



**COTTESLOE
PRIMARY SCHOOL**
Integrity Above All

AN INDEPENDENT PUBLIC SCHOOL



Pre-Primary Handbook

2025

Principal: Graham Dart
Manager Corporate Services: Lena Harvey

530 Stirling Highway, Peppermint Grove
Western Australia 6011

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Integrity Above All



Early Years' Experience at Cottesloe Primary School

The early years of education are a distinctive period in a child's formative learning phase where foundations are laid and meaningful, connected pathways are forged. We recognise each child brings a uniqueness and energy to the beginnings of their schooling. The attitudes, skills and knowledge developed in the initial years of schooling form a substantial basis for success in the child's future education. At Cottesloe we provide a safe and secure learning environment and value the importance of providing opportunities - explicit, structured and play-based – to nurture and cultivate the children's curiosity, confidence, social acumen, resilience, engagement and enthusiasm for learning, resourceful learners, problem solving and the ability to take responsible risks. We believe developing their critical and creative thinking will be the enabler for lifelong, adaptable learners.



Welcome to Cottesloe Pre-Primary. We hope you and your child will have an enjoyable and rewarding year with us.

Teachers: Mrs Amanda Duckworth and Miss Ceira VanKuyk
Education Assistant: Ms Edwina Mastrocinque & Mrs Gill More

SCHOOL TERMS 2025

Semester 1

Term 1 Wednesday 5th February – **Friday** 11th April

Term 2 Monday 28th April – **Friday** 4th July

Semester 2

Term 3 Monday 21st July – **Friday** 26th September

Term 4 Monday 13th October – **Thursday** 18th December

(Please note: These dates are subject to change by the department.)

SCHOOL DEVELOPMENT DAYS 2025

January : Monday 3rd & Tuesday 4th February

February : Friday 28th February PM (Board approved Lesson suspension – half day)

May : Thursday 29th & Friday 30th May

August : Friday 15th August

December : Friday 19th December

These are days when students do not attend school – staff only.

ATTENDANCE

Pre-Primary is now a compulsory year of schooling.

Children will attend full time Pre-Primary 8.30am – 3.10pm.

Please make sure the children are delivered to and collected from the classroom at the specified times. Parents are requested to wait with their child until the doors open at 8.30 am. If you need to drop your child off before 8.30am please go to the Undercover area where your child will be supervised by a staff member from 8.15am until 8.30am and then taken to the Pre Primary. Punctuality is important in order for the sessions to function smoothly. Parents who are not picking their child up personally are asked to let us know **via email** before the commencement of the session as to who will be picking them up or **phone** the school office on 9382 7300. No child will be allowed to go home with another adult unless we have previously been informed.

VOLUNTARY CONTRIBUTION

A voluntary contribution of \$60.00 per child has been set. This money is used to purchase enrichment materials for all the children. An invoice will be sent home in Term One, 2025.

INCURSIONS/ EXCURSIONS CHARGES

There is an incursion charge of approximately **\$80** per child. This provides for the valuable inclusion of guest speakers and groups to perform at the school and for excursions. There is an additional amount of \$55 for term 4 swimming lessons. An invoice will be sent home in Term 1 and should be paid direct to the school office along with the voluntary contribution.

LUNCH

We ask that lunch is provided in a lunch container as well as a separate container of fruit or vegetables for morning recess. There will be no shared food in accordance with school policy. We do encourage 'healthy' eating. Please be aware that Cottesloe Primary School is an **"Allergy Aware"** school. Items containing nuts such as Peanut Butter, Nutella and various muesli bars have been removed from the lunch menu due to several students having a severe allergy to peanuts. It would be appreciated if you refrain from giving these to your children in their lunches as well.

We aim to promote reduction of packaging and plastic with lunches.

WATER BOTTLES

Please provide a **labelled** water bottle for your child to use in the classroom. The bottle will be sent home each day with your child to be cleaned and refilled.

LUNCH ORDERS

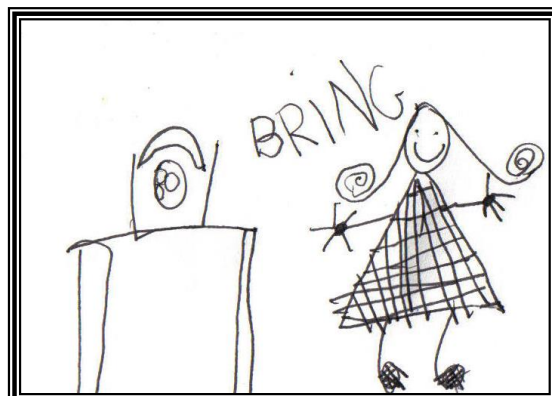
There is no school canteen however lunches can be ordered on Mondays and Fridays through a local business. Menu and price list is available on our website. **MONDAY AND FRIDAY** - lunches are available from **IGA Stirling Highway, Mosman Park** These orders can only be done by signing up and completing the registration form at www.quickcliq.com.au then once you receive your confirmation email with activation link, activate your account and login to the website. Add a student and nominate the school then you are ready to order whenever you like. Any issues with ordering can be resolved by emailing info@quickcliq.com.au or ringing the Helpline on 1300116637. Orders must be placed before 9.15am on ordering day eg. Monday or Friday.

Wednesday lunches are provided by Wok'N'Roll and can be ordered through the **Flexischools app** <https://www.flexischools.com.au/parents> Once set up, click "Order Food" or "Shop" (for Uniform orders) under other services to order and pay. Orders can be placed at any time, up until our specified daily cut-off (as shown in the app).

PHONE

The phone for the Pre-Primary centre is an extension from the school office.

The Pre-Primary does not have a direct line. **If you need to contact the class teacher during school hours please email. If the matter is urgent please leave a message at the front office.**



ATTENDANCE

Pre-primary is now a compulsory school year. In collaboration with parents, we are always able to give consideration to children's individual needs as to their days of attendance. If children are absent from pre-primary a note or phone call is required. The absence can be reported via email to the teacher, Outreach text message on 0439 975 534 (please save in your phone as Cottesloe PS Absence) or Connect.

SIGN OUT/SIGN IN iPad

If you need to take your child out within school hours they are to be signed out on the iPad in the school office and in on the iPad if returned for the day. Also, if you are on duty for Parent Help, we ask that you sign in and out on the iPad in the school office. This process is in place so the school can adequately monitor student's and visitor's whereabouts in the event of an emergency.

SCHOOL COMMUNICATION – CONNECT

Connect is a secure online environment that has been developed by the Department of Education Western Australia and provides parents with a way to engage with their child's learning easily and safely online.

You'll be notified of our news, messages, event and other communications including your child's school report. This tool also allows you to report your child's absence from school. If you do not have a Connect account, please contact the office for the application form.

PRE PRIMARY COMMUNICATION – SEE SAW

Pre Primary communication is by way of the See Saw app. You will be provided with a Consent Form to sign at the beginning of the year to enable you to use this app.

EMERGENCY INFORMATION

Occasionally, an emergency arises when it is imperative that we are able to get in touch with you, or a person designated by you. Your co-operation is necessary in keeping us and the school office up to date with your:

- a) Address**
- b) Telephone Number - work and home**
(Please include any mobile phone numbers).
- c) Emergency contact persons**
- d) Child's medical requirements**

PARENTAL SUPPORT

Interviews with the Pre-Primary teacher are welcome. These are to discuss your child's progress and any other matter which may be causing concern. It is in your child's best interests that a good communication between school and home exists. These can be arranged via email to your class teacher – Amanda.duckworth@education.wa.edu.au or ceira.vankuyk@education.wa.edu.au

CLOTHING

As a P & C initiative, it has been decided that Pre-Primary children will wear the school uniform. Uniforms can be ordered through the Flexischools app or the Uniform shop will be open every 2nd Thursday (odd weeks of term) between 8.45am – 9.30am.

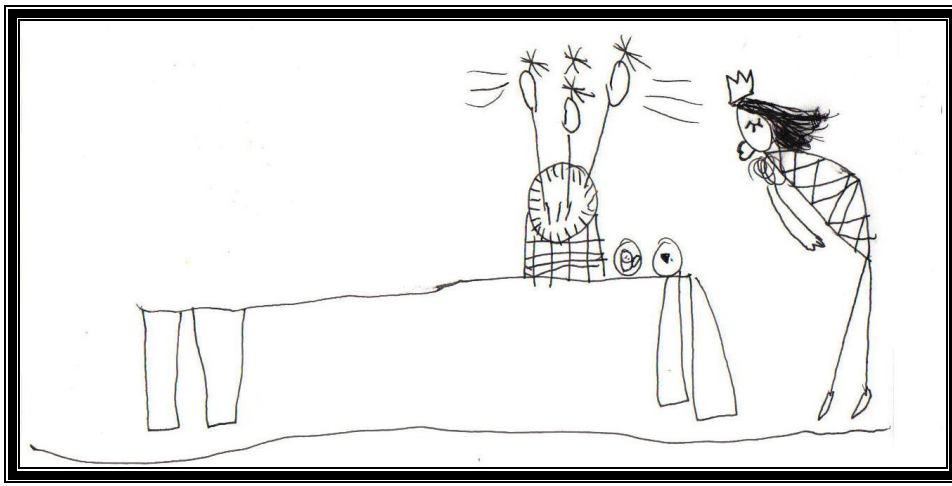
It is school policy that children wear hats to school, so please ensure your child brings a school hat to Pre-Primary each day.

It is school policy that children wear footwear during school time. Please note that in our outdoor Pre-Primary environment, it may be more appropriate for children to play without shoes due to climbing on equipment and free movement play.

Please ensure all your child's belongings are clearly labelled.

CHILDREN'S BIRTHDAYS

Birthdays will be recognised in the classroom but due to hygiene protocol, individually wrapped items are preferred but not expected. Please do not ask us to give out party invitations at Pre-Primary unless all children are invited!!



HEALTH

If possible, we would appreciate an email if your child is going to be absent for more than one day, particularly if it is due to one of the infectious diseases. It is preferable that Absentees be sent via Connect.

The following diseases require exclusion from Pre-Primary:-

Chicken Pox	Impetigo	Head Lice
German Measles	(School Sores)	Mumps
Ringworm	Scarlet Fever	Measles
Influenza	Whooping Cough	
	COVID	

If your child is not well, please do not send him/her to Pre-Primary.

SCHOOL PSYCHOLOGIST, SCHOOL CHAPLAIN AND SCHOOL NURSE

The **School Psychologist** visits the school regularly. If you wish to set up an appointment with him, you will need to contact the school office for an appointment. The **School Chaplain** works part time at our school. Her role is to assist students who may have friendship issues, dealing with grief or simply want someone to talk to. Her role is secular. The **School Child Health Nurse** visits twice a year. If your child is new to the school or needs a follow up check from Kindy, forms will be sent home as needed.

SWIMMING LESSONS

In term 4 students will be given the opportunity to participate in swimming lessons, over a 2 week block.

LEARNING PROGRAM

The pre-primary program is based on the West Australian Curriculum & Assessment Outline and also encourage the continued development of the child on the outcomes of the Early Years Learning Framework. It is designed to allow your child to engage in self-directed and teacher-directed play experiences in conjunction with formal learning that will help them to develop in all areas.

The children will participate in activities associated with the seven learning areas – The Arts, English, Health and Physical Education, Mathematics, Science, HASS and Technology.

The W.A. Curriculum outcomes can be found on the Australian Curriculum website at <http://k10outline.scsa.wa.edu.au/home/early-years.Kindergarten-curriculum-guidelines>

The outcomes of the Early Years Learning Framework that children are continuing to work towards:

Outcome 1 Children have a strong sense of identity.

Outcome 2 Children are connected with and contribute to their world.

Outcome 3 Children have a strong sense of wellbeing.

Outcome 4 Children are confident and involved learners.

Outcome 5 Children are effective communicators.

Your child will have many new experiences and learn many new skills. These opportunities include:

Developmental Play– including painting, drawing, building, puzzles, games, creative art, play dough, sand and water.

ENGLISH

Students will be introduced to reading and writing through the letters and sounds program. Pre-primary provides opportunities for students to develop their oral and written language, with explicit instruction and practice sessions. Language components will be explored cross curricular in a way that engages all facets of learning.

NUMERACY

A strong focus in Pre Primary is around becoming confident with reading, writing, counting and comparing numbers 1-20 initially.

In Pre Primary we begin to focus on the partitioning of small numbers and thinking about numbers flexibly. This is crucial for later maths concepts involving all 4 operations and the understanding of place value.

Physical Education – outdoor play makes up a big part of each day in Pre-Primary and we will encourage each child to progress in their gross and fine motor skills.

Our prime objective is to foster the children's confidence, resilience and happiness in a fun and engaging environment.

EARLY INTERVENTION

In the early years it is important for children to have opportunities for support with the development of speech, language, gross and fine motor skills. Evidence promotes early intervention, if required, and positively impacts on their future learning. Based on this evidence, we offer screening in Speech and Occupational Therapy in Semester 1.

NOTES

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