



*St Lawrence School is founded on the Gospel message of love, truth and service.*

*The school endeavours to provide a family atmosphere of openness, truthfulness and acceptance of different backgrounds and needs.*

*This community promotes the dignity of each member by developing freedom, uniqueness, self-worth and respect for others.*

*It focuses on the total development of the individual child.*

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.*

*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.*

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

*In the classroom your child will be working with myself and Mrs Adelaida Baker who is the Pre-Primary Education Assistant. We 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. 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.*

*Thank you for your support  
Miss Emma Reid  
Pre-Primary Teacher*

**Email:** [reid.emma@cathednet.wa.edu.au](mailto:reid.emma@cathednet.wa.edu.au)



## **OPERATING TIMES**

### **Term 1**

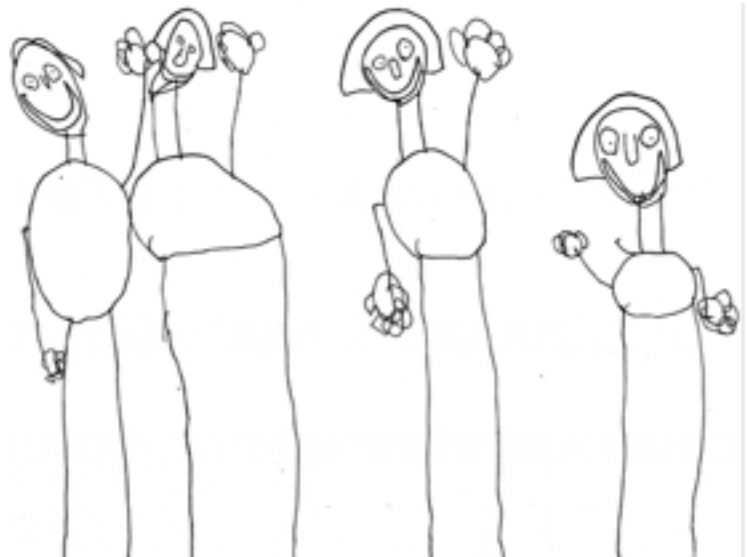
*The children will attend Pre Primary fulltime from the commencement of term 1.*

*Class doors open at 8.30am. Pre-Primary students need to be punctual as lessons begin at 8.40am.*

*Pick up time from Pre-Primary is from 2.45pm. 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.*



## **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. Children are assisted and encouraged to problem solve minor issues as they arise.*

### **General**

*Respect yourself*

*Respect others*



### **Inside**

*Quiet voices inside*

*We walk inside and we run outside*

*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 char*

## **Consequences of undesirable behaviour**

*Verbal warnings*

*Offer child a choice*

*Time out to "sit and think" about the problem and how it might be "solved", 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.*

## **RAISe**

*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 which are further enhanced by our RAISe program.*

## **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.*

## **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.*

### **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 sports shoes.*

## **PRE-PRIMARY SUPPORT PEOPLE**

*Other people who are involved in the daily operation of the Pre-Primary include:*

### **SCHOOL NURSE**

*The nurse visits Pre-Primary to check on the children and is also available to parents upon request.*

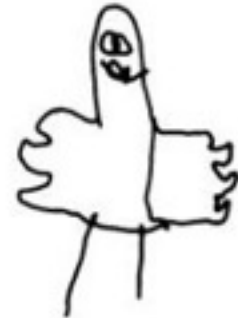


## **DENTAL CLINIC**

*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**

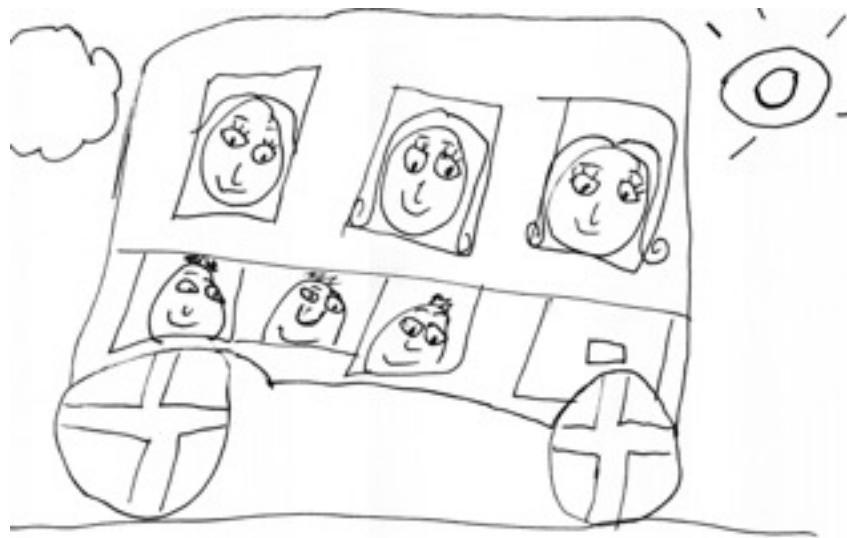
*Newsletters are issued every week and these will be emailed every Wednesday. Newsletters are also available on the school website, [www.stlawbal.wa.edu.au](http://www.stlawbal.wa.edu.au)*

## **PARENTS AND FRIENDS ASSOCIATION**

*The P & F is a fund raising 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 minimize 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 (to be kept in your child's 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* (with clear plastic sleeve on front cover – see booklist)
- *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.*

**MORNING TEA**      **Terms 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.*

**LUNCH TIME**      **Terms 1–4**

*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 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 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.*

## **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 that, 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 2.45pm onwards. Should you wish to use the drive-through facility, you will need to advise Miss Reid. These children will be escorted and supervised from 2.45pm to 3.10pm by the Education Assistant on the lawn outside the front office area. The children will be situated away from the Year 1 to 7 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 Education Assistant may do so. Once the parent or guardian arrives at*

*the drive through then the Education 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.*

*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. 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.*

*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 in" your child, 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 collect a visitors badge before coming into Pre-Primary.*

## **HEALTH**

*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.*



## **IMMUNISATION**

*Evidence of the completion of measles immunisation or exemption should be produced along with other vaccination records prior to Pre-Primary entry.*

## **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.*

## **ABSENCE**

*Please keep sick children at home until they have fully recovered. You are required to notify the school office by 8.30am if your child will not be attending school for the day and reason for absence. You may contact the office on 93444944.*

*For legal purposes and correct class roll record keeping, parents must send a 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)*

