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IN THIS SECTION:

- School Profile
- The School’s Name
- The School’s Motto
- School Facilities
- Future Directions
ABOUT MIRRABOOKA PRIMARY SCHOOL

School Profile
Mirrabooka Primary School has an inclusive ethos providing a quality education and equal opportunity for all students. Motivated staff facilitate the intellectual, social and physical development of all students through structured learning programs.

Our school's role is to prepare students for the challenges, responsibilities and experiences they will encounter in their future life. Mirrabooka Primary School staff pride themselves on actively motivating and engaging students in a safe and stimulating learning environment using the principles of teaching, learning and assessment. Literacy and Numeracy are core areas of development that are targeted in every year level.

Our students come from diverse backgrounds which creates a culture rich environment that focuses on respect and acceptance. Valuing diversity is the foundation on which the many successful programs operating in the school are based. In Semester 2 2005, an Intensive English Centre commenced within the school and currently supports an enrolment of approximately 100 students.

The attractive campus is shaded by mature trees, bounded by urban bushland and shared by the 300 students of the Primary School and the Intensive English Centre. We are situated in the suburb of Dianella, on the southern side of Mirrabooka Senior High School approximately 14kms from the Perth Central Business District.

There are positive and effective School Parents & Citizens and School Board committees which meet regularly to discuss and make decisions about school programs and priorities.

The active Student Council is comprised of a Head Boy, Head Girl and Deputies who are elected by the school students for the whole year along with class representatives who are elected for the duration of each term. This process teaches the democratic electoral processes, group representation and the rights and responsibilities of positive leadership.

Mirrabooka Primary School places a strong emphasis on the provision of a safe and secure environment for all students, and we are committed to ensuring all children enjoy coming to school.
The School's Name
Mirrabooka, like many other place names in this district, has been taken from the Noongar language and means Southern Cross. This star group features on our school emblem.

The School's Motto
The school motto is Strive to Succeed

School Facilities
The school has recently been refurbished and presents beautifully. The facilities include:
* Sixteen classrooms with associated activity areas,
* Pre-Primary and Kindergarten classrooms,
* On-site Dental Therapy Centre,
* An expansive school oval with modern play equipment which is developmentally appropriate,
* A spacious and well-resourced Library,
* A Computer Media Centre with a comprehensive bank of personal computers and iPads,
* A state of the art Science laboratory and Visual Arts rooms,
* A contemporary and well-resourced Music room,
* An enclosed undercover area for sports and assemblies, and
* A well-equipped school canteen providing a breakfast club on Mondays and Thursdays.

Future Directions
Mirrabooka Primary forms part of a local network of schools within the North Metropolitan Region and works collaboratively within this network. The school will also build upon the strong established connections with other local service providers and the schools within the Mirrabooka Education Precinct. Students attending Mirrabooka Primary may continue their secondary education at Mirrabooka Senior High School or Mirrabooka Senior High School Education Support Centre which are situated on the same site. Continuity of current programs within the school and a number of Literacy and Numeracy initiatives will be priorities for the school.
A window of opportunity has opened our hearts.

So the door is wide open to show who we are.

We’re so proud of our courage,

Harmony and respect.

That we have for each other

These are what we’ll protect.

Welcome to our school

Mirrabooka Primary

Look for the signs that say Welcome.

The open doors and open hearts

Will show we’re proud of who we are

And what we all achieve.

Written by Julie Young

Using words provided by the students of Mirrabooka Primary School
IN THIS SECTION:

- School Uniform
- School Times
- Term Dates
- Attendance
- Personal Property
- Parking
- Communication
SCHOOL UNIFORM

The School Council has developed and endorsed a uniform policy for Mirrabooka Primary School. A school’s dress requirements play an important role in promoting a positive image of the school and creating a sense of identity among students.

The School’s colours of navy blue and gold are reflected in the school uniform. All children are required to wear a hat except in the months of June, July and August.

Uniforms are available to order through the front office and are as follows:

- Gold Polo Shirt (Navy for Year 7) $16.00
- Navy and Gold Jacket $27.00
- Navy Pants $17.50
- Navy Shorts $13.00
- Navy embroidered Bucket Hat $10.00

The sports uniform is a polo shirt in the child’s faction colour worn with navy shorts or sports skirt. Faction t-shirts are available from Big W and K-Mart at Mirrabooka Square Shopping Centre.

In accordance with the Department of Education Students’ Dress Requirements policy, all denim items must be excluded from all school dress codes and uniforms.
SCHOOL TIMES

Pre-Primary to Year 6
Commencement:

- Children should arrive after 8:25am.
- If children arrive before 8:25am they need to assemble in the area outside Rooms 1 to 4.
- Children in Kindergarten and Pre-Primary should assemble on the seats outside the classroom door.

<table>
<thead>
<tr>
<th>Start of Day</th>
<th>8.40am</th>
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<tbody>
<tr>
<td>Morning Recess</td>
<td>10.40am - 11.00am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.35pm - 1.15pm</td>
</tr>
<tr>
<td>End of Day</td>
<td>3.00pm</td>
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</tbody>
</table>

Please Note:
Every Thursday is late start at 8.55am and early closing at 2.30pm

Kindergarten
We recommend that children settle into the Kindergarten routine over the beginning weeks of the school year by following the times below. We find that they adjust well to the full day when building up to it slowly.

Week 1 & 2  Settling In timetable

| Tuesday | 8.30am-12.00pm |
| Wednesday | 8.30am-12.00pm |
| Thursday | 8.45am-12.00pm |

Week 3 Onwards  Normal Timetable

| Tuesday | 8.30am-3.00pm |
| Wednesday | 8.30am-3.00pm |
| Thursday | 8.45am-12.30pm |

Every Thursday is late start at 8.55am and early closing at 2.30pm
TERM DATES

<table>
<thead>
<tr>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Term 1: 1st February – 8th April</td>
<td>1st February – 7th April</td>
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<tr>
<td>Term 2: 26th April – 1st July</td>
<td>24th April – 30th June</td>
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<td>Term 3: 18th July – 23rd September</td>
<td>17th July – 22nd September</td>
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<tr>
<td>Term 4: 10th October – 15th December</td>
<td>9th October – 14th December</td>
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Please Note: 2017 are preliminary dates only and are yet to be confirmed

ATTENDANCE

Attendance is a legal requirement and we would like to see all students at school every day. However, children who are obviously sick should not be sent to school. Please telephone the school office if your child is going to be absent. We will contact you if we are unaware of any reason for your child’s absence. All absences require a note to the teacher when the child returns to school.

Taking a Child from School during School Time

Please complete the sign out procedure at the office before going to your child’s classroom. If you send another adult, we must have your written permission to release your child and we must be able check the identity of the adult who will be collecting on your behalf.

We do not release our students to high school aged children without your written permission.
Notes Required from Parents
Parents are required to send a note to school for the following reasons:

1. Absences for any reason
2. Contact the school regarding any prolonged absences
3. Late arrival
4. Exclusion of a child from physical education or sport lessons
5. A doctor's certificate is necessary for long term exclusion
6. Permission for the child to leave the school grounds. These may include:
   a. Obtaining lunch
   b. Medical or dental appointments

PROPERTY

Personal Property
Children's personal private property is not covered by a school insurance policy. Parents should arrange private insurance cover on such items as bicycles, musical instruments or any other valuable items. Personal items such as sporting equipment and electronic devices should not be brought to school.

Lost Property
It is essential that children have all personal property, including clothing, clearly labelled for easy identification. All property unable to be returned to its owner is stored. Twice a year, unclaimed and lost property is given to the St Vincent de Paul Society. It is particularly important to clearly label all school uniform items as it is very difficult to locate the owners of unlabelled items.

PARKING

Children are to be picked up and dropped off in either the angled parking bays on Laythorne Street at the front of the school or in the small car park off Laythorne Street in Wewak Court. For safety reasons please do not park on the verges of the homes opposite the school and be aware of people exiting their driveways when reversing from parking bays in Laythorne Street.

The staff car park is out of bounds to parent parking during school hours. Children and parents are not permitted to enter or exit via the staff car park for any reason. There is one disabled car bay in the staff car park for the sole use of people with a disability.
COMMUNICATION

Reporting To Parents
Student receive reports mid-year and at the end of the year. The report details their academic achievement and progress, their attitude, behaviour and effort. Parents will receive the mid-year report during a scheduled interview with their child’s teacher. Additionally, parents of those children who sit the National Assessment Program for Literacy and Numeracy (NAPLAN) in Years 3, 5 and 7, will receive their child’s results at the interview.

Visits by Parents and Caregivers
A successful partnership between home and school requires an open line of communication. We strongly encourage you to contact the Principal, Deputy Principal or your child’s teacher should you require more information, or would like to discuss an issue. It is best to make an appointment before or after school, or in the teachers’ Duties Other Than Teaching (DOTT) time.

School Assemblies
Assembly is held every second Wednesday at 8.45am. Emphasis is on student oral to literate participation and leadership. Some of the items featured include a class presentation, providing awards that acknowledge active citizenship and pride in our school and community, and honouring achievements.

Newsletters
We distribute a fortnightly newsletter informing families of events and news from around the school. The youngest child in the family receives the newsletter on a Thursday and it will also be posted on the school website. At the beginning of each term a calendar will be sent home with the first newsletter with dates and details of events that are taking place.

Notes Home
Sometimes it is deemed necessary to communicate with you at short notice. As required, notes may be sent home with your child when there is a specific event happening such as in-term swimming, an excursion or a school camp. Please ask your child each day if there are any notes from school in their bag.
ABOUT THE SCHOOL

IN THIS SECTION:

- Student Services
- Safety
- Monies, Fees and Charges
- Parents Involvement
- Student Behaviour and Discipline
STUDENT SERVICES

School Psychologist
A school psychologist visits the school on Tuesday, Wednesday and every second Friday. Support is provided for children with issues that impact on learning including learning difficulties, behavioural issues, social issues and emotional issues.

Community Health Nurse
A qualified community nurse services the school regularly. General aspects of child health including speech, hearing, eyesight, growth and development are checked. Parents are also able to request a health check by the nurse through the classroom teacher.

Infectious Diseases
Children are excluded from the school for infectious diseases such as measles, mumps and chickenpox. Contact the school or your doctor if you are unsure of the length of time for exclusion.

Head Lice
Children with head lice are required to be treated before returning to school. Treatment should be carried out promptly. Some treatment requires follow-up after one week.

First-aid and Emergency Situations
Parents will be contacted immediately if a student needs medical attention or needs to go home due to illness.

Accurate school records are essential to minimise time in emergencies. Parents must notify the school of any change of:

- address
- telephone number
- place of employment
- emergency contact details
- medical details of your child.
Aboriginal and Islander Education Officer
We have an Aboriginal and Islander Education Officer (AIEO) who works in partnership with the school to support our Aboriginal students and their families. The AIEO supports the children in their class work and is available to the families to liaise with the school.

Dental Therapy Centre
The Mirrabooka Dental Therapy Centre provides a free and on-going dental service for each enrolled child. The centre is supervised by a dental officer who attends one day a week and staffed by a dental therapist and dental nurse. Children are examined every 6-12 months by the dental therapist. Most common treatments carried out at the centre include applying fluoride, administering fillings, conducting extractions and x-rays, and demonstrating cleaning and oral hygiene techniques.

Parents are able to contact the Dental Therapy centre at any time on 9345 0330.

SAFETY

Walking to and from School
All students are advised to walk directly to and from school and report any suspicious or inappropriate behaviour to the school or appropriate authorities. Students are not permitted to walk through the High School unless they are accompanied by an older sibling.

Bicycles
Students who ride bicycles must wear a helmet. Wherever possible they should ride on the cycle ways or foot paths. All modes of student transport, including bicycles, skateboards, scooters and the like, must not be ridden on school grounds.
Voluntary Contributions
The Mirrabooka Education Precinct Board has endorsed the schedule of voluntary contributions and charges for 2016. The amount of voluntary contributions is a flat rate of $40 per child to a maximum of $100 per family.

The contribution should be paid to the school through the classroom teacher or directly to the office within the first two weeks of the school year. A receipt will be issued. Parents should give this a high priority as their children’s opportunities are enhanced accordingly.

EFTPOS payment facilities are available at the administration office.

Other Charges
Depending on which class each student is in, the school may require up to $120 throughout the year to pay for activities including excursions, cooking, class picnics and a variety of in-school activities. You will be advised separately of any specific costs in a separate document. Camping activities and in-term swimming are in addition to these charges.

Money Collection Procedure
Any money sent to school with children should be secured in a sealed envelope and clearly marked with your child's name, their class, the amount and a description of what the money is for. The money should be given to the classroom teacher at the beginning of the day.
PARENT INVOLVEMENT

We welcome all parents, particularly in the junior primary area, to become involved by helping in the classroom. Children thoroughly enjoy having a parent or caregiver participate in their class. Activities may include listening to children read or helping with craft activities. If you are interested in contributing to your child’s classroom, please take the time to discuss your availability with their teacher.

When attending the school for an interview or assisting in school activities, please sign in the visitors’ book at the school administration office. This is not necessary for whole school activities such as assemblies or sports carnivals.

Parents are encouraged to contact their child’s teachers and/or the Principal to discuss the progress of their child / children. Interviews can be arranged through the school administration office or directly with the teacher.

- All classes have parent meetings during the early weeks of the school followed by a family BBQ.
- Parents are encouraged to meet their child's teacher during first term. Teachers will highlight to parents, aspects of their classroom policy and programs early in the first term.
- All parents are encouraged to attend an interview with their child's teacher when the mid-year reports have been issued.

Parents and Citizens Association (P&C)
The Parents & Citizens Association welcomes you to Mirrabooka Primary School and invites you to attend meetings which are held regularly. Notification of meetings is via the school newsletter or by a note being sent home. The P&C is a forum for parent discussion on any topics related to the school or your child's education. The association is responsible for organising graduation trophies and awards and also helps out with school programs such as the breakfast club, organising busy-bees and a variety of fundraising events. The P&C is affiliated with Western Australian Council of State School Organisations (WACSSO) and has a delegate on the Mirrabooka Education Precinct Board. The Parents and Citizens Association welcomes your involvement and support.
STUDENT BEHAVIOUR AND DISCIPLINE

Everyone at Mirrabooka Primary School has the right to work without disruption, to be treated with courtesy and respect and to enjoy a safe and secure environment. With this in mind, we strive to identify and reward all positive and good behaviour shown by students.

For example the teacher on duty in the playground rewards students with faction points for displaying acceptable and positive behaviour. Progressive points are announced at assembly and the winning faction receives a special treat at the end of term.

Everyone has the responsibility to be prepared for the day's activities, to be neat and tidy in their appearance and to show consideration, respect and courtesy to all other members of our school.

Our school and classroom rules are few, but are based on values and are designed for the wellbeing and welfare of all persons. They are also designed to ensure the maintenance of good order, inside and outside the classroom. They are based a lot on common sense and reflect rules for good order and safety in the general community.

The school's discipline policy aims to help students identify the implications of their actions and take steps to rectify the situation. This restorative approach, wherever possible, sees logical consequences applied in response to a student's behaviour. Sometimes appropriate sanctions will need to be applied at the discretion of the Principal or Deputy Principal. This may include involving the student's parents.
IN THIS SECTION:

- The Intensive English Centre
- Library
- Information Communication Technology (ICT)
- Health Program (Happy Kids)
- Academic Extension
- Students At Educational Risk
- English as an Additional Language or Dialect
- Public Speaking Program
- Health and Physical Education
- Music
- Excursions and Camps
- Breakfast Club
SCHOOL PROGRAMS

A balanced academic program of skill development is provided from the Department of Education’s curriculum areas. Our School Priorities are aligned to the key objectives in the Plan for Public Schools:

- Success for all students
- Distinctive schools
- High quality teaching and leadership
- A capable and responsive organisation

Intensive English Centre (IEC)
The Intensive English Centre opened within the school in Term 3 2005. The centre provides intensive English instruction for new arrivals to Australia for up a maximum of 2 years after which they will join a standard mainstream school.

Library
Children are encouraged to make full use of the school’s library facilities. Library books can be very expensive so all children are required to have a library book bag in order to protect them. It is intended that children should develop an interest in, and a love of, books. Additionally, library skills are taught so children become confident in using community libraries.

Information and Communication Technology (ICT)
A Department of Education priority is for all children to gain experience using modern technology. An extensive range of technology including computers, laptops, iPads and supportive software, has been purchased to cater for student learning programs. All classrooms are equipped with interactive whiteboards and are well-supplied with modern computer equipment. ICT is integrated across all curriculum areas from Kindergarten to Year 6.
Health Program (Happy Kids)
The Happy Kids Program is an innovative mental health initiative to foster development of hobbies and interests. The main aim of the program is to provide activities that allow children to reach their full potential and in doing so prepare them for high school.

All children in Years 3-6 are involved in Friday afternoon activities which include dance, craft and various sports. Children engage in camps and are encouraged develop their leadership skills. The most significant event of the year is the Health Expo which is a full day of fun-filled activities with positive health messages delivered throughout.

Academic Extension
Primary Extension and Challenge Courses (PEAC) are offered to talented students from Years 5 to 7 classes. Transport to centres where these extension courses are offered is a parent responsibility. A Junior Extension for Talented Students (JETS) program is offered to talented students from Years 1 to 4.

Students at Educational Risk (SAER)
A specialist teacher identifies students at educational risk and then implements programs in collaboration with the classroom teacher and accesses outside agencies to support the child in the learning process.

English as an Additional Language or Dialect (EAL/D)
Due to the rich cultural background of Mirrabooka PS we have a specialist teacher and education assistants to support EAL/D students and their families in the school environment and also provide in-class support.

Public Speaking Program
The public speaking program aims to improve all students’ speaking and listening skills, as well as increasing their confidence when addressing an audience. The program culminates in a whole-school competition where the students are given a forum at assembly to display and further develop these skills.
**Health and Physical Education Program**

Personal fitness is encouraged. Full student participation is expected in a variety of games skills, dance, athletics and swimming. Ten in-term lessons are provided each year by swimming specialist teachers. All students should attend lessons so they become proficient swimmers by the end of Year six.

Faction and interschool carnivals enable students to develop and practise their social and physical skills.

**Music**

Mirrabooka Primary School has specialist teachers for Music. Children in Year 1 to 6 receive regularly timetabled Music lessons. These programs enable the students to perform with confidence, poise and obvious enjoyment.

**Excursions and Camps**

Excursions and camps are organised to enhance the class learning programs. Fundraising by the students may be required. Student participation in excursions that run during school hours is highly recommended.

**Breakfast Club**

A healthy breakfast is available to all students every Thursday morning from 7.55am to 8.30am in the canteen. A permission note must be signed by parents and any allergies to foods must be listed. The children are offered cereal, toast, fruit, tinned spaghetti or baked beans, milk and yoghurt when it is available.
KINDERGARTEN AND PRE-PRIMARY

IN THIS SECTION:

- Welcome
- Early Childhood Information
- Preparing your Child for Kindergarten and Pre-Primary
- Arrival and Departure
- What to Wear to Kindergarten and Pre-Primary
- Personal Requirements
- Daily requirements
- Birthdays and Special Occasions
- Library
- Parent Roster
- Morning and Afternoon Routine
- Confidentiality
- News-telling
- Arts and Crafts
Welcome
The teachers and assistants from the Kindergarten and Pre-Primary would like to wish a very warm welcome to all parents, carers and children.

Early Childhood Information
Play is a key part of the informal learning that is conducted in Kindergarten and Pre Primary. It is vital for their development. The children will be active in their learning environment as they explore and discover for themselves. They will learn through both free and structured play activities. Play is learning and it is one of the most effective approaches to learning for young children.

Our Early Childhood Motto is:

Have a go.

Have fun.

Come and join in.

Our Aim
The aim of the Early Childhood program is to provide a happy, stimulating, supportive and safe learning environment. We want the children to feel secure and develop a sense of belonging and enjoyment within that environment.

This program supports the development of the whole child, catering for a range of developmental abilities and interests, to allow children to develop to their fullest potential; linguistically, physically, cognitively, socially and emotionally.
Preparing your Child for Kindergarten and Pre-Primary

“We often spend a great deal of money on toys for our children, but the most valuable thing we can give them is our conversation. Never take for granted that children either understand, or can explain the simple things we do each day. For example, as you prepare the vegetables at dinner time, please talk about the names of each vegetable, how it grows, and explain that you are peeling, grating, chopping. As you make sandwiches, talk about what you are doing. As you make beds, you can use words like smooth the sheets, spread the blanket and so on. As you prepare to go to the supermarket, let your child check the cupboard for items to go onto the shopping list. Pose questions like “how many potatoes are left? Is the packet of cereal empty or full?” When you drive or walk, talk about traffic lights “why do we need them?”, discuss leaves on the ground “why are they there?”.

Use words like “under, over, in front of, behind, next to, below, centre” try talking about everyday activities as if they were new to you. Question and involve your child, in order to make them at ease with their use of language.

Books are a great supplement and extend a child’s knowledge, but it is what we do and how we can talk about things that make language a tool that works for us. This is the best preparation you can give your child for being part of the big world.

Being Independent:
If children can go to the toilet, wash their hands, dress themselves, and care for their own belongings, they will grow to feel confident in their own abilities. At 4 and 5 years of age children are old enough to help with regular jobs around the house as they love to be helpful. At school the teachers place great emphasis on children being independent, caring for themselves and others and for the toys in the Kindergarten and Pre-Primary.

Suggested Activities

- Talk about school,
- Read simple stories to your child,
- Play with puzzles and simple games,
- Encourage them to hold and use age appropriate scissors, and
- Encourage them to use crayons, pencils, paint and glue.
Arrival and Departure
Children should not be brought to school before the times listed as teachers will be preparing for the day ahead and students cannot be adequately supervised prior to the commencement of the day. Please ensure that your child is collected from school on-time as they may become distressed. If for any reason you or the person collecting your child are going to be late a phone call is necessary. Every child must be brought to and from school and by an adult. Your child cannot be collected by any person other than their parent unless the school has your expressed permission and the person collecting has appropriate identification to ascertain who they are. An older primary school age student should not bring or collect children. For your child’s safety, entry to the Pre-Primary and Kindergarten is via the verandah and not from the staff car park gate.

What to Wear to Kindergarten and Pre-Primary
Clothing
School uniform is the preferred clothing and is available for purchase at the school. The sizes range from 6 to 16 with size 4 available in t-shirts. Alternatively students may wear suitable comfortable clothes that they can manage themselves. The aim is to have children be as independent as possible. Shorts or trousers with elastic waists and no tricky buttons or belts that are difficult for little fingers to manage are recommended when school uniform is not being worn.

Footwear
Appropriate footwear needs to be worn at all times. Closed-in shoes, sandals or joggers with Velcro fasteners are ideal. They must be easily put on and suitable for climbing and running.

Personal Requirements
A Personal Requirements List which details what items your child will need to bring to school will be provided to parents. These items can be purchased either from your choice of shops or they can be purchased through the schools preferred supplier. The school will inform parents of the nominated date by which all orders must be placed and the appropriate payment methods. All orders will be delivered to your home address before the commencement of the school year. In addition to the items on the Personal Requirements List it would be appreciated if two boxes of tissues were brought in on the first day.
Daily Requirements
Each day your child should bring the following items in their school bag:

A Hat
The school follows a ‘No Hat No Play’ policy

Change of Clothes
Children should bring spare clothes in their school bag. It will need to include a change of shirt, shorts, pants/skirt and underwear that is stored in a plastic bag that is clearly labelled with their name on it.

Food
A piece of fruit to share at morning tea along with a healthy lunch (when full days commence). Please only pack the amount that your child can eat. Packing too much food can mean they miss out on play time as they attempt to finish eating their food.

Water is available at all times for your child along with a cup which is provided by the school.

Birthdays and Special Occasions
Birthdays are a special time for children. To help celebrate your child’s birthday, it would be great if you could roster yourself on for that day. Cakes, food and special treats may be brought to the school but they must be in accordance with Mirrabooka Primary School’s Healthy Food Policy. Any treats to be healthy and kept simple. Healthy cupcakes or muffins are preferred instead of lollies or chocolates.

Prior to any items of food being brought to the school for the purpose of sharing you must discuss your ideas with the classroom teacher. Certain foods may pose a significant threat to the health and life of children who have allergies. Candles are not permitted as there is a potential for fires and personal injury.

Library
Books may be borrowed from the library for one week and will not be loaned to students without a library bag. From Semester two, reading books will be sent home with children on a daily basis. These books must be returned to school on the following day and in the same condition in which they were loaned. You will be expected to pay for any badly damaged or lost items.
**Parent Roster**

A help roster will be placed on the classroom door for both Kindergarten and Pre-Primary. Volunteering your time in the classroom is a great way for the significant people in your child’s life to contribute to their up-bringing. Parents, Grandparents, Uncles and Aunties are all welcome to provide support. It is an opportunity for you to spend some time with your child and their peers as well as being a great help to the school too as you contribute to the classroom activities. Helpers may be asked to assist in cutting up fruit for sharing prior to morning recess, play with your child, supervise recycled materials craft constructions or painting activities, assist with cleaning up whilst having a fun time in the process. The help roster is located outside the classroom main entrance.

**Morning and Afternoon Routine**

- Deliver your child to Kindergarten or Pre-Primary after 8.30am each morning.
- Please wait outside until the door is opened and you are invited in.
- Hang up your bag on the hook marked with your child’s name.
- Come and say ‘hello’ and find your name tag.
- Place fruit into the fruit bowl.
- Select a puzzle or activity from the shelf and sit with your child to start it.
- When you and your child are ready, say ‘good bye’ to your child and the teacher before you leave.
- Return to pick up your child at the correct time.

**Confidentiality**

When volunteering your help in any classroom please respect all children’s privacy. Anything seen or heard in the classroom regarding other children must remain confidential. Please support the teacher in this matter.

Please remember that our first concern is the happiness of your child. Should anything happen at home to upset your child in any way, we would appreciate it if you could let us know about it. If you at any time have any concerns regarding your child please don’t hesitate to speak to the classroom teacher.
News-telling

News-telling is an important part of your child’s learning. Over the course of each term, your child will have a turn at news-telling. They will be supported through this process by the teacher as they’re encouraged to talk to their peers about an event or object that is of interest to them. When it is your child’s turn, a news bag will be sent home for them to bring an object to school. On the day your child will be expected to bring in their news item and place it in the basket under the whiteboard where it won’t be accessible until news time. Please support the teachers with this activity by discussing with your child what they will say about their chosen object or event in the night and morning prior. Thank you for supporting your child with this activity.

Arts and Crafts

Recycled material art construction is an integral learning centre in the early years of schooling. It is an outlet for creativity, free expression and manipulation as well as allowing for opportunities for social interactions to take place.

We encourage recycling and ask you to collect a variety of items. Items for collection may include:

- Buttons, beads
- Cardboard boxes
- Cardboard tubes (not toilet rolls)
- Scraps of material
- Envelopes
- Curtain rings
- Pegs
- Rubber bands
- Magazines, attractive pictures
- Interesting paper
- Egg cartons
- Wrapping paper
- Contact (colourful)
- Packing material
- Cellophane
- Unused straws
- String, yarn, wool
- Ice cream, yoghurt and butter containers
  - These items will be assembled into creative masterpieces.
SCHOOL CONTACT INFORMATION

📞 Mirrabooka Primary School 9344 8655
📞 Intensive English Centre (IEC) 9440 7777
📞 Mirrabooka Pre-Primary and Kindergarten 9344 8655
📞 Mirrabooka Dental Therapy 9345 0330
🏫 Facsimile 9344 1561
🏫 Facsimile IEC 9440 7788
💻 www.mirrabookaps.wa.edu.au
✉️ mirrabooka.ps@education.wa.edu.au
✉️ Mirrabooka Primary School
          Laythorne Street Dianella
          6059