



Glenroy West Primary School  
York Street Glenroy West  
[www.glenroywestps.vic.edu.au](http://www.glenroywestps.vic.edu.au)  
Phone: 9306 8955

## Prep Intake 2018

### Dear Parents/carers,

Welcome to Glenroy West Primary School & York Street Kindergarten (Three & Four Year old groups)

### Tours for Parents

There will be two tours schedule for term 2, 2017 for Prep 2018 enrolment. **20<sup>th</sup> April and 25 May at 9:30am.** We will have these details confirmed in newsletter.

Bookings are essential and can be made by email: [glenroy.west.ps@edumail.vic.gov.au](mailto:glenroy.west.ps@edumail.vic.gov.au) or phone the school office on 9306-8955. Additional tours can be organised upon your request.

## Curriculum Overview for Foundation

### Reading

All children in Foundation Year are expected to read daily at home.

Take home reading books will be issued to all students early in the year along with the Oxford Words that will support their reading. Please make it a daily habit of listening to you child read.

The home reading program at GWPS is differentiated and based upon children having access to rich literature. Children will ne free to choose their own take home books from a wide selection which allows for individual needs, interest-based, favourite authors etc. It is important that the children choose the books they will take home for themselves. Of course some books will be selected by teachers to ensure they will read to build on and practice skills.

In term 1 the Foundation students have been working on various 'Concepts about Print' which enables them to learn the value of book's front cover, the pictures to support the story, 1:1 matching when reading and about the author. They will learn to recognise that texts are made up of words and groups of words that make meaning.

As children read they beginning to recognise upper- and lower-case letters and the most common sound that each letter represents. Teachers will read regularly to the children to enable them to develop and enjoy a passion for reading.

### Writing

In Writing, teachers will focus on language experience and children will illustrate and write about their experiences at school and at home. Teachers will take photos and capture their learning daily.

The children will learn that spoken sounds and words can be written and many children will make early attempts at writing their own sentences. Writing is done daily to build on these skills so that children will learn to write some high-frequency words. Many students will already come to school able to write familiar words including their name. Children will learn quickly to see themselves as writers.

## **Speaking & Listening**

Students will have many opportunities to share their knowledge and communicate who they are using an 'All About Me' bag. Students will be encouraged to work in small groups and be encouraged to demonstrate the Learner Profile attributes.

Very early in the first term, children will begin to understand that English is one of many languages spoken in Australia and that different languages may be spoken by family and classmates.

Teachers undertake activities so the children learn to identify rhyming words, syllables and some sounds in spoken words. They encourage children to express themselves at all times.

## **Numeracy**

In Numeracy, children will explore numbers, 1:1 matching, patterns and sorting objects. Students will use concrete materials to support their learning. In term 1, they will also learn about days of the week, seasons, shapes and location words.

The children will quickly establish an understanding of the language and processes of counting by naming numbers in sequences to 20 and beyond. They will undertake maths activities daily to build on number knowledge. Teachers design activities to build on children's current knowledge and extend them as they learn.

## **Inquiry**

The first term's Unit of Inquiry will be 'Who We Are'. They will inquire into 'everyday people can learn about who they are and what they can do.' Teachers will support children to explore family, friendships and relationships. In the 'All About Me' bag children will collect artefacts about their family and share them with their classmates – things like photos, family trinkets etc.

## **PREP 2018 ENROLMENTS**

Enrolments are not complete without proof of birth - birth certificate or passport - visa documents included if applicable, and a certificate of completed immunisation. These must be presented to the office.

2018 Prep children will visit the school as part of their transition to school:

**Term 3: 9:00- 11:00am – 17, 24 & 31 August and 7 September**

**Term 4: 9:00- 11:00am – 19 & 26 October and 2 & 9 November**

**PARENT INFORMATION NIGHT -Tuesday November 14th at 6:30pm**

## **IMPORTANT INFORMATION FOR 2018**

### **TERM DATES FOR 2018**

Term 1: 30 January to 29 March - Years Foundation to Year 6 start

Term 2: 16 April to 29 June

Term 3: 16 July to 21 September

Term 4: 8 October to 21 December

### **School Hours 8.50am-3.15pm**

\*Prep Students will not attend school on Wednesdays in February. Each student will be required to attend an individual student assessment appointment at school on one of these Wednesdays.

**Please note that school finishes at 2.30 on the last day of each term. School finishes at 1.30 on the last day of the school year.**

### **Start of the School Day**

All children will be expected to be at school when the school day begins at 8.50am. Children are encouraged to arrive at school between 8.45am and 8.50am each day. For safety reasons, students are not allowed inside the classroom unless the teacher is present.

Music is played for 3 minutes before the morning bell to indicate to parents and students that it's time to say goodbye to each other and for students to line up for class.

Parents are asked not to enter classrooms unless they are a Parent Helper for a specific program.

### **Yard Duty**

Teachers supervise the school crossings from 8.45am until 9.00am, during all recesses, and after school from 3.15pm until 3.30pm. Due to the large number of people in the school grounds at these times, only soft balls are permitted in the playgrounds before or after school. Students are not permitted to ride bikes and scooters at any time on the school grounds. Students are not permitted to play in the Rainbow Land playground before school. One teacher supervises the Rainbow Land playground during recess and lunchtime.

### **Late Arrival**

Late arrival is discouraged. We also aim for your child to build up social networks before school. Last, but not least, lateness disrupts the teaching and learning of the rest of the grade and the late child may also miss a vital part of their learning. Should a late arrival be unavoidable, a 'late slip' will need to be filled out and lodged with the classroom teacher. This is an official school record of time spent at school and is kept on file.

### **Late Pick-up**

Any students who have not been collected by 3.30pm are asked to come from the yard to the school office by the teacher on duty. A member of staff will then make every effort to telephone parents or emergency contacts in order to confirm pick-up arrangements. If contact cannot be made by 3.45pm they will attend the 'Before and After School Care' (BASC) program and will be invoiced accordingly.

### **Before and After School Care**

The 'Before and After School Care' program (BASC) is provided at Glenroy West is provided by the school. The Before School Program operates every school day from 7.00am until 8.50am, with breakfast served from 7.30am to 8.30am. After School Care is available from 3.15pm until 6.00pm daily. Bookings are essential.

The BASC coordinator is Nicole Jackson and contact number is 0423 308 293

### **Attendance**

If your child is absent, it is important to notify the school either via a phone call or written note. Phone messages and notes are kept as an official school record. Similarly, should it be necessary to collect your child before 3.15pm, you are required to fill out an 'early departure slip' which must be lodged either at the office or with the classroom teacher. Again, this is kept as an official record of time spent at school. Repeated lateness will be followed up via contact with the family.

## **Emergency Information**

It is vital that Student Information details are kept current. For your child's safety, please notify the school of any alteration to address, phone numbers, emergency contacts and medical conditions.

## **Medication**

Medication will be administered by the office staff, if it is necessary that your child take medicine at school. Label medication clearly with your child's name, the correct dose, the time the medication is to be given, and provide written permission, via the Medications Administration Request Form, for the medicine to be administered. Alternatively, parents are encouraged to attend school at the necessary time to administer personally.

## **School Medical Service**

The schools DET nurse attends during the year to test the hearing and vision of all prep students free of charge. Parents are notified prior to the arrival of this nurse and given opportunity to communicate with her either via phone, in writing or in person.

## **First Aid**

There is always staff scheduled for duty in our first aid room each break. If a child has had an incident during school hours, the office staff will attend to.

Be reassured that they will call you if your child sustains an injury they are concerned about so you can keep an eye on them once they come home. It will not always be necessary for a note to be sent home.

If your child is taking a course of antibiotics or other medication and you would like the school staff, please fill out a Medication Administration Request form, available from the office and leave with your child's medication.

Ambulance subscription is advisable for all families. Family cover is around \$80.00 per year and often covered by private health insurance. If you have a healthcare card it is free.

Throughout the year the nurse will conduct head lice checks in your child's classroom. A note will be sent home if head lice or eggs (nits) are found in your child's hair. If the infestation is severe you may be asked to collect your child early from school and treat them before returning to school.

## **Insurance**

If you do not have student accident insurance you are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs. Parents/guardians can purchase insurance policies from commercial insurers.

The Education Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property. Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property students, staff and parents should be discouraged from bringing any unnecessary or particularly valuable items to school.

## **Uniform**

The school uniform is compulsory at Glenroy West Primary School. The uniform shop operates at school each Monday from 9.00am – 10.00am and Wednesday from 9.00am – 11.00am.

## **Labels and Lost Property**

All school bags, uniforms and other items brought to school should be clearly labelled with your child's name. Our lost property bin fills quickly and items are easily returned to owners when they are labelled. The lost property bin is a red wire basket located in the back foyer. Please check this regularly.

## **Food and Drinks**

Students are requested to bring their lunch and drinks in labelled containers each day. Refillable pop-up water bottles are recommended as flasks are easily spilled and box drinks are difficult for young children to manage.

*Glenroy West*) supplies lunch orders to our school Wednesday to Friday. We encourage healthy eating and ask that lollies, chocolate bars and chips not be included in your child's lunch. Our Sustainability Committee encourages "Nude Food". This means lunch is brought to school in a washable container without wrappings.

## **Extreme Weather Days**

During recesses too wet or hot for play outdoors, teachers are rostered to supervise indoors. Should it start to rain while already at play, the school bell is sounded or an announcement is made to call students back indoors and appropriate activities are organised within classrooms.

## **Sun Exposure**

From September to April there is a “No hat – no play” policy within the school. It is necessary for your child to have a hat every day at school during the summer months. Clothing that protects the shoulders from the sun must be worn and appropriate footwear is essential. Teachers do not supply, nor apply, sunscreen to students. However, students who bring their own sunscreen are provided adequate time to apply it before moving outside.

It is recommended that faces, arms and hands (or equivalent area of skin) be exposed to the sun for two to three hours per week. Children and adults with naturally very dark skin may need three to six times this exposure amount.

## **Communication**

### **NEWSLETTERS**

This is the way we communicate upcoming school events and notifications. We strongly encourage all families to read the newsletter on our web page: [www.glenroywestps.vic.edu.au](http://www.glenroywestps.vic.edu.au)

### **SCHOOL WEBSITE**

The school website is an important source of information. You will be able to plan around the dates on the calendar, read policies and find out what your child will be involved in during the term. We are endeavouring to move away from paper to the electronic media.

The homepage has upcoming events and the calendar is full of details about curriculum, excursions and events for students and families. You are able to download permission forms and access the fortnightly newsletter in a click! Each term the student year levels and specialists pages are updated with information about what's ahead in the term, recommended educational websites and excursion and event calendars.

HINT: Add the website as your homepage when you open your internet browser!

### **EMAILS**

As we have many families at our school we ask that if you have a concern about your child that you contact the teacher via a note in the communication folder or ring to make an appointment. You can usually catch the teacher outside the classroom straight after school.

We ask that you ring the Principal, Pam Streete or Assistant Principal, Emma Fuller to discuss any issue which cannot be addressed by the classroom teacher. Please do not write lengthy emails. We would rather talk to you face to face or via the phone. Most issues can be addressed quickly.

### **SCHOOLINTERVIEWS BOOKING SYSTEM**

Bookings for Student-Led Conferences (Parent-teacher interviews).

You will receive the code and details close to when the bookings 'open'.

**Kind Regards**

**Anne Kyriacou**

**Curriculum Coach**