

Queen of Apostles School

Vision Statement

Queen of Apostles School is a vibrant,

*Catholic community which follows in the
footsteps of Christ and his Mother, Mary, who
gave witness to the values of love, unity and
peace.*

*We provide a nurturing, inclusive and safe
environment which celebrates each individual's
unique talents and qualities.*

*Our school encourages a passion for lifelong
learning and prepares today's children for their
place in tomorrow's society.*

Hello and a very warm welcome to all parents and children. We are very happy to be working at Queen of Apostles to foster and facilitate the early education of your child. Parents are expected to abide by our Code of Conduct while on the school premises. Our Code of Conduct is on our school web page. Please frequently refer to our website to access our policies, guidelines and information relating to our school: www.qoa.wa.edu.au.

Days and Times of Attendance

Children attend three days per week. The session times are:

Monday, Wednesday and Friday: 8.50am – 2.50pm

Children will require morning tea & lunch each day



Kindy children begin Wednesday 31 January 2018

2018 Term Dates

Term 1 Wednesday 31 January to Friday 13 April

Friday 2 March – Pupil Free Day – school closed

Monday 5 March – Labour Day Public Holiday

Friday 30 March – Good Friday Public Holiday

Monday 2 April – Easter Monday Public Holiday

Tuesday 3 April – Easter Tuesday School Holiday

Term 2 Monday 30 April to Friday 29 June

Wednesday 25 April – Anzac Day Public Holiday

Friday 1 June – Pupil Free Day – school closed

Monday 4 June – Western Australia Day Public Holiday

Term 3 Monday 16 July to Friday 21 September

Monday 16 July – Pupil Free Day – school closed

Monday 13 August – Pupil Free Day – school closed

Term 4 Monday 8 October to Friday 7 December

Monday 5 November – Staff Catholic Day – school closed

Arrival and Departure

The doors open in Kindergarten at 8.40am each day. Please wait outside for staff to open up. Children's bags can be hung up on their hooks. **Please arrive on time as late arrivals disturb the other children and interrupt the flow of the session.**

At the end of the session it is vital that your child is collected on time.

A child quickly becomes distressed if left behind and is sensitive to always being the last to be collected. It is important that we are contacted promptly if you are held up so that we can reassure your child. The office number is 9457 4913 and calls can be put through to the Kindy.

Behaviour Management

Queen of Apostles uses the '1-2-3 Magic' philosophy. This behaviour management process is conducted in a manner of respect towards the child where the teacher endeavours to use a neutral voice and remain calm and in control of their emotions. The structure of this program involves:

- encouragement first,
- teaching children the right way to behave (modelling and rehearsing skills)
- setting limits,
- managing circumstances, then
- implementing consequences

There are two kinds of behaviour problems that schools deal with:

STOP behaviours

Things you want the child to STOP doing

- frequent everyday issues, minor, such as talking, disrespect, arguing, teasing, yelling, getting out of seat

START behaviours

Things you want the child to START doing

- positive activities such as cleaning up, doing their work, raising their hand, transitioning, listening

If children choose inappropriate behaviours, then counting starts. These are verbal reminders to stop the inappropriate behaviour.

- After **three warnings (1, 2, 3)** have been given, the child will be asked to move to the Thinking Chair in the classroom. The allocated time for time-out is set by the age of the child, for example, a four-year old student would sit in the time-out area for four minutes.
- After the allotted time is up, the child moves back into, or will be guided back to, the normal classroom situation.

Birthdays

On your child's birthday we will have a little celebration amongst the children. On that day you may bring a small treat, eg. cupcakes or Freddo Frogs. You are welcome to come in on roster on that day. If your child's birthday does not fall on a Kindy day, we can celebrate on the next closest day. Birthday treats are given out to the children by the 'birthday child' at the end of the Kindy day.

Booklist Levy

Your child will be given a display file, a Kindy bag and a library bag, as well as all stationery items needed. A levy will be charged to cover these items.

Developmental Requirements

It is generally expected that children are toilet trained before they begin Kindy. If your child cannot manage himself/herself, the community nurse is available to offer advice.

Disability and Learning Support

Chelsea Moore and Zoey Jensen are the Disability Support Coordinators within the school, as well as the Kindy & Pre-Primary Learning Support Coordinators.

Their role in the school is to act as the central point of contact within the school community for learning and teaching arrangements and provisions for students with identified needs. They consult and collaborate with class teachers and teacher assistants on a regular basis with regards to meeting the needs of Students with Disabilities and learning support needs. They assist mainstream teachers to develop, implement, monitor and evaluate individualised documents and plans. Chelsea and Zoey can assist with the identification and assessment of student needs. They also liaise with external service providers who may work with various students within the school.

Please do not hesitate to speak to your child's teacher if you have any questions about your child's development. The teachers will also speak to you if they have concerns that may require following up.

Excursions/Incursions

Throughout the year, the Kindy children will have the opportunity to participate in various incursions and special events. Past favourites include Scitech, Farmyard visit and Fathers' Night. Parents will be notified of such events and are always welcome to come along and join in.

How You Can Help Your Child at Home

Early Childhood professionals acknowledge that parents are the best first teachers of their child. As Kindy is often the first big step away from home for a child, it is very important that there are strong communication links between parents and Kindy staff.

You can make a positive contribution to your child's Kindy year in the following ways:

- 1 Praise your child's efforts and encourage them to tell you about their day at Kindy if they wish.
- 2 Encourage your child to recite poems and sing songs they have learnt at Kindy.
- 3 Expect your child to attempt to put on their own shoes, carry their own bag and put it away and begin to become responsible for themselves. Slip on or velcro shoes are best for Kindy.
- 4 Read to your child every night. Make this a special time you share with your child each day. Reading to your child is the best help you can give them in learning how to read and write.
- 5 Do not always expect your child to bring work home from Kindy as socialising with their peers is even more important. Some of our work will be put in your child's display file. You are welcome to look at the file throughout the year.
- 6 Set reasonable & consistent limits/boundaries for your child.
- 7 Keep staff informed in matters concerning your child's health, well-being and of changes at home that could affect their normal participation.
- 8 If you have a special talent or interest (eg. clay work, story telling, painting, cooking, woodwork, singing) that you would like to share with the children please let us know.

Early Years Learning Framework

The Early Years Learning Framework (EYLF) is Australia's first national approach to Early Childhood Education. It forms a foundation for ensuring that children in all Early Childhood Education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning.

The Early Years Learning Framework (EYLF) is implemented in Schools in conjunction with the West Australian Curriculum. The Early Years Learning Framework stipulates the following five outcomes:

- Children have a strong sense of identity
- Children are confident and involved learners
- Children are connected with and contribute to their world
- Children have a strong sense of well-being
- Children are effective communicators

Formal Reporting in the Kindy

Term 1	Interviews with parents Checklist of Social and Emotional behaviours
Term 2	Work Sample Folders go home
Term 3	Open Night
Term 4	Work Sample Folders go home Checklist to go home

Handwashing

To help maintain a healthy environment within our school, all students are encouraged to wash their hands regularly throughout the day, for example: when hands get dirty, before and after meals, after using the bathroom, after coughing or blowing their nose and after playing. Children can come into contact with germs in many different ways, and unknowingly become infected simply by touching their eyes, nose or mouth. Hand washing is the simplest way to prevent germs and illnesses from spreading, which helps keep children from getting sick.

Children are also encouraged to wash their hands before and after meals to assist in minimising exposure to allergens causing severe allergic reactions. Hand sanitizing gel, although effective, is not solely sufficient to remove all allergens, hence the importance of washing hands at regular intervals throughout the day.

Health

Sick children do not enjoy Kindy. For the sake of your child and others in the class please keep your child at home if they are not well or overtired.

A phone call or email is appreciated if your child is unwell and not attending Kindy. **On returning to school, a note is required explaining the reason for the absence.** Alternatively, the school CONNECTED app can be used to send an absentee message, eliminating the need for phone calls and a written note (please see details about the school app under the *Newsletters/Notes* section).

It is important that children entering the school be fully immunised against infectious diseases.

Healthy lunch box

Good nutrition for children's growth and development is important. Eating healthy foods helps children to concentrate and learn. Therefore healthy lunches and snacks are encouraged in Kindy to support the health and wellbeing of every child. Healthy lunch box choices include fresh fruit, vegetables, dairy and a combination of protein and carbohydrates. At Kindy we do not encourage highly processed foods such as chips, chocolate, lollies etc.

Crunch and Sip

Queen of Apostles is a certified Crunch and Sip school. We encourage all of our students to develop healthy eating habits. Allowing children to eat fruit and vegetables at their leisure throughout the day can improve their concentration, having a positive impact on their learning and behaviour.

Children are encouraged to bring fresh fruit or vegetables only (dried fruits, eg. sultanas, are also permitted), cut into pieces in a small container. Please label your child's container clearly with their name. Please note that this is in addition to their morning tea and lunch.

Intentional Teaching

While children initiate play-based learning, there are times when they need active support from more experienced, knowledgeable and skilful others (eg Teachers, Education Assistants, other children, parents, specialist teachers). The teachers' role is to intentionally intervene by changing the experiences, expectations, environment or social groups to maximise learning. The educator provides specific, focussed interventions for individuals and small groups. Each intervention will be tailored to the children's needs at the time resulting in different processes and products for different groups of children. Intentional teaching focusses on the individual child and their learning.

Kindy Rules

- ❑ We always walk inside our Kindy
- ❑ We use our quiet voices inside
- ❑ We always use equipment sensibly
- ❑ We listen when the teacher is talking
- ❑ Within our classroom we have a "*thinking chair*". This chair is used as a behaviour modification method and involves the technique of "*time-out*".

Kindy Uniform

It is compulsory for all Kindergarten children to wear the School Sports Uniform, which consists of:

- *Gold Polo Shirt*
- *Royal Blue Taslon Sport Short (in Summer)*
- *Royal Blue Tracksuit Top & Pant (in Winter)*
- *White School Socks*
- *Appropriate Sports Shoes (predominantly white) preferably with velcro straps*
- *Blue School Sandals (in Summer)*
- *Faction Colour School Hat*

Please ensure that all items of clothing are clearly marked **with your child's name in full**. No initials please.

The Uniform Shop is open on Wednesdays during school terms – 8.30am to 9.30am and 2.30pm to 3.30pm.

A school hat for outdoor play is essential and is to be left in your child's pigeonhole. The children are encouraged to keep their shoes on during outdoor play. Please keep a spare change of clothes (including underwear) in the Kindy bag in case of toileting "accidents".

National Quality Standards

The National Quality Standard was developed in partnership with State, Territory and Commonwealth governments and is intended to deliver higher quality standards for young children in the areas of education, care and health across Australia. The scope of NQS includes day care, family day care, outside school hours care and Kindergartens. Like all other schools, Queen of Apostles is continuing to work towards full implementation of the NQS.

'Nut Aware' School

Queen of Apostles School is a "Nut Aware" school. Due to a number of children within the school having life threatening allergies to peanuts and nut products, we ask parents not to send cupcakes or other food items into school containing peanuts, nuts or food products containing peanuts or nuts such as:

- ◆ Peanut butter/Nutella sandwiches
- ◆ Peanuts and other nuts
- ◆ Chocolates with peanuts – eg. Snickers bars, chocolate coated peanuts, M&Ms with peanuts etc.
- ◆ Cakes, biscuits, muesli bars etc, containing crushed peanuts
- ◆ Foods with labels that identify peanuts or nuts as an ingredient

Newsletters/Notes

Each week the newsletter is posted on the school webpage (www.qoa.wa.edu.au) and on the school app (CONNECTED-app). Other notes and information will go home via the noteholder, usually the family's eldest child. Please check daily. Included in the newsletter will be items which directly affect you and your child, plus items of interest concerning other sections of the school.

Parents are strongly recommended to download the app as it keeps you informed about what is happening in the school – <http://q-r.to/baixCA> or this QR code



Occupational Therapy/Speech Screening

Compulsory Speech and Occupational Therapy screening will occur for all students. This screening will be conducted by Wize Therapy and will focus on the areas of gross and fine motor skills and speech and language skills. These screenings will take place at the school during school hours early in Term 2. The cost of this screening is included in your school fees account.

The screening reports provide staff with information that will assist them in ensuring your child receives the best possible education. Please refer to the note in your pack for further information regarding this screening process.

Our Role

The teacher's role is to value and facilitate this play by providing stimulating learning experiences which cater for the developmental needs of each child. Most children learn best when they are deeply involved, secure, enthusiastic and when an adult is available to help them think through problems and discover solutions.

Appointments with the teacher, at a non-teaching time, can be arranged to discuss your child's progress.

Outside School Hours Care Program (OSH Club)

OSH Club offers before and after school care for your child, starting at 7.00am each school day and finishing at 6.00pm.

If you have any queries at all please feel free to contact the Program Coordinator on 0431 310 180 or at oshclub.queenofapostles@gmail.com

Parent Involvement

Parents are important partners in their children's education. You are encouraged to do one rostered day per term. Grandparents are welcome to go on the roster. Your roster day involves helping with an activity, light cleaning and tidying, assisting with supervising the children outdoors, preparing activities and interaction with the children. Our parent roster operates on each Kindy day until 11.00am.

Our Kindy is a very busy place so we ask you to avoid bringing younger children (babies in prams are fine). You will be able to participate more successfully if free from distraction. One helper each morning is appreciated.

At the beginning of the year, we allow a few weeks before commencing the parent helpers' roster. This allows children to settle in and become used to being away from parents.

We also stress that parents are required to maintain confidentiality of what you see and hear at Kindy at all times.

Parents and Friends

Would you like to meet other Queen of Apostles parents, have fun and benefit your child's education?

All parents are automatically P & F members and are warmly invited to attend P & F Meetings. Meetings are generally held once a month in the Staffroom. The P & F is a valuable forum to discuss issues, stay informed about educational initiatives, meet new friends and fundraise for valuable school resources that benefit your children.

Personal Toys

Children are not permitted to bring toys to Kindy, as the loss or accidental damage to them is upsetting for the child. Later in the year we have special 'Toy News' days when children can bring a toy to Kindy and talk about it to a small group of children.

Your cooperation in this matter is most appreciated. Toy guns and swords are not permitted at Kindy.

Program

The aim of Kindy is to develop your child socially, emotionally, physically, intellectually and spiritually in a happy and safe environment. Children learn through play, active involvement in experiences planned by the teacher, interacting with other children and adults and by using a wide range of equipment specially designed to support their learning. The importance of oral language is emphasized through all activities. The program is implemented with attention to the different needs, interests, learning styles and developmental levels of individual children. Literacy and Numeracy are embedded in the entire program. Children participate in the Letters & Sounds program to assist with language development.

Kindergarten children also participate in programs including “Cool Kids Work it Out” (Anti-bullying). In this program the children develop skills to deal with issues as they arise.

Children will spend time working on their own, in small group instructional periods or as part of the whole group. Through these learning experiences your child will develop skills, understandings and values in Mathematics, Science, English, The Arts, Technologies, Health and Physical Education and Humanities and Social Science. These are the learning areas of the Western Australian Curriculum which describes the learning outcomes that all WA children from Kindergarten to Year 12 should achieve. In addition, the children are also introduced to Religious Education through a range of developmental experiences. In Kindy, many of the learning areas are integrated and not taught separately.

The rich and diverse communities from which the children are a part of are valued and understood. We respect the history, culture, language and traditions of families and communities and value community participation.

Much of your child’s learning will not be “on paper” but through concrete and sensory materials. Do not gauge your child’s learning or participation in the program by the things they can carry home in their hand. The activities are designed to be child-orientated and the focus is on the process of making and creating rather than on the finished product. Learning through practical activities helps form the basis of more formal learning later on.

Responsibility for Child Safety

No child should arrive at Kindergarten unaccompanied by a parent or caregiver. Please let the teacher know in advance if somebody else is collecting your child by writing a message in the parent communications book located by the door.

Late Arrivals: If your child is late, please go to the office first to sign them in and obtain a docket to give to the teacher.

Rest

We will encourage children to have a short rest or relax after lunch. They are welcome to bring a small cushion to help them relax while listening to quiet music or looking at a book.

School Health Nurse

The School Health Nurse aims to promote healthy development and well-being so students may reach their full potential.

School Health Service staff can:

- Provide information to parents
- Complete in-class assessments for vision, hearing and general development. Parent permission is sought prior to assessment.
- Offer parenting advice

The School Health Service is a free and confidential service.

School Times

Classrooms open: 8.40am

Class Begins:	8.50am
Recess:	10.40am
Lunch:	12.40pm
Class finishes:	2.50pm

Parents are asked to have their Kindy student at school from 8.30am – 8.40am when a teacher is on duty. Classroom doors open at 8.40am to give them time to unpack their bag, bring in their drink bottle and play a puzzle or read a book with their parents.

SEQTA

Our school uses a program called SEQTA which we use to communicate with parents. It is web based so the parent community can access it on any mobile device using their own password. SEQTA Engage is also a viewing and storage area for your child's reports from Pre Primary onwards.

New families to Queen of Apostles in 2018 will receive the web link and password early in the year so you can set up your chosen password to access SEQTA Engage. It is important that this information is kept on hand for easy reference when required.

Specialist Teachers

Once a week the children will attend Music, Library and Sport Lessons with the Specialist Teachers.

Things We Need

For activity time we use all sorts of things such as: ice cream containers, chocolate wrappers, silver paper, lace, sequins, feathers, saw dust, confetti, buttons, small cardboard boxes, greeting cards, wrapping paper, milk tops, bread tags, shells, computer paper. They will no doubt return home glued together as creative works of art! Unwanted dress-up clothes and beads are treasured as are paper/cardboard off-cuts.

For health reasons we do not use toilet roll cardboard or egg shells

Washing

About once per year, your child will bring home the washing as per the roster (for example, aprons and towels). These will be sent home on Fridays. Please wash and return them on the following Monday.

West Australian Curriculum

In Kindergarten, the West Australian Curriculum focus is on Personal and Social Competence and Preparatory Numeracy and Literacy. These are connected with the learning outcomes of the EYLF.

Our Early Childhood Philosophy is :

*The Christian values of Love, Unity and Peace,
are taken from our school motto and guide our practice.*

*Our programs are play-based and promote the development of spiritual,
social, emotional, cognitive and physical skills.*

*Through play-based experiences, children make sense of their world
which encourages communication, discovery and creativity.*

*We welcome all families and respect the involvement
they have in their child's education.*

What to Bring Each Day

All items must be labelled (jacket, hat, shoes, socks, bag, etc)

- 1 A change of **clothes** in the Queen of Apostles Kindy bag clearly labelled with your child's name on it. You may like to hang a toy key ring on the bag to help your child recognise it.
- 2 Morning tea, lunch and a water bottle, healthy food only - **no chips, lollies or foods containing peanuts or nuts**. Names on lunch boxes & bottles in permanent marker please. A piece of fruit for morning tea is encouraged.
- 3 Please apply sunscreen before leaving home as we do not have time to do this in class.
- 4 The school hat is to be brought in and put in your child's pigeonhole each day. The school has a '**No Hat/No Play Policy**'.
- 5 Your child will need a **small** cushion for rest-time to be kept at Kindy
- 6 Library bag (on their Library day only) and library book

Why Play?

The importance of a play-based program at Kindy is highly valued at Queen of Apostles. Through purposeful play, children are encouraged to explore, discover, improvise, innovate, discuss, explain, question, test, create, construct, experiment, imitate, problem-solve, predict, imagine and think laterally.

Children are in control of learning when they play; they are able to work from the concrete to make sense of the abstract in a carefully structured environment.

Children develop understandings of their world and the ways people relate to each other by choosing from a variety of learning experiences such as construction, dressing up, climbing, blocks, dance, puzzles, drawing, collage, sand play, music, water play, painting, cooking, pretending to be someone else, reading books, storytelling and modelling with play dough. These learning opportunities are child initiated with peer interaction and negotiated by the child with educators and adults.

Play enables the teacher to observe what a child can do, their social interactions, their language development and is a window into their world and thinking.

At Queen of Apostles, we aim for a balance of indoor and outdoor play and allowing children extended periods of time to play with and explore materials and work on projects.

We look forward to our friendship with you and your child and a very happy year ahead. Please feel free to contact us via email.

Ann Fanto: ann.fanto@cewa.edu.au
Shareen Minchinton: shareen.minchinton@cewa.edu.au

Principal: Mr Shaun O'Neill
Assistant Principals: Mrs Julie Galbraith
Mrs Jennifer Anderson

Parish Priest: Fr Paul Manickathan

Queen of Apostles School

Core values

We aim to provide an awareness of Social Justice

We will provide a respectful, safe and friendly environment

We will strive to provide a balanced and comprehensive curriculum

We will encourage a passion for life-long learning where everyone has the right to learn

We will join to form a faith-filled Catholic community

We will treat everyone with equality and fairness

We will prepare today's learners for their place in tomorrow's society