

Kindergarten Parent Information Book



Respect Integrity Excellence

'The Manly Village Way'

Key school contacts

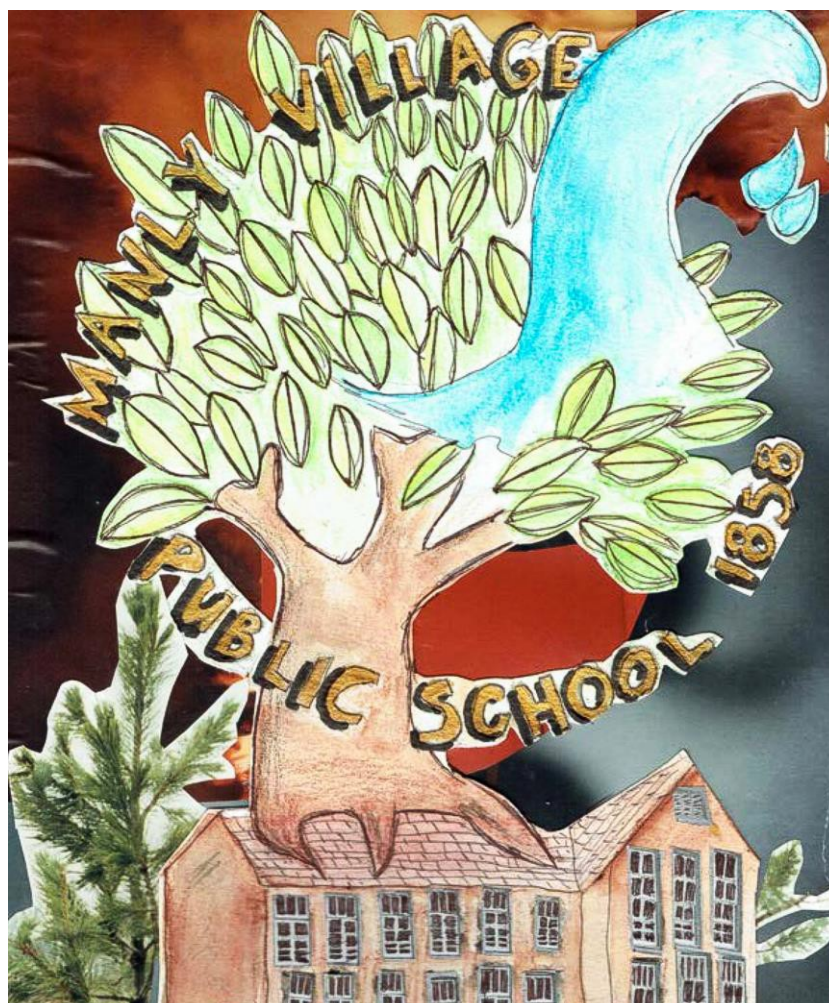
| | |
|-------------------------|---|
| Principal | Ms Philippa Becker |
| Deputy Principals | Mr Luke Richmond Mrs Alexandra Miles |
| ES1 Assistant Principal | Ms Sally Robinson |

| | | |
|---------------|-----------------|---|
| School Office | Phone | 9977 3066 |
| | Fax | 9976 2733 |
| | Email | manlyvill-p.school@det.nsw.edu.au |
| | School web site | http://www.manlyvill-p.schools.nsw.edu.au/ |

| | | |
|---------------------------------|-------|---------------------------|
| Manly OOSH (Out of School Care) | Phone | 9976 2147 0418 063 117 |
|---------------------------------|-------|---------------------------|

Parent contact details

Contact details are requested when enrolling your child. It is important that the school office is notified immediately of any changes to your contact numbers, email and/or home addresses.



An A to Z of information about our school

ABSENCES

All absences from school should be explained by an email to the school. (See also Early Departure, Late Arrival for extra information).

ACCIDENTS

The school office will contact parents in the case of an accident or in the case of illness. In the event of an emergency, an ambulance will be called and parents will be contacted as soon as possible.

AFTERNOON ROUTINE

Your child's class has a designated collection point where the children assemble for dismissal each afternoon. It is really important that parents stand back from this area to allow teachers to dismiss the children one at a time to their parents. We understand that you may be keen to see your kindergarten child during the first few weeks of school but we ask that you maintain a distance until the teacher dismisses your child to you.



APPOINTMENTS

We welcome discussions with parents and request that you make an appointment to meet with your child's teacher when required at a mutually suitable time. This allows teachers to fulfil their commitments in the classroom and provides an uninterrupted scheduled time for your discussion.

ASSEMBLY

A whole school assembly is held each Monday morning underneath the Covered Outdoor Area on the green courts. Assemblies are held fortnightly at 2.30pm on Wednesday afternoons in the school hall. The assemblies cater for K-2 students and 3-6 students on alternate weeks. At assemblies students sing the School Song, the National Anthem and recite the School Pledge. Bronze Awards are presented for achievement and a class presents an item. Classes perform an assembly item on a rostered basis. Parents are most welcome to attend assemblies.

ATTENDANCE

All children are required to attend school on a regular basis during each school term. Our school hours are from 9:15am to 3:15pm. Students should not arrive at school before 8:45am (unless enrolled at Manly Out Of School Hours) as teachers are not scheduled on duty until this time.

BEFORE AND AFTER SCHOOL CARE

Manly Out Of School Hours (MOOSH), a before and after school service, is located within our school site. The service has been accredited at an Exceeding National Quality Standard level of care by the Australian Children's Education and Care Quality Authority and by the Department of Education. The service is available for children from 5-12 years and is open each Monday to Friday from 7:00-9:00am and again from 3:15-6:00pm.

The qualified staff provides a wide range of exciting activities for the children each day which include a variety of indoor and outdoor, art and craft activities and cooking. There is also a vacation care program which operates daily during school holidays (except for the Christmas/New Year period). Vacation Care operates from 7am -6.00pm.

The school has arrangements for the arrival and collection of students from and to MOOSH each day.

For enquiries about enrolment, please call the coordinator on **02 9976 2147** for more information

see their website <https://manlyoosh.com.au/>

BEST START INTERVIEWS

Before your child starts school, an appointment will be made with a Kindergarten teacher to observe what your child already knows about literacy and numeracy. This is the Best Start Kindergarten Assessment which assists teachers to support individual student learning needs and is used for all Kindergarten students in NSW public schools.

BIRTHDAYS

Some students like to celebrate their birthdays at school. 'Birthday ice blocks' can be purchased from the school canteen.



BIKES, SKATEBOARDS AND SCOOTERS

Students must be 10 years old to ride to school unaccompanied by an adult. Students are able to leave their helmets, bikes, scooters and/or skateboards in the area reserved for this purpose at the back of the school on Victoria Parade. Students are not allowed to ride their bikes, scooters and/or skateboards within school grounds.

BOOK CLUB

Our school provides an opportunity for families to purchase good quality books at a reasonable price through Ashton Scholastic. Catalogues are sent home at regular intervals and orders may be placed on line.

CANTEEN

Our school canteen operates every day and provides a delicious and healthy menu for our students. Our canteen meets the requirements of the Department's Healthy Canteen Strategy. Students may order lunches online through the Flexischools website:

<https://www.flexischools.com.au/>. An updated menu and price list is uploaded to our website each term. Parent helpers are warmly welcomed to assist in the canteen.



CHOIR

Students from Kindergarten to Year 2 are welcome to join the Infants Choir. Rehearsals are held within school hours.

CLASS PARENT REPRESENTATIVES

Parents may wish to volunteer as a Class Parent Representative (CPR). The Class Parent Representative's role is to liaise with the class teacher and the rest of the parents with students in that class. The CPR assists the class teacher to communicate details of excursions, organise class parties and special class activities, welcome new families to the school and other activities across the year. Teachers ask for volunteers for this position at the class Information Night at the beginning of the year. The Principal meets once a term with all Class Parent Representatives to discuss the school calendar and upcoming events.

EARLY DEPARTURE AND LATE ARRIVAL

If your child needs to leave school before 3.15pm or arrives after 9.15am you are required to obtain a late arrival or early leavers slip from the school office. Students who are late for school should always be accompanied by a parent to the office.

What if my child arrives late for school?

- Accompany your child to the office
- Collect the late arrivals slip from the office
- Sign in as a visitor
- Take your child to their classroom

What if I need to collect my child early from school?

- Go to the office and sign in as a visitor
- Collect and sign an early leavers slip
- Give the class teacher the early leavers slip and collect your child



EATING LUNCH

All K-2 students eat lunch inside their classrooms for 10 -15 minutes each day. If your child has not finished eating during this time, they are encouraged to finish eating their lunch on the outside deck when the bell rings at 11.20am. Children will bring home any uneaten food each day.

ENTRANCES AND EXITS

Students enter and exit the school through gates on Darley Rd, Wentworth St and Victoria Parade. These gates are locked during school hours. Parents can enter the school via the gate closest to the school office on Darley Rd during school hours and are required to sign in at the office as a visitor on arrival.

EXCURSIONS

School excursions are planned to support aspects of the curriculum and to enrich children's learning experiences. Every attempt is made to keep costs at a minimum. Payment for excursions is always made in advance and parents are informed about the details of the excursion through written communication. Parent permission is required for each excursion. School uniforms, including the wide brimmed school hat are to be worn unless otherwise advised. No pocket money nor glass bottles should be taken on excursions. Parents are often requested to assist with excursions.

EXTENDED LEAVE

Additional family holidays throughout the school term are not encouraged as it is important for your child to complete a year's worth of learning from a year's worth of teaching.

In some circumstances families may have to apply for approval from the principal for extended leave during the school term. A form to apply for approved Extended Leave is available at the school office.

FRUIT AND VEGETABLE BREAK

Each morning classes take a short break to 'refuel' on vegetables or fruit and 'rehydrate' with water. Evidence tells us that children who are not hungry and are well hydrated perform better in the classroom, show increased concentration and are less likely to be irritable. Individual class teachers decide when it best suits their class schedule to stop for this important break. Please ensure your child has a small container of healthy fruits and/or vegetables each day.



GARDEN

Our school garden allows all students an opportunity to participate in 'real world' learning experiences. Each grade will have the opportunity to explore the 'living world' in the garden as part of science units of work.

GREEN AGENTS

A very active group of parents and teachers are part of our school's Sustainability Team. This team shares a love of our environment and helps our school community adopt a greener approach to life and to live more sustainably. Our students are nominated as Green Agents to assist with improving our school environment, reducing waste and lost property.

HEALTH CARE PLANS

An individual Health Care Plan is required for any student with particular physical or medical needs including:

- severe asthma
- type 1 diabetes, epilepsy and [anaphylaxis](#) or
- any student who is diagnosed as being at risk of an emergency
- any student who requires the administration of specific health care procedures



Individual Health Care forms are available from the school office. These plans should be prepared in consultation with a General Practitioner.

Once completed, the Individual Health Care Plan must be returned to the school office. Parents of students with anaphylaxis should make an appointment to develop a Health Care Plan prior to enrolment. The school updates plans annually in consultation with parents.

HELPING IN THE CLASSROOM



Classroom helpers are welcomed at Manly Village Public School. Your child's classroom teacher will ask for volunteers at the Information Night held at the beginning of the school year. Complete a working with children check declaration for volunteers. Provide one form of ID showing full name, date of birth and address. The parent volunteering declaration only needs to be completed once while your child is at our school.

HOMEWORK

In Kindergarten, students will bring readers and sight words home to practise at home. This usually takes about 10-15 minutes each night. Daily practice of reading, in particular, has been proven to be highly beneficial in the acquisition of these skills. If you experience problems with your child completing homework for any reason, please talk to your class teacher.

KEY LEARNING AREAS

The NSW curriculum includes the Key Learning Areas of English, mathematics, science and technology, history, geography, creative arts and personal development, health and physical education.

LABELLING

Please label everything that belongs to your child using a permanent marker, patches or stickers. Objects requiring labelling include:

- hats
- jumpers
- socks
- shoes
- raincoats
- school bag
- library bag
- drink bottle
- lunch box
- fruit break container



LEADERS

The school has ten prefects, two vice captains and two school captains. The leadership team is highly active in organising and supporting school events, running assemblies and representing the school at official engagements. The school leaders meet with the principal each fortnight to discuss the impact their roles are having on the student body.

LIBRARY

Our students are provided with one library session per week and are encouraged to borrow books for reading at home. Junior borrowers must use a library bag. Students are encouraged to take good care of the borrowed material and ensure its return by the due date. A fee is payable for lost books. Our school library bags can be purchased at [Pickles School Wear](#), Brookvale. Students are able to visit the library at lunchtime on Mondays, Tuesdays, Thursdays and Fridays.



LOST PROPERTY

All clothing and property needs to be clearly labelled with your child's full name and current class. A lost property collection point is located on near the deck on the green court, before and after school. After reasonable attempts have been made to determine ownership, all unclaimed clothing is sold in the second hand uniform shop. All unclaimed lunchboxes and containers will be placed in a 'boomerang tub' to support the sustainable team and encourage recycling and reusing.

LUNCHCLUB

Students are able to participate in Lunch Club activities if they are looking for some quiet time away from the playground. Lunch club activities include art, board games, reading and construction activities. The Lunch Club operates twice a week.

MORNING ROUTINE

Kindergarten students should arrive at school around 9:00am. This 15 minutes before school gives them some time to settle and play with their friends before school starts. To ensure your child is not unsettled and to avoid disrupting the class, it would be appreciated if your child arrived before 9:20 am. Children arriving after 9:15 am will be marked as partially absent in the roll and will require a late note from the office. Teachers are scheduled on duty in the playground from 8:45am. Children are not to arrive at school before 8:45 am (unless attending MOOSH).

All Kindergarten children line up in designated class lines at the back of the canteen and close to the Kindergarten rooms. The coloured dots are aligned with the Kindergarten classrooms.



NATIONAL ANTHEM

The National Anthem is sung at school assemblies and during formal occasions. The lyrics are as follows:

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.*

*Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.*

NEWSLETTERS

Our school newsletter, Sea Sider is published and emailed to families each Wednesday. It can be located on our school's website at <http://www.manlyvill-p.schools.nsw.edu.au/> or on our [Parent app](#).

NUTS

Some students and staff are highly allergic to nuts. Please avoid sending nuts, peanut butter or nutella sandwiches to school. Parents of children with anaphylaxis should be aware that the school does not claim to be a 'nut free' school but does actively discourage nut products from being brought to school.

PARENTS & CITIZENS ASSOCIATION (P&C)

Our Parents and Citizens Association works in consultation with the school to foster a sense of community, and to raise funds to support school programs. The P&C meets every second Monday of each month in the school library. New members are always welcome. For more information visit their [website](#).

PARENT FORUMS

A repertoire of forums is scheduled throughout the year to enhance parental understanding of the school curriculum and how to support children's learning at home. Please contact your class CPR if you wish to request a particular topic for discussion at a future forum.

PARENT/TEACHER MEETINGS

At the beginning of each new school year, parents are invited to attend an Information Night. Your child's class teacher will discuss the curriculum that your child will be learning, along with class routines and class expectations.

Parent/teacher interviews are held later in Term 1 and provide an opportunity for you and your child's teacher to share information about your son/daughter and to discuss their progress to date.

You are encouraged to contact the school to make an appointment to meet with your child's teacher if required at other times. This can be done by emailing the class teacher or telephoning the school.

PASSENGER SAFETY

We ask that you use safe practices when dropping off or picking your child up in a car. All cars are to be parked at the kerbside closest to the school to drop off and collect children. Children will not be allowed to cross the road unattended to a car parked on the other side of the road.

PEDESTRIAN SAFETY

Many of our families walk to and from school. The best way to keep young children safe from traffic injuries is to hold their hand. It is important to make family rules about safe walking so that children learn how to become safe pedestrians. Please ensure caution is taken at driveways along the route. The right messages to discuss with your child are:

'Whenever we are out walking, we hold hands'

'If we can't hold hands, you can keep close by holding onto me, the bag or the stroller'

'There's no running ahead'



PERMISSION TO PUBLISH

Each year we seek your permission to allow the school to publish your child's photograph or work sample, either in our weekly newsletter, on our school's website or in the annual school magazine, Sea Murmurs.

PLAY EQUIPMENT

Students are allowed to play on the play equipment during lunch and recess breaks that are supervised by a teacher.



The play equipment is not to be used before and after school.

POSITIVE BEHAVIOUR FOR LEARNING

Our school is a Positive Behaviour for Learning (PBL) school. Our core values of Excellence, Respect and Integrity are reflected in our approach *'The Manly Village Way'*.

Teachers and students use these values when discussing appropriate behaviours across the school. These positive behaviours are taught explicitly to students.

A whole school commitment promotes a sense of wellbeing, community and positive learning.

PREFERRED NAME

Departmental policy requires the school to use the name on your child's birth certificate for all formal documents e.g. the school roll, school reports. Should you wish your child to use a preferred name for other situations, please discuss with your child's teacher and complete on the school's enrolment form.

RELEASE FROM FACE TO FACE (RFF)

Each week, your child's teacher is provided with two hours of release from face to face time for program preparation and administration.

Your child will be taught by an additional teacher during that time who will deliver specialist lessons such as Drama and Music.

SCHOOL COUNSELLOR

Our school counsellor works at Manly Village Public school for two and a half days per week. The counsellor is an experienced teacher with a degree in psychology and post graduate qualifications in school counselling. The school's learning support team works in consultation with the school counsellor and parents and caregivers, to develop appropriate school based support for students requiring additional support or adjustments with their learning. Parents are required to provide written permission before their child can receive our school counselling service.

SCHOOL CONTRIBUTIONS AND COSTS

Two invoices are sent home to parents, at the beginning of term 1 and again in term 3.

These semester invoices will contain an itemised list of expenses including excursions or incursions.

Additionally, the school collects voluntary contributions over the course of the year. These voluntary contributions are to a library fund during semester one and to a building fund during semester two to assist in providing ongoing quality library resources and improving learning environments for students.

SECOND HAND UNIFORM SHOP HOURS

Our second hand uniform shop operates every Wednesday afternoon at pick up time and is located in front of the canteen near the deck and green court.

SCHOOL EXECUTIVE STAFF

The school executive staff consists of the Principal, two Deputy Principals and four Assistant Principals. Appointments with any members of this team are welcomed and can be booked through the school office.

SCHOOL SONG AND SCHOOL PLEDGE

Our School Song is sung and our School Pledge is recited at school assemblies and during formal occasions. The lyrics and words are as follows:

SCHOOL SONG

*At Manly School that stands beside the sea
Where the Norfolk Pine trees sway
There's learning and fun and much to be done
To help us on our way
We welcome the folks who come from other lands
To our school beside the foam
In our hearts we'll always cherish
Our friends wherever they may roam*

SCHOOL PLEDGE

*This is our school
Let peace dwell here
Let the room be full of contentment
Let love abide here
Love of one another, love of mankind, love of life itself
And love of god
Let us remember that many hands make a house
And many hearts make a school.*

SCHOOL UNIFORM

Our summer and winter school uniform requirements are as follows and may be purchased at [Pickles School Wear](#) in Brookvale.

| Girls | |
|--|---|
| Summer | Winter |
| Summer dress | Tunic |
| White socks | White sleeved school top or blouse |
| Black leather school shoes | Black tights/white socks |
| Black undershorts (available from uniform shop) | Black leather school shoes |
| Crew neck jumper | Polo fleece/crew neck jumper/ Navy Blue vest (optional) |
| Sports/PE/Gym | Sports/PE/Gym |
| Green school top | Green school top |
| Navy Blue skort/rugby shorts | Navy Blue skort/rugby pants |
| White socks | Navy Blue bootleg pants |
| Black or white joggers/trainers | White socks |
| Navy Blue vest (optional) | Black or white joggers/trainers |
| Polo fleece/crew neck jumper | Polo fleece/crew neck jumper |
| <i>Please note - Girls may wear the boys summer/winter uniform however, skorts may NOT be worn with white tops</i> | |

| Boys | |
|---|---|
| Summer | Winter |
| White sleeved school top | White sleeved school top |
| Navy Blue cargo shorts | Navy Blue shorts/pants |
| White socks | White socks |
| Black leather school shoes | Black leather school shoes |
| Polo fleece/crew neck jumper/ Navy Blue vest (optional) | Polo fleece/crew neck jumper/ Navy Blue vest (optional) |
| Sports/PE/Gym | Sports/PE/Gym |
| Green school top | Green school top |
| Navy Blue sport shorts | Navy Blue rugby shorts/track pants |
| White socks | White socks |
| Black or white joggers/trainers | Black or white joggers/trainers |
| | Polo fleece/crew neck jumper |

SCHOOL TIMES

Our school operates on two timetables. One for K-2 students and the other for Yrs 3-6 students. This is to allow more playground space for children at break times. There is a whole school timetable each Thursday.

The K-2 timetable is as follows:

| | |
|------------------|--------------------|
| School starts: | 9:15am |
| Fruit break: | 10am approximately |
| Lunch break: | 11:20am – 12.10pm |
| Afternoon break: | 2.00pm – 2.25pm |
| School finishes | 3.15pm |

Teachers are on duty from 8:45 am and parents are asked not to send students to school before this time. Students are not to enter the classrooms before school unless it is raining.

SPECIAL EVENTS

Special events are scheduled throughout the year for parents and families to attend.

These include such events such as Grandparents' Day, Harmony Day, Presentation Day and the annual Dance Concert.

SPECIAL RELIGIOUS EDUCATION (SRE) AND SPECIAL EDUCATION IN ETHICS (SEE)

Parents are asked to nominate a special religious or ethics class upon enrolment.

- **A Special Religious Education (SRE)** program is available at Manly Village Public School and is led by authorised volunteers of approved religious groups. Parents are asked to nominate a special religious program upon enrolment. Parents are asked to advise the school in writing if they wish to withdraw their child from Special Religious Education.
- **A Special Education in Ethics (SEE)** is a secular alternative to religious classes available to all students who have nominated Non-Scripture.

Special Religious Education and Special Education in Ethics classes are held each week for more information [visit our school website](#).

SPORT

The school has a comprehensive sports program, which enables students to gain skills and experience in sporting activities during their primary years. A wide variety of summer and winter sporting options are available for students in Years 3-6, including participation in PSSA competitions and gala days.

A Swimming Carnival is held for Years 3-6 (and those children turning 8 in Year 2) early in the year with separate Athletics Carnival for K-2 and 3-6 scheduled later in the year. Parents are invited to attend both events.



SPORT (HOUSE GROUPS)

Upon enrolment, each child is allocated to a house group for sporting activities.

The four houses are:

- Bennelong (Blue)
- Euroa (Green)
- Kabbarli (Red)
- Woomera (Yellow)



STAGES OF LEARNING

The NSW curriculum is organised in stages of learning. Kindergarten to Year 6 includes four stages of learning.

- Early Stage One - Kindergarten
- Stage One -Year 1 and Year 2
- Stage Two - Year 3 and Year 4
- Stage Three - Year 5 and Year 6

SUN SAFETY

Our students are required to wear the school's broad brimmed hat outside at all times.

The school has a 'no hat, play in the shade' policy. We recommend that students apply sunscreen before coming to school and have their own individual roll of sunscreen in their lunchbox which can be reapplied at lunch, particularly in the summer months.

WASTE FREE LUNCH

Our students are encouraged to bring as little waste as possible to school. Each classroom has a compost bin to place any fruit or vegetable scraps in. This is then transferred to a worm farm.



Waste free lunches are encouraged and should only be packed in compostable or recyclable containers. In supporting this initiative please refrain from using plastic wrap, foil, zip lock bags and sending packaged foods as much as possible.

Our school canteen supports this initiative and offers delicious hot lunches served in recyclable bowls and plates.



Preparing Your Child for School

Your child will need to bring the following to school each day:

- hat
- school bag
- reading folder
- library bag (on designated library days)
- fruit and vegetable snacks
- lunch
- afternoon tea
- drink bottle
- spare pair of underpants in a plastic bag in their school bag
- raincoat



Talk to your child about school routines:

- eating fruit break, lunch and afternoon tea at set times
- being responsible for their own belongings
- working and playing with others
- sharing toys, games and pencils
- arrangements for dropping them off and picking them up from school.

Help your child to practise the following skills:

- using pencils, scissors and glue
- writing their name with a capital letter for the first letter and lower case for the rest eg Mary
- opening and closing lunchboxes and drink bottles



Once your child starts school you can help them in the following way:

- Allow plenty of time for getting up in the morning so you are not rushing
- Be cheerful, confident and positive about school
- Leave your child at the line up area outside the classroom. Say goodbye cheerfully and firmly. ***Please do not escort them into the classroom.***
- Be on time to pick up your child
- Show that you are interested in what your child does during the school day. Ask questions like “Did you read a book today?” Please do not be concerned if they do not want to discuss this or say they can’t remember
- **Check bags for notes and keep an eye out for school emails**
- Encourage regular and punctual attendance. Provide a written note for any absences.

- Encourage risk taking. Have a go! It is ok to make mistakes.
- Invite friends to play as this is important in their social development.
- Most importantly, please talk to your child's class teacher if you are experiencing any problems or difficulties.

Kindergarten Expectations

We hope that by the end of the year in Kindergarten, your child will:

- be happy at school and enjoy coming to school;
- have made some good friends with other children;
- have a love of learning;
- be willing to join in any school activities, and
- have made sound academic progress.

