Welcome to Riverside Primary School

Kindergarten 2014
Riverside Primary School opened in 1995 and has established itself as a school of choice for many families in the Mandurah area. The school is dedicated to providing a safe and supportive environment which allows all students to strive for academic and personal success. The school motto Truth, Pride and Friendship continues to underpin our ethos. In 2010 the school was recognised by the Education Department as being an outstanding school for the Literacy results and Pastoral Care offered to students.

The school has five purpose built learning blocks which house the Pre Primary - Year 7 classes. In addition we have three demountable classrooms for the Kindergarten and Early Learning program. The school is very aesthetically appealing and we have been able to retain pockets of natural bushland which is utilised where possible into environmental projects. The grounds are well maintained and the Parents and Citizens Association continues to work extremely hard to provide play equipment which enhances our school environment.

The Socio-Economic Index is 921 which does present some challenges for the school and community. Riverside recognises and works diligently to meet the needs of all our students.

**Student Values**

The four values we encourage our students to strive for are:

- **Respect** To treat others as they would like to be treated
- **Responsibility** To be accountable for their own actions
- **Resilience** To gain strategies to overcome life’s challenges
- **Inclusivity** To value each other regardless of differences

**OUR VISION**

Riverside Primary School is committed to providing students with a holistic education that enables them to reach their full potential academically, physically, socially and emotionally. It recognises the roles that students, staff and the whole community have in providing opportunities to empower students for the future.

As Riverside has become an Independent Public School in 2013 this has provided an opportunity for the school and community to reflect on our short history and plan for the future. The staff of Riverside are experienced and committed to providing educational programs that cater for students social, emotional, physical and academic needs.

We look forward to forging stronger partnerships with the local community which will in turn maximise opportunities for our students.

Deborah Bloor, Principal
Welcome to Riverside Primary School. We believe that learning is a life long process, that every child has a right to an excellent learning environment and that all children have the right to an education that allows them to develop to their full potential.

Please ensure that information given on enrolment is kept up-to-date. The school should be notified immediately of any change in address, contact numbers, places of employment and emergency (contact) numbers. This information is vital in cases of emergency (e.g. sickness or accident) and is the responsibility of parents and/or legal guardians.

**SCHOOL TERMS 2014**

| Semester 1 | Term 1: Monday 3 February—Friday 11 April |
| Semester 2 | Term 2: Tuesday 29 April —Friday 4 July |
| Semester 2 | Term 3: Tuesday 22 July—Friday 26 September |
| Semester 2 | Term 4: Tuesday 14 October—Thursday 18 December |

**PUBLIC HOLIDAYS 2014**

- Labour Day: Monday 3 March
- Good Friday: Friday 18 April
- Easter Monday: Monday 21 April
- Anzac Day: Friday 25 April
- Foundation Day: Monday 2 June
- Queen’s Birthday: Monday 29 September

**SCHOOL HOURS 2014**

- School Commences: 8:50am
- Morning Recess: 10:50am—11:10am
- Lunch: 01:10pm—1:40pm
- School Finishes: K 2:45pm
- School Finishes: PP-Yr 7 3:00pm
- School Finishes: K-Yr 7 2:30pm Every Thursday

Students should not arrive at school before 8:30am. A LATE NOTE must be collected from the office if children do not arrive on time.

The school premises are strictly out of bounds after school hours, during school holidays and over the weekends.

**SCHOOL DEVELOPMENT DAYS**

- Monday 28 April 2014
- Monday 21 July 2014
- Monday 13 October 2014

School Development days provide staff with opportunities to engage in whole school planning and professional development. Students do not attend school on these days. Notice of one more professional development day will be advised in 2014.
Welcome to Riverside Kindergarten for 4 and 5 year old children. Due to the school starting age children will start kindergarten the year they are 4 if their birthday is before the end of June, or the year they are 5 if their birthday is between July and December. We look forward to spending the year with you and your child and hope this will be a happy and rewarding introduction to school life for your child and you. This information package is a useful guide to the procedures in the kindergarten and school.

The kindergarten is a part of Riverside School and parents are encouraged to become involved in all school activities.

**Attendance Times**

<table>
<thead>
<tr>
<th>Group</th>
<th>Days</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Monday, Wednesday</td>
<td>8.50am to 2.45pm, alternate Fridays from 8:50am – 2:45pm.</td>
</tr>
<tr>
<td>B</td>
<td>Tuesday</td>
<td>8:50am to 2:45pm, Thursday from 8.50am to 2:30pm, alternate Fridays from 8:50am to 2:45pm.</td>
</tr>
<tr>
<td>C</td>
<td>Tuesday</td>
<td>8:50am to 2:45pm, Thursday from 8.50am to 2:30pm, alternate Wednesdays from 8:50am to 2:45pm.</td>
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</table>

**Absences**

It is a school requirement that all absences are explained. Please phone the school with a verbal explanation, or provide a note, or email the school on absence.riverside.ps@det.wa.edu.au. Alternatively you can advise the teacher or notify the school earlier if you know that your child will be absent.

**Allergies**

It is extremely important that you inform your child's teacher of any allergies your child has (especially food allergies) and the type of reaction they may experience. This is important as cooking and sensory experiences (eg- farmyard visits) are often a part of the kindergarten program.

**Arrival and Collection of Children**

Parents/guardians must bring their child to kindergarten and wait with them until the class is opened by the teacher. Children should not be left unsupervised. It is a school rule that the children are not permitted to play on the equipment before or after school. You are welcome to come in for a few minutes to do a puzzle or read a book with your child. Please try and leave before the session starts.

When you come to pick up your child please wait outside the door. At the end of the day we will call the children by name as each parent is seen. The children will not be dismissed until a parent or guardian is seen. If someone other than a parent/guardian is picking up your child then you must write it in the class ‘pick up’ book or ring the school before a child can be released to another adult. Please note school aged children can not pick up children from kindergarten unless prior arrangement has been made with the class teacher or school.

If you need to pick up your child early from school (eg- for appointment) you will need to fill in a ‘leave pass’ at the school administration office before collecting your child from their classroom.

**Birthdays**

We enjoy celebrating your child's birthday with them. Parents are welcome to come in with a birthday cake (preferably cup cakes) to share with the class.

**Clothing**

Kindergarten children are encouraged to wear school uniform which is available from the P&C uniform shop. Children should be dressed according to the school dress code (eg - no singlet tops, jewellery or thongs to be worn to school). Please ensure that your child's clothes can be managed by them independently and that they are comfortable and practical. Many of the activities we do can stain clothing and it is impractical to send your child in their best clothes as this restricts the activity choices your child can make. Please keep a spare set of clothes in your child's bag.
Communicable Diseases
If you think your child may have contracted a communicable disease such as chicken pox, measles or slap cheek, we would appreciate it if you would confirm the diagnosis with your doctor and notify the school.

Fruit & Lunch
All children need to bring a piece of fruit or vegetable (ready for them to eat) and their lunch each day. Please provide your child with healthy food as this helps them to concentrate and learn at school. Children can order lunch only from the school canteen.

Hats
The children will need to wear a wide brim school hat every day. School hats are to worn all year round in accordance with the Sun Smart Policy.

Head Lice
Parents are advised to regularly check their child's hair for eggs (nits) or live lice and to treat accordingly. Should a child be identified with live lice then every attempt will be made to contact parents to advise of the need for treatment. Prior to returning to school the child must be accompanied by a parent/adult to the office where a school administrator will check hair and provide a clearance to return to class. The most effective method of treating head lice is frequent checking (at least weekly) of your child's hair. When treating your child it is important to re-treat hair 7-10 days later to prevent reinfection, as the eggs may not be killed by the initial treatment.

Helping Your Child Prepare For Kindergarten
Transition from home to school can be a difficult time for some children and parents. There are a few things parents can do to help their child be more comfortable with starting school.

Things such as:
• arranging times when your child is not with you (eg. play at a friend's house).
• establish a routine together at home (eg. packing your child's school bag).
• follow the routine of the kindergarten (eg. stay for a puzzle or book) and then leave when the session starts.
• make sure your child can use the toilet independently.
• dress your child in clothes they can manage themselves (eg. elastic waisted shorts).
• make sure your child's belongings are clearly marked and that they can recognise which things are theirs.
• always talk positively about school, even if you or your child have a concern, remaining positive about school will help your child see it is an important and fun part of their life.
• during the first few weeks, and at times throughout the year, your child may become tired. This should settle as they adjust to the new routine.
• if your child becomes upset when you are leaving it may be necessary to say a quick goodbye and when you will be back (give them a time they know such as lunchtime or afternoon tea time) and then leave, sometimes staying longer only prolongs the amount of time your child maybe upset. If you leave then the staff are able to divert their attention and help them to settle down. If your child remains upset then the staff will contact you.
• be on time to pick up your child - children may feel quite distressed to be "left" at school.

Leave Pass
If parents are collecting their child from school earlier than the close time they are required to present themselves at Reception and receive an authorised LEAVE PASS before their child will be released from class. This is a security measure in the best interest of the child. Please keep these instances to a minimum. If someone else is going to collect your child and is not a nominated contact please notify the school. ID may be requested.
Medication
If your child needs medication while at school (eg for asthma) you will need to fill in a medical form which is available from the school administration office before the teacher can administer any medication.

Newsletter & Communications
The school Newsletter, informing parents of coming events, P & C activities and other relevant information is sent home to the youngest child in the family each Thursday. We are in the process of emailing and uploading newsletters to our new website. Please take the time to read the information as it provides current valuable information.

Current information e.g. special events, incursion, term planners and parent notes etc. are also available on the Riverside Primary School website. You can view the website by entering http://riversideps.wa.edu.au into the address line at the top of Internet Explorer or Mozilla Firefox.

Parent Involvement
A parent roster is available at the beginning of term 2. The children really appreciate and enjoy their parents being involved in the kindergarten. The time you spend at the kindergarten enables you to meet your child's friends and to see the types of activities they enjoy doing. The roster is not confined to Mums/Dads. Grandparents and other relatives are also welcome. Parent involvement is critical to a child's learning. Please try to be a part of your child's educational development.

School Parking
The staff car park is not to be used by parents. For safety reasons, children are not permitted in any school car park area unless supervised by an adult. Parents are asked to exercise strict control of children in their care when crossing the car park areas. The section on Minilya Parkway at the front of the staff car park is 'Kiss and Drive' only. Shire rangers regularly visit the school and issue parking infringements for violations. Please do not park in the disabled car bays. Please see the last page for detailed information on parking.

Shoes
As part of the school dress code children are required to wear closed shoes or sandals with straps (eg- not slip-ons). For safety and practical reasons children are encouraged to remove their shoes when playing, children are required to remove their shoes before climbing, for safety reasons.

Toileting
Occasionally children will have a toileting accident at school. Please read the attached toileting management plan so you are aware of the management strategies that staff follow when a child has a toileting accident.

Toys
The children should not bring their own toys or games to kindergarten as they may get lost or broken. We have plenty of equipment for the children to play with.

Voluntary Contributions
Voluntary contributions for Kindergarten to Year 7 are endorsed by the School Board. Even though the amount is voluntary, by receiving the payment the educational programs of the school can be enhanced by purchasing additional resources and equipment. The voluntary contributions for 2014 is $30.00 per child.

Water Bottles
All children need to bring their own water bottle (cordial, etc., is not encouraged). Please make sure your child's name is marked on the bottle.
The Kindergarten Program
The aim of the program is to establish a strong foundation for early learning and prepare the students for formal learning in Pre Primary. It also encourages students to develop their independence and transition from their home environment to the school environment. Students learn to share and cooperate with other students and learn to follow simple rules and routines within the classroom.

Teachers use the National Early Years Learning Framework and the Australian Curriculum to plan activities that are integrated across all learning areas.

The students participate in a balanced variety of developmentally appropriate experiences and activities that assist the students to develop skills in the following areas:

- Literacy
- Numeracy
- Personal and Social Competence
- Physical Skills
- Critical and Creative Thinking

A typical day at Kindergarten could involve the following:

The Morning Mat session: includes morning greetings, oral language activities and new skills are introduced to the students.

Literacy and Numeracy Blocks: students participate in group activities focusing on the literacy and mathematical skills being introduced.

Outside Time: this is time for students to participate in social play and physical activities/games.

Inside Activity Time: this is time for students to participate in music, art and drama activities.

What To Do If You Have Concerns About Your Child
If you are concerned about your child, with respect to their development, health or behaviour, please make an appointment with the teacher where these concerns can be discussed and appropriate action taken.

It is also important to let the teacher know of any significant changes or happenings that may affect your child's emotional well being. Family bereavement, separations, a new baby, even moving house can bring about changes in a child's behaviour. Information that parents relate to teachers is always treated confidentially.
When Your Child Is Not Well

If your child is unwell it is in their best interest to be at home where they can receive the care and attention that they need. Please do not bring them to school if they have had a temperature or upset stomach (vomiting, diarrhoea) in the last 24 hours or if they have a rash or discharge from the eyes or ears. If your child becomes unwell at school you will be contacted to collect your child as soon as possible.

NOTIFIABLE DISEASES REQUIRING EXCLUSION
FROM THE DEPARTMENT OF HEALTH COMMUNICABLE DISEASE GUIDELINES
Please notify the school if your child is diagnosed with any of the following.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Conditions</th>
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</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.</td>
</tr>
<tr>
<td>INFLUENZA TYPE B (HIB)</td>
<td>Exclude until antibiotic treatment completed, 48 hours.</td>
</tr>
<tr>
<td>HEPATITIS A</td>
<td>Exclude for 14 days after onset of illness (if not jaundiced) or 7 days after jaundice appears.</td>
</tr>
<tr>
<td>INFLUENZA (Flu)</td>
<td>Exclude until symptoms resolved. (NB Notification is for Influenza not the common cold).</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Exclude for 4 days after the onset of the rash in consultation with Public Health Staff.</td>
</tr>
<tr>
<td>MENNINGOCOCCAL</td>
<td>Exclude until antibiotic treatment has been completed.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Exclude for 9 days after onset of symptoms. Consult with your Public Health Staff.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Exclude for 14 days from the onset of cough or for 5 days after starting antibiotic treatment.</td>
</tr>
<tr>
<td>PNEUMOCOCCAL</td>
<td>Exclude until 24 hours after commencement of antibiotics.</td>
</tr>
<tr>
<td>GERMAN MEASLES</td>
<td>Exclude for 4 days after onset of rash.</td>
</tr>
<tr>
<td>TUBERCULOSIS</td>
<td>Exclude until Medical Certificate of Recovery is obtained.</td>
</tr>
<tr>
<td>TYPHOID</td>
<td>Exclude until diarrhoea has ceased.</td>
</tr>
</tbody>
</table>

Website
You can view up-to-date information and events regarding the school via our Riverside Primary School website. Enter http://riversideps.wa.edu.au into the address line at the top of Internet Explorer or Mozilla Firefox.
Kindergarten Toileting Management Plan

In the kindergarten children will occasionally have toileting accidents. The staff has duty of care to ensure that the child is changed into clean clothes.

In the classroom there are management strategies in place to minimise the incidence of children having toileting accidents. The general classroom strategies include reminding the class at frequent intervals to think about whether they need to go to the toilet, this is generally at transition times (eg- before washing their hands for fruit or lunch, after coming in from outside play). Children who frequently have toileting accidents are reminded individually at these times and may also be reminded more often if necessary (eg- every hour).

In the event that a child does have a toileting accident the teacher or classroom assistant will provide assistance to the child to clean and change themselves. To promote the child's self management skills staff provide the minimal assistance necessary while ensuring that the child is clean and comfortable. The level of assistance that staff need to give to a child depends on the child's self management, hygiene and independence skills. The levels of assistance that may be given include:

**Self Managed Toileting** -
The teacher or classroom assistant will provide the child with a plastic bag to hold soiled clothes and a clean set of clothing. The child can then go into the toilet and change themselves.

**Supervised Toileting** -
The teacher or classroom assistant will assist the child with verbal instructions and provision of necessary items such as plastic bag and clean clothes. For example they may stand at the toilet door and instruct the child to "take off your wet pants and put them in the plastic bag, dry/clean yourself with the toilet paper and then put on your clean clothes." They do not need to physically assist the child.

**Assisted Toileting** -
Very occasionally a child may have a toileting accident that they are unable to clean themselves. In this situation the child is still encouraged to clean as much as possible and the teacher or classroom assistant will then assist the child physically to finish cleaning themselves. The child can then put on clean clothes. The physical assistance provided is always only the minimum physical contact required as the child is encouraged to do as much for themselves as possible. If this type of accident is frequent then the classroom teacher may see you to write a toileting plan specifically for your child.

When the child is picked up from school the parent/guardian is informed that the child has had a toileting accident.

If you have any concerns about the toileting management strategies please see you child's classroom teacher.
At Riverside Primary School the children in the kindergarten, pre-primary and Junior Primary use what is commonly referred to as “Bat and Ball” style of writing. We have attached a sheet that shows you how the letters and numbers are formed.

If you are writing your child’s name or other words with them please write the letters as shown. Please also model and encourage your child to write their name beginning with a capital letter and then lower case letter. Please do not teach your child to write their name in block letters (all capitals) as this makes it harder to teach them the correct style at school.

A good way you can encourage your child to practice their name is by writing letters or cards to friends, family or even themselves and then posting them. Writing their name or a story about their picture on their drawings at home is great to model writing for your child.

To help with letter recognition you can make it a game to try and find other words at home, shops or while driving that begin with or have some of the same letters as your child’s name.

Remember that in the early learning years writing should be a fun experience!
Note: All of these letters are done in one movement except f, i, j, k, t, x.