



# MANDURAH BAPTIST COLLEGE

BE STRONG & COURAGEOUS



## KINDERGARTEN PARENT HANDBOOK

## Principal's Welcome

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*When we speak of children we must remember that in each case a promise, a future and irreplaceable life is at stake.*

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

Our core College values of Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity and Tolerance provide the framework for teaching and learning at Mandurah Baptist College Primary. With a commitment to excellence in all areas -intellectual, physical, emotional, social and spiritual - it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

In the following pages you will find information that will assist you in understanding the day-to-day management and operation of our Primary School. Should you require any further information or wish to discuss any concerns, please do not hesitate to contact us. We welcome your enquiries.

MBC staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

Rob Gratton  
PRINCIPAL - PRIMARY SCHOOL

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

## Early Childhood Education – Statement of Philosophy

The MBC ECE Statement of Philosophy outlines the principles under which our College operates from Pre-Kindergarten through to Year 2.

Our Statement of Philosophy reflects the principles of the National Quality Framework, the Early Years Learning Framework, the Western Australian Curriculum and Assessment Outline and the Mandurah Baptist College mission, values and motto. It guides the decisions, policies and daily practices of all staff working within the early years at MBC and assists in planning, implementing and evaluating quality experiences for all children.

Our Statement of Philosophy will underpin consistency and continuity in working with children and their families from their entry into the College at Kindergarten to the end of Year 2. It will guide the development of shared, common and clear goals and will help create a united staff team.

Our Statement of Philosophy is a fluid and ‘living’ document that changes as new insights are gained and practice is evaluated. It will be reviewed annually.

### **MBC College Mission**

The College aims to provide a comprehensive curriculum which will cater for the individual needs of all students fostering a desire for learning and excellence. Within this framework, students are encouraged to develop:

- A love for learning and striving to their maximum potential
- Application of life skills and knowledge utilizing personal talents
- Self-discipline
- Respect for self and others
- A personal awareness of God and the application of biblical principles

## **MBC College Values:**

- Honesty
- Respect
- Responsibility
- Perseverance
- Compassion
- Justice
- Self-discipline
- Integrity
- Tolerance

## **MBC College Motto**

Our College motto is 'Be Strong and Courageous'.

## **Our beliefs:**

We believe that children are unique individuals created and loved by God. We acknowledge the diversity of families within our College and the importance of working in partnership with each family in the education of their child. We respect the cultural background of each child and acknowledge that learning first begins in the home.

We believe that all children are capable, competent and successful learners who learn in different ways and at different rates. We believe that in order for each child to realise their full potential they need opportunity to problem solve, express thoughts and ideas, wonder and inquire, master new skills, imagine and create, reflect on learning and interact with their environment in playful and active ways. We believe in equity and inclusion for all children.

We acknowledge the importance of physical, emotional, social and spiritual well-being and believe in the need to provide both environments and structured programs, which, through positive reinforcement and encouragement, support the development of all aspects of the child.

We recognise and value the knowledge and commitment of our teachers and assistants and support their continued professional learning. We believe in the importance of working as a united team in order to support each other professionally, emotionally and spiritually.

## **Our actions:**

We welcome families into our College. We provide regular opportunities for them to be involved in a range of learning activities with their children, and encourage and support them as educative partners. We make children's learning visible to families in a variety of ways including learning journeys, reports and meetings.

We provide safe, playful and engaging learning environments that give opportunities for all children to thrive, make choices and learn from their mistakes. We structure programs to allow children to learn, and to demonstrate their learning, in different ways. We focus strongly on developing a solid foundation of Literacy and Numeracy skills through rich learning experiences, explicit teaching and guided practice. Our programs are inclusive and responsive to children's needs and interests, and promote inquiry.

We provide opportunities for children to develop physically, emotionally, socially and spiritually through intentional teaching and learning programs. We set clear and consistent boundaries to allow all children to feel safe and secure. We collaborate with specialist staff to ensure the best outcomes for students. We offer emotional and spiritual support to families.

All staff are dedicated in their relationship with God and demonstrate this in their daily life. They respect and value the children, families and other staff in the College. Staff are committed to participating in ongoing early childhood professional learning. They meet regularly as a team and are collaborative and reflective in their approach to planning, assessing and evaluating teaching and learning programs.

## Staff

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Principal	Mr Rob Gratton
Deputy Principals	Mrs Jacqui Burrage Mr Brendan Waddy

Early Childhood Education Team Leader	Mrs Alison Fallon
Kindergarten Teacher	Mrs Heidi Adams
Education Assistant	Mrs Diana Maddigan

### **School Hours**

Kindy commences at 8:30am and concludes at 3:10pm.

### **Kindergarten Orientation Program**

Details regarding the Kindergarten Orientation Program will be mailed to parents in Term 3 prior to their starting year. Orientation will include Play and Learn sessions, Parent information sessions and a ½ hour orientation block.

### **Rotating Weeks**

Kindy A: Week 1—Monday, Wednesday and Thursday  
Week 2—Monday and Thursday

Kindy B: Week 1—Tuesday and Friday  
Week 2—Tuesday, Wednesday and Friday

*Please note: Monday & Tuesday of Term 1, week 1 are ½ days, 8.30am – 12.00pm.*

## | What to bring on the first day..... and the next

### **A Cushion**

A small cushion (approximately 20cm x 20cm) with your child's name on for rest time. This cushion will be taken home at the end of each day.

### **Booklist**

All of the items are on the booklist (**only folders need to be named**) and spare items will be stored and used over the year as needed. A list of consumables will be handed out at the beginning of Term 1.

### **Hat**

The children are required to wear a school hat every day for outside play. Please ensure that your child's name is clearly written inside the hat as they are not to be shared.

### **Fruit and Drink Bottle**

Children are to bring their own fruit in their own containers. Water bottles and fruit containers are to be placed in the Kindy lockers inside the Kindy room entry. **Due to allergies, peanuts should be excluded in any form, including peanut butter.** Other foods such as cheese, and sultanas can also be brought in. Please send a clearly named drink bottle (water only please) for your child. Children will need to bring a healthy packed lunch. Class allergies will be alerted to you in our Term 1 Newsletter. Please take these into consideration when packing your child's lunch box.

### **Allergies and medical requirements**

If your child requires medication which needs to be kept at school, then we will need a Doctor's medical action plan for the classroom.

### **Uniform**

The children are to wear the Mandurah Baptist College Kindergarten uniform as described in the College's Uniform Policy document. Long hair should be tied back with plain navy, gold or black hair ties. Please ensure that all uniform items are clearly labeled with your child's name. Refer to page 17 for further uniform policies.

### **Spare Clothes**

In case of an 'accident' please supply your child with a normal set of spare clothes in their bag. To make it less obvious to the other children, navy pants and T-shirt would be preferred.

## Daily Kindy Routines

A Kindy time table can be found on the classroom door at the commencement of the year. In Kindy we follow a timetable to establish routine. However, we are very flexible within our day and love taking advantage of incidental learning opportunities.

On arrival we would like your child to:

- Take out their fruit container and put it in the fruit basket. Put drink bottles and diaries into baskets.
- Hang their bag on their hooks along with pillows and hats.
- Complete books and puzzles with parent/guardian for the first 10 minutes until the class bell rings.

Attendance/ morning routines:

Worship

Outdoor learning stations

Fruit (morning tea)

Learning centres

Lunch

Rest Time

Outdoor learning stations

Learning centres

Story time/ reflections of the day

Goodbye

Children have the opportunity to access a variety of activities each day. Activities will vary daily and include indoor and outdoor play, cooking, story reading, painting, craft activities, songs, games and much more. The Education Assistants will work with us each day to ensure that children are catered for according to their needs and abilities.

As a Baptist school we teach and model the Christian faith in many and varied ways - morning devotions, Bible stories, prayer time and grace before meals. We help children to develop in the following domains - intellectual, physical, social, emotional, spiritual and creative. The development of their self-concept is central to all of these. Play is integrated into many of the activities children will take part in each day.

## Leaving and Collecting Your Child

### Arriving at School

If you arrive early and the door is shut, we want you to know that we are preparing for the day and would appreciate that you wait until the door is open. Once the door is open, please bring your child into the classroom rather than letting them come in by themselves (for safety reasons) and in case we need to speak with you.

**Throughout the year in Kindy we would love your child to grow in greater independence. To help us foster this, please encourage them to put their drink bottle, lunch box, hat and fruit in their locker themselves.**

Children with their parents can move onto a book, puzzle or 'early birds' activity located on the tables. Once children hear the bell, this is the signal to put away their activities and for parents to give a clear and defined goodbye. This allows children to become secure that you will always let them know when you are leaving.

### Leaving your child

Some children may experience some separation anxiety and become distressed at their parents leaving them, however sometimes the best (and hardest) way is to simply leave your child with the teachers, wave goodbye and leave. We will phone you if your child is inconsolable.

### Collecting your child

At the end of each day the children will be seated on the mat ready to go home. When the door opens we will dismiss each child when we see you. This allows for a safe handover to you. If someone different is to pick up your child from Kindy, we ask that you notify us beforehand through the Kindy pick up file or through informing the administration staff. **Please note that all Kindergarten students must be collected by an adult caregiver.**

The full Kindy day finishes at 3:10pm however doors open at 3pm, which is when parents or caregivers are asked to pick up their child. If for any reason you are unable to pick up your child at this time, please contact the office to let us know and we will take your child to the Administration building to wait for you.

## General Information ....

### Helpful Habits

#### **Toilet Routine**

You can help your child be prepared for a school routine by introducing some helpful habits at home. The first is toilet training. All children must be toilet trained before attending Kindy. It is important that your child can visit the toilet without help and redress themselves afterwards.

Please train your child to immediately flush the toilet after use and then wash their hands.

#### **Name Recognition**

It is very helpful if children answer to their names. Some children recognise their Christian name, but may need help to become familiar with their surname. Next, teach your child to recognise their name when it is written, so that they can quickly locate their name tags and belongings. If your child is having a go at writing their name please encourage them to use lower case letters.

#### **Parent Help**

A Parent roster will be set up, to begin Week 4 of Term 1. A roster chart indicating times and availabilities will be provided at the end of Term One. Parent and Grandparent rostered helpers will need to sign in at the Primary School office before coming to the Kindergarten to help and then sign out at the Primary School office when leaving.

#### **K-PP Gate**

The Early Learning Centre front gate will be locked each day from 9:05am to 2:45pm. All parents/visitors will need to enter the College via the front office and sign in before proceeding to either the Kindergarten or Pre- Primary classrooms.

## General Information.....

### **Toys**

Unless children are requested to bring a specific toy for a learning activity please leave all toys at home. They can cause negative peer pressure and inappropriate play. No responsibility can be taken for lost or broken toys.

Kindy is a war-toy free zone and violent role play games are discouraged.

### **Birthdays**

We enjoy making children feel special as they celebrate birthdays. You are most welcome to send a cake to share on your child's birthday. The most manageable method is to send a small iced cup cake for each child. There is a maximum of 20 in each class.

If you have party invitations please give them directly to the teachers to discretely put in folders or arrange hand-out off school grounds.

**Please note that we highly discourage ALL NUTS & NUT PRODUCTS for the safety of our anaphylaxis students.**

### **Medication**

If your child needs to take any medication during the school day, (e.g. antibiotics) the parent/guardian must complete an Authority to Administer Medication form. Parents may also come to Kindy during the day and administer medication to their child.

### **Health and Safety**

Although it may be inconvenient, please do not send children to Kindy if they are sick. Remember the impact on other families! If your child is ill, or absent, a signed note should be given to the teacher when your child returns. The following illnesses require exclusion from school:

Chicken Pox, Head Lice, Cold Sores, Vomiting, Diarrhoea, Influenza, School Sores, Ringworms, Measles, Mumps.

See Health & Guidance Services from Page 19-20 for full details.

## General Information .....

### **Parents & Friends**

Parents are very welcome to be part of Parent & Friends at Mandurah Baptist College. The school will notify parents of when the P & F Meetings will be held via the newsletter.

### **Collection of Children**

Please make every effort to be punctual. Children can become distressed when their parents or caregivers are late to collect them. Please note that children may be escorted to the Primary Administration Office if a parent or caregiver is late and the teacher has duties after school that requires them to leave the classroom.

When a parent or caregiver is required to collect a student from the College during school hours, and upon their return, please report to the Primary School Administration Office. You will be required to sign a register indicating that the child has been taken from the school premises or returned to class.

### **Child Collection Arrangement**

Children will NOT be allowed to leave with an adult or sibling other than the parent or carer nominated on the child's "Authority to Pick Up/Drop Off" form at the beginning of the year, or unless parents have notified the College in writing. **Please note that all Kindergarten students must be collected by an adult carer.**

An Authority to Pick-Up Form will be sent out at the beginning of the commencement year for you to list people who may collect your child.

We have this policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety.

Please use the Alternative Collection sheet located in the classroom to record any daily changes to your child's collection arrangements.

## Custody Arrangements

The College must be notified in writing of any changes to your child's custody arrangements. If a shared Parenting Plan is in place, please speak with the teacher so they are informed of which days/weeks different parents/grandparents/authorized carers are collecting the child.

## General Information .....

### PRIMARY SCHOOL COMPLAINTS POLICY

Mandurah Baptist College is a community and as such, there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback. The Complaints System is outlined briefly below to assist families should such a need occur. Please remember it is our policy that we wish to deal with issues sooner rather than later.

***A complaint will be treated as an expression of genuine dissatisfaction that needs a response***

***Mandurah Baptist College wishes to ensure that:***

- 1.) Parents/Guardians have an understanding of how to make a complaint should the need or situation arise
- 2.) Mandurah Baptist College responds within a reasonable time frame and in a courteous and efficient manner
- 3.) Parents/Guardians understand that they are listened to and that complaints are viewed seriously
- 4.) Action is taken where appropriate

### ***“How should I complain?”***

When you raise a complaint, please be as clear as possible about what is troubling you. Staff members at the Mandurah Baptist College will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, the relevant Coordinator. They may be able to sort things out quickly, with little fuss. A phone call is the quickest means of contact or a letter is also appropriate. However you may feel the issue needs to go to a senior staff member such as the Principal.

### ***“I don’t want to complain as such, but there is something bothering me.”***

Mandurah Baptist College staff are working towards the same purpose as yourself – the education and well-being of students. Staff want to hear your views and ideas. Contact a staff member, as above.

### ***“I am not sure whether to complain or not.”***

If you have a concern, as a parent/guardian you are entitled to raise it with the College. If in doubt, remember we are here to help. Sometimes it is reassuring just to talk your concerns through with someone.

### ***“What will happen next?”***

If you raise something on the phone or in person, it may be resolved immediately and to your satisfaction. If you forward a complaint or suggestion in writing, the College will contact you within 5 working days to respond to your concerns and explain how the matter will proceed. In many cases the person will need to discuss the matter with a colleague and will consider it further before responding. You will be given a date by which time you will be given a response. If a detailed explanation of the issue is needed, a letter or report will be sent to you as quickly as possible. This letter will inform you of the outcome of the complaint. It

will explain the conclusion, the reasons for it and any action taken or proposed.

***“What happens about confidentiality?”***

Your complaint or concern will be treated as confidential and with respect. Knowledge of the issue will remain limited to the Principal and to those directly involved. The Chairman of the College Board may also need to be informed in some matters. It is a College policy that complaints made by parents/guardians should not rebound adversely on the student.

We cannot entirely rule out the need to make third parties outside the College aware of a complaint and possibly also the identities of those involved. This would only happen in a case where the student’s safety is at risk or where it became necessary to refer a matter to the police. As a parent/guardian, you would be fully informed.

***“What if I am not satisfied with the outcome?”***

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chair of the School Governing Body. Alternatively, you may wish to write directly to the Chair. The Chair will call for a full report from the Principal, and will examine matters thoroughly before responding. This may result in a satisfactory solution, but if it does not, the Chair will invite you to a meeting. You may wish to be supported by a friend, but legal representation would not be appropriate at this stage.

If the meeting does not bring about a resolution, the matter would be referred to an independent arbiter. It is his/her task to look at the issues in an impartial and confidential manner. The Arbiter will invite you to a meeting. You will be asked if there are any papers you would like to have circulated beforehand. As with the Chair’s meeting, you will be invited to bring a friend with you.

**The school recognises and acknowledges your entitlement to complain and we hope to work with you in the best interests of the children and young people in our care.**

## **STUDENTS COMPLAINTS PROCEDURE**

### ***“How do I make a complaint?”***

By talking about it or by writing it down if you find that easier. You can do it by yourself, or through your parents.

### ***“To Whom?”***

To anyone on staff.

### ***“Does it matter what the issue is?”***

No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

### ***“What will happen next?”***

If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

### ***“Do others have to know?”***

If you are worried about confidentiality, tell the staff – they will understand.

Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed by staff that can help you.



# Mandurah Baptist College

## Complaints Procedure (Primary)

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.  
All complaints are "Confidential"

**Contact School (08 9583 7070)  
Or lodge an online complaint**

Be as clear as possible about what is troubling you, the nature of your complaint and what department is involved, e.g - Homework, Teacher, Uniform.  
Response will be made within 5 days.

Complaint or concern regarding what is being taught / academic standards referred to **Classroom Teacher**

If required further follow up referred to **Deputy of Curriculum**

If required further follow up referred to **Principal**

Complaint or concern - Bullying / Student Pastoral care / behaviour management Referred to **Classroom Teacher**

If required further follow up referred to **Deputy of Pastoral Care**

If required further follow up referred to **Principal**

Complaint or concern regarding particular Teacher - referred to **Principal**

If complaint is not resolved full report will be submitted to **Chairman of the Board**

If complaint remains unresolved, concern will be referred to an independent arbiter

Complaint or concern regarding the Principal—referred to **Chairman of the Board**

Feedback

## Getting Started

### Useful Box

You can assist your child's Kindergarten program by saving us your junk (well, some of it anyway!) We would appreciate the following items (please ensure they are thoroughly clean. 😊)

Perhaps you would like to donate something? Items such as the following would be appreciated.

Anything else? If you have access to other items that you think may be useful, please ask us. It may be just what we are looking for. We have good imaginations!

Easter egg wrappers	Gum-nuts	Velcro off-cuts
Foil wrapping paper	Shells/pebbles	Foam trays
Wool and string	Material	Used greeting cards
Buttons / beads	Shoeboxes/matchboxes	Plastic milk/fruit containers
Off-cuts of wood dowel, (not treated)	Balloons	Wood shavings/sawdust
Coloured paper	Un-headed matchsticks	Cotton & Over-locker reels
Patty pans	Rice/pasta (uncooked)	Baskets
Keys	Bodkins	Blunt tapestry needles
Puzzles, dolls, dress ups	Lids from milk/fruit juice	Wax crayon/candle ends
Medium Moccona jars	Corks	Baby food jars
Plastic String	Pegs	Pop sticks
Toy vehicles/Tricycles	Unwanted sand toys	Puzzles, dolls, dress ups
	Plain butchers paper	

## Pastoral Care & Discipline

Staff at Mandurah Baptist College are committed to building positive and meaningful relationships with students to optimise each child's learning potential. A strong Pastoral Care program operates throughout the College for the care and nurture of our students. The school does have a Chaplain and should you have any concerns or issues you would like to bring to the Chaplain's attention please feel free to ring on 9583 7070 and ask for the Chaplain.

The College upholds nine core values; Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity and Tolerance. These form the framework of a whole school approach to pastoral care and behaviour management.

Appropriate behaviour is expected, taught and affirmed. Boundaries and expectations for behaviour are clearly defined and explained to students. Consistent consequences are enforced. Where appropriate, students are involved in determining boundaries and consequences, thereby encouraging them to take responsibility for their actions.

Each member of the staff and student community has the right to feel comfortable and safe at school. To this end there is no tolerance for the following:

- Vandalism
- Harassment – verbal, physical, bullying
- Possession and / or sale of illegal substances, materials or implements

For more detailed information, full policies regarding student management, bullying and pastoral care are available from the Principal on request.

## Early Childhood Education Philosophy

### **Our beliefs:**

We believe that children are unique individuals created and loved by God. We acknowledge the diversity of families within our College and the importance of working in partnership with each family in the education of their child. We respect the cultural background of each child and acknowledge that learning first begins in the home.

We believe that all children are capable, competent and successful learners who learn in different ways and at different rates. We believe that in order for each child to realise their full potential they need opportunity to problem solve, express thoughts and ideas, wonder and inquire, master new skills, imagine and create, reflect on learning and interact with their environment in playful and active ways. We believe in equity and inclusion for all children.

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### **Reading and Writing**

Typically children around the age of five are at the 'role play' stage of development. They start to notice environmental printing (e.g. Signs, symbols), realize print has meaning and display reading-like behaviours but make up words as they go along. They may re-tell familiar stories from memory believing that they are reading. They begin to understand that speech can be written down and often use scribble, numbers and letters to represent writing. Any attempts your child makes should be accepted and encouraged.

### **Speaking and Listening**

Young children are learning to communicate their experiences in many ways both verbally and non-verbally. In the Early Learning environment the educators provide many opportunities for one-to-one communication and interaction.

Early childhood educators:

- Set the environment which stimulates children to develop listening skills and to use oral language, print, books and other texts in individual and creative ways.
- Model rich language, positive communication, reading and writing. Through play activities children use language to describe, analyze, question, hypothesis, recall and recount experiences.

### **Physical Education**

Physical Education provides an opportunity for children to not only develop their physical skills but also to increase their confidence and sense of self-worth. All children are encouraged to be involved in a wide range of sporting and physical activities, with an emphasis on participation. Fundamental movement skills and game skills are covered in the program.

### **Information & Technology**

It is our aim to assist students to develop the skills that will enable them to use information technology across the curriculum. Students are able to access computers and interactive whiteboards at school

## **Mathematics**

In a range of contexts, including play, and over time, the children will use their knowledge of the world to build mathematical ideas about numbers, their environments and the objects within including:

- Recognising which symbols are numerals in the environment
- Combines, separates and shares collections of objects

Children are taught mathematics in the following areas: Space (leading to geometry); Measurement, using arbitrary units (leading to standard measurement); Number; Chance & Data and Working Mathematically.

At Kindergarten children learn to:

- Count using one-to-one correspondence.
- Read, write and say as many small whole numbers as possible, using them to say how many things there are.
- Make comparisons of 'more/less', 'longer/shorter', 'heavier/lighter', 'before/now/after' and 'the same'.
- Make non-numerical estimations of size.
- Make, continue or copy patterns.
- Make collections of a given size and describe order. Begin to sequence objects and events.
- Talk about the way they use numbers, shapes and time. Understand and use appropriate language to describe positions.
- Label 2D geometric shapes.
- Classify items and talk about likenesses and differences.

### **Monitoring and reporting on childrens' progress**

Please show an interest in your child's work. It is very significant to him/ her. Bear in mind, many learning experiences do not produce tangible end products.

In addition, feedback will be given on your child's progress on request. If an area of concern is identified we will work together to help your child continue to progress. A formal report is sent home at the end of Semester 1 and Semester 2.

## Uniform Policy

### **Rationale**

Mandurah Baptist College has established a uniform code which states that all students who attend the College will be required to wear College uniform. This contributes to:

- the fostering and enhancement of the public image of the College
- improving morale, team spirit and pride in the College.
- ensuring that students are safely dressed for College activities.
- encouraging equity among students, reducing rivalry.
- identifying non-College children on-campus.

All children are required to wear the College uniform in a manner which is a credit to the student and the College.

The wearing of nail polish is banned from Mandurah Baptist College.

All items of the College uniform are available through the College, with the exception of footwear.

## Uniform Requirements

### **Hair**

Long hair should be tied back with plain navy, gold or white hair ties. Please ensure that all uniform items are clearly labelled with your child's name.

### **Jewelry**

- Girls are allowed one pair of small sleepers or plain gold or silver stud earrings in the lower lobe of the ear. Studs may include a small birth- stone and should be no bigger than about 3mm in diameter.
- If a student has any piercing done that breaches these guidelines they will not be permitted to attend class.
- Students who are wearing extra jewelry will have it confiscated and returned at the end of the day, as well as receiving an infringement.

## Uniform Requirements

### **Summer Uniform**

#### **Kindergarten—Pre-Primary**

Girls/Boys          Navy sports shorts, royal blue College polo shirt, royal track top (if cold) and College socks.

Shoes: Predominately white joggers/sandals

### **Winter Uniform**

#### **Kindergarten—Pre-Primary**

Girls / Boys          Royal blue College tracksuit, royal blue College polo shirt, College socks.

Shoes: Predominately white joggers.

### **Sunglasses**

Children may wear sunglasses when outdoors but are not to wear them in class, or on their heads as decoration.

### **Undergarments**

Students are not permitted to wear bikini tops or coloured undergarments under their College shirt.

### **School Bag**

Please have a College bag for your child's paintings, fruit and spare clothes to be put in.

### **Hat**

The children are required to wear a school hat every day for outside play. Please ensure that your child's name is clearly written inside the hat as they are not to be shared.

## Health & Guidance Services

### **School Nurse**

Regular visits are made by the School Nurse, enabling children to receive health checks from Kindergarten onwards. Children with learning difficulties or other problems which affect learning may be assessed by a Guidance Officer. Parental approval is sought and full details of any intervention will be discussed with parents.

### **Immunisation Requirements**

In the interest of children's health and continued wellbeing at school, please ensure that your child has had the mandatory immunisation requirements. Copies of your child's immunisation history must be included when applying to enroll a child at the College.

### **Dental Therapy**

The School Dental Service provides dental treatment at no cost for school aged children. Specialist treatment is not available, but referrals can be written if required. To enroll your child/children in the School Dental Service, please contact the Golden Bay Dental Therapy Centre on 9537 2619. The Centre is located at Golden Bay Primary School, 9 Thundelarra Drive, Golden Bay 6174.

### **Health and Safety**

Although it may be inconvenient, please do not send children to Kindy if they are sick. Remember the impact on other families! If your child is ill, or absent, a signed note should be given to the teacher when your child returns. The following illnesses require exclusion from school:

- Chicken Pox
- Head lice
- Mumps
- School Sores
- Cold Sores
- Diarrhoea
- Influenza
- Vomiting
- Measles
- Ringworms

## Health & Guidance Services

### Infectious Diseases

The danger from the presence at school of children suffering from infectious diseases arises chiefly from their attendance at two periods:

- Whilst suffering from the early symptoms.
- When convalescent from the disease but still retaining some infection in their person or apparel.

Public Health Regulations for exclusion stages are set for your information:

**Chicken Pox:** Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

**Measles:** Exclude from school. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash if well. Contacts: do not exclude immunised contacts. Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school.

**Mumps:** Exclude from school. Re-admit on medical certificate of recovery. Contacts: do not exclude.

**Ringworm:** Exclude from school. Re-admit on medical certificate of recovery that the child is no longer likely to convey infection. Contacts: do not exclude.

**Rubella:** Exclude from school. Re-admit on recovery.

**Scabies:** Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated.

**Nits-Pediculosis:** Exclude from school until effective treatment has been instituted and most nits removed from hair. Contacts: family contacts will probably be infested and should be treated.  
Weekly checking is recommended

**School Sores: Impetigo** - Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

**Slap cheek:** Children with slap cheek are not required to be excluded from school. By the time slap cheek has been identified, the child is no longer contagious.

**Gastroenteritis:** The faeces and vomit of a person with gastroenteritis are usually infectious from the time the person begins feeling ill until at least 48 hours after symptoms have stopped. Keep children home from school for at least 24 hours after symptoms have stopped.

More information on these and other communicable diseases are available on the WA Health Departments website at;

<http://www.public.health.wa.gov.au/>

A Community Nurse makes regular visits to the school. An appointment may be made regarding your child.



## **College Administration**

Primary School Administration  
Office Hours: 8:00am to 4:00pm

## **Primary School Newsletter**

The Primary School newsletter is emailed to parents/guardians fortnightly throughout the term. It is also available on the MBC website via the *Skoolbag* App.

## **Skoolbag**

*Skoolbag* is a mobile phone App used to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the Primary School office.

## **Uniform Shop**

Monday, Tuesday and Wednesday from  
8.30am to 3:45pm during term.  
Closed 12:00 – 1:00pm Lunch  
Any variations or additional opening times  
are published in the College newsletter.

## **Mandurah Baptist College Primary School**

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