



KINGSWAY  
CHRISTIAN COLLEGE

# KINDERGARTEN & PRE-PRIMARY HANDBOOK 2024





Dear Parents

Welcome to Early Learning at Kingsway Christian College. We aim to offer your child a safe and caring Christian learning environment as they commence their early years of schooling.

We value our close association with our families and parents and encourage a home-to-school partnership to support and encourage your child.

The academic expectations for a child just beginning school are minimal. We want your child to come to Kindergarten and Pre-Primary feeling happy, secure, and eager to explore and learn. Children spend a large amount of time and effort exploring and understanding their immediate world. Healthy education supports and encourages this spontaneous model of learning. Our intention is to provide our young children with a rich and stimulating environment that is, at the same time, warm, loving, and supportive of the child's learning priorities and pacing. In this supportive, non-pressured environment young children acquire a solid sense of security, positive self-esteem, and a long-term enthusiasm for learning.

A positive learning climate for young children is a composite of many things. It is an attitude that respects children. It is a place where children receive guidance and encouragement from the responsible adults around them. It is an environment where children can experiment and try new ideas without fear of failure. It is an atmosphere that builds children's self-confidence, so they dare to take risks. It is an environment that nurtures a love of learning.

We pray that your child/children will develop all the attributes that contribute to positive character development and then a love for learning to see them firmly on the pathway to the acquisition of knowledge and understanding as they begin their formal years of schooling.

God Bless  
Peter Burton  
Principal



*'Train a child in the way he should go, and when he is old, he will not turn from it.'*

Proverbs 22:6

# CONTENTS

Early Learning Centre Facilities .....	4
Staffing .....	5
Early Childhood Philosophy.....	6
Developing Dispositions for Learning.....	7
Curriculum .....	8
Term Dates and Weekly Timetable .....	9
Attendance Times .....	9
Student Requirements .....	10
The Kiss and Drive .....	11
Arrival Procedures.....	11
Going Home Procedures.....	11
Custody Arrangements .....	12
Absences.....	12
Kingsway Before and After School Care.....	12
Lunches.....	13
Food Allergies.....	13
Excursions.....	14
Wednesday Wanderings.....	14
Parent Involvement.....	15
Communication .....	16
Newsletters.....	16
Privacy Obligations - Use of Student Images .....	16
Seesaw.....	17
TASS.....	17
Uniform and Appearance.....	18
Uniform Shop Opening Hours.....	21
Birthdays.....	21
Lost Property.....	21
Hats and Sunscreen.....	21
Sickness and Accidents .....	22
COVID-19 and Infectious Diseases .....	22
Community Health Nurse/Dental Therapy Centre .....	23
Early Intervention/Screening .....	23
Children with Special Needs .....	24
Gifted and Talented Students .....	24
Homework.....	24
Assessment & Reporting.....	25
Primary Discipline .....	26
Tips on Supporting Your Child's Transition to School .....	27
Getting off to a Good Start .....	27
Kindergarten Readiness .....	28
Writing Style .....	30
Developmental Milestones 4-5 Years .....	31

# EARLY LEARNING CENTRE FACILITIES

The Early Learning Centre consists of a Kindergarten centre; Pre-Primary and Year 1 block; and Year 2 as part of the middle primary area. Classes have reverse-cycle air conditioning and air filters with separate wet areas and cooking facilities. Kindergarten, Pre-Primary have separate play and eating areas, with play equipment, nature playgrounds, sandpits and grassed areas.

Students in Early Learning have access to a variety of other facilities, such as the College Gymnasium, the Resource Centre, Art and Music Rooms and the Auditorium.



# 2024 STAFFING

College Principal	Mr Peter Burton
Director of Corporate Services	Mrs Hannah Rugg
Director of Community Engagement	Mr Ruston Long
Enrolments Officer	Mrs Cathy South
Dean of Christian Formation	Mr Graham Irvine
Primary Chaplains	Miss Linley Pittard
	Mr Ashley Smith
Dean of Primary	Mr Michael Brown
Associate Dean of Primary	Mrs Gai Irvine
Primary Administrative Assistants	Miss Chloe Harris
	Mrs Tara Cawley
English Extension & Stem Teacher	Mrs Michelle Tieleman
Maths Extension Teacher	Mr Floyd Schokman
Kindy and Pre-Primary Learning Support Teacher	Mrs Amanda Jenkins
Head of Area (K/PP)	Mrs Amanda Jenkins
English Curriculum Leader	Mrs Michelle Tieleman
Mathematics Curriculum Leader	Mrs Lauren Clarke
Kindergarten Teachers	Mrs Amanda Jenkins
	Mrs Angela Eaton
	Mrs Clare Joy
	Mrs Colleen Koh
	Mrs Monica Krzysik
Kindergarten Education Assistants	Mrs Jessica Turnbull
	Mrs Jenny Arvidson
	Mrs Julie Bower
	Mrs Gabriela Antonini
Pre-Primary Teachers	Mrs Isabella D'Sylva
	Mrs Olivia Colin-Thome
	Mrs Liz Phillips
	Mrs Tamsin Welch
	Mrs Kirsty Dennis
	Mrs Sinclair Hayward
Pre-Primary Education Assistants	Mrs Alisha Hazell
	Mrs Heike Kubitzka
	Mrs Florence Britz
	Mrs Brooke Ewers

# EARLY CHILDHOOD PHILOSOPHY

At Kingsway Christian College, we understand that quality early childhood programmes enhance the children's cognitive, physical, social, emotional and spiritual development, impacting each child on their journey into adulthood. It is our desire to provide the most effective teaching and learning environment to assist each child to reach their potential. With a Christ centred education, we empower and equip our students for life.

## The Child

Children are explorers, inquisitive and creative, bringing a wealth of experiences and knowledge to the learning environment. We believe that each child is a competent and capable learner who God has created as a unique individual.

## The Educators

The educators at Kingsway develop warm, caring, respectful relationships with every child. The educator's role is to facilitate, guide and provide access to information. They provide opportunities for the children to discover for themselves and practise skills in authentic play-based and hands-on-learning situations. The educator develops each child's agency as they provide opportunities for the children to make meaningful choices in their learning and about issues that impact them. The educator builds on the children's current knowledge and experiences to take them further on their learning journey.

## The Environment

The learning environment provides a combination of child initiated; teacher guided playful learning and explicit teaching that stimulates each child's passion to learn. At Kingsway we are continually working towards creating an environment that is dynamic and rich. It provides opportunities for the children to connect with the natural environment and to appreciate and care for the world God has created.



# DEVELOPING DISPOSITIONS FOR LEARNING

At Kingsway Christian College, we develop the following Learner Dispositions throughout each child's schooling. Our Learner Dispositions build and develop learners for life.

## LEARNER DISPOSITIONS

*I AM CREATED TO BE*



### A Risk taker

We are brave  
I am willing to  
try new things

### Adaptable

We are flexible  
I can bounce back from  
frustrations, failures,  
or mistakes

### Persistence

We don't give up  
I know when something  
is difficult, I am growing

### A Critical & creative Thinker

We are excited about learning  
I try to problem solve and think  
outside the box

### REFLECTIVE

We take time to think  
I can set goals and grow  
as a learner

### A Contributor

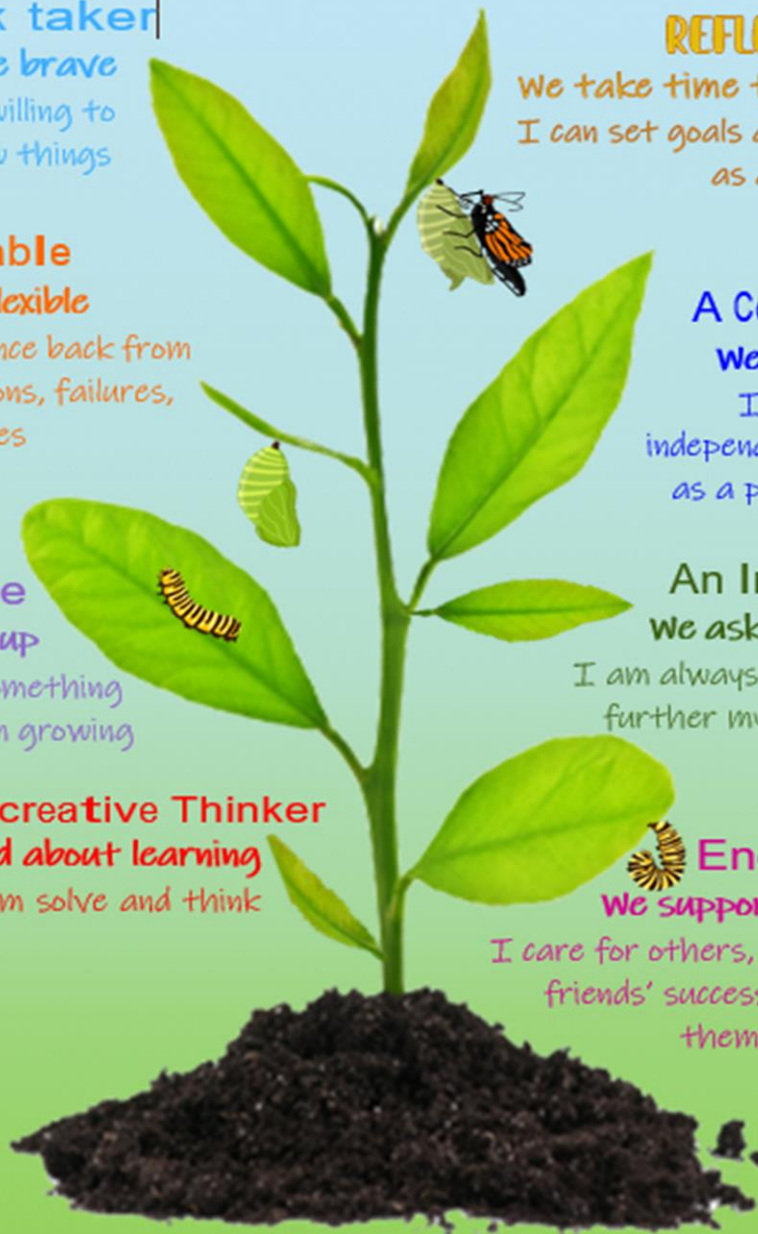
We are involved  
I can work well  
independently but also  
as a part of a team

### An Inquirer

We ask questions  
I am always striving to  
further my knowledge

### Encouraging

We support each other  
I care for others, celebrating my  
friends' successes and helping  
them if they need it





# CURRICULUM

Christian Education is the foundation of our Curriculum and underpins all teaching and learning in the school.

In the Early Learning Centre each class begins with Praise and Worship, daily Devotions and Prayer. Early Learning teachers at Kingsway Christian College are committed to an interactive Early Childhood programme which is based on the Early Years Learning Framework for Australia and The Western Australian Curriculum.

Early Childhood Curriculum equals all the interactions, experiences, activities, routines, and events, planned and unplanned, that occur in an environment designed to foster children's learning and development.

The Kindergarten curriculum covers the areas of

- Identity
- Connecting and contributing
- Wellbeing
- Learning and thinking
- Communicating

The Pre-Primary curriculum is covered by Learning Areas as stipulated by the Department of Education and includes:

- English
- Mathematics
- Science
- Humanities and Social Science
- Health and Physical Education
- The Arts (Dance, Drama, Music, Visual Arts)
- Technologies



# TERM DATES AND WEEKLY TIMETABLE

A Primary Calendar of Events and Weekly Timetable is available in the Parent Lounge. The kindergarten has a staggered start at the beginning of the year to allow our students time to adjust to their new learning environment.

## KINDERGARTEN

Contact Day:	Thursday 25 January 2024
Classes Commence:	Monday 29 January kindergarten 1 and 3 - Monday, Wednesday, Thursday Tuesday 30 January Kindergarten 2 and 4 - Tuesday, Wednesday, Friday
Kindergarten Hours:	8:50am – 3:10pm
Front Door Opens:	8:30am for arrival.
Front Door Opens:	3:00pm for afternoon pick-up.

Please note that for the **FIRST TWO (2) WEEKS** of Kindergarten, children will attend **HALF DAYS ONLY** (8.50am - 12.00noon).

Children will begin attending school for **FULL DAYS** in the week commencing Monday 12 February 2024.

## PRE-PRIMARY

Contact Day:	Thursday 25 <sup>th</sup> January 2024
Classes Commence:	Monday 29 <sup>th</sup> January 2024
Pre-Primary Times:	8.50am - 3.20pm
Front Door Open:	8.40am

Our Kindergarten programme runs on a 5-day per fortnight programme. For our Kindergarten families attending, the Wednesday Wandering programme at Landsdale Farm School will follow a 3-day per week programme. In Pre-Primary, the children attend school five days a week.

Kindergarten 1 and 3 attend Monday/Thursday and alternate Wednesdays  
Kindergarten 2 and 4 attend Tuesday/Friday and alternate Wednesdays

## ATTENDANCE TIMES

Attendance times for Kingsway Primary are 8.50 am - 3.20 pm.

Kindergarten opens its doors at 8:30 am and 3:00 pm and Pre-Primary opens at 8:40 am and 3:10 pm to allow parents to spend time with their children before school starts each morning. One-on-one time with your child is encouraged.

### Late arrivals or early collection of students

If your child is late to school or you are taking your child home early, it is the parents' or caregivers' responsibility to sign the child in or out **BEFORE** coming into the classroom. You can do this in the College administration reception. You will receive a slip to give to your child's teacher. Teachers will only allow students to leave the premises when they have the early departure slip.

# STUDENT REQUIREMENTS

## ITEMS STUDENTS NEED TO BRING ON THE FIRST DAY OF SCHOOL TERM

### Kindergarten & Pre-Primary:

The children will require the following items daily:

- 1 Kingsway Christian College school bag (available at the Uniform Shop).
- 1 bottle of water (box drink is not enough but can be an addition to lunch).
- Cut up fruit or vegetables for morning tea in a named, small container or snap lock bag. Note – grapes need to be cut in half.
- Packed lunch (alternatively lunches can be ordered from the school Café or via Quick Cliq).
- 1 school hat which covers both the child's ears and neck (available at Uniform Shop).
- 1 waterproof Library bag (available at Uniform shop).

### Kindergarten:

The children will require the following items, which should be brought on Contact Day or the first day of school.

- Bedding: 1 small cot pillow (maximum size 40x30cm), 1 small cot blanket (maximum size 100x75cm), 1 standard size pillow slip or drawstring bag.

**PLEASE MAKE SURE THAT ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S FULL NAME**



# THE KISS AND DRIVE

The Kiss and Drive zone operates during the mornings from 8.30 to 8.50 am assisting parents with the school drop off. Parents may choose to utilise our Kiss and Drive while others may choose to park and bring their children into school, especially if their children need a little extra support. Our aim is that by Term 2 all children will have developed in their confidence and independence resulting in a quick and easy drop off using our Kiss and Drive.

## ARRIVAL PROCEDURES

Kindergarten and Pre-Primary parents may park in Carpark 1 and 2 off Kingsway Road. This is a designated Early Learning parking area.

A parent, or another nominated person, should bring your child to the classroom and wait with the child until the classroom door is opened. This person is responsible for the behaviour of the child during this time. Our Kiss and Drive staff will walk Kindergarten students to their classroom and see them safely inside for families using the Kiss and Drive option.

### **Kindergarten and Pre-Primary**

Encourage your child to:

- Unpack their own bag.
- Place lunch in labelled cubby hole and drink bottle in drinks container.
- Place bags in area provided.

Please feel free to stay for 5-10 minutes with your child, as this is often a time they really enjoy. Once your child is settled, we encourage caregivers to say a quick goodbye and leave the classroom as separation can sometimes be difficult for both parent and child. Your child will be well cared for by the Teacher and Education Assistant. If there are any problems, parents will be contacted. If younger siblings are under your care, please supervise them closely as the environment is designed for school aged children.

## GOING HOME PROCEDURES

It is necessary that an adult or nominated person collects your child. If an older sibling is picking up your child, the sibling will need to be in Year 4 or older. If this is the case, please give the teacher a letter stating your permission.

If your child is to go home with an adult other than you, please ensure their details are listed on Parent Lounge as an emergency contact. Please note identification may be asked for. We are unable to let children go with someone other than a parent unless we have authorisation to do so.

Please wait at the classroom door for children to be released. Kindergarten students may be released from 3.00pm to allow for collection of older siblings in the school and to ease parking congestion.

Please be prompt to collect your children as teachers often have meetings to attend after school.

# CUSTODY ARRANGEMENTS

Please let the College Administration know of any custody arrangements that involve your family. Documentation involving these arrangements will need to be provided to the school.

## ABSENCES

Parents are requested to notify the College Office of any known absence or illness by 8:50 am in the morning of each school day. This should be done in advance through Parent Lounge by adding an 'Absence Notification.'

If in the event, you are not able to log onto Parent Lounge you can let the College know by:

1. Sending an email to [absentee@kcc.wa.edu.au](mailto:absentee@kcc.wa.edu.au) or
3. Phoning Reception on 9302 8777

Parents/Caregivers are advised that the College uses mobile phone Short Message Service (SMS) to send text messages to notify them of unexplained absences. Parents will be informed by mobile phone Short Message System (SMS) when their child is marked absent from school.

At Kingsway Christian College, student attendance is a high priority as we know that students who attend regularly are more likely to be successful. To improve our attendance procedures, we will be informing Parents/Caregivers to contact the College in advance if they know their child is to be absent. An SMS text message will be sent to the mobile phones of parents explaining that our records show that your child is absent from school. The message will read as follows:

**KCC records show (student name) is absent (date). Please reply via SMS with the student's name, reason, and date. KCC SMS number is 0488 177 177.**

The message will arrive on the phone displaying the number, "0488 177 177". Parents can then reply, using SMS, or by phoning the College Administration office or by sending an email to [absentee@kcc.wa.edu.au](mailto:absentee@kcc.wa.edu.au). Alternatively, simply press the reply option on your mobile phone when you receive a message from the school and add your son or daughter's name, year, date of absence and the reason they are absent or late. If your child is absent and a reason has been provided beforehand you will not receive an SMS.

If you are planning a holiday during the term, please inform your teacher and the school in writing prior to the date.

## KINGSWAY BEFORE AND AFTER SCHOOL CARE

A facility for Before and After School Care runs out of the demountable adjacent to the Primary Drama Room at the College. Children can be dropped off from 7:00am and must be collected by 6:00pm. School holiday programmes are also offered. **For more information please contact:** [kingswayasc@yahoo.com.au](mailto:kingswayasc@yahoo.com.au)

Please note that although the College has negotiated arrangements for this facility, the College is in no way responsible for enrolments or fees, as this facility is entirely independent of the College.

For new parents wishing to enrol please visit **Kingsway After School Care**. Simply click register and create your own login and then follow the steps outlined to complete an enrolment form.

# LUNCHES

Good nutrition is an important part of learning. We encourage parents to send children to school with a healthy lunch and to start the day with a healthy breakfast. **Please do not send lollies or confectionary to school as part of their lunch, as we encourage healthy eating.**

## Healthy Breakfast Suggestions:

Low sugar cereal and full cream milk

Yoghurt and fruit

Porridge

Wholemeal/grain toast and vegemite

Wholemeal/grain toast and boiled egg

Grilled cheese on toast

Baked beans on toast

Milk or fresh fruit juice

## Healthy Morning Tea and Lunch Suggestions:

Fresh, dried or tinned fruit

Crunchy vegetables/salad

Protein food such as lean meat and tuna.

Dairy food such as cheese, milk or yoghurt

Wholemeal/grain bread, rolls, pita or Turkish breads

Water

Here are some tips to encourage happy and healthy children:

- The best way to get your children to each lunch at school is to pack what you know they like.
- Encourage your child to bring home uneaten food, so you can monitor whether they're getting a balanced diet and adjust their food intake at home if necessary.
- Children often don't eat things that go soggy, for example tomato sandwiches – but tiny cherry tomatoes in a salad of lettuce, celery, cheese, gherkin and grated carrot can make an enjoyable lunch.
- Children are to bring only water in drink bottles. Water is the best thirst quencher.
- Pack a frozen drink in the lunch box in summer to help keep the food cold.
- Keep foods separate and well wrapped, making sure that little fingers can open each pack.

We ask that you do not send food to be shared with your child's friends as this may present a problem in relation to allergies, or cultural differences and friendships.

# FOOD ALLERGIES

As we are an allergy-aware school please refer to our Allergy Aware Policy found on the College website. Peanuts and eggs are a high-allergy foods and we ask that you do not include them in your child's lunch or snacks.

If your child has a severe food allergy, make sure your class teacher and the College Health Nurse have been given an Action Plan from your child's doctor in case of an emergency.



# EXCURSIONS

Excursions are generally included in your annual fee's levies.



Our Kindergarten Wednesday Wanderings at Landsdale Farm occurs on a fortnightly basis for those families who have chosen to enrol their child. For those families that have elected to be part of this excursion, an additional charge is included on the fee statement.

This wonderful opportunity will allow the children to investigate and learn about their environment, self, and others as they wander and observe the farm, orchard, and surrounding bush land. Our programme focusses on building students' creativity, and connections as we explore, read, and learn together.

Please note the children may arrive from 8:30am for a 9:00am start. Our Kindergarten staff will direct you to our meeting point and classroom on arrival. We finish at 2:45pm. Please collect your child promptly as Landsdale Farm closes shortly after. We are excited to be offering this exciting initiative.



# PARENT INVOLVEMENT

At Kingsway Christian College we appreciate and value parent involvement in our community. Children are most likely to thrive at school when adults work together with shared goals.

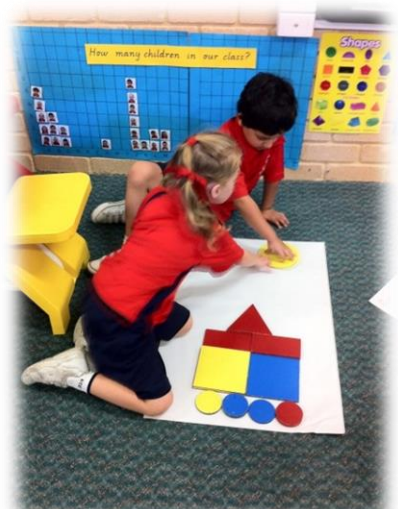
We encourage all parents to be involved with our Parent Roster. A blank roster will be put up outside classrooms at the beginning of each term. Please note there will be no Parent Roster while the children are attending half-day sessions.

If possible, on your roster day, please find someone to mind your younger child/children. This will give you a chance to give all your attention to your child during the session.

This is a good opportunity to come and see what your child is doing at school and to be actively involved in their learning.

## Parent's Roster Duties May Include:

- Supervising a small group of children with a Language, Art or Math activity.
- Cooking.
- Help with preparation of activity materials.
- Parents may also choose to support their Kindergarten and Pre-Primary class by assisting in washing duties (towels, art shirts etc.) once a term.





# COMMUNICATION

There is some time each day before the bell when parents drop children off to the K and PP classes that teachers can be spoken to about any minor matters if needed.

Please be aware that teachers may be busy before school preparing for their class. If you would like to speak to your child's teacher about any educational matters, please ask for an appointment and they will organise this for you.

Teachers will also communicate with parents about your child's learning through the digital platform seesaw and inform you of events and activities via the Parent Lounge on TASS and email.

# NEWSLETTERS

An eNewsletter, issued fortnightly via email, will be a regular feature of our communication process. These newsletters inform you of events and give helpful parenting tips. Please check with Administration if you are not receiving your newsletter via email.



# PRIVACY OBLIGATIONS – USE OF STUDENT IMAGES

To respect the significant number of parents who have requested no media coverage of their children and in keeping with current privacy legislation.

**Please Note:**

It is a condition of entry that any images you capture of students, whether photos, videos or other media are used entirely for your private purposes and may not appear in any public forum such as on websites or social media. Thank you for your co-operation.

# SEESAW


## Learning Management System

This is the system the College will use to communicate to you about your child's learning journey. Seesaw provides an opportunity for you to engage with, support and communicate with your child's learning. At the start of the school year, you will be sent an invitation to join Seesaw. Once you accept this invitation you will have access to your child's e-portfolio uploaded by your child's class teacher. This will include photos, videos, and stories.

# TASS

## School Management System (Parent Lounge)

This is the system that the College will use to communicate to you in regard to all College administrative processes. This is where you can check and update your personal details, view the College calendar applicable to your child, access school links and see your current fee balance and statements. There will also be additional features that will be communicated to you over the year. You will receive the logon details, username and password from the College in late November/early December.



Parent Lounge - Login

 **KINGSWAY**  
CHRISTIAN COLLEGE

**Parent LOUNGE**

\*Username

\*Password

[System Requirements](#)

# UNIFORM AND APPEARANCE

All Kingsway Christian College students are required to wear school uniform.

## Kindergarten and Pre-Primary Uniform

All students (girls and boys) are required to wear the school sports uniform in Kindergarten, Pre-Primary, Year 1 and Year 2, including school hat and regulations shoes.

**In Kindergarten and Pre-Primary please ensure that your child has a spare set of labelled clothes including underwear and socks in their bag.** We do have spares at school for emergencies; however please ensure that if your child uses these, that all items are cleaned and returned.

KINDERGARTEN AND PRE-PRIMARY UNIFORMS	
BOYS AND GIRLS UNIFORMS	
SUMMER	WINTER
College sport shorts College sport polo shirt College track top (for warmth) Plain white socks (boys) and College socks (girls) White sneakers (with a minimum of trim) and velcro straps preferred OR Navy full-back, T-bar school sandals College slouch hat or desert cap	College sport polo shirt (white skivvy can be worn underneath for warmth) College track top & pants** Plain white socks (boys) and College socks (girls) White sport shoes (with a minimum of trim) and velcro straps preferred College slouch hat or desert cap

\*\* Kindergarten and Pre-primary students have a choice of the College micro fibre or nylon/cotton track pants.

**PLEASE MARK YOUR CHILD'S NAME ON EACH ARTICLE OF OUTSIDE CLOTHING INCLUDING HATS WITH PERMANENT MARKER.**

**NAVY SCHOOL HATS ARE TO BE WORN BY ALL STUDENTS AT ALL TIMES WHEN OUTDOORS AND CAN BE LEFT AT SCHOOL.**

Uniform Shop opening hours are Mondays 8:00 am - 11:30 am then 12:30pm – 3:30 pm and Wednesdays 8:00 am - 11:30 am then 12:30pm – 4:30 pm during the school term and special opening hours in January 2024 as listed on the following page, in the newsletter and on our website.

You can email the Uniform Shop on [Uniform.Shop@kcc.wa.edu.au](mailto:Uniform.Shop@kcc.wa.edu.au).

**Please send spare underwear, College shorts and College polo shirt in a plastic bag, even if your child has not had an 'accident' for a very long time.**



# UNIFORM SHOP OPENING HOURS

A dedicated Uniform Shop is located on campus with both new and secondhand uniforms available for purchase.

The College Uniform Shop hours vary throughout the year, with extra hours and appointments available at the start of the year. **Current parents** please refer to the College Calendar on the parent portal.

## Standard Opening Hours

Mondays 8:00am – 3:30pm (Closed between 11:30 am and 12:30 pm)

Wednesday 9 am – 4:30 pm (closed between 11:30 am and 12:30 pm)

# BIRTHDAYS

A birthday is a special time for a young child. We ask that you distribute birthday invitations outside of school hours, as we understand that you cannot invite every child to your child's birthday party. We wish to avoid the disappointment that could be felt by any children not invited. To ensure the safety and inclusion of all children, we ask that you do not supply food items to celebrate your child's birthday at school. You may choose an alternative, for example, stickers or a pencil, if you would like; however, there is no expectation of this. Each class will take the opportunity to celebrate each child's birthday on their special day.

# LOST PROPERTY

To avoid your child's belongings becoming lost, we encourage labelling of all items and training your child to check for belongings before leaving school each day. Boxes containing lost property are located within the Early Learning, Middle Primary and Upper Primary areas.

If your child has lost or misplaced an item, we encourage checking the boxes regularly as lost property will be cleared at the end of each term and items given to charity.

# HATS AND SUNSCREEN

We believe that it is important to educate children about the value of protection from the sun. All children are to wear their **College hat for outside activities** and should have a hat, marked with their name, in their bag (summer and winter).

Early Learning classrooms have sunscreen for students all year and students are encouraged to administer this, each day, before going into the sun. If your child has an allergy to sunscreen, please write a note explaining this and provide your child with their own to keep in their bag.

# SICKNESS AND ACCIDENTS

The College only provides minor first aid services to students. Consequently:

- Students who are unwell at the start of the school day should be kept at home for their own safety and to ensure illnesses are not contracted by others.
- Where students become unwell at the College, they are sent to the health nurse where, if necessary, parents will be contacted and requested to collect their child.

In the event of a child being sick or involved in an accident, parents are contacted as soon as possible. All parents are asked to ensure that the school is kept up to date with home and emergency telephone contacts, and an address at which a parent or carer can be contacted at all times.

## COVID-19 AND INFECTIOUS DISEASES

### COVID-19

The Australian Government has implemented the emergency response plan for Communicable Disease Incidents of National Significance with specific arrangements for COVID-19. Within this, the closure of schools is identified as a potential control measure. In the event of school closure students continue their learning at home. Information is communicated to our Early Learning students and families through the digital platform Seesaw, take home packs, and school messaging via the Parent Portal on TASS and email. Kingsway Christian College operates under the guidance of the Senior Leadership Team and has developed levels of response in relation to the level of risk.

Prevention is key as containment of the virus is challenging. Kingsway Christian College continues to maintain high standards of cleaning, hand washing and social distancing in line with health department regulations. Students with any cold or flu like symptoms are required to stay at home.

### INFECTIOUS DISEASES

The danger of infection, from children suffering from infectious diseases arises chiefly from school attendance, including the stages:

- Whilst suffering from the early symptoms.
- When convalescing from the disease but still retaining some infection in their person or apparel.

**Public Health Regulations for exclusion periods are set for your information:**

**Chicken Pox** - exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion (Contacts: do not exclude.)

**Conjunctivitis** - exclude from school. Re-admit when sufficiently recovered.

**Mumps** - exclude from school. Re-admit on MEDICAL CERTIFICATE OF RECOVERY. (Contacts: do not exclude.)

**Ringworm** - exclude from school. Re-admit on MEDICAL CERTIFICATE OF RECOVERY that the child is no longer likely to convey infection. (Contacts: do not exclude.)

**Rubella** - exclude from school. Re-admit on recovery.

**Pediculosis (Nits)** - exclude from school until effective treatment has been instituted and most nits removed from hair. (Contacts: family contacts will probably be infected and should be treated.)

**Impetigo (School Sores)** - exclude from school until effective treatment (including the proper use of occlusive dressing) has been instituted.

## COMMUNITY HEALTH NURSE/DENTAL THERAPY CENTRE

Routine eye and hearing checks by the community health nurse take place for children aged 4 - 6 in the Kindergarten and Pre-Primary years. Parents will be notified when this will take place. Children are routinely screened by the Carnaby Rise Dental Clinic located at Carnaby Rise Primary School, Pomodoro Avenue, Landsdale (Phone 6401 8111) and parents will receive an appointment card via their child in Pre-Primary.



## EARLY INTERVENTION/SCREENING

Children are all unique and develop differently, and for all children it is normal that there is a variation in the developmental process. Despite these individual variances there is, however, a normal sequence of acquiring new skills.

Sometimes the prerequisite or foundational skills are missing or weak and require attention. If these areas are not corrected, providing a solid and strong foundation, then it will affect all other skills that are learned after that skill.

At Kingsway, we are committed to early intervention of student's learning where necessary. In order to alleviate some of these concerns, all students are assessed in the areas of language at the start of the Kindergarten and Pre-Primary years. On entry into the Kindergarten year students are also assessed in motor development.

The school will inform parents if there are any concerns arising from the assessment and will advise of required actions.

# CHILDREN WITH ADDITIONAL NEEDS

If your child has had a medical or learning diagnosis, please forward a copy of any reports to Mrs Gai Irvine, Associate Dean of Primary as soon as possible.

Schools across Australia operate under different policies regarding educational provision for children with additional learning needs. As particular support will be required depending on the need of the child, Kingsway Christian College advises parents to share any reports or information about your child with the school to enable everyone concerned to prepare and ensure a smooth transition.

# GIFTED AND TALENTED STUDENTS

All children are individuals and have unique strengths and talents. Some children, however, have particularly advanced or well-developed skills and abilities for their age, in one or more areas. These children may be referred to as gifted and talented.

'Gifted' refers to children with high potential (basically due to their inheritance) and 'talented' means that they display skills which are at a level significantly beyond what might be expected for their age.

Giftedness in a child can be nurtured into a talent through outside influences such as; the learning environment, opportunities provided at home and the process of learning, training and practicing.

The Early Learning years are important for the *whole child* development, and it is the teacher's role within each class to ensure that children's developmental needs are met within each learning domain. The teachers at Kingsway Christian College will provide for the individual needs of each child as outlined in the EYLF:

*'Children's learning is ongoing, and each child will progress towards the outcomes in different and equally meaningful ways. Learning is not always predictable and linear. Educators plan with each child and the outcomes in mind.'* (Early Years Learning Framework, p.19)

If a student is showing levels of high achievement in one or more areas, they will be adequately catered for within the classroom. Identifying children's giftedness can be a difficult task, partly because of the many forms giftedness can take. Also, many forms of giftedness are not always easy to see in early childhood. If you believe this is the case with your child or you have any concerns, talk to your child's teacher. Alternatively, you can contact the Dean of Primary, Mr Michael Brown or the Associate Dean of Primary, Mrs Gai Irvine.

# HOMEWORK

Generally, teachers will not set formal homework for the early years. All activities at home or play can assist children to develop knowledge and skills including literacy, numeracy and problem solving. These are often done in the context of family activities including shopping, preparation of food, listening to stories, learning songs and nursery rhymes, discussion about what is happening at school, reading, library borrowing, family outings and collecting items.

- Kindergarten                      Stories and comprehension activities weekly – non-compulsory.
- Pre-Primary                         Phonics activities weekly – non-compulsory.  
Daily reading Semester 2 (10 mins).



# ASSESSMENT AND REPORTING

All teachers use a variety of assessments throughout the year in order to obtain ongoing educational profiles of students. Parents have opportunities to share in students' progress through the online Storypark app.

## ASSESSMENT AND REPORTING

KINDERGARTEN	Term 1	Language and Occupational Therapy Screening Parent Interviews
	Term 2	Progress Report
	Term 3	Open Night / Learning Journey
	Term 4	Reports
	Term 1-4	Seesaw
PRE-PRIMARY	Term 1	Language Screening Parent Interviews
	Term 2	Reports
	Term 3	Open Night / Learning Journey
	Term 4	Reports
	Term 1-4	Seesaw

# PRIMARY DISCIPLINE

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher have a right to:

- Learn or teach free from disruption.
- Be treated courteously.
- Be free from any form of discrimination including verbal and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property respected and cared for.

There are many ways in which students are encouraged in normal College life to be well disciplined. These include:

- Teachers show genuine interest in each student in their care.
- Praise and encouragement are given.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class; at year level assemblies and whole school assemblies.

The result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class, they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well.

Every student has the right to the best possible education they can obtain at Kingsway Christian College. In Kindergarten and Pre-Primary, we work with each child to develop the social skills and values needed for future schooling.

## **Automatic Send-Outs**

A student may be sent out of class without warning for:

- A breach of safety (throwing an object, knocking student off a chair etc).
- Physical abuse.
- Verbal abuse at a teacher or student.
- Misuse of computers.



# TIPS ON SUPPORTING YOUR CHILD'S TRANSITION TO SCHOOL

- Practice getting ready for school, dressing, and packing the school bag.
- Talk about starting school with your child; how long the day will be, recess and lunch are different.
- Make sure the clothes that are worn to school are easy to put on and take off and that lunches and snacks are easy to unwrap.
- Use shoes with Velcro fasteners until your child can manage the more complicated fastenings of shoelaces.
- Label everything - including shoes and socks.
- Visit the school and participate in our orientation programmes to help familiarize your child with play areas and toilets.
- Expect your child to be tired in the first weeks of school even if they have been used to care situations. Provide them with a cuddle, a drink and some quiet time when they first arrive home.
- If anxious talk about new friends and interesting things.
- Make sure your child knows that they cannot leave the school grounds without permission.
- Prepare yourself - you may suffer a severe sense of loss and loneliness. Try not to make your child feel guilty by asking "Will you miss me?"
- When the time comes to say goodbye - don't linger, tears soon vanish. Offer a hug and a reassuring word that you'll soon be back.
- Ask your child about their day but expect that you might get a shrug or an off-hand reply. Learn to ask questions like "What was your favourite thing about school today" or "Tell me about your drawing".
- Be enthusiastic and involved.
- Be prepared for dirty clothes - play is just as important as formal learning.

## GETTING OFF TO A GOOD START

Above all, it's important that you talk positively about the school and value what is happening there. This is a long-term experience for children; schooling encompasses a lot of years of living and learning.

Children are more likely to have faith in and commit to the school experience if their parents are supportive of them, their teachers and their school.

A good night's sleep sets children up for a good day at school. Establish a regular bedtime routine.



# KINDERGARTEN READINESS

When children begin school, they become more independent, learning to trust a wider circle of people rather than just their parents and family. It is a big step on the pathway towards growing up and most children look forward to it.

## How can Parents Help?

### Language Development

Language enables children to listen, participate in conversation, interact socially with peers, and understand valuable information. Talk with your child and encourage lots of verbal communication.

- Hold rich conversations with your child - “Why do we get rainbows?” “Why are the leaves falling from the trees?”
- Share rhymes and songs.
- Discuss what you are doing.

### Reading

Reading is a complex task which takes some children many years to master. Parents can help their children gain the skills needed through a number of activities.

- Talk to your child - let them hear words and understand what they mean.
- Introduce books - from when they are a few months old - point out picture details.
- Read to your child - so they can learn the language of books.
- Listen to your child – ‘good talkers make good readers’.
- Make reading part of the going to bed routine.
- Draw attention to letters and words on signs, cereal packets, milk cartons etc.

### Mathematics

Children who have had the opportunity to count, order, classify objects at home and understand terms such as bigger, smaller, more, less, top, middle – are well prepared to begin formal work.

Encourage your child to count and order e.g., how many potatoes for dinner, spoons on a table, buttons on a shirt, sort into different sizes and colours.

Let them hear you use terms such as more, less, under, over, in between, through, next to, behind.

Talk about time. How many sleeps until their birthday? What will we do after lunch?

Play with play dough and water so that they can learn how much will fit into different sized and different shaped containers.



## Physical Development

By the time a child begins school he/she needs skills which enable participation in learning activities and those that help him/her look after themselves when an adult is not present to help.

Dressing	Take off or put on jumpers, cardigans and shoes (label all clothing and shoes).
Toileting	Cope with buttons zips, flushing toilet, turn taps on and off to wash hands.
Eating	Eat without assistance, open lunchbox, unscrew drinks container, drink with a straw, peel fruit and unwrap food packets.

To support your child:

- Make time for outdoor play every day.
- Provide balls, bats and play games.
- Provide pencils, crayons, paints and paper for drawing and painting.

## Emotional/Social Development

Self-control	Controls own emotions satisfactorily.
Confidence	To meet new challenges.
Independence	Tackles things for themselves.
Responsibility	For their own belongings and equipment used.
Separation	Parents to be positive and cheerful.
Social Development	Mix with adults and children (most of whom are older at school). Share things with classmates, take turns, and cooperate (in class and the playground).

To support your child:

- Give your child words to describe their feelings.
- Listen to your child's feelings and show that you understand them.
- Let your child know gently and clearly which behaviours are okay, and which are not okay.
- Be consistent.
- Give your child lots of opportunities to keep trying.
- Give your child ideas about how to join in.
- Invite children over to play.

# WRITING STYLE

We will be teaching students to write using the Foundation font writing style.



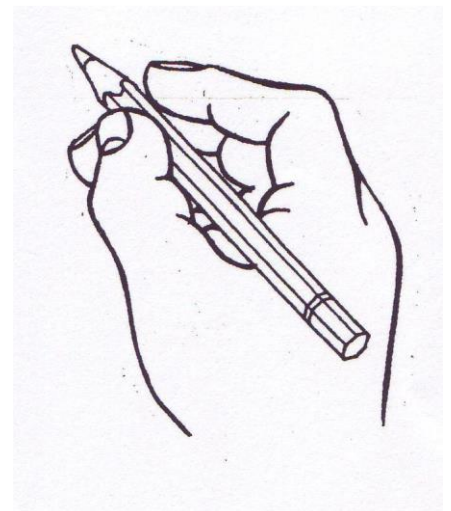
## LETTER FORMATION

It is very important that your child holds the pencil correctly. If the hold starts incorrectly it is very difficult to get it right later on. The correct formation for each letter can be seen on the bottom of each Sound Sheet (New South Wales writing).

### *PENCIL HOLD*

The pencil rests between the thumb and the first finger, the next finger prevents the pencil falling down and the last two fingers are tucked away.

The hand rests on the table and the movement of the pencil is through the thumb and first finger. It is important that the knuckles point outwards. Young children are amused if their fingers are likened to 'frog legs'. They move the pencil forwards and backwards with their 'frog legs'



# DEVELOPMENTAL MILESTONES BY AGE 4 YEARS

## Cognitive, Speech and Language Development

Speaking	<p>Speak intelligibly with a few speech immaturities remaining.          Speech can be easily understood by people outside of the family.          Use basic adult like grammar.          Tell news mostly independently.          Ask 'what', 'where' and 'why' questions.          Tell a long story, sing songs and retell a story.          Use future and past tense.          Use 'and', 'then', and 'but' in sentences.          Give a connected account of recent events and experiences.          Can repeat words of four syllables eg cat-er-pill-ar =caterpillar.</p>
Understanding	<p>Follow 2-step instructions, eg: "Get your bag and put it in the car."          Follow instructions with up to 6 key words, eg "Put the black box and the keys under Daddy's chair."          Understand words such as 'yesterday' and 'tomorrow'.          Understand 'why' and 'when'.          Know colours and some numbers and shapes.          Locate the source of sound.          Put simple objects into groups eg food, animals          Understand some opposites.          Can count a small collection of objects using one-to-one correspondence.          Can solve simple problems.          Recognises own name.          Can understand some basic positional terms eg: 'under', 'next to' 'on top of'.</p>
Social and Emotional Development	<p>Enjoy social communication with a variety of people.          Make friends and seek other children to play with.          Use imaginary play.          Play simple games with rules.          Join in and start conversations.          Use an extensive vocabulary to express ideas and request. information.          Take part in group times.          Talk to friends while playing.          Have general behaviour that is self-willed.          Understand turn-taking and sharing.          Show concern for younger siblings and sympathy for playmates in distress.          Shows affection towards parents.          Will greet and speak to adults.          Ask for help when needed.          Toilets independently.          Can dress and undress independently, shoes/socks included.</p>
	<p>Complete simple puzzles.          Screw a lid onto a jar.          Manipulate large buttons.</p>

Fine Motor  
Development

Build with construction toys.  
Thread beads onto a shoelace.  
Match a simple bead or block design.  
Draw a basic picture of a person.  
Draw simple lines.  
Use hands to do basic finger actions to songs and rhymes.  
Hold a pencil with thumb and fingers.  
Hold and use scissors to cut along simple lines.

Gross Motor  
Development

Climb ladders and other equipment.  
Climb stairs with alternate feet.  
Pedal a tricycle.  
Run around objects.  
Kick, catch and throw a large ball.  
Stand on tip toes.  
Jump with both feet.  
Sway and march to music.  
Begin to hop on one foot.





# DEVELOPMENTAL MILESTONES BY AGE 5 YEARS

## Cognitive, Speech and Language Development

Speaking	<p>Speak in complete sentences.          Use speech that is fluent and grammatically correct.          Have articulation that is correct except for some confusions in s/f/th and r/l/w/y groups.          Ask the meaning of abstract words.          Should be able to repeat sentences as long as nine words.          Repeat words of four or more syllables.</p>
Understanding	<p>Able to follow three commands given without interruptions.          Have simple time concepts: morning, afternoon, night, day, later, after, tomorrow, yesterday, today.          Can count to at least 10.          Know common opposites: big-little, hard-soft, heavy-light, etc.          Read own name and recognise friends' names.          Tell stories using characters and events.          Count groups of objects beyond 10 using one-to-one correspondence.          Complete larger puzzles.          Understand positional terms such as 'behind, under, in front of'.</p>
Social and Emotional Development	<p>Have general behaviour that is more sensible, controlled and responsibly independent.          Play complicated games          Choose own friends.          Be cooperative with companions and understand the need for rules and fair play.          Be protective of other children.          Continue a game from one day to another.          Becoming more independent and eager to carry out some responsibilities.          Feels a sense of pride in accomplishments.          Self-assured, stable and well-adjusted.</p>
Fine Motor Development	<p>Hold a pencil using the correct grip.          Hold and use scissors accurately.          Write some letters and numbers.          Draw recognisable people and objects.          Button and unbutton clothing.          Zip and unzip clothing and bags.          Use a knife and fork.</p>
Gross Motor Development	<p>Ride bicycle but may need trainer wheels.          Climb and descend stairs using alternate feet.          Run with coordination.          Can hop with one foot.          Skip with both feet.          Be skilful in climbing, sliding, rolling and swinging.          Balance on one foot for approximately 5-10 seconds.          Catch and throw a ball.          Enjoy competitive games.</p>

Starting school is one of the biggest events in your child's life. It is our prayer that your child's years in Early Learning will be ones of fun, happiness and excitement as they journey into the future that God has for them, a future that we have partnered together to nurture and support.

*“For I know the plans I have for you,” declares the Lord. “Plans to prosper you and not to harm you, plans to give you hope and a future.”*

Jeremiah 29:11

