

*Dear Parents,*

*A warm welcome to you and your child(ren) to the Sale Primary School, which is known locally and affectionately as “545”.*

*Sale Primary School proudly boasts more than 150 years of academic, social and sporting success, and continues to maintain the highest standards, practices and expectations.*

*Our school very much welcomes the ongoing participation and cooperation of parents in the education of their child(ren) and trust that our association with your family will be happy and rewarding.*

*Visitors and new families quickly recognise the warm, caring and positive environment generated at 545.*

*If you have any queries regarding any aspect of the school feel free to contact me at any time.*

*Brad Evans  
Acting Principal*



*“At 545 we care”*



# Table of Contents

<b>BEGINNING SCHOOL .....</b>	<b>3</b>
<b>WHAT YOU NEED TO KNOW .....</b>	<b>3</b>
ENROLMENT PROCEDURE.....	3
SCHOOL HOURS.....	3
FEBRUARY FLEXIBLE SCHOOL ATTENDANCE FOR PREPS .....	3
THINGS YOUR CHILD WILL NEED IN PREP.....	4
COMMUNICATION WITH PARENTS .....	4
THE FIRST DAY .....	5
TOILETS .....	5
ILLNESS.....	5
MEDICATION AT SCHOOL.....	6
EATING.....	6
DRESSING.....	6
INDEPENDENCE .....	6
<b>GETTING STARTED .....</b>	<b>7</b>
<b>HOW CAN YOU HELP? .....</b>	<b>8</b>
INTELLECTUAL DEVELOPMENT .....	8
EMOTIONAL DEVELOPMENT.....	9
SOCIAL DEVELOPMENT .....	9
LEARNING TO READ .....	9
LEARNING ABOUT MATHEMATICS.....	10
LEARNING ABOUT WRITING .....	10
<b>IMPORTANT INFORMATION FOR PARENTS .....</b>	<b>11</b>
MONEY .....	11
CHRISTIAN RELIGIOUS EDUCATION (C.R.E.).....	11
STUDENT’S CODE OF CONDUCT .....	11
BUDDIES .....	11
“FEELING UNSURE? KNOCK ON A SAFETY HOUSE DOOR” .....	12



# BEGINNING SCHOOL

## WHAT YOU NEED TO KNOW

### ***ENROLMENT PROCEDURE***

In May each year, a notice will be published in local newspapers, and at the local kindergartens, stating that enrolments can be made at your preferred school.

When you come to the school (no appointment is necessary), you will need to bring your child's :-

- \* **Proof of Age (Birth Certificate)**
  
- \* **Immunisation Certificate (from The Australian Childhood Immunisation Register)**

Parents can legally defer enrolment for their child until the child is six years old. Your child needs to have turned 5 on or before the 30th April before he/she can legally start school. **Please** consider your child's overall development - physical, emotional, social as well as intellectual when deciding if he/she is ready for school. You can also talk with your child's kindergarten teacher regarding your child's readiness for school.

Towards the end of the kindergarten year your child will be invited to attend orientation sessions with other kindergarten children who will be starting the following year.

When you have enrolled your child you will be given a copy of the school's information book and advice concerning the school uniform.

### ***SCHOOL HOURS***

Please bring your child to, and pick up from, the classroom until your child is confident with the routine of the school day.

Morning sessions:	8.50am	-	11.00am ( <i>Monday only</i> )
	9.00am	-	11.00am
	11.00am	-	11.30am ( <i>Morning recess</i> )
	11.30am	-	1.00pm
	1.00pm	-	1.10pm is a supervised lunch eating session
	1.10pm	-	2.00pm ( <i>Lunch</i> )
Afternoon session:	2.00pm	-	3.30pm ( <i>3.25pm bell for bus travellers</i> )

### ***February Flexible School Attendance for Preps***

Until the end of February, prep children will attend school for four full days being Monday, Tuesday, Thursday and Friday. Wednesday has been allocated as the rest day for all prep students during this period.

Children are not permitted to leave school during school hours. If at any time you need to take your child away from school it is **extremely important** that you see the class teacher,



principal or assistant principal before you do so and sign your child out at the office. If you do not do this, much time could be wasted by teachers trying to locate the missing child.

If your child does go home unaccompanied during school hours **please notify the school immediately** and return the child, unless he/she is unwell.

There will be teachers on duty in the playground from 8.45am to 9.00am, at recess and lunchtimes and again in the afternoon from 3.30pm to 3.45pm. It is suggested that parents do not drop their children at school earlier than 8.45am as no supervision is provided (and no responsibility can be accepted for children who are on the premises outside these hours).

In the event that your child is late for school, we also request that you sign them in at the office.



### ***THINGS YOUR CHILD WILL NEED IN PREP***

The children will be supplied with all their day-to-day requirements ie. books, papers, clag, pencils etc. However, you will need to supply:-

- a school uniform
- a library bag (water proof)
- a school bag which needs to be a close up or zip up type.
- a water/paint proof art smock

The school has a Sunsmart Policy. Parents' Club supply all new preps with a complimentary school hat. **All items such as bags, lunch boxes and lids etc. and articles of clothing which are removable** (jumpers, coats, hats, etc.) **MUST BE NAMED**. This helps prevent costly losses for parents and wasted time for staff.

When printing on your child's belongings, please use lower case letters as these are taught at school. **Block letters will be confusing**. A sample copy of print can be found in the back of this booklet.

### ***COMMUNICATION WITH PARENTS***

We currently have parent/teacher interviews in September. We also have a prep information session and optional parent teacher interviews in term 1. However, parents are encouraged to discuss their child's transition or progress at any time throughout the year. We would encourage parents to make appointments to suit with their child's classroom teacher. Ongoing communication with teachers is particularly important as your child settles into school.



## ***The First Day***

During the first few days of your child's schooling at 545 we will operate a 'staggered start', to ensure a smoother transition and separation. (Parents will be notified of arrival time by letter prior to the start of the school year.)

On the first morning of your child's start at 545 you will need to arrive at school between 8.50am and 9.00am or 9.20am and 9.30am (according to your allocated time). It is advisable to leave as soon as possible after introducing your child to the teacher. There will be an array of activities available for your child to do and he/she will soon become happily absorbed.

Should it happen that your child is tearful, it is best to leave him/her in the teacher's care, as to linger only prolongs the anxiety for both of you.

Children usually settle within the first quarter of an hour and any tears ease.

## ***Toilets***

Beginning prep children are usually sent to the toilet preceding each break.

Parents are asked to help reinforce good habits by explaining to children that they should attend to toilet requirements at recess and lunch periods and wash hands well after each visit.

Children are required to leave the classroom in pairs when going to the toilet. Please let your child know that he/she will be permitted to go to the toilet if he/she asks the teacher. For boys make sure your child has some familiarity in using a "urinal". It is also a good practice to include a set of socks, underwear and pants in your child's school bag in case of an 'accident'.

**YOUR HELP IS ALSO REQUESTED IN EXPLAINING TO YOUR CHILD THAT TOILET BLOCKS ARE UNACCEPTABLE PLAYING AREAS.**



## ***Illness***

Medical details and necessary telephone numbers are on file in the office. All efforts are made to cope with accident or illness and we will contact you if necessary. For this reason, it is vital that all changes of address, work and home telephone numbers, emergency contacts, etc are kept up to date on our school records. Please notify the office and grade teacher of any changes immediately.

Children absent from school are required to bring a note of explanation upon return to school (unless you have personally notified us earlier). It is not necessary to ring the school in case of illness, a note will suffice.



## ***Medication at school***

On occasions, students are required to be administered medication at school. Teachers will often undertake this task on behalf of parents in accordance with the Sale Primary School Medication and First Aid Policy. Please see School Information Book for full details.

## ***Eating***

Pack your child a healthy and appetising lunch including such items as fruit, cheese and yoghurt. We recognise it is a long time from breakfast until recess time at 11.00am. For this reason it is important that children eat a substantial breakfast. Play lunch needs to be more than one piece of fruit. We suggest fruit and yoghurt, or a sandwich etc. (Play lunch needs to be a mini lunch but not a snack that will spoil an appetite for lunch). We try to discourage sweets as a snack, a sugary snack provides an immediate “high” for children but it does not sustain them for longer periods of concentration when they return to the classroom. It is also suggested that play lunch be wrapped separately to reduce confusion.

Children have 3 eating times at school. At 10am we have brain food. Children may eat fruit or cheese only. This snack needs to be able to be eaten quite easily (i.e. no spoons required) as we eat this whilst continuing with our activities. At 11am, the children have playlunch, which is usually a more substantial snack and lunch is at 1pm. We encourage healthy, sustaining food for all eating times to help children concentrate and maintain the energy levels required for school. We also encourage the drinking of water throughout the day. Please provide your child with a fresh drink bottle of water each day.

## ***Dressing***

As all children wear identical school uniforms\*, all articles of clothing should be clearly labelled and children should be aware of how to recognise their clothing.

Children need to be able to dress themselves, so please give them plenty of encouragement as they learn to put on their shoes, jumpers and socks.

For the safety of your child, the wearing of thongs and scuffs is not permitted.

\* Details of the school uniform and uniform shop trading times are in the School Information Book.

A spare set of socks, underwear and pants in your child’s bag is also advised in case of “accidents”.

## ***Independence***

Let your child take initiatives - let him/her be responsible for packing their own bag in the morning with lunch and take-home books. When your child arrives at school encourage him/her to unpack his/her bag and place his/her lunch and books in the appropriate place - Don’t do it for him/her.



## GETTING STARTED

The first days of school are very exhausting.

**There are many reasons for this:-**

- The classroom is probably the most demanding situation that the child has experienced, both in time and attention.
- A combination of listening, sitting still and keeping quiet can be very trying for a small child.
- Some children suffer fatigue due to over stimulation and excitement of the day's program. This applies less to the child who has had pre-school experience.
- School begins in the hottest time of the year.

Parents can expect some children to be cranky, bad-tempered and badly behaved, and yet a teacher will insist that the children have been perfect all day. Both statements can be true because almost all children have two behaviours. One is a social one seen particularly in a situation that is new. The other, perhaps more genuine, is shown mostly at home. Ignore rather than punish, after-school crankiness. Welcome the child home; home is a very special place. Have a favourite cool drink waiting and then have a quiet talk about the day. Try to let them see how interested you are in their new adventure.

See that the child gets to school on time. Late - coming often leads to a worried child and emotional disturbance. It can also disrupt a productive learning environment in the room.

Very occasionally, children may wet the bed during the early part of their first school year. This is possibly an anxiety reaction and as such requires a moderate approach. Don't draw attention to it; for bed-wetting is often extended by parental anxiety.

When children come in contact with other children they can often pick up undesirable habits including swear words. These seem to have a magic attraction for some children and they often repeat the words to show off. The best approach is to simply tell them that these are not appropriate words to use.



## HOW CAN YOU HELP?

The transition to school requires your child to cope in a new environment which has many and varied demands. Below is a list of suggestions that may help to enhance your child's intellectual, social and emotional development and which will assist him/her to adjust more quickly to school.

- Talk to the children about school.
- Give them little duties to aid their concentration span.
- Encourage them by admiring all of their work.
- Select good stories, picture books, and T.V. programs for them.
- Warn them against “strangers”.
- Teach them to repeat - name, address, phone number, etc.
- Make sure they know where to wait for you after school.
- Practise several “school lunches”. Children need the practice in handling their lunch.
- Ensure the child knows the route to and from school
- DO NOT ALLOW your child to bring along articles which may cause harm - toy guns, arrows, roller skates, etc.
- Do not allow your child to bring toys to school. We cannot guarantee safe keeping and careful handling at all times.
- School crossings must be used at all times - insist your child does so.
- Practise safe car skills – getting in / getting out of **parked** cars.

### ***Intellectual Development***

- ❖ You can help your child by making him/her more aware of the world around him/her. Use every opportunity to talk with your child, and extend his/her use of the language. Let your children see how spoken language looks when written, and how written language sounds when spoken. Remember, reading is a process of getting meaning from print, and a child's world is full of print - street signs, shops, package labels, television, books, magazines, etc.
- ❖ Read regularly to your child, and encourage him/her to “read” to you, but keep these times fun and enjoyable.
- ❖ Be a role model for your child. Let him/her see you reading .
- ❖ Talk about the days of the week. eg Today is Sunday. Tomorrow is a school day. Yesterday it was Saturday.
- ❖ Name colours. Talk in colours. eg Put on the brown shoes. Bring me the yellow towel.
- ❖ Use number activities eg Count out five knives, etc for the dinner table. Bring me four apples.
- ❖ Water play - in the bath or pool, encourage the child to put his/her head under water - a great start to learning to swim. Prep students will have swimming lessons in term 4.
- ❖ Enrich their vocabulary and understanding of it by such words as big/little, up/down, high/low, wide/narrow, short/tall, before/behind, here/there, near/far, smaller/taller, shorter/fatter, to/from, same/different, circle, square, triangle, above/below, full/empty, wet/dry, warmer/colder, turn around, stretch, bend, inside out, right way around, and so on.
- ❖ Fine and gross motor skill development - provide lots of opportunities for: Colouring in, cutting out, pouring things, building and stacking blocks, throwing and catching balls. These all help in the physical development of your child.



## ***Emotional Development***

- ❖ Playing games with family and friends is a fun way to help with emotional development. Through games children develop self-control, acceptance of winning and losing, confidence, responsibility, independence and start to see the value of persistence.
- ❖ Can he/she make choices, accept rules, adapt to frequent changes? This will be an important part of school life.
- ❖ Encourage the children to be independent - dress themselves, tie their shoelaces, turn their clothes inside out, etc. Pull sleeves through to the right side, Use words like inside, wrong side, right side, left and right shoe, etc.

## ***Social Development***

- ❖ Social development is an important criteria when considering if your child is ready for school. Children need to feel happy and secure in the care of others, so please allow your child to mix with other children and adults so his/her social skills can develop. As your child plays, watch to see if he/she is fair or bossy.
- ❖ Always encourage your child to share, take turns, listen and communicate. Start letting him/her perform limited tasks without adult help.



## ***Learning to Read***

### **What parents can do:**

- 📖 Read aloud to your child every day. If this is done in the years before going to school, it will launch a love of reading.
- 📖 Talk about a book before you start reading it to a young child.
- 📖 Praise every effort in reading, especially if confidence is low.
- 📖 Be seen reading for pleasure yourself and making visits to the library.
- 📖 Don't nag your child about reading, nor worry if the reading isn't yet word-perfect or equal to that of some other child. Ask yourself: "Is my child interested in reading?" (TV should not be on all the time.)
- 📖 Share take home reading material. Children are not expected to be able to read independently to you. They can make up text from picture clues.



## ***Learning about mathematics***

### **What parents can do:**

- # Display a positive attitude towards maths. Never say to your child, “You’re just like me; I was never any good at maths!”
- # Maths is all around us. Try to develop your child’s sense of number, size, length, height, weight, volume, area, time, etc.
- # Encourage children to take up hobbies that require “hands on” mathematical skills, such as building kits, hobby constructions etc.
- # Have a calculator around the house and have fun with numbers.
- # Seize every opportunity to use maths around the home; counting change, estimating, measuring and calculating whenever the opportunity arises.

## ***Learning about Writing***

### **What parents can do:**

- ✍ Encourage your child to write often, to friends and relatives, and also to write in a personal and/or family journal (diary).
- ✍ Respond to the message or story of your child’s writing, rather than mark out spelling errors. (Everyone takes many years to learn to spell, so don’t think you must correct everything your child writes; but do help when the child asks you for a spelling.)
- ✍ When writing yourself, invite your child to add to letters you write to relatives. And why not become a note-writing family, leaving notes around for one another?
- ✍ Help your child to turn stories and other writings into ‘books’ by stapling them together into brightly illustrated covers.

Don’t get upset if the teacher hasn’t marked every error. The best correction is usually done in teacher-pupil discussion of the errors that are currently meaningful to a child.

Ask yourself: “Is my child interested in writing ?”

\*To ‘write’ means not handwriting, but the ability to put ideas into sentences.

Encourage the use of lower case letters.



## IMPORTANT INFORMATION FOR PARENTS

### ***Money***

**Money required at school should be sent in an envelope (securely sealed) which shows the child's name, grade, amount enclosed and the purpose.**



### ***Christian Religious Education (C.R.E.)***

All children have the opportunity to participate in C.R.E. lessons (depending on the availability of CRE educators). Your child's inclusion in these lessons is a matter entirely of your own beliefs. You can indicate your preference on the enrolment form. These lessons are based on a nondenominational program. Children not attending will be supervised.

### ***Student's Code of Conduct***

School should be a happy learning environment which meets the needs of all students. Our code is based on the following principles:

- the right to be safe
- the rights of all members of the school community to be treated with respect
- the right to work and play without interference

The school has adopted a whole school approach to student conduct using the "Assertive Discipline Program" as a model. The Assertive Discipline model supports our principles and includes the following elements:

- The promotion of self esteem, encouraging cooperation and friendship
- Step by step strategies that ensure children's needs are met
- Teamwork between parents, teachers and children
- Clear teacher expectations with regards to the rules and routines
- Rules and consequences are consistently applied
- **Positive reinforcement** of appropriate pupil behaviour by teachers is the **key to success** in our Conduct Code

### ***Buddies***

Each year, senior school students are 'buddied' with a prep student who they work with all year on a range of activities, such as sport, art, craft, technology. These activities are aimed at developing a positive relationship between the paired students. Having a senior buddy assists preps in settling into school and establishes a positive connection between our younger and older students.



## **School Rules**

There are five basic rules for behaviour in work and play:-

1. Care for school buildings, equipment and the environment; dispose of litter and care for other people's property.
2. Play sensibly and safely.
3. Speak and act politely and respect other people.
4. Remain within boundaries and use playground areas according to directions.
5. Follow instructions.

### ***“Feeling Unsure? Knock on a Safety House Door”***

The Safety House Program is an active community and student education program at 545. It is run by a dedicated and committed group of volunteers to ensure your child's safety. Learn to recognise the Safety House Symbol and teach your child where the Safety Houses are along the way to and from school. Safety Householders are caring people who have been interviewed and vetted by the Victoria Police and deemed SAFE for children to go to when they feel unsafe.

#### **A Safety House can be used by children when:**

- ☺ approached by someone who harms or threatens to harm them
- ☺ someone makes them feel unsafe
- ☺ they are bullied
- ☺ they are injured or frightened
- ☺ they are offered drugs
- ☺ they are lost
- ☺ they are sick



## **Finally**

If you have any ideas or suggestions which can be incorporated into this booklet to help new children/families, please let the school or class teacher know.



VICTORIAN CURSIVE SCRIPT

abcdefghijklmnopkl  
mnopqrstuvwxyz  
wxyz

ABCDEFGHI  
JKLMNOP  
OPQRSTU  
VWXYZ

