



Pre-Primary Parent Information

2025

Kingston Primary School Website:

<https://kingstonprimary.wa.edu.au>

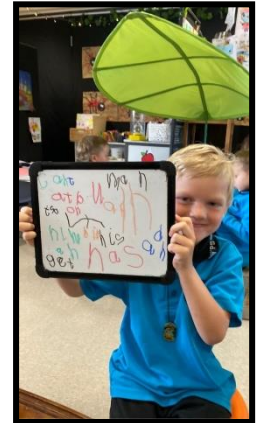
Please download the free “Kingston Primary School” App on your smartphone
and register Using the Code: **5810** (Instructions inside)

Welcome to Kingston Primary School.

We are a proud school community in the suburb of Australind in the South West Education Region. We opened our doors in 2009 and grew steadily for many years.

Kingston Primary School has been a significant hub of our local community for many years and continues to be so today. Our school has excellent facilities and a very hard-working team of staff who all want the absolute best for our students. In 2025, we will have full time and part time staff including teachers, education assistants, a student support team, administration staff, cleaners and grounds staff.

The Early Childhood years are special and very important for your child's social, emotional, physical, creative, literacy and numeracy development. Pre-Primary is a time for children to learn that school is a safe and fun place to be. As well as this, it is also a great opportunity for parents and caregivers to meet each other and become part of our school community.



An exciting and challenging time awaits you as your child commences their year of Pre-Primary education. Good communication between you and our school staff (teachers and assistants) is vitally important. Good communication results in better understanding and less confusion with regard to what happens at school and at home and how you can help us help your child.

At Kingston Primary School, we have a diverse range of students from throughout the globe. Some of our students have special needs and are supported to ensure the best possible educational outcomes are afforded to them. This helps us to differentiate our curriculum for our students.

Kingston Primary School has a strong culture based on our four key virtues of Care, Respect, Courage and Excellence. These virtues are central to all of our staff and students every day.

We also have a very active Parents and Citizens Association (P & C) that welcomes your involvement in the school.

We encourage you to become involved in our school through your child's class and our P & C and trust that a close and effective working relationship with the school continues during your time with us.

Yours sincerely,

Anthea Patten

Principal

Principal

The Principal is responsible for the overall leadership and management of Kingston Primary School. Parents and community members are welcome to contact the Principal with ideas, complaints and suggestions.

Deputy Principals

Deputy Principals at Kingston Primary School are responsible for the day-to-day management of their respective areas of the school, including curriculum, student welfare and discipline, timetables, student absences, and new enrolments. The Deputy Principals are available for parent interviews should you have any concerns or enquiries that cannot be answered by the class teachers.

Office Staff

The front office staff are available to answer any general queries you may have. The reception area is open from 8.00am to 3.30pm Monday to Friday. Alternatively, you can contact the school via phone on 9797 5000 or email us at kingston.ps@education.wa.edu.au or via the school app.

Manager of Corporate Services (MCS)

The role of the MCS is to manage the school finances, human resources and school support staff in conjunction with the Principal. Any queries or questions you may have about school contributions and charges can be directed to the MCS on 9797 5000.

All K – 6 enrolments, mail, general inquiries and financial transactions are completed through the office, which is located in the Administration building (the building closest to Macquarie Drive).

Our leadership team in 2025

Principal:	Anthea Patten
Deputy Principal:	Emma Eckersley
Deputy Principal:	Jae Dornan
MCS:	Kellie Wilson

Communication

All incoming calls to the school are through the front office. Our school phone number is 9797 5000. This booklet should provide most of the important information parents/carers need to know at the commencement of the school year. It should also provide a handy reference throughout 2025. If in doubt about any matters – please ask us.

For the most up to date information, please download our free App by typing SZAPP into your preferred app store and check our website at <https://kingstonprimary.wa.edu.au/>. We also have a Facebook page which you can like and follow <https://www.facebook.com/kingstonprimaryschool>. Teachers will also ask you to follow a link to join a class Seesaw App for sharing messages, photos and videos within the class group.

All newsletters are delivered electronically and parents are kept informed through messages sent on the App and website. Newsletters inform parents/carers of any necessary changes

to information contained in the *Parent Information Booklet* and serve to keep the community informed of school activities, organisation and procedures.

We look forward to working with you to attain the best educational outcomes for your child.

Term Dates 2025

Semester 1

Term 1

Term 2

Students

Wednesday 5 February – Friday 11 April

Monday 28 April – Friday 4 July

Semester 2

Term 3

Term 4

Monday 21 July – Friday 26 September

Monday 13 October – Thursday 18 December

Student Development Days

Term 1	Monday 3 rd February Tuesday 4 th February
Term 2	Monday 28 th April
Term 3	Monday 21 st July
Term 4	Monday 13 th December Friday 19 th December

Public Holidays

Labour Day	Monday 3 March
Good Friday	Friday 18 April
Easter Monday	Monday 21 April
Anzac Day	Friday 25 April
Western Australia Day	Monday 2 June
King's Birthday	Monday 29 September



What is the KPS Pre-Primary program?

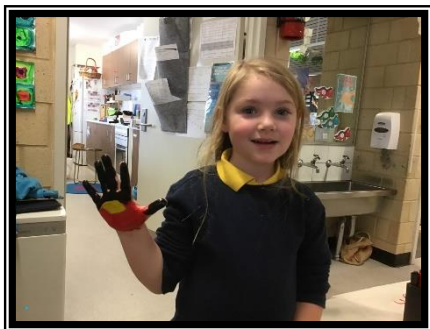
The Pre-Primary program strives to be child centred, balanced, relevant and interesting. The content and framework for the program is provided through topics of interest that engage children's interest in learning. We incorporate intentional play based learning experiences, alongside explicit teaching. Children are natural learners – they are curious, interested and enthusiastic about learning new things. It is important that we nurture and stimulate this eagerness to learn.



We have a strong focus on English and Maths skills in Pre-Primary, we do use a hands-on approach encouraging children to learn through relevant and meaningful activities as well as explicit instruction. We aim to provide opportunities for all children to reach their individual potential.

What will my child learn?

We use the Western Australian Curriculum at Kingston. Students' progress at different rates but there are standards set for the whole of Western Australia as minimum levels for all Pre-Primary aged children to achieve. We aim to support children to achieve these standards and beyond where appropriate.



What will my child do each day?

Each day is full of different and interesting teaching and learning moments.

Each class has their own routine with parts of the day such as recess and lunch spent together with the Pre-Primary year group.

Teachers vary the learning opportunities for the children through times spent working as a whole class, to small groups and individual times. The children are also given opportunities to experience teacher led learning and student led play activities where the children practise key learning objectives through play based activities both inside and outside the classroom.

What does my child need to bring to School?

- Specified items from the school book list. (Please do not label individual writing materials as we share these items and replace them as needed.)
- A clearly labelled water bottle to bring to school each day (only **water** is drunk at school, no juice, no cordial and no milk)
- A hat. We insist that all children wear a hat outside all year round. No hat, no play
- Crunch and sip (either fruit or vegetables) in a labelled container or zip lock bag. Bananas can have names on the peel. Please refer to the crunch and sip website for ideas: <http://www.crunchandsip.com.au>
- A labelled packed lunch or lunch order and something to eat at recess (Please note we are an allergy aware school)
- Only lunch can be ordered from the canteen for PP students – no recess, ice-creams or slushies
- A labelled change of clothes (to be kept in the child's bag)
- Shoes – sneakers, runners or sandals (no slip-ons please). It is important that the students are able to put their shoes on independently
- A large labelled library bag
- A large school bag. It's a good idea to attach an easily identifiable tag to your child's bag and hat in addition to a name label (e.g. ribbon, button or iron on fabric picture)

How does the school manage student behaviour in Pre-Primary?

Our main "rules" at Kingston Primary School are "be respectful, be responsible, be safe and caring". This is in line with the whole school Virtues Project and behaviour policy. Within these rules most issues can be discussed and resolved. We discuss our rules with the

students and help them to see ways in which they can keep themselves and others safe and allow all students to learn in a comfortable environment.

Our rules are the basis for counselling students about behaviour. We focus on the behaviour of the child and acknowledge the “gifts” within each child. That is, the child is always “OK” – sometimes their behaviour is not. We avoid global praise such as “good boy” and instead target appropriate behaviour. For example: “I appreciate your helpfulness with packing away the blocks.” We make it explicit that the child has to make a choice about how they display their own behaviour.

“Consideration time” away from the group will be used if a child is repeatedly unable to comply with classroom expectations. The “consideration” area is usually just a small distance from the group. Parents will be advised if a child is consistently unable to conform to expectations and parents will be involved in developing strategies for change. If sent to the consideration area the child is encouraged to reflect on their behaviours and discuss with the teacher to help solve the problem.

How can I help the teacher help my child?



We welcome parents, grandparents, relatives, carers, friends or baby sitters to our Pre-Primary. Your child will enjoy sharing their Pre-Primary experiences with you. We invite you to help us and your child by volunteering to help – please tell us so that we can include you.

1. Helping with an activity
2. Listening to students read
3. Playing games

Younger brothers and sisters are welcome to come along with you on roster – but their supervision is your responsibility. Rosters may not become available until the end of Term 1 or into Term 2, depending on individual classes. **You must** sign in through the front office if you are helping in the classroom for your safety (in case of an emergency) and that of the students.



What days does my child need to be at school?

Pre-Primary is a compulsory year of schooling and it is important that your child attends consistently unless they are unwell. Holidays cannot be authorised by the school during term time unless there are exceptional circumstances.

Overlapping holidays with the beginning of the school year or the start of subsequent terms can also have a negative impact on children as during these times important new class friendships can be made.

Continuous sporadic absence also seriously affects children's ability to make and keep friends as they are not often around to play with. Please see enclosed sheet (what chance has your child got of being successful?). Please keep the school dates handy when booking holidays.

What time should we arrive at school?

Pre-Primary students must be delivered to and picked up from the classroom door by an adult.

- Gates Open 8.20am
- Classrooms open 8.30am
- School day starts 8.40am
- Gates open 2.45pm
- School day ends 2.55pm

Please note the Pre-Primary playground is closed before and after school

Students should arrive at school after 8.20am and before 8.40am. When children arrive at school they must go directly to their class.

The official school start time is 8.40am and the day ends at 2.55pm.

The children cannot enter the classroom until the siren goes at 8:30am. Please wait with your child in the Pre-Primary play area.

Students are not permitted at school before 8.20am unless a prior arrangement has been made with the Principal.

Students arriving by school bus will be supervised until 8.30am when class doors open.

The external gates to the school will be unlocked and locked at the following times on school days:

Morning - external gates will be unlocked and open at 8.20am.

Most external gates are locked again at 8.45am (unless the weather is bad to allow more time for drop off)

Afternoon – external gates are unlocked at around 2.45pm

Students arriving late must request a late note from the main office before going to class.

Students departing by bus will be supervised.

What happens if we are late for school?

If you arrive after the start of the school day, you must take your child to the school office so they can be entered into the school register. You will then be given a slip to take to the class so that the teacher knows you have registered through the front office.

Leaving School Early

During school hours the school has a duty of care for all students. If you wish to take your child out of school early, you must visit the front office and fill out a student release form which administration will sign for you. Your name will be checked against our school register for permission to release the child to you. This form must then be given to the teacher. Students will not be released without a student release form.

Children will only be released to the custodial parent or an authorised person. **If there is a change, please inform us in writing as to who will collect your child.** In an emergency, please ring the school. Please make sure you have named the persons who are authorised to collect your child on the enrolment form. We will call you if we are unsure about the identity of the person collecting your child. It's really important to let the school know about changes in phone contacts or addresses so we can contact you in an emergency.

Please keep on top of attendance unless your child is sick or has an appointment, even a few days can have a big impact on learning:

He/She only missing just....	is	That equals...	Which is...	And over 13 years of schooling that's...
1 day		20 days	4 weeks	Nearly <u>1.5</u> years
per fortnight		per year	per year	
1 days		40 days	8 weeks	<u>Over 2.5</u> years
per week		per year	per year	
2 days		80 days	16 weeks	Over <u>5</u> years
per year		per year	per year	

What do I do if my child is sick or has an appointment?

If your child is absent please notify the teacher or the front office on the first day of absence. Please use the school app SZAPP to do this. Parents of children who are absent without explanation will be contacted and asked to explain the absence.

There are certain diseases and conditions that the law requires schools and the Department of Health to be notified of;

Measles	Mumps	Chicken Pox	Head Lice
Rubella	Scabies	Conjunctivitis	Whooping Cough
Impetigo (School sores)			

If your child contracts any of the above, please notify the school **immediately**. A period of exclusion from school is necessary for all of the above.

The following information will give you a good idea as to when your child can return to school should they contract any of the listed common infectious illnesses below. In most cases children can be re-admitted with a **medical certificate** stating that the child is no longer able to pass on the infection.

If your child has a medical condition (eg. asthma etc) you will need to return additional forms to school. Please also be aware that if your child needs a preventative or ongoing medication parents are to provide these rather than the school.

We realise that children often want to come in spite of illness. Please keep your child home if they are displaying signs of illness to help stop the spread.

INFECTIOUS DISEASES EXCLUSION GUIDE

General Sickness	If your child is generally unwell (cold symptoms, fever, nausea, vomiting) it is usually best to keep him/her home until the symptoms subside. This also helps to avoid the spread of any infection. A child who has been home with influenza can return to school when symptoms have subsided. Should your child experience vomiting then they are to stay home for 24 hours.
Chicken Pox	Infectious from 5 days before the spots appear to 6 days after the last crop of blisters. Exclude from school until all vesicles have crusted.
Cold Sores	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
Conjunctivitis	Exclude from school – highly contagious. Child can return to school when discharge has stopped.
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours.
German Measles (Rubella)	Exclude from school for at least 5 days after the onset of the rash, until fully recovered.
Head Lice (Pediculosis)	Exclude until 24 hours after treatment has commenced.
Hepatitis A	Return to school with medical certificate of recovery.
Measles	Child is infectious 5 days before the rash appears to 5 days after the rash develops. Child may be readmitted with a medical certificate of recovery or at least 7 days after the appearance of the rash.
Mumps	Return to school with medical certificate of recovery.
Ringworm	Exclude until 24 hours after treatment has commenced.
Scabies	Exclude until 24 hours after treatment has commenced.
School Sores	Exclude until 24 hours after antibiotic treatment has commenced. Lesions on exposed skin must be covered with a waterproof dressing.
Streptococcal	Exclude until 24 hours after treatment has commenced.
Whooping Cough	Exclude until 5 days after starting antibiotic treatment or for 21 days from the onset of the illness.
Covid 19	As per current advice from the WA Department of Health

FAQ'S

Are birthdays celebrated at school?

These are very special days in the children's lives and we like to encourage the children to share them with their classmates. Your child may bring individual cup cakes, to share with the other children. Please do not bring large cakes. Importantly please let the teacher know if you are bringing cup cakes, to allow planning for children with food allergies. Cupcakes and icy poles are also available to order from our canteen.



My child needs to catch the school bus, how does this work at school?

If your child will be catching a bus to/from school, please advise the front office in writing of which bus they will be catching. Also if your child normally catches a bus and for some reason will not be catching the bus on a particular day, could you please advise us in writing and well before the end of the school day where possible as they get

picked up from class @2.45pm. Children will be supervised to the bus lines at the end of the day and a staff member will greet the children from the buses in the mornings. Please contact School Bus Service to ensure your child has a spot reserved on the bus home or to school:- SBS contact 9326 2000

Can I order my child's lunch from the canteen?

Yes, but not at recess. We also do ask that you do not order slushies or ice creams as they melt on the way to our classes. The canteen is in the undercover area. A menu is provided in this information pack. It is preferred that food orders and uniforms are purchased through the online canteen. The web address is: www.quickcliq.com.au

At lunchtime the children will be encouraged to eat their sandwich or main item first. Any extra food may be eaten after this. We ask parents to provide a nutritious lunch. **Treats such as roll ups, chocolate bars and lollies should remain home treats.** Please be mindful of hot weather when choosing sandwich fillings. We suggest a cooler bag with a frozen bottle of water or ice pack to keep your child's lunch cool and fresh. Lunch boxes are kept inside classrooms to assist with this. Please ensure that your child is able to open any food packaging by themselves. Practice this skill over the Christmas school holidays. Please be mindful of any items that require utensils and ensure you pack these appropriately e.g. spoon for yoghurt. Please advise the teacher immediately if your child has any food allergies – there will be additional paperwork to be completed in the office for these allergies.

What should my child wear?

All students must wear the Kingston Primary School uniform. Uniforms can be ordered through the uniform shop and online from: www.quickcliq.com.au

Pre-Primary offers many opportunities to explore our world so sometimes the students will get dirty/messy despite the use of aprons. The uniform shop often offers second-hand items at a reasonable price. This can be a great option.



Uniform

- Black shorts, or
- Black skorts
- Blue Kingston shirt printed with school logo.
- Black track pants
- Kingston rugby top or zip jumper
- Shoes/sandals

Kingston Primary School is a Sun Smart School and it is required that all students wear a broad brimmed hat. Please put sunscreen on your child before they come to school.

Please **label** all clothing with your child's name.

There's been a problem, what do I do?

We hope that parents will feel free to express their concerns, with full confidentiality, to our teaching staff. In this way, potential conflict relating to minor occurrences can be resolved quickly. If you are still concerned, please call the office on 9797 5000 where an individual appointment can be made.

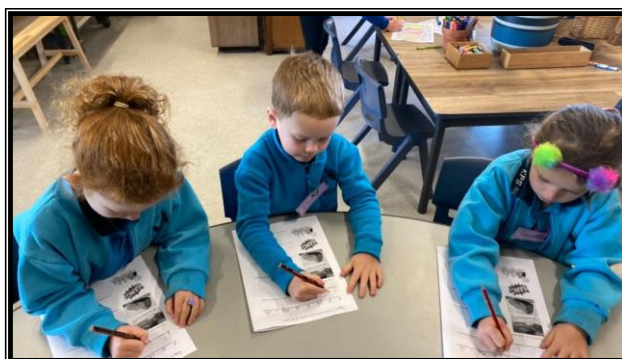
How will I know how my child is going?

We constantly observe and assess the students in Pre-Primary. We set targets for each child based on the West Australian Curriculum for each area of learning. The targets are challenging but achievable and related to the West Australian Curriculum achievement standards. We review these targets with your child as they are achieved.

Through the year we offer the chance for you to speak with class teachers to discuss the learning progress of your child.

- Through **Term 1 and Term 2** you will be offered an individual meeting with the class teacher to discuss progress and support you can give your child with their learning.
- At the end of **Term 2** your child will receive their first formal report for the year from the class teacher.
- In **Term 3** or early Term 4 the school holds an Open Night where all classes are open to visit and you have the opportunity to view work in and around the classroom.

- At the end of **Term 4** your child will receive their final formal report for the Pre-Primary year.



What support does our school receive from other professional services?

School Nurse

We have a visiting School Nurse who also visits other schools in the area. The School Nurse can make direct referrals to the school psychologist, speech pathologist, occupational therapist, physiotherapist, audiologist, pediatrician and other visiting specialists. You can also request help from the School Nurse with issues such as bed wetting or soiling, toilet training, sleep patterns and other health related matters.

Dental Therapy Centre

Our area also has a *Dental Therapy Centre*. A purpose built centre is based at Australind Senior High School and services school students. The centre provides dental services to all school aged students. You can contact the centre on 9797 0266. New admissions to the school are given a permission form which must be completed and signed by parents/carers before any dental work may be done.

Kingston WA Country Health Clinic

The Kingston WA Country Health Clinic is staffed by a Child Health Nurse, Occupational Therapist, Speech Pathologist and a Physiotherapist. It caters for newborn children to Kindergarten age. It is located in our Early Learning Centre and provides a positive transition for parents and children into Kindergarten which is located in the same building. Appointments can be made by phoning 1800 457 949.

School Psychologist

The school also has a School Psychologist who is able to complete assessments to clarify specific learning issues. The School Psychologist is accessed through a referral process and queries regarding the School Psychologist schedule should be referred through the main school phone number (9797 5000) and one of the Deputies or class teacher will talk it through with you. The school Psychologist cannot be contacted directly by parents and carers.

At Kingston,

***our aim is to develop children who are
independent, resilient, creative, and confident***

We encourage children to learn through worthwhile and enjoyable experiences within a safe, supportive environment. Children learn by exploring their world, talking, making and sharing.

We develop relationships with children and families that are caring and nurturing, to allow the children to be the best that they can be. We guide children to recognise and manage their emotions.

We provide an integrated curriculum that is challenging, active, playful and intentional. We provide a balance between teacher directed and child directed learning experiences.

“All children experience learning that is engaging and builds success for life.”

Early Years Learning Framework for Australia