

## **A message from the Principal**

We would like to extend a warm welcome to all families joining us at Noranda Primary School. We offer an excellent early childhood program and look forward to working with you in achieving the very best, positive start to your child's education.

This booklet contains information about policies, procedures and practices at Noranda Primary School. If any aspects of the booklet require further clarification, please feel free to contact the school.

We value your support and involvement in your child's education. Working together in a partnership will secure the best possible education for your child.

We look forward to working with you.

## **A message from the staff**

Welcome to Noranda Primary School where we cater for children in years K – 6. Kindergarten is offered for 2 ½ days per week. Pre-Primary operates full-time, five days per week.

Early childhood years are special years in the life of your child and we hope this year will be one in which you as parents will gain a deeper understanding of your child's educational development.

Our aim is to provide a safe, secure and stimulating environment for your child. The program will offer structured and unstructured play opportunities for your child to develop social, language, cognitive and physical knowledge skills.

We look forward to working with you as partners to develop your child to their full capabilities. If you have any questions or concerns please come and see one of the teachers. We are happy to help.

## **START / FINISH TIMES**

### KINDERGARTEN

Full day 8:50am – 3:00pm

Wednesday half day

Group A 8:50am – 11:30am

Group B 12:20pm – 3:00pm

### PRE-PRIMARY

8:50am – 3:00pm

Please ensure that your child is punctual for the start of the class.

All children should be accompanied to the door of the centres on arrival and remain with a parent or carer until the programme begins.

Parents are asked to ensure their child is collected promptly at the end of a session. It can be very distressing for a young child to be left waiting, even for a few minutes.



## **ATTENDANCE INFORMATION – Every day Counts**

Research prepared for the Department of Education by the Telethon Institute for Child Research UWA in May 2013 indicates that good attendance habits established in the early years of schooling translate to successful learning beginning with Kindy. Every day of attendance counts.

Absences for birthdays, holidays in term time, appointments that could be done out of school hours, day of rest after a busy weekend are not legitimate reasons for non-attendance at school.

Please support your child by advising the school of non-attendance and by ensuring your child attends regularly. If there are any issues that impact upon your child's attendance please contact the school so that we are able to support you.

## FOR EACH DAY PLEASE BRING:

- Child's own drink bottle with WATER only marked clearly with his/her name. (There can be no sharing of drink bottles).
- A hat – bucket or legionnaire  
School Policy is '*NO HAT – NO OUTDOOR PLAY*'.
- In the hot months please put sunscreen on your child.
- A complete change of clothes in case of 'accidents' – dress, shorts or pants, top and underwear. Please have appropriate change of clothes to suit the weather.



## MORNING TEA / LUNCH

We promote healthy eating and food habits, which begins at Kindy.

Morning Tea – please provide fresh fruit/vegetables. The variety that children bring stimulates discussion and contributes to your child's health. Please NO lollies, sweet biscuits, yoghurt, nuts, cakes, roll ups or sweet popcorn in morning tea/lunch boxes.

Lunch – children are required to bring their own lunch boxes clearly labelled with their name. Healthy lunches are recommended that will sustain your child's energy levels. Please do not bring in fast food for your child.

## CANTEEN

Noranda Primary School does not have a canteen, however the P&C Association has arranged for lunches to be supplied Wednesday to Friday from Hampton Park Primary School canteen.

Lunches can be ordered and paid for online only through Flexischools. [www.flexischools.com.au](http://www.flexischools.com.au)



## CLOTHING / BELONGINGS

Please mark all jumpers, cardigans, jackets, sandals, hats, drink bottles, lunch boxes and other personal items with your child's name. Some young children have difficulty recognising their own possessions, particularly sandals, which often are the same colour and style.

***It is recommended that your child wear the school uniform.***

This gives the children a sense of belonging to the school community and saves their good clothing.

Alternatively they may wear clothing and footwear appropriate for play. Ensure this clothing is easy to manage and allows for active movement and ease of removal for toilet purposes.

- Belts, buckles, tight shorts, jeans and overalls often present difficulties.
- Clothes get paint and glue on them despite the wearing of aprons, so avoid sending your child in their best outfits.
- Children should wear sandals or joggers in summer and joggers in winter. Encourage your child to put on his/her own socks and shoes at home and show him/her how the fasteners are managed. With opportunities to practise these skills children can achieve success.

***Please ensure everything is clearly marked with your child's name.***

## **SHOES**

Ill-fitting shoes, especially oversized ones, can be a safety hazard for your child and impede mobility during activities. Please send your child to school in shoes that fit the size of their foot. For safety reasons, shoes may be removed for the Fundamental Movement Skills Program, regardless of weather, however, students with bee allergies will be directed to keep shoes on at all times.

## **LIBRARY BAGS – KINDY / PRE PRIMARY**

A library bag is included in the Requirement List. Weekly borrowing from the main school library will commence during term 1.

## **SCHOOL BAGS**

Please supply your child with a school bag. Ensure the bag has a wide opening to allow for bulky items to be taken home and sufficient room to accommodate lunch box and change of clothes.



## **ALLERGIES**

Noranda is a caring community. We have children enrolled who have an anaphylactic reaction to nuts. These reactions can sometimes be life threatening.

To help these families we ask your support in making our school an “*allergy aware school*” by not sending products to school that contain nuts. We realise the inconvenience of this but the response in the past has shown what a caring community we have.

If you require further information on our “*allergy aware school*” please contact the class teacher or a member of the administration.

## **BIRTHDAYS**

Every child likes to celebrate his/her birthday. If parents wish they are quite welcome to send along small cupcakes for the children to enjoy. However, there may be children with severe allergies and this should be done in consultation with teachers.



**Parents are responsible for giving out party invitations.**

## **CAR PARKING**

Parents are **NOT** to use the staff car park area for drop-off and pick-up of children. Children moving in and around this area creates a serious safety risk.

## **CHANGE OF INFORMATION**

Please notify your child’s teacher AND the school office of any changes to address, telephone numbers, employment or emergency contact details in order that contact can be made in emergencies.

## **DENTAL SCREENING – PRE PRIMARY ONLY**

This is carried out by Hampton Dental Clinic staff located at Hampton Park Primary School phone 9275 1648. The students are screened during school time at Noranda Primary School.

## **DOGS**

Dogs are not permitted on school grounds for health and safety reasons. This includes dogs on a leash.



## **ENQUIRIES**

All enquiries relating to your child or the Centre should be directed to the teacher in the first instance. If you still have concerns you should contact either the Principal or Associate Principal.

## **INTERVIEWS**

Teachers will be available for parent interviews, ***by appointment***, throughout the year to discuss your child's progress and any problems which may have arisen.

## **NOTES**

Fortnightly school newsletters are sent via email. A hard copy is available from the office. At other times information notes will be sent home with each child. Please check your child's bag regularly.

## **PARENT INVOLVEMENT**

Parents are encouraged to be involved in the following ways:

- **School Board**
- **Parents and Citizens Association.**

It is hoped that Kindergarten and Pre Primary parents will be able to attend P & C general meetings in the school staffroom, normally held weeks 3 and 7 of each term on a Wednesday evening. Notice of forthcoming meetings is given in the school newsletter. Membership is 50c per adult per year.

- **Busy Bees**

Busy Bees may be arranged periodically so that grounds and equipment can be maintained in a safe and tidy condition. Any assistance in this area is always welcome. Parents will receive adequate notice of Busy Bees.

- **Parent Roster**

Parents are invited to visit the Centre for a morning session and a roster may be available on the noticeboard. Parents add their names on a day that is convenient. Not only is your child delighted to have you participate in their session but your assistance with activities and in routines allows us to provide an extended program for the children. It also gives you the opportunity to become familiar with your child's involvement in the program and his/her developing interactions and relationships with peers.

**Please be aware of confidentiality when interacting  
with children other than your own.**

*Volunteers will be required to complete a Confidential Declaration Form*

- **Parent Interest**

Children appreciate knowing that parents are interested and involved in their Kindergarten and Pre Primary life. Noticeboard items will help keep you informed of the program focus and serve as a means for initiating conversation with your child about their experiences.

- **Laundry**

Painting aprons and tea towels need to be washed each week. Each family is given two or three turns on the laundry roster during the year.

## **PROBLEMS AND COMPLAINTS**

If you have any matter which you feel you need to discuss, please contact the teacher in the first instance. In some cases, parents discuss what they feel are problems with other parents and neglect to notify the school. Please make the teacher your first point of contact. The Principal and Associate Principal are available to address concerns that cannot be resolved at the classroom level. Parent/teacher discussions by appointment are recommended before or after session times.

- **Home Situations**

Home situations have a great influence on children. Please notify the teacher of any change to the normal routine (e.g. a parent in hospital). A child's attitude and emotional well-being may be affected by such changes. If the teacher is aware of any problems the child's needs can be more aptly considered. All information is treated with the strictest confidence.

## **SICKNESS**

**Please DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS UNWELL – Including having a fever, yellow/green mucus from their nose, has been vomiting or had diarrhoea in the last 24 hours.**

If in doubt ask the teacher and remember that there are other children and adults to be considered. Infections and illnesses spread rapidly.

## **SMOKING**

It is Department of Education policy that, **SMOKING IS NOT PERMITTED ON THE SCHOOL PREMISES INCLUDING THE SCHOOL GROUNDS.**

## HEALTH INFORMATION

### SOME COMMON COMMUNICABLE DISEASE GUIDELINES



#### **BRONCHITIS**

Acute bronchitis is generally preceded by the upper respiratory symptoms of a cold, including runny nose, sneezing, congestion, and a low fever. Bronchitis begins with a dry, hacking cough that usually lasts two or three days and turns into a loose cough that produces thick mucous.

The cough usually gets worse at night, interfering with the child's sleep. Children usually recover from acute attacks of bronchitis in 5 to 10 days.

#### **CHICKENPOX**

Incubation	From 13 to 17 days.
Period of Communicability	From 2 days before rash until all blisters have crusted.
Exclusion from school	Exclude until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.
Contacts	Any child with an immune deficiency (eg leukaemia) or receiving chemotherapy should be excluded for their own protection.
Transmission	Airborne or droplet infection; direct contact with fluid from a vesicle of an infected person. Once the scabs are dry they are no longer infectious.

#### **COLDS/FLU**

Incubation	Usually 1 to 3 days.
Period of Communicability	Usually 3 to 7 days from the onset of symptoms.
Transmission	Airborne or droplet infection.
Exclusion	Exclude until well – usually 7 to 10 days.

#### **CONJUNCTIVITIS**

Transmission	Direct or indirect contact with secretion from infected eyes.
Incubation	1 to 3 days.
Period of Communicability	While eye discharge is present.
Exclusion from school	Exclude until discharge from eyes has ceased.



## **HAND, FOOT AND MOUTH DISEASE**

Transmission	Airborne or droplet infection or direct contact with the fluid in the blisters or contaminated nose or throat secretions.
Incubation period	Usually 3 to 7 days.
Period of Communicability	While blisters are present. Faeces remain infectious for several weeks.
Exclusion	Exclude until all blisters have crusted.

## **HEAD LICE**

Parents are asked to assist in the control of head lice by tying back long hair and inspecting children's heads **WEEKLY**.

Transmission	Contact with infected person.
Incubation period	The eggs usually hatch in 7 to 10 days. Once hatched the lice are capable of laying eggs in 10 days.
Period of Communicability	Until lice and nits (eggs) are destroyed.
Exclusion from school	Exclude until day after treatment has commenced.

## **MEASLES**

Transmission	Airborne or droplet infection, or direct contact with contaminated nose or throat secretions.
Incubation period	7 to 18 days (usually 10 days).
Period of Communicability	About 4 to 5 days before rash appears to 4 days after the appearance of the rash.
Exclusion from school	Exclude; readmit on medical certificate of recovery, or at least 4 days after appearance of the rash if well.
Contacts	Do not exclude immunised contacts (all children should be immunised against measles, preferable at 12 months of age and certainly before entry to pre-school). Unimmunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school.

## **MUMPS**

Transmission	Airborne or droplet infection, or direct contact with saliva of an infected person.
Incubation period	12 to 21 days. Usually 18 days.
Period of Communicability	From 6 days to 9 days after the onset of swelling.
Exclusion from school	Exclude for at least 9 days after onset of symptoms.
Contacts	Do not exclude. Recommend immunisation if not vaccinated.

## **RINGWORM**

Transmission	Direct contact with infected persons, contaminated articles or animals.
Incubation period	4 to 14 days.
Period of Communicability	As long as lesions are present and viable spores persist on contaminated materials.
Exclusion from school	Exclude until the day after treatment has commenced.
Contacts	Not excluded.

## **SCABIES**

Transmission	Skin contact with infected person or with clothing, towels or bedding.
Incubation period	2 to 6 weeks before onset of itching in individuals not previously infected. Those individuals who have been previously infected develop an itch 1 to 4 days after re-exposure.
Period of Communicability	Until mites and eggs are destroyed.
Contacts	Not excluded. Family contacts will probably be infested and should be treated.

