



LEEMING
PRIMARY SCHOOL



EARLY CHILDHOOD INFORMATION BOOKLET 2018

10 Meharry Road
LEEMING WA 6149

Phone: (08) 9310 9133

ECU3 (Kindy) (08) 9332 6434
ECU - 1 and 2 (PP) : (08) 9332 4499

Email: leeming.ps@education.wa.edu.au

Website: www.leemingps.wa.edu.au

NUT ALLERGY ALERT

Leeming Primary School is a “Nut” minimization school.

We currently have children in our school who have a **severe anaphylactic reaction to nuts**.

For this reason we request that no nuts or products containing nuts be brought onto the school grounds.

This includes peanut butter, Nutella, oils containing peanuts, and satays.

For further information please contact the Principal or Associate Principal.

Welcome to the Early Childhood Centre

Early Childhood education continues to develop the foundations of learning commenced at home and play group. Considerable emphasis is placed upon the development of social skills, physical and manipulative skills and learning habits leading into literacy and numeracy. The development of desirable attitudes and preparation of habits and skills for formal learning is most important.

Principal: Mr Clive Emby
Associate Principal : Ms Anne Thomson

TERM DATES FOR 2018

Semester 1	
Term 1	Wednesday 31 January – Friday 13 April
Break	Saturday 14 April – Sunday 29 April
Term 2	Tuesday 1 May – Friday 29 June
Break	Saturday 30 June – Sunday 15 July
Semester 2	
Term 3	Tuesday 17 July – Friday 21 September
Break	Saturday 22 September – Sunday 7 October
Term 4	Tuesday 9 October – Thursday 13 December

Students do not attend on the following dates:

PUBLIC HOLIDAYS

Labour Day	Monday 5 March
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Easter Tuesday	Tuesday 3 April
ANZAC Day	Wednesday 25 April
WA Day	Monday 4 June
Queen's Birthday	Monday 24 September

SCHOOL DEVELOPMENT DAYS

Monday 29 January
Tuesday 30 January
Monday 30 April
Monday 16 July
Monday 8 October
Friday 14 December

KINDERGARTEN STUDENTS

ATTEND SCHOOL 5 FULL DAYS PER FORTNIGHT

Individual class schedules can be found on the Leeming PS Website

PRE-PRIMARY STUDENTS

ATTEND SCHOOL 5 FULL DAYS PER WEEK FROM THE COMMENCEMENT OF SCHOOL
ON WEDNESDAY 31st JANUARY 2018

SCHOOL HOURS

	START	-	8:50am
Recess	10:40am	-	11:00am
Lunch	12:40pm	-	1.20pm
	FINISH	-	3.00pm



School Processes:

Communication

- **The school newsletter** is published weekly on the school website www.leemingps.wa.edu.au. You will find this informative and a useful reference regarding school events and upcoming educational experiences.
- **The School Calendar** is also available at the above website.
- **A Class Newsletter** is sent home at the beginning of every term.
- **A School Notice Board**, located on the outside wall of the ECC, is used for school and community notices. Parents may place notices, providing the Principal approves them.
- **Supervision:** Please make sure your child is supervised by an adult before and after school. Children are not permitted to play on the playground equipment before or after school in the Early Childhood Centre.
- **Uniform:** The School Board has agreed that the school uniform is mandatory in years PP-6. There is also a Kindy t-shirt for you to purchase.
Availability of Uniforms: Please note that this process may change for 2018 – Please check website for current information
Please label all pieces of clothing with your child's name.
- **Vaccination Records:** If your child was born in Australia, their vaccinations will be registered on the **Australian Childhood Immunization Register**. You must provide the school with a copy of your child's **ACIR** history statement. You can request a statement at any time by:
 - Telephoning ACIR on 1800 653 809
 - Emailing: acir@humanservices.gov.au
 - Visiting your local Department of Human Services Service Centre (Medicare) and requesting an ACIR history statement in person
 - Registering with the Department of Human Services at www.humanservices.gov.au/onlineservices
- **No Dogs**
Parents and visitors are requested to observe the **NO DOG SIGNS** near or on the school premises due to health and safety regulations.
- **Staff Car Park**
The car park is for the use of Staff only. Please use the parking in the street outside the fence. Please do not park in the Child Health/Dental Therapy car park



CLASSROOM PROCEDURES:

- **Hat:** The school has a **NO HAT – NO PLAY IN THE SUN POLICY**. This means that children’s outdoor activities will be confined to the undercover areas or shaded areas if no hat is available. *Hats should be in your child’s school bag each day.* This must have a brim or flap. **Caps are not suitable.**
****Wide brimmed blue school hats are available from the Uniform Shop.**
- **Shoes:** Children are encouraged to remove shoes before entering the classroom. Please purchase shoes (when needed) that your child is able to undo and do up independently. Velcro or elasticised are perfect! Thongs and Crocs are not suitable. Please consider carefully before purchasing shoes with laces as these come undone regularly and are a trip hazard.
- **Toys and Jewellery**
Please leave toys, jewellery, watches and other valuable items at home during school hours.
- **Drink Bottles:** We prefer to use water bottles in the classroom. These bottles need to be clearly labeled, washed regularly and used for water only. Please do not send flavoured drinks.
- **Morning Snack** All items will be cut up and shared.
Fruit is always popular, but you may also like to send items such as dried fruit, crackers, a sandwich, cold meat, salad veggies, boiled egg, pickles and olives.

PLEASE ALSO REMEMBER NOT TO SEND PEANUTS OR ANY PRODUCTS THAT LIST PEANUTS AS AN INGREDIENT. (This includes peanut butter) Foods that say “may contain” traces of nuts are acceptable

- **Spare clothes:** Please leave a spare set of clothing, including underwear in your child’s bag every day.
- **Morning Puzzle and Reading Time** You are most welcome to come inside with your child in the mornings, this is always a great time to settle students and exchange information with teachers. It helps your child to know that you are involved in their learning.
- **Late arrivals and departures: Please enter quietly if mat session is in progress.**
Late arrivals will need a late slip from the office personnel. Please go to the office first, and then bring your child to class. If you are going to be late picking your child up, let us know so that we can stop any worry, anxiety and unnecessary phone calls.
- **Carers:** If your child will be collected by somebody different, please let us know. There is a ‘**Parent Notes**’ book in the classroom to write permission or messages for the end of the day. You may also send a short note.
- **Early pick-up:** If you are to collect your child before the end of the school day, please fill in an early release form at the office before collecting your child.
- **Illness:** For the sake of everyone’s health, please do not bring children to school that have an upset stomach, fever or green secretion from their nose, eyes or throat, etc. In the case of head lice, children should be treated before they return to school.
- **Absences from School**
Please advise the school if your child is sick or will not be attending school. This should be done before 9.00am if possible. If you do not notify the school, a text message may be sent informing you that your child is absent from school.

- **Parent Roster**

We operate a parent roster and would encourage you to put your name on this and help out in the Early Childhood Centre on a regular basis or when you can. Mums, Dads and Grandparents etc. are welcome. A roster will be displayed on the noticeboard.

Please remember that coming into the classroom to join us and work with your child and his/her classmates is by invitation.

We ask that you safeguard the **confidences** of the children and the class.

It is not appropriate to discuss the progress or behavior of children other than your own.

- **Volunteer's Declaration:** All Government schools now require all volunteer helpers to fill in a 'Confidential Declaration' (pink form included in your package) stating their appropriateness for working with children. Please inform any other friends or family members who may be joining us at school or on an excursion that they will be asked to complete the form. Any person helping in the classroom needs to complete a declaration.

- **School Transfers**

If you are moving to another school, interstate or overseas please advise the school. Please advise us in writing if you intend to take a holiday during the school term as the Principal will need to approve this.

- **End of Day**

The last part of the day is often very busy. All parents should remain outside until the students are released after the siren.

Toddlers/younger siblings are welcome to attend on parent roster days and for early morning puzzle times. Please remain outside with toddlers at home time.

- **Recess/Lunch**

Please ensure that:

- your child is able to open his/her lunch box
- you use lunch wrap or bags that are easy to open. Cling wraps can be frustrating.
- lunches are nutritious / healthy
- Sample lunch – a round of sandwiches or rice or noodles, fresh or dried fruit
please limit sweets and lollies – including muesli bars and fruit leather. This will support our school priority in health and fitness
- for health reasons, children are discouraged from sharing their lunch
- please do not freeze juice boxes. It is better to freeze a half bottle of water and top up.
- In hot weather please place a **frozen water bottle or small ice pack** in with lunches. This helps to keep food fresh.

School Canteen

The school canteen operates on Mondays and Thursdays. Lunch bags and a menu are sent home at the beginning of each term.

The school canteen operates with a Canteen Manager and with the assistance of parent volunteers.

This is a great way to meet other parents and help the school at the same time. Please contact the Canteen Manager or office staff if you are able to help.

Ordering lunch

You may purchase '**Tokens**' from the school office or canteen, which are used as payment when ordering lunch. This is the preferred method of payment, however cash may be used.

PREPARATION FOR THE FIRST DAY



What happens at the beginning of the school day?

- Bring your child to the classroom verandah, place water bottle in the container and snack into the basket. Place school bag on a hook or rack.
- Ask your child to choose a puzzle from the shelf and sit down to complete it.

HELPFUL HINTS FOR A SMOOTH START

Following are some helpful hints for you to follow to help your child and teachers have a smooth start to the year.

- Help children to recognize their printed name. Print in lower case letters. Only use a capital at the beginning (e.g. Susan not SUSAN).
- Read stories with your child about starting school (list attached)
- Walk past and through the school and talk to your child about how they will soon be going to school, the exciting things they will do and the friends they will make.
- Teach your child how to use a tissue.
- Teach your child to attend to his/her own toileting needs.
- Practice separation. This is very important, especially at the beginning of the school year,
- Show your child his/her school belongings (hat, lunchbox, drink bottle) and practice using them.
- Practice eating a packed lunch.
- Practice removing and replacing shoes and socks.

These books all cover the theme of starting school for the first time. They are a useful tool when preparing your child for a positive school start.

- **Billy and the Big New School** by Catherine and Laurence Anhold (Orchard Books)
- **Buzzy had a Little Lamb** by Harriet Ziefert and Emily Bolam (Blue Apple Books)
- **Fiona the Pig's Big Day** by Leigh Hobbs (Penguin/Viking)
- **First Day** by Margaret Wild and Kim Gamble(Allen and Unwin)
- **I am Too Absolutely Small for School** by Lauren Child (Orchard Books)
- **Meet the Barkers: Morgan and Moffat Go To School** by Tomie de Paola (Putman)
- **Mr Ouchy's First Day** by BG Hennessy and Paul Meisel (Putman)
- **Tom Goes to Kindergarten** by Margaret Wild and David Legge (ABC Books)
- **When An Elephant Comes to School** by Jan Ormerod (Lincoln)
- **Who Will Go To School Today?** Karl Ruhmann and Miriam Monnier (North-South)

LEEMING PRIMARY SCHOOL 2018 CONTRIBUTIONS AND CHARGES

The Education Act 1999 requires schools to notify parents of all contributions and charges prior to the start of the school year. These charges are divided into three areas: School Voluntary Contribution; Charges; and Personal Items, all of which must be approved by the School Board. The charges, contributions and personal items lists for 2018 have now been approved, a table summarising these costs is below with additional explanation provided on the reverse. If you have difficulty meeting these costs please contact the Principal.

Summary of Contributions, Charges and Optional Extra Activities (per child dependent upon involvement)								
Program/Activities Planned by the School	K	P	1	2	3	4	5	6
End of Year Activity (up to)		30	30	30	30	55	55	55
Dance Programme (up to)		30	30	30	30	30	30	30
In-Term Swimming (up to)		55	55	55	55	55	55	55
Access to Digital Media	30	30	30	30	30	30	30	30
Drama (up to)					40	40	40	40
Kidz n Sport Specialist Movement Programme (up to)	55	55	55	55				
Guitar (up to)							25	25
Music Performance Excursions (up to)	8	8	8	8	8	8	8	8
Inter-school Activities (up to)					40	40	40	40
Camp (up to)							300	
PEAC (up to)							300	300
Program/Activities Planned by the Classroom Teacher (up to)	50	90	90	90	90	90	90	90
School Voluntary Contribution	60	60	60	60	60	60	60	60
P&C Voluntary Contribution	60	60	60	60	60	60	60	60
MAXIMUM SCHOOL CHARGES/OPTIONAL EXTRA ACTIVITIES/VOLUNTARY CONTRIBUTIONS	\$263.00	\$418.00	\$418.00	\$418.00	\$443.00	\$468.00	1,093.00	\$793.00

Invoices/statements will be issued at the commencement of the school year for charges applicable for each student. The school will endeavour to give as much notice as possible to parents for the extra optional activities taking place during the year.

PAYMENT OPTIONS:

Charges and optional extra activities should be paid up-front. If this is not possible, please contact the school to discuss progressive payment. Credit balances for pre-payments/levy will be carried-over to the next school year up to year 6, unless advised otherwise.

When making payments by cash, the **correct** money should be enclosed in an envelope with child's name and the relevant permission / remittance slip. The school operates with minimum cash on our premises; if incorrect amount is enclosed surplus money will be allocated to your levy/account. Payments can be made by Cash, EFTPOS/Credit Card or Direct Credit /EFT. If paying by direct credit / EFT - School bank account details are:

ACCOUNT NAME: Leeming Primary School
BSB: 066 163
ACCOUNT NUMBER: 0090 0553
REFERENCE : Please use your child's SURNAME and FIRST INITIAL as the reference.

SCHOOL VOLUNTARY CONTRIBUTION:

This contribution supplements funding of educational programs; whilst contributions are voluntary, they maximise the quality of our teaching and learning program. This money helps the school provide extra services and resources. School contributions per student in the amount of **\$60** will be allocated as follows:

Kindergarten/Pre-Primary		Primary	
Art and Craft	\$15	Class Activities (consumables, rewards)	\$15
Learning experience equipment	\$15	Literacy Resources	\$15
Literacy Resources	\$15	Numeracy Resources	\$10
Cooking consumables	\$15	Computer Consumables	\$10
		Physical Education Resources	\$10

CHARGES:

These are costs associated with special programs, excursions and other optional activities that are not covered by contributions and are relatively unchanged for 2018. The summary table on page one provides details of activities and an estimated upper limit (which may not be reached in all classes). Students can only participate if they have parental permission and have paid the charge, if payment is not received, an educational activity with similar outcome will be provided to that student.

PERSONAL ITEMS FOR STUDENT USE: BOOKLIST AND UNIFORMS

This list covers items of a personal nature. Parents may purchase these items from their chosen retailer or use the nominated school supplier Champion which results in a financial return to the school. It is also important to note that students may need to top-up items over the year. Personal items lists will be distributed to all students via separate documentation.

Uniforms are required for all students from Kindergarten to Year 6. The uniform shop is run by the P&C. Order forms are available from the school office or school website.

LEEMING PRIMARY SCHOOL PARENTS & CITIZENS ASSOCIATION (P&C)

In 2018 the P&C will continue to fulfill its functions of representing parent views on issues affecting the educational experience of our children, running the Safety House committee, Lunch Orders and Uniform Shop and supporting school programs. In support of these activities the P&C will again be requesting **a contribution of \$60 per family** to be spent on items which the parent community believes to be of priority in enhancing our children's lives and opportunities at school.

LEEMING PRIMARY SCHOOL RIGHTS AND RESPONSIBILITIES

Students have the RIGHT to:

- Learn in a purposeful and supportive environment.
- Work and play in a safe, secure, friendly and clean environment.
- Respect, courtesy and honesty
- Equal treatment regardless of race, gender or physical ability.
- Interact with others in an atmosphere free from harassment and bullying.

Students have the RESPONSIBILITY to:

- Display respectful, courteous and honest behaviour.
- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the school environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that protects the safety and well-being of others.
- Ensure their behaviour does not intimidate others.

Staff have the RIGHT to:

- Respect, courtesy and honesty.
- Teach in a safe, secure and clean environment.
- Teach in a purposeful and non-disruptive environment.
- Cooperation and support from parents in matters relating to their children's education.

Staff have the RESPONSIBILITY to:

- Model respectful, courteous and honest behaviour.
- Ensure that the school environment is kept neat, tidy and secure.
- Establish positive relationships with students.
- Ensure good organisation and planning.
- Report student progress to parents.
- Be vigilant about bullying and ensure all are aware of the school's policy.

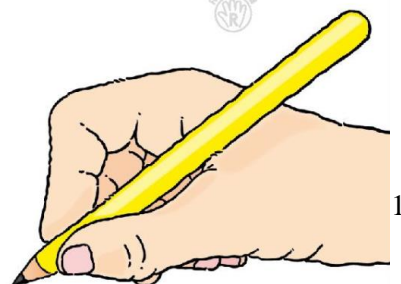
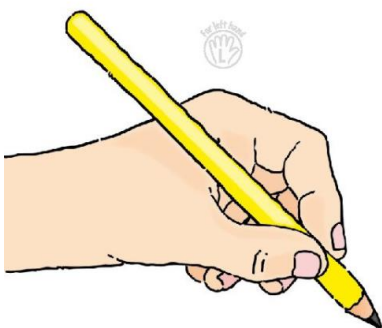
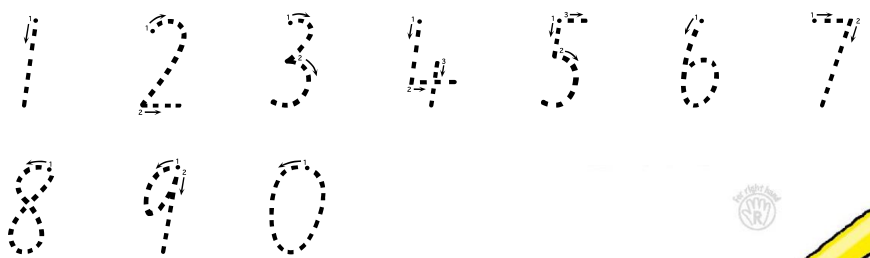
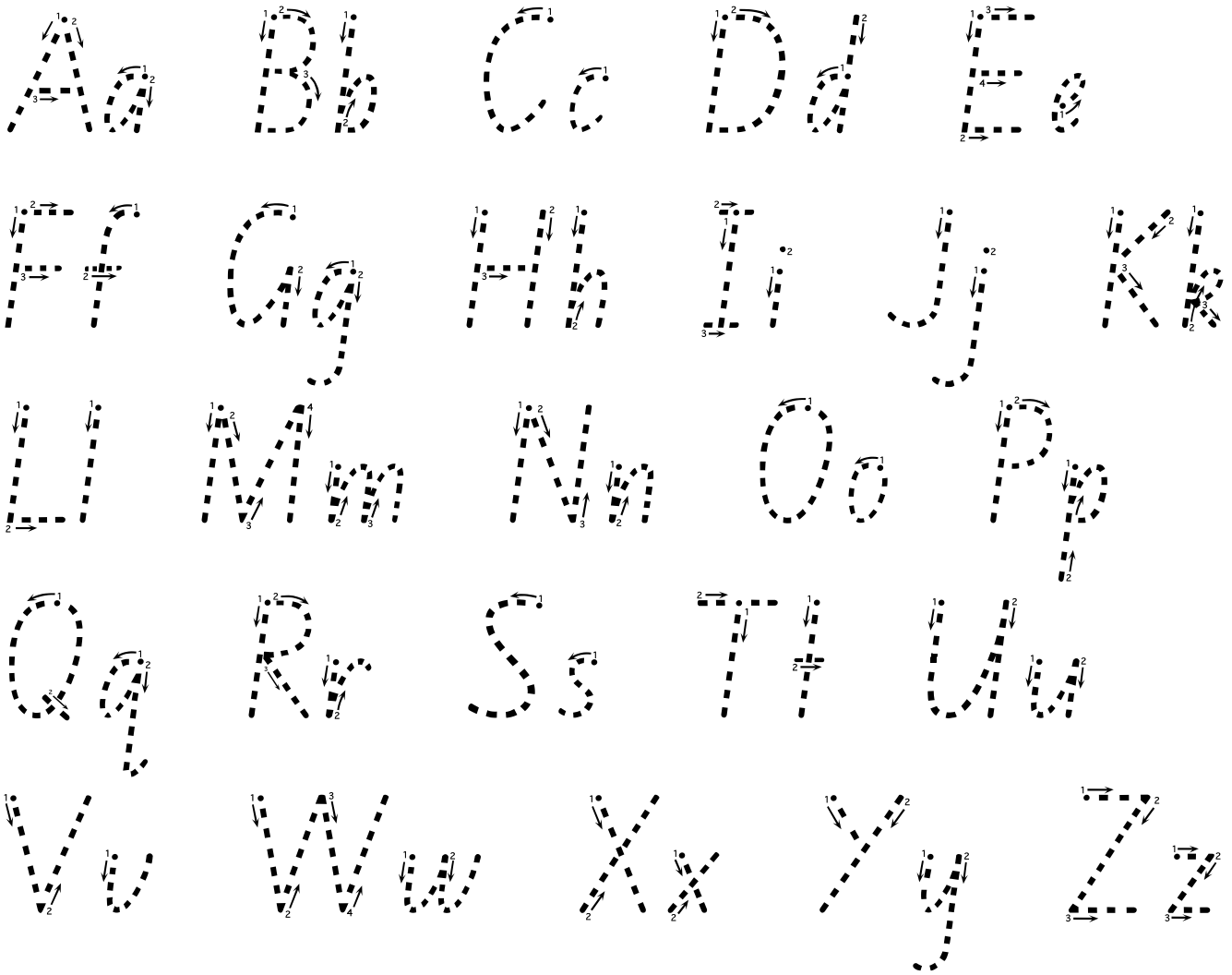
Parents have the RIGHT to:

- Respect, courtesy and honesty.
- Be informed of curriculum material, behaviour management procedures and decisions affecting their child's health and welfare.
- Be informed of their child's progress.
- Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education
- Expect that bullying will be dealt with.
- Cooperation and support from teachers in matters relating to their child's education.

Parents have the RESPONSIBILITY to:

- Model respectful, courteous and honest behaviour.
- Ensure that their child attends school.
- Support the school in implementing behaviour management strategies, particularly in relation to their own child.
- Ensure that the physical and emotional condition of their child is at an optimum for effective learning.
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment.
- Support the school in providing a meaningful and adequate education for their children.
- Inform the school about bullying when appropriate.

New South Wales Foundation Font



NATIONAL ANTHEM AND SCHOOL SONG/CREED

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice, for we are young and free
We've golden soil and wealth for toil, our home is girt by sea
Our land abounds in nature's gifts of beauty, rich and rare
In history's page let every stage Advance Australia Fair
In joyful strains then let us sing Advance Australia Fair

Beneath our radiant Southern Cross, we'll toil with hearts and hands
To make this Commonwealth of ours renowned of all the lands
For those who've come across the seas we've boundless plains to share
With courage let us all combine to Advance Australia Fair
In joyful strains then let us sing, Advance Australia Fair

OUR SCHOOL

It's a school of friendship and we have a dream
That we hope to stay and grow, a close knit team
Though each year unfortunately children leave
Others come to keep our great school spirit growing

CHORUS

Leeming Primary School we know is best
The banksia and our name is on the crest
Where we come to learn the golden rules, oh yes
(To) learn to read and write and add
(To) know the difference from good and bad
(To) show to all the rest love, kindness and our best

It's a school of love and a school of pride
It's a school of people who have always tried
To do their best so they may all be satisfied
To live the life that they were all created for

SCHOOL CREED

This is our school
Let peace dwell here
Let the rooms be full of contentment
Let love abide here
Love of one another
Love of God and love of life itself
Let us remember
As many hands build a house
Many hearts make a school

Westminster Rd

This area is out of bounds.

Service Road

Off limits area: Road/
Gardener's shed, etc

All ball games on the oval
running across

Oval is available to all student

Out of
bounds
Sand Pit

Tennis Court

Sand Pit

COVERED AREA



Assembly
Area,
P&C Canteen,
Uniform shop,
Sports store

CLUSTER 4
Mulberry Tree

PEAC

R16

R13

R15 R14

CLUSTER 2

R8

R5

R7

R6

LIBRARY

Flag Pole

OFFICE
ADMIN AREA
STAFF ROOM

LOTE

CLUSTER 3

R12

R9

R11 R10

No ball
games on
grassed area

CLUSTER 1

R4

R1

R3

R2

Early
Childhood
Centre
U1

ECC
U2

ECC
U3

Bush area is out of bounds.

Netball Court

**Music
Room**

Sand
Pit

Staff Carpark
Off limits to students

Dental/ Child
Health Nurse

MEHARRY ROAD



AFTER SCHOOL CARE

Mulberry Tree Kids Club – Before and Afterschool and Holiday Care

www.mulberrytree.com.au

Mulberry Tree Kids Club works in partnership with Leeming Primary School.

Before School from 7.00am and After School until 6.00pm

During the School Holidays Monday to Friday 7.00am – 6.00pm

Government rebates apply.

Their aim is to provide a safe and caring environment where children can participate in a variety of fun and stimulating activities provided by qualified and experienced Educators.

Children will be offered a tasty and healthy afternoon tea after school from our additive aware menus. During school holidays children will be offered a tasty and nutritious morning tea, lunch and afternoon tea.

Enrolments enquiries can be made to Mulberry Tree Child Care – Leeming

Please contact the Centre Manager on 9310 7272 or leeming.kidsclub@mulberrytree.com.au