

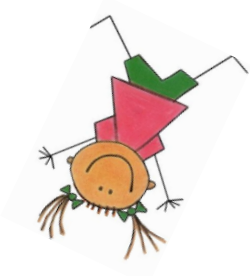


QUEEN OF APOSTLES  
SCHOOL RIVERTON

**2022**



**WELCOME TO OUR  
PRE-PRIMARY**





# Our Vision Statement

Queen of Apostles School is a vibrant and inclusive Catholic community. The school follows the example of our founders, the Schoenstatt Sisters and our Patron, Mary, the mother of Jesus and their call to be agents of love, unity and peace. Assisting parents as the first educators of their children, our vision is:

***'To inspire a passion for life-long learning in an environment of faith, love and care for others.'***

## Our Mission

Queen of Apostles is a K-6 co-educational school. Our mission is to empower our students to:

- BE** passionate and curious learners
- BE** confident and creative individuals
- BE** faith-filled and active in their care for others

## Our Values

|                                                                                                    |                                                                                     |                                                                                                          |                                                                                                                               |                                                                                       |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                 |  |                       |                                           |  |
| <b>Faith</b>                                                                                       | <b>Resilience</b>                                                                   | <b>Respect</b>                                                                                           | <b>Compassion</b>                                                                                                             | <b>Excellence</b>                                                                     |
| is our response towards God as we strive to be excellent in all we do in learning and service      | enables us to stay strong in the heart and mind empowering us to have self belief   | enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard. | nurtures a spirit of caring, kindness and a willingness to understand and embrace diversity within our community.             | by giving our personal best, we take pride in our work and strive for success         |
| "Be on your guard; stand firm in the faith; be courageous; be strong."<br><b>Corinthians 16:13</b> | 'I can do all things through Christ who strengthens me'.<br><b>Philippians 4:13</b> | 'Do unto others as you would have them do unto you.'<br><b>Luke 6:31</b>                                 | Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you'.<br><b>Ephesians 4:32</b> | 'What your hand finds to do, do it with all your might.'<br><b>Ecclesiastes 9:10</b>  |

## SCHOOL INFORMATION

|                                    |                                          |
|------------------------------------|------------------------------------------|
| <b><u>PRINCIPAL:</u></b>           | Mr Mark Ryan                             |
| <b><u>ASSISTANT PRINCIPAL:</u></b> | Mrs Jennifer Anderson                    |
| <b><u>PARISH PRIEST:</u></b>       | Fr Paul Manickathan                      |
| <b><u>SCHOOL ADDRESS:</u></b>      | 108 Tribute Street East<br>Riverton 6148 |
| <b><u>SCHOOL PHONE:</u></b>        | 9376 8500                                |
| <b><u>EMAIL ADDRESS:</u></b>       | admin.qoa@cewa.edu.au                    |
| <b><u>WEB ADDRESS:</u></b>         | www.qoa.wa.edu.au                        |

## 2022 TERM DATES

|                |                                                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TERM 1:</b> | <b><i>Monday 31 January to Friday 8 April</i></b><br><i>Monday 7 March – Labour Day Public Holiday</i><br><i>Tuesday 8 March – Pupil Free Day</i>                                                  |
| <b>TERM 2:</b> | <b><i>Wednesday 27 April to Friday 1 July</i></b><br><i>Monday 25 April – ANZAC Day Public Holiday</i><br><i>Tuesday 26 April – Pupil Free Day</i><br><i>Monday 6 June – WA Day Public Holiday</i> |
| <b>TERM 3:</b> | <b><i>Tuesday 19 July to Thursday 22 September</i></b><br><i>Monday 18 July – Pupil Free Day</i><br><i>Friday 23 September – Catholic Day (school closed)</i>                                      |
| <b>TERM 4:</b> | <b><i>Monday 10 October to Friday 9 December</i></b><br><i>Monday 7 November – Pupil Free Day</i>                                                                                                  |

# Pre-Primary at Queen of Apostles

Learning is a lifelong process that begins in the home with parents as the primary educators of their children. As the children begin their school life, Early Childhood Educators work towards building upon each child's personal experiences and catering for the whole child; spiritually, socially, emotionally, physically, creatively and cognitively.

We recognise the uniqueness of each child in our care. A child's time at Queen of Apostles School will be a journey of steady growth, wonderful discoveries and a time to play and have fun in an exciting and engaging learning environment. Our program allows children to develop independence, confidence, curiosity, friendship, co-operation and resilience.

As the children progress through the early years of schooling they are introduced and exposed to a range of knowledge, skills and values that enable them to make a smooth transition into the later years of learning. The Early Childhood Educators at Queen of Apostles School work to provide a secure, positive learning environment in which children are given opportunities to succeed.

We use the Early Learning Years Framework (EYLF) in conjunction with the West Australian Curriculum to guide our planning.

Our Early Childhood Philosophy:

*The Christian values of Love, Unity and Peace, are taken from our school motto and guide our practice.*

*Our programs are play-based and promote the development of spiritual, social, emotional, cognitive and physical skills.*

*Through play-based experiences, children make sense of their world which encourages communication, discovery and creativity.*

*We welcome all families and respect the involvement they have in their child's education.*

*Our task is to help children become highly sensitive to the world about them...*

*Give them freedom... Let them try... Let them fail... Let them succeed... Encourage them...*

*Rejoice with them!*

## **Hello Pre-Primary!**

Children's brains are "a work in progress". In the first few years of life, your child's brain grows rapidly. By the time they are three years old, 90% of their brain has developed – so experiences in these early years are very important.

Loving and caring relationships with you, your family, friends, school staff and others in the school community help your child develop socially, emotionally and intellectually.

Play is particularly important in early childhood learning. Play gives children opportunities to practise skills, communicate with others, take on challenges and solve problems in fun and enjoyable ways. Singing, playing games, talking, climbing, dancing, reading, writing and drawing all help the brain develop ways of thinking and learning.

## **Parents as Partners**

We welcome all parents to our Early Learning Centre. We recognise the role of parents as the primary educators of their children. We would like to work with you, to provide the best opportunities for your child. Parents are expected to abide by our Code of Conduct while on the school premises. Our Code of Conduct is on our school web page. Please frequently refer to our website to access our policies, guidelines and information relating to our school: [www.qoa.wa.edu.au](http://www.qoa.wa.edu.au)

## **Pre-Primary**

Pre-Primary is the first compulsory year of education. Therefore, children are required to attend school 5 full days a week.

## **Open Communication**

Daily updates about Pre-Primary are posted on the whiteboard in front of the classroom. If you have any concerns, questions or comments about your child please feel free to make an appointment time to see your classroom teacher. It is important to have open communication in order to make your child's experience as positive as possible. We are quite happy to receive emails from you, however a response may not be sent until the end of the day as we do not check our emails during teaching time.

## **Newsletters/Notes**

Each week the newsletter is posted on the school webpage ([www.qoa.wa.edu.au](http://www.qoa.wa.edu.au)) and on the school app (CONNECTED-app). Other notes and information will go home via the noteholder, usually the family's eldest child. Please check daily. Included in the newsletter will be items which directly affect you and your child, plus items of interest concerning other sections of the school.

## SEQTA

Our school uses a program called SEQTA which we use to communicate with parents. It is web based so the parent community can access it on any mobile device using their own password. SEQTA is a viewing and storage area for your children's reports. New families to Queen of Apostles in 2022 will receive the web link and password early in the year for SEQTA Engage.

## What will my child learn?

*Being, Belonging, Becoming:*

The Early Years Learning Framework for Australia (EYLF) highlights “Learning through play” as one of the core practices for early education. Children who engage in quality play experiences are more likely to have well-developed memory skills, language and vocabulary development and are able to regulate their behaviour, leading to enhanced school adjustment and academic learning. This early learning strategy has a crucial effect on early brain development and sets the foundations for later thinking, cognitive functioning, coping and social skills. Our daily schedule includes active indoor and outdoor physical play as well as direct and explicit instruction by the teacher. A play-based program at Pre-Primary provides your child with a broad range of skills to help them understand the world.



Your child learns Literacy and Numeracy concepts, and further develops personal and social skills, critical and creative thinking, and physical well-being. The children develop skills in Technology, The Arts, Science, Humanities and Social Sciences and Languages as set out in The Western Australian Curriculum. Teachers take into account the different experiences and backgrounds of children, planning teaching and learning programs to meet and extend their abilities and learning needs. In addition, the children also participate in daily Religious Education lessons.

## Levy

A levy is included in your school fee account which covers the cost of stationery and other usual booklist items.

## Formal Reporting

Your child's formal report will highlight their progress in different learning areas and indicates where they sit according to the outcomes expected at the end of Pre-Primary. Comments are also included. These will give you a clear understanding of your child's strengths as well as areas where they may need further support. Further information about your child's report will be given out later in the year.

**Term 1** - Parent interview, "On-Entry Assessment" for Literacy and Numeracy

**Term 2** - Report and Work Sample Folder

**Term 4** - Report and Work Sample Folder

## On-Entry Assessment

During Term 1, all Pre-Primary children take part in an assessment for Literacy and Numeracy. There is no pass or fail and children do not need to be prepared in any way for the assessment. Teaching staff collect information on children's skills in language, reading, writing, counting and numbers. This helps us plan our teaching and learning program and tailor learning for each child, extending children who perform well and supporting those who may need extra assistance.





## You can help by:

- Talking positively about school so that your child is happy to come each day.
- Showing interest in what your child is doing at school.
- Setting play dates to help your child make friends.
- Teaching your child how to share and take turns.
- Making sure your child gets nutritious meals each day and enough sleep at night. Being well nourished and rested has a significant impact on children's long term health including physical and motor development, brain development, behaviour and immunity.
- Taking family holidays during the school holidays and not during term time.
- Encouraging your child to use trial and error to learn and complete tasks and praising their growing independence.
- Making time to read with your child every day. The time you spend together helps your child to develop a love of books and words. Your child is more prepared for school if they are familiar with language and the many ways it is used and extends their vocabulary.

## Behaviour Management

Queen of Apostles uses the "1-2-3 Magic" philosophy. The structure of the program involves:

- Encouragement first
- Teaching children the right way to behave (modelling and rehearsing skills)
- Setting limits
- Managing circumstances, then
- Implementing consequences.

There are two kinds of behaviours that school deals with:

### **STOP behaviours**

Things you want the child to STOP doing

- Frequent everyday issues including talking, disrespect, arguing, teasing, telling tales

### **START behaviours**

Things you want the child to START doing

- Positive activities such as cleaning up, doing their work, raising their hand, transitioning, listening and following our class routines, sharing and taking turns

If children choose inappropriate behaviours, then counting starts. This is a verbal reminder to stop the inappropriate behaviour. After three warnings (1, 2, 3) have been given, the child will be asked to move to a designated time-out area in the classroom. The allocated time for time-out is set by the age of the child, for example, a five year old student would sit in the time-out area for 5 minutes. After the allocated time is up, the child moves back into the normal classroom situation. Positive behaviours are praised and reinforced. This program can also be used at home.

## Parent Help

From time-to time we may require extra assistance in the classroom depending on our teaching focus. We will let you know how and when you can help.



## **Personal Toys**

Children are not permitted to bring toys to Pre-Primary as the loss or accidental damage to them is upsetting for the child. Your co-operation in this matter is most appreciated.

## **Laundry Roster**

From time to time a different parent will be asked to take home the laundry to be washed and brought back. The laundry usually includes tea towels, art aprons and occasionally dress ups. The Pre-Primary washing day is Friday, and items need to be returned on Monday.

## **Playdough Roster**

In order to promote a strong connection between home and school, we would like to invite you to participate in a playdough roster where you and your child make a batch of playdough together and bring it to school for class use. We will provide you with a recipe and a suitable container. This will be a fun experience to share with your child.



## What to Bring

Students require at school each day:

- A Queen of Apostles carry bag
- School Hat – (name clearly labelled) stays in their box within the classroom
- Water bottle, morning recess and lunch
- Crunch & Sip
- A change of clothes

When children come to Pre-Primary they are expected to be responsible for their own belongings. Please encourage your child to carry their own bag, put their water bottle away and sit at an activity.

***Please note that the school has a “no hat, no play” policy.***

## Morning Recess and Lunch

It is a long day for children at Pre-Primary and we encourage healthy eating habits at recess and lunch as part of our Health program and discuss these expectations with the class. Some suggestions are: fruit/vegetables, sultanas, dried fruit, yoghurt, healthy sandwiches or wraps, cheese and crackers and always a water bottle. Unhealthy, highly processed foods like chips and lollies are not suitable at Pre-Primary, as we have found that children will have a huge surge of energy for a short period of time and then “crash” and concentration and energy levels drop.

When packing your child’s lunch it might be good to discuss their likes and dislikes with your child and encourage a healthy diet.

Lunch orders are available Thursday and Friday. Please place your child’s lunch order at the canteen before class begins, or in the Canteen box located in the Pre-Primary classroom.

There is also an online option - <https://quickcliq.com.au> for ordering from the Canteen. Pre-Primary children are not permitted to purchase their morning recess from the canteen.

## Spare Set of Clothes

It is essential to supply a spare set of clothes consisting of: a spare t-shirt, pair of shorts and underpants to be kept in your child’s school bag in case of accidents.

## Crunch & Sip

Queen of Apostles is a certified Crunch & Sip school. We encourage all of our students to develop healthy eating habits. Allowing children to eat fruit and vegetables at their leisure throughout the day can improve their concentration, having a positive impact on their learning and behaviour.

Children are encouraged to bring fresh fruit or vegetables only (dried fruits, eg. sultanas, are also permitted), cut into pieces in a small container. Please label your child's container clearly with their name. Please note that this is in addition to their recess and lunch.

## School Uniform

It is compulsory for all children to wear the School Sports Uniform which consists of:

- Gold Polo Shirt with school logo (a faction t-shirt will be required at a later date)
- Royal Blue Sport Short
- Royal Blue Tracksuit Top & Pant (Terms 2 & 3) with school logo
- Queen of Apostles White School Sport Socks
- Appropriate Sport Shoes (**predominately white**) **Coloured sneakers are not part of the uniform.**
- Royal Blue School Hat
- Navy Blue School Sandals – Term 1 and Term 4
- Hair Ties - **only** blue or yellow headbands, hair clips, ties/ribbons

The Uniform Shop is open on Wednesday mornings from 8.30 to 9.30am and afternoons from 2.30 to 3.30pm.

Please ensure **all items of clothing are clearly marked with your child's full name. No initials please.**

## Dropping Off and Collecting Children

Please be prompt when dropping off and collecting your child. Children can become upset if kept waiting. If the regular person is unable to collect your child, please let us know (in writing by filling in the "Communication" book near the children's pigeon holes) who will be collecting your child on that day. Children must be dropped off and collected by an adult.

**The Pre-Primary playground area is out-of-bounds before and after school hours to Pre-Primary children and their siblings.**

**Please ensure that your children stay with you at all times.**

At the start of the day please wait with your child outside the Pre-Primary gate until the classrooms open at 8.40am. Children should be under your supervision.

## Outside School Hours Care Program (OSH Club)

OSH Club offers before and after school care for your child, starting at 7.00am each school day and finishing at 6.00pm.

If you have any queries at all please feel free to contact the Program Coordinator on 0431 310 180 or at [oshclub.queenofapostles@gmail.com](mailto:oshclub.queenofapostles@gmail.com)

## Emergency Procedures

In case of a serious accident, parents will be contacted immediately or, if a parent is not available, the emergency contact person given on the child's enrolment form will be notified. **Please ensure these details are up to date.** Assessment of the injury will determine whether parent or ambulance is to be called first.

## Nut Aware Centre

The Early Learning Centre, as well as the rest of the school, is 'nut aware' due to the presence of children with severe nut allergies. Please ensure that your child does not bring any nuts or nut products to school, including Nutella. We may also have children with other food allergies within the centre. Please remind your child not to share morning recess or lunch with any other children.

## Birthdays

When it is your child's birthday we like to celebrate within the class. You may wish to bring along enough cup-cakes or treats (nut free) for the whole class to share. Teachers will not be responsible for handing out birthday invitations in class as it can be upsetting for those not invited. Birthday invitations are to be given out by the parent either before or after school, not during school hours.

During 2021, the COVID-19 pandemic restrictions presented us with some issues regarding children bringing treats from home for birthdays. We were able to offer parents the option of ordering cupcakes from our school canteen, which were made onsite and delivered to the classroom. This option will continue to be available in 2022 for delivery on canteen days, Thursdays and Fridays. Parents can contact Sharon Fernandes in the canteen.





## Bringing Work Home

Please remember that the work a child does is very important to him/her even though it may lack appeal to an adult. Admiration and encouragement from parents help children develop confidence and a positive approach to their achievements during the day. Your child will not bring something home every day. Continual demands like “Didn’t you make anything today?” can create anxiety in a child and place undue importance on one particular area of learning.

## Specialist Teachers

**Physical Education** - The children will participate in a weekly session with Mr Bridgeman.

**Science** – Taken in the Science Lab with Mr Bridgeman

**Mandarin** – The children participate in a weekly Mandarin lesson with Miss Wang

**Music** - Mrs Perry will take the children for Music in the Music Room.

## Scrap Materials (Things to collect)

The following items are examples of materials that we would greatly appreciate having throughout the year - we love to reuse and recycle!

- bottle tops
- used wrapping paper
- used greeting cards
- buttons
- cardboard boxes
- wool and fabric scraps
- foam trays
- plastic containers
- lentils and seeds
- foam or any box padding
- ribbons and lace
- shells

For any queries do not hesitate to arrange a meeting time. The door is always open and we are always happy to be of assistance.

## **Sick Children**

Contagious diseases travel rapidly through a close group of children at this age, especially illnesses such as Gastroenteritis, Influenza, Conjunctivitis, coughs and colds. If your child shows any signs of sickness, please keep him/her at home. The Health Department has guidelines for the school to follow regarding the isolation times required for these illnesses: Measles, Rubella, Chicken Pox, Mumps, Whooping Cough, Impetigo (school sores), Conjunctivitis and Ringworm. For further information contact the school office.

**A Government requirement is that all absences are explained. On returning to school after an absence, a signed note from a parent is required. A courtesy call to the office when a child will be absent is appreciated, as parents will be notified of any unreported absences with an SMS text message.**



**We look forward to working with you in 2022!**

**Teacher: Miss Georgia Mola  
Teacher Assistants: Mrs Liz Kingston and Mrs Tracie Spadaro**



**For further information contact:**

**Queen of Apostles School**

**108 Tribute Street East**

**Riverton WA 6148**

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