



Education  
Public Schools

# 2021

## Gravesend Public School Kindergarten Information Booklet



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Dear Parents,

Welcome to Gravesend Public School and thank you for your interest in enrolling your child.

Our primary school sees itself as working in partnership with you, helping your child to feel secure and accepted and experience a high degree of success.

Every child is unique, growing at his or her own rate, possessing special skills and interests and having a personal style of doing things.

We recognise that you have provided the foundations upon which we shall build and we encourage you to continue playing an important part in your child's education.

The P & C Association meet each term and by joining this association you can meet new people and become a vital partner in your child's education.

Teachers value the involvement of parents in classroom and school activities and we have a wonderful group of parents assisting in a variety of learning experiences.

We look forward to a rewarding relationship with you and your family during the next seven years.

Yours sincerely,

*J. Todd*

**Mrs Jacqueline Todd**  
**Gravesend Public School**  
**Principal**

# Gravesend Public School Parents & Citizens Association

On behalf of the members of the Parents & Citizens Association at Gravesend Public School, I welcome all parents and carers of our incoming students.

Gravesend Public School P&C is comprised of parents, carers and community members who are interested in assisting OUR school to maintain, improve and develop facilities that benefit, directly and indirectly, both the children, staff and wider community.

Involvement with the P&C is a great way to meet other parents and be a part of the school's operation. Our meetings involve reports from the Principal, member elected executive and various committee leaders. Currently, we have committees dealing with fundraising.

I cordially invite you to come and join the happy group of parents who meet on the 3rd Monday of each term (during school terms). Our meetings are held in the Primary classroom from 6.30 pm.

The P&C provides an active and direct input in allocating resources for the benefit of your child. I trust that you can appreciate the importance of the P&C being as widely representative as possible and hope to see you at our P&C meetings.

Kind Regards,

Loretta Brown  
President P&C Association

## Kindergarten Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years by the 31st July that year. Proof of your child's age (birth certificate/passport) must be shown to enrol. Immunisation certificates must be completed by a doctor before your enrolment can be finalised.

Each year an orientation and transition program is arranged for children who will be commencing primary schooling at the beginning of the next year. This is usually held early Term 4. The program includes activities such as music, art and craft, literacy and numeracy activities, a library visit and exploration with construction materials.

## School Overview

### Vision Statement

Gravesend Public School has a culture of high expectations where we equip students with the tools to be successful, confident and creative individuals. Our staff is innovative, dynamic and committed to quality teaching and learning. We work together as a whole school community to prepare and inspire our students to be their best in an evolving global society.

### School Creed

This is our school.  
Let us be proud of it.  
Let us respect and support each other,  
And always act with kindness and honesty, when at work or at play.  
ALWAYS OUR BEST.

### School Aim

To provide experiences so that each child can:

- Develop a joy of learning
- Develop a positive self-esteem
- Master foundational skills
- Develop his or her unique strengths and talents.

### School Hours

*Monday to Friday*  
9.00am - 3.00pm.

School Supervision is provided half an hour before and half an hour after school hours.

# General School Practices and Routines

## **Absence Notes**

When your child is absent from school for any reason, a written note, SMS or email is required for legal records. Notes explaining absence should be addressed to the classroom teacher, dated and signed. The note is required immediately upon return to school. If your child will be away for more than 3 days please inform the school office or class teacher. If your child is going to be out of school and you know in advance please write a note to the office or teacher. For long absences eg overseas holiday there is a form that must be filled out before leaving.

### **LATE ARRIVALS:**

- Please take your child to the office if they arrive at school late.
- Parent / Caregiver must sign student in

### **EARLY DEPARTURE:**

- Parent / Caregiver must sign student out and collect child from the classroom.

## **Assemblies:**

A morning assembly is held each day commencing at 9.00 am. Brief information may be given or sought at this time. Formal assemblies are held each Friday, commencing at 9.00am in the undercover area. Student leaders lead these assemblies. Positive awards and any special achievements are presented and announcements made.

In addition, special assemblies are conducted during the year. Information will be provided about these through the newsletter and parents, carers and the wider school community are encouraged to attend.

## **Banking**

The Commonwealth Bank provides a banking service for all children. A special passbook is issued and handed into the Admin office every Thursday morning. The banking transactions are made using the school's computer system.

## **Bicycles**

Children in years 3 - 6 only may ride bicycles to school without supervision. Be sure that these children are aware of the safety rules. Helmets must be worn and bikes need to be put in the bike rack area.

## **Book Club**

The school participates in the Scholastic Book Club Scheme twice a term. Children are able to purchase reasonably priced books at levels appropriate to their reading ability.

## **Canteen**

The Parent & Citizens Association (P&C) has organised Gravesend General Store to supply students with their lunches one day a week. Lunch orders are to be put in Tuesday morning for lunch delivery on Thursday. A Menu can be obtained from the school.

## **Child Access and Court Orders**

It would assist the school if the Principal was informed of the conditions of access to students where parents are separated. The Principal must sight any court orders to act on them. In all cases it will be assumed that both parents have equal access unless there is documentation to the contrary.

## **Computer Education**

Each child has a laptop, there is one Connected Classroom (video conferencing facilities) as well as an interactive whiteboard in every classroom. We are continually building our network and students have numerous opportunities to use technology as an integral part of their classroom learning.

At times throughout their schooling at Gravesend Public School, students may be given opportunities to use 3D Printers and 3D design software, iPads, video editing programs, Google documents, digital journals, presentations and web page design. The school is continually upgrading both hardware and software to meet the needs of our students.

### **Emergency Information**

A file of emergency information is kept at the school office. When enrolling your child, you will be requested to complete emergency information on the enrolment form.

Parents are asked to give the school the name of a local friend or relative whom the school can contact if the parent is unavailable. Please inform the school immediately if there is a change of address or work or home phone number.

The school office staff will deal with injuries and illnesses of a minor nature, though our facilities for sick children are minimal. An ambulance will be called in an emergency and parents will be contacted immediately. If your child suffers any particular physical problems the school must be informed.

### **Excursions and Performances**

Notes are sent home prior to these functions to seek permission from parents. Children are not permitted to attend excursions without written permission from a parent or guardian. Children should return the permission notes and the cost of the excursion to the money slot in the Administration office before school and at least five days prior to the excursion.

Excursions, cultural performances and special activities are part of the enrichment program of this school and children are expected to attend such activities arranged by the class teacher. Children who miss these activities may find it difficult to keep up with regular classroom work.

These events help in the following ways:

- increase the child's vocabulary and language development
- lead to better understandings in Human Society and its Environment and Science and Technology
- provide the experiences from which teachers can develop writing lessons
- provide for social development through group interactions
- develop better understanding of the physical environment.

In cases where these excursions may cause financial hardship to parents, we request that you contact the principal. All communication in this regard is strictly confidential.

Educational excursions are an important part of the curriculum at our school. Teachers try to keep costs for excursions to a minimum so that as many children as possible are able to participate.

### **Health and Absences**

Please keep children at home when they are sick. A child who isn't healthy cannot concentrate on schoolwork and they also spread germs to other children and teachers. Some common childhood diseases will keep your child at home.

*Chicken Pox* Until fully recovered – at least 7 days after spots appear.

*Measles* For 5 days after the rash appears.

*German Measles* Until fully recovered or at least 5 days (minimum exclusion)

*Impetigo* Depends on severity and location - Infection must be covered.

*Conjunctivitis* Until treatment has been effective.

*Mumps* Until fully recovered – at least 10 days after swelling occurs.

Check regularly for head lice and nits. Don't be surprised or upset if your child gets them. Many children do. Head lice and nits don't do any harm, but they do make the head feel itchy. Most chemists can recommend a suitable treatment. Children must be treated with repeat treatments until all eggs and live nits are removed.

It's recommended that children be immunised against diphtheria, whooping cough, measles, mumps, poliomyelitis and tetanus before they start school. Children who are not immunised will be required to stay at home for the duration of an outbreak of vaccine-preventable diseases.

### **Home Reading**

To promote the enjoyment of reading, all students participate in a Home Reading program. Students are encouraged to read to a parent, caregiver or older sibling for 10 minutes each night.

#### *Kindergarten to Year 2*

Students are matched to an instructional level of difficulty and take books at that level from the classroom. Books are taken home in a Homework/Library folder and must be returned every day (as finished in Primary class). Each 10 minutes of reading is recorded on a reading card.

### **Jewellery**

To avoid accidents ONLY STUD EARRINGS are to be worn at school. NO other jewellery should be worn to school.

### **Library**

Students are able to borrow books from the school library for home and classroom reading.

### **Lost Property**

It is important that all items brought to school should be clearly marked for easy identification. This includes uniforms, jumpers, raincoats, painting shirts, hats, school and library bags, lunch boxes, drink bottles, pencil cases etc. It is much easier to return lost items to their owners if they are labelled. Lost property is located in the Administration block but always check outside your child's classroom.

### **Medication**

Students are not to bring medication to school unless it is on doctor's advice. If students need to take medication at lunchtime, the medication is to be kept secure in the office and only administered under supervision. A parent MUST take the medication to the office in the original packaging stating the dosage and administration procedures and fill in a form. Administration procedures will then be recorded in the medication book. Please note that over-the-counter medication CANNOT be given.

### **Paint**



Children are encouraged to wear paint shirts or aprons for most art sessions. However, if paint gets onto your child's uniform follow these instructions. Wet paint can be washed out immediately in cold water. If paint has dried, soak the garment overnight in cold, soapy water, then wash in lukewarm water using ordinary soap. Do not use hot water, laundry detergents or spray on stain removers as they 'set' the colour. Do not machine wash.

### **Parking**

Unfortunately, there are no clear facilities for parent parking on our school grounds. Please take great care when parking near our school as stopping in the "Bus" zones hinders driver vision and makes crossing more dangerous. Please park on the opposite side of the road to the school, in the parking bay area, and walk across the road to collect your child, this will allow for clear passage of the school bus. Alternatively, parents can park along the school fence where the poles are painted blue. The poles are spaced out to allow for car lengths and for students to be sent out the top gate to reduce the traffic at the school gate. This process was established during COVID-19. Please use extreme care when driving near our school. When you enter the school on foot it is important for student safety that the car gates are not used by students or their parents, please use the pedestrian gate.

### **Parent / Teacher Meetings**

"Meet the Teacher" nights are held in Term 2 and Term 4. This is an important opportunity to find out about new classroom routines, policies and practices. Parent / Teacher / Student Interviews are each Semester. Interviews and appointments with classroom teachers can be arranged at other times. Do not hesitate to contact your child's class teacher if you feel a need to do so.

### **Performing Arts**

Students are encouraged to participate choirs, dance performances, drama groups, music festivals, school performance or cultural visits.

### **Reports**

Student progress is assessed continuously throughout the year and such things as; observations, work samples, class tests, project work and daily classroom performance are considered when reports are compiled. Students have a number of assessments during their primary school years. These assessments are designed to report on the progress of students in terms of the skills they've attained and the subject learning areas. The outcome-based approach clearly defines what a student is expected to learn, and puts greater emphasis on the quality of the curriculum. Strong assessment and reporting practices are a key element of an outcomes-approach. Parents are made aware of their child's progress by parent / teacher interviews and / or written reports sent to parents. Parents wishing to discuss student progress should first telephone the school to make an appointment. We ask that parents do not go directly to a teacher during lesson times as it disturbs the class and interrupts the lesson. Arrangements can be made for parent teacher discussions at a suitable time.

### **School Counsellor**

The role of the school counsellor is to provide a service to students, parents and teachers in respect of children's learning and behaviour.

Teachers refer children, who are experiencing learning and / or behavioural difficulties to the counsellor for advice and assistance. To fully assess the problem, the counsellor sometimes finds it necessary to administer diagnostic tests as well as hold one-to-one discussions with the child. Parents are informed and permission is sought for counsellor involvement.

### **Scripture**

SRE is conducted in both classrooms on a Thursday. Students not participating will be given class work to complete.

### **Sport and Physical Education**

A whole school Fitness/Skills Program operates each week. The students participate in rotating groups and activities involved include fun or distance run, circuit, aerobics, motor skills, dance, games and relay. During Term 4, students are organised to attend the two week Swim safe program. Activities involved include a fun or distance run, circuit, skipping games and relays. If for some reason your child is unable to participate on a particular day please send a note advising class teacher.

### **Sporting Carnivals**

- ... Swimming - Years K-6 at Warialda Memorial Swimming Pool
- ... Cross Country - Years K-6 at Gravesend Public
- ... Athletics - Years K-6 at Gravesend Public School

Successful students at carnivals, (Yrs 3-6), represent the school in Moree District Carnivals. Students 3-6 are able to join Public Schools Sports Association (PSSA) sporting teams to compete against other schools. Team selection takes place before the commencement of either summer or winter sport. Teams include Cricket, Softball, Soccer, Touch Football, Netball, AFL, Rugby League and Rugby Union.

### **Support Programs**

The school implements a variety of programs to support students and to assist those experiencing difficulties in a particular area of learning.

During each week your child;

- Will have a library lesson.
- Will spend a total of two hours with the release teacher where he/she will be involved in a range of curriculum activities. This is the class teacher's preparation time.
- May be given assistance by a Parent Tutor through a program organised by the Learning and Support teacher if he/she requires additional support in Literacy and Numeracy development.

### **Sun Sense Policy**

Gravesend Public School follows the Department of Education Sun Safe Policy this is active throughout the year. In the interest of skin care all children must wear a hat/cap when in the playground.

Children who do not have a hat are not permitted to play in the sun...No hat..... No play.

### **Uniform**

All children are expected and encouraged to wear the school uniform. The School organises the selling of new and second-hand uniforms.

Uniforms will also be on sale at the Kindergarten Transition Day. Please ensure that all items are clearly labelled.

### **Voluntary Contributions**

As a public school there are no compulsory fees. However, funds available to our school from government sources are limited, so the School requests contributions from each family, to help provide a range of equipment and materials needed. The fee is \$45 per student

# Preparing your Child for School

Starting school can be an anxious time for both parent and child. Here are a few ideas to help ease the way.

## Preparing for school

- Talk about school in a positive way. This is an adventure, not a fearful experience, so stress the exciting things they will be doing.
- Playing school or reading about school can be helpful eg, "Starting School" by Janet Ahlberg.
- Make sure your child has had all the necessary immunisation before beginning school and a completed immunisation certificate.

## The First Days

- A whole day at school can be exhausting, look for signs of tiredness, which may include a bad temper or 'wild' behaviour.
- Earlier bed times may be useful for a while
- Have quiet activities after school
- Children will be able to concentrate better at school if they are eating healthy food.
- Make sure school days start with a healthy breakfast.
- School lunches should be simple eg, sandwich, a small piece of fruit and crackers and cheese. Avoid sweet sandwich fillings such as honey or jam and snack foods like chips, biscuits and cakes. There is a fridge and microwave at school for students use.
- A healthy snack after school helps children to recover after an exhausting day. A sandwich or fruit and a glass of milk are great.

## Physical and Emotional Needs

Difficulties and changes at home can affect a child's behaviour and ability to concentrate. Changes in the family such as moving house, a new baby, illness, death, separation and divorce affect everyone. Let your child's teacher know if this is the case. Such information will, of course, be treated as confidential.

Parents/caregivers can do a lot to help prepare their child for Kindergarten before the big 'first day'. Below is a list of skills that will be useful for children starting Kindergarten. We recognise that not all children will have these skills as everyone develops at a different pace, so this is intended only as a guide so that starting school may be just a little easier.

Encourage your child to attempt the things mentioned below, but don't worry if your child can't do all of them. Talk to the Kindergarten teacher, and together you can support and assist your child's learning.

## Personal/Social Skills

- uses the toilet independently
- can say own name and address
- adapts to unfamiliar settings and new experiences
- can finish a task, and tidies up afterwards
- plays cooperatively with other children - shares and takes turns
- can sit still to listen to a story for a few minutes
- is curious about the world
- can share an adult's attention with several other children
- participates in imaginative play

## Language

- talks to other people about familiar objects and events
- answers and asks simple questions
- makes needs known
- follows simple instructions
- uses books for enjoyment or for looking at pictures
- identifies pictures in books, magazines, on television or video
- uses a variety of things (pens, pencils, textas, paintbrushes, sticks in the dirt) to draw, to scribble or to write
- joins in singing familiar songs

## Mathematics

- recognises that numbers can be used to count
- uses words such as many, a lot, more, less
- identifies things in a group that are different
- sees differences in shapes
- differentiates between opposites - up and down, under and over, in front and behind, day and night

## Physical Skills

- uses scissors to cut along a straight line
- enjoys a variety of indoor and outdoor play
- can put on and take off jumpers, shoes, socks independently
- can tie shoelaces
- uses a tissue or handkerchief
- makes and designs things using a variety of materials

# The First Day at Gravesend Public School

It is important that the first day is positive and encouraging for students. Some students will need to be assured that you will be waiting at the end of the day.

## On arrival

Bring your child to the School on **time**. You will be able to accompany your child to the Kindergarten classroom. Enrolment forms should be completed in the days before starting.

Our advice is that you try to leave quickly after meeting the teacher and briefly leading your child into the room. Some children get upset despite best preparation. If your child cries or clings to you, leave as quickly as possible. Most children settle when the routines begin. If your child continues to be distressed we will contact you.

## Home-time

The children will be dismissed at 3:00 pm. Parents / caregivers are asked to wait for students outside in the playground and not to come into the building to avoid congestion and to assist with home-time organisation. The teacher will bring the children outside to the covered area and wait until they are collected.

## Things Your Child Will Need For School

**A School Bag** – Available from the uniform shop, donated for each new student by the P&C. It should be clearly labelled.

**Spare change of clothes and Raincoat** – A FULL set of spare clothes (including underwear) should be kept in your child's school bag in case of an accident, even if your child has not wet their pants for a long time they get busy in the playground and often it is too late. Please ensure these items are labelled. This is often only needed for the first term.

**Food** - Recess and lunch should be brought to school each day. The students often eat in the playground with the food in their laps. It is important that students know which food has been packed for their recess and their lunch. It should be clearly labelled as often children have the same lunchbox. Let your child practise opening, closing and packing it.

**School Hat** – The school donates these for Kindergarten students each year. A spare hat can be helpful also.

**Homework/ Library Bag** – Available from the School office.

**Stationery** – The classrooms provide the necessary equipment for each student, this is paid for by voluntary fees.

**Favourite Toys** - These are best left at home as they may get lost or damaged. The school takes no responsibility for home items brought to school. No toy weapons are to be brought to school.

## The Kindergarten Year

As a parent, it is vital that you provide your child with praise, encouragement and patience as the transition is made.

Each child comes to school at varying stage of readiness. At Gravesend Public, we take particular care to assess the child's entry point and adapt learning programs to individual needs.

In Kindergarten, there is a balance between formal learning and developmental play. During developmental play activities the children learn about educational concepts through play. Social and emotional development is an important part of learning in Kindergarten.

Your child will have many new experiences and learn many new skills.

**Socially**, our Kindergarten Program aims to develop and reinforce your child's ability to:

- play cooperatively with others
- respect ideas and the feelings of others
- work well in groups
- listen and communicate with others, and
- build confidence and independence.

## **Wellbeing**

Our school has implemented Positive Behaviour for Learning (PBL) which supports our whole school wellbeing processes. We have Anti-bullying and Social Skills programs that are taught each week. These are taken from the You Can Do It! Curriculum. Students receive awards based on the target skills of Confidence, Getting Along, Organisation, Persistence and Resilience. Students receive frequent rewards of play money that can be used to buy prizes from our school Prize Shop. This reward system allows students to learn to manage their money as well as have a tangible item to represent their hard work. We also hand out YCDI cards for students to take home to show their family what skill they have demonstrated. Our students work their way through 4 Positive Levels: Lamb, Sheep, Ram and Rambo.

The Kindergarten learning program is based on six Key Learning Areas (KLA's) of English, Mathematics, Science and Technology, History and Geography, Creative and Performing Arts, and Personal Development, Health and Physical Education.

## **English**

Your child will be encouraged to listen, talk, read and write.

Students will develop skills, strategies and understandings through shared reading and writing experiences, news telling, our Phonic and Sight Word Programs, handwriting and other fine motor activities such as play dough, cutting and tracing.

Every child will be assessed to determine their individual needs in reading. They will be placed on a reading level and will participate in activities at their level. Our Home Reading Program will commence in Term 1 and students will take home books at their level.

## **Mathematics**

A major component of the Kindergarten Mathematics Program involves language development. The majority of the concepts are taught through interactive, hands-on and explicit teaching experiences. We match students to a level in the Numeracy Progressions and provide them with activities to develop their individual knowledge and skills.

We use an investigative approach to teaching Measurement concepts. Students solve problems using materials and are encouraged to use mathematical language to explain results and strategies. Water and sand activities are often used to develop an understanding of volume and mass concepts.

## **Science and Technology**

Science and Technology is taught through Project-based units such as 'Living Things' and 'Oceans Alive'. Students learn to investigate, design and make, and use technology. They are involved in simple experiments, record and describe observations and make models.

## **History and Geography**

This area is also taught through Project-based units. Students are involved in learning about themselves, their families, their immediate environment, their school and different cultures. They are often encouraged to share their own experiences in relation to these areas.

## **Creative and Performing Arts**

Visual Arts, Dance, Drama and Music are essential features of the Kindergarten year. Making artwork, cooking, water and sand play, singing, acting, dancing and making music are part of the Kindergarten Program.

Drama skills develop confidence, speaking skills and an understanding of how other people feel. In Term 3, we focus on Public Speaking. This culminates in our annual K-6 Public Speaking Competition, "Have Your Say Day".

Dance develops whole body coordination. Music increases listening and singing skills.

## **Personal Development, Health and Physical Education**

Child Protection, Drug/Alcohol Education, Nutrition, Fire, Sun and Personal Safety programs are taught throughout the year. Students participate in our school fitness program. Classes participate in a variety of sporting activities involving movement and ball skills to promote high fitness levels.

### **How You Can Help at Home**

Your help at school and at home is very important.

Some of the ways you can help include:

- looking for notes in your child's school bag each day
- having a special place to display some of your child's work at home
- having a special place to keep your child's merit certificates safe
- becoming involved in the school's P&C, helping in the classroom (if possible)

### **Reading at Home**

Time spent reading in the home is invaluable in developing a love of literacy in children.

By sharing books regularly, children learn:

- to begin to read books at the front, not the back
- that words run from top to bottom and left to right
- that the words of a story say the same thing every time
- that pictures often relate to the words on the page

Take the time to talk about the pictures and the story, and relate parts of the story to the child's world. Occasionally, invite your child to predict what will happen next. In repetitive stories or favourite stories, children often like to predict the words. You may like to run your finger across the print as you read to highlight the relationship between print and reading.

There are many opportunities to value reading in the home. You may like to join the local library where children can be involved in selecting and borrowing books of interest. Children can become involved in recognising and reading simple labels, signs and family letters.

Overall, reading experiences should always be positive.

### **Writing at Home**

Writing, like reading, should be part of the home environment and shared as often as possible. It is important that children see you writing such things as shopping lists, cards, letters and messages. Children then see writing as useful and develop a desire to learn.

Children begin to write through 'scrawl'. They then begin to copy letters and words from their environment. Early attempts could be encouraged by providing your child with crayons, thick pencils and large paper. Enjoy their work by placing it in a special place such as on the fridge or home noticeboard. If you are encouraging your child to write his/her name please refer to the name card supplied in your Orientation Package. It is important that lower case letters are used.