Lake Monger
PRIMARY SCHOOL
A View to Excellence

Early Childhood Education

Kindergarten and Pre Primary

Parent Handbook 2027



Honesty Caring Respect Responsibility Creativity Perseverance

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Welcome

Welcome to Lake Monger Primary School! Our Early Childhood Centre is a friendly, inclusive and caring environment where children learn through play, exploring and hands-on activities.

We welcome families from many cultures. We support every child to grow in confidence and become a happy, successful learner.

If you have any questions during the year, please contact us. We are happy to help. We can also arrange a free interpreter if you need one.

School words in this booklet

- **Kindy:** Kindergarten. The year before Pre-Primary. Children attend part-time.
- **Pre-Primary (PP):** The first full-time year of school. Attendance is compulsory.
- **Term:** The school year has four terms, with school holidays in between.
- **School Development Day:** A day when teachers have training. Students stay home.
- **Front Office:** The school reception. Staff here can answer your questions.
- **Connect:** The online system the school uses to send messages, notices and reports.
- **P&C:** The Parents and Citizens Association. A group of parents who support the school.

Whadjuk Noongar Country

Acknowledgement of Country

We Acknowledge that Lake Monger Primary School is on Whadjuk Noongar Boodjar where we learn and work on the country of many traditional custodians and language groups. We acknowledge the traditional custodians and their continuing connection to land, waters and community, and offer our respects to Elders past and present.

Leadership Team

Principal:	Mrs Jaylene Fritchley
Deputy Principal:	Ms Kate Rennie
Manager Corporate Services:	Ms Cath Gribble

Term Dates

TERM 1	Monday 1 February – Friday 9 April
TERM 2	Wednesday 28 April – Friday 2 July
TERM 3	Tuesday 20 July – Friday 24 September
TERM 4	Tuesday 12 October – Thursday 16 December

On four School Development Days each year, teachers attend training and **students do not come to school**. In 2027 these days are:

TERM 2	Tuesday 27 April 2027
	Friday 4 June 2027 (before the WA Day long weekend)
TERM 3	Monday 19 July 2027
TERM 4	Monday 11 October 2027

Please note: Students start Term 2 on Wednesday 28 April. Monday 26 April is the ANZAC Day public holiday and Tuesday 27 April is a School Development Day.

We also hold a **Reporting to Parents Day**. On this day you can meet with your child's teacher to talk about their learning and progress. In 2027 the date is:

TERM 2	Friday 30 April 2027

Public Holidays 2027



Labour Day	Monday	1 March
Good Friday	Friday	26 March
Easter Monday	Monday	29 March
Easter Tuesday	Tuesday	30 March
ANZAC Day	Monday	26 April
Western Australia Day	Monday	7 June
King's Birthday	Monday	27 September

School Contacts

You can phone the Front Office between 8:15am and 3:30pm. Outside these hours, please leave a voicemail or send an email.

Lake Monger PS Phone:	(08)9205 5400
Email:	lakemonger.ps@education.wa.edu.au
Attendance:	lakemonger.ps.attendance@education.wa.edu.au

School to Home Communication

Connect

Connect is the Department of Education online system the school uses to share information with families. Your child's class has a Connect page where the teacher posts class news. School reports are also sent through Connect.

Whole-school notices are posted on the school's Connect page. You can choose to get these by email or app notification.

Once your child starts school, you will receive an email from idmadmin@education.wa.edu.au with your log-in information.

Email

The school sometimes sends emails about events and school news. Please check your email often and tell the Front Office if your email address changes.

Newsletter

Our school newsletter comes out every second Tuesday on Connect. It has school news and upcoming events. You can also read it on the school website.

P&C Facebook / Website

The P&C Facebook page and website also share news about school events.
P&C Association – Lake Monger Primary School

Payments

We are a cashless school. Please pay for school events by direct deposit, or by card (Eftpos) at the Front Office.

Class to Home Communication

Email

Class teachers may email you with specific information relating to your child, class events, class newsletters and other class-based information. Please feel free to email the class teacher to pass on information and make enquiries.

Parent - Teacher Interviews

Please feel free to make an appointment time to meet with your child's teacher. Please email the teacher or speak to them in person.

We can arrange a free interpreter for any meeting. This helps parents and teachers understand each other.

Attendance

We want every child at our school to receive the best possible education, and coming to school every day is one of the most important foundations for that. A regular daily routine helps children feel settled and confident, and it means they don't miss the ideas and skills that their future learning builds on.

Did you know?

- Missing just half a day of school each week adds up to one month of missed learning every year.

How you can help

- Arrive on time each morning and collect your child promptly at the end of the day.
- Book doctor, dentist and specialist appointments outside school hours wherever possible.
- Plan family holidays during the school holidays rather than during term.

Some children find it hard to come to school every day. If your child does not want to come to school, please talk to the teacher. We can work together to help. For more information, visit: https://www.education.wa.edu.au/attendance

If your child will be away from school, please email lakemonger.ps.attendance@education.wa.edu.au. Include your child's full name, class and the reason they are away (for example: sick, appointment or cultural event).

Arrival and Departure

These rules help keep your child safe and help the class run smoothly.

- An adult must drop off and collect your child. Please stay with your child until the doors open at 8:40am.
- Learning starts at 8:40am, so please arrive on time. You are welcome to stay for 5 to 10 minutes to read a book or do a puzzle with your child.
- If you arrive late, please go to the Front Office to sign in and get a late note.
- Please collect your child on time. If you are going to be late, please call (08) 9205 5400. Children can become worried when a parent is late.
- Please tell the Front Office if your contact, medical or legal details change. All details are kept private.

Kindergarten

Monday and Tuesday: 8:40am – 3:05pm. Every second Wednesday: 8:40am – 2:30pm.

Pre Primary

Monday to Friday: 8:40am – 3:05pm. On Wednesdays, school finishes at 2:30pm. **Pre-Primary attendance is compulsory.**



Helping your Child Settle at School

It is normal for children, and parents, to feel a little worried when starting school. If your child is upset or worried, please tell the teacher. Some things that help:

- Talk positively about school. If you are happy about it, your child will feel happy too.
- Say a short, happy goodbye.
- Please don't sneak away. This can make children more worried.
- Talk to the teacher at any time about how your child is settling in.

We look forward to working with you and your child.





Out of School Care

TheirCare runs Before and After School Care at our school, just for Lake Monger families.

For further details, please contact:

Mobile: 0407 268 472

Email: lakemonger@theircare.com.au

TheirCare
Where Kids love to be!

What to Bring to School

Each Day



- A roomy bag or backpack
- A sun hat
- A fruit or vegetable snack for morning tea, in a small container
- A drink bottle with WATER only
- A packed lunch
- Spare underpants and clothes, in case of spills or toilet accidents

Please ensure all items are clearly labelled with your child's name.

Toys and Special Belongings

Please leave toys and special things at home. They can easily get lost or broken at school.

What to Wear

Uniform

All students wear the school uniform. It helps children feel they belong, and it is easy to wash. Please write your child's name on all clothing. You can order uniforms online at:

https://lmpspc.square.site/

Footwear

Your child needs safe shoes or sandals that they can put on by themselves. Please do not send thongs or slides, as these are unsafe for outdoor play.

Hat Policy



Our rule is 'no hat, play in the shade'. Children must wear a hat when they play outside. Please leave your child's hat at school. You can buy hats from the P&C Uniform Shop.

Sunscreen is in each classroom for you to put on your child before school starts.

Hair

Hair longer than the shoulders needs to be tied back.

Jewellery

Small stud or sleeper earrings only. No other jewellery, except for religious reasons.

Early Childhood Learning Program

The early years of school set the foundation for future learning. Our Early Childhood programs have a strong commitment to the development of children's literacy and numeracy skills together with a focus on social, emotional and physical development. There is a strong emphasis on play-based learning that allows opportunities for children to rehearse, practise and apply new skills and understandings.

PREPARE YOUR CHILD FOR SCHOOL

Before school starts, it helps if your child can:

- Open their lunchbox and eat lunch by themselves
- Take off and put on their shoes
- Go to the toilet by themselves (please talk to the teacher if your child needs help with this)

For Pre-Primary, it also helps if your child can write their name, use scissors and name colours. We will give you a copy of the handwriting style we use (NSW Foundation Font).



THE IMPORTANCE OF PLAY

Play helps children:

- Learn new words and ideas
- Explore and learn using all their senses
- Use their imagination
- Solve problems, make choices and feel confident

Booklist Items

Each year level has a Booklist of items for your child to bring for use in class.

Kindergarten

In Kindy, your child builds on the skills they have already learned at home. Our program follows the Western Australian Department of Education Kindergarten Curriculum Guidelines and the national Early Years Learning Framework.

In Kindy, children learn to:

- Feel safe and happy away from their parents
- Work with teachers and other adults
- Work and play in a large group
- Share, take turns and look after their own needs
- Learn at their own pace – every child is different



In the digital copy of this booklet, click on the pictures for more information.

Kindy also builds early English and Maths skills.

Children learn to talk and listen with confidence through stories, songs, games and group time. Play dough, painting, drawing, cutting and craft build the fine motor skills they need to hold a pencil. Heggerty is a structured, research-based literacy and phonemic awareness program used by educators to teach foundational reading and spelling skills. Children start to learn letters and sounds, write their name, and take home small reading books.

Mathematics is everywhere in the Kindergarten!
Children use blocks, Lego, puzzles and everyday objects to:

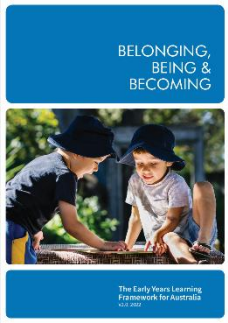
- **Count** – recognise and write numbers, and understand what they mean
- **Solve problems** – sort and compare groups, and copy and make patterns

We design activities to challenge and extend children's learning. We encourage children to ask for help when they need it. Most of all, we want them to be curious, proud of their learning and having fun!

Pre Primary

Pre-Primary is a warm, caring place where children:

- ❖ Feel good about themselves
- ❖ Learn to get along with others
- ❖ Become more independent and learn to work together
- ❖ Explore, think and solve problems through hands-on activities
- ❖ Build movement and hand skills
- ❖ Learn with their parents as partners





In the digital copy of this booklet, click on the pictures for more information.

English

In 2027, Pre-Primary will use the school wide implemented Sound Waves phonics program. Sound Waves is a synthetic phonics and word study program proven to effectively teach spelling and reading skills. This is supplemented with phonemic awareness practise using the Heggerty program. This will coincide with the use of the online reading program Reading Eggs.

By the end of the Pre-Primary year, students will use predicting and questioning strategies to make meaning from texts and recall one or two events. They will be able to read short predictable texts with familiar vocabulary and supporting. They will identify the letters of the English alphabet and use the sounds represented by most letters and identify and use rhyme, letter patterns and sound symbols. Their writing will show evidence of sound and letter knowledge and correctly formed known upper-case and lower-case letters using the New South Wales Foundation Font.

Mathematics

We use Oxford Mathematics, a hands-on program based on real-life activities. Children also use the online program Maths Seeds.

By the end of the year, most children will count to and from 20, recognise numbers to 10, sort shapes and objects, compare size, length and weight, and talk about the days of the week and the order of events.

Guiding Young Children's Behaviour

Lake Monger Primary School is a WA Positive Behaviour Support (PBS) school.
PBS is a whole-school way of teaching positive behaviour. Our school values are Respect, Responsibility, Caring, Honesty, Perseverance and Creativity. Our Behaviour Matrix shows what these values look like at school.
In Early Childhood, we support good behaviour by:

- Encouraging positive behaviour in children, giving positive and specific feedback.
- Setting clear class expectation and limits.
- Explaining why some behaviours are inappropriate and offering more appropriate alternatives or redirecting the child to a new activity.
- Giving a child time away from a situation if needed, to keep everyone safe
- Developing resilience and encouraging children to 'have a go'

If the teacher is worried about your child's behaviour, they will contact you. You and the teacher can then work together to help your child.



Reporting to Parents

Your child will receive a formal written report on their progress at the end of Term 2 and Term 4. Reports are available on Connect.

If at any time you have concerns about your child's progress or would like further information, please schedule a time for an interview with your child's teacher.

Consent Forms

You will receive an email with a link to our online consent form. This form gives permission for your child to have a school online account, use online programs such as Reading Eggs, have their photo or work published, and watch G-rated videos.

Student Services

Our purpose at Lake Monger is to nurture and prepare our students academically, emotionally and socially so they can make a positive contribution to society. For your child to reach their potential, additional assistance may be needed. Our Student Services Team has been established to provide a coordinated and collaborative support network for your child.

This team includes the Principal, Deputy Principal and School Psychologist, all of whom work closely with teachers and parents as well as other health care professionals. The teacher will first meet with you regarding any concerns and then additional referrals to the Student Services Teams may be arranged if required.

Accident and Illness

Emergency Contact Details

If your child is unwell or is involved in an accident at school, you will be contacted by telephone by the Front Office staff. It is very important that the school has your emergency contact details and that these are kept up to date.

Health Care Forms

When you enrol, you will fill in a Health Care Form. This helps us plan for your child's health and safety if they have an allergy, illness or disability. Please tell the Front Office if anything changes.

Communicable Diseases

Some illnesses mean your child must stay home for a set time. You may need a doctor's certificate before your child comes back.



For more information, please visit:
Communicable Diseases Guidelines Health WA

Administering Medication

If your child needs medicine at school, please fill in a form at the Front Office so staff can administer it.

Health Checks at School

In Kindy, the School Health Nurse visits to check your child's growth, development and general health. The nurse can also help refer your child to other services, such as speech therapy.

Pre-Primary children can have dental check-ups and treatment through the School Dental Service. These services are free, but you will need to fill in a form. The teacher will tell you how to get the form.

Healthy Eating

Our educational program will reinforce the principles of healthy eating which reflects the Department of Education's and Lake Monger Primary School's Healthy Food and Drink Guidelines. These guidelines encourage children to eat foods mainly in the Green and Amber categories.

- **GREEN** foods are everyday healthy choices,
- **AMBER** foods are 'sometimes' foods
- **RED** foods are not endorsed by the school.



You can support this program by providing your child with healthy snacks and lunches, such as sandwiches and fruit, as well as water only to drink. Vegetables as well as fruit can be brought in for morning tea, such as; celery, carrots, snow peas, broccoli, cauliflower, capsicum, cucumber or dried fruit. We encourage you to provide your child with a variety of fruits and vegetables to try at fruit time.

Please do not send lollies, chocolate or other RED foods to school.

For more information please visit: Healthy Food and Drink Choice Fact Sheet

English as an Additional Language or Dialect

Lake Monger Primary School embraces its rich multicultural identity. With over 38 different cultural backgrounds and 85% of students with a language background other than English, we celebrate and benefit from this diversity.
Your child's main language is the language they first heard, hear at home or use to communicate to their families. Please ensure that you provide the school with accurate information regarding language to ensure your child's language development is appropriately supported.



Birthdays and Celebrations

Starting school is a big step for children and families. Sharing your family's celebrations, festivals and cultural events with the class helps your child feel at home.

If you would like to share a celebration, please talk to the class teacher.

Please note that birthdays will be acknowledged in a special way by the class. Please discuss with your class teacher prior to sending birthday treats to school.



Parent Involvement

***"Children thrive when families and educators work together in partnership to support young children's learning."* (Early Years Learning Framework, p.9)**

Parent Helpers

You can help in the classroom as a parent helper. The teacher will tell you how to sign up. Helpers might read a story, help with activities or play a game with a small group.

Grandparents, aunties, uncles and other family members are also welcome to help, if they have a current Working With Children Check.



Parent helpers must keep everything they see and hear about other children private. You will be asked to sign a confidentiality form. We ask all helpers to be kind and respectful to everyone.

Class Parent Representative

Each class has a parent representative who helps the teacher. This might include contacting other parents, finding helpers for excursions, or organising a get-together for families. The P&C may also ask for help with events.

The class parent representative is an important link between the teacher, families and the school; keeping our school community connected.

Sharing Your Interests, Talents and Skills

Do you have a special skill or interest, such as music, cooking, gardening or dancing? Please tell the teacher – we would love you to share it with the class.

School Board

The School Board meets four times a year. It includes parents, community members and staff. The Board:

- Reports to the school community on the school's goals, priorities, finances and performance
- Gives parents and community members an opportunity to participate in the school's objectives, priorities and Business Plan



Lake Monger Primary School P&C Meetings

These meetings are held in the conference room. All parents are invited to attend as the P&C always need more parents to be involved. Notice of meeting dates are publicised in the school newsletter and the term planner.

The P&C provides great support for the school by managing the School Canteen, Uniform shop and assisting with fund raising to enhance the facilities for your children.

For more information, please visit the following website:
https://lakemongerps.wa.edu.au/our-school/pc-association/

Voluntary Contributions

Voluntary Contributions are supplementary funds paid by parents to support the learning program. The cost per child is $60.00 and can be paid via the booklist or directly to the school. We would appreciate payment at the start of the school year.

The P&C levy is $40 per child (maximum $70 per family). This money buys resources for students and classes.

Starting School

The Beginning of another Journey

Whether your child has just started Kindergarten or Pre Primary, this will undoubtedly have been a significant event in your lives. As you share the beginning of your child's journey, don't forget to celebrate their growth and development to date, and the importance of the role you have played in their lives so far. As your child journeys through school, the role you play will be just as important.

Children learn everywhere – at school, at the beach, in the park, at family get-togethers and with a story before bed. Your interest and involvement in their school life makes a big difference.

Don't, however, be hesitant to share any concerns you may have with your child's teacher(s). Similarly, should your child's teacher approach you with a concern during the year, work together to address it. A concern for your child is not a reflection on you or your parenting. Teachers are acting responsibly in sharing the information they have and are working with you to ensure that your child's school life is as rich, as happy and as rewarding as possible. Your child's school life may not always flow smoothly, but moments of difficulty are also opportunities for learning – for problem solving, perseverance and growth.

Talk with your child about their day. You could ask: "What did you learn today?" "What did you do outside?" "Was it a busy day or a quiet day?" Playing, sharing and taking turns are just as important as the work children bring home.

Many thanks,
Early Childhood Staff
Lake Monger Primary School

Resources for Parents/ Caregivers

Department of Education Western Australia

You can discover a range of online information, booklets, fact sheets filled with helpful information, fun ideas and activities you can do at home with your child at the Department of Education WA website.

Resources for Families

Play-Based Learning

Pre Primary On Entry Assessment

School Attendance

Assessment and Reporting

Transitions Through School

Healthy Food Guide

Triple P – Parenting Program

Other Resources

Ngala – Parent and Family Support

Crunch and Sip – Healthy Lunchboxes

Department of Education
GOVERNMENT OF WESTERN AUSTRALIA

Shaping the future

Connect and Respect

Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

What we can all expect:



mutual respect



model positive behaviour



open communication



respect for each other's time

We will not tolerate:



offensive, insulting or aggressive language



malicious or judgemental gossip



using social media disrespectfully



any form of violence or threats

Appropriate action will be taken to ensure all staff are safe if the need arises.