



Kindergarten Information Booklet 2025

Kingston Primary School Website: <https://kingstonprimary.wa.edu.au>

Please download the free “Kingston Primary School” App from
SchoolZine on your smartphone and register using the code: 5810

Dear Parents/Carers,

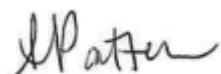
Welcome to Kingston Primary School! We're thrilled to welcome you and your child to our Kindergarten, and we hope the information in this booklet answers some of your questions about our school and helps you feel prepared for this exciting journey.

Kindergarten is a wonderful time when children begin to develop a love of learning, expand their knowledge, and grow their social skills. At Kingston, our program is designed to nurture children in a safe and supportive environment where they feel valued and encouraged to grow—physically, socially, emotionally, and academically.

As we approach the start of Kindy, now is a great time to talk with your child about what to expect. During those first few weeks, there may be some tears (often from parents!), but please know our staff are here to help with any questions or adjustments as everyone settles into the Kindy routine.

Most importantly, we want this to be a positive, exciting beginning to school for your child. If you have any questions or would like to discuss your child's journey with us, please don't hesitate to contact our office at 9797 5000. We're here to support you every step of the way.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'APatten'.

Anthea Patten
Principal



Term Dates 2025

Semester 1

Term 1

Students

Wednesday 5 February – Friday 11 April

Term 2

Monday 28 April – Friday 4 July

Semester 2

Term 3

Monday 21 July to Friday 26 September

Term 4

Monday 13 October to Thursday 18 December

Public Holidays

Labour Day

Monday 3 March

Good Friday

Friday 18 April

Easter Monday

Sunday 21 April

Anzac Day

Friday 25 April

Western Australia Day

Monday 2 June

King's Birthday

Monday 29 September

Important Dates

Your child's first visit to classrooms will be on **27th November 2024** unless you are involved in our Early Start sessions. Your child's start day and time for 2025 will be sent to you in writing, at the end of Term 4 in December 2024.

Visits and Meetings

Early Start is offered to all families and children starting Kindy. Please check your letters from the school to learn more about Early Start.

We hold a 'Stay and Play' session for all children starting Kindy. This will be on 27th November this year. It is held after school has finished and is for children and their families to visit and become familiar with our Kindergarten rooms.

If you feel your child needs additional visits to Kindy this can be requested through the Administration Office on 9797 5000, who will direct you to a deputy.

Settling In

Settling into Kindergarten is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment.

At Kingston Primary School we aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process.

Through discussion with each child's teacher, individual arrangements can be agreed for each child.

Although it can be tricky to arrange to attend visits to Kindergarten due to other commitments, these visits will be particularly valuable if you are a working parent and need to settle your child quickly.

We offer full time placement from the start for the days children attend. We recommend entry into Kindergarten in a staggered form for 2 weeks for the children to spend time getting to know staff members and classmates.

We recommend that you take the opportunity to drop off your child's stationary during the School Development Day allocated time (4th February, times to be announced) as this will free you up to focus on your child on their first day.

On your child's start date parents/carers should:

- Arrive at the time stated on their start letter which can change over the first few days of Kindy.
- Ideally be prepared to stay for a short period of time with your child/ren in the Kindergarten, or arrange for another familiar adult to do so, on their first few days. Your child's teacher will indicate a good time for you to leave if necessary.

Our Session Times

Group A:

8.45am - 2.55pm Monday, Tuesday and odd Wednesdays (Weeks 1,3,5,7 and 9 each Term)

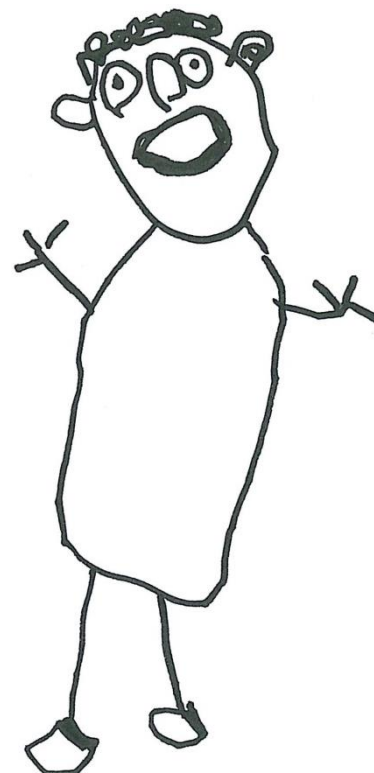
8.45am - 2.55pm Monday and Tuesday the next week.

Or

Group B:

8.45am - 2.55pm Thursday and Friday one week and

8.45am - 2.55pm even Wednesday, (Weeks 2,4,6,8 and 10 each term), Thursday and Friday the next week.



Important Information: The Kindergarten timetable is based on the school term weeks. Each term is 10 weeks long.

It is important to arrive and collect on time.

The children are only here for 15 hours a week and we really want them to make the most of their time with us. It also helps them to learn the necessity for good timekeeping.

If you will be unavoidably late picking up – please telephone so that we can explain this to your child.

If someone other than you or a regular person that we have met before is picking up, then you must phone or send a note with that person. If we are in any doubt, we will not send the child home until we have phoned you to check who you expect to be there to pick up your child.

Our Daily Routine

Upon arrival children and parents are asked to wait outside Kindy classes in the playground area until a member of staff opens the door and welcomes them in. While they are waiting please encourage your child to take out their own water bottle and piece of fruit from their bag for the session and ask them to place it in the correct areas of the trolley just outside their room.

Children are encouraged to enter the classroom, place their bags on the shelves independently and then find an activity to go to within the room.

During the first two weeks of school parents are invited into the classroom to assist their child to unpack their bag and find an activity to do in the room. From week 3 onwards parents are asked to escort their child to the door, give them a hug good-bye and leave them to enter the room with the teachers.

The children are called together for a mat session at around 9am where they welcome each other and participate in explicit learning, songs, rhymes and games.

After the mat session the children explore the learning environment. They have opportunities to join in teacher guided activities and to explore learning for themselves through play based, open ended experiences.

At morning tea time the children will eat a piece of fruit that you provide. This should be cut up and in a named container or a labelled snack bag. Your child should place it in the fruit basket at the start of the day. This routine may change during the year and you will be notified of any changes.

Following morning tea children have time to continue their learning including using the outdoors classroom area.

Each day children will need to bring their lunch, a water bottle and fruit for morning tea.

Everyone helps to tidy up towards the end of each session both inside and out. Children are also encouraged to tidy the area they have been working in. The session finishes with a group time where the group may talk about ideas in relation to our topics, singing, or share a story.

At the end of the session Parents/Carers are asked to wait outside the classroom until a staff member opens the door. The children remain on the mat until they are collected. **Never open the gate for children to leave without a family member.**

How we learn in Kindergarten

We believe that young children learn best through play and explicit instruction. They are encouraged to join in all the activities, to be independent and to make positive choices.

We offer a rich and varied curriculum in a safe and inviting environment. We understand that children develop at their own pace, and with encouragement and opportunity will reach their full potential. Children learn best when they are happy, safe and secure. The staff members are there to guide and teach and look forward to getting to know you and your child.

We have a number of curriculum documents, statements and policies all available for you to see. Here are 2 of our curriculum documents.

[k10outline - Kindergarten Curriculum Guidelines \(scsa.wa.edu.au\)](https://scsa.wa.edu.au/k10outline-Kindergarten-Curriculum-Guidelines)

[k10outline - Early Years Learning Framework \(scsa.wa.edu.au\)](https://scsa.wa.edu.au/k10outline-Early-Years-Learning-Framework)

Our environment is intentionally planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum. Our environment both inside and out consists of several areas although not all areas are available within the classroom every day. Each area offers a different variety of learning experiences for our children and the range includes:

- Dramatic Play
- Puzzles and fine motor activities
- Construction
- Sensory play
- Small world
- Playdough
- Mark making
- Creative art area
- Book corner
- Interest based areas



The staff members work with the whole class, groups and individuals to meet each child's specific needs.

Record keeping/parent consultations

In order to plan for your child's learning, all staff members contribute to observations and records of your child's development. These begin with the information you share

with us through the Kindy transition process and the Kindy information form which is provided for you to complete online before the start of the year. We collect the children's drawings and photographs of things they have done at Kindergarten and share with parents via the Seesaw App.



Accidents and accident reporting

All accidents requiring treatment that staff are aware of are noted. You will be sent a message through Seesaw of any injuries and contacted if your child bumps their head. If in our opinion a child requires medical treatment, we will contact you immediately.

Please make sure we have up-to-date contact numbers.

Absence

We ask that you ensure your child makes full and regular use of the place offered to them.

If for any reason your child will not be able to attend, for example due to illness, (e.g colds, runny nose, cough or sore throat) or holiday please could you telephone on 9797 5000 or send an absentee note via the School App, to let us know.

Safeguarding

The Kindergarten has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let a relevant member of Kindy staff know. We are duty bound to follow up any unusual marks or injuries reporting them to the safeguarding authority who may need to follow them up.

Toys from home

Occasionally children like to bring a toy from home to show other children or an adult in the Kindergarten, or just for security; could you please discourage this. Treasures can easily be lost or misplaced which can be very upsetting for the children.

Concerns

We hope that your child's time in Kindergarten will be an enjoyable one. However, if you have any concerns please do not hesitate to contact your child's teacher.

If you feel that you need to talk with someone else once you have talked with the teacher, please contact our school office on 9797 5000 and make a time to speak with one of our Deputy Principals or Principal.

Children's illnesses

Please inform us of the reason your child is absent from Kindergarten and of any infectious illness so that we can inform parents/carers.

The following apply:

Illness	Appropriate action
Conjunctivitis	Please do not bring your child to Kindergarten if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please do not bring your child to Kindergarten until the last spot has scabbed.
COVID	Follow the current guidelines.
Hand, foot and mouth	Please do not bring your child to Kindergarten until the last blister has dried up.
Sickness or diarrhoea (gastro)	Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 24 hours after the last episode.
School sores	Please do not bring your child to Kindergarten until 24 hours after antibiotic treatment has been started. Sores need to be covered with a waterproof dressing.

Please contact the school on 9797 5000 for advice on exclusion times for German measles, Head Lice, Hepatitis A, Measles, Mumps, Ringworm, Scabies, COVID 19, Strep throat and Whooping Cough.

Notwithstanding the above, it is expected that parents/carers use their discretion and if your child/ren remain unfit for school beyond the above guidelines then your child/ren should stay at home.

Should your child become ill at Kindergarten, we will try and contact you as soon as possible so that they can be collected.

Please call in at the school front office to collect a yellow 'student release note' so that the teacher knows the child can be released to you.
Please help us to keep contact numbers up-to-date.

Intimate care of children

During their time at Kingston Primary School Kindergarten your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues.

This can be when cleaning up a child after they have soiled themselves, supporting a child with Special Needs, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained.



Kingston Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner. The team recognise that there is a need to treat all children with respect and dignity when intimate care is given.

We do ask that all children carry a change of clothes in their bag in case of accidents at kindy.

Clothing

Please dress your child in uniform as it is easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently. Please bring a broad brimmed hat all year round.

When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun block that you put on at home.

ALL CLOTHING AND SCHOOL BAGS SHOULD BE CLEARLY LABELLED especially coats, hats and shoes. School bags need to be big enough to carry a lunch box, a set of spare clothes, a school jumper in winter and large pieces of art work. The school uniform shop sells Kingston Primary School bags which are a really good size. We also recommend that children do not come to school wearing long skirts as these can be dangerous when climbing in the garden.

In winter children can wear gumboots as these are easy for students to pull on and off for themselves.

In summer children often leave their shoes in the shoe tubs at the classroom door and spend time barefoot unless they have a known allergy or sensory sensitivity (e.g. insect bites, bees or pollens) Please no thongs.

Fruit and drinks

Each class has a basket close to the door where children can put their fruit. We do not share fruit so please cut your child's fruit and put it in a named container. Oranges and bananas uncut can have the child's name written on them in marker pen.

Water should be the only drink provided from home in a water bottle for your child to drink through the day. Your child can put their bottle near the fruit basket. The children also have access to water fountains.



Communication

Please come in and talk to your child's teacher if you have any worries or concerns – sometimes a chat is all that is needed to set your mind at rest.

Throughout your child's stay at Kindergarten we will provide more formal and informal opportunities for you to discuss your child. Opportunities will be provided for you to meet teachers throughout your child's time at Kindergarten, to celebrate their achievements and share any worries or concerns.

We use the Seesaw App to provide you photos of your child's day and to share important information and notices throughout the year. This is a wonderful way of keeping in contact with your child's teacher and share the learning between school and home. It looks like this:



You will be sent a request to join your child's class seesaw group. Please follow the instructions sent and join before the start of the year. We will send photos home to share with your child as you discuss how exciting Kindy is going to be.

Communication is a two-way process, so if there is anything you would like to know, please ask.

Newsletters and noticeboards

We try to keep you informed about events in Kindergarten through regular newsletters on the school's website and Schoolzine App, also known as SZapp. We also ask you to keep an eye on the various notice boards for daily information.

This will keep you informed of activities that the children will be doing in Kindy.

You can find the App to download for free in the Google Play store or the Apple App store. It looks like this:



Home and School

We recognise that all children come into Kindergarten having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities to develop further learning, not only in the Kindergarten, but also at home in a variety of ways. Your child's learning is a partnership between home and school. Let's work together!

Conveyance Allowance

If you are planning to use the School Bus Service to eventually transport your child to school please contact them on:

<https://www.schoolbuses.wa.gov.au/>

You may be entitled to a small amount of financial rebate if you are conveying your child in your own car and have been approved to travel on the School Bus Service.

Safety

Children's safety is our first concern and we need your co-operation.

Please:

- Do not smoke on Kindergarten premises
- Do not bring dogs on the Kindergarten premises
- Do not let your child bring sweets/chewing gum/money or nuts to Kindergarten.

Complaints or positive feedback

If you feel you have had conversations with the class teacher and you do not feel heard then please request a meeting with a Deputy Principal or our Principal, Katie Wallace.

If you would like to take the complaint process further, please follow the information on the link below:

[Understand the complaints process - Department of Education](#)

If you would like to give some positive feedback, please speak to the class teacher directly or send your positive feedback through on the SZ App.

We love to hear what we're doing well as well as making changes where they are needed to improve the learning experience here at Kingston.

And finally,

*We can't wait to meet you and look
forward to an exciting learning journey
with you and your family.*

