



**WICKHAM**  
PRIMARY SCHOOL

# Kindergarten Handbook 2023





**Wickham Primary is a PBS School :**  
**Positive Behaviour School**



# EARLY CHILDHOOD

## Kindergarten

Kindergarten is the start of a new era in your child's life. The quality of the start your child experiences sets the pattern for years to come.

Your role as first educators is a most important and respected one, so please feel free to share your ideas and concerns about your child's development with the Kindergarten staff.

The best times for you to contact the Kindy centre are between:

Monday to Friday 7.45 am - 8:00 am and 2:30pm - 3:00pm

All Kindergarten aged students will be attending programs that run for 15 hours per week. Although Kindy is a pre compulsory year, once a child is enrolled in this program it is compulsory for them to attend. Any absences need to be explained to the school either verbally or in written form.

### Aims of the Wickham Primary School Kindergarten Program

- Create a happy, secure, motivating environment that encourages the development of children's social, emotional, intellectual and physical skills.
- Assist children to develop a positive self-image.
- Encourage children to become independent and able to make choices.
- Encourage parental interest and participation in the program.

### SESSION SCHEDULE

Kindergarten sessions will be on a fortnightly rotating roster. We usually run two kindy classes but this all depends on student numbers. Each class will rotate opposite to each other for example;

**Kindy Blue:** Week 1 will be 3 full days a week (Mon, Tue, Wed) and Week 2 will be 2 full days (Mon, Tue).

**Kindy Yellow:** Week 1 will be 2 full days (Thu, Fri) and Week 2 will be 3 full days (Wed, Thu, Fri).

Class placements and term planner schedules will be emailed or posted to parents in Term 4 2022. Any special class requests need to be submitted in writing to the Principal. Please note however these reasons will be considered but are not guaranteed.

## ARRIVAL AND DEPARTURE

- It is recommended that parents bring their children to school after 8:00am.
- Please wait with your child outside the classroom until the door is open. Children should not be left unaccompanied at any time.
- Parents are required to collect children at 2:30pm.
- Please let the school know by phone or in writing if your child is absent.
- Please let the school know if your child has contracted a communicable illness.
- If a person other than the custodial parent is picking up a child from school, please ensure the school is notified beforehand. You may contact the school on 9185 8500 if there are changes to whom will be picking up your child.

## YOU ARE WELCOME

You are always welcome to come inside and look around the classroom. Children like to share what they have been doing, and there is always plenty to see. At the start of each session we always allow some free time for children to do some puzzles or read a book. Please feel free to join in with these activities before the class begins.

## WHAT TO BRING

Children should bring a school bag each day to carry home notes, shoes, spare clothing and all the trimmings of a day at kindergarten. Large bags that are easily opened and closed are best. Tricky clips and locks can be so frustrating for small fingers. The children are encouraged to be responsible for their own belongings, and this is much easier for us to foster if all their things can be collected in one place. Please write your child's name clearly on the front of bags just in case another child has one similar to your child's.

## CLOTHING

Students are expected to wear school uniform. Our school uniform options are:

- Royal blue skirt or shorts
- School polo shirt
- School dress

Please provide a **spare change of clothes**, clearly labelled, to be left in the bottom of your child's bag in case of accidents.

Although the children wear aprons for 'messy' work, it is impossible to keep clothes completely clean.

## SUN PROTECTION

It is school policy that all children wear a Wickham Primary School hat when playing outside; therefore, all children must bring a hat in their bag to wear during outside play each day. Remember – “No hat, play in the shade”. Sharing hats promotes the spreading of head lice and it is recommended each child have their own hat to wear, clearly labelled with your child's name.

## RECESS

In the interests of children's dental and physical health, no sweets or chewing gum are permitted at school. For their recess break the children are required to bring along fruit, vegetables, rice crackers, popcorn or dried fruit and a water bottle.

## LUNCH

Children will need to bring their lunch and a drink bottle. Please clearly label all containers. It would be advisable to use an ice pack or a frozen juice box to help keep their lunches cool. We like to encourage healthy eating and would prefer the children bring along something nutritional, leaving treats for home time. Wickham Primary School is 'Nut and Allergy Friendly' so no Nutella or Peanut butter please.

Our canteen is operated by the school's P&C Association. A canteen menu will be issued to children in each family during the first week. The canteen operates on Monday, Wednesday, Thursday and Fridays only.

Children are to place their lunch orders in the basket in their classroom in the morning. Please follow these instructions for ordering children's lunches:

- Clearly print your child's name, room number, teacher and lunch order on the outside of an envelope or paper bag.
- Place the correct money inside and seal the envelope.
- Online Orders need to be placed before 8.30am (please see the QuickCliq information pamphlet).

All children can order their lunch from the canteen however morning recess and lunch time ice cream sales from the canteen are not available to Kindergarten students.



## LABELS

All clothing, hats, shoes and bags should be clearly labelled so that lost property can be kept to a minimum.

## PARENT ROSTER

A parent help roster will be organised in the early weeks of Term 2. This will allow students to settle into their new Kindergarten routine. All parents are welcome and encouraged to volunteer to help out after this initial period.

Duties may include:

- supervising children in small activity groups
- preparing fruit for snack time
- helping to clean up after activity time
- general supervision of children.



Parent help is valuable, because it means more specialised work can be completed with:

- groups of children who need extra help
- children who work and concentrate better in smaller groups
- children who need extension work to provide greater challenges.

Making the time to help out at Kindergarten also shows your child that you are interested in the things he/she does while away from home.

Parents, grandparents and caretakers are most welcome.

## CHILDREN'S POSSESSIONS

Children are discouraged from bringing their toys to school as it is upsetting if they are lost or inadvertently damaged. There are sufficient interesting things for the children to play with in the classroom.

## BIRTHDAYS

We are happy for the children to celebrate their birthday at school. You are quite welcome to bring small cakes (cupcakes are great!), icy poles or something similar for your child's group, so that we can all celebrate together. It is important that we are informed of any allergies or special diets that your child has (ie. Nut allergies, gluten or egg free diets).

## LAUNDRY ROSTER

You will appreciate that aprons, towels and occasionally dolls or dress-up clothing must be washed. Each week we will ask one child to take home the laundry.

## WHAT TO DO ON THEIR FIRST DAY

Come into the classroom with your child, have a look around and meet the staff. Place fruit in the basket inside the door. Your child will be given a name tag and allocated a hook on which to hang his/her bag.

Settle your child on the 'mat' area with a puzzle before leaving. Make sure you say goodbye and reassure your child you will be returning.

Please do not be too concerned about tears as this is common in the early days and usually lasts only a few minutes. If this is not the case we will phone you and discuss the situation.

### SLEEP

It is important your child has sufficient sleep, especially in the first few weeks of school. The new environment, people, experiences and rules are exciting but tiring.

### NOTICES

Information regarding Kindergarten will be communicated via Connect/DOJO or the school's private Facebook page. All requests to join the school's Facebook page must be accompanied with an answer to the privacy question. Please ensure email addresses are kept up to date. Parent/ Guardian 1 and 2 will each automatically receive a Connect username at the beginning of the school year. Please notify the school if either Parent / Guardian does not wish to be included in Connect communication. The classroom teacher will let you know of your DOJO login and password and how DOJO operates.

Other hard copy notices may be issued when arrangements are being made for special events and general notices will appear on classroom noticeboards and via Connect and Facebook.

### ITEMS REQUIRED BY KINDERGARTEN CHILDREN

Copies of booklists and order forms are available from the school office, although these will also be made available to parents to collect during the transition session.

Please ensure that all personal items are clearly marked with the child's name e.g. water bottles, lunch boxes, hats.



## Communication

Wickham Primary uses many forms of communication with the school community, including Connect. Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone.

Wickham Primary School also has a Facebook page. Please note that the Facebook page is for Parents, Carers and Staff of Wickham Primary School only. Once you select to join the page, an administrator will need to approve your request, please feel free to contact the school office if your request hasn't been approved by Week 2 of the school year.

Wickham Primary also has a website with links to many exciting features, as well as important information regarding enrolment, curriculum, notes, payments, uniform shop times and canteen news.

WPS also utilises an automated SMS program that will notify you if your child is absent from school. You may reply directly to the SMS or call the office to notify us of your child's absence / reason.

<https://www.facebook.com/groups/1427686097469989/http://>



[www.wickhamprimaryschool.wa.edu.au/](http://www.wickhamprimaryschool.wa.edu.au/)

## Medical Conditions / Medications

Kindy enrolment forms ask you to indicate any known student medical conditions. If at any time your child develops a medical condition please notify the school of the change as soon as possible. We will ask you to amend the enrolment forms and possibly meet with staff to discuss any additional requirements/training needed to support your child.

Medication cannot be administered at school without signed parental permission. If at any time your child needs medication (antibiotics etc) administered during school hours, please make sure you complete an Administration of Medication form available at the front office.

If your child has an ongoing medical condition such as anaphylaxis or asthma, it is the parent's responsibility to provide the medication (inhaler/spacer/Epipen) to the school. This medication will be stored in the Kindy room and administered as needed.



# Connect

For secure, convenient access to your child's education anytime, anywhere



Know what's happening in your child's class



All communication in the one place for all your children

Easy access to marks, reports and homework



Visit  
[connect.det.wa.edu.au](http://connect.det.wa.edu.au)  
or get the app



If you would like to know more about **Connect** or **ConnectNow** please contact:

[www.wickhamprimaryschool.wa.edu.au](http://www.wickhamprimaryschool.wa.edu.au)  
(Parent Information)



**Parent/Guardian 1 and 2** will automatically receive an emailed invitation with username to join Connect, please contact the school directly to opt out of this process 9185 8500

# CYCLONE PROCEDURE

**Cyclone Watch/Warning:** Children to attend school as normal.

## Blue Alert

The school will usually remain open.

If the school is to close, this information will be broadcast between 6.30pm and 6.45pm, and between 6.30am and 6.45am on:

- Spirit Radio 6KA (frequency 1260) 9144 4333
- ABC Radio 6KP (frequency 702) 9183 5011

PLEASE DO NOT RING THE SCHOOL. All information and updated reports relating to warnings and school closures **ARE ISSUED ON THE RADIO**. Please keep yourself informed.

## Yellow Alert

### **Yellow Alert is called before school:**

Students do not come to school.

Parents are informed of Yellow Alert by media (local radio as part of the standard SES message). Principal attends school to ensure good order before leaving (staff not required).

Bus company informed of school closure.

School site and resources made ready for cyclone.

Duty of Care exists for any students present.

### **If any students inadvertently attend school:**

Parents are to be contacted to collect children.

Students who are not catered for in this way must be supervised until an alternative Duty of Care can be assured (Department of Community Development or local Police may be of assistance in dealing with these children).

### **If a Yellow Alert is called during the school day:**

Students will not be sent home until instructions are received from parents.

Parents are informed by media (local radio using normal SES Alert messages).

**Yellow Alert before 12:00** – parents are encouraged to pick up students as soon as possible.

The school will close at lunch time.

**Yellow Alert after 12:00** – parents pick up students as soon as possible.

The school will close at the usual time.

## Red Alert

School will remain shut during a Red Alert.

In the event that a "Red Alert" is proclaimed after 2:00pm, schools will remain closed the following day.

In the event that a Red Alert is proclaimed after 2:00pm but subsequently cancelled, the Regional Director in consultation with the Cyclone Committee has the discretion to ensure that schools open the following day.

## AFTER THE CYCLONE

If a Red Alert is called after 2:00pm schools will generally be shut the following day to allow for assessment and repair of serious damage. Please continue to listen to the radio or call 1800 322 349 to receive information as to when schools will open.

**Please keep yourself informed via the radio, until all threat from the cyclone is past.**

# Wickham Primary School Song

## Verse 1

*There is freedom here for you,  
To be anything under the wide  
blue sky,  
We can be HEROES you and I,  
Safe to learn and free to try.*

## Verse 2

*We walk up Tank Hill at sunset,  
We can see the grounds of school,  
It's where we're safe,  
To laugh and learn ,  
Where everybody has their turn*

## Chorus

*Like the Tata we are fast,  
Like the cyclone we are strong,  
Like the desert we endure,  
Like the Red Dog we belong  
When the turtle brings new life,  
Underneath the Pilbara sky,  
It reminds us of our dreams,  
So toward them we can fly*

## Verse 3

*I turned to my friend and asked  
"Do you need some help from me"  
I'll give you love and protection,  
You can be a guide for me.*

## Chorus

*Like the Tata we are fast,  
Like the cyclone we are strong,  
Like the desert we endure,  
Like the Red Dog we belong  
When the turtle brings new life,  
Underneath the Pilbara sky,  
It reminds us of our dreams,  
Towards them we can fly*

## Rap

*Respect, culture and education  
That's just the start of our school's own  
nation,  
High expectations and equity, opportunities  
for all and safety.  
Respect everyone so they're working together  
Wickham Heroes will be here forever  
We Never give up when were feeling down  
Because we know we represent this town.*

## 2023 Term Dates

Semester 1		Finish Dates
Term 1	Wednesday 1st Feb	Thursday 6th April
Term 2	Monday 24th April	Friday 30th June
Semester 2		Finish Dates
Term 3	Monday 17th July	Friday 22nd Sept
Term 4	Monday 9th Oct	Thurs 14th Dec

Please note that the above dates are Education Department dates. Throughout the year Wickham Primary school staff undertake Staff Development Days (SDD). These days are student free days and will be communicated to all parents as soon as they are known.





## Is There Anything in Your Bag Today?

Today I did my maths and science.  
I toasted bread.  
I halved and quartered, counted, measured,  
used my eyes and ears and head.  
I added and subtracted on the way.  
I used the magnet, blocks and clay.  
So please don't say,  
"Anything in your bag today?"

I've learned about a snail and a worm,  
remembered how to take my turn,  
helped a friend when he was stuck,  
shared and played with the blue tip-truck,  
looked at words from left to right,  
agreed to differ, not to fight.  
So please don't say,  
"What! Nothing in your bag today?"

You see I'm learning as I play.  
I learn to listen and how to talk,  
To run outside, and when inside to walk,  
to wash my hands and put my painting brush away.  
So please don't ask,  
"Did you only play today?"

Yes, I play the whole day through,  
I play to learn the things I do.  
I discovered a problem, found a clue  
and worked out for myself just what to do.  
But all of this is in my head  
and not in my bag like you said.  
So from now on could you please say,  
"Tell me all about your day, today."



Department of  
Education



Children enrolling in pre-Kindergarten and Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

## IMMUNISATION SUPPORT FOR YOUR CHILD

It is important to keep your child's immunisation status 'up to date' at all times to provide the best protection against serious, life threatening vaccine-preventable diseases.



### GET AN AIR IMMUNISATION HISTORY STATEMENT

You can get a copy of the statement at any time by:



logging into Medicare online via MyGov  
([my.gov.au](http://my.gov.au))



using the Medicare Express Plus app



visiting a Medicare or Centrelink office, or



calling the AIR General Enquiries Line  
on 1800 653 809 to request an AIR  
Statement to be posted.



### GET YOUR CHILD IMMUNISED

Free vaccinations are available from:

Central Immunisation Clinic, West Perth.  
Phone: 9321 1312, 8.30am-4.30pm weekdays

Your local immunisation provider.

Contact your GP, community health centre,  
Aboriginal Medical Service

Your local public health unit -

[www.healthywa.wa.gov.au/publichealthunits](http://www.healthywa.wa.gov.au/publichealthunits)

### Need help accessing immunisation services?

If you need help to access immunisation services, fill out the attached consent form and return to your school. The school will pass your information on to the Department of Health who will contact you.



# Wickham Primary School Uniform Order



STUDENT NAME: \_\_\_\_\_

CONTACT No.: \_\_\_\_\_ DATE: \_\_\_\_\_

WICKHAM PRIMARY SCHOOL UNIFORMS						
ITEM	AVAILABLE SIZES	PRICE	SIZE REQ.	QTY REQ.	TOTAL	
Shirt	Kids 2-4-6-8-10-12-14-16-18 Ladies 14-16 Mens S-M-L-2XL	\$33.00				
Short	2-3-4-6-8-10-12-14-16	\$15.00				
Skort	4-6-8-10-12-14-16	\$22.00				
Dress	4-6-8-10-12-14-16	\$35.00				
Jumper	4-6-8-10-12-14-16	\$35.00				
Micro-fiber Bucket Hat	S/M M/L L/XL	\$15.00				
SCHOOL FACTION SHIRTS – please tick required faction						
Fortescue	Maitland	Kids 4-6-8-10-12-14-16-18 Mens S-M-L-2XL	\$33.00			
Harding	Sherlock					
					TOTAL ORDER	

PLEASE TICK APPROPRIATE BOX

Paid cash       Paid EFTPOS

Order to be debited from the below card details

CREDIT CARD PAYMENT

NAME ON CARD: \_\_\_\_\_

CREDIT CARD No: \_\_\_\_\_

EXP DATE: \_\_\_\_\_      CCV: \_\_\_\_\_

OFFICE USE ONLY  
Tick appropriate box

Order paid and uniforms have been collected (please attach eftpos receipt to the back of this form)

Order not paid, awaiting payment prior to collection of uniforms.

The Uniform Shop is open every Wednesday 8.15am to 8.30am – during school terms only. Orders are completed on Wednesdays only and you will receive notification when your order is ready for collection from the **front office**, orders will **not** be delivered to your child's classroom. To place an order please return this form to the front office or email to [uniformswps@gmail.com](mailto:uniformswps@gmail.com)  
For uniform enquiries call the school office on 9188 8500.

### Wickham Uniform Shop Returns & Exchange Policy

All items purchased are non-refundable.

- If an incorrect size is purchased, an exchange is possible as long as the following guidelines are met
- 1) Items are in original condition (unworn, unwashed, clean, tags attached and in original packaging)
  - 2) Must be exchanged **within 1 week of purchase** (uniform shop holds a copy of your uniform order if you do not have a receipt)

**THANK YOU FOR SUPPORTING OUR SCHOOL!**