



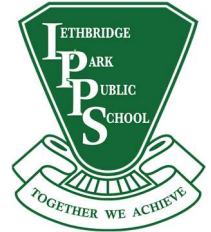
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Kindergarten Handbook 2022



Lethbridge Park Public School
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Welcome



Welcome to kindergarten at Lethbridge Park Public School. Starting school is an important event and we are very pleased to share this milestone in your child's life. Your child's education and wellbeing are very important to all of the staff at Lethbridge Park Public School. We aim to make your child feel safe and secure during their first exciting days in kindergarten and to make their first year at school happy and successful.

The information in this handbook summarises the very complex routines of school into a manageable package for the transition and start of kindergarten. More information will be available as term one progresses and there will be many opportunities for you to find about and participate in the life of the school. We look forward to working with you over the next seven years to achieve the best educational outcomes for your child.

School Vision

At Lethbridge Park Public School, learning opportunities are inclusive, challenging, personalised and facilitated by dedicated educators.

We are committed to a culture of high expectations, collaboration, data-informed practice and continuous improvement within a safe, respectful learning environment.

We promote excellence, attendance and engage learners through rich, innovative experiences driven by current research and quality practice.



General School Information

The school day runs from 8:25am through to 2:55pm. The school bell will ring according to the times outlined in the table, with music playing three minutes before the end of morning lines, recess and lunch. This indicates to students that it's time to pack up, go to the toilet, have a drink, and proceed to line-up areas. Kindergarten will line up in Area 3 along with year 1 and 2 after the first few weeks of school.

Please note that supervision in school grounds begins at 8:25am. For your child's safety, it is important that they do not arrive before this time.

School Times	
8:25am	Teacher on duty
8:55am	Morning lines
9:00am	Morning session
10:55am	Recess
11:25am	Middle session
1:15pm	Lunch
1:55pm	Afternoon session
2:55pm	Home time

Communication

There are various ways to stay in touch with the school regarding important events and information. Our school website includes current information about the school. You will be able to view the latest news, videos and updates, the school calendar, photos, and much more.

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Each student gets their own journal, and they can add things to it, like photos, videos, drawings, or notes. Parents are only notified about their own child's work, and all data is safe and secure. It is also a great way for teachers to communicate messages to families. It supports strong relationships between teachers, students, and families. You will receive more information about the Seesaw Family app at the beginning of the year.

It is important to check your child's bag regularly for important notes and forms that need to be returned to school. It is helpful to allocate a particular pocket in your child's bag for notes which is checked often. Notes should be returned to your child's teacher.

If you have any further queries or concerns, please do not hesitate to contact the school.

Contact Information:

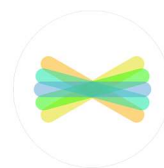
Office Hours: 8:30am-3:30pm

Phone: 02 9628 6655

Email: lenthbridpk-p.school@det.nsw.edu.au

Address: Copeland Road, Lethbridge Park, NSW 2770

Website: lenthbridpk-p.schools.nsw.gov.au



Seesaw

Best Start Kindergarten Assessment

Best Start Kindergarten Assessment is a state-wide assessment that helps teachers identify the literacy and numeracy skills of each student at the beginning of Kindergarten.



The Best Start Kindergarten Assessment is a literacy and numeracy assessment conducted for all Kindergarten students in their first five weeks of school. The purpose of the Best Start Kindergarten Assessment is to help the teacher gather information to guide the teaching of your child. The teacher will observe each child and record what they know and can do. The assessment looks at your child's early reading and writing, their ability to communicate with others, and how they recognise and work with numbers, groups and patterns.

Key features:

- The assessment is conducted as a one-to-one assessment in the first 5 weeks of Kindergarten.
- It focuses on some of the key literacy and numeracy skills that students demonstrate at the start of school.
- Provides teachers with information to plan for teaching and learning to meet the individual needs of students.
- Provides information that can be shared with parents and carers to help support children learning at home.

Note: A report will be provided to parents during parent teacher meetings in term 1.

At Lethbridge Park Public School, we will be conducting the Kindergarten Best Start Assessments during the first three days of the school year. Each child will receive a 45-minute appointment with a Kindergarten teacher at the school, on one of the three days, prior to starting school. You will receive a letter with a time and date outlining when your child is required to complete the assessment.

The First Day of Kindergarten

THE FIRST DAY OF KINDERGARTEN will be **Friday 4th February 2022**. There will be 2 groups of students with separate starting times to allow for a relaxed and comfortable transition into the classroom. You will be allocated a time, either 9:00am-9:10am or 9:30-9:40am. Please arrive at the school via the front gate (Copeland Road) where you will be greeted by staff and escorted up to the kindergarten classrooms. From there you will be directed to your child's classroom, and you can then drop your child off with their classroom teacher. If there are any problems with children being upset, please **stay just long enough** to settle them. In most instances, children settle quickly once parents have said goodbye.

DAY 2: In the morning, please take your child to their classroom between 8:45am and 8:55am. Kindergarten classes will not be lining up with the other classes for the first few weeks. In the afternoon, come to the classroom to collect your child between 2:40pm and 2:55pm. We will send a note home when these routines change to match the rest of the school.

What your child will need

- school bag (provided at orientation)
- plastic drink bottle
- lunch box – big enough to hold recess, lunch and crunch 'n' sip
- school hat (provided by the school)
- school jumper or jacket
- painting shirt/apron
- change of clothes for accidents
- library bag (provided at orientation)



Label Everything

Label everything with your child's name and class. This includes all clothing, school bag, lunch box (lid and base) and drink bottle. Children can lose an amazing number of possessions, especially in the early weeks of school when there are so many new routines and activities. Clearly labelled items are easily returned to their owners.



Positive Behaviour for Learning (PBL)

At Lethbridge Park Public School, we believe that children learn best when students, parents, carers and teachers have a common and transparent understanding of expectations.

Parents and carers are responsible for ensuring their children attend school every day. They share in the responsibility of shaping their children's understandings and attitudes about acceptable behaviour.

Teachers have a duty of care to their students and the responsibility for providing programs which meet the needs of all students.

The school is responsible for communicating with parents and carers about behaviour and educational progress of their students. The school is also active in teaching and role modelling appropriate social skills and behaviours which will not only help them to achieve their potential at school but will also allow them to be active and responsible participants in the community when they leave school.

At Lethbridge Park Public School, we have three rules in all areas of school life.

Be Safe

Be Respectful

Be a Learner

Your child will be learning all about these rules and expectations in the first few weeks of kindergarten. Take a look at our [School Cool Kit for Parents](#) on our school website to learn more about how PBL operates in our school.



Eating at school

Your child will need to have something to eat and drink each day for crunch 'n' sip, recess and lunch. As part of our health program children are encouraged to eat healthy foods. Please supply healthy food your child enjoys. We also suggest that you talk to your child about which food is for crunch 'n' sip, recess and lunch. This makes it easier and quicker during eating time.

Crunch 'n' Sip



Crunch 'n' Sip is a 5 minute break, usually between 9-10am, giving children the chance to snack on a piece fruit or some vegies while they listen to a story. This routine is different to preschool in that each child only eats the food they have brought from home- fruit will not be cut and shared as in preschool. Please make sure your child has **Crunch 'n' Sip packed every day.**

Recess and Lunch

Recess and lunch should be wrapped separately. The food needs to be easy for kindergarten children to eat and cannot be refrigerated at school. Most children are more interested in getting out to play than eating big meals at school so don't be too surprised if some food is not eaten in the first weeks. Many parents notice that children arrive home 'starving' and enjoy a hearty afternoon snack to compensate.





Canteen



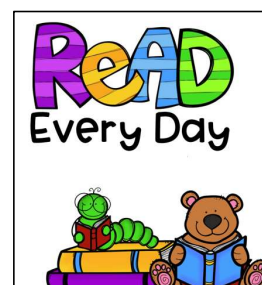
Our school canteen is operated independently by **Healthy Canteens Australia**. See the *Healthy Canteens* brochure included in your child's orientation backpack with a menu and details of how to order online. We recommend ordering food online via www.flexischools.com.au to avoid hunting for paper bags and cash. Online orders can be made **before 9am**, via the Flexischools online ordering system; either online or via their app for Apple or Android.

Please note that Kindergarten **will not be able to order lunch or recess in the first few weeks** as their eating times will not match the rest of the school. Kindergarten students will also need to learn routines for going to the canteen so please **do not send any canteen money until Week 4**.

Breakfast Club

Breakfast Club is open **EVERY** morning between 8:25am and 8:45am in the cooking room. It provides students with a healthy breakfast to ensure they are ready to start the day and are focused on learning. Students are able to enjoy a selection of cereal or toast for breakfast. Breakfast Club is a wonderful service offered to any child who has missed breakfast at home or is simply feeling hungry before school.

Home Reading and Homework



At Lethbridge Park Public School, the School Home Reading Program consists of the student's borrowing books from school, reading them to a parent or older adult and recording what they have read in a reading log. Each student will be provided with a plastic document wallet, which includes a book to read, a reading log, sticker sheet and information to support parents with reading at home. Students are encouraged to read their book each night and return it to school daily. Students receive a small sticker on their card each time they have read and returned their home readers. When they reach the 25, 50, 100 and 200 nights reading target they receive a reward. By reading everyday with your child, you will help them develop important reading skills.

Students in Kindergarten will begin homework in term 2. Homework allows students to practise, extend and consolidate their learning. It is often revision of what is covered within the classroom. Your child will receive a display folder with their homework sheet inside to complete each week. Students will receive their homework every Monday and it is expected to be completed and returned every Friday. It is important for parents to help and encourage their child to complete the homework each week.

Uniforms

When students wear a school uniform, they feel included in our school community. Students, teachers, parents and carers, as well as members of our local community helped develop our school uniform to make sure it:

- meets the requirements of occupational health and safety, anti-discrimination and equal opportunity legislation
- includes items that are affordable, comfortable and made from easy-care and easy-wear fabrics
- is appropriate for the full range of school activities
- is suitable for all body shapes.

Your child will receive one free set of uniforms. This includes one polo shirt and either a pair of shorts or a sport skort. This is included in your child's orientation backpack. Additional school uniforms are available to be purchased from the school office or ordered online. It is advisable to purchase summer uniforms before the end of the year to avoid the rush that usually occurs in the first week back.

Please go to our school website to view our school uniform options and order online. Alternatively, you can complete the **order form** online, and send to the school office with your child, with the correct cash. Sizes can be easily exchanged by returning the unworn items to school with your child.



Toilet Independence

Independence in toileting is a developmental milestone that is a strong indicator of readiness for school. Independence in toileting means:

- Children can communicate their need to go to the bathroom in advance of having an accident.
- Children can pull down and pull up their own underwear and pants.
- They can seat themselves on the toilet and sit there comfortably.
- They can wipe themselves clean after going to the toilet.
- They can flush the toilet.
- They can wash their own hands after using the toilet.
- They can dress themselves (if clothes need to be changed).



Please let the class teacher know of any problems that exist so that support can be provided. Please provide a spare change of clothes including underwear, socks, pants and shirt in your child's school bag each day. If children have an accident at school and change into the school's supply of pants or clothes, these clothes should be washed and returned to school within 2 days. It is not part of our School Administration Staff duties to change or clean children who have soiled. If a child has an accident at school, we will endeavour to contact parents to come to the school to clean and change the child.

Sick or injured students

Students who become sick or injured during the day are sent to the sick bay in the office where our staff monitor their condition. If necessary, parents or the nominated contact person are telephoned. In urgent cases medical attention is sought. All students are covered for ambulance assistance by the Department of Education.

Prescription medication can only be administered by staff, who must volunteer to do so. Parents need to complete the appropriate forms if this is required. Children with Asthma or special needs such as Diabetes, Anaphylaxis or Allergies will need to have their Action Plan and Individual Health Care Plan updated annually by a doctor. All students with serious health conditions need an Individual Health Care Plan. Please ensure that you advise the school office staff if this is required.

Note: Please ensure your contact details are always kept up-to-date.

Absences



If your child is away from school a medical certificate or a note from a parent is required on return to school. If the absence is likely to exceed 2 days a telephone call would be appreciated, followed by a written note when your child returns. It is very important that your child is on time for school every day. Literacy lessons are taught in the morning session and any lateness means lost time learning to read and write. Students arriving after the morning bell require a late note from the office. Children cannot be collected early from school except with a legally valid reason. An alarming fact: if your child misses as few as eight days each school term, by the end of primary school they will have missed a year of education.



Getting to know the teacher

The kindergarten teachers will be available for brief chats in the classroom between 2:40pm and 2:55pm in the first few weeks of school. If you need to talk for longer or with more privacy, please send a note with your child or call the office to make an appointment for you. There will be several other occasions on the calendar to discuss your child's progress including a 'Meet the teacher' session early in term one, Best Start feedback meetings and mid-year parent teacher interviews for reports. Check the school website at www.lethbridpk-p.schools.nsw.edu.au for upcoming events and other details.

Tips for Starting Kindergarten

There are lots of things that parents, and carers can do to prepare their child for kindergarten.

Here are 10 ways to get ready for kindergarten.

- 1. Read books every day.** This is the most important activity you can do to help your child develop language and reading skills.
- 2. Talk with your child everyday.** Invite your child into conversation with you about everyday topics, its important to talk to your child and listen closely for their response. Speaking and listening skills are the foundation for success in the literacy skills of reading and writing.
- 3. Writing.** Encourage your child to use a variety of writing materials e.g. pencils, crayons, paint, textas. Have your child practice writing their first name. We have included a laminated name card and some wipe-off markers in the orientation bag to help children learn NSW Foundation Handwriting style.
- 4. Counting.** Use counting in your daily activities with your child. Count how many steps it takes to get the mailbox or count out objects such as fruit, pegs, plates, spoons etc.
- 5. Social skills.** Playing with other children teaches them how to share, take turns, communicate and problem solve.
- 6. Fine motor skills.** Have your child practice their hand-eye coordination by engaging in a variety of fine motor activities such as drawing, cutting, threading, playing with play dough and doing puzzles.
- 7. Follow directions and instructions.** Encourage your child to follow two step instructions such as 'Please go and get your shoes and put them on'.
- 8. Encourage independence and self-care.** Encourage your child to use the toilet and get dressed independently. Have them practise packing and unpacking their school backpack.
- 9. Routine.** Create a bedtime routine. Children at this age need 10-12 hours sleep each night. Practice a bedtime and wake up routine in the weeks leading up to the start of kindergarten.
- 10. Keep learning fun and relaxed.** Make learning fun by encouraging your child to engage in hands-on play-based activities.



Map

