



Independent Public School

EARLY CHILDHOOD INFORMATION BOOKLET

2018



WELCOME

Dear Parents and Carers

Welcome to the Excelsior Primary School community. We know that your child's time at our school will be both an enjoyable and valuable educational experience. At Excelsior we pride ourselves on the holistic education we give each child. The importance of this approach is reflected in the vision for children's learning as expressed in the Early Years Learning Framework. Embedded in this framework is the importance of *belonging*, *being* and *becoming*.

Your child already belongs to your family and culture. By *belonging* to the school community they can develop strong effective learning attitudes. *Being* recognises the significance of the here and now in children's lives. We build a culture of acceptance of each child's uniqueness as they develop and grow throughout their time at school.

Becoming reflects a process of rapid and significant change that occurs in the early years as young children learn and grow. At Excelsior your child is given purposeful experiences that encourage the development of their skills, knowledge and understandings.

The Early Years of Schooling and Australian Curriculum allow us to integrate current, effective curriculum within this philosophy. These two documents provide your child with a comprehensive, well rounded learning journey in early childhood.

Our school has a strong philosophy of the importance of parents as partners. We actively encourage parents and carers to collaborate with us about curriculum to ensure the most effective and meaningful learning journey possible for your child. Mutual, respectful relationships allow us to build strong bonds between staff and families within the classroom and the school community.

Parents and carers are encouraged to get to know your child's teacher and to help out in the classroom when you have the opportunity, either on a regular basis and/or for special events. Research has shown that children value schooling more when they see their parents or carers also value schooling. Students, parents and teachers work together to ensure every child has the opportunity and support to improve and achieve high standards across all fields of endeavour.

Yours sincerely

Excelsior Primary School Staff

OUR SCHOOL VISION

Excelsior Primary School has a reputation in the community as being an outstanding school that caters for the individual needs of all students - academically, physically, creatively, socially and emotionally.

In meeting the best interests of the students at Excelsior, staff, parents, carers and students worked together to create a vision for the school. This vision underpins the common direction in which we are travelling throughout your child's journey at the school.

OUR VISION

Excelsior Primary School is an exciting professional learning community committed to excellence in teaching and learning to support personal growth (academic, creative, physical, social and emotional), active citizenship and lifelong learning for all.





ABSENCES

It is very important that your child has regular attendance at Excelsior Primary School. Attendance is a major priority for the Department of Education, as indicated in the Focus 2017 document to “Encourage greater responsibility of parents and the community to lift student attendance alongside implementation of school-based strategies”. Our attendance target in our Business Plan is 92%. A further concern is students taking extended holidays during school time and should be avoided where possible. If students are taking in-term holidays, parents must complete the necessary forms available online or through the school office.

If your child is absent, a reason must be given. A message via the SMS Absentee hotline on 0438 936 827 is the preferred method for our records. Notification may also be through a phone call to the office, written note or email. Please advise the school or teacher of absences, where possible, in advance (eg appointments). Parents who do not account for the absence of their child will be contacted via SMS or by the school office to provide an explanation.

Teachers plan programs in a sequence so children learn how to read, write and understand in English, Maths, Science and the other learning areas. Children also learn how to share and get on with other children. When children don't go to school regularly, they miss out on important ideas and skills that might mean they experience difficulty in later learning.

ASSEMBLY

Pre-primary children attend both the faction and whole school assembly. On these days, please ensure your child is at school on time so they can go to assembly with the rest of the class, rather than walk in late.

CELEBRATIONS

If you wish your child to celebrate his/her birthday with other children in the class, please send enough cup cakes for the whole class to share. To accommodate children with cultural needs or food allergies, parents and carers of these children may like to send some cup cakes in a labelled plastic bag suitable for freezing. We do not hand out party bags or other confectionery on behalf of the children.

At Excelsior we celebrate other significant events such as Mother's Day, Father's Day, Harmony Week, NAIDOC Week, Maths Day, Science Day and end of year celebrations. More information on these events will be provided throughout the year.

COMPULSORY SCHOOLING

Pre-primary is the start of full-time school. It is compulsory for all children to attend school five full days each week. Your child is expected to attend school from 9:00am - 3:10pm. We encourage you to bring your child before the day starts. Classroom doors open at 8:45am to allow your child to settle, reaffirm friendships and be ready to start the learning day at 9:00am.

CONCERNS

Any parent or carer who wishes to discuss their child's progress or any other aspect of his/her schooling is invited to discuss the matter with the class teacher, Deputy Principal or Principal. However, in order that the school routine is not unduly interrupted, we ask that the following procedure be adopted.

Please see your child's teacher to make a convenient time to discuss any concerns you may have. This is best done in a brief conversation or via a note. Any housekeeping issues (when to bring something to school etc) may be queried with the Education Assistant. However please see the teacher about any educational issues.

Please endeavour not to interrupt class teaching routines. The best procedure is a note to the teacher requesting a suitable time or to arrange an appointment by telephone or email. Teachers have specific non-teaching times in which appointments can be held.

If you wish to discuss your child's progress with a Deputy Principal or the Principal, please telephone, write a note or email to make an appointment. Appointments outside school hours can be arranged. Please try to resolve any issues, as a courtesy, with the class teacher in the first instance.

DELIVERY AND COLLECTION OF CHILDREN

Children are to be dropped off and picked up by an adult each day. Please advise the teacher if someone else will be picking up your child preferably by writing details (name and telephone number) in the class communication book.

On arrival at the school, it is policy that all children, parents and carers wait in the undercover area until 8.45am. Students will then be dismissed to go to their classrooms where all classroom doors will be opened. When it is time to leave, please say goodbye to your child confidently and quickly. Children settle down in class quickly when they are with their friends. Parents will be contacted if your child is unable to settle after a period of time.

When collecting your child, please wait on the verandah outside the classroom until your child is sent to you. Please ensure you are on time as children can become distressed. If children are not collected by 3.20pm and we have not been contacted by adult carers, the following procedure takes place:

1. Telephone the home / mobile number
2. Telephone work number (if applicable)
3. Telephone emergency number

If we are unable to obtain an answer the Police may be contacted. The School Office closes at 3.30pm. It is not reasonable to expect staff members to supervise students whose parents are regularly and significantly late in collecting their children. (*Duty of Care Policy*)

Please note that Duty of Care does not allow for primary school aged children to collect children from the classroom.

Parents or carers of children arriving late will need to get a Late Note from the front office to explain their lateness and correct the daily attendance records. It is not acceptable for you to arrive late to class on a regular basis.

Parents or carers collecting children prior to the end of the school day are required to get a Leave Pass from the front office to explain their early departure. The Leave Pass is given to the class teacher when you collect your child.



DRESS REQUIREMENTS

The school uniform is comfortable and practical. Wearing the uniform also encourages a sense of belonging to the school community. Students are expected to wear school uniform which includes school polo shirt, navy bottoms, school dress and school jacket. Leggings may only be worn under school clothing and should be dark blue or black. Denim is excluded from the School Dress Code and any additional clothing worn eg, jackets, should be consistent with the school colours.

For safety reasons, footwear should be comfortable and sturdy. Flat sandals or enclosed flat footwear is recommended. To encourage independence, velcro straps are also recommended. Jewellery is not a part of our school uniform, however small ear studs are acceptable. School staff cannot be responsible for any damage to jewellery worn at school. Nail polish is not part of the uniform and needs to be removed prior to coming to school.

Please pack a spare set of clothes. Although your child may be confident in toileting at home, other situations such as water play, painting and illness may require them to change at school. Please ensure that you label your child's uniform and spare clothing so we can return it quickly if it gets misplaced.

Excelsior Primary School has a “**No Hat No Sun**” policy. Please provide your child with a school hat to be used each day. These are available from the online uniform shop. Hats are not to be shared among friends. If your child forgets their hat, they will be provided with play opportunities in the shade. School hats should remain at school with students wearing their own hat/cap to and from school.

A backpack is required to carry a lunch box, water bottle, a piece of fruit, a spare set of named clothing and to take home big art creations.

FACTIONS

Each child is allocated a faction. Children from the same family are placed in the same faction. Please note that Kindergarten students do not need a faction shirt. They wear these for sports events in Pre-primary to Year 6.

Delphinus (Blue)
Pegasus (Gold)

Lacerta (Green)
Phoenix (Red)

FOOD

Excelsior Primary School is a “Healthy Kids, Healthy Families” learning community. Please send a piece of fruit, cheese or vegetable with your child each day for morning tea. No biscuits, processed food or meat please. Kindergarten children will share the fruit they bring with the other children in their class.

In Early Childhood, children will eat lunch at school. They eat lunch on the verandah or indoors if it is raining. Healthy food options will be sent home at the beginning of Term One. The canteen also provides healthy food on Thursday and Friday. Lunches can be ordered by parents and carers before school or using the on-line canteen (www.ouronlinecanteen.com.au). Kindergarten has a modified menu available.

HOME READING

The English program for students at Excelsior Primary School includes a home reading program, designed to build comprehension and oral communication skills. A meeting will be held prior to the introduction of the program.

INCURSIONS

We like to have people visit our school to enhance the learning programs. If your child attends an in-school special event (incursion) a note will be sent home for your information.

If money is required please take to the office before or after school and deposit in the money collection box.

LIBRARY

Your child will need their school library bag at school each week. The children are unable to borrow books from the library if they do not have a bag with them. Books will be exchanged during the class library time. Individual teachers will inform you of the day when your child will be exchanging their library book.

Books are not to be borrowed if there is an outstanding loan and are unable to be borrowed over the school holidays.

MEDICAL INFORMATION

Please do not send sick children to school. This will assist in preventing the spread of illness to other children and staff. If a child comes to school unwell or becomes ill during the day parents or other authorised carers will be contacted and they will be sent home.

It is essential that enrolment details are kept up to date with changes in address, telephone numbers - home and work, place of employment and an emergency contact person. You may be asked for a medical certificate when your child returns from a contagious illness.

In emergency circumstances immediate medical help will be sought and the parent or carer contacted as quickly as possible. The cost of an ambulance, if needed, will be the responsibility of the parent or carer.

The Department of Public Health expects an isolation period of 48 hours after vomiting.

EXCLUSION FROM SCHOOL GUIDELINES

Chicken pox	Exclude until all vesicles have crusted
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted/dry
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears
Herpes simplex “Cold Sores”	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping
Impetigo	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing
Measles	Exclude for 4 days after the onset of rash
Meningococcal infection	Exclude until after treatment has been completed
Molluscum contagiosum	Do not exclude
Mumps	Exclude for 9 days after onset of symptoms
Parvovirus (B19 erythema infectiosum, fifth disease)	Exclusion not necessary
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until person has received antifungae treatment for 24 hours. For head lice exclude until hair is treated, lice removed. For scabies, trachoma, exclude until person has received treatment
Rubella (german measles)	Exclude for 4 days after onset of rash
Streptococcal infection (including scarlet fever)	Exclude until person has received antibiotic for 24 hours
Whooping cough	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing
Worms (intestinal)	Exclude until diarrhoea has ceased

(Source: Public Health- <http://www.public.health.wa.gov.au/cproot/471/2/CD%20Guidelines%202012.pdf>)

Department of Education policy requires the school to be aware of students seriously affected by illness such as asthma, diabetes or allergies that require emergency treatment. Teacher assistance with the administration of medication requires the completion of detailed documentation by parents or carers and doctors. This matter should be discussed with the Class Teacher and the Principal or Deputy Principals to ensure we are able to assist. In such cases the appropriate form must be completed and left for school records. School staff are NOT able to give short term medication to students (eg antibiotics). Parents and carers should time these around the school day.

Any therapy information (eg Speech and Occupational therapy) that you hold about your child would be welcome as it helps us to adjust our program to support their needs.

Parents and carers will be notified as soon as possible if head lice are detected and children are not to return to school until treatment has been completed. Notes will be sent home to notify parents of students in the same class so all children can be checked to eliminate the spread of lice.

NEWSLETTER

Newsletters are an important way of communicating with all parents and carers on matters concerning the school. Newsletters are available for viewing on the school's website (www.excelsiorps.wa.edu.au) fortnightly and provide up-to-date information on school, Parents and Citizens (P&C) and community activities.

Alternatively, you can download the Excelsior Primary School free App by searching the internet or accessing your relevant App Store for your device type. The App includes a helpful tab on how the App works.

Please ensure the school has your correct email address in order for reminders regarding newsletters (and other events) to be sent. Newsletters are not printed unless a family has specifically requested this.

OBSTACLE-A-THON

Each year, the Early Childhood students take part in an Obstacle-a-thon to raise funds for more expensive school equipment. Your support for this event is most appreciated.

OUTDOOR EQUIPMENT

For safety reasons, please keep children off the play equipment and surrounding walls before and after school. It is difficult for children if they are allowed to play on equipment outside school hours without school rules being enforced as dangerous play will appear during school time. Unfortunately this behaviour then becomes a disciplinary offence at school and leads to confusion for your child.

PERSONAL TOYS

As sharing of classroom toys is encouraged at Kindergarten and Pre-primary, personal toys for a child to play with are best left at home to prevent loss or damage.

PLANNING AND PREPARATION

Early Childhood teachers have time to plan, prepare and collaborate with other staff. During this time your child will have another teacher in the classroom. Staff in all classrooms work collaboratively and as a result the learning environment for your child is consistent with each teacher.

REPORTING

All schools are required to implement the revised Department of Education and Training *Curriculum, Assessment and Reporting Policy*. A standard computer report format is used by all public schools. Excelsior's policy is consistent with Department of Education policy. In 2018 parents will be informed of their child's progress in a variety of formats such as:

- Kindergarten receive a portfolio and Formal Report based on the Early Years of Learning (Term 2 and Term 4).
- Workbooks (Years P-6) sent home at various times during the year.
- Formal System Reports (Term 2 and Term 4) for Years P - 6
- Opportunities for parents to discuss student achievement during formal and informal parent interviews.

ROSTERS

Parent, carer and family member assistance in the classroom and with school activities is always very welcome. It gives parents the opportunity to take an active part in class activities and to develop an understanding of what and how the children are learning. Parent help also enables teachers to give more individual attention to members of the class. At the same time, your child feels proud that their parent or carer is helping at school. If you wish to assist, please sign the classroom parent roster or inform the teacher. It is better for you and your child to visit without younger siblings.

Parent volunteers working with children in the classroom are required to complete a Department of Education Confidential Declaration which is available from the school office. All other volunteers including grandparents, aunts and uncles must obtain a Working with Children card to engage with the students. Information on these requirements is available from the school office.

SWIMMING LESSONS

Pre-primary children participate in a two week swimming lesson block at Riverton Leisureplex. More information will be provided when dates become available.

SPECIALIST AREAS

As part of their learning, Pre-primary children participate in Art, Music and Physical Education sessions with specialist teachers.

TERM DATES 2018

- Term 1 Wednesday 31 January - Friday 13 April
Break - Saturday 14 April to Sunday 29 April
- Term 2 Monday 30 April - Friday 29 June
School Development Day: Week 5 Friday 1 June
Break - Saturday 30 June to Sunday 15 July
- Term 3 Monday 16 July - Friday 21 September
School Development Day: Week 5, Monday 13 August
Break - Saturday 22 September to Sunday 7 October
- Term 4 Monday 8 October - Thursday 13 December
School Development Day: Week 3, Monday 22 October



63 Shreeve Road, Canning Vale, 6155
Telephone: 9455 5811
SMS Absentee: 0438 936 827
email: excelsior.ps.reception@education.wa.edu.au