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.

Goldfish and hamsters and white mice and even the little seed in the plastic cup - they all die. So do we.

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.

On the following pages I have published important information, which will help you to understand the operation of the Pre-Primary and so make the year a happy one for all concerned.

In the classroom with me will be Mrs Adelaida Baker who is the Pre-Primary Teacher Assistant. Adelaida’s role is to work in conjunction with me to provide the children with as many valuable experiences as possible.

Parents are a very important part of the school programme also and I encourage you to become involved as much as you can. If you have any queries, concerns or suggestions please do not hesitate to contact me.

Thanking you.

Email: keast.rachel@cathednet.wa.edu.au
Miss Rachel Keast
Pre-Primary Teacher
OPERATING TIMES

Term 1
The children will attend Pre Primary fulltime from the commencement of term 1.

Class doors open at 8.30am. Pre-Primary students need to be punctual as lessons begin at 8.40am when the bell rings. Pick up time from Pre-Primary is from 2.40pm. This enables you to collect your child from the classroom and avoid congestion in the carpark.

WHEN YOUR CHILD GOES TO PRE-PRIMARY

来了 Be positive and encouraging when work is brought home for you to see.

来了 Remember that children have to develop skills before they can produce an end product which is pleasing to an adult's eye. Don't expect artwork every day and when it is brought home avoid "fixing it up" or offering suggestions to improve it.

来了 Treat your child as a unique individual who is developing at his/her own rate. Do not compare your child to others.
DISCIPLINE
The Pre Primary discipline policy encourages 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 democratic setting where children have clearly defined limits. The children are involved in the setting of these limits that will be enforced consistently and fairly. 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 encouraging the children to make good choices, to trust that the children will make "good choices". Children are assisted and encouraged to problem solve minor issues.

General
Respect yourself
Respect others

Inside
Speak with an "inside" voice
Walk inside
When sitting on the mat raise hand to speak and only one person speaks at a time

Outside
Using play equipment appropriately
No Hat-No Play

Positive consequences
Special helpers
First out to play
Praise
Individual rewards chart
Consequences of undesirable behaviour
Verbal warnings
Offer child a choice
Time out to "Think" about the problem and how it might be "solved" private discussion with the teacher.
Contact parents for severe problems
Principal/parent/teacher interview

HANDWRITING
A sample of the printing style used in WA schools is enclosed. It is important that the children are aware that many printing styles exist, however you can help them by modelling Victorian Modern Cursive at home.

FOUNDATIONS
In Pre Primary we endeavour to provide a literacy and numeracy focused environment, by offering a diverse range of activities to promote the development of literacy and numeracy skills.
PORTFOLIOS
In Pre Primary your child will have an A3 portfolio. The portfolio will contain a variety of work samples and photographs of your child working towards various outcomes. At the end of the year the portfolio will go home with your child and remain at home as a record for you and your child of their growth and experiences in Pre Primary.

INTERVIEWS
Towards the end of Term 2, formal Parent /Teacher Interviews are held. This provides the opportunity for discussion on how your child is progressing. If you need to see me regarding matters in Term 1, please feel free to make an appointment.

SPECIALIST TEACHERS

Library
Borrowing of books is encouraged. So please remind/encourage your child to bring their book and Library bag on their library day.

Italian
The children have two lessons of Italian per week.
Music
The children have one music lesson per week.

Physical Education
The children will have two lessons per week. It is important that children wear appropriate clothing and sport shoes on these days.

PRE-PRIMARY SUPPORT PEOPLE
Other people who are involved in the daily operation of the Pre-Primary include:

SCHOOL NURSE
The nurse visits the Pre-Primary to check the children and is also available to parents upon request.
**DENTAL CLINIC**

The Pre-Primary is serviced by Westminster Dental Therapy Centre. Parents will be notified with an appointment card of when their child is to attend.

**PARALITURGIES**

Commencing term 2 we have a Paraliturgy (prayer service) once a term. Father and/or Sister Chitra leads the prayer service, which is usually held in the classroom. Parents and relatives are most welcome to join the Paraliturgy.

**NEWSLETTERS**

Newsletters are issued every week and these will be emailed every Wednesday. Newsletters are also available on the school website, www.stlawbal.wa.edu.au

**PARENTS AND FRIENDS ASSOCIATION**

The P & F is a fundraising and community building group within the school which enables us to obtain necessary resources and equipment we need. Parents are encouraged to attend the monthly meetings to offer help, support and ideas for activities.
EXCURSIONS/INCURSIONS
Throughout the year the children will participate in excursions/incursions. The nature of these is dependent on the education programme 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
The children do not wear a uniform in Pre Primary. As the children will be playing in sand and handling paints it is best to dress them in practical and easily washed clothes.

WHAT TO BRING ON THE FIRST DAY
Children should bring:

1 set of spare clothes, named and in a plastic bag
1 box of tissues
1 library bag

A 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 full 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.
Please ensure that your child's clothing is clearly labelled.

At the beginning of the year most of the stationary bought for Pre Primary will be shared and does not need labelling. However, these items below will need to be labelled:
  - Black A3 portfolio
  - scrap books
  - plastic note folder
  - art shirt

You should have already received a formal booklist with other requirements. Please ensure these are brought in on the first day and the items above are clearly labelled. Items such as pencils, glue, scissors etc. will be shared items and do not need to be labelled.

**FRUIT TIME**  TERM 1-4  Fruit or healthy snack

Children eat morning tea together as a class group but children will eat their own piece of fruit. We ask that you remember to pack a piece of fruit or a healthy snack e.g. cheese, dried fruit, muesli bar that your child enjoys eating. **Please do not pack chips or lollies for your child's morning tea.**
LUNCH TIME   Terms 1 – 4

DO NOT include sweets, crisps, chocolates or aerated drinks in lunch boxes. Muesli bars may be included along with orange juice, water or cordial. When children do not eat all of their lunch the remainder will be sent home. Lunch orders will be available for the Pre Primary children through the school canteen on Wednesday, Thursday and Friday Please place orders in the lunch order bag inside Pre Primary.

PARENT INVOLVEMENT

Parents are encouraged to join the roster to assist in the classroom. Please write your name on the roster provided in the Pre-Primary at the commencement of Term 1.

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. The other children also gain from having other adults interacting with them.

CONFIDENTIALITY

Parental assistance in classrooms is a very important part of modern education and something for which the teachers at St Lawrence Primary School are very appreciative. It must be stressed however, just as teachers are expected to maintain high standards of confidentiality, classroom volunteers should be very careful not to discuss with others the behaviour or academic performance of students. In this way we all safeguard the feelings of others and keep alive the St Lawrence Primary School spirit.
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 from 2.40pm onwards. Should you wish to use the drive-through facility, you will need to advise Miss Keast. These children will be escorted and supervised from 2.45pm to 3.10pm by the Teacher Assistant on the lawn outside the front office area. The children will be situated away from the Year 1 to 6 children so that supervision duties are clearly distinct.

Only older siblings who wish to sit with their Pre-Primary brother or sister under the supervision of the Teacher Assistant may do so. Once the parent or guardian arrives at the drive through then the Teacher Assistant will release the Pre-Primary child. After 3.10pm 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 as it can be very distressing for the children when they are not picked up on time.

When you drop your child off in the morning keep your goodbyes short as prolonged ones very often cause stress to the child resulting in them getting upset. Children settle down much quicker when the parent has gone. If your child begins to get upset we recommend that you leave them with us and walk away.

Always endeavour to be punctual as it can be very distressing for the children when they arrive late and need to catch up on the activity as they have missed the initial instructions.
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 in” your child in, collect a token, collect your child from the classroom, then return the token to the office. This procedure is set in place as part of St. Lawrence duty of care. Parents who are coming in on roster will need to go to the office and retrieve a visitors badge before coming into Pre Primary.

ABSENCE

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.

A telephone call to the school office each morning of their absence is appreciated. Please make sure you send a note or an email to the office or myself on their return explaining their absence.

Please keep sick children at home until they have fully recovered.

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)
MEDICATION

Student’s medication should be administered by the parent at home in times other than school hours. If medication must be administered during school time parents are asked to come into class for this purpose. If this is not possible please contact the class teacher as a medication form must be completed.

IMMUNISATION

Evidence of completion of measles immunisation or exemption should be produced along with other vaccination records prior to Pre-Primary entry.
When you thought I wasn’t looking, I saw you hang my first painting on the refrigerator, and I immediately wanted to paint another one.

When you thought I wasn’t looking I saw you feed a stray cat, And I learnt that it was good to be kind to animals.

When you thought I wasn’t looking, I saw you bake my favourite cake for me and I learnt that little things can be special things in life.

When you thought I wasn’t looking I saw you make a meal and take it to a friend who was sick, and I learnt that we all have to help take care of each other.

When you thought I wasn’t looking, I saw you give of your time and money to help people who had nothing and I learnt that those who have something should give to those who don’t.

When you thought I wasn’t looking, I felt you kiss me good night and I felt loved and safe.

When you thought I wasn’t looking, I saw you take care of our house and everything in it and I learnt we have to take care of what we are given.

When you thought I wasn’t looking, I saw how you handled responsibilities, even when you didn’t feel good and I learnt that I would have to be responsible when I grew up.

When you thought I wasn’t looking, I saw tears come from your eyes and I learnt that sometimes things hurt, but it’s all right to cry.

When you thought I wasn’t looking, I saw that you cared And I wanted to be everything that I could be.

When you thought I wasn’t looking, I learnt most of life’s lessons that I need to know to be a good and productive person when I grow up.

When you thought I wasn’t looking, I looked at you and wanted to say, “Thanks for all the things I saw when you thought I wasn’t looking”.

Each of us, carer, parent, grandparent, uncle, aunt or friend, Influence the life of a child
The vision of Saint 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.