



# Parent Information Booklet 2024

Kindy Blue  
Miss Charlotte Smith

[charlotte.smith@education.wa.edu.au](mailto:charlotte.smith@education.wa.edu.au)

## DALKEITH PRIMARY SCHOOL STAFF

Principal	Suzanne Pekin
Deputy Principal	Lynn Bright <small>MON-THURS</small>
Deputy Principal	Nicole Hughes
School Psychologist	Sarah Louella <small>TUES</small>
Manager Corporate Services	Fiona Paki
Administration	Pamela MacPherson <small>M-T and T-F</small> Bev Davis <small>WED</small>
IT Support	Kate Bright - <small>FRI</small>
Library Officer	Jane Zupp <small>MON, TUE, THURS</small>
Uniform Shop	Jo Potter
Excursion - School Mobile Phone	0459 893 641 (Held in office)

Teachers	Year	Room	Roster
Marie Tiley	K	Red	Mon, Tue, Wed
Charlotte Smith	K	Blue	Wed, Thur, Fri
Brooke Roberts	PP	PP1	Mon-Fri
Jessica Vahala/Janet Wearne	PP	PP2	Mon-Wed/Thurs-Fri
Taylor Spalding	1	2	Mon-Fri
Peter McSkimming	2	3	Mon-Fri
Leanne Ikin/Lynne Hamilton	2	5	Tue-Fri/Mon
Raquel Bertina/ Stephanie Goodier	3	6	Mon – Wed/Thurs-Fri
Chloe Flavell	3	7	Mon-Fri
Molly Busbridge	4	12	Mon-Fri
Melinda Thompson	4	13	Mon-Fri
David Lane	5	8	Mon-Fri
Kellie Prosser	5/6	10	Mon-Fri
Lisa Iannello/Eliza Wass	6	11	Mon-Wed, Fri/Thurs
Specialist Teachers	Area	Room	Roster
Sarah Feil	Art	Art	Mon-Wed
Lois Barndon	Japanese	Library	Mon, Wed
Eliza Wass	PE		Tue, Wed, Fri
Jamil Osman	Music	Music	Wed-Fri
Candice Wholohan /Nicole Hughes	Science	9	Wed-Thur/Tue
Education Assistants	Year	Room	Roster
Farzaana Yeoman	K	Red	Mon - Wed
Emily Davasher	K	Blue	Thur-Fri
Rhoda Napier	PP	PP2	Mon-Fri
Sonja Rubio/Dani Wright	PP	PP1	Mon-Fri
Emily Davasher			Mon
Shanee Sekhon			Mon-Fri
Eliz Harris			Mon-Wed
Isabella Mizera			Mon-Thurs
Mathew Remaj			Thur-Fri
Michelle Marshall			Mon-Fri
Jaime O’Sullivan			Mon, Wed-Thur
Kelda Free			Mon, Thurs
Jayson Lane			Mon-Wed
Yessy Rosalina			Mon, Thurs
Fabiola Precilia			Mon-Fri
Support Staff	Area	Roster	
John Szydlowski	Gardener/Maintenance	Tue, Wed, Fri	
Thomas Wray	Kindergarten Gardener	Monday AM & Friday AM	
Mulu Gola	Head Cleaner	Mon-Fri	
Keenan Paikea	Cleaner	Mon-Fri	

## **KINDY BLUE CLASSROOM INFORMATION**

Dear Kindy parents and carers of 2024,

My name is Charlotte Smith, and I am delighted to let you know I will be your child's teacher in 2024. I'm very excited to meet you and your family and have you as a part of our Dalkeith school community. I am a graduate teacher from Edith Cowan University and have experience across many metropolitan and rural Perth schools. I have over 9 years of experience teaching dance, acrobatics, musical theatre, and physical education, and cannot wait to include this in our classroom. I take on a holistic and hands-on approach to teaching your child making them a central part of their learning and as an individual. I believe the authentic relationships I hold with the child, yourselves, and the curriculum allow me to really know them and how to enrich their time in the classroom.

We have an exciting year ahead of us and I cannot wait to work together to give your child the best experience socially, emotionally, and academically. I know we will work together well on this. If you ever have any questions or would like to pass information onto me regarding your child, please feel free to organise a time to speak with me.

### **WRITING – NEW SOUTH WALES FOUNDATION STYLE**

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

### **LIBRARY**

Library will commence in week four of term one. It will be conducted on a Thursday for Kindy Blue. Each child will be allowed to borrow one library book at each session. New books will be issued when previously borrowed books are returned. Please ensure your child has a library bag to help protect the book against unnecessary wear and tear.

### **NOTICE BOARD AND EMAIL COMMUNICATION**

Important reminders will be placed on the notice boards outside the Kindy classroom. Please ensure that you take the time to read these either in the morning or afternoon. I will send home, via your child, any school notes as necessary. In addition to this my main form of communication for the year will be through notifications, email and Seesaw.

### **PARENT HELP**

A duty roster will commence in week four and will be placed outside the classroom. Please feel free to print your name on a day that suits you. Duty times are flexible between 9am and 12.30pm. When you join us, you will be able to see your child at work and play and assist with activities. If you have a special skill you would like to share with the class, please discuss this with the teacher.

### **P&C**

The Kindy has a dynamic P&C sub-committee which operates independently to the Primary School's P&C. By running our own committee, the funds are managed and spent directly on our centre, which is most beneficial to your child. It is vital to keep the P&C going at Kindy, to ensure resources are continually updated to help your child have the best possible educational outcomes.

## **EXCURSIONS AND INCURSIONS**

Excursions and incursions are a fun way for children to learn. We endeavour to have at least one excursion or incursion per term. Generally, the excursions and incursions are related to the current topic or investigation we are learning about in class.

## **CLASSROOM AGREEMENT**

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

Instead of telling children a list of 'rules' we talk about one another's safety and the reason that we need to have guidelines at school. Above all, we aim to establish and maintain an environment where people feel safe, have fun and display mutual respect towards each other and property.

When working with the children the teachers model the behaviours and implement positive reinforcement when teaching new concepts to promote these expected behaviours. The children understand what is expected of them in following our classroom agreement.

## **SUN SAFETY**

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

## **SPARE CLOTHES**

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

## **WATER / MORNING TEA / LUNCH**

Please ensure your child food is labelled. A morning tea of fruit or vegetables should be packed separately, to their lunch, along with a water bottle each day. Help your child to make healthy choices by providing them with nutritious meals and snacks. Lollies, chocolates, and junk food are not encouraged. Dalkeith Primary School is a nut free environment and as such we ask parents to check labels on muesli bars and crackers. Please refer to the Healthy Food and Drink Policy.

## **BIRTHDAYS**

In line with the Department of Education's Healthy Food Policy, there is to be no sharing of food on school grounds. To celebrate birthdays at Kindy the class will sing to the child, and they get to wear a birthday badge for their special day.

## **REPORTS**

Your child will receive an online summative report at the end of semester one and two. The report outlines your child's achievement against the learning and development areas of the Early Years Learning Framework and the WA Kindergarten Curriculum Guidelines. In addition, a general comment containing specific information in regard to English and Maths will be included as well as feedback on how you can assist your child with their learning.

## **PORTFOLIOS**

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

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

Kind Regards,

Charlotte J Smith  
Early Childhood Teacher  
Kindy Blue

## **SCHOOL POLICIES**

Below is a list of policies that you need to be aware of. Other school policies can be found in our school handbook and the school website.

## **STUDENTS AT EDUCATIONAL RISK**

Students at Education Risk encompasses a number of areas of the school's business plan and priorities;

- Students with Special Needs
- Specific Learning Disabilities
- Academic Enrichment and Extension
- Students Emotional Wellbeing
- Behaviour, Engagement and Attendance
- Inclusive Schools and
- English as a Second Language

Should you have a concern about your child in any of these areas please contact the classroom teacher. The teacher will then discuss the matter with a member of the Admin team and school psychologist if it is deemed necessary.

## **NUT AWARE POLICY**

### **RATIONALE**

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

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

### **PURPOSE**

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

