Upper Swan Primary School

An Independent Public School

Kindergarten Information Book 2027

We create a caring learning environment providing students with the opportunity to develop academic and social skills to achieve their individual potential.

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Welcome

Welcome to Upper Swan Primary School. We join with you in partnership to support your child's learning and development to ensure they thrive during their time at Upper Swan Primary School. At Upper Swan Primary School, we endeavour to maintain a high standard of education for all children. Please take the time to carefully read through the information in this parent booklet to acquaint yourself with information about the routines and requirements for our school. Information is also provided through the school website.

School Contact

Adress: 1204 Great Northern Highway
UPPER SWAN WA 6069
Phone: 9297 7050
Email: upperswan.ps@education.wa.edu.au
Web: upperswanps.wa.edu.au

School Term Dates 2027

You can find term planners on our school website Upper Swan Primary School and the Compass calendar, which are updated regularly with events.

Kindergarten Days

There are two kindergarten groups at Upper Swan Primary School. Each group attends two full days plus an additional full day each fortnight.

Emerald	Room 16
Monday	8.45am - 2.50pm
Tuesday	8.45am - 2.50pm
Wednesday	8.45am - 2.50pm (odd weeks)

Ruby	Room 13
Thursday	8.45am - 2.50pm
Friday	8.45am - 2.50pm
Wednesday	8.45am - 2.50pm (odd weeks)

January

	M	T	W	T	F
H					1
H	4	5	6	7	8
H	11	12	13	14	15
H	18	19	20	21	22
H	25	26	27	28	29

February

WK -T1	M	T	W	T	F
1	1	2	3	4	5
2	8	9	10	11	12
3	15	16	17	18	19
4	22	23	24	25	26

March

WK-T1	M	T	W	T	F
5	X	2	3	4	5
6	8	9	10	11	12
7	15	16	17	18	19
8	22	23	24	25	X
9	X	30	31		

April

WK - T2	M	T	W	T	F
9				1	2
10	5	6	7	8	9
H	12	13	14	15	16
H	19	20	21	22	23
1	X	27	28	29	30

May

WK - T2	M	T	W	T	F
2	3	4	5	6	7
3	10	11	12	13	14
4	17	18	19	20	21
5	24	25	26	27	28
6	31				

June

WK - T2	M	T	W	T	F
6		1	2	3	4
7	X	8	9	10	11
8	14	15	16	17	18
9	21	22	23	24	25
10	28	29	30		

July

WK -T3	M	T	W	T	F
10				1	2
H	5	6	7	8	9
H	12	13	14	15	16
1	19	20	21	22	23
2	26	27	28	29	30

August

WK -T3	M	T	W	T	F
3	2	3	4	5	6
4	9	10	11	12	13
5	16	17	18	19	20
6	23	24	25	26	27
7	30	31			

September

WK -T3	M	T	W	T	F
7			1	2	3
8	6	7	8	9	10
9	13	14	15	16	17
10	20	21	22	23	24
H	27	28	29	30	

October

WK -T4	M	T	W	T	F
H					1
H	4	5	6	7	8
1	11	12	13	14	15
2	18	19	20	21	22
3	25	26	27	28	29

November

WK -T4	M	T	W	T	F
4	1	2	3	4	5
5	8	9	10	11	12
6	15	16	17	18	19
7	22	23	24	25	26
8	29	30			

December

WK -T4	M	T	W	T	F
8			1	2	3
9	6	7	8	9	10
10	13	14	15	16	17
H	20	21	22	23	24
H	27	28	29	30	31

Our Early Childhood Beliefs About Learning

The National Quality Standard (NQS) is a rich, contemporary evidence-based framework used to guide best practice and reflection in Early Childhood Education. In the early years of schooling at Upper Swan Primary School, we have a strong focus on the 'Whole Child' and how they learn. Learning occurs across four domains of development – social, emotional, physical, and cognitive.

Learning is developmental and occurs at varying rates from child to child, and in a relatively orderly sequence. We provide 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 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. We also explicitly develop the foundation and prerequisite literacy and numeracy skills and knowledge for future learning.

Play is an important vehicle for children's social, emotional, physical, and cognitive development and learning.

At Upper Swan Primary School, learning is developed through a combination of teaching knowledge, skills, and the daily opportunities to select and pursue both structured and unstructured learning and play experiences. Children learn best in the context of a community where they feel safe, supported, and valued.

We are a friendly school and promote being kind, safe, honest and fair across the whole 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:

1. speak in a friendly way.
2. listen to others' ideas.
3. care about others' feelings.
4. share.
5. take turns.

The five areas of learning and development in kindergarten are based on the five outcomes of the Early Years Learning Framework (Commonwealth of Australia, 2009).

~ Belonging – Being – Becoming ~

- **Identity**: children have a strong sense of identity.
- **Connecting and contributing**: children are connected with and contribute to their world.
- **Wellbeing**: children have a strong sense of wellbeing.
- **Learning and thinking**: children are confident and involved learners.
- **Communicating**: children are effective communicators.

During your child's year in kindergarten, they will learn to:

- Be away from parents.
- Work with teachers and other adults.
- Work with a large group of children.
- Work independently to complete a task or activity.
- Follow simple rules and expectations.
- Question and answer.
- Be independent, but not afraid to ask for help.
- Share experiences.



Absence and Attendance

There is an expectation that once enrolled, your child will attend on a regular basis. 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 kindergarten program.

How to contact the school regarding absences:

- Complete an attendance note through **Compass**.
- Phone 9297 7050
- Email Upperswan.ps@education.wa.edu.au
- Speak to the teacher

Regular appointments should be scheduled outside of school hours wherever possible.

If your child misses….	That equals….	Or…	From Kindy to year 12 that adds up to…	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	Nearly 1 ½ years	Part-way through year 11`	90%
1 day per week	40 days per year	2 months per year	Over 2 ½ years	Part-way through year 10	80%
2 days per week	80 days per year	4 months per Year	Over 5 years	The end of year 7	60%
3 days per week	120 days per year	6 months per year	Nearly 8 years	The end of year 4	40%

Allergies

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

Please note Upper Swan Primary school is an allergy aware friendly school. Items with traces of peanuts or nut products are strongly discouraged.

The school's Allergy Policy is available on the website Upperswanps.wa.edu.au

Arrival and Departures

Classroom doors open: **8.30am**

The learning day begins: **8.45am**

End of the day: **2.50pm** (Monday to Friday)

When you bring your child to kindergarten at **8.30am** please **wait with them until the session begins at 8.45am.** It is very important to ensure your child arrives at kindergarten **on time** and is collected **promptly** at the end of the day. This reduces the likelihood of your child becoming stressed or anxious. Punctuality also establishes good habits for the remainder of your child's schooling.

Our school gates are closed from 9.00am till 2.30pm. If you require access to the school during these times, please use the access gate near the electronic sign. If you are signing your child out early or arriving late, please visit the office before going to the classroom.

Birthdays

If your child would like to celebrate their birthday with the class, we encourage non-food items for sharing. If cupcakes are supplied, a list of ingredients needs to be handed to the teacher. Please discuss your plans with the teacher before you bake as we need to ensure the ingredients are safe for all children. Lollies are a "red zone" food and not allowed at school. You will receive a note seeking permission for your child to participate in birthday activities.

Compass and Connect

To stay fully informed about your child's learning and school activities at Upper Swan Primary School, it is important to download and set up both the **Connect** and **Compass** apps. These platforms provide different but complementary information and communication tools for families.

During your child's first week of school, you will receive an automated email from the **Department of Education** containing your username (P-number) and a link to set up your Connect account. If you haven't received your P-number by Week 2, please contact the front office to have the link resent.

➞ Connect User Guide

Whilst Connect is still available, you will continue to receive some whole-school and classroom notices, as well as semester reports, through this platform.

Compass is our new student database and communication platform. It is being rolled out in phases and will eventually become the main source of communication with families, while Connect is phased out. Parents will use Compass to notify the school of student absences, access their child's attendance records, receive important updates, and manage school incursions and excursions. Once your child commences, you will receive an email with your Compass login details and a link to the app.

➞ Compass Guide for Parents & Families

By using both apps, you will have complete access to your child's learning, attendance, school updates, and participation in school activities, ensuring you stay fully connected with all aspects of their education at Upper Swan Primary School.

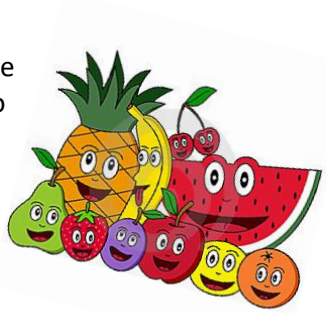
Enrolment – Kindergarten and Pre-primary

The *Application for Enrolment* process you followed to obtain a position for your child in kindergarten is repeated for Pre-Primary as Pre-Primary is the first compulsory year of schooling. **Acceptance into the kindergarten program does not guarantee automatic entry into pre-primary**, except for students residing in the Upper Swan Primary School catchment area. An Application for Pre-primary will be provided in the middle to end of Term 2 for your completion.

First day tips

We encourage you to say hello and introduce your child to a staff member. Your child will be given a name tag and directed to an activity. The bell will then ring indicating the start of the learning session. Give your child a kiss, a big hug and then say goodbye and leave. If your child cries, take them to a staff member, but leave quickly. Our staff are very experienced in supporting a child who may become upset at the departure of their parent. Children may cry for a short period of time, but they will settle, usually after 5-10 minutes, and be ready to enjoy their day and socialising with other children. If you are worried or anxious, please ring the school and we will let you know how your child is going.

Food



During the kindergarten day we have 3 separate eating times so the children will require separate eating containers clearly labelled with their name. It is a great idea to get your child to practice opening and closing their lunch box before they come to Kindy, to increase their confidence. Food items are not shared.

1. ***Recess:*** fruit, vegetables, yoghurt, cheese and crackers, small packet item.
2. ***Lunch:*** please provide easy to open items and be mindful of healthy options. We actively encourage healthy foods. The Health Food Guidelines are available on our website.
3. ***Crunch and sip:*** this is required to be either fruit or vegetables cut up for your child to munch and crunch on throughout the morning session.

Medication at School

If your child requires prescription or non-prescription medication during school hours, please see the front office staff for administration forms. No medication is to be kept in school bags.

Parent Responsibilities

Please assist staff by:

- Informing the School Office staff of any changes of address, phone number or emergency contacts.
- Informing the School Office of any changes to medical needs and medication.
- Discussing with the teacher any information that may help us understand your child better.
- Keeping in touch with the teacher on matters concerning your child's health and well-being.
- Completing and returning the child profile and student history sheet you will be provided with at the start of the year. This information helps us to gain a better understanding of your child.

Parent/Guardian Roster

Parent helpers are greatly appreciated by both the staff and the children. Children thoroughly enjoy having mum or dad at kindergarten and showing them all the wonderful things they do. By participating in the session activities, you will have the opportunity to see what is happening in the classroom.

Parent helpers are valued for assisting with day-to-day activities, such as preparing materials, helping children during activities and play, language interaction, and encouraging socialisation. There will be a roster on the notice board outside your child's classroom where you can write your name to participate in a session. The roster usually begins towards the end of Term 1 to allow time for routines to become established.

All visitors to the school are required to sign in and out through the front office. If a grandparent would like to help in the classroom, it is a Department of Education requirement that they hold a **Working with Children Card (WWCC)** before they can participate.

Playground equipment

Students and siblings are not to play on any school equipment before and after school. The equipment has been set up in such a way as to compliment the teaching program.

Policies

If your question has not been answered in this handbook, please refer to the **General Parent Information Booklet** for further details. This booklet, along with our policies, is available on our website under **School Information → Policies**.

The school also has a stand-alone **Bushfire Plan**, which is available to view on our website.

Supervision

To provide the highest possible care, kindergarten children must be accompanied to and from their classroom by a responsible adult. Children will not be allowed to leave the classroom by themselves and will only be released to their Parent/Guardian or emergency contacts recorded at school. Similarly, children will not be released into the care of older brothers or sisters. One exception to this is Year 6 students via prior arrangement. Any child who needs to leave school early must first, sign out at the front office, where a leave pass will be provided to take to the teacher. Then the child will be released.

All children must be collected promptly at the end of the school day.

Toys

Please do not allow your child to bring toys from home to kindergarten. There is a range of equipment and toys children have access to each day they come to kindergarten.

UPPER SWAN PRIMARY SCHOOL UNIFORMS

🌞 Hats & Spare Clothing

It is important for your child to bring a broad-brimmed or bucket hat to school every day.
Please ensure your child's name is clearly written on their hat and clothing.
All children must always have a spare set of clothes in their bag, including underwear and socks.

Important Ordering & Collection Information

Uniforms are available for purchase online only through Perm-A-Pleat Schoolwear via our school website.

🗓️ Order Schedule:

- Orders placed Monday–Friday are dispatched the following Monday.
- Deliveries arrive at the school front office (usually Wednesday).

📦 Collection:

- Please note: Front office staff are not responsible for delivering uniforms to students.
- Families must visit the front office to check if their order has arrived.
- If your order hasn't arrived as expected, please contact Perm-A-Pleat directly.

Second-hand Uniforms

Affordable pre-loved uniforms are also available!
Contact the P&C Uniform Shop at:
📧 uspspandcuniformshop@gmail.com

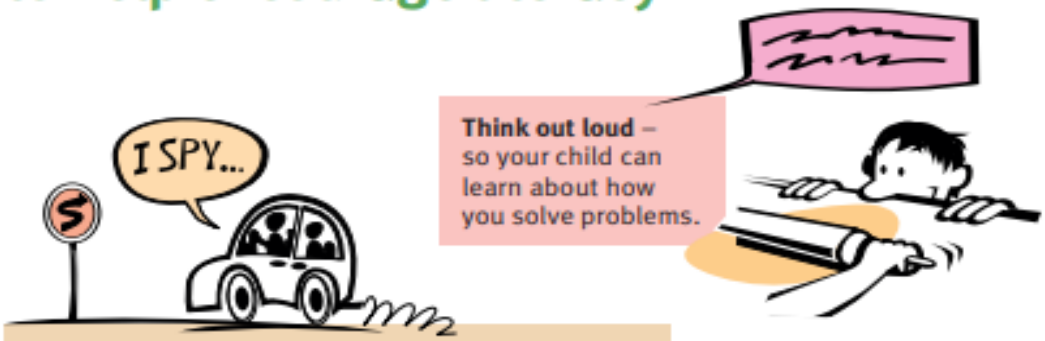


The school's Dress Code Policy is available on the school website.

Supporting the Development of Early Literacy Skills

Parents play an integral role in the education of their children. Much of what children learn takes place through everyday experiences at home. Children's literacy development can be improved when parents encourage learning through everyday activities. Modelling literacy behaviours helps children recognise the value of these skills.

Some everyday activities to help encourage literacy



Think out loud – so your child can learn about how you solve problems.

Play word games when out together, such as playing 'I spy' in the car. For young children, you can use colours such as 'I spy something that is red'.



Create a collage with a particular focus using junk mail, old magazines or your child's drawings – this could include pictures of things beginning with an 's' sound or all pictures showing a particular colour.



Dress up – children can practise their language and communication skills by playing 'make believe'.



Ask you child open-ended questions – this encourages them to practise expressing themselves and lets them know you value their thoughts.



Play outdoors – pouring water or sand into containers, scales and measuring containers allows your child to explore literacy and numeracy concepts.



Have your child **collect and sort** the mail – who are the letters for and who are they from?

More everyday activities to help encourage literacy



Make the **writing of letters, notes, cards or emails** a daily family activity – you can write notes to your child and encourage them to write notes back to you.

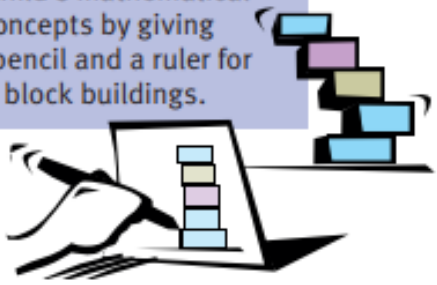


Sing songs or nursery rhymes while taking a walk, packing away toys or in the car.



Paint and draw – art allows children to express themselves. As your child learns more words you may notice their paintings or drawings become more detailed.

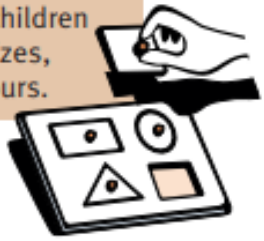
Play with blocks – concepts of size, numbers, patterns and problem-solving can be explored by playing with blocks. You can help extend your child's mathematical and spatial concepts by giving them paper, pencil and a ruler for drawing their block buildings.





Play word games and do crosswords to help develop spelling and vocabulary.

Do a puzzle – puzzles are a great way for children to learn about sizes, shapes and colours.



Make your kitchen a 'cooking' zone and a 'reading' zone – use fridge magnets to make new words and short sentences, have your child write the weekly shopping list and read names on packages.



Supporting Reading

Reading is a thinking process. Effective readers use strategies to understand what they read before, during and after reading.



Text and images from Queensland Government document Helping young children learn to read – What parents can do

Brilliant books to read to pre-schoolers

Reading for pleasure is something we can foster in our children from a very early age. Listening to the magic of stories encourages the development of our imagination, we hear the rhythm of speech, and we are exposed to new and interesting words.

- Angelina Ballerina by Katherine Holabird.
- Berenstain Bears by Stan and Jan Berestain.
- Brown Bear, Brown Bear What Do You See? by Bill Martin, Jr.
- C-a-a-r C-a-a-a-r by Jeff Havel.
- Can't you sleep, Little Bear? by Martin Waddell
- The Cat In The Hat by Dr Suess.
- Dinnertime! by Sue Williams
- Does the Kangaroo Have a Mother, Too? by Eric Carle
- Doodledum Dancing by Meredith Costain
- Drac and the Gremlin by Allan Baillie
- Each Peach Pear Plum by Janet and Allan Ahlberg
- Eat Your Peas by Kes Gray
- Edward the Emu by Sheena Knowles
- Elmer by David McKee
- The Enormous Crocodile by Roald Dahl
- The Gruffalo by Julia Donaldson
- Hairy Maclary from Donaldson's Dairy by Lynley Dodd
- Harry the Dirty Dog by Gene Zion
- Kissed By the Moon by Alison Lester
- Koala Lou by Mem Fox
- The Lighthouse Keepers Lunch by Ronda and David Armitage
- A Lion in the Meadow by Margaret Mahy
- The Paper Bag Princess by Michael Martchenko
- Little White Dogs Can't Jump by Bruce Whatley
- Pearlie by Wendy Harmer
- Possum Magic by Mem Fox
- Pumpkin Soup by Helen Cooper
- Ready, Steady, Skip! by Jane O'Connor
- Roger was a Razor Fish and Other Poems by Jill Bennett
- Rosie Sips Spiders by Alison Lester
- Rosie's Walk by Pat Hutchins
- The Very Brave Bear by Nick Bland
- There's a Bear on My Chair by Ross Collins
- There's a Hippopotamus on Our Roof Eating Cake by H Edwards
- There's a Sea in my Bedroom by Margaret Wild
- We're Going on a Bear Hunt by Michael Rosen
- What on Earth can it Be? by Roger McGough
- Where the Wild Things Are by Maurice Sendak
- Where's my Teddy? by Jez Alborough
- Willy the Wimp by Anthony Browne

Maths: Numeracy

The Principles of Counting

There are five counting principles. By the end of kindergarten our aim is for every child to have mastered the first three.

Principle 1: When counting objects, each is touched and counted once.
Principle 2: Each number is said once only and always in the same pattern. (1, 2, 3, 4…..)
Principle 3: The last object that is counted tells you how many things there are.

Principle 4: The count stays the same no matter which object you start with.
Principle 5: The way the objects are set up on a desk does not change how many there are.

Other Parts of Maths

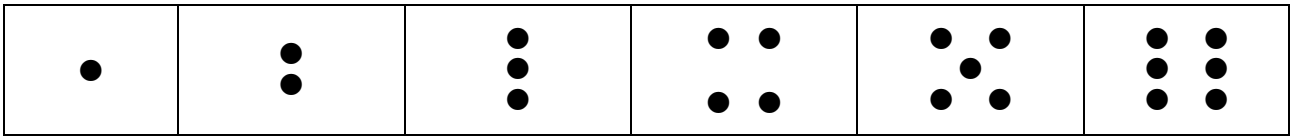
Counting

- 1 to 1 correspondence,
- oral counting as far as they can go,
- what number comes after ___,
- what number comes before ___,
- partitioning: can see 5 as 2 + 3;
- number recognition

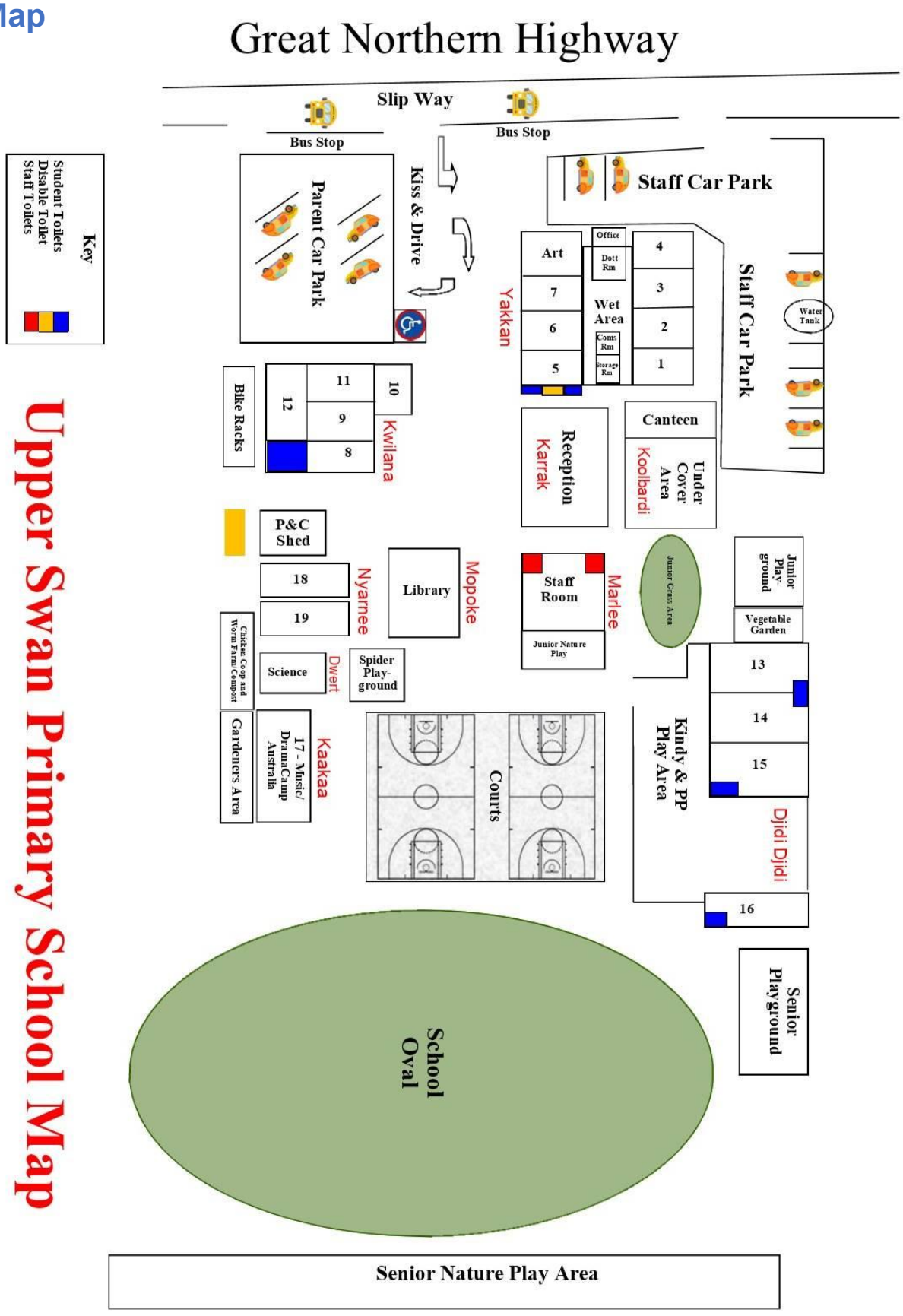
Comparison: Shortest / Tallest; Heaviest / Lightest;

Shapes: Identify circle, square, triangle, rectangle, oval.

Subitising: Being able to recognise a number without counting, like on a die. First with regular patterns then with random patterns.



School Map


Great Northern Highway
Slip Way
Bus Stop
Bus Stop
Staff Car Park
Parent Car Park
Kiss & Drive
Staff Car Park
Water Tank
Office
Dott Rm
Art
4
3
7
Wet Area
2
6
Coms Rm
Storage Rm
1
5
Yakkan
Bike Racks
11
10
12
9
Kwilana
8
Canteen
Reception
Karrak
Under Cover Area
Koolbardi
P&C Shed
Junior Play-ground
Junior Grass Area
18
Nyarnee
Library
Mopoke
Staff Room
Marlee
Vegetable Garden
19
Junior Nature Play
13
Chicken Coop and Worm Farm/ Compost
Science
Dwert
Spider Play-ground
14
Kindy & PP Play Area
Courts
15
Djidi Djidi
Gardeners Area
17 - Music/ DramaCamp Australia
Kaakaa
16
Senior Playground
School Oval
Senior Nature Play Area
Key
Student Toilets
Disable Toilet
Staff Toilets
Upper Swan Primary School Map