisting students in the playground during the first 2 weeks.
- Introducing children to other staff members
- Encouraging Year 6 buddies to be caring and supportive
- Taking children to the toilet before and after breaks
- Providing some equipment for big play sessions
- Providing children with strategies for developing their social skills
- Developing skills in the use of playground equipment, for example climbing equipment

Communication

There are various ways to stay in touch with the school regarding important events and information.

Skoolbag App: Lapstone Public School uses the Skoolbag App for parents to stay up to date with school events, last minute notices, newsletters and all school communications. This App also provides a convenient means of communicating with the school regarding absences and contains links to the uniform shop, medications forms and online payments.

Newsletter: The school sends home an electronic version of the newsletter each fortnight via email. These newsletters give more detailed information about the school and are also available on the school website and Skoolbag App.

School Website: Has the same information as the Skoolbag App with the addition of our school policies.

Facebook: Highlights of the students' days at school are often captured and shared using our Facebook page. This is a completely optional means of keeping in touch with the school community.

Notes and Permission Forms: It is important to check your child's bag regularly for important notes and forms that need to be returned to school. These may include canteen order forms, excursions, visiting performers/speakers, extra-curricular activities. It is helpful to allocate a particular pocket in your child's bag for notes which is checked often. Money and notes should be returned to your child's teacher. Electronic payments can be made via the school website or the Skoolbag App.

Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning is a school-wide welfare system based on:

- Improving classroom and social climate
- Integrating academic and behaviour initiatives
- Decreasing reactive management
- Maximising academic achievement
- Improving support for all students

At Lapstone Public School we have integrated the following four expectations into all aspects of the school culture.

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

BE A LEARNER

Students may receive 'BESTIE' tokens from school staff at any time. These tokens recognise students who are meeting any or all of these four expectations. All 'BESTIE' tokens are placed in a letterbox and drawn out at a morning assembly. Your child may mention they were "BESTIED" and they may even win an ice-block if their token is drawn at assembly.

Assemblies

K-6 assemblies are held each fortnight on a Thursday afternoon 2pm-3pm in the school hall. These assemblies are hosted by classes. You will receive an invitation if your child is to be awarded a PBL certificate. Your child's teacher will notify you when their class is hosting an assembly and/or performing an item.

Parent Involvement

We greatly value and support your involvement in the life of the school. There are many ways in which you can become involved. For example:

- Helping in your child's class or other classes, e.g. listening to reading, helping with art and craft, PE activities, class gardens and library.
- Attending **P&C meetings the second Wednesday of each month, 7.30pm in the staff room.**
- Sharing your special skills or interest, e.g. coaching a sporting team, helping with computer work, training a debating team, teaching chess, school gardening.
- Participating in special projects, e.g. environment days, performance transport etc.
- Attending school functions.

Class Supplies

You may receive a list of classroom supplies that we request for each student. These items can be sent to school with your child in their first few weeks. Occasionally, teachers may request a 'top-up' throughout the year as certain items are consumed. We appreciate your assistance in this area, it makes life in the classroom much happier and cleaner!

Voluntary Contributions

Each year we ask for voluntary contributions. This contribution provides funds for resources such as library books, sporting equipment, computing resources and consumables. These contributions are very low and are vital for the school in continuing to provide excellent learning programs for your child.

Scripture and Ethics

At Lapstone Public School we offer a 30 minute weekly religious or ethics class to all students. You should have indicated which class you would like your child to attend as a part of the enrolment process. If you would like to change this selection at any time please notify the office. Information regarding the different Special Ethics/Religious Education is included in this pack.

Travel

If your child needs to travel by bus to and/or from home, a school OPAL card can be obtained. Please visit the OPAL website for more information and how to apply for a card.

LOOSH (Lapstone Out of School Hours)

The LOOSH cottage is a not-for-profit facility providing before school, after school and school holiday care located on the school grounds. If you would like more information or wish to apply please contact LOOSH on 4739 0410.

Attendance

Parents are legally required to provide a written explanation for all absences upon a student's return to school. There is a form in the Skoolbag App to help make this process easy for you. You can also email the school. If your child is absent for more than one week please advise the school by phone.

Medication and Healthcare Management

We understand that there is a need for some students to receive medication while at school. It is recommended that medication requiring dosage of 3 times per day is given at home before school, after school and again at bedtime.

Prior to our Administration Staff giving medication to a student, a signed and completed Prescribed Medication Form must be received. This form is available from the office, via the Skoolbag App or on our website under Letters Home. The medication is to be delivered to the office by an adult. The original medication package must be sighted by the office staff.

Non prescribed medication (e.g. Panadol, cough mixture, antihistamine) will not be administered unless accompanied by current instructions from a medical practitioner.

For those students with asthma, the school should have a copy of the most recent Asthma Management Plan developed with your doctor.

For children with on-going, serious medical conditions, for example: severe food allergies, diabetes etc., a detailed healthcare plan is required to be developed co-operatively between the school and the parents based on information provided by the student's doctor. If this is the case for your child, please contact the school.

How to help your child settle into school

- Please make sure that everything is labelled with your child's name, e.g. clothes, lunchboxes, drink bottles and bag.
- During the holidays, have a few practice runs with the lunch box and school bag.
- Pack a smallish crunch & sip, lunch and afternoon snack. This helps your child to practice eating in a limited time and then find a friend to play with.
- New school shoes can be tricky! A few 'break in' walks before the first day will help your child to feel more comfortable.
- Accidents do happen – a spare pair of underpants/shorts/socks in your child's bag is helpful.
- We recommend that children do not bring expensive toys, jewellery etc. to school unless it is an item for their News. They may get lost and broken which can cause great distress.
- It is important for your child to be able to put on jumpers, do up buttons and zippers and go to the toilet unaided.
- Load the Skoolbag App onto your smartphone. Read the school's fortnightly newsletter online. This will help you to know what is going on, both in Kindergarten and the rest of the school.
- Of a morning, once your child is settled, it is helpful for you to leave. Sometimes the longer parents stay, the more unsettled the child becomes. You are welcome to ring the school later to check on your child.
- It is important to be on time to collect your child otherwise they can become quite anxious. Please call the school office if you are running late.

What to do if you have questions or concerns

- Teachers are very happy to talk with you to answer questions and discuss concerns.
- Talk to the teacher before or after school if it is a straightforward matter and you think it won't take long.
- Make an appointment through the office or directly with the teacher if you think an issue might take a while to discuss.
- If you are unable to contact your child's teacher, a member of the Executive team will be happy to speak with you.



We look forward to working with you and your child at Lapstone Public School.

Further Info:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/quick-guide-for-parents>

<http://educationstandards.nsw.edu.au/wps/portal/nesa/parents/parent-guide/transitioning-to-school>