Dear Kindergarten Parent,

This booklet is published as a guide to assist you to help your child prepare for and settle into school life. We feel sure that your child’s time with us will be happy, enjoyable and educationally worthwhile.

We ask you to join with us, to help continue to build a school of which our community can be proud.

Your support and involvement is crucial to our continued success.

This is your school and as such, your participation in any or all areas will be most welcome. Please join us whenever you can, to become part of the school.

Schools are great places when parents and teachers work together for our children – our future.

D. Meaney          K.Rox
Principal          Kindergarten Orientation Coordinator

School Contact Details

Address: 135 Armitage Drive, Glendenning NSW 2761

Phone Number: 02 9832 8555

Fax Number: 02 9832 8724

Email Address: glendennin-p.school@det.nsw.edu.au


Student Portal: student.det.nsw.edu.au

School Security: 1300 880 021
About Our School

Our school offers a welcoming atmosphere, with vibrant, compassionate and approachable staff. We work in partnership with you and other members of the community to create a positive schooling experience for your child. Our dedicated teachers are caring and highly educated. They create quality teaching and learning programs that cater for your child’s needs. Our staff will nurture your child’s talents in a rich array of activities, including sporting and creative arts programs. Our students and staff use modern technology, with your child having access to the internet in all classrooms. Students at our school will be engaged in lessons using interactive whiteboards. We instil values that will assist your child to be a confident, caring and respectful member of the community. Our students learn acceptance, resilience, self-reliance and good citizenship as we celebrate the diversity of our community. National testing has indicated significant academic growth for many students.

School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday - Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Playground Supervision</td>
<td>8.30am Playground Supervision</td>
</tr>
<tr>
<td>9.00am</td>
<td>Classes begin</td>
<td>9.00am Classes begin</td>
</tr>
<tr>
<td>10.00am</td>
<td>Munch ‘n’ Crunch</td>
<td>10.00am Munch ‘n’ Crunch</td>
</tr>
<tr>
<td>11.15am</td>
<td>Eating Time</td>
<td>10.20am PSSA / Sport Bell</td>
</tr>
<tr>
<td>11.30am</td>
<td>Lunch 1</td>
<td>11.15am Eating Time</td>
</tr>
<tr>
<td>11.50am</td>
<td>Lunch 2</td>
<td>11.30am Lunch 1</td>
</tr>
<tr>
<td>12.10pm</td>
<td>Classes Resume</td>
<td>11.50am Lunch 2</td>
</tr>
<tr>
<td>1.40pm</td>
<td>Afternoon Tea</td>
<td>12.10pm Classes Resume</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Classes Resume</td>
<td>1.40pm Afternoon Tea</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Class Dismissal</td>
<td>2.00pm Classes Resume</td>
</tr>
</tbody>
</table>

The office hours are 8.30am-3.30pm. An after-hours answering machine is in place.

School Term Dates for 2012

Term 1:  
Friday 27 January Teachers return  
Monday 30 January Years 1-6 return  
Tuesday 31 January Kinders begin  
Thursday 5 April Last Day Term 1

Term 2:  
Monday 23 April Teachers and Students return  
Tuesday 12 June School Development Day – Staff only  
Wednesday 13 June School Development Day – Staff only  
Friday 29 June Last Day Term 2

Term 3:  
Monday 16 July Teachers and Students return  
Friday 21 September Last Day Term 3

Term 4:  
Monday 8 October Teachers and Students return  
Wednesday 19 December Last Day for Students  
Thursday 20 December School Development Day – Staff only  
Friday 21 December School Development Day – Staff only
APPLICATION FOR ENROLMENT

“Application for Enrolment” forms are available from the school office. Many of you will have already completed this form and submitted it to the office. If you wish your child to attend Glendenning Public School next year and have not yet submitted this form, please be sure to do so as soon as possible.

The following documentation is required to be presented along with the “Application For Enrolment” form.

- Proof of student’s residential address
  (e.g. original copies of council rates notice, residential lease, electricity accounts, statutory declaration etc)

- Birth certificate of identity documents
  Before your child can be enrolled it is essential that documentary evidence of your child’s date of birth (original birth certificate) be presented at the office. The administration staff will view the documentation, verify the date on the Application For Enrolment form and return the documentation to you.

- Immunisation History Statement
  In line with the NSW Public Health Act 1991, parents with children starting school in Kindergarten classes must present an Immunisation Statement. Information regarding immunisation is contained in the booklet “Immunisation-An Essential Guide To The New School Entry Requirements”. The booklet can be obtained from the office and is available in several languages.

- Passport or travel documents – current visa and previous visa (if applicable)

If you have not yet presented this documentation please do so as soon as possible.

OUT OF AREA ENROLMENTS

Families who live outside the school’s feeder area can apply to send their children to Glendenning Public School. The “Application For Out of Area Enrolment” form is available from the office and should be completed along with the general “Application For Enrolment” form.
PARENTS ARE EACH CHILD’S FIRST AND MOST IMPORTANT TEACHERS

Children have already learnt a great deal before they come to school. In a way each child’s preparation for school began at birth. By talking with children, reading to them, involving them in daily family activities, playing with them, answering questions and so on, parents have provided children with an important foundation on which school learning is based.

PREPARING YOUR CHILD FOR SCHOOL

Teachers are often asked, “What should my child know before he or she starts school?” This can be a misleading question, which can ignore the wider and more important issues.

What children are is so much more important than what they know:

- Are they self confident and able to get along with other children and adults?
- Do they trust adults outside the family?
- Are they curious about what is happening around them and interested in learning new things?
- Are they able to concentrate on something that interests them for about fifteen minutes?
- Are they willing to share and take turns and cooperate with others most of the time?
- Do they enjoy stories, drawing, music and playing with others?
- Do they use language well (English and/or another language) to communicate ideas and to express wants and needs?

If you can answer “yes” to most of these questions then your child is probably quite ready to happily start school. Following are links to DEC resources about starting school.

When to Start School

Time to Start School

Schools A-Z Organiser

A Special Place – A book to read with your child
THINGS YOUR CHILD WILL NEED FOR SCHOOL

- **Uniform:** It is Glendenning Public School policy that all students attend in complete school uniform. The uniform can be purchased from the uniform shop (located in the school hall) each Monday from 8.30am-9.00am and Friday from 8.30am-9.30am.

- **Hat:** The students must wear a hat when outdoors. School hats are available from the uniform shop. Remember to write your child’s name and class on the hat.

- **School Bag:** Clearly label this with your child’s name and class. Help your child practise opening and closing this before school starts and discuss how your child can remember which is his or her bag.

- **Food and Drinks for Munch ‘n’ Crunch, Lunch and Afternoon Tea:** Try to give your child just enough food and explain each day which food is for lunch and what is for afternoon tea. **Nutritious food is important.** Remember to put your child’s name on all lunch boxes and drink bottles.

- **Painting Apron:** An old shirt or painting apron is very useful to protect the children’s uniforms when painting. The children can keep these in their personal trays at school.

- **Library Bag:** This is not needed for the first few weeks but once the children have settled into school they will be able to visit the school library and borrow books to take home. Only students with cloth library bags can borrow books. The bags can be bought from the school.

There is no need for Kindergarten children to bring pencils or pens. Crayons and thick pencils are provided in the classrooms.
SOME IDEAS ON HOW YOU COULD HELP YOUR CHILD PREPARE FOR SCHOOL

1. Be Positive.

Talk about school as an important, interesting and exciting place that you and your child are looking forward to. Always be aware that your attitudes about school will be picked up by your child, not only from words but also from your body language, facial expression and tone of voice. Teasing, criticism and warnings like – “Just wait till you get to school” – are likely to create apprehension. So are demands that the child learn something (such as tying shoelaces, telling the time or spelling his/her name) before school starts.

2. Make school a familiar place.

Before school begins, take time to introduce your child to the building and grounds in a relaxed, leisurely way. If you pass the school together on weekends, or in the evening or go inside to pick up a brother or sister, the school grounds will not seem so strange on the first day of school.

3. Be sure that your child has experienced staying in places without you.

Many children worry about being separated from their parents and are afraid they won’t come back or won’t be at home after school. It is important that you make it a hard and fast rule to be there when you say you will, creating a pattern of leaving and returning.

4. Have regular picnic lunches.

Take a school bag and a packed lunch to the park or just outside in the yard. Talk about what would be eaten for lunch and what would be for afternoon tea. Practise handling pre-packed food and drinks and putting rubbish and scraps in the bin.

5. Teach your child to manage clothing and belongings.

Practise putting on and taking off jumpers, jackets, raincoats, shoes and socks and having your child recognise his/her name on the collar or wherever you write it. Help your child to recognise his or her belongings and label them with his or her name.

6. Discuss using the toilet at school.

When inside, the children need to ask the teacher before going to the toilet. When playing outside there is no need to ask a teacher. Remind your child to flush the toilet and to wash his or her hands after each visit to the toilet.
Starting school is a major milestone in a child’s life. Parents and teachers have a responsibility to make the movement from home to school as smooth as possible. We can do much to reduce the level of stress experienced by some children in their first days and yet there will probably still be some children distressed. Each child is different and some will always settle in easier than others no matter how well prepared they are and how well the school has tried to cater for each child’s needs.

Should this situation arise, it is our aim to work together with parents to work out ways to minimise the child’s distress and to help him or her settle into school as quickly as possible.

THE FIRST DAY

In line with Department policy the new Kindergarten students will be admitted over a period of two-three days. This will allow us to give each child individual attention on arrival and provides time for the class teachers to talk with each parent. Thus, starting dates and times will vary from child to child.

Should you have any preferences for particular days for your child to start school please let the office staff know before the end of November and we will make every effort to provide you with a day that suits. You will receive a letter in the mail in December letting you know the date and time allocated for your child to start school.

On the first day please keep to your allotted time so that your child will not be upset by having to wait. On arrival, call in at the administration office first. You and your child will be shown to the classroom and will meet the teacher together. We encourage you to explore the classroom and activities with your child and to meet some of the other students.

You are most welcome to stay and spend some time with your child if you feel that this would help him or her adjust to the setting before you leave. We ask that you never leave your child without saying goodbye as this often results in severe distress when your child realises that you are missing.

Once you and the teacher have decided that it is time to leave it is usually best if you leave quickly. This is especially the case if your child becomes upset.

Starting school can be an emotional experience for parents as well as children. If you are feeling a little anxious be careful not to let your child see this. Your child needs to know that you are sure he or she will settle into school quickly.
At the end of the day it is advisable that you arrive a few minutes before 3.00pm to collect your child as some children become anxious when others start to go home and their mum or dad is not there.

**THE SECOND DAY AND BEYOND**

**ARRIVAL**

The morning bell rings at 9.00am. Please bring your child to the assembly area and assist him or her to line up with the class group. Once your child is in the line please stand back with the other parents and let the teachers take control of the class.

The students are not allowed into the classrooms before the bell rings and they keep their bags with them when they line up. You can help the children to follow these routines.

No children should be left unattended in the playground before 8.30am. Any child arriving before then should be placed in Before and After School Care. If students arrive at school later than 9.00am they need to call in to the office, collect a late note and bring it to the classroom.

**HOME TIME**

From the time they begin school Kindergarten children may be collected from the quadrangle area at 3.00pm each day.

Should you need to collect your child early for any reason you will need to call at the office and get an early dismissal slip to give to the class teacher.

**ABSENCES**

A record of attendance is kept by the class teacher. Should your child miss school for any reason, please send along a note explaining the absence.
THE KINDERGARTEN PROGRAM

The importance of the first year of school cannot be emphasised strongly enough. It is here that children develop concepts about themselves as learners and attitudes towards school, which form the basis for all future schooling.

Children come to Kindergarten not only at different ages but also at different levels of development in the physical, emotional, social and intellectual areas. It is important that the Kindergarten program provides them with a wide variety of opportunities for the development of each of these aspects.

At Glendenning Public School we strive to provide a Kindergarten program which has the following features:

- Adults who relate to children with genuine care and understanding.
- Learning activities based on the needs and abilities of each individual child.
- Well-planned and organised classrooms and playground.
- Interesting and enjoyable learning experiences.
- Children learning through active involvement, often working in small groups, in pairs or individually with opportunities for learning through play.
- Children gaining specific knowledge, skills and attitudes.
- Parents and teachers working together for the benefit of the children.

We want our Kindergarten children to enjoy school, to feel good about themselves, to love learning and to learn a great deal. We strive to provide learning experiences which will best help them now and provide a sound basis for future learning.
PARENTS HELPING IN THE CLASSROOM

Classroom helpers make an important and very helpful contribution to the education of our students at Glendenning Public School. The teachers and students are very appreciative of the time and effort they give.

Should you wish to help in the classroom please let your child’s teacher know when you are available. We particularly need help during reading, writing, sport and play sessions.

We find it best to delay having parents helping in the classroom until the children have settled in and are happy to stay without their parents. The time required for children to reach this stage will vary from class to class.

THE SIX KEY LEARNING AREAS

In line with Department of Education and Training policy, children in Kindergarten are provided with significant opportunities for learning in the following six Key Learning Areas:

- **English:** Including reading and writing, talking and listening and literature.
- **Mathematics:** Including studies in measurement, space and numeration.
- **Science and Technology:** Including computers.
- **Human Society and Its Environment.**
- **Creative and Practical Arts:** Including music, art and craft.
- **Health, Physical Education and Personal Development.**

Much of the program is taught in an integrated way. For example, when children are learning to read they may be reading about insects and how they live so they are also studying Science. They may use junk materials to make an insect of their own and therefore be involved in art and craft as well. Learning in all areas is carefully planned and often taught in this integrated way.

THE ENGLISH AS A SECOND LANGUAGE PROGRAM

Many children entering Kindergarten have a language other than English as their first language and therefore have specific learning needs. To assist these children a specialist English as a Second Language (ESL) teacher is employed to work with the classroom teachers and specifically help these children.

All children in the classes benefit from this program as it allows for more teachers working with all the children and helps us provide more individual attention.