



HOWRAH PRIMARY SCHOOL

Kindergarten Information Booklet 2019

WELCOME FROM THE PRINCIPAL

Howrah Primary School is one of Tasmania's leading schools with excellent facilities set within expansive and picturesque sports and playing fields.

The two key values of equity and excellence underpin all that we do and are encapsulated in the school motto "Every Child, Every Chance, Every Day".

Our dedicated staff are committed to working in partnership with parents, carers and children to ensure that each child is provided with the best possible educational experiences.

I look forward to meeting as many members of our school community as possible in the coming year and I am always happy to receive feedback on how we can make Howrah the best possible school for your child.



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WELCOME TO KINDERGARTEN

The Kindergarten program is based on the 'Early Years Learning Framework'.

STAGGERED ENTRY

During the first week of school, children are introduced to the Kindergarten setting in a smaller group of students each day. This enables the class teacher to spend time settling each student, ensuring a happy and secure start to the Kindergarten year. Families will be notified by letter of the day and time their child will start school.

AT KINDERGARTEN

- Children learn to become part of a larger group and to work and play cooperatively.
- The diversity of children's interests is recognised and used as a starting point for challenging child centred programs.
- We encourage students to be responsible, resourceful, caring and independent.
- Teachers foster the excitement of learning and stimulate student's natural curiosity. Children can discover, explore, think, experiment, communicate and solve problems all of which provide the foundations for future learning.

The Kindergarten program is carefully planned to meet each student's social, emotional, physical and intellectual needs.

DAILY REQUIREMENTS

Each day your child will need to wear school uniform and shoes that they can manage themselves. They also need:

- an art smock (named), preferably pull-on with long sleeves
- a piece of fruit and drink (preferably water) for recess, lunch and a drink for the lunch break
- a strong school bag, preferably a backpack
- an approved school sun hat
- to use the toilet independently – if your child is not yet able to use the toilet independently please notify the teacher.

KINDERGARTEN TIMES

Monday, Tuesday, Thursday 9:00am – 2:30pm.

Supervision of children commences at 8:30am in the classroom, ready for a 9:00am start. Please pick up your child promptly at 2:30pm.

For safety purposes please tell us of your child's normal routine at 'going home' time and of any changes to this routine.

FIRST DAY

The first day can be overwhelming. There are many new experiences for children. Please be prepared to stay with your child for a short time if it seems necessary.

ADMINISTRATION

TERM DATES

Term 1	Wednesday 6 February – Thursday 11 April (Easter - Friday 19 April – Tuesday 23 April)
Term 2	Monday 29 April – Friday 5 July
Term 3	Tuesday 23 July – Friday 27 September
Term 4	Monday 14 October – Thursday 19 December

Teacher Professional Learning Days


Tuesday 5 February
Monday 22 July
Friday 25 October

Moderation Day

Friday 12 April

*These dates are subject to change.
Amendments will be advertised in the newsletter.*

OFFICE HOURS

Monday – Friday 8:30am – 4:00pm  6246 6333

ABSENCES

If your child is absent for any reason it is important that you notify the school on the day by:

☎ 6246 6366 or SMS 0409 406 166

If you are unable to do this, please send a short note explaining the reason for the absence to the school office on your child's return.

ALLERGIES

HOWRAH PRIMARY IS NUT AND EGG AWARE!

We have students who are allergic to nuts and eggs. As this allergic reaction can be **life threatening**, please help us to keep our students safe and refrain from sending these foods to school.

BANKING

The Commonwealth Bank provides a banking service to students. An account can be opened at your local Commonwealth Bank of Australia branch or online at:

<https://www.commbank.com.au/personal/accounts/savings-accounts/youthsaver.html#>

Bank books are collected in class on Tuesday and are returned to students on Thursday.



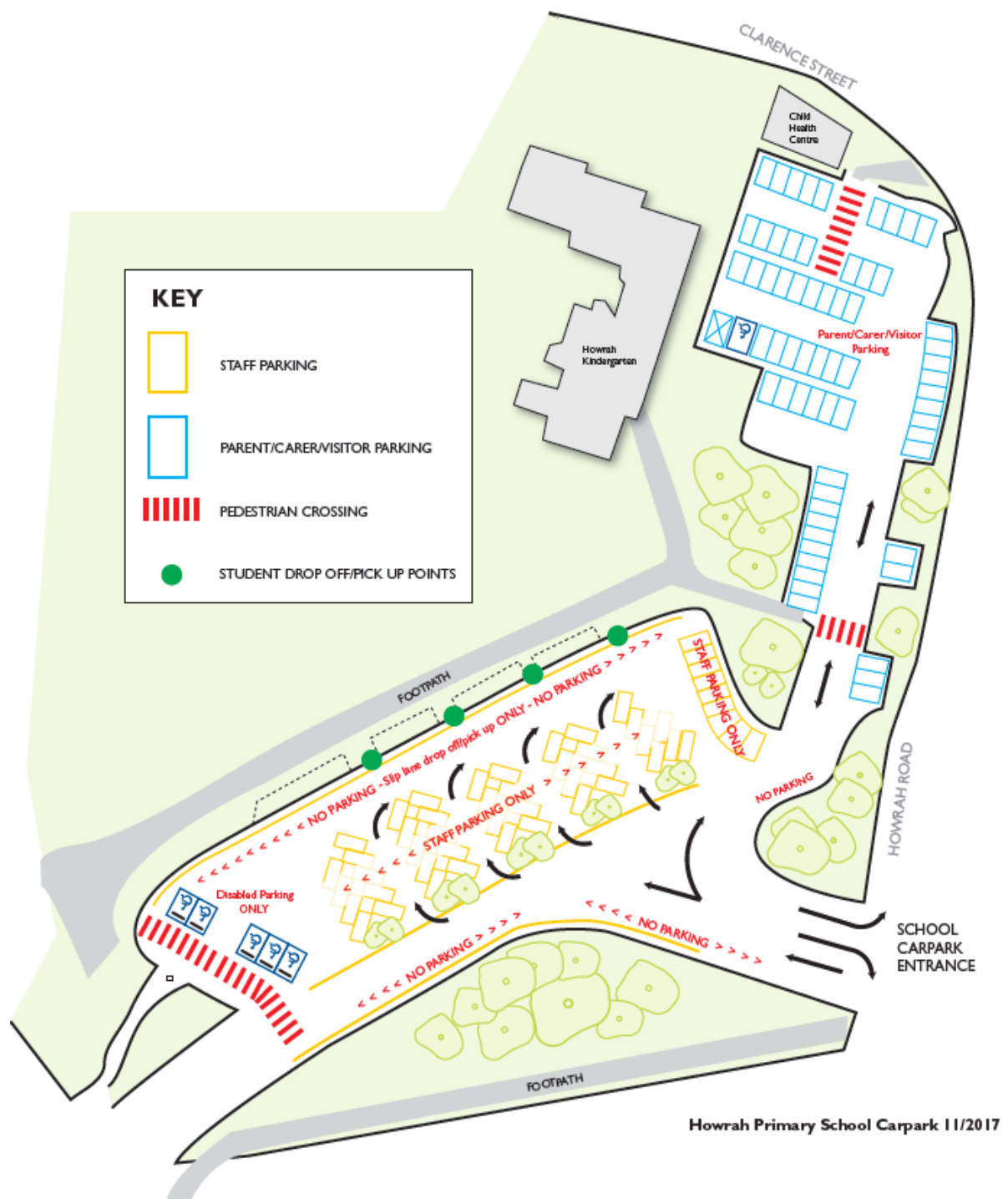
EMERGENCY CONTACT/SICKNESS/ACCIDENTS

Howrah Kinder has a trained First Aid Officer. The First Aid Officer/Teacher determines whether parents/carers are contacted when a child is ill or injured at school. Please notify the school immediately of any change to family contact details as it is important that we can contact you quickly in case of illness or accident.

CAR PARK SAFETY

To ensure all students are safe please:

- Drive slowly.
- Park in the designated parent/carer/visitor spaces.
- Carefully supervise your child/children as they walk to your car.
- Our car park has one disability parking space adjacent to the Kindergarten. Parking in this space requires an Australian Disability Parking Permit to be attached to your rear-view mirror.



HEALTH AWARENESS

Healthy Lunchbox

Remember that eating healthy food helps children concentrate and learn, so a healthy lunchbox at school is vital. The best lunch is one that is nutritious and quick to prepare, but also fun and easy to eat. Encouraging your children to be involved in choosing foods and preparing their lunch can help ensure that it not only gets eaten, but is enjoyed as well.

For further information check out the Move Well Eat Well website managed by the Tasmanian Department of Health and Human Services at:

<http://www.dhhs.tas.gov.au/mwew/families>

HOWRAH NEWS

Our newsletter, Howrah News is emailed to families every Wednesday. Please email howrah.primary@education.tas.gov.au to provide your preferred email address. If email is not your preferred method, there is still the option of receiving a paper based newsletter.

INFECTIOUS DISEASES

Please notify the school if your child contracts an infectious disease (e.g. chicken pox, conjunctivitis, influenza, slapped cheek syndrome, whooping cough, school sores or hand, foot and mouth)

For further information please visit the Department of Education website:

<https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/infectious-diseases/>

MEDICATION PROCEDURES

It is Department of Education policy that all medications, prescription or non-prescription, to be dispensed at school must have an accompanying departmental form completed by a doctor giving clear directions for administration, as well as a departmental form completed by a parent or carer. These requirements apply to all medications including asthma puffers.

Medication is kept in a locked cupboard and dispensed in accordance with the doctor's instructions.

LEVIES

Kindergarten	\$146.00
Prep	\$218.00
Year 1-2	\$218.00
Year 3-5	\$253.00
Year 6	\$299.00

There is a 10% discount off the General Levy for third and subsequent children.

Levies provide for stationery, books, learning materials and performances. The levy is payable by all families at the beginning of each school year and payment should be finalised before the end of Term 1.

Families wishing to discuss a payment plan should contact the School Business Manager on ☎ 6246 6333 before the end of March 2018.

Payment can be made by BPAY, Centrepay or at a Service Tasmania Shop. Alternatively payment can be made at the school office by cash, cheque or EFTPOS.

Financial Assistance (STAS)

The Student Assistance Scheme provides assistance to low income families towards the cost of levies. This is income dependant. Application forms are available from the office or online at:

<https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/fees-levies/>

OUTSIDE SCHOOL HOURS CARE

The Outside School Hours Care service (Before School, After School and Vacation Care) is provided by the Clarence City Council. Care is available to children from 7:30am – 8:30am and 2:30pm – 6:00pm Monday to Friday.

Application forms are available from the Council office, by contacting the Outside School Hours Care Coordinator on:

☎ 6217 9610 or www.ccc-children.com.au

PARENTS AND FRIENDS SUB COMMITTEE

All parents/carers are encouraged to become members of our Parents and Friends' Committee (P&F). The P&F works hard for our school and their fundraising has supported many projects. Please read your school newsletter for information and meeting dates. All welcome!

PERSONAL PROPERTY

The school does not accept responsibility for lost and damaged personal property. Children should not bring items to school that may be damaged. Please ensure children's clothing is clearly named.

SCHOOL ASSOCIATION

The purpose of the School Association is to enable the school community and staff to work in partnership to provide the best possible education and school life for the children at our school.

Elections for school community representatives are held annually and parents/carers and community members are encouraged to nominate.

SCHOOL SAFETY

Dogs, cats and other animals are not permitted on Department of Education property.

All schools are smoke-free zones. This includes the school grounds *for the health and safety of our students*.

SCHOOL UNIFORM - UNIFORM SHOP

All students are expected to wear school uniform and not accessorise their school clothing with non-school uniform items, particularly leggings and coloured runners.

Please check the newsletter for Uniform Shop opening days and times.

An order form can be completed and left at the office. The order will be delivered to your child's class.

SUPPORT SERVICES

Howrah Primary School provides a School Psychologist, Social Worker, and Speech and Language Pathologist service if required.

SUN SMART SCHOOL

Sun exposure in childhood and adolescence greatly increases the chances of developing skin cancer later in life.

The SunSmart Schools program aims to minimise student and staff exposure to ultraviolet (UV) radiation from the sun at school and during school-associated activities. Howrah Primary is a Sun Smart School. Sun-safe clothing is part of our school and sports uniform. Children must wear sun-safe broad brimmed or bucket hats when outside during Terms 1 and 4.

Sunscreen is not applied at Kindergarten. Teachers will remind students to apply sunscreen prior to outdoor activities and play during Terms 1 and 4.



Close fitting wrap-around sunglasses that comply with Australian Standards AS1067:2003 are encouraged but optional.

VOLUNTEERS AND VISITORS

We welcome school community members who volunteer to work with our students. Volunteers help with student learning and have a very positive impact on our school culture.

All volunteers and visitors need a Registration to work with Vulnerable People (Children).

- to register complete an online application at:
http://www.justice.tas.gov.au/working_with_children
- take the application receipt and proof of your identity to a Service Tasmania Office to finalise the application
- present your Working with Vulnerable People card at the school before you commence as a volunteer

Between 9:00am – 3:00pm all volunteers and visitors to the school must present their Working with Vulnerable People card at the office, collect a lanyard and sign in/out in the visitor book.

Signing in and wearing a lanyard lets us know who is on the school property, ensuring security and safety for students, staff and visitors.

