



# Pre-Primary 2 Classroom Policy 2018



Play, Learn and  
Grow...  
Together!

## Como Pre-Primary Information

### Staff

#### *Teachers*

Louise McCague: Monday – Friday

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Catherine Oakley: Wednesday

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#### *Education Assistants*

Alli Mathieson: Monday – Friday

### Vision Statement

To value the unique qualities of each child and to assist each individual develop to his or her potential in all areas of growth and development. To provide a positive, stimulating and holistic program which includes the classroom and outdoors, where the child feels safe to participate and engage in learning experiences.

At Como Primary the early childhood program is embedded in the values that are fundamental to our School Ethos “Only our best”. The Pre-Primary Program is based on these principles:

- ❖ *Play and exploration are essential for effective learning*
- ❖ *Children develop and learn at different rates and in different ways*
- ❖ *Children’s learning is integrated and closely related to their development*
- ❖ *Children’s attitudes and feelings towards learning are developed in their early years.*
- ❖ *Judgements about children’s educational progress are based on regular observation and settings using a variety of information sources.*

### **School commitments – Students**

- ❖ High expectations of presentation – all work
- ❖ Repeating of work not up to standard
- ❖ Develop excellent handwriting and presentation skills in all students with a significant emphasis in Term One – School to use NSW Foundation text
- ❖ High expectations of student performance in behaviour, academics, uniform presentation, class movements, class tone and values
- ❖ The setting of rigorous benchmarks for all students in literacy and numeracy
- ❖ Strong accountability through collaborative goal setting and targeted feedback

### **Arrival at School**

Students must wait with their parents on the verandah outside the Pre Primary classroom until the siren sounds at 8.45am. **In the interests of safety Pre-Primary students are not permitted in the sandpit, on climbing equipment or any part of the centre play ground before or after school and need to wait beside their parents. This applies to younger siblings and primary school children.**

### **Start of the School Day**

The doors will open at 8.45am and students need to be in attendance at this time. Parents are encouraged to spend five to ten minutes with their child doing puzzles, table top activities or reading a story before saying goodbye. This ensures you child is settled and happy before you depart.

### **Afternoon Pick up**

The children will be dismissed at 3.05pm. Pre Primary staff will call each child's name when we sight the parent or caregiver. If you think you will be late please phone the school to inform us. Children who are still waiting to be picked up at 3.15pm will be taken to the office to wait for their parent.

## **Alternative Care Arrangements**

If someone other than the parent is collecting your child please write down details in the diary which is on the shelf just inside the door. We will accept phone calls if arrangements change. A permanent arrangement will be entered on the 'Permanent pick up arrangement' next to the diary.

## **Absentees**

If your child is going to be absent please notify the school by phone, the Skoolbag APP or written/verbal communication the following day.

## **Clothing**

A spare set of clothes in your child's bag with a plastic shopping bag will be very much appreciated in case of accidents. Please also ensure that your child has a change of underwear.

## **Hats**

Hats must be worn every day. We follow the whole school policy of **No Hat No Play** so please ensure your child brings a wide brimmed hat every day.

## **Drinks**

Children are required to bring in a bottle of water to drink throughout the day. They may refill their bottle here when they run out. No juices are permitted (except on canteen days).

## **Food**

Como Primary has in place a Nutrition Policy which states that lollies are NOT permitted at school. We encourage the children to eat healthy food at Pre Primary. It would also be appreciated if you could send the children with containers and food that is easy for them to open. As the year progresses we encourage the children to be independent with managing their lunch boxes.

## **Birthdays**

We are happy for your child to celebrate their birthday here at Pre-Primary. If you wish to send a cake to school please supply only small cupcakes or muffins as per the Nutrition policy.

## **Assessment**

The Department of Education's state-wide *On-entry Assessment Program* will take place in Term 1. Reports are sent home at the end of each semester.

## **Rules of Pre Primary**

Respect yourself

Respect each other

Respect the environment

Behaviour management strategies are varied and used according the situation. Parents will be notified and kept informed in the process of behaviour management and we encourage feedback about your child that will help us to guide his/her behaviour here in the classroom

## **Library**

Pre-Primary children will visit the library on a Tuesday. All children will be required to bring in their library bag (clearly named) on the day and place their book in the library box. Please support your child to look after their library book.

## **Parent Roster**

Parents are invited to come in and help on two mornings per term in the classroom if possible. We greatly appreciate your help during indoor activity time. The parent roster is available on the notice board. Mums, Dads and Grandparents are very welcome.

## Writing

All children in Pre-Primary are supported to learn to write their name and the letters of the alphabet in the style of *NSW Foundation font*. Children are encouraged to practise upper case and lower case letters when writing their name, (*e.g. John Smith*) and are required to use their name card to copy from until they have mastered the skill. Name cards are sent home to allow children to practise the correct formation of letters in their name.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm  
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

## Parent/Teacher Communication

If you have any concerns and need to speak to us please do not hesitate to phone, email or see us, so we can make a time convenient to both. We are available most days after school. Please let us know in advance so we can set aside the time.

## The Pre-Primary Curriculum

The program integrates the following learning areas.

- ❖ Literacy
- ❖ Numeracy
- ❖ Science
- ❖ Humanities and Social Science
- ❖ The Arts
- ❖ Health and Physical Education
- ❖ Technology and Enterprise

Within the learning environment a range of learning centres are provided to encourage children to practise various skills. Some learning centres include:

- ❖ Writing table
- ❖ iPads
- ❖ Fine and gross motor manipulatives
- ❖ Book corner
- ❖ Home corner
- ❖ Puzzle area
- ❖ Construction area

### **Comprehension Program**

This is a home reading program (parents read to children) that is sent home once a fortnight. Each book comes with a set of questions to ensure your child understands what is being read.

### **Themes and Topics**

Each term relevant themes and topics are chosen to coincide with children's interests.

### **PMP**

The PMP program takes place on a Monday. Pre-Primary Two students attend PMP from 9.15 -9.45am. There are two sessions with Mr Pascoe and he requires parent help with session one (8.45-10.55am).

### **Connect**

Connect is a secure online tool used by teachers to share classroom general information. Connect notices are sent to your nominated email address. Teachers will post notices about things to remember, upcoming important dates and photos of what we have been doing (parent permission is gained before uploading photos).

## Whole School Communication

The school newsletter is distributed each week on Thursday via email with an attached link. It can also be accessed on the **school website**.

## School Events

The Pre-Primary class also participates in various school events, including:

- ❖ Harmony Day events
- ❖ Athletics Carnival
- ❖ Swimming Lessons
- ❖ Edu Dance
- ❖ Various incursions throughout the year

## How parents can help

- ❖ Be interested in your child's experiences and praise the work they have brought home or displayed in the classroom.
- ❖ Come in and be a parent helper at least once a term.
- ❖ Read books to the children on arrival in the morning.
- ❖ Keep in touch on issues regarding your child or the school.
- ❖ Get involved with the P&C.

*We are here to make the transition to primary school a positive and happy one for children and parents.*

Pre-Primary Teachers

2018