Dear Parents and Caregivers

On behalf of the East Narrogin Primary School community I would like to welcome your child to Pre-Primary and hope you enjoy your year of participation in our centre. Your child’s time at Pre-Primary establishes the foundation of his or her adjustment to school, academic learning and socialisation.

Our carefully planned program enables each child to develop physically, socially, emotionally and intellectually, by participating in group and individual experiences. The purpose of this booklet is to provide information about our centre and its operation. It also details how you can be involved with our school community and support your child’s learning.

We have a school of which our parents, staff, children and the community are justifiably proud. We look forward to a long and happy association with you and your child.

Best regards

Fiona Collopy
Principal, East Narrogin Primary School
## TERM DATES FOR STUDENTS 2013

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>Monday 03 February - Friday 11 April</th>
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<tbody>
<tr>
<td>TERM 2</td>
<td>Monday 28 April - Friday 04 July</td>
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<tr>
<td>TERM 3</td>
<td>Tuesday 22 July - Friday 26 September</td>
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<tr>
<td>TERM 4</td>
<td>Tuesday 14 October - Thursday 18 December</td>
</tr>
</tbody>
</table>

Please note these dates on your calendar.

## SCHOOL DEVELOPMENT DAYS

Students do no attend school on these days.

- Thursday & Friday 30 January & 31 February
- Friday & Tuesday 30 May & 03 June
- Monday 21 July
- Monday 13 October
- Friday 19 December

## PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Date</th>
<th>Public Holiday</th>
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<tbody>
<tr>
<td>Monday 27 January</td>
<td>AUSTRALIA DAY HOLIDAY</td>
</tr>
<tr>
<td>Monday 03 March</td>
<td>LABOUR DAY</td>
</tr>
<tr>
<td>Friday 18 April</td>
<td>GOOD FRIDAY</td>
</tr>
<tr>
<td>Monday 21 April</td>
<td>EASTER MONDAY</td>
</tr>
<tr>
<td>Tuesday 22 April</td>
<td>EASTER TUESDAY</td>
</tr>
<tr>
<td>Friday 25 April</td>
<td>ANZAC DAY</td>
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<tr>
<td>Monday 02 June</td>
<td>WESTERN AUSTRALIA DAY</td>
</tr>
<tr>
<td>Monday 29 September</td>
<td>QUEEN'S BIRTHDAY</td>
</tr>
<tr>
<td>Thursday 25 December</td>
<td>CHRISTMAS DAY</td>
</tr>
<tr>
<td>Friday 26 December</td>
<td>BOXING DAY</td>
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</tbody>
</table>

Note: The Public Holidays falling during term have been highlighted.
From the Teachers...

The experience of Pre-Primary is important in every child's life as they seek to develop to their potential while laying the foundation for future learning.

This year we hope to create a warm, happy, positive and supportive environment in which each child can develop at their rate physically, socially, emotionally and cognitively. Our School is a place where children can feel safe to discover, experiment and learn.

The learning program is centred on a holistic approach. Emphasis is placed on discovery learning using concrete materials. Developmentally appropriate, success oriented learning activities and materials will be used to implement the program. Each child will be able to explore and express themselves freely as individuals and know that their thoughts and opinions are valued and respected.

We will endeavour to develop an atmosphere that is free from discrimination and full of trust, empathy and happiness. Children will be able to explore and express themselves freely as individuals.

Pre-Primary is very important for your child. There is still a strong emphasis on play as an active form of learning, with more importance placed on daily timetables, routines and more structured teacher directed forms of learning.

With the implementation of the Australian Curriculum there are higher expectations for Pre-Primary students to show more literacy and numeracy concepts at a younger age. We still see the importance of play and exploration in social situations and endeavor to provide a balanced program.

All parents and guardians are encouraged to take an active role in their child's time in our class and are welcome at all times. We see one of the more important roles of the early childhood program to be that of preparing each child for a smooth and positive transition to later years as well as providing a positive environment for parents to become involved in the school community.

We look forward to a wonderful and rewarding year with you and your child.
CHILDREN’S REQUIREMENTS

We are required to notify you of any expected expenditure for next year. Following is also a list of materials required by your child in 2014.

MATERIALS REQUIRED
Your child is requested to bring the following:-

- A large school bag with name clearly marked.
- A plastic bag containing a change of clothes (including underwear) to be left in school bag, in case of accidents. Please name the bag and contents clearly.
- A wide brimmed/bucket hat with name clearly marked (to be left at school).
- A library bag- clearly marked with name

DAILY FOOD REQUIREMENTS

Each student is to bring a packed lunch (no lollies please or unhealthy snacks) and one piece of fruit or snack for ‘play lunch’. Please label all lunch boxes with student’s name. There is no need for water bottles as we have our own drinking fountain.

Lunches are also available from the canteen.

Please Note: Our school is ‘Peanut Aware’ and foods containing peanuts are not permitted. Refer to page 9 for further information.

* Crunch ‘n’ Sip – Each day your child will need at least one piece of fruit to be eaten after the afternoon play session.
GENERAL INFORMATION

FUNDRAISING
Your support in all our fundraising efforts is greatly appreciated. We are a part of the school P & C and our class relies heavily on parental support to maintain and replace equipment. During the year some centre fundraising will also be conducted.

CLOTHING
Please mark all articles of clothing with your child’s name. Footwear must be comfortable and easy to take off and put on. Hats are essential and our school policy all year is “NO HAT – NO SUN”. We would like a spare set of clothes in a plastic bag for a change if there is an accident or a messy activity. Children are encouraged to wear a school uniform.

CHANGE OF ADDRESS
Please inform us promptly of changes to addresses and phone numbers (including mobile) in case of an emergency.

CLASS TIMES
The learning program starts at 8.45am. Children are welcome to come in at 8.20am. This will give them time to unpack their bag etc, catch up with friends and staff, start a puzzle or quietly read a book. Parents are encouraged to stay until 8.45am to share the experience. Parents are asked to collect their child at 3.10pm each day except Monday when school finishes at 2.30pm.

PARKING
After parking in one of our designated school parking areas, all parents are asked to escort their child to the classroom. Parents are welcome to stay and read a story or do a puzzle before the formal learning program starts.

COLLECTING YOUR CHILD
Please ensure to tell us or provide a written note if someone else besides their usual pick up person is collecting your child.
BREAKFAST CLUB
Every day between 8.20am – 8.40am, students can come to school for breakfast. The menu consists of toast with spread, cereal with fruit and milk and warm Milo.

PARENT ROSTER
Parents and Grandparents are encouraged to play an active part in our learning experience. A roster will be on display in the classroom and will commence from Week 3.

MEDICATION
If your child is taking any medication at home, we would like you to tell us as this can result in major changes in the child’s behaviour at Kindergarten and Pre-primary. Please refer to Page 11 of this handbook for more detailed information about illness and medication.

Before staff can administer any medication a signed consent form must be filled in. These can be obtained from the front office.

CONTRIBUTIONS
It is vital that if quality teaching and learning programs are to occur, that your voluntary contributions are paid as early as possible so staff can utilise this funding for your child’s learning program. We would suggest part payment each term as an alternative. A schedule of the contributions is available on our website.

Some fundraising activities will be planned throughout the year.

LAUNDRY ROSTER
Volunteers are asked to do the laundry each week. A roster is on display in the classroom for you to fill in suitable times. At the end of each term, volunteers may be required to wash dress-ups, puppets etc.
BIRTHDAYS
We are happy for the children to celebrate their birthday in the classroom. You are quite welcome to bring a cake or similar so that we can celebrate together. However, please remember that our school is ‘Peanut Aware’.
If your child is having a party and is giving out invitations, **PLEASE BE AWARE OF THE FEELINGS OF THE CHILDREN WHO ARE NOT INVITED AND GIVE INVITATIONS TO THE TEACHER TO DISTRIBUTE.**

NOTICES
Communication between our class and the home is very important. You will be kept informed about our class through the use of notice board, notes and newsletters. Please make sure you check your child’s bag on a regular basis and read all notes. The school and class newsletters also are very important. The school newsletter is sent out every fortnight on Tuesday.

WEB SITE
Our Early Childhood Centre is part of the East Narrogin Primary School’s web site. Our class information is updated onto the web site on a regular basis, throughout each term. You will also find our school’s fortnightly newsletter and other school information on this site. Our web address is [http://www.eastnarroginps.wa.edu.au](http://www.eastnarroginps.wa.edu.au).

PERSONAL TOYS
We would appreciate it if you could see that your child’s personal toys remain at home. Loss of toys is a heartache that can be avoided. Our Class is a ‘no toy from home zone’. If there are any special requests, please see us first.

COMMUNICATION
*Remember, our first concern is the happiness of your child. Should anything happen at home to upset your child in any way, we would appreciate it if you could let us know about it. Likewise, if you have concerns relating to the classroom, you are welcome to come and discuss them with us at any time, by phone, appointment or written note.*
PEANUTS AND PEANUT PRODUCTS

The school is a peanut and nut aware zone.

Please do not bring products that have peanut as an ingredient onto the school site.

There are varying degrees of reaction for people who suffer from Peanuts and Peanut Products. Some people are so sensitive that they can have a reaction after touching another person who has eaten peanuts, while some feel unwell whilst in the room where peanuts have been opened. Some people have a mild reaction, which might include an itchy rash, tingling on the lips, tongue or roof of mouth, stomach pain, diarrhoea or sickness. However, some people have a more serious reaction (anaphylaxis), which may include facial swelling, difficulty breathing, weakness, and/or collapse.

Peanut butter sandwiches are not offered for sale from the canteen and teachers have been advised to remove peanut products from use in any lessons e.g. cooking.

One of the major causes of concern is with children sharing food items at school. Staff members are discouraging children from sharing food and educating them about possible hazards with this practice.

Your support with this, through reminding your children to only eat their own food, will be very helpful. I ask that you do not include peanuts or peanut products in your child’s lunch box.

Please also be aware that children can be allergic to other foods, such as diary and/or wheat products and food with eggs in. We do not expect other children to exclude these items of food from their diet, including their food at school; however we do want parents and students to be mindful of other children with these allergies.

All staff will have access to current information on these allergies, and steps that can be taken to reduce the risk. The school has an Anaphylaxis Policy in place for further referral and reference.

EXPECTED BEHAVIOUR MATRIX

East Narrogin Primary has recently become a Positive Behaviour School, which means we have re-vamped our behaviour management plans and strategies. Our behaviour matrix displays the expected behaviours of students at the school under headings of: Be respectful; Be responsible; Be caring and considerate; and Be your best.
PASSPORT PROGRAM

East Narrogin operates the ‘East Narrogin Passport for Participation’ to acknowledge and encourage parent involvement in school based activities. The points earned by families who participate in these activities can be redeemed for ‘East Narrogin Dollars’ and then used to pay for canteen food, school uniforms, excursions and town bus tickets. Many of the activities that can earn points are things that parents and students are already doing e.g. returning excursion notes, explaining student absences and participating in the home reading program. Every ten points earned equals one ‘East Narrogin Dollar’. Dollars can then be put towards the payment of a particular item. Families participating in the Passport System will be asked to nominate a target for which they would like to aim. This may be an item of uniform clothing or payment of an excursion. Once the target is reached the family will be notified and a voucher for the item will be provided. A new target can then be set and points begin accumulating again.

Please contact the school if you are interested in participating in the East Narrogin Passport System.

SCHOOL BOARD

In 2013 East Narrogin Primary School became an Independent Public School. A requirement for independence is that instead of a School Council there is a School Board. East Narrogin Primary’s School Board was established on 24 October 2011.

Our School Board is separate from the P & C and was established in response to the Ministry of Education "Better School" initiatives. Parent representatives are elected to be part of the board together with the Principal, teachers, a community representative and a P&C representative. This group plays an active role in the whole school planning. Your representatives on the Board will welcome any concern or matter you would like them to raise on your behalf.

School Board Members for 2014 are:-

- Fiona Collopy         9881 1581
- Gemma Ward (Chair)   9881 1008
- Leigh Ballard         9883 6262
- Jenny Sterry          9881 6160
- Lisa Bradford         9887 7029
- Jenny Shepherd        9881 1523
- Mark Regan            9881 3003
- Nicole Fowler         9881 3020
- Joanna Hayes          9881 2727
ILLNESS

If your child becomes ill at school, you or your emergency contact will be called to collect him/her.

We prefer that children who are unwell remain at home. We understand that at certain times your child may require medication.

There are medication forms available from the school that must be completed by yourself and a doctor before staff can give your child any prescribed medication.

We are unable to give over-the-counter medications unless they are prescribed.

There are certain requirements for exclusion of children for some infectious diseases as specified below.

INFECTIONOUS DISEASES

Please note the following common infectious diseases and the recommended exclusion times:

CHICKEN POX
Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.
Contacts: Do not exclude.

CONJUNCTIVITIS
Exclude until discharge from eyes has ceased.
Contacts: Do not exclude

IMPETIGO (School Sores)
Exclude for 24 hours after antibiotic treatment commenced.
Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Contacts: Do not exclude.
INFLUENZA  Exclude until well.

RINGWORM  Exclude until the day after treatment has commenced.
Contact: Do not exclude.

SCABIES  Exclude until the day after treatment has commenced.
Contact: Do not exclude. Family contacts should be treated.

WHOOPING COUGH
Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Re-admit on medical certificate of recovery.
Contact: Contact Management will be coordinated by Department of Health staff.

HAND, FOOT AND MOUTH DISEASE
(Coxsackie A virus)
Airborne or droplet; faecal-oral.
Incubation Period: 3 to 7 days.
Infectious Period: As long as there is fluid in the vesicles. Faeces remain infectious for several weeks.
Exclusion from School: Exclude until vesicles have formed crusts.
Contact: Do not exclude.

MEASLES  (Must be notified)
Exclude for 4 days after the onset of the rash.
Contact: Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination.

Contact management will be coordinated by Department of Health staff.
SPECIAL NOTE ON MEASLES

1. Prior to enrolment of any child at pre-primary or primary school parents must ensure that their child has been immunised against measles. In WA, a single dose of the combined measles/mumps/ rubella vaccine is given at 12 months of age and second dose is given at 4 years of age.

2. On enrolment, parents must produce their child’s Immunisation card for photocopying.

3. TO MAINTAIN EPIDEMIC CONTROL, PARENTS MUST REPORT ANY OCCURRENCE OF A SUSPECT CASE OF MEASLES TO THE SCHOOL NURSE AT PRIMARY HEALTH SERVICES ON PH: 9881 0385.

4. Children who have not been immunised or whose parents are uncertain of their immunisation status must discuss this with School Nurse at their earliest convenience.

PEDICULOSIS

Exclude until the day after treatment has commenced.

(Head Lice) There are several lotions and shampoos readily available from the chemist. Twice daily brushing of hair is the best deterrent of head lice.

There are many products available for head lice treatment. It is important that the treatment is carried out according to the instructions provided with each product and often need to be repeated for full effect. Dead nits should be removed with a fine toothed comb.

Your child can return to school following treatment. If in doubt about treatment or for advice about which product to use, consult your school or community health nurse.

Brushes, combs & hats, including the school hat, should be thoroughly washed.

A Head Lice fact sheet is available at the office.
Dear Parent/Guardian,

The Departments of Health, and Education and Training are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child’s immunisation records by:
- Phoning the Australian Childhood Immunisation Register Freecall 1800 653 809.
- Accessing the website www.medicareaustralia.gov.au

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four year old vaccinations since initial enrolment, we request that you provide an updated immunisation record to the school office.

Please note, the Department of Health does not accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation.

**School Exclusion Table for Vaccine Preventable Diseases**

<table>
<thead>
<tr>
<th>Disease</th>
<th>Children who catch the disease are excluded from school:</th>
<th>During an outbreak, children who are contacts and are not immunised are:</th>
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</thead>
<tbody>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced</td>
<td>Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until 9 days after onset date and fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Until 5 days after starting antibiotic treatment or until at least 14 days from onset</td>
<td>Excluded for 21 days if unimmunised or 5 days after prophylactic immunisation.</td>
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</tbody>
</table>

PLEASE RETURN PHOTOCOPY OF CURRENT IMMUNISATION STATEMENT TO SCHOOL OFFICE AS SOON AS POSSIBLE