



**Chatswood**  
Public School  
inspire | engage | nurture

# KINDERGARTEN INFORMATION BOOKLET



Updated September 2018

**ABSENCE** - A note or email needs to be sent to the Class Teacher to explain all absences. Please refer to the School Information Booklet for more details. Partial absences need to be recorded in a book at the main office. Children who arrive at school late (after 9:10 a.m.) need to go to the office accompanied by an adult, who must complete a “Partial Absence Record” which should be given to the teacher by the child. Parents who collect their children early must first go to the office and complete the “Partial Absence Record”, which should be given to the teacher when the child is collected. Alternatively, a note directly from the Parent to the Class Teacher is acceptable.

**ASSEMBLY** - Kindergarten weekly Assembly is on Wednesday morning 10.30 a.m. Usually one of the Kindergarten classes will ‘host’ the assembly, (e.g. perform a song or present an item of some kind). Parents are welcome to attend if they wish, and invitations are usually sent to the parents of the class hosting the assembly.

At the end of terms 1-3 a special “Honour Assembly” will be held at school to recognise special achievements in specified areas throughout the term. Parents of children who are to receive a special award at this assembly will receive an invitation.

In Term 4 there is a Presentation Night held at the concourse. All kindergarten children are invited to this.

**BEFORE and AFTER SCHOOL CARE** – Please refer to the ‘Before and After School Care’ fact sheet located in your parent pack.

**BELL** – Kindergarten has separate times to the rest of the school. The morning bell will ring at 8.55 a.m. to signal that children should line up ready to go into school. The bell signalling morning tea will ring at 11.00 a.m. and the bell for the end of morning tea rings at 11.40 a.m. The lunch bell rings at 12.40 p.m. and finishes at 1.20 p.m. At the end of the day, the bell will ring at 3.00 p.m. signalling the end of school. Kindergarten children finish school at 2.45 p.m. for the first term only.

**“BEST START KINDERGARTEN ASSESSMENT”** - “Best Start” is a State-wide Kindergarten assessment that helps teachers identify the literacy and numeracy skills of each student in the first week of beginning kindergarten. The assessment will include aspects of writing, reading, comprehension, speaking, and phonics, phonemic awareness, understanding print concepts, counting skills, arithmetic strategies and pattern recognition. It is designed to provide teachers with information about each student’s abilities so they can plan effective teaching and learning programs during the first year at school. It will also provide you with feedback about how you can support your child during the first year at school.

**BILINGUAL PROGRAM** (optional)–Kindergarten has two Bilingual classes. There will be an application and selection process for this program. The Bilingual class will be taught lessons in Korean and English. Please refer to the document in your parent pack for information and to apply.

**BUDDIES** – Kindergarten students are paired or grouped with a Year 6 student for the Buddy Program. Every fortnight activities are organised with the Buddies. Often the Year 6 students will see their Kindergarten Buddy during recess and lunch. The Buddies help the Kindergarten students to settle into the school.

**BUS and RAIL PASSES** - Please refer to the School Information Booklet under 'Transport NSW'. All K-2 children are eligible for free bus and rail passes.

**CANTEEN** - The Canteen is open Monday to Friday with online ordering for recess and lunch. Kindergarten teachers will hand our recess and lunch orders at the beginning of eating time. Please refer to the document found in your parent pack.

**CLUBS** - Chatswood Public School has a vast variety of clubs available for all students. However, there are no clubs available for Kindergarten students. The school believes it is very important for Kindergarten students to settle into school and all routines before children begin clubs.

**COLA** - COLA stands for Covered Outdoor Learning Area. Our two COLAs are at the top of the playground near the main office entrance and school hall. This is where the children will line up each morning before school, after recess and lunch every day. They are also used for some sport and other school activities during bad weather.

**COLLECTION PROCEDURE** - During Term 1, Kindergarten children finish school at 2.45 p.m. and the teachers will bring the classes out to the playground in a designated area and wait for the parents to collect them.

From Term 2 onwards, they will finish school at 3.00 p.m. - the same time as the rest of the school. At all times, please wait in the playground for your child - do not go to the classroom or wait in the corridor. Only if it is raining heavily, you can collect your child from the classroom. Teachers will wait outside for a reasonable length of time to ensure that all children have been collected. Please tell your child to wait with their teacher until you arrive. If you are very late in arriving, the child will be taken to the main school office, and attempts will be made to contact you. If you know you are running late, please notify the school office.

Please make sure that your child is aware of their collection arrangements each day, and if they change unexpectedly, please telephone and advise the school, before 2.50 p.m. so that the child can be informed.

**Please tell your child that, if you do not arrive as planned, they should not go with another kind and helpful parent, no matter how well they know them.** There have been cases where this has caused a great many unnecessary problems and anxiety for parents, staff and children. Please make sure your child knows they must stay with their teacher who will take them to the School Office if they are unable to find you or the person they are expecting to collect them.

**DROP OFF AT SCHOOL** - In the morning, please bring your child into the playground and wait for the 8.55 a.m. bell to ring. No children are allowed into the school building before 8.55 a.m. unless the weather is extremely bad (see wet weather).

**ENGLISH AS AN ADDITIONAL LANGUAGE/DIALECT (EALD)** - EALD education assists students from non-English speaking backgrounds to learn English. These English language lessons can be conducted in small groups away from the main classroom or in the classroom, to provide a happy and secure learning environment. For more information, please refer to the School Information Booklet (*School Staff*).

**ENTRANCES AND EXITS** - For their own safety, please teach your child to enter and leave the school through the pedestrian gates (on Centennial Avenue or the Pacific Highway) and NOT through the school car parks.

**IT IS VERY DANGEROUS FOR CHILDREN TO BE WALKING THROUGH THE CAR PARKS WHEN THERE ARE CARS MOVING ABOUT.**

If crossing the Pacific Highway, students **MUST** use the overhead bridge, **NOT** the pedestrian crossing with the traffic lights.

**HATS** - children must wear the correct school hat. This is a broad brimmed hat since these have been designed to provide maximum sun protection. **The NO HAT - PLAY UNDER THE COLA rule will be strictly implemented.**

**HAVE-A-CHAT MORNING TEA** – At the beginning of the year the School will organise informal morning teas in the playground immediately after morning lines. This is a good opportunity to meet other parents and any staff who are able to come along. Watch the newsletter, notice boards or signs in the playground for dates and times.

**HOMEWORK** - Homework is not generally given to Kindergarten children, but usually during Term 1 “Home Readers” are introduced. These are small short books designed for first reading efforts, and the children bring them home to practice. Each teacher operates their own system for dealing with these books, and you should be given full details of your class procedure when the time comes. There will also be sight words to learn and programs such as Mathletics and Wushka which the children can opt to do as additional learning support at home.

**INVOICES** - Please refer to the School Information Booklet

**L3 (LANGUAGE, LITERACY AND LEARNING)** – You may hear this term used during Literacy Groups. L3 is the program Kindergarten teachers use to teach reading, writing, spelling, vocabulary, and comprehension skills.

## **LIBRARY**

The Library plays a vital part in the learning that takes place at school. It is a teaching and learning space that is an extension of the classroom. Kindergarten classes go to the School Library at a set time each week. Please check with your class teacher which day your child will go to the library, and try to remember to send a bag on the first week to avoid disappointment. Children are allowed to borrow a book for one week, if they have a suitable library bag. Strong waterproof library bags are available from the uniform shop. These bags offer good protection for books and should last your child to High School and beyond! A library bag is included in the Uniform Shop's special Kindergarten Orientation Package Deal.

It is useful to have a special spot at home for the library book and bag (perhaps hanging on the child's bedroom door) so that routines can be established.

Library cards are issued early in Term 1 and stay at school for safe-keeping.

Premiers Reading Challenge is available to all K-6 children. The teacher librarian will provide information about this activity in Term 1.

**LOST PROPERTY** - Please refer to the School Information Booklet

**LUNCH TIME** - Lunch is from 12:40 p.m. to 1.20 p.m. As with morning tea, below, children take only their lunch food or lunch box out to the playground, not their entire school bag. It is therefore very important that you pack lunch separately from the morning tea snacks – either in a paper bag or separate box - that is clearly marked with their name, so that the child does not have to try to work out what they are meant to eat at which meal.



Kindergarten children sit under the bottom COLA to eat their lunch. The children must sit and eat for the first 20 minutes of the lunch break, after which they may get up and play, or continue eating until they have finished. Once they have finished their lunch, their lunch box, if they have one, should be placed in the plastic crate designated to their class. Teachers will encourage the children to collect their lunch box from this crate when the bell rings. After lunch, the crate will be taken back to the classroom and any remaining lunch boxes handed back to the children.

The playground and play equipment are supervised during the entire lunch period. The play equipment and sandpit can be utilised by K-2 children only.

**MORNING TEA BREAK/RECESS** - is from 11.00 a.m. to 11.40 a.m. As with lunch, above, children take only their morning tea snack out to the playground, not their entire school bag. Again, it is therefore very important that you pack morning tea snacks separately from lunch, so that the child does not have to try to work out what they are meant to eat at which meal!

**"MUFTI"** - for those of you not familiar with this term it means that children can wear their own clothes, not school uniform. There will be a few special occasions during the year when children will be given the choice of wearing 'mufti'. Often on these occasions the children are asked to make a gold coin donation.

**NEWS TIME** – In Kindergarten students will participate in the News program. Each child will have the opportunity to speak in front of their peers. At first, the students will have free choice. If they decide to bring a toy to school, it will be at their own risk of losing it or breaking it. From term 2 onwards there will be a special program with different topics for each week. Your teacher will inform you of your child's news day and a letter will go home at the beginning of each term to give you information about the program.

**NOTES TO THE TEACHER** - If you need to communicate in writing with your child's teacher, for example after they have been absent due to illness, or other reasons, please make sure that your child knows they must pass the note to the teacher. Teachers do not look in the children's bags – their bags, hats, coats, etc. are put on their hooks outside the classroom on the way into the classroom in the morning. Alternatively you can email your classroom teacher directly.

**P&C** - P&C stands for Parents & Citizens. The P&C is a very important tool for parents to be involved in their children's school. The P&C runs the Uniform Shop, the Canteen, contributes to the Learning Support Teacher, assists the school in buying resources such as books, ipads, whiteboards, sports and play equipment. It also runs Fundraising and Social Events throughout the year. Everyone is welcome to attend and participate in the meetings or to be part of one their committees. The meetings are held on the 4<sup>th</sup> Tuesday of every month during school term and the Agenda will be in the newsletter the week before. All minutes are posted on the school website and more information can be found on their webpage [www.chatswoodpublicpandc.org.au](http://www.chatswoodpublicpandc.org.au). If you require more information email [secretary@chatswoodpublicpandc.org.au](mailto:secretary@chatswoodpublicpandc.org.au)

**PARENT HELPERS AT SCHOOL** - Teachers greatly appreciate the assistance of parents with various activities, such as literacy groups. If you are willing and able to help, please talk to your class teacher about their needs. Having a younger child does not necessarily preclude you from being able to help in some areas – if you would like to help, please do talk to your teacher. Helping with any activity at school is not only very rewarding, but can be very informative and helpful for you as a parent. It allows you to see at firsthand what happens at school, to get to know your child's class mates and the class teacher better, and, if you manage to help from the beginning of the year to the end, it gives you the opportunity to see the progress that is made by not only your own child, but the class as a group.

There are many other areas, such as the P&C Association, various P&C sub-committees, Canteen, Uniform Shop, school banking, book club and many more, where parents can play an active role in the school community. If you would like to become involved, please refer to the volunteer form in your parent pack and return it to the P & C box located near the office.

When you come to the school to help in the classroom, canteen or other area, you must sign the Visitors Book in the main office and receive a 'visitor' badge to wear during your stay at the school. When you leave the school you must return the badge and sign off in the Visitors Book.

**PARENT INFORMATION EVENING** - This is usually held close to the beginning of the first term. Parents are invited to the child's classroom for a group meeting with the teacher(s). During this meeting, teachers should outline things such as class program, routines, daily activities, class needs and any other information relating to the class as a whole.

**PARKING** - The school car parks are reserved for teachers and staff only. Unfortunately no parking can be provided for parent volunteers.

**Parents dropping off or collecting their children from school must not use the car parks.** In addition to causing great inconvenience to the teachers and staff of the school, IT IS VERY DANGEROUS to have young children walking into and out of school through the car parks. For their own safety, please teach your child to enter and leave the school through the pedestrian gates only (on Centennial Avenue or the Pacific Highway) and not through the car parks.

**When dropping off or collecting your child from school, you are advised to be very careful where you park, and read all the traffic signs carefully before leaving your car. If you need further clarification on the traffic sign definitions, these are available at the school office. Large fines and loss of points can sometimes be incurred, by post, if you do not observe the regulations. Please remember they are in place for the safety of our children.**

**PLAYGROUND EQUIPMENT** - As you will have noticed, there is a large area of climbing and other play equipment in the K-2 section of the playground. The children are allowed to use this at break when there is a teacher on duty and they are under strict teacher supervision at this time. The playground equipment must NOT be used before school and after 3.00 p.m.

**PUNCTUALITY** - Every parent will appreciate the difficulty in getting young children to 'hurry up', 'eat faster' or 'walk more quickly' in the morning – but punctual arrival at school in the morning is very important. Teachers feel it is important for the children to arrive on time, to allow for a 'settling down' period before the work starts. It allows time for the children to socialise a little and feel comfortable with their friends. All late arrivals will be recorded in the school register. If your child arrives late, they must be taken to the school office by a parent or guardian to complete a 'Partial

Absence Record'. A copy of this absence note is retained by the office and the original must be presented to the teacher on arrival in the classroom.

**RAIN and RAINCOATS** - Please make sure that your child always carries a raincoat in their schoolbag. The children sometimes have to cross the playground to get to a different classroom during the day, and will need rain protection. The uniform shop sells a raincoat or you may purchase your own. Children are **not permitted to use umbrellas at school** for safety reasons.

**RELIGIOUS EDUCATION** - Various religious education options are offered at the school. During Term 1 you will receive information on how to enrol in these classes. If your particular religion is not available, or you do not have a preference, your child will not join any scripture lessons. Instead they will be given an alternative activity, such as singing or stories. If an Ethics teacher is available to teach Kindergarten, children from this group will be eligible to nominate for the Ethics class.

**REPORTS** - At the end of Term 2 and 4 you will receive a written report indicating your child's level of effort and general comment for each of the other Key Learning Areas.

**SCHOOL HOUSES** - At the beginning of each year, all Kindergarten children are placed in a School House and given their School House Colour. They are placed in the houses randomly according to numbers of children currently in a house, but generally siblings will be in the same house. If they wish, the children are allowed to wear t-shirts according to their house colour for events such as the Athletics Carnival, Cross Country Carnival and Swimming Carnival (from Year 2 onwards). You will be notified by your teacher which house your child is in. The school houses are King (red), Bligh (green), Phillip (blue) and Hunter (yellow).

**SCHOOL PHOTOGRAPHS** - Photographs of all students are taken each year, and advance notice of this will be given via a note home and in the Weekly Newsletter. Please ensure that your child wears the full and correct school uniform on these occasions.

**SOCIAL FUNCTIONS** - During the course of the school year, the school as a whole may arrange some social functions for parents and students. Do try to attend if possible. Feeling part of the school community really does help your child enjoy school, and hopefully it will help you to enjoy your child's school years to the full as well. If you would like to arrange or help to arrange any functions, please do not hesitate to offer - any extra help is always welcome.

**SPEED LIMITS** - You should be very aware that there is a 40km/h School Zone that extends past both the Public and the High Schools on Centennial Avenue. Police frequently monitors this, and again you could incur an expensive fine. Don't forget that the limit is there to protect our children.

**SPORTS UNIFORM** - This should be worn on the day your child's class has their Sports Lesson. You will be advised which days these are once the timetable has been finalised.

**STUDENT REPRESENTATIVE COUNCIL (SRC)** - This is a group of students who have been elected by their fellow students. The SRC's function is to represent the students in the school and organise ways for them to participate in school life. Every class in the school elects a representative to the Student Council, including Kindergarten Classes. The election takes place late in Term 1 and fortnightly meetings commence during Term 2.

Each class operates a different system of substitution should the elected representative be absent on meeting days, for example - some use the person who came second in the election, others may allow

other students to take it in turns. If you wish to know how your class deals with this, please feel free to speak to the class teacher.

**SUMMER UNIFORM/WINTER UNIFORM** - The school prefers all children to change from winter to summer uniform by Week 2 of Term 4. The school prefers all children to change from summer to winter uniform by Week 2 of Term 2. Parents' discretion can be used if the weather is unseasonably warm (or cold) at any given time.

**SUNSCREEN**- at school, teachers do not apply sunscreen for the students. Please apply this yourself in the morning before children come to school.

**TOYS** - Children are not encouraged to bring toys to school, and in fact some kindergarten teachers specifically request that it is not done at all, as it can cause problems of jealousy, not sharing or trauma if the toys are lost. If your child does want to take a toy to school, for example to play with during the lunch break, or for 'show and tell' or 'news time', please make sure that: it is marked with their name, if possible; that they understand they must be responsible for looking after the toy, and that the school cannot take any responsibility whatsoever for anything which is lost or misplaced.

Every effort is made to return lost items to their owners, but there is no guarantee. It is not appropriate to bring guns or other weapon-like toys to school. See also “News Time”, above.

**UNIFORM and UNIFORM SHOP** - Please refer to the School Information Booklet and Uniform information found in your parent pack.

**VISITORS** – All visitors to the school must sign the ‘visitors book’ in the main office and they will be issued with a ‘visitor’ label to wear while they are on the school premises. So, if you come to the school to help in the classroom, canteen or other area, please make sure you sign the visitors book and wear your ‘visitor’ label while you are at the school. You must sign out before leaving the school premises.

**WET WEATHER** - If it is raining heavily in the morning, the children can go into their classroom and not wait in the playground to line up. They should wait under the COLA until invited into a classroom by a teacher (it does not have to be their own teacher or classroom - they can wait in another class with another teacher until the bell rings). The children should not go directly to their classroom if there is no teacher present. If it is just a little damp and unpleasant, the children will line up standing, not sitting as they usually do. If it is raining heavily at collection time, parents may collect the children directly from the classroom.



**Please make sure your child always carries a raincoat in their bag. The children sometimes have to cross the playground to get to a different classroom during the day, and will need rain protection.**