



Welcome to Orana Pre-Kindergarten & Kindergarten

Early Years Educators

Pre-Kindergarten:

Teacher: Mrs Karen Forsyth

Education Assistants: Mrs Fabiola Verrecchia | Mrs Myra Monteiro

Kindergarten White:

Teacher: Mrs Nadia Lovelle

Education Assistants: Mrs Fabiola Verrecchia | Mrs Deb Kiely

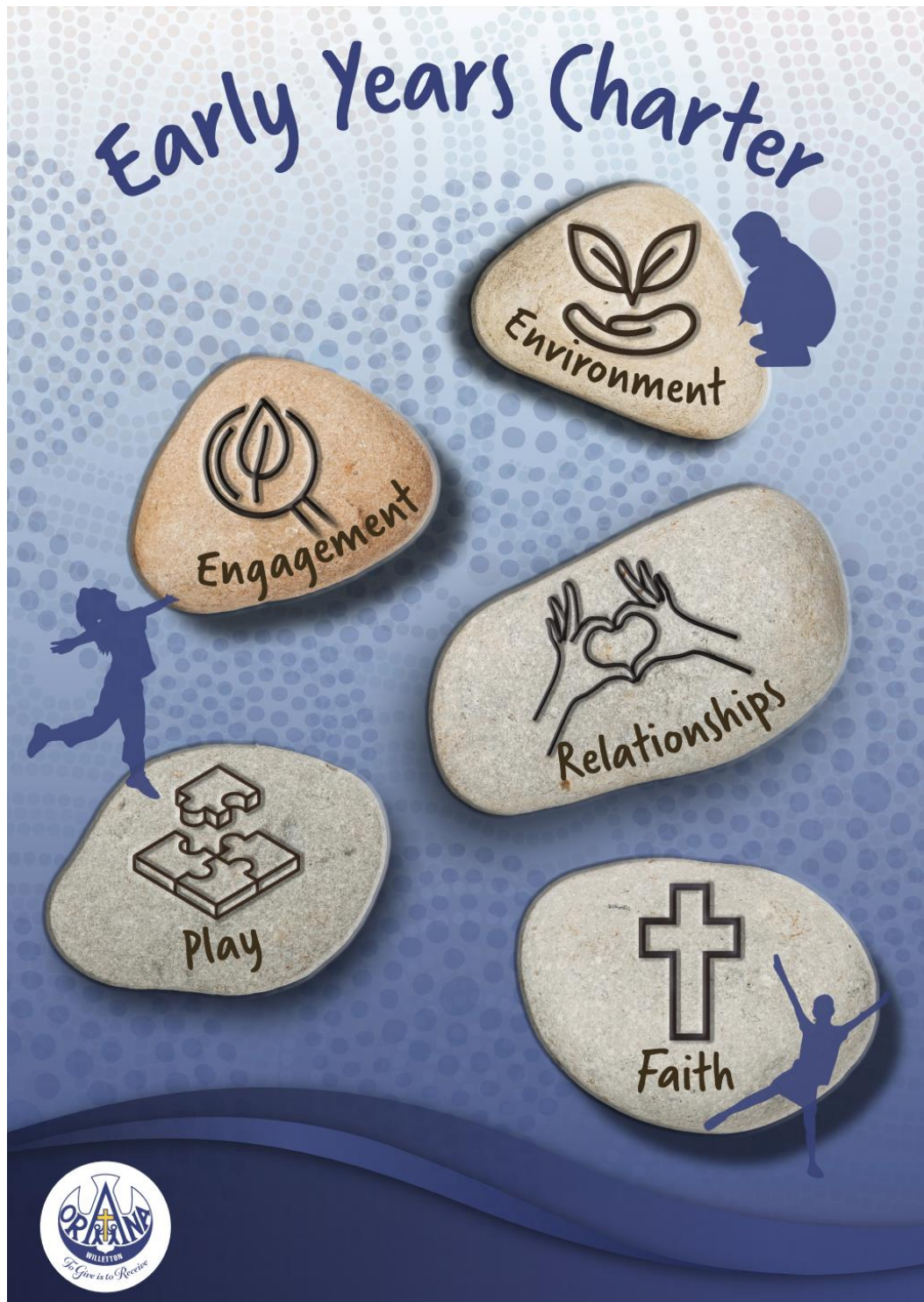
Kindergarten Blue:

Teacher: Mrs Karen Forsyth

Education Assistants: Mrs Louise Dixon | Mrs Myra Monteiro

Orana Catholic Primary School – Vision for Learning

Orana Catholic Primary School is a vibrant learning community, within the Saints John and Paul Parish in Willetton. We are child-focused and value the partnerships between home and school in the education of the whole child to nurture life-long learners. We believe in a just and inclusive community, where the dignity and goodness of each person is respected and are led by our values, that celebrate diversity and inclusion.



Kindergarten Times

Kindergarten commences on Wednesday 31st January.

Pre-Kindergarten commences on Friday 2nd February.

Kindergarten: Tuesday, Wednesday & Thursday – 9.00am – 2.45pm

Pre-Kindergarten: Friday – 9.00am – 2.45pm

Requirement

1. Named school bag, Orana school hat and water bottle.
2. Named morning tea container for fruit and/or vegetables.
3. Named lunch box and morning tea containers. We are an **Allergy Aware** School. (Please keep morning tea and lunch in SEPARATE containers.)
4. Pre-Kindy clothing: Comfortable and easy to them to manage when toileting.
5. Named spare clothes (children will get wet playing with water and we are available to assist to change into their spare dry clothes).
6. Please apply hand sanitizer and sunscreen on your child every day before 9.00am. Hand sanitizer and sunscreen is supplied outside the classroom door.
7. If your child is in the process of toilet training, please also pack the following: Pull-ups/baby wipes/disposable scented nappy bag.

Greeting Routine

Kindergarten and Pre-Kindergarten

1. Children hang bags up on their named hook.
2. Hand sanitiser and sunscreen is available outside the classroom.
3. Children get their hat, fruit and water bottle out of their bag. Lunch stays in their bag. You will therefore need two separate containers, one for morning tea and one for lunch.
4. 9:00am the classroom doors open.
5. Children enter the classroom and put their hat, fruit, and water bottle in their named pigeon-hole (educators will assist). Parents/Carers may leave when they're ready. We encourage you to say goodbye to your child before you leave. Children will remain in the classroom with the educators.
6. Children play in the classroom until the pack away song is played.
7. Children pack away the toys and sit on the mat ready to start the day.

Playground Policy: Children are not permitted to play in the early years playground before 9:00am or after 2:45pm. We appreciate your cooperation with this rule for the safety of

your children.

Water: Please bring a water bottle. We will fill up your child's water bottle during the day if required.

Arrival and Departure

For safety reasons please adhere to the following procedures.

1. Children must be accompanied by a parent or caregiver at all times until the commencement of Kindergarten at 9:00am.
2. If you are running late and dropping your child off after 9:15am, you must sign your child in at the office.
3. If you are picking up your child early, before 2:45pm, you must sign your child out at the office.
4. Kindy parent helpers must report to the office to collect a visitors' badge and sign in at the classroom on the Kindy register.
5. When another adult other than the primary caregiver/s is picking up your child. Parents are required to provide written permission and photo ID of the person who is picking up their child. This can be sent to the class teacher via email or the *Seesaw* App.

Pre Kindy: Karen Forsyth karen.forsyth@cewa.edu.au

Kindy Blue: Karen Forsyth karen.forsyth@cewa.edu.au

Kindy White: Nadia Lovelle nadia.lovelle@cewa.edu.au

School Uniform and Personal Presentation

- For specific information, please refer to our Parent Handbook via the website.
- All uniform requirements, apart from shoes are available at:
[Nell Gray, Uniform Concepts](#)
[30 Kembla Way, WILLETTON](#)
- All items of uniform are to be clearly marked with your child's name.
- The school hat must be worn outdoors all year round.
- Hair longer than the collar is to be tied back with blue or white hair ties.
- Hair colouring, make-up, nail polish and extreme hair styles are not acceptable.
- A maximum of one plain gold/silver stud or plain sleeper per ear lobe may be worn.
- Religious medallions/crosses may be worn under the uniform.

Early Childhood Uniform

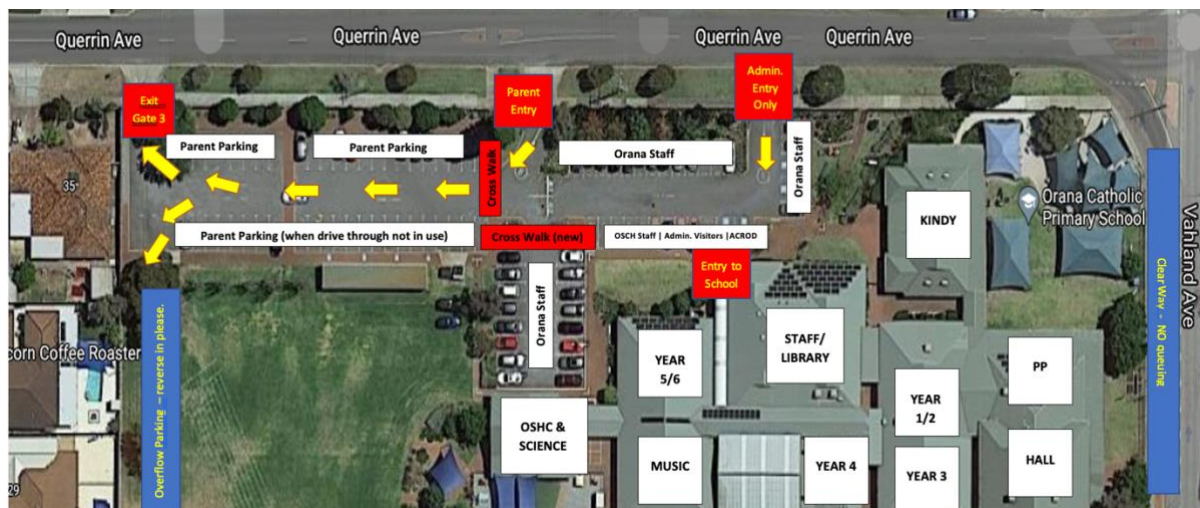
| KINDY SUMMER UNIFORM | |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| SHORTS | Royal blue Orana sports shorts (old, pleated skirt not permitted) |
| POLO SHIRT | Navy polo shirt with school crest |
| SHOES | White sports shoes OR blue sports shoes with Orana sports socks (other coloured sport shoes are NOT permitted) |
| HAT | It is compulsory to wear the Orana school hat before and after school, during lunch, recess and at sporting activities all year round |

| KINDY WINTER UNIFORM | |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| TRACKSUIT | Orana School tracksuit: Royal blue with one stripe down sleeves and trouser legs. Zippered front jacket with school crest |
| POLO SHIRT | Navy polo shirt with school crest |
| SHOES | White sports shoes OR blue sports shoes with Orana sports socks (other coloured sport shoes are NOT permitted) |
| HAT | It is compulsory to wear the Orana school hat before and after school, during lunch, recess and at sporting activities all year round |

Carpark Safety

1. Enter carpark through the second gate.
2. Parking is available opposite the green shed.
3. Overflow parking is available on the Western end of the oval (reverse parking along the fence line for safety).
4. Entry to admin carpark through the first gate is for disabled access and office visitors only.

5. Pedestrian safety: Please follow the red bricks and pedestrian zebra crossings.
6. Please refrain from using staff parking bays.
7. At no times, should the accessible parking bays be used unless displaying an ACROD permit.



Communication

Good communication between home and school is vital.

- If you have any queries, concerns or would like to discuss your child's progress, please make an appointment with your class teacher via email or a Seesaw message.
- Pre Kindy and Kindy Blue: Karen Forsyth karen.forsyth@cewa.edu.au
Kindy White: Nadia Lovelle nadia.lovelle@cewa.edu.au
- Office and Leadership Team: 9376 8300 admin@orana.wa.edu.au
Please ensure the office has your current email address and contact details.

Absentees

- The school needs to be informed of all absences due to our legal requirements. To notify absentees, please see our website and click on the absentee tab.
- Parent/Carers are encouraged to complete the online Absentee Form via the tab above or email admin@orana.wa.edu.au before 9am.
- If the school has not been informed of an absence, we will contact the parent/carer of any children who are absent after this time.
- Parent/carers are required to provide a written explanation for all student's absences via the Absentee Form or email.
- For extended Planned Absences, please email the dates that your child will be absent from school and the reason why to admin@orana.wa.edu.au

- If arriving late (after 9.15am) or picking up students early, please report to the office to sign in or out.

Student Notes

Kindy students have a blue note folder. Please check your child's blue folder for notes when it is sent home and return it (empty) the following Kindergarten Day.

Pre-Kindy: A note tub with a file for each child will be outside the classroom. Please check your child's file for work and important notes.

Seesaw App Digital Portfolio: Seesaw provides a platform for communication between teachers and parents/carers. Important class notes/information will be posted by the teacher through the app.

It is very important to view the notes that are sent home to ensure you are aware of what is happening throughout the year.

Seesaw

- Seesaw is a digital portfolio of your child's happy moments and learning experiences at Pre-Kindy and Kindy. We will be using the Seesaw app to showcase your child at work and play. Each child has their own journal where photos, videos and creative works will be shared.
- Steps to download *Seesaw App*.
Step 1 – Download the App: *Seesaw Family*
Step 2 – You will receive a *Seesaw* invitation from the class teacher via e-mail to gain access.

School Website

orana.wa.edu.au

Follow Us





@ORANACP

Allergy Awareness and Healthy Eating

- We are an **Allergy Aware School**.
- Please do not pack nuts or food items containing nuts.
- Please send a water bottle each day. These can be refilled as required.
- Birthday treats to share are discouraged as we promote healthy eating; however, if you would really like to send in a treat, it must be wrapped, individual and from a commercial kitchen/premises. You may wish to bring non-food items instead, such as bubbles, a book to share with the class, etc.

Medication at School

- Medication, which is to be taken at school, is to be brought to the classroom, clearly labelled with the child's name and dosage. The medical authorisation form must be completed. This is available on the website, Forms tab.
- Children requiring Medical Action Plans, such as Anaphylaxis or Asthma Plans need updated plans each year, with the student's current photo. These plans are completed by the family doctor and need to be handed into the office.
- Please note that due to children with severe Anaphylaxis, Orana CPS is an Allergy Aware School. Therefore, we ask that items containing nuts are not brought to school

Parental Involvement

- Communicate with the classroom teacher and inform us of any changes to your family circumstances or child's life which may impact their learning or wellbeing at school.
- Parents and carers are expected to keep up to date with their child's learning by regularly accessing Seesaw.
- Kindergarten Parent Duty Roster.
- Attend school and community events where possible, for example, Community Masses.



- All parents/carers are welcome to join the P&F and are encouraged to engage with and support P&F events.
- P&F Association information can be found on the school website, Practical Matters, Parent Handbook.

P&F Representative

- Pre-Kindy and Kindy Parents can volunteer to be a P&F Representative at the P&F Meeting.

Pod Play Equipment Requests

Dolls, tents, costumes. Vacuum cleaners, wheelie bins, car seats, barrels, suitcases, wheels, headphones, old phones (no glass screens), material, sheets, cushions, whiteboards, ropes, storage containers and cooking pots/pans.

Please send all donations to the office.

Code of Conduct

- The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of students.
- The Code applies to staff, students, volunteers, parents and carers, and visitors as applicable.
Located: School Website – Policies and Guidelines – School Based Guidelines.



Handy Hints for your child starting Pre-Kindergarten & Kindergarten

- Be cheerful when you leave your child each morning; don't linger too long.

- Avoid prolonged good-byes. Should you have any concerns an uneasy separation, you are welcome to phone us to confirm that your child has settled and is happy – your feelings are important too!
- Be on time when dropping children to school and picking up children up. They get upset if you are late.
- Take a little time at the end of each day to listen to your child talk about their day and admire what they bring home.
- It is a good idea to offer your child a healthy snack at the end of the school day. They are often hungry after school.
- Children are often very tired after school, especially in the first few months, so dinner should be early. Bedtime should be around 7.30pm.

Teachers' E-Mail Addresses

Pre-Kindergarten

Mrs Forsyth: karen.forsyth@cewa.edu.au

Kindergarten White

Mrs Lovelle: nadia.lovelle@cewa.edu.au

Kindergarten Blue

Mrs Forsyth: karen.forsyth@cewa.edu.au

Orana CPS Website:

<http://www.orana.wa.edu.au/>

Absentee Online Form

Calendar

Teaching & Learning

Early Childhood

Pre-Kindergarten

Kindergarten

Therapy Services – offered on site

Occupational Therapy | Lil Peeps: admin@lil-peeps.com.au

Speech Therapy | Fremantle Speech Pathology Services:
<https://www.freospeech.com.au/contact>