



**ST LAWRENCE  
PRIMARY  
SCHOOL**

# **Pre Primary Parent Information Booklet**



**Pre Primary Booklet 2023**

ALL I EVER REALLY NEED TO KNOW  
I LEARNT IN PRE PRIMARY

Most of what I really need to know about how to live and what to do and how to be, I learnt in Pre Primary. Wisdom was not at the top of the graduate mountain, but there in the sandbox at Pre Primary.

These are the things I learnt:

Share everything; Play fair. Don't hit people. Put things back where you found them. Clean up your own mess. Don't take things that aren't yours. Say you're sorry when you hurt somebody. Wash your hands before you eat. Flush. Live a balanced life. Learn some and think some and draw and paint and sing and dance and play and work every day some.

When you go out into the world, watch for traffic, hold hands and stick together. Be aware of wonder. Remember the little seed in the plastic cup. The roots go down and the plant goes up and nobody really knows how or why, but we are all like that.

Think of what a better world it would be if we all - the whole world - had a basic policy in our nations to always put things back where we found them and cleaned up our own mess. And it is still true; no matter how old you are, when you go out into the world, it is better to hold hands and stick together.

Robert Fulghum

Dear Parents,

Welcome to St Lawrence Pre-Primary.

In this booklet you will find important information, which will help you to understand the operation of the Pre-Primary.

There will be a classroom Teacher and an Educational Assistant. They will work together to scaffold your children's learning to provide the children with as many valuable experiences as possible.

The first day of Pre Primary is a milestone in the life of your child. A day when he or she begins to forge ahead towards independence in a new environment. Teachers, peers, and friends begin to influence and nurture development. Let us help your child to enjoy life as they discover the beauty in themselves, in others, and in the world around them.

Children first and foremost learn by experiencing their world through play and interaction with other children and adults. Our priority is the happiness of your child. We consider communication between school and home very important. At St Lawrence we encourage you to become involved as much as you can.



## **CLASS TIMES**

The children will attend Pre Primary fulltime from the commencement of Term One.

Class doors open at 8.30am. Pre Primary students need to be punctual as lessons begin at 8.45am.

Pick up time from Pre Primary is at 2.50pm. This enables you to collect your child from the classroom and avoid congestion in the carpark.

## **WHEN YOUR CHILD GOES TO PRE PRIMARY**

- Be positive and encouraging when work is brought home for you to see.
- Remember that children have to develop skills before they can produce an end product. When work is brought home please praise and encourage your child and discuss the process and learning that was involved.
- Treat your child as a unique individual who is developing at his/her own rate. Please do not compare your child to others.
- Your child will be encouraged to become an independent learner and independent young person. Please support this by allowing them to do as much as possible for themselves once you walk through the Pre Primary gates.

## **STUDENT BEHAVIOUR**

The Pre Primary behaviour policy supports children to be responsible through making good choices. Responsibility is encouraged through the development of self-confidence, self-reliance and self-direction in a secure and safe setting where children have clearly defined limits. The children are involved in these limits that will be enforced consistently and fairly. Classroom rules are set with the children's input at the beginning of the year. Through this process children will come to understand the positive and negative consequences of their actions. The role of the Pre Primary staff is to encourage positive behaviour (through positive reinforcement) therefore assisting the children in making good choices. Independence is promoted so that children are able to problem solve minor issues without adult intervention.

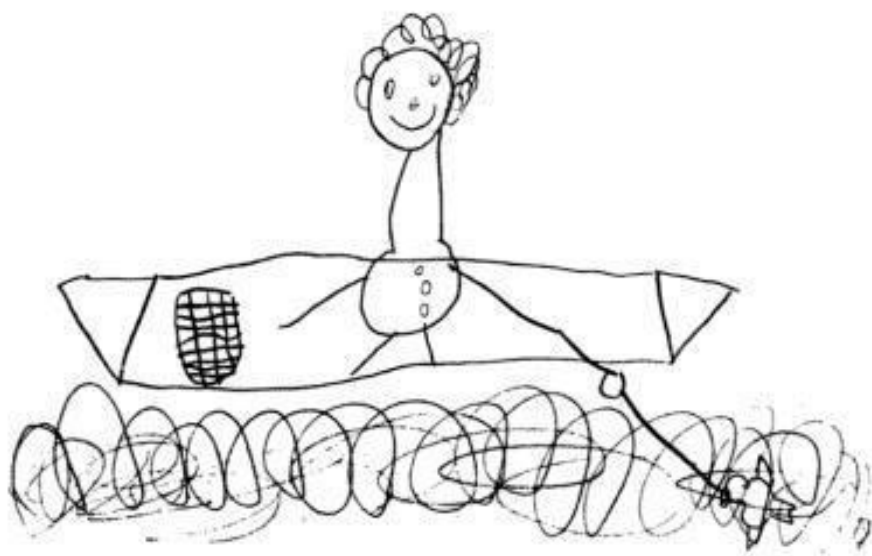
### **Consequences of undesirable behavior:**

1,2,3 signals are used:

- If child stops at 1 or 2- nothing happens
- If child continues inappropriate choices and reaches 3, they will be directed to a think mat for three minutes
- Child will then re-join the class activity with a fresh start



Contact made with parents when needed.



## **HANDWRITING**

In the junior years we use NSW Foundation font. It is important that the children are aware that many printing styles exist, however you can help them by modelling NSW Foundation font at home. (Please see attached sample of the font)

## **PORTFOLIOS**

In Pre Primary your child will have a Portfolio. This is for you and your child to add work to throughout the year. Firstly, discuss the activity with your child e.g what they have done and how they did it. Then, if you or your child would like to keep the piece of work, place it in the portfolio. The idea is to collate a variety of samples of work that reflects different learning areas from their Pre Primary year. At the end of the year, this will become a memento of your child's growth and experiences in Pre Primary.

## **REPORTS**

In Pre Primary, reports are now mandatory. Your child will receive a report each semester that will reflect their effort as well as attainment of the skills set out by the curriculum.

## **INTERVIEWS**

Towards the end of Term One and Term Three formal Parent /Teacher interviews are held. This provides the opportunity for discussion on how your child is progressing. Parents are welcome to request an interview at any time to discuss your child's progress.

## **SPECIALIST TEACHERS**

### **Library**

Borrowing books from the library is a special time for the children. Please remind/encourage your child to bring their book and Library bag on a Wednesday.

The children will have Italian classes. They will also attend Music. The children will have two Physical Education lessons per week (*Please ensure your child has sports shoes on rather than sandals on their Sports days*).

## **NEWSLETTERS**

Newsletters are emailed every Wednesday. They are also available on the school website, [www.stlawbal.wa.edu.au](http://www.stlawbal.wa.edu.au) Newsletters contain class news and school news.

## **PARENTS AND FRIENDS ASSOCIATION**

The P & F is a fundraising group within the school which enables us to obtain necessary resources and equipment. Parents are encouraged to attend the monthly meetings to offer help, support and ideas for fund raising.

## **EXCURSIONS/INCURSIONS**

Throughout the year the children will participate in excursions/incursions. The nature of these is dependent on the education program within the classroom, and may vary from year to year. The school has its own bus and this helps to minimise the costs of these excursions. It is school policy that a child will only be allowed to attend excursions when written permission has been given by the parent/guardian.

## **CLOTHING – Pre Primary Uniform**

The Pre Primary students wear St Lawrence Sports uniform every day and are expected to have a St Lawrence school bag. They are allowed to wear any colour sport shoes and socks.

**St Lawrence faction tops-** all students must have a faction top for the sports carnival in Term 3.

**Hat-** Children must have the St Lawrence school hat.

**Labeling of clothing:** *Please ensure that all items of clothing are labeled with your child's full name.*

## **HEALTH AND WELL-BEING**

- **Nut Aware:** We are a Nut Aware school and so we encourage all families to be conscious of the food sources contained in their child's lunch boxes. As we have serious nut allergies in our school, we strongly recommend that nuts not be sent to school.
- **General Allergies:** Please advise the classroom teacher if there is an action plan in place for your child. It is important that a plan be provided to the school each year and you ensure any medication is in date.
- **Sickness:** If your child is unwell before school, please do not send him or her to school. Coughs, colds and tummy upsets spread very quickly in an early childhood environment.



- **Absence:** Please keep sick children at home until they have fully recovered. You are required to notify the school office and class teacher by 8.30am if your child will not be attending school for the day and the reason for absence.

You may contact the office on **93444944** or email: **admin@stlawbal.wa.edu.au**

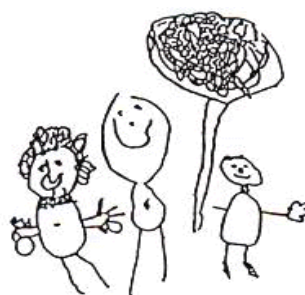
For legal purposes and correct class roll record keeping, parents must send an email or note to the class teacher stating the date and reason for the absence from class.

Prolonged absence from school needs to be discussed with the teacher and a request placed in writing to the Principal. The letter should contain the dates of foreseen absence and the reason for it. (e.g. family holiday)

- **Sun Screen:** Each classroom has a large sun screen bottle for your child to use at recess and lunch. We recommend that sunscreen also be applied each morning during summer to protect your child when they are outside.

## **TOYS AND EQUIPMENT:**

We do not encourage the children to bring their personal or special belongings to school unless it is a particular occasion eg. News. At these times, please remember to label your child's belongings and hand them to the teacher for safe storage during the day.



## **BIRTHDAYS:**

Birthdays are very important in Pre Primary. If you wish to supply a treat for the children to help celebrate your child's birthday, please advise staff. Please remember our allergy friendly policy.



## **WHAT TO BRING ON THE FIRST DAY**

**1 set of spare clothes** (to be kept in your child's bag)  
Please ensure that your child's clothing is clearly labelled.

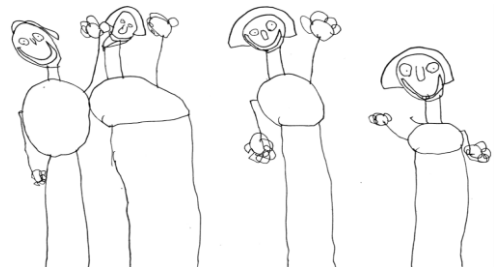
A **hat** (St Lawrence hat) is required every day. St Lawrence has a "no hat, no play" rule. It is preferred that you leave the children's hats in their cubby holes at the end of the day.

Please provide a **drink bottle** filled with water for your child each day. It is important for children to have easy access to drinks throughout the day particularly in hot weather.

## **MORNING TEA**

Fruit or healthy snack

We ask that you remember to pack a piece of fruit and a healthy snack, e.g cheese, dried fruit, yogurt, crackers, muesli bar that your child enjoys eating.



## **LUNCH TIME**

Please send a healthy lunch to school with your child each day. When children do not eat all of their lunch the remainder will be sent home.

Lunch orders will be available on Wednesday, Thursday and Friday. Please place orders in the lunch order basket inside Pre Primary.

## **CRUNCH AND SIP**

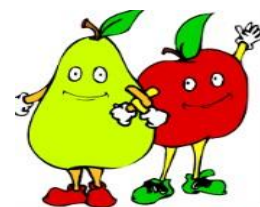
Crunch and sip is a set time during the school day for students to eat vegetables and fruit and drink water in the classroom. We do this every morning at around 9.15am during our News telling session. Students bring vegetables and/or fruit to school each day in a separate container for the Crunch and Sip break. (this is separate to their morning recess) Giving students the chance to re-fuel with fruit or vegetables helps to improve physical and mental performance and concentration in the classroom, as well as promoting long term health. Examples of permitted food during Crunch and Sip time include:

### Vegetables

- All fresh vegetables are permitted (e.g. celery, carrot sticks, broccoli bits)

### Fruit

- All fresh fruit (e.g. whole fruits, chopped melon)
- Fruit canned in water, juice or with no added sugar (e.g. peach slices). Don't forget a spoon!
- Dried fruit like sultanas or apricots are allowed for Crunch and Sip but should be limited. This is because dried fruit tends to cling to teeth and is a concentrated source of sugar, increasing the risk of tooth decay.



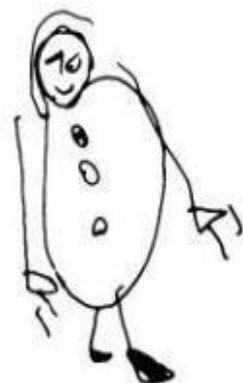
## **PARENT INVOLVEMENT**

Parents are encouraged to join the roster to assist in the classroom.

Your participation in your child's Pre Primary days is very important both for your understanding of the purpose of Pre Primary education and for your child's self-esteem.

## **CONFIDENTIALITY**

Parental assistance in classrooms is something for which the teachers at St Lawrence Primary School are very appreciative. It must be stressed that classroom volunteers should be very careful not to discuss with others the behaviour or academic performance of students.



## **ARRIVAL & DEPARTURE**

Children in Pre Primary must be escorted to the classroom by their parents or guardian. Children are not to walk through the carpark unsupervised.

Parents or guardians may park and collect their child from the classroom at 2.50pm. Should you wish to use the drive-through facility, you will need to advise the teacher. These children will be escorted and supervised from 3pm to 3.15pm by the Education Assistant on the lawn outside the front office area.

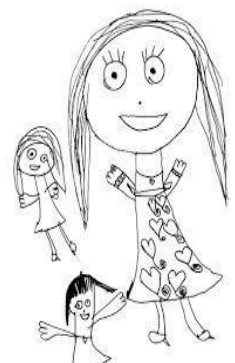
Once the parent or guardian arrives at the drive through then the Education Assistant will release the Pre Primary child. After 3.15pm any remaining Pre Primary children will be brought into the office and may be collected by older siblings, upon the parent or guardian's arrival. Please be punctual. When you drop your child off in the morning keep your goodbyes short as prolonged goodbyes very often cause stress to the child resulting in them getting upset.

Always endeavour to be punctual as it can be very distressing for the children when they are not picked up on time.

It is extremely important that you notify the Pre-Primary Teacher if your child is going to be collected by anyone other than yourself. A logbook will be placed within easy access so that parents can enter in changes. e.g. if someone else will be picking up your child or if your child will be leaving early for any reason.

If you need to collect your child early for any reason during the day, please visit the office first to "sign out" your child, collect a token and then collect your child from the classroom. This procedure is set in place as part of St. Lawrence duty of care.

Any parent entering the school grounds for purposes other than dropping off or picking up their child, must go to the office to 'sign in' using the iPad on the front desk and collect a visitors' sticker. When leaving the school parents need to 'sign off' on the same iPad system. This practice includes parents who may be on roster.



# A CLUB FOR **Kids**

Before, After school and Vacation Care

Before school care-\$18

After school care -\$26

Vacation care-\$80

Fully government rebate supported

Contact **Courtney Leigh** for more details

**0401 739 629**

**or email**

**[aclubforkids1@gmail.com](mailto:aclubforkids1@gmail.com)**



ST LAWRENCE  
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## **St Lawrence School Balcatta Vision Statement**

*The vision of St Lawrence Catholic Primary  
School, Balcatta  
is to share the message of God's love and  
friendship in a community of learners,  
developing the full potential  
of each child.*