



# Kindergarten Handbook

# 2008

Welcome to Florey Primary 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 staff at Florey Primary School on 6205 8011.

## **School Terms 2008**

- Term 1 Monday 4 February (Kindergarten students and new enrolments only)  
Tuesday 5 February — Friday 11 April
- Term 2 Monday 28 April to Friday 4 July
- Term 3 Monday 21 July to Friday 26 September
- Term 4 Monday 13 October to Friday 19 December

## **School Hours**

- 08.55am First session
- 10.30am Recess
- 10.55am Middle session
- 12.30pm Supervised eating time
- 12.40pm Lunch playtime
- 1.25pm Afternoon session
- 3.00pm End of school day

Children attend school from 8.55am until 3pm five days per week. However, the days are long and we encourage you to monitor your child's energy levels and consider collecting your child at 12.30pm each day for the first two weeks.

### **Why do we encourage short days for the first few weeks?**

- Kindergarten children are beginning a new life with hundreds of other unfamiliar people – and that can be very tiring.
- They have a new routine, new activities, friends, expectations and demands put upon them.
- We want our students to have a positive beginning to school. When children get too tired, they often become unhappy.

### **What happens on the first day of school?**

- Parents bring students to the Library Courtyard at 8.45 – 8.50am. Children, with their parent's help, locate their name badge. Each student will be escorted to one of the classrooms in Unit 1.
- Students select from a range of activities. Once your child is settled, say goodbye. This helps the teacher begin the day and also helps the children to settle quickly.
- You are invited to the library for a cup of tea/tissues and to meet some of the other parents.
- At 3.00pm assemble outside the Kindergarten classrooms. When the doors are opened, you are invited in to come in and collect your child from the class teacher.
- Equipment packs will be collected by teachers in unit 1 wet area.

### **School Uniform**

The wearing of school uniform is strongly encouraged. The uniform meets the guidelines of the school's SunSmart policy and is designed to be attractive and comfortable. The school colours are red, white and royal blue.

#### **Boys:**

Royal blue shorts or trackpants  
White shirt or long sleeved polo shirt  
Royal blue sweatshirt, polo fleece sweatshirt or vest  
Red sweatshirt with school logo  
Royal blue broad-brimmed hat or legionnaire's hat  
Joggers or school shoes (must be an enclosed shoe)

#### **Girls:**

Royal blue skirt, shorts, skirts, trousers or trackpants  
Royal blue sweatshirt, polo fleece sweatshirt or vest  
Red sweatshirt with school logo  
Royal blue broad-brimmed hat or legionnaire's hat  
Joggers or school shoes (must be an enclosed shoe)

### **Purchasing a School Uniform**

Uniforms can be purchased from the Florey Uniform Shop, run by P&C volunteers. The opening times for 2008 will be advertised in the newsletter. However, the shop will be open on the first day of school next year. You can also purchase the uniforms at *MacDonalds Children's Wear*, Jamison.

***All clothing should be clearly marked with the child's name.***

### **Sun Protection Policy**

The staff actively encourages children to wear broad-brimmed hats when they go outside at recess, lunch and for games. During terms 1 and 4, children without a hat are required to sit on the silver seats in the shade. We would appreciate parent support in this matter and request that you encourage your child to wear an appropriate hat at school. Please write your child's name on the inside of the hat.

### **Eating at School**

We suggest you talk with your child about which food in their lunchbox is for recess and lunch. This makes it much easier and quicker during our eating time.

**Recess:** Children need only small amounts of healthy food at this time e.g. a piece of cut fruit, cheese, carrot sticks.

**Lunch:** We suggest that children are not given too much food, as they become quite 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.

Food that is high in sugar, salt and food colouring can have an adverse effect on children's ability to concentrate, learn and interact with others. Your child should also have a bottle of water to drink during the day.

### **Allergy Friendly School**

Florey Primary School is an 'allergy friendly' school. This is to provide protection for children who have severe allergic reactions to nuts and nut products. Our canteen menu aims to be nut free and parents are asked to provide nut free food for their child's recess and lunch (including Nutella and peanut butter). A copy of the *Anaphylaxis Prevention Plan* is in your enrolment pack or available from the front office.

### **Canteen**

At this stage, the Florey Primary Canteen operates three days a week – Wednesday to Friday.

Each unit has a lunch basket into which the children place their orders. Orders can be placed up to 9.30am. Parents are requested to write their child's name, class and order on a sealed envelope or paper bag.

***The success of the Canteen's operations relies on volunteer assistance from parents in the community.***

### **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 during Term 1 by:

- restricting the children during the early weeks to one or two areas of the playground (as they gain confidence they are encouraged to explore further afield)
- ensuring a Kindergarten teacher is always available on the playground
- introducing children to other staff members
- encouraging Year 5 buddies to be caring and supportive
- providing longer periods for eating
- taking the children to the toilet before/after breaks
- providing some equipment for lunchtime play
- providing the children with strategies for developing their social skills
- developing skills in the use of playground equipment, for example climbing equipment.

### **Voluntary Contributions - Departmental Statement**

Each year we ask for Voluntary Contributions. A copy of the letter sent to parents in 2007 is included in this pack. The contribution, whilst voluntary, provides funds for resources such as library books, sporting equipment, computing resources and consumables. These contributions are vital for the school in continuing to provide excellent programs for your child.

### **Before and After School Care**

Before and after school care is provided at the school by the Belconnen Community Services. Forms are available at the school or you can contact the service directly on 62640200.

### **Book Packs**

Our school has formed a partnership with Jacaranda Education to provide book packs for children. These contain all the essential items that children need for the school year. You can order the packs in Term 4. They are delivered to the school for collection by parents (February, 2008) or you can arrange for home delivery. Please label everything with your child's name and deliver the pack to your child's teacher in the first week.

### **How to help your child settle into school**

- Please make sure that everything is marked with your child's name e.g. clothes, lunchboxes, drink bottles and bag (attach a distinctive label/ribbon).
- Accidents do happen – a spare pair of underpants in the school bag would be helpful. Some spare clothing is kept at the Front Office for emergencies.
- Do not allow your child to bring any toys, jewellery etc to school. They may get lost or broken.
- During the holidays have a few practices with the lunch box and school bag.

- Pack a smallish recess and lunch and encourage your child to practice eating in a limited time.
- Footwear: A few 'break in' walks before the first day will help the child to feel more comfortable.
- It is important for your child to be able to take off and put on shoes and socks, put on jumpers, do up buttons, go to the toilet unaided etc.
- Read the school's newsletter when it comes home each week. This will help you know what is going on both in Kindergarten and the rest of the school.
- 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.

### **What to do if you have worries or questions to ask?**

- Teachers are very happy to talk with you and discuss concerns.
- Talk to the teacher in the unit before or after school if it is a straightforward matter and you think it won't take long.
- Make an appointment through the Front Office or directly with teachers if you think it might take a while to discuss.
- If you are unable to contact your child's class teacher, a member of the Executive team is available to talk to you
- "Getting to know you" interviews are held early in Term 1 (week 3 or 4) at which parents can discuss issues with the class teacher

### **Attendance**

In the event of your child's absence, we ask that you contact the Front Office (62058011) as soon as possible after 8.30am. Each teacher marks the class roll at the beginning of the day. Parents are advised that even though you have contacted the school, by law a note explaining the absence is still required.

### **Medication**

From time to time, it is necessary for medications to be administered to a child at school. Parents are requested to give any medication/s, with precise written instructions as to the dosage, to the front office staff. They will ensure that the instructions are followed.

***No child is to keep any type of medication in his/her school bag.***

### **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, changing home readers, helping with Art and Craft, PE activities
- Attending P&C meetings and keeping in touch with activities;
- Sharing your special skills or interest e.g. coaching sporting teams, taking art classes, helping with computerised class work etc.;
- Helping with the school canteen; in the Library;
- Volunteering for the School Board; and
- Participating in special projects e.g. performance events, community arts.

***We look forward to working with you and your child at  
Florey Primary School in 2008.***