# DALKEITH PRIMARY SCHOOL STAFF

**Principal**  
Suzanne Pekin

**Deputy Principal**  
Nico Hughes (Student Services)

**Deputy Principal**  
Sarah McCormick/Tamara Doig (Instructional Leadership)

**School Psychologist**  
Erin Dunstan

**Manager Corporate Services**  
Aileen Milford

**Administration**  
Bev Davis; Jay Freeman

**Library Officer**  
Jane Zupp

**Uniform Shop**  
Kate Bailey

## Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Room</th>
<th>Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toni Kay</td>
<td>K</td>
<td>Red</td>
<td>Mon, Wed, Fri</td>
</tr>
<tr>
<td>Marie Tiley</td>
<td>K</td>
<td>Blue</td>
<td>Tue, Thu, Fri</td>
</tr>
<tr>
<td>Celeste Cunningham</td>
<td>PP</td>
<td>PP1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Jessica Vahala</td>
<td>PP</td>
<td>PP2</td>
<td>Mon-Wed</td>
</tr>
<tr>
<td>Anna Hocken</td>
<td>PP</td>
<td>PP2</td>
<td>Thu-Fri</td>
</tr>
<tr>
<td>Janet Wearne</td>
<td>PP</td>
<td>PP1 &amp; 2</td>
<td>Wed</td>
</tr>
<tr>
<td>Lynne Hamilton</td>
<td>1</td>
<td>1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Peter McSkimming</td>
<td>1</td>
<td>2</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Aaron Boules</td>
<td>2</td>
<td>3</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Aoife McCabe</td>
<td>2</td>
<td>5</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Lynn Bright</td>
<td>3</td>
<td>6</td>
<td>Mon-Thu</td>
</tr>
<tr>
<td>Sarah McCormick</td>
<td>3</td>
<td>6</td>
<td>Fri</td>
</tr>
<tr>
<td>Stephanie Boyle</td>
<td>3</td>
<td>7</td>
<td>Mon-Fri</td>
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<tr>
<td>Nadine Jackson</td>
<td>4</td>
<td>13</td>
<td>Mon-Fri</td>
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<tr>
<td>Shauni Redmond</td>
<td>4</td>
<td>12</td>
<td>Mon-Fri</td>
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<tr>
<td>Tamara Doig</td>
<td>5</td>
<td>11</td>
<td>Mon-Wed</td>
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<tr>
<td>Libby Dyde</td>
<td>5</td>
<td>11</td>
<td>Thur-Fri</td>
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<tr>
<td>Michael Byrne</td>
<td>5/6</td>
<td>10</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Lisa Iannello</td>
<td>6</td>
<td>8</td>
<td>Mon-Wed &amp; Fri</td>
</tr>
<tr>
<td>Nicole Hughes</td>
<td>6</td>
<td>8</td>
<td>Thu</td>
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## Specialist Teachers

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Room</th>
<th>Roster</th>
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</thead>
<tbody>
<tr>
<td>Janice Tesser</td>
<td>Art</td>
<td>Art</td>
<td>Mon-Wed</td>
</tr>
<tr>
<td>Lois Barndon</td>
<td>Japanese</td>
<td>9</td>
<td>Wed-Fri</td>
</tr>
<tr>
<td>Les Thompson</td>
<td>PE</td>
<td></td>
<td>Thu-Fri</td>
</tr>
<tr>
<td>Brooke Milianku</td>
<td>Music</td>
<td>Music</td>
<td>Wed-Fri</td>
</tr>
<tr>
<td>Sarah Fiel</td>
<td>Science P-2</td>
<td>9</td>
<td>Wed-Thu</td>
</tr>
<tr>
<td>Brooke Milianku</td>
<td>Science 3-6</td>
<td>9</td>
<td>Mon-Tues</td>
</tr>
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## Education Assistants

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
<th>Room</th>
<th>Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billie Chellew</td>
<td>K</td>
<td>Red</td>
<td>Mon, Wed &amp; Fri</td>
</tr>
<tr>
<td>Sonja Rubio</td>
<td>K</td>
<td>Blue</td>
<td>Tue, Thu &amp; Fri</td>
</tr>
<tr>
<td>Kelly Green</td>
<td>PP</td>
<td>PP1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Rhoda Napier</td>
<td>PP</td>
<td>PP2</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Mikayla Snow</td>
<td>1</td>
<td>1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Eliz Harris</td>
<td>2</td>
<td>3</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Stacey Bryce</td>
<td>2</td>
<td>5</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Shanee Sekhon</td>
<td>MiniLit</td>
<td></td>
<td>Mon-Thu (am)</td>
</tr>
<tr>
<td>Lynne Holliday</td>
<td>K</td>
<td>Red</td>
<td>Mon, Wed, Fri</td>
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</table>

## Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Roster</th>
</tr>
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<tbody>
<tr>
<td>John Szydloswki</td>
<td>Gardener/Maintenance</td>
<td>Tue, Wed, Fri</td>
</tr>
<tr>
<td>Thomas Wray</td>
<td>Kindy Gardener</td>
<td>Monday (am) &amp; Friday (am)</td>
</tr>
<tr>
<td>Bob Rashidi</td>
<td>Head Cleaner</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Mulu Gola</td>
<td>Cleaner</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Denis Monis</td>
<td>Kindy Cleaner</td>
<td>Mon-Fri</td>
</tr>
</tbody>
</table>
OUR MISSION STATEMENT

Strive for excellence
Respect and value others
Inspire creativity and innovation
Empower global citizenship

Together we shape the future

OUR SHARED BELIEFS

Kids learn best when:

Stimulating, meaningful experiences are provided
Technology and innovation are integrated in all learning
Reflection becomes a valued part of their learning
Inclusive and co-operative environments are provided
Visible Learning is embedded
Explicit feedback and encouragement is received
SCHOOL BOARD

The role of the School Board is outlined in the Education Act 1999. In essence, the role of the ‘Board’ is one of setting the long term future for the school and maintaining oversight (not management) of the school’s operation. The DPS Board aims to provide additional expertise to help the school achieve the best outcomes for our students.

The responsibilities of the Board are to:
1. work within the Department of Education’s relevant legislation and regulations;
2. contribute to the School Delivery and Performance Agreement and the Business Plan;
3. endorse and review the annual budget;
4. assist with the formulation of Codes of Conduct;
5. review the performance of the school;
6. create interest in the school within and across the community;
7. assist with Principal selection when a vacancy arises;
8. approve fees, charges, contributions and booklists;
9. approve extra optional components of programs;
10. approve arrangements for sponsorship and advertising; and
11. liaise with other committees within the school eg. P&C.

PARENT FUNDED 1:1 IPAD PROGRAM

The Australian Curriculum mandates the integration of Information and Communication Technology (ICT) and the use of digital technologies across learning areas.

Teachers at Dalkeith Primary School, over the past five years, have undertaken extensive research and trials with some of Australia’s leading experts in technology use and found that ICT enhances student outcomes and takes learning to levels not previously possible.

To enact this across the school Dalkeith Primary School launched the 1:1 parent-funded iPad program in 2015 in consultation with the school board and the community through parent forums. Students in years 3-6 are now required to bring an iPad device from home to use at school. School funded iPads are available for those families unable to participate in the program.

Students, parents and teachers that are in 1:1 iPad classrooms will also sign an iPad contract that is a partnership agreement. This addresses filming of individuals, screen time and the use of social media. This is signed in addition to the 3-6 Online User Agreements. These are included in the school diary and are signed by students and parents at the start of the year.

Parents have the option to purchase or lease an iPad in a comprehensive package that includes insurance, technical support and peripheral items from Winthrop Australia. Alternatively students can bring the device in from home. All iPad’s must have a robust cover, insurance and be an iPad Air or Mini (minimum iPad Air is recommended for screen size). There is a list of apps to be installed on the iPad at the start of the year which is available on the school website. Teachers may ask for additional free apps to be installed throughout the year but parents will not be asked to pay for any further apps until the start of the following year.

Parents have the option to store and charge student iPads at school should they wish. It is highly recommended for year 3 students to keep their iPads at school for first term to assist with their transition from year 2. It may be necessary to take the device home periodically to update and back up your child’s iPad. iPads provided by the school for student use will be managed by the school and remain in locked charger trolleys at school overnight. Showcase nights will be offered throughout the year to keep parents informed about how their child is using the iPad at school.

Parents please refrain from sending messages or emails to students during school time.

Please see the school website under For Parents>iPad Information for more information. Any enquires please email Tamara Doig or Sarah McCormick, Deputy Principal’s at tamara.doig@education.wa.edu.au or sarah.mccormick@education.wa.edu.au.
ICT ACROSS THE SCHOOL

Dalkeith Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. In addition to the 1:1 iPad program in years 3-6, there are MacBook Air laptop available for each classroom to use and access to a bank of 32 MacBook Air laptops. Each 1:1 classroom has an LED display panel with Apple TV for wireless mirroring of computers and iPads to the screen.

All kindergarten to year 2 classrooms are equipped with interactive whiteboards and PP-2 classrooms will have timetabled access to the MacBook Air laptops. K-2 will also have about 10 iPads in their classroom throughout the year.

All classrooms negotiate an iPromise statement that outlines the classroom technology agreement. This is in conjunction with the classroom agreement and the K-2 and 3-6 Online User Agreements. These are included in the school diary and are signed by students and parents.

Wireless access has been installed across the school with all classrooms having their own access points. This ensures that all classrooms are able to use technology with minimal disruption.

A Digital Leaders Program is in place for student technology leaders in years 3-6. Students apply through a digital medium. Successful students are trained in iPad technical help to assist teachers and other students. A contract is signed to ensure that students in the program are kept accountable. An iPad helpdesk will run periodically on the verandah to assist families with any technical issues that arise with their devices.

THE EARLY YEARS - NATIONAL QUALITY STANDARDS

The National Quality Standard is the new benchmark for quality in children’s education and care services in Australia. It is based on comprehensive evidence from national and international research about how educators can best support and promote children’s learning. ([http://www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au))

At Dalkeith Primary School we strive to provide a high standard of education in the Early Years (K-2). In 2015, staff at DPS began using the NQS documents as a basis for reflection and to engage in regular professional discussion with the aim of developing plans to help improve teacher practice.

The Standards are divided into seven Quality Areas:
- Educational program and practice
- Children’s health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

Over the past two years the staff have worked together to develop Quality Improvement Plans (QIPs) for five of the above Quality Areas; Educational Program and Practice, Physical environment, Relationships with children, Collaborative Partnerships and Leadership and service management. The review and improvement process is ongoing. In 2017 we aim to reflect upon and develop QIP’s for Children’s health and safety and Staffing arrangements whilst continuing to improve in all areas of our practice.
HOMEWORK

Homework is academic work designed to extend the learning, practice and application of skills and ideas taught in the classroom. Homework supports the development of the student as an independent learner providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

HOMEWORK RESPONSIBILITIES OF STUDENTS

Students are responsible for:

- completing work at a standard commensurate with their ability
- completing work independently
- submitting work on time
- communicating with teachers and parents when assistance is required.

HOMEWORK RESPONSIBILITIES OF PARENTS

Parents are responsible for:

- supporting students with their work
- communicating high, realistic expectations on the standard of work
- communicating with the teacher any concerns arising
- ensuring that students know ahead of time when homework should be completed each night.

The following is a guide to the types of homework likely to be provided at Dalkeith Primary.

YEAR 1-3
Home reading of teacher provided books
Home reading of individual choice books
Learning of spelling words
Mental math activities reinforcing number combinations and processes
Collecting simple data (eg record what you ate for dinner) to support class work
Mathletics tasks assigned by teacher

YEAR 4-6
As for year 1-3
Finishing off class work not completed during the school day
Research to support class work or study projects
Planning or refining draft work commenced in class
Weekly assignments or activities reinforcing concepts currently being taught in class, or providing remediation or extension of skills and concepts learnt in class

Music practice for those students involved in the SIM program is in addition to class homework.

SOME ADVICE TO PARENTS

- Children need the opportunity to play and relax after school.
- Homework is best done at a quiet time set aside for homework completion.
- Typically, children will become more independent in completing their homework as they reach middle / upper primary.

The time spent on homework depends on the child and homework set for that week. As a general guide junior primary students may spend between 5 and 15 minutes each night, middle primary 20 minutes and upper primary students approximately 30 minutes a night.

READING

Reading plays an integral part in all aspects of learning. It is important to encourage reading of all text types and check for comprehension of the written word. It is requested that you continue home reading of at least 15 minutes each night and sign the homework diary. Junior students have selected home
readers from their teacher while senior students are to independently select suitable texts for home reading.

To help your child with reading:

- Have a routine of reading every day with most oral reading done by the child. This can be accompanied by oral reading by you where you become the role model. This is one of the best ways of developing lifelong positive attitudes to reading and an understanding of print and books.
- Praise every effort in reading, especially where confidence is low. Don’t compare a child’s performance with that of relatives or friends.
- Be seen as a reader yourself. Take the family to the local library. Help in selecting books but resist the temptation to impose your own choices.
- Give books as presents.
- Encourage the routine of reading in bed before lights out.
- Encourage good use of the school library and ask “What have you borrowed this week? Would you like to read some of it to me?”

Reference: Parents Teachers Partners by Barry Dwyer

Further:
- Provide a suitable reading environment that is quiet, comfortable, and relaxing for both you and your child and free from interruptions. Reading time should be enjoyable, interesting, passionate, and full of opportunities to praise your child.
- Encourage your child to guess what the story is about.
- Praise when your child suggests an idea or word that you know will come up in the story.
- Ask questions like: “What can you tell about the story from the picture?” “What do you think will happen in the story?”
- Talk about the start of the story, what happened by the end of the story, the people in the story.
- Mention the person who wrote the story – the author and the person who did the illustrations – the illustrator.
- Make sure that whenever your child reads, it is a complete story, chapter or thought.

Extract from READIT Home Reading Middle Level p. 11 and 15.

MATHEMATICS

To help your child with primary school maths:
- Maths is about understanding number patterns.
- Saying “I was bad at maths too” lowers children’s own expectations of themselves.
- There is always more than one way to get the right answer.
- Mental strategies, for example using number lines, to work problems out in their head.
- Ask “What is the question asking you?”
- Practise the times tables.
- Don’t jump in with the answers.
- Stay positive and encourage think time.
- Talk positively about maths so your child also values it.
- Play games with your child, which involve adding dice or numbers.
- Ask your child how they work out maths problems; it helps them reflect on their strategies and boosts their confidence.
- Point out maths in everyday life with your child whenever you can.
- Talk to the teacher if your child needs more help with homework.
- Provide some concrete resources at home, for example counters, to help with maths tasks.

HOMEWORK DIARIES

Year 1-3 students are requested to buy a homework diary to assist students, parents and teachers with communication between home and school. The students will fill out the diary each day with assigned homework and any notes or communication for parents. It is expected parents will sign the diary once
a week and use this diary in addition to e-mailing as a form of communication. Students in year 4-6 will be using their iPads as a diary to assist in developing their independent organisational skills. Students will be explicitly taught how to use notifications and reminders that will alert students of homework and school requirements.

**ATTENDANCE**

Attendance of students, in years PP-6, is compulsory. It is expected that all students attend a minimum of 90% of the school year. At Dalkeith Primary School we strive for a target of 96%. In order to achieve this we encourage parents to;

- carefully plan holidays to avoid clashes with school term dates
- ensure punctuality as lateness is recorded
- schedule appointments outside of school hours

All absences require written or verbal confirmation from parent to teacher. Excessive absences will be followed up by administration.

If your child is absent from school we request you send an SMS to 0417 948 524 (automated service) as early as possible and leave a message stating:

- Your child’s name
- Room number
- Reason for absence

**Late arrivals**
Parents and caregivers must sign students in at the front office if arriving after 9am.

**Early Departures**
Parents and caregivers must sign students out at the front office if departing before 3:10pm.

**Extended Vacation**
Families who take vacations for longer than are week are asked to inform the Principal via email prior to the vacation.

**HOURS OF INSTRUCTION**

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<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Primary School Years 1-6</strong></td>
<td>8:50am – 3:10pm</td>
</tr>
<tr>
<td><strong>Tuesdays early close:</strong></td>
<td>2:30pm</td>
</tr>
<tr>
<td><strong>Pre-primary Centre (5 full days)</strong></td>
<td>8:50am – 3:05pm</td>
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<tr>
<td><strong>Tuesdays early close:</strong></td>
<td>2:30pm</td>
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<tr>
<td>Kindergarten</td>
<td>8:50am - 3:00pm</td>
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<td><strong>Tuesdays early close:</strong></td>
<td>2:30pm</td>
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<tr>
<td>Red Week 1</td>
<td>Monday, Wednesday &amp; Friday</td>
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<tr>
<td>Week 2</td>
<td>Monday &amp; Wednesday</td>
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<tr>
<td>Blue Week 1</td>
<td>Tuesday, Thursday &amp; Friday</td>
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<td>Week 2</td>
<td>Tuesday &amp; Thursday</td>
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**DAILY TIMETABLE (Years PP-6)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Classroom opens</td>
<td>8:40am</td>
</tr>
<tr>
<td>Start Instruction</td>
<td>8:50am</td>
</tr>
<tr>
<td>Morning recess</td>
<td>10:50am to 11:10am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1:10pm to 1:50pm</td>
</tr>
</tbody>
</table>
School closes 3:10pm
School closes for PP 3:05pm
School closes for Kindy 3:00pm
EARLY CLOSE EVERY TUESDAY 2:30pm

Before School Supervision
Students who arrive at school before 8:20am are asked to sit on the verandah in front of the administration block. At 8:20am the duty teacher will release the students to participate in supervised fitness activities until classroom doors open at 8:40am.

After School Duty of Care
The school does not provide supervision for students once they have left the classroom therefore we ask that parents note that students may only use the school playgrounds under parent supervision.

Kiss and Drop Parking Zone
A section of parking on the northern side of the school is now a Kiss’N’Drop zone between the hours of 7:30-9:00am and 2:30-4:00pm. The zone will be supervised by staff to ensure the safety of the students both before and after school. Parents are asked to stay in their car whilst parked in the zone during these times.

Out of Hours School Care
Camp Australia provides both before and after school care on-site; www.campaustralia.com.au

PUNCTUALITY
Parents are asked to ensure that children are at school prior to the siren at 8:50am. It is important for parents to exit the Pre-primary prior to 9am for the start of instruction. Parents are asked to ensure that children are collected or leave the school grounds promptly after school unless special arrangements have been made by parents or teachers.

TERM DATES

Please note that term dates may differ from other public schools. As an IPS school, we have planned student free days throughout the school year to meet the needs of our community.

<table>
<thead>
<tr>
<th>Term 1 Commences:</th>
<th>Tuesday 1 February to Friday 7 April 2017</th>
</tr>
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<tr>
<td>Holidays:</td>
<td>Saturday 8 April to Tuesday 25 April 2017</td>
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<table>
<thead>
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<th>Term 2 Commences:</th>
<th>Wednesday 26 April to Friday 30 June 2017</th>
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</thead>
<tbody>
<tr>
<td>Holidays:</td>
<td>Saturday 1 July to Sunday 16 July 2017</td>
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</table>

<table>
<thead>
<tr>
<th>Term 3 Commences:</th>
<th>Monday 17 July to Friday 21 September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holidays:</td>
<td>Saturday 22 September to Monday 9 October 2017</td>
</tr>
</tbody>
</table>

| Term 4 Commences: | Tuesday 10 October to Thursday 14 December 2017  |

STUDENT FREE DAYS 2017
| Monday  | 30 January |
| Tuesday | 31 January |
Monday 24 April
Friday 18 August
Monday 9 October
Friday 15 December

**SPECIAL EVENTS 2017**
Parent Information Evening 9 February at 5:30pm
Parent/ Teacher interviews 28 March, School concludes for students at 11:40am
Community ANZAC Service 7 April at 7:30am. School concludes 1:40pm
Reports issued Semester 1 - 23 June
Semester 2 – 11 December

**PUBLIC HOLIDAYS**
Labour Day 6 March  Good Friday 14 April
ANZAC Day 25 April  Easter Monday 17 April
WA Day 5 June
Queen’s Birthday 25 September

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**STUDENT BEHAVIOUR POLICY**

Dalkeith Primary School is currently reviewing and updating its student behaviour policy in accordance with the Department of Education’s Policy.

**RATIONALE**

Dalkeith Primary School provides every student with the educational support the student needs to learn and maintain positive behaviour.

The student behaviour procedures that accompany the policy will:
- document a whole school plan to support positive student behaviour;
- implement the whole school plan to support positive behaviour; and
- provide individual student behaviour support where the need is identified.

**POSITIVE BEHAVIOUR SUPPORT PROGRAM (PBS)**

In 2015 Dalkeith commenced the PBS initiative. Through the program the school decided upon three expected behaviours:

**RESPECT, RESPONSIBILITY, RESILIENCE**

The following expected behaviour matrix is in draft form and forms the basis of behaviour management. It will be reviewed at the end of term one.

**EXPECTED BEHAVIOURS MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>Respect</th>
<th>Responsibility</th>
<th>Resilience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Our school community</strong></td>
<td>Wear your school uniform with pride</td>
<td>Be prepared and punctual</td>
<td>Be positive</td>
</tr>
<tr>
<td></td>
<td>Walk quietly on paths and verandahs</td>
<td>Bring and return required equipment</td>
<td>Come ready to learn</td>
</tr>
<tr>
<td></td>
<td>Move with your class</td>
<td>Pack resources away neatly</td>
<td>Be brave and bounce back</td>
</tr>
<tr>
<td></td>
<td>Use quiet voices in working areas</td>
<td>Model good behaviour</td>
<td>Encourage others to participate</td>
</tr>
<tr>
<td></td>
<td>Speak positively</td>
<td>Take ownership of your actions</td>
<td>Try to include others</td>
</tr>
<tr>
<td></td>
<td>Accept other’s differences</td>
<td></td>
<td>Have a go</td>
</tr>
<tr>
<td></td>
<td>Be polite and courteous to everyone</td>
<td></td>
<td>Try your best</td>
</tr>
<tr>
<td></td>
<td>Keep the environment clean and tidy</td>
<td></td>
<td>Be a role model</td>
</tr>
</tbody>
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### Our learning areas
- Listen to and follow all instructions
- Raise your hand to speak
- Work cooperatively with others
- Take turns when talking
- Listen actively
- Share equipment
- Use quiet voices
- Leave the area neat and tidy
- Take pride in your work
- Follow the iPromise agreement
- Stay on task
- Use equipment properly
- Wait for teacher presence or permission before entering classrooms
- Take care of your belongings
- Persevere with all tasks
- Ask for help
- Seek solutions
- Set, work toward and reflect on goals

### Our school grounds
- Share the play space and equipment
- Use a friendly tone of voice
- Put your hand up to be dismissed at lunchtimes
- Use toilets appropriately
- Keep your hands and feet to yourself
- Be respectful of others and their games
- Take turns and give others a go
- Take care of our grounds and gardens
- Play inside the boundaries
- Ask permission before retrieving equipment
- Be sun smart – wear your hat
- Zip your bag and hang it on the hook
- Line up quickly and quietly
- Report unsafe behaviour
- Use the toilet during break times
- Play safely
- Use the recycling and litter bins
- Seek help if you have a problem
- Agree to and follow the rules
- Use the friendship bench
- Be a problem solver
- Join in
- Have fun
- Make safe choices

### Our excursions
- Wear the correct uniform
- Use courtesy words (please, thank you, excuse me etc)
- Wear hat outdoors only
- Hands up to speak
- Show respect towards all people; helpers, guides, members of the public
- Respect the environment you are in
- Use quiet voices
- Return permission slips on time (by the deadline)
- Walk with your group
- Follow instructions the first time you are given them
- Bring everything you need
- Look after your belongings
- Show appreciation
- Make safe choices
- Be positive
- Actively listen
- Persist and persevere
- Enjoy and encourage your group and team

### CODE OF CONDUCT
Parents and carers are asked to refer to the Code of Conduct for Carers on the Dalkeith Primary School website.

### PREVENTING AND MANAGING BULLYING
Dalkeith Primary School aims to offer a safe, caring and inclusive learning environment. All members of our school community are committed to ensuring a safe and supportive environment where all members have the right to be respected and have a responsibility to respect each other. We treat bullying as a serious issue.

### WHAT IS BULLYING?
Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion.

### TO PREVENT BULLYING
Treat others with care and respect.
Work to create an inclusive school environment for all.
Learn to tolerate and accept individual differences.
Understand your rights and responsibilities

### PARENTS CAN HELP
TAKE AN ACTIVE INTEREST
• in your child’s social life.
• in what is happening at school.

ENCOURAGE YOUR CHILD
• to bring friends home.
• to accept and tolerate differences in others.

BUILD THEIR SELF-CONFIDENCE
• by recognising and affirming their positive behaviour.
• by valuing them for who they are.

DISCUSS WITH YOUR CHILD
• the school’s expectations about rights and responsibilities.
• ways to respond if their rights are infringed.

ENCOURAGE CONSTRUCTIVE RESPONSES
• all types of bullying should be reported.
• hitting back or retaliating with negative behaviour won’t solve the problem.

SET AN EXAMPLE
• be firm but not aggressive in setting behaviour limits.
• be positive in things you say and do.

BE ALERT FOR SIGNS OF DISTRESS
• unwillingness to attend school.
• dropping off in academic performance
• damaged clothing and frequent loss of personal property.
• loss of confidence and uncharacteristic mood changes.
• withdrawal from social activities.

ACT
• if your child is being bullied at school report it to the teacher – do not approach other students.
• your report will be followed up.

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NUT AWARE POLICY

RATIONALE

Nut allergies are real. Currently there is no cure for nut allergies. Avoidance of the food is the only way to prevent a reaction. 1:20 children suffer from food allergies and some of them will experience a life-threatening (anaphylactic) reaction.

We have a number of students who are allergic to nuts and are subject to an anaphylactic reaction.

PURPOSE

In an effort to provide a safe environment for students with allergies to nuts, Dalkeith PS is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips and dried fruit and nuts are not bought to school.
HEALTHY FOOD AND DRINK POLICY

PURPOSE

Dalkeith PS is committed to creating an environment that promotes learning and teaches good eating and physical activity patterns for long term health.

Dalkeith PS is well placed to support healthy eating and reinforce nutrition messages being taught in the classroom by modelling healthy food and drink choices that are tasty, interesting and affordable. Along with the requirement that students participate in a minimum of two hours of physical activity, the healthy food and drink policy is another step in ensuring our children are fit and healthy.

Implementation Strategies:
1. Classroom rewards not to include food.
2. P&C lunches to include food choices from Green and Amber.
3. Class parties and special celebrations - parents to provide food from Green and Amber.
4. Curriculum activities including food (eg. cooking, excursions, camps) to be selected from Green and Amber. If foods from Red are required for a specific purpose, written parent/caregivers permission to be sought (see letter to parents/caregivers appendix).
5. Birthday cakes not permitted during the school day.
6. Parents/caregivers are encouraged to follow traffic light system when packing lunchboxes.
7. Information provided to parents/caregivers through newsletter.

Dalkeith Primary School has an online lunch ordering system that complies with the school's healthy food and drink policy. Further information can be found at www.schoollunchonline.com.au

CRUNCH AND SIP

‘Crunch & Sip’ encourages students to eat fruit or salad vegetables and drink water in the classroom. Dalkeith Primary School has introduced ‘Crunch & Sip’ to support students to establish healthy eating habits whilst at school.

The objectives of the ‘Crunch & Sip’ are to:
1. Increase awareness of the importance of eating fruit or vegetables and drinking water every day.
2. Enable students, teachers and staff to eat fruit or vegetables as ‘Crunch & Sip’ in the classroom.
3. Encourage students, teachers and staff to drink water throughout the day in the classroom, during break times and at sports, excursion and camps.
4. Encourage parents to provide students with fruit or vegetables every day.
<table>
<thead>
<tr>
<th><strong>GREEN FOODS – FILL THE MENU</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breads</strong></td>
<td>A variety of bread types</td>
</tr>
<tr>
<td><strong>Cereal foods</strong></td>
<td>Wholegrain cereals, pasta, noodles, rice</td>
</tr>
<tr>
<td><strong>Vegetables</strong></td>
<td>Vegetables and salads (reduced fat dressing only) all salad mixtures</td>
</tr>
<tr>
<td><strong>Fruit</strong></td>
<td>Fresh, frozen and tinned (in natural juices)</td>
</tr>
<tr>
<td><strong>Legumes</strong></td>
<td>Tinned (eg bean mix, kidney beans), cooked</td>
</tr>
<tr>
<td><strong>Reduced fat dairy products</strong></td>
<td>Reduced fat milk (plain and flavoured), yogurt (fresh, frozen, plain or fruit), cheese</td>
</tr>
<tr>
<td><strong>Lean meat, fish, poultry and alternatives</strong></td>
<td>All lean meats, chicken (no skin) or registered meats, fish (eg tuna, salmon, sardines), and egg</td>
</tr>
<tr>
<td><strong>Sandwich fillings</strong></td>
<td>All lean meats, lean chicken, fish, creamed corn/corn kernels, egg, Canned spaghetti (reduced salt), salads, baked beans, low fat cheese, hummus, vegemite, yeast spreads and fish spreads</td>
</tr>
<tr>
<td><strong>Hot food</strong></td>
<td>Jaffles/hot rolls/toasted sandwiches (fillings as for sandwich fillings), baked potatoes, rice, soups, toast, English muffins, crumpets (wholemeal), raisin toast, and meals meeting the criteria for registration such as curry and rice and pasta dishes</td>
</tr>
<tr>
<td><strong>Snacks</strong></td>
<td>Yogurt, scones, raisin or fruit bread, pikelets, cheese sticks, bread sticks, bruschetta, water crackers, rice cakes, rice crackers, popcorn (plain/low fat/flavoured), dried fruit, seed packs, trail mix based on breakfast cereals, registered snacks</td>
</tr>
<tr>
<td><strong>Drinks</strong></td>
<td>Water, reduced fat milk, fresh fruit milkshakes, soy, 100% fruit juice (small size), plain mineral water</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AMBER FOODS – SELECT CAREFULLY AND LIMIT</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast Cereals</strong></td>
<td>Refined cereals with added sugar</td>
</tr>
<tr>
<td><strong>Full fat dairy foods</strong></td>
<td>Milk, yoghurt, custard, low fat dairy desserts and cheese</td>
</tr>
<tr>
<td><strong>Savoury commercial products</strong></td>
<td>Registered products such as ovenable fish/chicken/potato portions should be chosen because they are low in fat/salt</td>
</tr>
<tr>
<td><strong>Snack food bars</strong></td>
<td>Registered products such as breakfast bars, cereal bars and fruit bars</td>
</tr>
<tr>
<td><strong>Savoury snacks</strong></td>
<td>Registered products such as such as oven baked vegie chips, garlic and herb bread (lightly spread)</td>
</tr>
<tr>
<td><strong>Cakes, muffins and sweet biscuits</strong></td>
<td>Registered products such as cakes, muffins and biscuits (reduced fat and/or sugar and based on wholemeal flour)</td>
</tr>
<tr>
<td><strong>Ice-creams, ice blocks, fruit based icypoles and slushees</strong></td>
<td>Registered ice-creams, milk based confectionary, frozen yoghurt and icecream</td>
</tr>
<tr>
<td><strong>Drinks</strong></td>
<td>Fruit drinks, mineral waters flavoured with fruit juice, low joule cordials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RED FOODS – OFF THE MENU</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sugar and artificially sweetened drinks</strong></td>
<td>Soft drinks artificially sweetened soft drinks, energy drinks, cordials, sports drinks and mineral waters flavoured with sugar, high caffeine drinks</td>
</tr>
<tr>
<td><strong>Confectionary</strong></td>
<td>All types, caramelised popcorn</td>
</tr>
<tr>
<td><strong>Pastry items</strong></td>
<td>All types that do not meet the criteria for registration</td>
</tr>
<tr>
<td><strong>Sandwich Meats</strong></td>
<td>High fat sandwich meats including polony and salami</td>
</tr>
<tr>
<td><strong>Deep Fried Foods</strong></td>
<td>All types</td>
</tr>
<tr>
<td><strong>Savoury Snacks</strong></td>
<td>Crisps, chips and other similar products that do not meet the criteria for registration</td>
</tr>
<tr>
<td><strong>Ice-Creams</strong></td>
<td>Chocolate coated and premium ice-creams</td>
</tr>
<tr>
<td><strong>Sandwich Fillings</strong></td>
<td>Honey, jam, chocolate spreads, confectionary sprinkles</td>
</tr>
<tr>
<td><strong>Cakes, muffins and sweet pastries</strong></td>
<td>Croissants, doughnuts, cream filled buns/cakes, sweet pastries and slices</td>
</tr>
</tbody>
</table>
The Dalkeith Primary School’s Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students.

The code has been developed by School Board in consultation with students, teachers and parents. Students are expected to comply with the Code as they are expected to comply with other school rules i.e. classroom behaviour, absences, bullying etc.

Acceptance of enrolment at Dalkeith Primary assumes an agreement between the parent/guardian and the student to conform to the Code.

<table>
<thead>
<tr>
<th>SUMMER Terms 1 and 4</th>
<th></th>
<th>WINTER Terms 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boys</strong></td>
<td></td>
<td><strong>Girls</strong></td>
</tr>
<tr>
<td>Garnet polo shirt with school emblem</td>
<td>School checked cotton dress</td>
<td></td>
</tr>
<tr>
<td>Grey shorts</td>
<td>Blue sandals (not thongs or platform) or</td>
<td></td>
</tr>
<tr>
<td>Black shoes and grey socks or blue sandals</td>
<td>White socks and black shoes</td>
<td></td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>School hat with emblem</td>
<td></td>
</tr>
<tr>
<td>School windcheater</td>
<td>School windcheater</td>
<td></td>
</tr>
<tr>
<td><strong>Girls</strong></td>
<td></td>
<td><strong>Girls</strong></td>
</tr>
<tr>
<td><strong>WINTER Terms 2 and 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garnet polo shirt with school emblem</td>
<td>Tartan school pinafore or skirt</td>
<td></td>
</tr>
<tr>
<td>School windcheater</td>
<td>White short sleeve blouse</td>
<td></td>
</tr>
<tr>
<td>Grey shorts</td>
<td>School windcheater</td>
<td></td>
</tr>
<tr>
<td>Black shoes and grey socks</td>
<td>White school socks or navy tights</td>
<td></td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>Black shoes (not platform)</td>
<td></td>
</tr>
<tr>
<td>School windcheater</td>
<td>School hat with emblem</td>
<td></td>
</tr>
</tbody>
</table>

**SPORT:**
Yrs PP-3 Wed & Fri, Yrs 4-6 Thurs & Fri

**CHOIR/ORCHESTRA: Performance**

<table>
<thead>
<tr>
<th>Boys and Girls</th>
<th></th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>White polo shirt with school emblem</td>
<td>Grey shorts, garnet polo shirt, grey socks, black shoes</td>
<td></td>
</tr>
<tr>
<td>House polo shirt (Friday only)</td>
<td>Garnet piped taslon shorts</td>
<td></td>
</tr>
<tr>
<td>Garnet tracksuit pants (term 2 and 3)</td>
<td>Garnet tracksuit pants (term 2 and 3)</td>
<td></td>
</tr>
<tr>
<td>School windcheater</td>
<td>School windcheater</td>
<td></td>
</tr>
<tr>
<td>White school sports socks</td>
<td>White school sports socks</td>
<td></td>
</tr>
<tr>
<td>Sneakers</td>
<td>Sneakers</td>
<td></td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>School hat with emblem</td>
<td></td>
</tr>
</tbody>
</table>

**Girls**

<table>
<thead>
<tr>
<th>Boys</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey shorts</td>
<td>Garnet piped taslon shorts</td>
</tr>
<tr>
<td>Garnet tracksuit pants (term 2 and 3)</td>
<td>Garnet tracksuit pants (term 2 and 3)</td>
</tr>
<tr>
<td>School windcheater</td>
<td>School windcheater</td>
</tr>
<tr>
<td>White school sports socks</td>
<td>White school sports socks</td>
</tr>
<tr>
<td>Sneakers</td>
<td>Sneakers</td>
</tr>
<tr>
<td>School hat with emblem</td>
<td>School hat with emblem</td>
</tr>
</tbody>
</table>

**Jewellery:**
In the interest of safety and to minimize potential loss, jewellery should be kept to a watch and stud earrings.

**Makeup:**
Makeup and/or coloured nails are not appropriate.

**Hair:**
Hair should be neatly groomed and kept out of eyes. Longer hair should be kept tied back.
LANGUAGES – JAPANESE – LOIS BARNDON

All students in years 3-6 at Dalkeith Primary School study Japanese for an hour each week. This hour is spent learning the basics of the language, and is a busy time. I ask that students are organised to start work as soon as they enter the classroom. This means they have done their home practice (from Hiragana in 48 Minutes), that they have their Japanese file and exercise book, their iPads and a 'fully loaded' pencil case - a writing pencil and a spare, eraser, sharpener, ruler, glue, scissors, highlighter, fine-liner, coloured pencils and textas. It is also good if they bring a drink bottle to minimise the time they spend out of the room.

Japanese lessons follow a similar format at all levels. We begin with greetings and Japanese songs to practise pronunciation and intonation, then we proceed to a drill of the hiragana characters. After that we may spend time writing, reading and/or practising oral speech. Part of the lesson usually has some cultural input.

iPads have become significant in Japanese to practise the script (hiragana) and for research. Students will take a snapshot of all tasks completed on their iPads and save them in a Japanese album, to build up a portfolio to add to the other learning they do over the year. A very useful app for practising hiragana is called 'Kana Trace', but there are others which do a similar job. Parents may wish to download this app to assist with language development.

Parents are sometimes disappointed that their children don't speak a lot of Japanese. At the beginning stages of learning a scripted language, this is very normal. Japanese Hiragana has 45 basic characters and 25 modified characters. Until students have recall of these and a large vocabulary plus a significant amount of grammar, oral speech will be limited. Therefore, Ms Pekin and I have agreed that until Yr 5, the common written language will be romaji, which is the use of roman letters to represent Japanese sounds. Please be patient - the languages curriculum is a continuum of learning and extends beyond primary school. Each student will be given the opportunity to present in front of the class or at an assembly this year. They may not wish to speak in public when they start studying Japanese, but I will endeavour to develop their confidence and repertoire over time.

My email address is: lois.barndon@education.wa.edu.au. You are welcome to contact me with any concerns.

Barndon sensei

MUSIC – BROOKE MILIANKU

All students from Pre-primary to year 6 participate in weekly classroom music lessons. Students are taught from the Western Australian Curriculum for Music. Strands include: Making and Responding.

ORCHESTRA YEAR 4-6
Orchestra rehearses on Thursday mornings from 7.45-8.45am. The orchestra includes violin, viola, cello and double bass. All students who learn through the SIM program are expected to join and be committed members of orchestra. Any student in year 4-6 who has approximately one year’s playing experience is eligible to join orchestra.

CHOIR YEAR 4-6
All year 4-6 students will participate in unison singing within classroom music and will perform together as a choir at school events such as the ANZAC Service and Graduation Ceremony etc.

EXTENSION CHOIR YEAR 4-6
In 2017 there will be extension choral program for year 4-6 students. This choir seeks to engage students who show a passion for music and will perform at out of school events such as the WAGSMS Concert series at the Crown Theatre. The extension program rehearses twice a week: before school on Wednesdays from 7.45-8.45am and on Friday lunchtimes.
YEAR 3 CHOIR
Choir is embedded into weekly classroom music lessons and will involve all students in year 3. Room 6 and room 7 will combine and perform in the Children Sing Festival in term 2. The aim is to develop unison singing and beginning exploring harmony.

YEAR 2 CHOIR
Choir is embedded into weekly classroom music lessons and will involve all students in year 2. Room 3 and Room 5 will combine to perform at various community events. The aim of year 2 choir is to develop unison singing.

Brooke.milinaku@education.wa.edu.au

PHYSICAL EDUCATION – LES THOMPSON

I am the PE teacher for all year 3-6 students and I will be at school every Thursday and Friday to teach your children. I have been a teacher for over 25 years and I am passionate about all sports and fitness and I look forward to working with your children this year. Please remember to send your child appropriately dressed and ensure your child has a drink bottle and a hat on these days. It is really important that if your child is unable to participate in their PE lesson that you email me directly at les.thompson@education.wa.edu.au and also let the classroom teacher know.

We have a whole school focus on building up the students’ fitness this year together with all their other sporting and teamwork skills. Each term there will be a fitness Beep Test and the students’ will set their personal goals for the term and for the year.

Throughout the year we have many training opportunities and carnivals and I rely heavily on parents for assistance and support. So when the time comes, feel free to email me your availability or if you have any other questions or queries please don’t hesitate to get in touch.

Thank you and best wishes.
Les Thompson

PHYSICAL EDUCATION – KIDS’N’SPORT

Students in P-2 classes will participate in a Kids ‘n Sport session each Wednesday as part of the physical education program. Kidz ‘n sport will be focusing our attention to the following skills:

- Catching – static and moving
- Throwing – static and moving
- Running- basic techniques to enhance speed including relay carnival races with baton changes
- Agility – being able to change direction when running
- Teamwork
- Listening skills
- Persistence and determination
- Self confidence

Our amazing range of activities and equipment helps us keep the children engaged at every lesson.

Please remember to send your child dressed in their white sports t-shirt, shorts and sneakers on this day. Apply sunscreen before school, especially on hot days and ensure your child has a drink bottle and a hat.

Mike Mellor
Franchisor
mikem@kidznspor.com.au
www.kidznspor.com.au
SCIENCE – SARAH FIEL AND BROOKE MILIANKU

We have two science specialists at Dalkeith Primary. Leading the junior primary is Sarah Fiel (P-2) and the upper primary (3-6) is Brooke Milianku. Both are experienced science teachers who teach all lessons from the Western Australian Curriculum.

The focus for science across all years is the inquiry process. This underpins all topics and is the basis for all our investigations. The inquiry process supports the four topic areas of physical, earth and space, chemical and biological science. For 2017, as a whole school we will be reporting on earth and space and the inquiry process.

Sarah.fiel@education.wa.edu.au
Brooke.milianku@education.wa.edu.au

VISUAL ARTS – JANICE TESSER

My name is Janice Tesser and I will teach the visual art program for P-6 students. Every class will take part in one hour of visual art per week.

Students will participate in an engaging program developing a wide range of skills. They will learn various aspects of visual art including; clay work, drawing, painting and construction which will embrace the wide diversity of arts from other cultures.

They will learn about various artists and aim to recreate work using similar techniques. Students will make use of iPads to create multimedia art pieces through various apps and programs. Students are always encouraged to express their creative thinking ideas and skills and appreciate and value the worth and importance of art as it surrounds them and influences their choices.

Students are expected to respect the art room environment by behaving in a courteous and encouraging manner.

The year 3-6 classes are required to have a visual art diary that must be brought to each lesson. They will be given a task each week to complete in their diary. All students are required to wear an art shirt to protect their school uniform.

Looking forward to an exciting year in the visual art field.

Janice.tesser@education.wa.edu.au

CURRICULUM SUPPORT PROGRAMS

Dalkeith Primary School currently offers Early Years Enrichment, STEM enrichment and MiniLit and MultiLit literacy support programs. We use a combination of standardised assessments and teacher recommendation to gauge student suitability for the programs. The enrichment programs are funded by the school. The literacy intervention programs are funded by the P&C Association. Parents are notified if students are offered a place in these programs.

Selection for extension/remediation programs such as MiniLit, MultiLit, STEM and the Early Years Enrichment are based on set criteria and assessments. We try to give access to as many eligible students as possible throughout the year therefore the students that are scheduled into these programs are on a fixed term basis. There is no preference given to the order in which students attend any withdrawal programs.
My name is Toni Kay and I am really excited about being your child's Kindy teacher for 2017 at Dalkeith Kindergarten. During the years 2007 to 2014, I was working as an Education Assistant whilst I studied Early Childhood Teaching at university. I have been a teacher at Dalkeith since 2014 and have thoroughly enjoyed my teaching experience so far. I am a mother of two girls, who are now 19 and 16 years of age.

My teaching style encourages the children to explore safely, express their views, negotiate socially and learn richly using hands on materials to allow for authentic learning experiences. I enjoy sharing positive relationships with parents and carers and encourage you to always approach me if you have any issues or questions about your child's Kindy program.

I look forward to a busy and productive year here at Dalkeith Kindergarten.

**WRITING – NEW SOUTH WALES FOUNDATION STYLE**

If your child is interested in writing their name, please ensure that they use a capital letter to begin and all other letters need to be in lower case. When experimenting with writing letters and/or words, please model correct formation. We have attached a copy of the New South Wales Foundation Style for you to refer to. Please also ensure that your child develops the correct pencil grip.

**LIBRARY**

Library will commence in week four of term one. Library will be held on Tuesday for Kindy Blue and Wednesday for Kindy Red. Each child will be allowed to borrow one library book, please fill in the details in the library file which will be placed near the books. New books will not be issued when books are overdue. Please ensure your child has a library bag to help protect the book against unnecessary wear and tear.

**NOTICE BOARD, FILING BOXES AND EMAIL COMMUNICATION**

Important reminders will be placed on the notice boards outside the Kindy classrooms. Please ensure that you take the time to read these either in the morning or afternoon. We will place your child’s work and some notes in the filing boxes and these will also need to be checked daily. In addition to this my main form of communication for the year will be through email. Please provide me with your email address as soon as possible.

**EARLY CLOSE**

Every Tuesday the school closes early to allow teachers to have meetings. Please ensure your child is collected any time between 2.15 and 2.30pm, so that the teachers can go up to the main school for meetings. Meetings begin at 2.40pm.

**PARENT HELP**

A duty roster will commence in week four and will be placed outside the classroom. Please feel free to write your name on a day that suits you. Duty times are flexible between 9am and 12.30pm. When you are on duty you will be able to see your child at work and play and assist with activities. You will also be required to help prepare and clean up after morning fruit.

**P&C**

The Kindy has a dynamic P&C sub-committee which operates independently to the Primary School's P&C. By running our own committee, the funds are managed and spent directly on our centre, which is most beneficial to your child. It is vital to keep the P&C going at the Kindy, otherwise we risk it being
combined with the P&C at the main school and we will lose control of where the funds are spent. So please support the Kindy P&C to help your child have the best possible experience.

**EXCURSIONS AND INCURSIONS**

Excursions and incursions are a fun way for children to learn. We endeavour to have at least one excursion or incursion per term. Generally the excursions and incursions are related to the current theme or topic we are learning about in class. Parent helpers will be required for excursions. As all children love to have their parents on excursions, we ask that you only volunteer for one excursion to ensure each child gets a turn to have their parent with them.

**CLASSROOM AGREEMENT**

During the first weeks of Kindy we discuss and develop our classroom agreement which is modelled around our Positive Behaviour Support Matrix. Our expected behaviours of Respect, Responsibility and Resilience are interwoven throughout our school community, our learning areas, school grounds and our classrooms.

Instead of telling children a list of ‘rules’ we talk about one another’s safety and the reason that we need to have rules at school. Above all, we aim to establish and maintain an environment where people feel safe, have fun and display mutual respect for each other and property. The children understand what is expected of them and are aware of the consequences should they choose not to follow our classroom agreement.

For inappropriate behaviour children are given two verbal warnings and then they are asked to sit aside and think about the choices they have made. The child is asked to sit by the teacher’s desk to think about their behaviour and how it has affected other people or property. Inappropriate behaviour outside the classroom will mean a child is removed from play and will sit on the verandah to consider their actions. Parents will be notified.

**SUN SAFETY**

A strict ‘No Hat No Play’ rule applies at Dalkeith Primary School. Please ensure your child has a hat every day, preferably a bucket hat that covers their ears and neck. Peaked caps do not offer sufficient sun protection. It is expected that children have sunscreen applied before coming to school. There is sunscreen available at kindergarten for parents to apply in the morning.

**SPARE CLOTHES**

A spare set of clothes should be packed in your child’s school bag applicable to the season. Water play and little accidents do occur and the children feel more comfortable in familiar clothing. Please ensure all clothing and belongings are clearly labelled.

**WATER / FRUIT / LUNCH**

Please ensure your child brings a piece of fruit or vegetable to share with the class for morning tea. Each child will need to bring a packed lunch and a water bottle to school every day. Please help your child to make healthy choices by providing them with nutritious meals. Lollies, chocolates and junk food are not encouraged. Fruit Roll Ups are not considered a substitute for fruit. Dalkeith Primary School is a nut free environment and as such we ask parents to check labels on muesli bars and crackers. Please refer to the Healthy Food and Drink Policy.
BIRTHDAYS
Due to our Healthy Schools Policy, birthday cakes are not shared with students during class time. Should you wish to celebrate your child’s birthday with his/her classmates you will need to provide food items from the green light list. Otherwise please feel free to bring a cake for home time and share it with the children outside in the playground.

BOOK ORDERS AND BOOK CLUB
Fortnightly, books, CD’s, puppets etc are brought to the centre for you to purchase. They are in boxes on a table outside the Kindy classroom. If a certain amount of money is spent, then the centre receives free books for your children to use. There are often some good bargains, so make sure you have a look! Scholastic Book club will also be available twice a term. You will find pamphlets in your note boxes.

LAUNDRY
A laundry roster is put up on the noticeboard. Each parent will be assigned a week during the year to help with the washing. Please ensure that towels are well dried and returned to school as soon as possible.

REPORTS
Your child will receive a summative report at the end of semester one and two. The report outlines your child’s achievement against the outcomes focused on. In addition, a general comment containing specific information in regards to English, maths, social and physical development will be included.

PORTFOLIOS
Your child will bring home a Portfolio at the end of semester one and two. This portfolio will contain work samples which will help you to see your child’s development across all domains. Portfolios are no longer a compulsory aspect of reporting in Kindy at Dalkeith, however we choose to produce them so you have a wonderful keepsake.

Thank you for your time. I look forward to working with you and your child this year. Again, please do not hesitate to contact us should you have an issue you wish to discuss. It is best to do this before or after school or through email as this ensures confidentiality.

Yours sincerely,

Toni Kay
Kindergarten Teacher
Kindergarten Red Timetable 2016

Monday, Wednesday and every second Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Routines/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50am</td>
<td>Puzzles and books – Library / Wednesday</td>
</tr>
<tr>
<td>9.00am</td>
<td>Parents farewell children</td>
</tr>
<tr>
<td></td>
<td>Calendar/weather</td>
</tr>
<tr>
<td></td>
<td>Special friends</td>
</tr>
<tr>
<td>9.15am</td>
<td>Introduction to literacy learning activities for the morning (on the mat)</td>
</tr>
<tr>
<td>9.30am</td>
<td>Literacy Activities</td>
</tr>
<tr>
<td>10.30am</td>
<td>Toilet/Morning Tea – shared fruit time</td>
</tr>
<tr>
<td>10.50am</td>
<td>Oral language session</td>
</tr>
<tr>
<td>11am</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>11.30am</td>
<td>Mat session to explain maths activities</td>
</tr>
<tr>
<td>11.40am</td>
<td>Maths activities</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Toilet/Lunch</td>
</tr>
<tr>
<td>12.50pm</td>
<td>Outdoor play</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Pack away outside</td>
</tr>
<tr>
<td></td>
<td>Rest time (relaxation music, meditation)</td>
</tr>
<tr>
<td>1.45pm</td>
<td>Mat session (History/Science/Music/Art/Drama/Fine motor/Interaction with ICT) – rotated</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Indoor Activities</td>
</tr>
<tr>
<td>2.40pm</td>
<td>Pack away/prepare for home</td>
</tr>
<tr>
<td></td>
<td>Story/songs</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Home time</td>
</tr>
</tbody>
</table>
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Aa Bb Cc Dd Ee Ff Gg Hh
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Qq Rr Ss Tt Uu Vv
Ww Xx Yy Zz

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