

NORTH WOODVALE PRIMARY SCHOOL KINDERGARTEN HANDBOOK 2025



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1. **WELCOME**

1.1. **About North Woodvale Primary School**

Welcome to North Woodvale Primary School's Early Childhood Centre. The following information is designed to help parents and carers in relation to the organisation of the kindergarten and making the transition from home to school as smooth as possible.

It's our aim that the Kindergarten is an enjoyable and enriching experience that will establish positive attitudes towards learning which will last throughout your child's schooling. As partners in your child's education, we will succeed. We strongly believe that partnerships between the home and the school will assist our students' learning and support them to reach their full potential.

1.2 **Term Dates**

The term calendar is available on our website – www.northwoodvale.ps@education.wa.edu.au

Semester 1: 2025

Term 1	Wednesday 5 th February	Students commence
	Term 1 Break: Saturday 12th April – Sunday 27th April	

Term 2	Monday 28 th April	Students commence
	Term 2 Break: Saturday 5th July – Sunday 20th July	

Semester 2: 2025

Term 3	Tuesday 21 st July	Students commence
	Term 3 Break: Saturday 27th September – Sunday 12th October	

Term 4	Monday 13 th October	Students commence
	Term 4 Break commences Friday 19th December	

1.4 **School Siren Times**

FIRST SIREN	8.45am
RECESS	10.35 am – 10.55 am
LUNCH	12.35pm – 1.20 pm
END OF SCHOOL	3.00 pm

1.4 School Development days 2025

Term 1	Monday 3 rd February 2025 Tuesday 4 th February 2025
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Term 2	To be advised
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Term 3	To be advised
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Term 4	To be advised
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1.5 Attendance Roster

Our Kindy Program offers two groups, **Koolangka Mardaa (Kindy Red)** who will attend school on Monday, Wednesday and the alternate Friday, and a second Kindy group **Koolangka Wooyan (Kindy Blue)** will attend school on Tuesday and Thursday and the alternate Friday. Koolangka Mardaa will attend on Fridays on the odd weeks and Koolangka Wooyan will attend on Fridays on the even weeks of the school term

FORTNIGHTLY TIMETABLE – Kindy students attend 5 days/fortnight

	MON	TUES	WED	THURS	FRI
Kindy 1 (Red) ODD weeks	Kindy		Kindy		Kindy
EVEN weeks	Kindy		Kindy		

	MON	TUES	WED	THURS	FRI
Kindy 2 (Blue) ODD weeks		Kindy		Kindy	
EVEN weeks		Kindy		Kindy	Kindy

	MON	TUE	WED	THU	FRI
WEEK 1	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)
WEEK 2	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Wooyan (Kindy Blue)
WEEK 3	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)
WEEK 4	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue))	Koolangka Wooyan (Kindy Blue)
WEEK 5	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)
WEEK 6	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Wooyan (Kindy Blue)
WEEK 7	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)
WEEK 8	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Wooyan (Kindy Blue)
WEEK 9	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)
WEEK 10	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Mardaa (Kindy Red)	Koolangka Wooyan (Kindy Blue)	Koolangka Wooyan (Kindy Blue)

1.6 Contributions and Charges

The School Board determines the Contributions and Charges that we ask parents to make and endorses the list of items that the children are required to bring to the Kindergarten programme. A list of contributions and charges for 2023 is included in your enrolment pack.

It is vitally important to the quality of the learning experiences we provide for our students that each family makes payment of the **School Contribution**. The **Contributions** allow us to purchase the many consumable items used daily in the Kindergarten program. We try very hard to contain costs and expect that all parents / carers will do their part in ensuring that we are able to purchase the materials to provide quality learning experiences for the children. We ask that you make payment of the **Contribution** as early as possible in the year, but before the end of Term 1. Accounts will be forwarded at the commencement of the new year.

MONEY COLLECTION – LETTERBOX LOCATED IN THE ADMINISTRATION OFFICE

Please place hand consent forms to the classroom teacher we encourage payments to be paid through EFTPOS or Direct Transfer (BSB: 066040 A/c No: 19907574 Student Name/Ref:)

2. SCHOOL INFORMATION

2.1. Kindergarten Attendance

Kindergarten doors open at 8.30am to allow children to settle before formal instruction commences at 8.45am. Please be aware that this is part of the teachers' preparation time and as such you are welcome to sit with your child and complete a quiet activity. At 8.45am please allow the teachers to start lessons. At this time only parents on roster should remain in the classroom. The Kindy day finishes at 3.00pm

2.2. Arrival and Departure

It is very important that your child **arrives and is collected on time**. This will avoid any unnecessary distress that your child may experience due to lateness. Parents are reminded of the need to accompany their child to the Kindergarten.

Please wait outside your child's classroom which is inside the Kindy playground area with your child until they are inside the classroom

2.3. Outdoor Equipment

For safety reasons, please DO NOT allow your child/children to play on the outside equipment before classes commence. Children must be supervised on playgrounds after classes are dismissed.

2.4. Procedures for transitions from home to school

The children are expected to begin developing independence from day one with our morning routines and this includes being responsible for their own bags. At home time parents are asked to wait outside the rooms until staff open them. Once parents/guardians are sighted, the children will be dismissed.

2.5. Duty of Care

In order to protect children, no child will be allowed to leave the kindergarten unaccompanied, or with a person other than their parent/carer, without notification from their parent/carer. In regards to older siblings collecting their brother or sister, this needs to be negotiated with Administration staff.

Parents/Carers who need to pick their child up during the day for appointments are required to sign their child out at the front office and collect a 'Leave Pass' to give to the teacher.

2.6. How to notify school of absences

To notify school of absences, a note, email or phone call from the parent or carer giving the date and the reason for the absence (e.g. "sick") for our school records should be forwarded. Kindergarten is non-compulsory however as a courtesy please notify the administration and/or teacher of an absence.

If you are coming into school after 8.45am please collect a Late pass from the Office. If you are collecting your child before the end of the school day a Leave pass will be required.

2.8 Illness

If your child is showing symptoms of the onset of an illness or recovering from illness, we recommend that they be rested at home.

2.9. Parent participation – Parent Help Roster

A roster will be made available outside or immediately inside your child's classroom for you to add your name to as a parent helper. We value the assistance provided by parent helpers and have an expectation that all parents / carers will take their turn in joining in with the program at some stage. We appreciate that some parents / carers are able to assist more frequently than others. Some parents may have special interests they may wish to share with the class or parents may choose to contribute in other ways.

The parent/carer roster provides an opportunity for you to observe and interact with your own as well as other children. We would love to see grandparents too!

There is a roster for laundry, and we ask parents to volunteer once or twice a year to wash aprons and other Kindy items.

2.10 Incursions/ Excursions

Students may participate in excursions that consolidate classroom learning in an offsite environment as well as school incursions during the year. A permission note will need to be completed for these activities and returned to the class teacher; payment is encouraged via the online banking facilities, but cash may be placed in the letterbox located in the administration office.

2.11 Records / Information

Please advise the office and teaching staff of any changes to addresses, phone numbers, emails and medical information as we need to be able to contact parents quickly if children are unwell.

Please notify staff if your child has any form of medical condition or other circumstances that may affect their wellbeing. Staff will then be able to cater for the needs of students if they remain fully informed of any change to their typical routine.

In some circumstances a form will need to be filled in with the procedure that we need to follow in case of an emergency. We are only able to administer any medication, when all necessary paperwork has been completed. These forms are available from the front office.

Within the first few weeks of the school year commencing each student will take home a 'Child Information Sheet' which is a simple questionnaire which allows the school to gather the information required to ensure each child's learning needs are being catered for. It is important that the school is aware of any student that has previous or current involvement with specialists such as Speech Therapists, Occupational Therapists, Paediatricians and the like as well as parents being able to raise concerns, they may have that could affect the teaching and learning program at school. These forms are handed back to classroom teachers who will pass them onto the Deputy Principal. The information will be collated, and the school will liaise with families as required.

2.13 Canteen

The canteen is open Monday to Friday.

There are 2 options to ordering:

- To take advantage of ordering online simply go to www.quickcliq.com.au and register.
- Lunch orders are required to be handed into school canteen before start of school on a brown paper bag with the child's name, class and correct money enclosed. Please fold to avoid money falling out.

Counter sales occur during recess and lunchtime for healthy treats. Multiple purchases of ice-creams, drinks are not permitted.

2.14 School Uniform

Second Hand Uniforms are available from the Community Hub. This is an honour system. All prices and sizes and Account details are found inside the cupboard door. Payment by Bank Transfer only payable to P&C.

Our Uniform Supplier is Uniform Concepts - their office is located at 5/7 Delage St, Joondalup. Their opening hours are Monday - Friday 9am - 5pm (Thursday 6pm) Saturday 9am - 1pm.

You are able to order our Uniforms on line - [Uniform Concepts - Total Apparel Management - Nell Gray](#)

3. COMMUNICATION

3.1 School Contact information

Our school telephone number is 6207 2300

Our School Address 4 Chichester Drive, Woodvale

Email - northwoodvale.ps@education.wa.edu.au

Principal – Mr Andrew Schmidt

Deputy Principal – Mrs Teresa Reeve

Deputy Principal – Mr Thomas Hills

3.2 Telephone calls

When phoning the school please give the front office staff message which will be delivered when possible. If you wish to speak confidentially about your child, please make an appointment with the teacher. This enables staff to sit down and give their full attention to you and your child. Please be assured that any query or problem would be treated in the utmost confidence.

3.4 Connect Now

Our school uses Connect for parent communication, if you have not already downloaded – please do so



3.5 Facebook

To keep up to date on school activities – please follow us on Facebook , search “ **North Woodvale Primary School**”

3.6 Outreach

This is a direct school communication to your mobile phone. We also attach information where you click on the link

4. SCHOOL GROUNDS

4.1. Parking

Access to school is via Chichester Drive. Please do not use the staff car park as this has limited parking for school staff. We ask parents to respect this rule as movement of children through this area is a safety issue.

4.2 Dogs on School Grounds

The Department of Education’s policy regarding dogs in and around school grounds states, **“Dogs should not be on school grounds unless part of a school organised event. This includes dogs owned by school staff. There is no “safe” dog. Small dogs account for more than half of serious attacks on children. Friendly dogs are still a risk around children. Family pets account for 40% of attacks.”** For the safety of our students, staff and visitors it is important that everyone respects and follows this advice as requests to remove pets may offend.

5. SCHOOL COMMUNITY

5.1 Parents and Citizens Association

North Woodvale Primary School has an active P&C Association. All parents are welcome to attend meetings and are encouraged to become involved in their activities which support the welfare and development of the school. Dates for P&C monthly meetings will be advertised in the school newsletter.

5.2 School Board

Excellence in schools requires a commitment to continuous improvement and quality whole school self-assessment. Highly effective schools direct their energies and resources towards the improvement of learning to maximise achievement and realise the potential of all students. Our School Board acts in the best interests of our students and has an important role in our school’s governance.

5.3 Book Club – Scholastic

The P&C circulate opportunities for you to participate in purchasing books for your child approximately twice a term. If you wish to purchase items, please follow the details on the form for an online ordering system.

6 WHAT TO SEND TO SCHOOL

6.1 Personal Use Items

Personal Use Items: A list of *Personal Use Items* will be distributed to you. It is important that you provide your child with each of the items on the list – which has been approved by the School Board. Consumable booklist items (e.g. pencils, textas, glue sticks) do not need to be labelled as they will be shared.

School Bag: at least 35cm x 50cm is the recommended size

Each child should have his/her own bag to keep their belongings in. A back-pack that is large enough to carry home school work, a lunch box and spare clothing is required. Please ensure that the bag is clearly labelled with your child's name. Encourage your child to be responsible for his/her own bag by having it placed in the correct location and collect it from there.

Encourage independence - have your child carry, unpack and zip open/close his/her own bag.

Children are asked to bring:

- **broad brimmed hat as North Woodvale has a “No Hat, No Play Policy”**
- **lunch box with a water bottle (clearly labelled)**
- **Fruit for recess, cut up and placed in a labelled container**

We encourage you to provide a packed lunch box for the first few weeks to assist your child to adjust to the routines of the Kindergarten Day. Please consider using the canteen as a healthy lunch option from week 3. North Woodvale Primary School is a “Nut and Allergy Aware” school and we strongly discourage lollies and chocolate treats in lunchboxes at school. We encourage minimal packaging in lunch boxes.

6.2 Clothing, Shoes and Hats

Please clearly label all items of clothing (e.g. hats, jumpers, coats).

Kindergarten students are strongly encouraged to wear the school uniform. Boys and girls are encouraged to climb and explore the use of equipment, so comfortable and non-restrictive clothing is essential. Please remember it is inevitable that the children will sometimes come home dirty.

A spare set of clothes and underwear, clearly labelled with your child’s name, is essential. **These items need to remain in your child’s bag and need to be repacked if they are required.**

Shoes

Shoes that children are able to take off and put on themselves are highly recommended. Please, no gumboots or thongs – for safety reasons. We recommend sturdy shoes and sandals with VELCRO fastening to encourage independence and lessen children’s frustration with long laces and floppy elastic.

Please avoid sending your child with buckles, laces and buttons that they cannot independently manage.

Hats

It is school policy that all children wear a broad brimmed hat while playing outside. This policy remains in force throughout the year. Every child is required to bring a hat to Kindergarten with his/her name clearly labelled on it. Children who do not have a hat available are asked to remain in the sun protected areas while the other children are at play.

6.3 Sunscreen

Sunscreen should be applied to your child before they arrive for the day's programme.

6.4 Toys

Please do not allow your child to bring his/her toys to Kindergarten, thus avoiding upsets when things are lost or broken. Birthdays and ‘news-telling requests by the teacher’ are the only times when it is permissible to bring toys to Kindergarten.

6.5 Birthdays

On your child’s birthday you are welcome to send along small cakes (preferably cupcakes) enough to be cut easily into enough pieces for the class to share. Please inform the teacher the

day before you bring the cake in. Remember that North Woodvale is a nut aware school. *If you are giving out birthday cards or invitations, please do so privately.*

7 ABOUT OUR PROGRAM?

7.1 What will your child do at Kindergarten?

All of our programs and curriculum are based on the Early Years Learning Framework and Kindergarten Curriculum Guidelines as well as the National Quality Standards which has been implemented Australia wide in all early childhood and care settings.

These three initiatives provide a framework of principles, practices, and outcomes for teachers to build the Kindergarten program. Our school recognises the importance of Kindergarten as a critically important starting point for effective literacy and numeracy teaching and learning.

We have a strong emphasis on purposeful play-based learning because this is the most appropriate stimulus for early brain development. It also acknowledges a child's social and emotional development.

We actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking skills. We use strategies such as modeling and demonstrating, open questioning, speculating, explaining, engaging in shared thinking and problem solving to extend children's thinking and learning.

Your child will play.

Play is carefully structured and purposefully planned to provide intentional learning opportunities and is suited to the needs of the children. Literacy and Numeracy knowledge and skills are integrated in the play based activities and experiences both indoors and outdoors. All children will be challenged appropriately by the activities to problem solve, practise and extend their learning so that they may move towards reaching their full potential and enjoy success in their early childhood years and in the future.

Kindergarten activities will create a classroom atmosphere of cooperation, initiative and intellectual challenge. They foster the integration of emotional, social, cognitive and physical growth by providing learning in an enjoyable environment.

7.2 Preparing your child for Kindy

The following list is intended to help prepare your child in a variety of developmental areas to make the transition into Kindergarten as smooth as possible.

English

Read Books Every Day for at least 20 minutes. Without a doubt, this is the most important activity you can do to help your child develop language and reading skills. The 3 R's of Reading are Repetition, Rhythm and Rhyme. Children enjoy books about their world and having books read over and over. Run your finger under words showing that reading is top to bottom and left to right. There are many interesting letter books to teach recognition and sounds. Visit your local library and perhaps your child can have their own card. Snuggle, bond, and cuddle while you share a love of reading.

Follow 2 and 3-Step Instructions. "Please get your shoes and put them on." Velcro is one of the greatest inventions ever. "Go to the bathroom, flush the toilet, and wash your hands, please."

While reading, point out how to hold a book (right-side up with the spine on the left) and the orientation in which we read the words and look at the pictures (left to right).

After reading, ask your child what happened in the beginning, middle, and end of the story. Give your child plenty of opportunities to draw (without colouring books). Ask them to draw the things they see around them.

Teach your child the uppercase and lowercase letters and, most importantly, the sounds each letter makes through play and games.

Handwriting. North Woodvale Primary School uses the South Australian Font to explicitly teach letter formation developmentally over each Phase of Learning.

Kindergarten to Year 1 students learn a foundation style of handwriting using the **South Australian Beginners Font**. In Year 2, students will be introduced to the South Australian Pre-Cursive font and from Year 3 onwards, South Australian Modern Cursive is taught. Students learn how to join letters to form a cursive script.

SA BEGINNER'S ALPHABET

abcdefghijklmnopqrstuvwxyz

PRE-CURSIVE

abcdefghijklmnopqrstuvwxyz

SA MODERN CURSIVE

abcdefghijklmnopqrstuvwxyz

SPEED CURSIVE

abcdefghijklmnopqrstuvwxyz

SABeginnersBold

0123456789

abcdefghijklmnopqrstuvwxyz

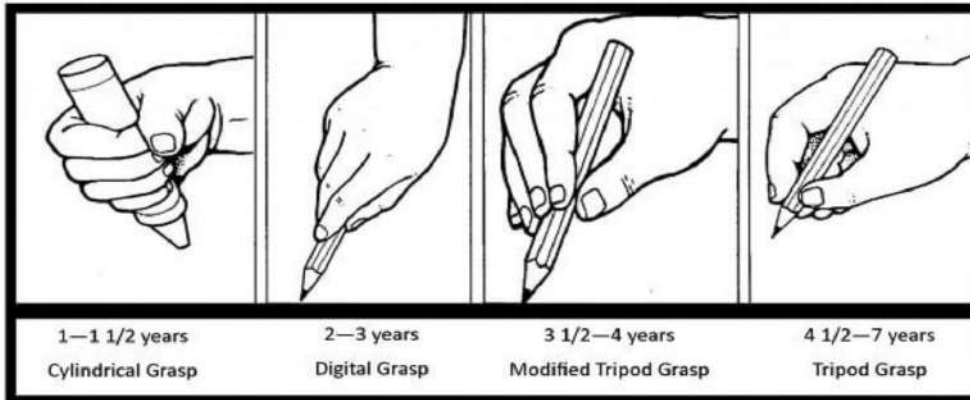
ABCDEFGHIJKLMNOPSQRS

TUVWXYZ

Develop fine motor skills and help your child learn to hold their pencil. One of the most important decisions affecting the success of handwriting is the extent to which learners are taught and encouraged to develop basic techniques.

The tripod grip (see illustration) is the preferred grip but there may be developmental stages as learners move towards its achievement.

It takes time, patience and practice to have a proper pencil grip. Model and praise often, offer large crayons and pencils, and use playdough to develop muscles.



Numeracy

- Number Recognition and Concept: Help your child learn to count with concrete objects such as marbles, rocks, dolls, cars, beans, pasta. Play hopscotch then have your child place the correct number of items on each number.
- Have your child help you sort items according to colour, size, and shape (laundry, blocks, silverware, toys, and other household items work well).
- Teach your child to make various patterns (red, blue, red, blue). Garage sale dot stickers or craft pom-poms are great for this purpose.
- Practice counting aloud to 20 while driving in the car.
- Teach your child numerals 1-10
- Count objects in your home. Have your child point to each object as they count.
- Go on a shape hunt. Point out circles, triangles, squares, and rectangles to your child while you are taking a walk or grocery shopping.
- Talk about positional and directional concepts like up/down, over/under, in/out, behind/in front, top/bottom, beside/between, off/on, stop/go.
- Talk about opposite words (big/little, empty/full, slow/fast).

Print First name with ONLY the first letter capitalized.

Manners: Model saying please and thank you and listening without interrupting. Talk to your child about raising their hand when they want to ask the teacher a question.

Social Skills: Playing with other children teaches children how to share, take turns, communicate, and problem-solve.

Help Your Child Take Responsibility: Encourage them to clean up toys and messes, dress and use the bathroom by themselves, get own drink and healthy snacks, and take responsibility for their actions. Remember to praise your child often for their successes. Every day give hugs and tell them you love them. Communicate, listen, and answer their seemingly endless questions. A curious child's questions reflect their cognitive and emotional development.

Some Useful Websites:

- [Starting school - Department of Education](#)
- www.education.com/resources/kindergarten
- Child and Family Health Service www.cyh.com
- www.@education.wa.edu.au
- [National Quality Standard | ACECQA](#)

- [k10outline - Early Years Learning Framework \(scsa.wa.edu.au\)](https://scsa.wa.edu.au)
- [NWPS Letters and Sounds Guide](#)
- [Helping Your Child at Home: An activity guide to support Early Reading and Phonics.](#)

If you have any concerns about your child's progress, please make an appointment to see the class teacher to discuss these matters.

The school administration team are available to discuss any further concerns or policy matters with you. Our school values the partnership that we have in educating your child and welcomes your inquiry.

We look forward to having your child join our Early Childhood Education Programs.



NORTH WOODVALE PRIMARY SCHOOL

Independent Public School

