Wagin District High School

2016
Parent Information Booklet

Kindergarten – Year 2
**TERM DATES**

**SEMESTER ONE**

Term 1  
Monday 1st February  
Friday 8th April

Term 2  
Wednesday 27th April  
Friday 1st July

**SEMESTER TWO**

Term 3  
Monday 18th July  
Friday 23rd September

Term 4  
Tuesday 11th October  
Thursday 15th December

**SCHOOL DEVELOPMENT DAYS 2016**

Our school development days for 2016 have been selected in consultation with teaching staff, comply with Department of Education gazetted dates and are approved by the School Council. The dates for 2016 are:

- Thursday January 28th
- Friday January 29th
- Friday March 11th (Woolorama)
- Tuesday April 26th
- Friday June 3rd
- Monday August 22nd
- Monday October 10th

Please note that our January dates are compulsory and that April 26 and August 22 are not the start of Terms.

**PUBLIC HOLIDAYS:**

Good Friday:  
March 25th

Easter Monday:  
March 28th

ANZAC Day:  
April 25th

WA Day:  
June 6th

On the following pages there is specific information regarding:

Kindergarten and Pre Primary-Year 2 followed by General Information that is relevant to all ECE years.
**KINDERGARTEN INFORMATION**

**SESSION TIMES**

Three days per week: Mondays, Wednesdays and Fridays:

- Monday 8.50am – 2.30pm
- Wednesday and Friday 8:50am – 3:20pm

*(Please note, *every Monday* school concludes at 2.30 pm. This allows for teacher collaboration time.)*

**BUS CHILDREN**

If you require access to a bus service you need to apply online at [http://www.pta.wa.gov.au/](http://www.pta.wa.gov.au/).

Kindy students will be met at the bus each morning and walked to their buses each afternoon.

**CLOTHING**

Please dress your child in loose, comfortable play clothes and shoes that they can manage themselves. Kindy shirts can be ordered through the P&C Clothing Shop. Wagin District High School uniforms are also available to purchase in smaller sizes from the Uniform Shop (details under General Information).

*No thongs please.*

**Hats** are compulsory in Terms 1 and 4. The school has recommended wide brimmed hats however, legionnaire hats are acceptable. Sun visors and caps are not acceptable due to the fact that they leave either the top of the head, and/or the ears and the neck unprotected.

**PLEASE LABEL ALL CLOTHING**

**FRUIT**

Children are expected to bring a piece of fruit each day. Fruit can be varied, such as sultanas, carrot, capsicum, celery, tomatoes, diced fruit, fruit in season, etc. We are happy to chop/peel if necessary. Each child will eat their own fruit.

**LUNCH**

Please pack a healthy lunchbox for your child. Sandwiches and snacks of nutritional value are highly recommended and necessary for your child’s physical and academic development. Some suggestions of healthy snacks include fruit and veggie sticks, yoghurt as opposed to Yogo, crackers as opposed to biscuits with high sugar levels, and cheese portions.

Unfortunately we cannot heat or cool food for your children.

*Water is imperative to health and well-being so please fill you child’s drink bottle with water only – not cordial or juice.*

Please ensure that your child can open and close their food containers. If you send packet food, please show them how to open it.

Wagin DHS is an allergy aware environment. This means that no nuts or nut products such as Nutella or peanut butter are allowed at school due to some students and teachers having severe allergies. Please keep this in mind as you pack your child’s lunch.
You also have the option to order your child’s lunch from the canteen on the days they attend. If you would like to order lunch, clearly write their name and Room number on an envelope along with what you would like and the price. Place the money inside the envelope and secure ends. Canteen price lists are issued at the beginning of the year and are always available from the front office.

RECESS

The children will have recess with the rest of the school. At recess and lunch (12.30pm) students will play in an enclosed area with the Pre-Primary students. We feel it is valuable for these children to spend a little time interacting with older children. Staff members will be there for safety and supervision.

QUIET TIME

After lunch the children will have a quiet time. It is important that children have a variety of different activities and times in a day, including noisy, quiet and working times.
SCHOOL TIMES

TIMES: 8.50 am - 3.20 pm (Early Close Monday 2.30 pm)

Please ensure children arrive between 8.30 am and 8.50 am.
Children are not to be at school prior to 8.30 am.

Recess: 10.50 - 11.10 am
Lunch: 1.10 – 1.50 pm

BIRTHDAYS

Each teacher has their own birthday routine. Parents are welcome to bring a cake in if they wish and the birthday person will always be made to feel special. Please be aware to keep it free of nut products.

BUS CHILDREN

Students in years Pre-Primary onwards, who travel by bus to school, are not met at the bus so an older child on the bus may need to be organised to accompany them to and from the classroom until they are ready to do so on their own. There is always a staff member on bus duty at the start and end of the day.

CANTEEN

If you want your child to order lunch from the canteen, put children’s lunch orders in an envelope with ends sealed. Children are to write their order on a sealed envelope, clearly labelled with their name and room number and place their orders in the basket in the classroom. The lunch basket is then brought back to the classroom with the prepared lunches at lunchtime. Canteen price lists are issued at the beginning of the year and are always available from the front office.

CLOTHING

Please name ALL clothing. Any lost item which has your child’s name on it will have a very good chance of being returned to them. Some good ways of naming children’s clothing include printed name tags or laundry markers. Items of clothing without a name on them have NO chance of being returned if lost.

Parents are requested to send their children in school uniform. The wearing of a uniform assists in the development of children’s pride in their school and gives them a sense of belonging and inclusion. See Uniform Shop details under General Information.
CRUNCH & SIP

Each day students are encouraged to bring fruit or salad vegetables to school to eat in the classroom at a set time. Each child is required to take a bottle of water into the classroom to drink throughout the day to prevent dehydration.

Crunch&Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning or afternoon, assisting with physical and mental performance and concentration in the classroom.

LIBRARY

All students will be able to utilise the library. Your child will have a set library day. On that day they need to remember to return their library books. Students are also able to visit the Library during the lunch break on Mondays to Thursdays.

LUNCH TIMES

There are two sirens for lunch time. The first siren at 1.10pm is to begin eating. The children are required to sit down until the second siren at 1.20pm which signals play time for those who have finished eating. Children can remain seated and continue eating their lunch after this siren.

NEWS

The children may be rostered to bring an object to share. This experience provides valuable discussion for language and social development. Please help your child to select something that he/she can really talk about - preferably an item found outside/something your child has made.

We suggest children do not bring toys every time. If they can’t think of anything to bring, some suggestions are: letters, postcards, books, nature items, photos. Children do not necessarily need to bring anything; they can simply share an experience.

NO HAT, NO PLAY POLICY

TERMS 1 AND 4

All children must wear a legionnaire or a wide brimmed hat when outdoors during Terms 1 and 4. A cap without a back flap is not acceptable. It is important that children have their own hat at school during these terms as they are required to wear it during recess and lunch as well as Physical Education lessons. School hats can be ordered as part of the uniform ordering process. See Uniform Shop details under General Information.

Sunscreen - It is also a responsibility of parents to supply sunscreen when appropriate, such as warm days, sports days and other days when outdoor activities are being held.
OUTDOOR PLAY

The outdoor environment is a valuable opportunity for children to experiment, to: make their own discoveries, develop physical, intellectual and social skills and participate in activities that are challenging and stimulating to their creative minds and imagination.

The Pre Primary children have an opportunity (weather permitting) to play with our specialised equipment in the outdoor area.

PLAYGROUND/PLAY AREAS

The Early Childhood and Pre Primary students have set play areas. Pre Primary students are able to play in the fenced area outside of the Kindy and PP classrooms. Year 1 and 2 students are able to play in the area on the Tavistock Street side of the cluster, the undercover area, the quadrangle and oval play areas. The children know the areas well and are supervised carefully.

During the year Pre Primary students will have opportunities to play in the other school play areas. We feel it is valuable for these children to spend a little time interacting with older children. Staff members will be there for security and supervision.

SPORT

Pre Primary to Year 2 Cluster students participate in sporting activities as part of their Physical Education program. Please send them to school with appropriate clothing and footwear on the notified day (eg. sneakers/faction t-shirt).

STUDENT LEAVE PASSES

A standard leave pass must be obtained if you wish to take your child out of school for any part of a day. These passes need to be obtained from the administration office before collecting your child from his/her classroom.
GENERAL INFORMATION K - 2

ARRIVAL AND DEPARTURE

Please do not bring children before 8.30 am as we are busy with preparation for the day. Students arriving at school before this time are required to sit, under supervision in the undercover area.

Please be prompt in picking up your child at the end of school each day (2:30pm on Mondays and 3:20pm on other days) - there is nothing more unsettling for children than being unsure about getting home. If someone other than you is picking up the child, please let the staff know by way of a quick note or phone call.

If your child is distressed as you leave, either come inside for a few minutes (if you feel this will settle your child), or tell your child in a friendly but firm manner, that you will be back to pick them up at home time – and then leave. Usually children will cry until you are out of sight and then get on with enjoying themselves.

ATTENDANCE

The Attendance Code requirements are:

- Students arrive at school on time
- Students attend school on a regular basis
- Students who are absent must provide a genuine and acceptable reason.

NEWSLETTERS

A school newsletter is sent home fortnightly on a Wednesday with the youngest student in the family. The newsletter is also available on the Wagin DHS website: http://www.wagindhs.wa.edu.au/.

ASSEMBLIES

Whole School Assemblies are held regularly throughout the year. The school newsletter or website will inform you as to when they are and which class is running it.
PARENT/TEACHER COMMUNICATION

Parents are always welcome in our classrooms. At any time of any day feel free to come in and help or just have a look around. Visiting parents or guests must sign the ‘Visitors Book’ at the school administration office or cluster kitchen and wear a visitor’s pass at all times, while on school grounds. Passes should be returned to the administration office prior to leaving.

If you would like an interview or time alone to speak with your teacher a suitable time can be arranged by speaking to the classroom teacher, or by contacting the office at the school.

REPORTING SCHEDULE

Years K – 2
End Term 2 - Formal report
End Term 4 - Formal report

SCHOOL UNIFORM SHOP

The Uniform Shop is run by volunteers and is open each Friday between 8.30 and 10.30am. Please sign in at the front office. If you are unable to make it during those times, an order form and payment can be left at the front office, uniforms will then be passed onto students during school on Fridays.

LOST PROPERTY

Lost property is kept in the classrooms for a several days before it is then taken to the lost property cupboard near the staffroom. Cupboard keys are held at the front office it you would like to look for missing items. The cupboard is cleared at the end of each term and items of clothing with name tags are returned to their owners.

HEAD LICE

Head lice are a constant occurrence in the school environment. Please check children’s hair regularly and long hair should be tied up.

ILLNESS

Please do not send children to school if they are unwell. We do not have the facilities to cope with sick children. If the illness is contagious it will quickly spread to others. This applies to colds and flu as much as other contagious illnesses e.g. headlice, whooping cough and chicken pox.

It is the responsibility of parents / care givers to notify teachers of a student’s absence as soon as possible. While written notification is encouraged, verbal notification will suffice.

IMMUNISATION

All children must be up to date with their immunisation before the start of school. Contact Community Health for immunisation dates. Please present immunisation information including updated records (e.g. five year old immunisation) to the office for copying prior to commencement.
WHAT TO LEAVE AT HOME

Please encourage your children to leave their toys at home as they inevitably get lost or broken. There are lots of things to do and play with in their classroom, so it is best to leave special toys at home. We have a no war toys rule so please ensure children definitely leave toy guns, weapons etc., at home. Children will be encouraged not to make war toys during making/construction time.

Children should only bring in MINIMAL amounts of money to spend at the canteen. Money is the responsibility of the child.

POSITIVE BEHAVIOUR SUPPORT

PBS is a whole school strategy for helping all students achieve important social and learning goals. As part of the PBS program we have established clear behaviour expectations for all school community members in all areas of our school.

Wagin District High School behaviour expectations are:  

E - Engaged  
M - Manners  
U - Understanding  
S - Strive

We explicitly teach these behaviours and frequently acknowledge students who are displaying positive behaviour by putting their name on an EMUS card. All EMUS cards are collected and go into a draw for a Canteen Voucher reward at Whole School Assemblies. A major prize is also drawn at the end of the year.

Wagin District High School’s behaviour expectations will build on our social, emotional and academic learning program, promote a positive school environment and give more time for teaching and learning. By detailing expected behaviours and teaching them to students in a positive way, we will provide a common language and understanding for everyone in our school to be successful.

We believe that by helping our students practise good behaviour, we will build a school community where all students can succeed and grow.
## EMUS PBS Matrix.

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<th>Engaged</th>
<th>Manners</th>
<th>Understanding</th>
<th>Strive</th>
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| **Whole School:** All the time | *Arrive on time ready to start*  
*Remain in appropriate areas* | *Use common courtesies when greeting*  
*Keep hands and feet to yourself*  
*Use appropriate language*  
*Keep to the left when walking in corridors and verandas* | *Communicate positively*  
*Accept each other’s differences*  
*Care for other people and the environment* | *Wear the correct school uniform*  
*Do your best*  
*Attend everyday* |
| **Learning Areas** | *Be organized and on time*  
*Work collaboratively*  
*Be an active learner* | *Help others*  
*Listen actively*  
*Raise your hand to speak*  
*Leave your classroom and work areas tidy* | *Start your work straight away*  
*Follow instructions*  
*Care for and respect resources* | *Complete homework*  
*Stay on task*  
*Aim to improve* |
| **Play Areas** | *Be aware of others*  
*Play safe*  
*Play in appropriate areas* | *Listen to the duty teacher*  
*Use appropriate language*  
*Share and take turns*  
*Be a good team member* | *Include others*  
*Wear your hat* | *Problem solve: Stop, Think, Act*  
*Put rubbish in the bin*  
*Respect the environment* |
| **Eating Areas** | *Sit when eating*  
*Place all rubbish in the bin*  
*Hold all sport equipment still* | *Listen to the duty teacher*  
*Eat with your mouth closed*  
*Talk respectfully* | *Invite others to sit with you*  
*Wait for duty teacher to release you*  
*Eat your own food* | *Stay seated until released*  
*Pick up any rubbish* |
| **Information and Communications Technology (ICT)** | *Use IT equipment appropriately*  
*Shut down and store IT equipment correctly* | *Keep food and drinks away from the IT equipment*  
*Respect IT equipment and report breakages*  
*Treat others respectfully while online* | *Share equipment*  
*Be patient*  
*Access appropriate websites*  
*Close laptops when walking*  
*Games and music only when allowed* | *Increase your ICT skills* |
| **Before & After School** | *Listen to staff*  
*Get organized for the day*  
*Return all equipment to appropriate areas*  
*Move safely when arriving and leaving school* | *Say good morning or good afternoon to others*  
*Wait to be released at the end of the day* | *Be safe on the school bus*  
*Arrive and leave the school grounds safely*  
*Be on time for breakfast club* | *Clean up your area before you go home*  
*Be road aware* |

As finalized on 26/11/2014 by J Abbott