



Albany Primary School Pre-Primary Information 2023



Our Moral Purpose

*Together our community nurtures diversity
and pursues personal excellence
to unlock potential.*

Welcome

The staff at Albany Primary School welcome you and your child to our fantastic learning community. As a high quality primary school, we provide all students with a safe, supportive environment which promotes the foundations for effective lifelong learning.

School Details

Albany Primary School Phone: 9844 2860
Absentee textline (name & reason only): 0438 978 463
Room 2 Phone: 9844 2878
Room 3 Phone: 9844 2879

Purpose Statement

As a high quality primary school we provide all students with a safe, supportive environment which promotes the foundations for effective lifelong learning.

With support of best practice, technology and research, APS staff, parents and community will assist each student to develop the core skills, knowledge, understandings, personal attributes and values necessary to become successful, responsible and independent adults who contribute successfully to the social and economic wellbeing of the community.

About this Brochure

This brochure has been designed to give you information about some of the procedures and policies in place at Albany Primary School that new families may need to know. If any information you require is not in this brochure please contact the school and we will endeavour to help.

We look forward to your long and positive association with our school. We are committed to working with you to create a safe and harmonious learning environment for your children and to ensure the academic and social needs of your children are met. Our aim is that your children strive to achieve their full potential.

The Early Childhood Program

Early Childhood at Albany Primary School

Albany Primary School provides quality education programs in line with the *Early Years Learning Framework for Australia*. This programming enables all children to experience play based learning that is engaging and builds life long success.

The Early Years Framework describes childhood as a time of belonging, being and becoming.

Belonging is the basis for living a fulfilling life. Children feel they belong because of their relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life. Children need time just to “be”.

Becoming is about learning and development that young children experience. Children start to form their sense of identity from an early age which shapes the type of adult they will become.

Our early childhood centres use a range of learning strategies to guide your child in learning. A key focus in all centres is the development of literacy and numeracy. Our Literacy focus is on oral communication and developing early reading and writing skills.

The teachers at Albany Primary School carefully design learning activities, and stimulating indoor and outdoor learning environments, to assist in the education of the children in their care.

By working together parents and teachers can enhance a child’s learning and well-being. As the most important person in your child’s life you can make a difference by being a part of their school life.

Attendance

Attendance every day is compulsory. Please notify the classroom teacher with the reason for any absence. Absences must be explained orally or by written communication or phone call to the class teacher. Another form is texting on our Absentee textline (name & reason only) 0438 978 463.

Ongoing committed attendance is extremely important in enhancing student learning.

Expectations are that students should attend regularly which is set at 90% or better.

Key Focus Areas

During the Pre-Primary year we focus on:

- ♦ Building upon the literacy and numeracy skills commenced in Kindergarten. In Pre-Primary the children will follow the Letters and Sounds program and the Talk for Writing Program.
- ♦ Developing a range of mathematical skills and understanding that include counting, measuring and spatial awareness.
- ♦ Enhancing social and emotional skills by being able to play and work with others while understanding the needs of others and self.
- ♦ Develop fine and gross motor skills and the effective use of equipment.



Assessment

Assessment of student development across all learning areas is conducted in an ongoing and sustained process. Teachers keep records of assessments and student progress so that they can report accurately to parents.

Reporting

Our school reporting processes include:

- ♦ Informal parent/teacher interviews.
- ♦ Learning Journeys during which students show parents their work and what is on display around the classroom.
- ♦ The formal report at the end of each semester.

Caring for Student Welfare

Medical Conditions

The school must be advised of a student's medical condition which may need attention during school hours. E.g. Asthma, allergies. Please ensure you document these on your child's enrolment form. The school office will require further medical forms to be completed to ensure management of the medical condition at school.

The necessary health care forms, should medication need to be administered during school hours, are available from the front office for completion. In severe cases a medical health care plan will be devised in consultation with parents.

Infectious Diseases

Parents are asked to keep sick children at home until they are well enough to cope with a full school day. Children who are sick during the day will have their parents contacted to pick them up if we believe that this is warranted.

The school keeps a record of immunisation of all children.

Should a case of an infectious disease be identified at school all children not immunised against the disease will be sent home according to health authority's guidelines, until considered safe by the school and health authorities to return.

Head lice are an ongoing problem in schools. When head lice are detected, parents from the class are notified. The administration will work with the parents to assist the family to manage the problem.

Allergies

There are several students enrolled at the school who have severe, and potentially life threatening anaphylactic reactions to nut and egg products as well as some animals. The school asks parents to refrain from providing their children with snacks and lunches that contain nut products and eggs.

As with all students with special health needs or medical conditions, the school has developed appropriate health care and emergency plans for these students.

Crunch and Sip, Recess and Lunch

As the morning teaching block is from 8:50-10:50, children have a chance to eat raw vegetables and fruit for a Crunch and Sip break. We request that Crunch and Sip snacks are not juicy and cut up into small, bite-sized pieces so children can eat their snack quickly and to reduce mess created in class.

Please provide your child a healthy lunch and a water bottle containing water.

Healthy food has been proven to assist children's concentration at school. Food and drinks containing high sugar and additives have been proven to be detrimental to children's health.



Birthday Celebrations

Class teachers may recognise student birthdays but **no** shared cakes should be provided by parents. This is to cover students who have various food allergies.

Healthy Food Policy

The school has a Healthy Food Policy which includes the school:

- ♦ Not providing food as a "reward".
- ♦ Recognising that discos and special functions may include some foods in the "red" section of the traffic light system. This may include end of semester type parties in classrooms.



Caring for Student Welfare

Daily Preparation

Please assist your child to be prepared for school. Enhance their independence by allowing them to carry their own bag, and be responsible for changing their reading books.

Punctuality and Learning Program

The learning program commences at 8.50am and pickup from the classroom is at 2.50pm.

Unless a parent is a parent helper or a special activity is occurring, parents should depart promptly so the learning program can commence on time.

Students should be in the classroom ready to engage in the learning program by 8.50am. Late arrivals disrupt other students and make it difficult for the child to commence learning in a seamless, easy manner. Please be punctual.

Parents must obtain a late note from the front office should their child arrive late.

Children cannot be dismissed from school without direct permission from the caregiver. Parents must sign out students via the school office when collecting their child during school hours, and sign them back in if you return your child to school.

Class doors will open at 8:30am

Pets on School Property

Pets should not be brought onto the school grounds unless organised with the class teacher and authorised by the principal as part of a supervised educational program.



Stationery List

These lists are available from the front office.

Parents are asked to ensure that their children have these items at all times. This may mean that some items need to be replaced during the year. We ask that you support the P&C by using the identified stationer (the P&C receives commission) and purchase quality items.



Clothing

Children are required to dress in accordance with the school dress code. The school uniform shop is open on Tuesday after school and Thursday before school.

Note: The dress code is on the Albany Primary Website at www.albanyprimary.wa.edu.au

Children **must** have a spare set of clothing in their bags in case of "accidents" e.g. paint spills, toilet mishaps, or getting excessively wet during water play in the sandpit.



Shoes

For health and safety reasons children can not play on equipment with shoes on. Children will need to wear shoes they can put on and take off independently.

Hats

We have a 'No Hat, No Play' policy at school. As per the dress code all children should have a green broad brimmed hat or legionnaire style hat daily. Hats will not be stored at school.



Communication between Parents and School

Information Session - Term 1 2023

A further information session will be held early in Term 1 which will give you an opportunity to find out about the learning programs in your child's class.



Parent/Teacher Interviews

Parents are welcome to arrange an interview with the class teacher regarding a child's social, mental, academic and behavioural development. They may also discuss matters with the school administration. However, firstly the parent should see the class teacher.

Contacting the Classrooms

While it is important to have communication lines open and available we do ask that parents minimise telephoning during the learning program. This distracts the staff and students from engaging in the learning program.

Newsletters

The school issues a newsletter containing important dates and information every three weeks. This is uploaded to our website for your convenience. It is also available to view on our website and will also be sent to you via Connect.



Assemblies

Assemblies are generally held **fortnightly** on Friday mornings in the covered assembly area. Classes are rostered to lead the assembly and present an item. Parents and friends are invited to attend. Dates are advertised through the term planner and newsletters. Pre-primary hosts their own assembly, usually towards the end of Term 3.



Website

The school website has many important pieces of information about what is happening at the school and also outlines key planning, policies and procedures. You can access the Albany Primary School website on www.albanyprimary.wa.edu.au

Connect App

APS uses the Connect Now App as a primary means of communicating electronically with parents and carers. Please download the app and allow notifications to ensure you receive all communications from our staff.

Should you need assistance, please contact our office staff.



Parent involvement in The School

The Daily Program

Parent support in the classroom can be very effective. The class teacher has the responsibility to arrange parent participation and will provide opportunities where necessary.

Parents may be able to:

- ♦ Assist in class during the learning program. Teachers will display a roster for volunteer names in the classroom.
- ♦ Attend excursions to help with supervision.
- ♦ Visit the classroom to view student work and activities.
- ♦ Read or do puzzles with their child in the morning.
- ♦ Hear students read in the morning.
- ♦ Attend assemblies and other special school events.

Uniform Shop

Volunteer parents run a Uniform Shop on site for the P&C. New and second hand uniforms are available from our Uniform Shop.

Opening hours are:

Tuesday 2.45pm - 3.30pm

Thursday 8.30am - 9.00am

Our uniform shop accepts payments via cash or Square. Additionally, orders can be placed online.

<https://albany-primary-school-pc-uniform-shop.square.site/>

You may contact the uniform shop coordinator at:
apsuniformcoordinator@outlook.com

Canteen

A lunch service is provided three days per week thanks to Albany Senior High School. It will be run purely for lunches, and all ordering must be done online by 9.00am on the day the lunch is required.

Orders are available Mondays, Thursdays and Fridays only.

The canteen team will deliver the lunch items just prior to lunch time, and classes will send runners to the Canteen to collect orders.

If you have any questions, or difficulties whilst ordering please contact the P&C via
albanyprimarypandc@gmail.com

The Parent and Citizen Association

The P&C is the organisation that enables parents to participate in working with other parents to help the school.

P&C meetings are held twice per term. Dates are published on term calendars. Parent and staff participation is encouraged. The P&C meetings are the best forum for parents to have input into a number of school processes that directly affect parents. The P&C has a Facebook page that promotes key activities.

School Board

The School Board is made up of six parents, four staff members and the principal who are elected to the positions by their constituents for a two year term. The School Board's role is to:

- ♦ Assist in developing School Planning and Policies.
- ♦ Assist in budgeting to meet the needs of the plan and students.
- ♦ Actively engage in developing key matters such as Dress Code and Homework Policy.
- ♦ Promote the school in the community.

If you are interested in being on the School Board then you may discuss this with the principal. The management of the school and the development of the learning program is the responsibility of the principal. Information is on our website regarding School Board business.



PENCIL GRIP

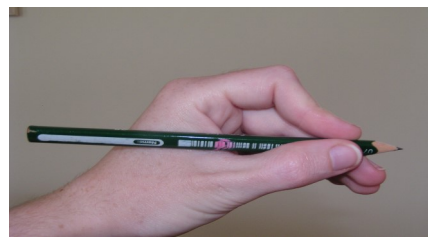
In Pre Primary we teach the children to hold their pencil correctly. It is a very important part of a child's learning. Poor pencil grip, learnt from early habits, seriously affects students' capacity to write efficiently. A picture has been included so parents can model this at home.



Pretend the pencil is an aeroplane, between your thumb and index finger.



Peter Pilot (index finger) bends and rests on top of the aeroplane.



Cody Co-pilot (thumb) joins Peter Pilot on the side of the aeroplane.



The passengers (the rest of the fingers) on the aeroplane sit behind the pilots.



Now the aeroplane is ready for take off.

Correct pencil grip is very important!

NSW Foundation Font

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