

WELCOME TO
Pyle Primary



2021

TEACHER: Miss Rebecca Hartwell

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Classroom Teacher: Miss Rebecca Hartwell

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Hello and Welcome to Pre Primary. My name is Miss Hartwell and I am the Pre Primary Teacher at St Cecilia's. I have a passion for Early Childhood Education and cannot wait to see how we can learn and grow together.

A little about me..

I moved back to Port Hedland at the beginning of 2018 after spending the year overseas traveling the world and working relief in many different schools across London. I have a younger sister (Karla) who is currently in Melbourne studying Psychology and an older sister (Chantelle) who lives in Queensland. I also have a rescue cat. As she was found on the school grounds, her name is Cecilia. 😊

I originally come from Perth where I have 5 years' experience working in an Out of School Care/ Vacation Care. I have worked with children with special needs and have also spent some time working in long day care as the Early Childhood Teacher. I have then been working at St Cecilia's since 2016.



Please read on for important information about our year
in Pre Primary.

Administration

School begins at 8:30am. The classroom doors will be open to students from 8:20am to allow the children time to organise themselves for the day. Should you arrive at school early, children are instructed to leave their bags on the hooks provided and wait until 8:20 in the undercover area. **NOTE:** No supervision is provided at the school before 8:00am.

The school day ends at 2:45pm when the children will be dismissed from the classroom. Children cannot be dismissed without an adult or older sibling.



All parents and guests entering the school between the hours of 8:30am and 2:45pm are required to report to the front office to receive a **visitor's badge**.

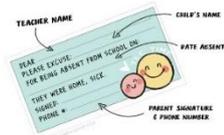
If for any reason you are running late to school, you as the parent are asked to accompany your child to the office and fill out the required **late** book/iPad and bring a **red 'late'** card from the office to the class teacher. Should you need to collect your child from school before the end of the school day, you need to sign them out at the office and collect a **green 'early departure'** card from the front office to take to the classroom teacher.

Absences

Any absence from school is to be followed up with a written (or emailed through SEQTA) note of explanation. It must please include the following:

- Student name
- Year level
- Date of absence
- Parent signature

If the school has not received a message either by phone or email then an SMS will be sent to a family mobile phone notifying you of your child's absence.



Uniform

As Pre Primary is compulsory, all children are required to wear the correct uniform at all times. Please make yourself aware of the correct uniform requirements. This is displayed around the school.



Jewellery/ valuables

We ask that these do not come to school as they might get lost or broken. **Please note that no responsibility is taken for valuables that are brought to school.**



Allergies

We are an **allergy aware** school. Please notify the school & Class Teacher of any medical conditions or allergies your child might have.



Birthdays

Birthdays are recognised in class and at Thursday morning assemblies. We kindly request that you do not send any cakes, lolly bags or treats to school to celebrate your child's birthday. If your child is having a party and inviting the whole class, please let me know and I can share invitations in black folders.



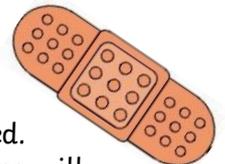
Accidents

Minor Accidents: Will be reported to parent/caregiver when child is collected.

Alternatively, Seesaw message can be sent detailing what occurred.

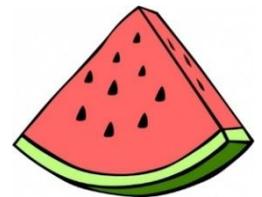
Major Accidents: Parents/ guardians will be contacted immediately to take further action.

If your child comes home with an injury that you have not been informed of, could you please let the teacher know as soon as possible to follow it up.



Morning Tea/Lunch

A well-balanced diet is vitally important for helping kids grow and develop at the right rate through each life stage. Kids need a positive energy balance and the right range of different nutrients to support their immune system and promote overall wellbeing. Creating healthy eating habits early will help your kids eat well and allow appropriate concentration.



Flexischools

All excursions and lunch orders are now placed through Flexischools. There is a website and an easy phone app. to register on if you haven't yet. The cut off for lunch orders is 8.30am each morning.





Drink Bottle

Individual & labelled drink bottle, to be supplied daily, filled with water only.



Hats

A labelled hat to play in the sun (hats are left at school in trays). They can be taken home at the end of each term to be washed and returned the following term.



Sunscreen

Sunscreen is provided by the school. Students apply twice daily. However, students with allergies must supply own sunscreen.



Shared Stationery

All stationery is shared in the classroom. If there is stationery left over at the end of the year then it will be distributed evenly amongst the children.

Specialist Teachers

Sport & Health: Mrs Kristine Lee-Gowland
Wednesday 12:55pm – 2:45pm



Science & Technology: Mrs Claire Wellbeloved
Wednesday 10:37am-12:20pm

Library: Mrs Kristine Lee-Gowland Monday
1:45pm-2:45pm

Sports shoes/sneakers to be worn on Wednesday



Assemblies

Assemblies are held every second **Thursday morning**(even weeks) at **8:30am** in the Undercover Area. An additional assembly is held every second **Monday morning**(odd weeks) in the Undercover Area at **8:30am**. All parents/caregivers are welcome to attend both assemblies.



Merit Certificates

These are presented to students at Thursday morning assemblies. I will endeavor to inform you the day before if your child is receiving a merit award.



Parent Help

Parent help will occur from 8.30am until recess at 10.20am, although if this time is not suitable I am more than happy to arrange an alternative time. A parent roster will be displayed outside the classroom once children are settled into the classroom routines.



Assistance may also be requested from time to time for excursions and Sport/Science activities.

Behaviour Management

St Cecilia's has adopted a 'Restorative Practice' approach to behaviour management. This approach promotes the development of trust relationships between individuals. I use a '1 2 3' behaviour system in class, acting much like green, orange and red traffic lights. 1 = 'Oops Cloud', 2 = 'Sad Cloud' and 3 = "Stormy Cloud". Students who reach a three may be asked to go to our "Cool Down Zone" or complete work in a 'buddy' class next door. Red bubbles through Class Dojo will also be given when necessary.

PLEASE NOTE:

This is based on our School-wide Behaviour Management Policy



| Minor Infractions | Medium Infractions | Major Infractions |
|--|--|---|
| <ul style="list-style-type: none"> Swinging on chair occasional chatting wandering around class tapping teacher on arm etc dobbing not listening Procrastinating not being ready for class not staying on task touching others rolling on mat social fooling around. | <ul style="list-style-type: none"> Back chatting an adult Swearing dobbing/telling tales exclusion of others put downs name calling active disruptions running away from staff persistent low level acts not respecting others lying hurting others unintentionally after being warned to stop action | <ul style="list-style-type: none"> Swearing exclusion of others/bullying lying (with intent) direct defiance Violence with intent endangering others stealing running away from school drug use lack of respect manipulative behaviour. |
| <p>Use non-disruptive behaviour management strategies to stop infraction.</p> <p><u>Classroom/General</u> Phase 1: Redirection/Teachers discretion. Use own management strategies.</p> <ul style="list-style-type: none"> Stand near student Touch shoulder Quick hand signal Glance at student Change tone of voice Change volume of voice Pause before speaking <p>Phase 2: Medium Infraction.</p> <p><u>Playground:</u> Phase 1: Time out next to the duty teacher.</p> <p>Phase 2: Medium Infraction.</p> | <p>Formal process commences</p> <p><u>Classroom/General</u> Phase 1: Counting begins 1, 2, 3. Phase 2: On 3, time out/buddy class with reflection sheet. When time permits restorative practice between teacher and student to occur. This is the teacher's responsibility. Phase 3: if behaviour persists during a after time out, student is referred to office.</p> <p><u>Playground: (is dealt with at that time)</u> Phase 1: Time out next to the duty teacher. Phase 2: Office Referral</p> | <p>Students to be sent to the Leadership Team immediately.</p> <p>Progressive or immediate escalation to a Major infraction may lead to any of the following consequences.</p> <ul style="list-style-type: none"> Restorative Justice Apology Restitution Lunch Time Detention Letter to parents Parent meeting Individual Behaviour Plan Involvement of support staff In school suspension Out of school suspension Exclusion from excursions and carnivals where the school will be represented. |

Positive Reinforcement

ClassDojo: When a child engaging is in a positive action including following an instruction given or using initiative to complete a task, a green dojo bubble will be given. Each child has a goal to reach 10 Dojo bubbles. Once this is reached, that child receives a prize of choice. Their bubble will return to 0. This allows each child the goal and incentive to be a positive role model in and out of the classroom and to work towards a prize.

Saint Cecilia's Merit Certificates: Handed out at assemblies.

Stamps/stickers: For great behaviour/ great work.



Academic

Australian Curriculum- Foundation level is targeted at Pre Primary; please follow the link: <http://www.australiancurriculum.edu.au>

Religion: Two units of work will be covered each term. They are specifically designed to help your children understand and develop their relationship with God by drawing on their own experiences and existing relationships. Prayer is also a focus in the classroom. To develop your child's understanding of formal and informal prayers, it will be conducted daily.



English: The English program is made up of three strands: Language, Literature and Literacy. In Pre Primary, the English curriculum is predominately delivered using hands-on activities. Initialit is the literacy program that will be used in Pre-Primary this year. Initialit is an evidence-based explicit model for teaching reading and related skills. The program incorporates daily lessons in phonemic awareness, reading and spelling as well as rich language instruction using children's literature. It also incorporates the key components necessary for early reading instruction – phonemic awareness, phonics, fluency, vocabulary and comprehension.



Numeracy: The Mathematics program is made up of three strands: Number and Algebra; Measurement and Geometry; and Statistics and Probability. In Pre Primary, the Mathematics curriculum is predominately delivered using hands-on activities. Therefore, the children will manipulate concrete materials to consolidate mathematical concepts and understanding.



Homework: Homework will begin around the middle of Term 1.

- Home reading every night
- Practice letter-sound knowledge
- Comprehension reading packs

PLEASE NOTE: Homework is not compulsory but is highly encouraged

"Young children whose parents read them five books a day enter kindergarten having heard about 1.4 million more words than kids who were never read to."

The more that you read,
The more things you will know.
The more that you learn,
The more places you'll go.
-Dr. Seuss

PRE PRIMARY

Timetable

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|---------------------|----------------------|------------------------|------------------------|----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 8:20 AM – 8:35 AM | Morning Activities | Morning Activities | Morning Activities | Morning Activities | Morning Activities | Morning Activities | Morning Activities | Morning Activities | Morning Activities |
| 8:35 AM – 8:45 AM | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session | Morning Mat. Session |
| 8:45 AM – 9:30 AM | Writing | Literacy | Literacy | Literacy | Literacy | Literacy | Literacy | Writing | Writing |
| 10:00 AM – 10:20 AM | | | | | | | | | |
| MORNING BREAK | | | | | | | | | |
| 10:20 AM – 11:00 AM | | | | | 10:20 AM – 11:00 AM | | | | |
| 11:00 AM – 12:00 PM | Numeracy | Numeracy | SCIENCE | | Numeracy | Numeracy | Numeracy | Numeracy | Numeracy |
| 12:00 PM – 12:15 PM | Story Session | Story Session | Story Session | | Story Session |
| LUNCH BREAK | | | | | | | | | |
| 12:15 PM – 12:55 PM | | | | | 12:15 PM – 12:55 PM | | | | |
| 12:55 PM – 1:10 PM | Quiet Time | Quiet Time | HEALTH & PE | | Quiet Time |
| 1:10 PM – 1:30 PM | Religion | Religion | Religion | | Religion | Religion | Religion | Religion | Religion |
| 1:30 PM – 2:30 PM | LIBRARY | Integrated | Integrated | | Integrated | Integrated | Integrated | Integrated | FUN Friday |
| 2:30 PM – 2:45 PM | | Pack Away & Story Time | Pack Away & Story Time | | Pack Away & Story Time |

Integrated subjects includes Geography, History, Aboriginal Studies and any special topics