

Secret Harbour Primary School

Room 4

Teachers: Miss Madelyne Hunter (Monday – Friday) and Mrs Trish Collard (Tuesday)

Education Assistant: Mrs Tracey Cassels (Monday – Friday)

Behaviour Management

- There will be two behaviour management systems used in our class this year. The first system involves a rewards card, which reinforces positive behaviour in the classroom. Each student has their own card and when they are seen displaying positive behaviours in the classroom, they will be able to cross off one of the parts on their card. When all parts have been crossed off, they will receive a prize from the prize box and will start their card again.
- The second system is based on the school's approach to behaviour management. There are three charts involved – the green chart, the orange chart and the red chart. Every morning, each child will begin on the green chart which signifies that they are ready to learn. The orange chart involves a warning and then a "time-out" if inappropriate behaviour occurs. If the behaviours continue after a time-out, the child's name will be moved to the red chart. This involves being moved to a buddy class and then eventually a visit to the office if they cannot display appropriate behaviour in the classroom.

Digital Portfolios

- Instead of sending home physical portfolios, Pre-Primary uses the app Seesaw to display students' work and photos from various class activities, excursions and special events. Seesaw is an online app and is therefore subject to certain terms and conditions.
 - All content is stored securely and you will need a unique code to log in and see your child's work. **These codes are not to be shared with anyone, including extended family.** Parent codes will not be given out until all permission slips are signed and returned to the classroom teacher
 - As a condition of using Seesaw, you agree to not share any photos of students on social media
- Once you log in to Seesaw, you will receive notifications when new work is uploaded to your child's file. From there, you have the opportunity to like and comment on your child's work. You will only be able to see the work in your child's file.

News, Laundry Roster and Parent Helpers

- Students will start telling news in Week 5. Your child's news day is displayed on the poster near the door. A note will be sent home regarding the topics for news each week, along with a plan to help your child prepare for their news day. Telling news is not just about sharing a child's favourite toy! It helps them to develop important speaking and listening skills and encourages the development of oral language, which is highly important in the early years. It also allows them to build confidence when speaking in front of their teachers and peers.
- A Laundry Roster is also pinned up near the door. The children use fresh towels every day, so we really appreciate parents helping us out each week with the laundry! Every child will have a turn of taking home the laundry on a Friday.

- A Parent Helper roster will go up each term for you to write your name down if you wish to help out in the classroom. Parent Help will last from 8.50am to 10.40am (Recess). As a visitor to the school, you will need to sign in at the front office before joining us in the classroom.

Learning at Home

- During Term 1, students will take home a file with the sounds they have learnt each week. These are to be cut up at home, practised, and brought back to school every Friday so that new sounds may be placed in there.
- During Term 2, students will begin to take home sight words and home readers. Sets of sight words will be given to each child in a mastery folder to practise at home. The mastery folder can be returned when your child knows all of the sight words in that set. Each child will also be given a home reading book based on their reading level. These will go home on a Monday and must be returned the following Monday in order for your child to receive a new book.

Secret Harbour Primary School General Pre-Primary Information

General Information

- The Kindergarten and Pre-Primary centre is surrounded by a fence with child proof locks. It is there for the safety of the children and with that in mind, we ask you remain aware of the following rules:
 - Please do not open the gates for any children other than your own.
 - Remind your child (and their siblings) that they are not to climb the fence at any time
 - Children are not to play on any equipment before or after school
- Doors open at **8:35am** and school concludes at **3pm**. As we release the children from the door it is essential that you let your classroom teacher know if a different adult or a sibling will be collecting your child.
- Recess starts at 10:40 and concludes at 11:10. Lunch begins at 12:40 and concludes at 1:30. *The children are given a slightly longer recess and lunch break than the main school. Please pre-cut packages that are tricky to open & only supply containers that they can open.*
- Children can order lunch from the canteen. We begin to visit the canteen for recess in Term 4 to prepare the children for moving into Year 1.
- **The Pre-Primary is a “Nut Aware Zone” and we ask that children do not bring products containing nuts to school. Please read food labels carefully as it is often surprising which items contain nuts**
- Please ensure your child comes to school wearing comfortable shoes (preferably shoes with velcro if they cannot tie their laces) and with a hat and water bottle. ***As we are a “Crunch and Sip” school it is expected that water bottles will contain water only.***
- If your child is unwell in any way please do not bring them to school, no matter how much they would like to come!
- The P & C are always looking for more members. The more Pre-Primary parents who join, the more cool stuff we can get for our area!

Literacy and Numeracy Blocks

- All Pre-Primary teachers implement Literacy and Numeracy blocks at least three times a week. This block of time involves the explicit teaching of skills and knowledge through whole class activities, small group work and independent tasks. This assists us in providing tasks that match the varied ability levels within each class; so each child is participating in a lesson that is targeted at their level and aims to extend their learning.
- An essential element of Literacy and Numeracy blocks is the warm-up. During this time children are given the opportunity to recall and practise previous learning through the use of flashcards, questioning and short games. This daily repetition and practise aides the children to move learning into long term memory and develop speed and accuracy in all areas of literacy and numeracy.
- Assessment, including the regular analysis of work samples, questioning, reading running records and more formal testing like the On-Entry Assessment Program are completed to ensure that the children are always being extended.
- Play-based education is still an important component of all learning in Pre-Primary. This play is planned and supported by teachers to extend children's exploration and problem solving skills by adding to the environment and posing questions.

Literacy

- We use the Jolly Phonics program as a tool for teaching the 42 sounds of English, blending, sight words and spelling. It is however only one component of our literacy program and supports the development of other literacy skills such as reading, recounts, retells, news telling and the development of the children's vocabulary.
- Throughout the year the children get to join in lots of great literacy experiences including Literacy Stars, Book Week and The Great Book Swap.

If you have any concerns about your child's speech and language development please see us as we can arrange a referral or recommend a speech therapist if you would prefer to go private due to waiting lists for government therapists. Early intervention is crucial at this age and for their future literacy success.

Numeracy

- The numeracy focus during pre-Primary years is largely on number, this includes not only being able to count socially but also demonstrate "number sense" including:
 - An understanding of the importance of Mathematics and how it relates to our everyday life, including everyday items in Mathematics tasks.
 - Counting skills including knowing that each item is counted once, the final number said represents the number of a group, and that no matter where you start counting a group the result will be the same.
 - Read numbers and understand what they mean.
 - Write numbers and understand what they mean.
 - Order numbers and recognise patterns in number.
 - Ability to count forwards and backwards from nay point, as well as skip counting.
 - Subitising, being able to look at a small group of objects and knowing how many there are without counting.
 - Complete basic addition, subtraction and sharing sums.
- It is expected that by the end of Pre-Primary children will have a solid understanding of numbers to 20.

Physical Development

- Pre-Primary is a critical time in the development of children's gross and fine motor skills. Here are some important components of our physical development programs:
 - We encourage the use of bigger sized crayons and markers to develop control.
 - Complete fine motor activities in a range of settings (both indoor and outdoor) and on different surfaces. This provides wrist position and control.
 - Use play to develop the children's fine and gross motor skills.
 - Helping children to learn about where their bodies are in space.
 - Ensuring that before children commence formal writing they have a comfortable grip, body position and can produce straight and curvy lines.
 - Implement a Fundamental Movement Skills program that explicitly teaches the different forms of movement and object control.
 - *At Secret Harbour Primary School we value the benefit of Occupational Therapy has on students. If you have any concerns about your child's ability to function and learn at school or at home please speak to your teacher and we can arrange a referral.*

Social and Emotional Development

- During Pre-Primary we continue to explicitly teach and develop children's social and self-organisational skills.
- The school has an assigned School Psychologist who is available for both formal and informal meetings.
If you have any concerns about your child's development or behaviour, please let your teacher know. They can arrange a referral or meeting with the school psychologist, who can then develop a plan to assist your child at school.
- We are a KidsMatter school which is a mental health and wellbeing framework for primary schools. We understand that a healthy mindset is vitally important to the successes of students.

On-Entry Assessment Program

- In Term One all Pre-Primary children participate in the On-Entry assessment. This is implemented one on one with the classroom teacher and provides valuable information on each child's ability level, which then informs planning.
- Each child completes a Literacy and Numeracy module.
- Following the assessment you will be supplied with a report detailing their results.