Welcome to Upper Swan Primary School! Thank you for choosing our school. We hope that your family has a long and happy association with Upper Swan Primary School. This information booklet has been produced to acquaint you with the operations of our Kindergarten.

AIM
The aim of Kindergarten is to provide your child with a safe, happy and secure learning environment which will develop their social, emotional, physical and intellectual ability.

SCHOOL BACKGROUND
Upper Swan Primary School has a long and proud one hundred and seven year plus history. The first school in the area was opened in 1857. It closed after four years. The school then existed in various forms off and on up until 1904. Upper Swan Primary reopened in 1905 and the school has existed continuously on this site ever since. None of the buildings are original, with the school having modern facilities in most areas.

Our professional and caring staff provides contemporary and inclusive learning opportunities. The school also boasts a vibrant community spirit and strong partnership between parents and teachers.

We are committed to building a quality relationship with you so that together, we can ensure our school is a happy and enriching experience for your child and you.
OUR VISION
Upper Swan Primary School aims to provide a positive and safe environment that enriches each individual child's desire to learn, encouraging them to become happy, responsible, confident members of our community.

OUR VALUES
All people who learn, work and interact with Upper Swan Primary School share an educational environment founded on these key values:

- being the best we can be;
- showing respect for ourselves, each other and our environment;
- acting with honesty and integrity in all we do;
- taking responsibility for our actions;
- embracing and respecting diversity;
- demonstrating empathy for others;
- pride in our school and community;
- acknowledgement and valuing of Australia's first people, our shared history and our multicultural society;
- being active and valued members of the community.

As we enact these values in our daily lives we strive to achieve the following goals:

Students aim to:

- show responsibility in the applications of skills, knowledge and values in order to make appropriate decisions;
- learn constructively by participating fully in all class activities;
- demonstrate care and respect in the way they deal with others, particularly towards those who are perceived as being different.

Staff aim to:

- be responsive and approachable;
- recognise and care for the individual needs of all students;
- create an enthusiastic and positive learning environment.

Parents, care givers and family members are encouraged to:

- participate actively and constructively in their child's education;
- show respect and support for the endeavours of staff in recognition of their position as dedicated professional role models;
- co-operate with the school in meeting the challenges and opportunities of educating our children.
OUR EARLY CHILDHOOD BELIEFS ABOUT LEARNING
In the early years of schooling at Upper Swan, we have a strong focus on the ‘Whole Child’ and how he or she learns. Learning occurs across four domains of development – social, emotional, physical and cognitive.

At Upper Swan Primary School we monitor each child’s development in all four domains, recognising the growth and learning of the whole child.

Learning is developmental and occurs at varying rates from child to child, and in a relatively orderly sequence. We provide individual and small group learning plans to meet each child’s developmental needs, building on to acquired abilities, skills and knowledge.

Children are active learners, drawing on physical, social and cultural knowledge to construct their own understandings of the world around them. We encourage children to explore and investigate their own hypotheses, to find out and process new experiences and information.

IMPORTANCE OF PLAY
Play is an important vehicle for children’s social, emotional, physical and cognitive development and learning.

At Upper Swan Primary, learning is developed through daily opportunities to select and pursue both structured and unstructured learning and play experiences of their own choice. Children learn best in the context of a community where they are safe, supported and valued.

Upper Swan Primary is a ‘Friendly School’. Caring teachers and education assistants provide a nurturing and safe environment which focuses on teaching friendly behaviours to reinforce respectful and positive interactions and create a community of happy and caring learners.

We aim to help your child develop five friendly behaviours:
- speak in a friendly way;
- listen to others’ ideas;
- care about others’ feelings;
- share;
- take turns.

OUR EARLY CHILDHOOD LEARNING PROGRAMS
The early childhood curriculum focuses on the four domains of development, and includes seven of the eight learning areas:
- The Arts;
- English;
- Health and Physical Education;
- Mathematics;
- Science;
- Society and Environment (including History);
- Technology and Enterprise.

The Learning Areas are not always taught as stand alone subjects but are integrated within learning opportunities, experiences and activities. Our emphases are always going to be literacy, numeracy and social development.

The eighth learning area is Languages other than English (LOTE). At our school, Indonesian is taught to the older primary aged children.
At Upper Swan Primary, we provide a balanced curriculum enabling early childhood children to work towards the outcomes of the National Curriculum. Each semester, Kindergarten Learning Portfolios are used to report to parents and show their child’s progress and development across the social, emotional, physical and cognitive (intellectual) domains of learning.

Programs are based on appropriate activities suited to the individual child's state of development. Children learn by imitation, experimentation and lots of practice! The Kindergarten environment is carefully structured to allow children maximum independence in the choice of activities and social interaction to facilitate language development.

PARENT SUPPORT AND INVOLVEMENT

There is a strong sense of community at Upper Swan. Parents enthusiastically support assemblies, sports carnivals, parent evenings, whole school learning events, excursions and parent/teacher meetings.

They are actively involved in the school through a variety of ways. Many assist in classroom learning programs or provide support out of the classroom. Please look for the parent roster and take the opportunity to help in the classroom. Your child will be thrilled to have you there.

The School community is enhanced by the elected School Council that plays a major role in contributing to school policies. An energetic and active Parents and Citizens Association plans and holds fundraising activities, community events and coordinates sub committees which have ensured that the school environment is being improved. Our school community looks forward to welcoming you to our school and having you involved in your child’s place of learning.

PARENT SCHOOL COMMUNICATION

At Upper Swan Primary, we are focused on building positive relationships between the home and school, enabling open and accessible communication. In February, your child’s teacher will invite you to an information session to discuss the specifics of the learning program, class processes and intended outcomes.

It is important to discuss any concerns you have regarding your child with the teacher as soon as they arise. We need to be aware of issues so we can address them. We will also inform you of achievements and difficulties that your child is experiencing and special interests or friendships they may develop. Individual meetings to discuss your child’s progress are always available and can be arranged at a suitable time throughout the year.

Parents are required to keep the school informed of any change to address or care givers phone numbers. This is essential to allow quick contact with parents in an emergency situation.
KINDERGARTEN SESSIONS 2013

SESSION TIMES
8:45am start  2:50pm finish

From 8.30am – 8.45am parents are encouraged to participate in set activities to ready children for the school day.

The Learning Program begins at 8.45am sharp.
Please arrive with enough time for your child to settle and be ready to start at 8.45am.

PHASING IN PERIOD FOR 2014
At Upper Swan we acknowledge the benefit of ‘phasing in’ your child’s first two weeks of school. This allows your child time to settle in to the new environment of school routines. It also gives teachers the opportunity to properly assess your child’s needs and interests and alter the program accordingly. We encourage you to follow the phasing in period outlined below. If you want to vary from this timeline, please talk to the teacher.

Please note that phasing in occurs in the first two weeks with the full time program starting in week 3. If you feel your child is not ready for the full time program in week 3, please talk to your child’s teacher.

This phasing in timeline is based on children attending two full days and one half day per week.

Phasing in for full days on Monday / Wednesday / half day Friday (am).

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<th></th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td>Week 1</td>
<td>3 Feb</td>
<td>5 Feb</td>
<td>7 Feb</td>
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<tr>
<td>Week 2</td>
<td>10 Feb</td>
<td>12 Feb</td>
<td>14 Feb</td>
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<td></td>
<td>Attend to 11.45</td>
<td>Attend to 2.50 (full day)</td>
<td>Attend to 11.45</td>
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Phasing in for full days on Tuesday / Thursday / half days on Friday (am).

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<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td>4 Feb</td>
<td>6 Feb</td>
<td>7 Feb</td>
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<td>Attend to 11.45</td>
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<td>Attend to 11.45</td>
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PARKING
There is a parents’ car park located at the front of the school, on the southern side of the junior block. There is limited parking on the service road. For safety reasons, please do not use the bus bays or the staff car park. When dropping children off in the morning and collecting them in the afternoon, please do not walk through the staff car park. Please use the footpath entry point and walk up through the middle of the school. It is important to model safe practices to your children. Also it is not a safe practise to leave small children alone in cars when collecting school children. We are more than happy for other parents to collect your child from class when you need to stay with your sick or sleeping child in the car. Parents, if you see another parent in need please offer to pick up their child from class. This way all children are kept safe and well cared for.

PLAYGROUND EQUIPMENT
The P&C have spent a lot of money in recent years on the wonderful playgrounds in our school. Children are encouraged to use this equipment after school under adult supervision.

SUPERVISION OF CHILDREN TO AND FROM SCHOOL
In order to provide the highest possible care, Kindergarten children must be accompanied to and from school by a responsible adult. Children will not be allowed to leave the centre by themselves. Similarly, children will not be released into the care of older brothers or sisters. (Year 7’s excepted)

To ensure the safety of your child, please bring your child to the door. If your child is accompanied or picked-up by someone other than yourself, please let the teacher know in writing of the plan or tell her on the day.

ENROLMENT – KINDY AND PRE PRIMARY
The “application for enrolment” process that you followed to get a position for your child in Kindergarten is repeated for Pre Primary. Acceptance into the Kindergarten program doesn’t guarantee automatic entry into Pre Primary. The main rule that applies when working out who is offered a place is the distance from the school “as the crow flies”. Children who live within our designated boundaries are guaranteed entry. The suburbs of Baskerville, Brigadoon, Millendon and Upper Swan fall within our boundaries. People who live in The Vines and Belhus have a choice of schools that include Upper Swan. If you are not sure of your status in relation to our boundaries, please check at the office.

ATTENDANCE
Attendance at Kindergarten is not compulsory. However, regular attendance will ensure that your child gains the most from this critical year of child development. It is important that a regular attendance pattern is established as this sets the trend for future years. Failure to attend regularly may lead to forfeiting your child’s place in the class.

ARRIVAL AND DEPARTURES
When you bring your child to Kindergarten at 8.30am please wait with them until the session begins. To avoid your child becoming stressed or anxious, ensure that your child arrives at Kindergarten on time and is collected promptly.

PARENT/GUARDIAN ROSTER
1. A Parent Roster will be displayed at the Kindergarten. (About week 4/5 in term 1)

2. Parent helpers are greatly appreciated by the staff and children, especially your own child. Children thoroughly enjoy having Mum/Dad at Kindergarten and showing them all the wonderful things they do.

3. Parent helpers are valued by helping with the day to day activities, eg: preparing materials, helping children during activities and play, language interaction and socialisation.
CLOTHING
Please allow children to wear comfortable clothes which they can manage themselves (especially toileting) and are suitable for free movement and messy work as we advocate a ‘hands on’ approach to learning. It is important for your child to bring a hat to school daily. Please put your child’s name on their hat and clothing. **All children must have a spare set of clothes in their bag at all times.**

The Uniform Shop is open
Tuesday afternoons 2:30pm – 3:15pm and
Wednesday mornings 8:30am – 9:30am.

TOYS
Please discourage your child from bringing toys to Kindergarten. Toys brought to Kindergarten usually end up either lost or broken and become the cause of much distress.

FOOD
In the interest of good physical and dental health, fresh fruit and a drink (water) will be given to the children during the session. Please send one piece of fruit and a filled water bottle with your child each session. This food is cut up and enjoyed by all at fruit time. It provides an experience in sharing and exchanging social courtesies.

Those children attending full days will have lunch at school at approximately 12.00. Please send in easy to open items, and be mindful of healthy options as well. We actively encourage healthy foods and therefore ask that NO lollies, chips or soft drinks are sent along. The school canteen is available to Kindergarten children on full days. The Canteen is open Thursdays and Fridays

Cooking activities form a part of our curriculum, so please let your teacher know if your child has any allergies.

**PLEASE NOTE UPPER SWAN PRIMARY IS A NUT FREE ZONE, DO NOT SEND IN FOODS CONTAINING THESE PRODUCTS.**

BIRTHDAYS
If your child would like to celebrate his/her birthday with the class, you are welcome to send a birthday cake to share with everyone. Cup cakes are preferred as they are easier to share. Please discuss your plans with the teacher before you bake them as we need to ensure the ingredients are safe for all children.
SICKNESS
Please let us know if your child is away ill, or is to be away for any other reason.

INFECTIOUS DISEASES
The following ailments require a period of exclusion from school unless a doctor issues a medical certificate indicating that the child is free from infection and well enough to return to normal activities.

<table>
<thead>
<tr>
<th>ILLNESS</th>
<th>RE-ADMISSION</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>All sores have scabbed.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Once effective treatment has been commenced.</td>
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<tr>
<td>Diphtheria</td>
<td>Medical certificate only</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Medical certificate only</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Must be under treatment including use of occlusive dressings.</td>
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<tr>
<td>Influenza</td>
<td>Return when symptoms have subsided.</td>
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<tr>
<td>Measles</td>
<td>Seven days from onset.</td>
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<tr>
<td>Mumps</td>
<td>On medical certificate of recovery.</td>
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<tr>
<td>Pediculosis (Head lice)</td>
<td>Once treated</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Once all signs have subsided.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Medical certificate</td>
</tr>
<tr>
<td>Scabies</td>
<td>Once effective treatment has been instituted.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Medical certificate only</td>
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NEWSLETTERS
School newsletters are emailed every alternate Tuesday so please make sure the school administration office has your current email address. If you do not have an email address, hard copies are available from the school office. The P&C also send out The Grapevine newsletter via email. Newsletters are also posted on the school website and facebook page.

PHOTO PERMISSION
You will be given a ‘photo permission’ sheet to complete seeking your approval to use your child’s photo on the school website, facebook page, in school publications and the year book. Children are only identified by their first name.

PARENTS AND CITIZENS ASSOCIATION
This is your association and deserves your support! Involvement in the P&C is one of the best ways of being aware of school activities and what is planned to improve the school environment for your child. There are many ways of supporting this organisation, however personal involvement is the one most appreciated. Meetings are held regularly and are advertised in the school newsletter. To date the association has been an active contributor to the school’s educational program and the development of school facilities. It is hoped that you will help maintain this support.

CONTRIBUTIONS AND CHARGES
We ask that you pay a voluntary contribution of $50 per year per child. Your voluntary contribution provides the school with funds to purchase equipment which is valuable in the education of students enrolled at school. Prompt payment of the contribution will be greatly appreciated.

Charges are compulsory and must be paid in order for your child to participate. Charges are requested on a needs basis via a note from teachers and may include things like participation in excursions, watching visiting performers and additional resources for special activities such as cooking.
PLAY IS CHILDREN’S WORK
We would like to re-emphasise that structured and unstructured play forms a vital part of your child’s development. This experience is vital for future learning. Please reflect upon the sentiments of this poem.

FROM CHILD TO PARENT

Today I did my maths and science,
I toasted bread, I halved, quartered, counted and measured,
I used my eyes and ears and head.
I added and subtracted on the way,
I used the magnet, blocks and memory tray,
I learnt about a rainbow and how to weigh,
So please don’t say “Anything in your bag today?”

I learnt to listen and speak clearly when I talk,
To wait my turn and inside walk,
To put my thoughts into a phrase, to guide a crayon through a maze.
To find my name and write it down, to do it with a smile and not a frown,
So please don’t say, “What nothing in your bag today?”

I’ve learnt about a snail and a worm, remembered how to take my turn.
Helped a friend when he was stuck, learnt that water runs off a duck.
Agreed to differ, not to fight.
So please don’t say, “Did you only play today?”
Yes I played the whole day through.
I played to learn the things I do,
I seek a problem, find a clue,
And work out for myself just what to do.
My teachers set the scene and stand nearby
To help me when I really try.
They are there to pose the problems and to help me think.
All this is in my head and not my bag.
It makes me sad to hear you say
“Haven’t you done ANYTHING today?”

A FINAL WORD
Full co-operation between parents and staff can help your child have a happy, stable, rich learning experience at our Kindergarten. Feel free to come in and see what is going on once your child has settled in. You should feel as involved as your child will be, during this exciting and important stage of their education. We look forward to our association with you as a parent throughout the year and in the years ahead.
REQUIREMENTS
RUBY and SAPPHIRE

Each child is required to supply the following items:

- Large backpack: big enough to hold a change of clothes, jumper, lunch box, hat, box construction and other work
- Large water bottle with child’s name. WATER ONLY PLEASE
- Wide brimmed hat with child’s name on (please keep in bag ready for each session)
- 1 x A3 display book – Marbig 20 pocket
- 2 x scrapbooks
- 1 x fine black marker pen
- 1 x Crayola textas – thick
- 1 x Faber-Castell Triangular coloured pencils – thick
- 6 x Faber-Castell Triangular lead pencils – thick
- 5 x Bostik glue sticks 35gm
- Verbatim CD-R Disc in a plastic CD disc cover
- Box of tissues
- 1 x roll of paper towel

Please also provide ticked items:

- Bostik Blu-Tac
- Roll of sticky tape – 25mm width
- Roll of masking tape – 25mm width
- Paper plates – large
- Paper plates – small
- Cream of Tartar – 12gm
- Cooking salt
- Plain Flour – 2kg
- Cotton wool balls
- Balloons
- Doilies
- Drinking straws
- Household sponges