

2024



Bletchley Park
P R I M A R Y

Kindergarten Parent Information

LOT 5003 Balfour Street, Southern River WA 6110
Phone 9234 6400 | www.bletchleyparkps.wa.edu.au
Email bletchleypark.ps@education.wa.edu.au

WELCOME



It is with great pleasure that I welcome you to the Bletchley Park Primary School community, where we are dedicated to ensuring every child achieves their social, emotional and academic potential. As an Independent Public School with a clear vision, we strive to create a culture in which every child from Kindergarten to Year Six feels a sense of belonging to the school and is valued as an individual. As highly professional, skilled and committed staff, we establish clear expectations for ourselves and create the conditions that enable students to model the communities' core belief of 'Be, Think and Grow'. Bletchley Park Primary School is supported by a very active and progressive School Board and a highly motivated and focussed Parents and Citizens Association that not only fund additional resources for the school but assist in creating a positive community culture. Together, we work to ensure that days spent at Bletchley Park PS are some of the best days of a student's life. We hope you enjoy the experience that Bletchley Park Primary School has to offer. I look forward to meeting you.

Wayne Walpole
Principal

STAFF

Principal

Deputy Principals

Manager Corporate Services

School Officers

Wayne Walpole

Kylie Salamon, Sue Bachman & Emma Steel

Keren Harding

Sandy Gard, Tracy Maclean, and Jodie Norwell

Early childhood trained teachers work in each Kindergarten class and are supported by an Educational Assistant, ensuring the 1:10 staff to student ratio is met.

SESSION TIMES

Each Kindergarten group will attend the equivalent of 5 full day sessions per fortnight. Classes will share a classroom with another Kindergarten group attending on alternative days. We will provide a calendar with each Group's attendance days clearly marked. In 2023 Friday will be the Kindergarten teachers' DOTT day and another ECE trained teacher will teach the Kindergarten class on that day.

Classroom doors open at 8.15am with formal instruction commencing at 8.30am. Parents are welcome to stay and complete a puzzle or read a book with your child until 8:30. School concludes at 2.30pm each day.

The Kindergarten days for 2024 will be:

A GROUP	B GROUP
Week 1 Monday, Tuesday and Wednesday	Week 1 Thursday and Friday
Week 2 Monday and Tuesday	Week 2 Wednesday Thursday and Friday

Arrangements for Week 1 of Term 1

Students will attend Kindergarten during week one from 8:30 to 11:30. The Kindergarten teachers will use the afternoons to hold parent meetings to get to know the students and their families. **Students will need picking up at 11:30** and do not need to attend the parent meetings. Information about when your parent meeting is scheduled will be sent to you the week before Kindergarten commences.

A typical day in the Kindergarten Classroom will include the following activities:

- Mat sessions with intentional teaching of Literacy, Numeracy and Health.
- Play-based provocations with a Literacy and Numeracy Focus.
- Small group activities to reinforce Literacy and Numeracy teaching.
- Fruit time prior to morning recess outdoor play.
- Outside child-directed play at recess and lunch time.
- Fundamental Movement Skills.
- Integrated teaching of Science and Art.

ATTENDANCE

It is expected that students attend Kindergarten regularly. Poor attendance means students miss out on important ideas, concepts, knowledge and skills which can be difficult to catch up. Good attendance provides the best possible basis for your child's readiness for future schooling. Going to school every day helps the students to build a routine and learn important life skills of 'showing up' at school, at work, to sport and other commitments.

THE KINDERGARTEN LEARNING PROGRAM

The main aim of our Kindergarten programme is to make your child's first contact with school a happy and satisfying experience, which will help to establish positive attitudes to learning. Together we will encourage the development of your child's confidence, concentration, social skills, oral language skills, foster their imagination, creativity and help build their self-esteem. By providing a rich variety of experiences, we feel the Kindergarten year will help to form a strong foundation on which to build your child's learning.

Purposeful play is a powerful medium for learning. Children need opportunities to choose from a wide variety of activities, materials and equipment that will stimulate, challenge and involve them in interesting tasks. Experiences that we plan for the children are often open ended so that they can explore, create, change, build, construct, deconstruct, discover and investigate for themselves.

The Kindergarten classrooms have a variety of learning centres which allow children to make their own choices about where and how they will engage in their learning. This enables educators to meet the needs of all the children and support individual learning styles and interests as children go about their play-structured day. Within the programme, structured activities occur that increase participation and reinforce learning.

Not only are these aims and objectives part of our philosophy of teaching, they are renowned as world's best practice and are embedded in the Curriculum, the Early Years Learning Framework and the Western Australian Kindergarten Curriculum Guidelines. These documents outline what children should know, understand, value and aim to do at their own level of development.

SCHOOL TERM DATES FOR 2024

Term 1	Wednesday 31st January – Thursday 28th March
Term 2	Monday 15th April – Friday 28th June
Term 3	Monday 15th July – Friday 20th September
Term 4	Monday 7th October – Thursday 12th December



SCHOOL DEVELOPMENT DAYS

These dates are listed below and can be located on our term planner. Students will not attend school on School Development Days as the teachers will be attending Professional Learning.

School Development Days for 2024

Term 1	Monday 29th January and Tuesday 30th January
Term 2	Friday 31st May
Term 3	Monday 2nd September
Term 4	Friday 8th November Friday 13th December



The school's newsletter is produced fortnightly. In addition, a newsletter is also produced on the last Thursday of each term. Our newsletter is an important method of communicating with parents and can be found on our school website www.bletchleyparkps.wa.edu.au. An email with a link to the website will be sent to the parent/guardian whenever a newsletter is produced, please ensure the administration staff have your current email address. Parents are requested to read the newsletter carefully.

Another way we will share information with you is through the official Bletchley Park Primary School Facebook Page. Upcoming events and urgent information will be forwarded to you. There is an option to comment and we would love to engage in community discussions. Please remember this is not the place to air grievances. If you have a concern, please firstly contact the teacher or admin and we will address your concerns.



Everything you need to know about BPPS can be found on the school website. At the top of the page you can click on **Select Language** and choose from over 100 different languages to make viewing easier if English is not your preferred language.



SEESAW

Seesaw is an app used to connect with our parent community by sharing what your child is learning in class. Seesaw is very easy to use and is an excellent way for you to connect with your child's classroom teacher. We ask that you do not share any posts on social media. If you need any support, please ask your classroom teacher.



PERSONAL STATIONARY ITEMS, SCHOOL VOLUNTARY CONTRIBUTIONS AND CHARGES

Parents have been notified of the contributions and charges for Kindergarten 2024. If you require another copy, please contact the School Office. A Personal Stationery Items list has been posted to you. **The only item that needs to be named is the A3 folder** as stationery is shared amongst all children in the class in Kindy.

There are many options available for you to pay Voluntary Contributions. Payments can be made by installing and paying by QKR by MasterCard, (simply download the app from the App store on your mobile phone and follow the prompts to set up your account) or at the school office by cash in an envelope clearly labelled with your child's name. We also accept EFTPOS or payments by direct deposit into our Commonwealth Bank account: **Bletchley Park Primary School, BSB: 066040 A/C 19901121**. Please ensure you enter your child's name and details of the payment in the reference line and drop a copy of the receipt to the office. If you choose to pay through the Personal Stationery Items list, Campions will collect the voluntary and P&C contributions and transfer it to the school on your behalf.

The school voluntary contribution is set at \$60 per child. Money collected will be used to supplement school expenditure in the curriculum learning areas. While the contributions are voluntary, the quality of our teaching and learning program will be maximized when each family makes its contribution.



PARENT INVOLVEMENT

Parent/Carer involvement provides continuity for the child between home and Kindergarten; therefore, parents and carers are encouraged to participate and assist in the Kindergarten in whatever capacity they are able. A voluntary roster for Parent Help during Kindergarten sessions will begin in Term 2. Grandparents are also welcome to come on roster.

We would prefer that younger siblings do not attend the parent roster session if possible, so that you can enjoy the time with your child. If you are unable to find alternative care, please be mindful that the younger child is the sole responsibility of the parent/carers.

If you have a special skill or talent that you would like to share with the children, for example, carpentry, story-telling, playing a musical instrument or speaking another language, let us know and we can arrange a suitable time and date for you to come to the Kindergarten.

SCHOOL BOARD

The School Board comprising representatives from the school staff, parents and the community will guide and monitor the school's objectives, priorities and general policy directions. Vacancies for the School Board are advertised in the school newsletter.

PARENTS AND CITIZENS ASSOCIATION (P&C)

P&C meets once a term in the school staffroom at 7pm, new members are welcome. Please refer to our term planner for meeting dates. The P&C voluntary approved request is a fundraising contribution of \$20 per family. This contribution will go towards providing much needed equipment for our children.

DELIVERING AND COLLECTING CHILDREN

Students should be accompanied to class by a parent and handed over to the care of a staff member. Under no circumstances should Kindergarten children be left to enter the classroom alone. Parents/carers are encouraged to spend some time settling their child into the classroom setting each day. Children will not be released at pick up time until an authorised adult comes to the classroom door. If parents arrive late to pick up students, they may be taken to the school office so teachers can attend after school meetings.

Please notify us in writing (please see the collection book at the classroom entry) if someone other than yourself is to pick up your child. If the other adult is unknown to staff we may ask for identification, e.g. driver's licence.

Please note: Older siblings attending BPPS are not permitted to collect children from Kindergarten under any circumstances.

If you are unavoidably detained, please telephone the school on 9234 6400 so that we can reassure your child.

Unless there is a **Restraining Order** or a **Sole Custody Order from the Family Court** or **other legal requirements**, we are unable to refuse the legal parent or guardian the right to access the child. The school must be shown the **original** document so a copy can be made.

Day Care carers are expected to adhere to the drop off and pick up procedures in your absence. Please remind them of their duty of care obligations and your expectations. **Day Care carers are not to drop children off at the ECE gate.**



Helping Hands Before and After School Care

Helping Hands has a before and after school and vacation care program onsite which caters for students from Kindergarten to Year 6. Activities for the children include craft, games, and play. An afternoon tea which includes fruit is also given to children straight after school. For more information, phone: 0488 040 839.

WHAT TO BRING TO KINDERGARTEN

- 🕒 A backpack (large size) containing a change of clothes, in case of accidents. The bag needs to be easily managed by the child and large enough to hold the 'treasures' that will come home, plus jumpers, lunch box and a water bottle. Please ensure all bags are **CLEARLY NAMED**.
- 🕒 A school hat clearly named that will **remain at school**. (Hats are available from the school uniform shop.) School policy is "NO hat - NO play" therefore students without hats will not be permitted to play in the sunshine. If you want your child to use sunscreen, please apply it before they come to each session.
- 🕒 One piece of cut up or prepared fruit in a small container. Fruit is eaten prior to recess outdoor play.
- 🕒 A 'super snack' – something that is easy for your child to eat independently packed in a small container. Super snacks are eaten when students get hungry during the morning.
- 🕒 A packed lunch (for example a sandwich, drink and one piece of fruit) that can be managed individually by your child. Please remember that we are an **Allergy Aware School** at Bletchley Park Primary School and as such request that parents do not send their children to school with products containing nuts. (this includes Nutella, Peanut Butter etc).
- 🕒 Lunches can also be ordered from the school canteen via downloading the Spriggy Schools app.
- 🕒 Students are expected to wear school uniform. All individual items of clothing should be clearly named.
- 🕒 Sneakers or sandals. No slip-ons please.
- 🕒 A clear water bottle (squirt top), as per our Crunch and Sip policy. This needs to be clearly named and brought to school each day. Please Note: only water is allowed at school -no cordial or juice to be brought.
- 🕒 Something to consider when purchasing lunch boxes and water bottles are how heavy it will be when filled. Metal containers can be very heavy in a school bag on a young child's back and hurt a lot when dropped fully loaded on toes! Metal bottles also dent out of shape when dropped and do not stand upright.



PAINT ON CLOTHING



Many of our activities are messy and the children often get their clothes dirty despite the use of painting aprons. Most of the paint we use comes out in COLD water.

DO NOT USE STAIN REMOVING SPRAYS OR HOT WATER AS THEY CAN SET THE PAINT.

CHILDREN'S POSSESSIONS

The Kindergarten has a variety of equipment, toys and games for the students to use each day. Students should not bring any toys or personal items to school unless requested for a particular reason. Parents please check with the teacher if you are unsure. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned. For this reason, we have **no toys from home** as a school rule.

Please ensure that students do not wear valuable items of jewellery to school as such items can easily be damaged or lost, causing distress to all concerned.

ILLNESS AND ACCIDENTS

Students who are ill **should not attend** Kindergarten. A child who is not well can become very distressed when in a group situation. It will also help curb the spread of infection to other children and staff. Please keep your child at home if he/she is suffering any of the following:

- | | |
|----------------------------------|--|
| Live head lice | Nose/ear/eye discharge |
| Weeping sores | Diarrhoea |
| Fever | Vomiting or has vomited within the last twelve (12) hours. |
| Any signs of infectious diseases | |



If a child becomes ill during a session, the parent/guardian will be telephoned to collect the child.

If an accident occurs it will be recorded in an accident book. Parents/Carers will be notified when picking up their child of how the accident occurred and what treatment was given. If it is serious, the Parent/Guardian will be contacted immediately therefore it is **essential** that **home phone** and **emergency contact numbers are up to date**.

If the staff seeks medical/ambulance assistance the school accepts no responsibility for the cost incurred.

ILLNESS AND ACCIDENTS

If your child has a medical condition (allergies, asthma, etc.) please notify the school immediately if you have not already done so. Where necessary an Action Plan will be formulated in consultation with you and the Deputy Principal, so that if an emergency arises directions can be easily followed. This will be updated each year or more frequently if the need arises.

Please note that Bletchley Park Primary School is an Allergy Aware school.

NO NUT PRODUCTS SHOULD BE BROUGHT TO SCHOOL



SPECIAL OCCASIONS



We love to celebrate birthdays, name days or other special occasions at the Kindergarten. Children are made to feel special on their day. You are welcome to send cupcakes or a small party bag for each student ensuring that all items are suitable for Kindergarten students. Birthday cupcakes can also be ordered from the canteen via your www.quickcliq.com.au account.

MEDICATION

If your child is on medication and you wish to request staff to administer it, please note the following points:

- **Short term administration of medication** – parents/guardians may request school staff to administer prescribed or non-prescribed medication to students for a short period of time when their child has a condition that does not require a long-term health care plan. For short-term administration of medication, parents will be asked to complete an *Administration of Medication* form available from the school office.
- **Long term administration of medication** – Long-term medication is prescribed or non-prescribed medication that a student is required to take during school hours in response to an ongoing medical condition. Instructions and authorisation for the administration will be recorded in the student's health care plan, which is to be completed by you prior to medication being administered.
- All instructions for times and dosages must be in writing. Please complete the necessary documentation at the School Office.
- A medication record will be kept for those children on regular medication.
- Medications must be correctly labelled in the original packaging and handed to staff, not left in the child's bag.



INFORMATION FOR PARENTS/CARERS

- All visitors are asked to sign in and out of the office.
- Parents must adhere to signage and staff directions regarding parking around the school.
- No dogs are allowed on the school grounds.
- To ensure the safety of your child, playground equipment is not to be utilized before and after school.

RECYCLABLE MATERIALS



Kindergartens are the world's best recyclers! If you have access to various items which you think we might be able to use, please let us know. Please ensure items are clean and dry.

Some suggestions for everyday items include: plastic ice cream, yoghurt and butter containers, used greetings cards, wrapping paper, crepe paper, tissue paper, old calendars, old envelopes, glad wrap and Christmas wrapping rolls, paper or card off cuts, boxes, egg cartons, plastic, buttons, corks, bottle tops, plastic bags, bubble wrap, old electrical appliances (not working), old clothes, old handbags, fabric scraps, ribbons, lace, feathers, scraps of foam, rubber, vinyl, pieces of garden hose, off cuts of plastic hose/pipes, old jewellery, wallpaper pieces, contact, Velcro, shells, assorted seeds, old unused kitchen or cooking utensils, dolls and toys (in good condition), artificial/dried flowers, artificial fruit, old posters/pictures, second-hand children's books (in good condition) and any other valuable junk you feel we might be able to use in the kindergarten. Due to health regulations, we are unable to use milk and juice cartons or toilet rolls. Please check with your child's teacher regarding specific needs of the class.

PERSONAL ITEM LIST

To ensure your child is prepared for learning, each year level is provided with a personal item list which outlines stationery, books and classroom items that are required for the year. Personal Item Lists can be obtained from the administration office and can be located on our website. Items are readily available to purchase from Campion in Canning Vale. 96240 2778

Personal item lists are endorsed by the school board.

SCHOOL UNIFORMS



The wearing of a school uniform helps to enhance school pride and tradition. At Bletchley Park all students are required to wear the school uniform. Parent/Carer support for wearing of uniforms is essential and is appreciated.

For safety reasons, children are required to wear suitable shoes at all times.

The following are specifically banned from school:

- Any denim (as per Education Department policy)
- Dangling earrings, excessive jewellery or makeup
- Thongs or shoes without a back strap



Uniforms can be purchased from Uniform Concepts 26 Solomon Road, Jandakot WA 6164

Tel 9270 4650 email: Jandakot@uc.nellgray.com.au website: nellgray.com.au

CONCERNS / PARENT INTERVIEWS



We are committed to providing quality communication with parents/carers. Parents/carers are encouraged to seek clarification of day-to-day issues directly with your child's teacher to avoid misunderstandings. Parent-Teacher interviews are very readily organized. Please contact the school for an appointment to discuss any matters concerning your child's progress, the programme content or any other general queries or concerns.

If a resolution is not reached after meeting with the teacher, please make an appointment to meet a member of the leadership team (Deputy Principal or Principal).

As the parent/carer you have a vital role in the education of your child. We believe that, with the contribution of your skills and experiences, together we can form a vibrant and productive partnership that benefits the child.

Our School Rules

We follow instructions given by all staff at school.

We treat all members of our school community with respect and courtesy.

We stay out of a classroom unless a teacher is present.

We use the bins provided to keep our environment clean and tidy.

We walk our bicycles on school grounds.

We are not permitted to leave the school grounds.

We walk on all pathways.

We do not play with sports equipment or play on play equipment before or after school.

Our School Values

OUR VALUES
DOING MY BEST

I always do my best.
I work well by myself and
with others.

- ✓ I work cooperatively with others.
- ✓ I work hard and persevere.
- ✓ I have the courage to do what is right.
- ✓ I am honest.
- ✓ I admit doing wrong.

OUR VALUES
RESPECT

I respect other people and
the environment.

- ✓ I respect my culture.
- ✓ I respect other people's cultures.
- ✓ I include other students.
- ✓ I take care of the environment.
- ✓ I show empathy towards others.

Notes:

We look forward to sharing your child's education journey at Bletchley Park Primary School and hope their time with us will be happy and enriching.

My child's classroom: _____

My child's teacher: _____

