

KINDERGARTEN INFORMATION BOOKLET 2025



West Leeming Primary School
Westall Terrace
LEEMING WA 6149
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WELCOME

Welcome to West Leeming Primary School. This booklet is designed to provide you with information about our Kindergarten program. We hope you find it useful. Only one copy of this booklet is issued, so please place it in a convenient place for future reading. The handbook is also available on our school website in the Handbooks folder under the '[Helpful links/Downloads](#)' tab.

SESSION TIMES

In accordance with the Department of Education WA Policy, Kindergarten students attend school for 15 hours per week (or pro rata). At West Leeming Primary School, we offer 5 full days of Kindergarten per fortnight. This is based on a rotational roster of 2 days one week and 3 days the next.

Kindergarten starts at 8:50am and finishes at 2:50pm.



| KINDY BLUE GROUP (Tue/Wed/alt Mon) | | | | | |
|------------------------------------|-------------|---------------|---------------|----------------------|----------------------|
| 8.50am to 2.50pm | Monday | Tuesday | Wednesday | Thursday | Friday |
| | Fortnightly | Kindy session | Kindy session | Do not attend school | Do not attend school |

| KINDY RED GROUP ((Tue/Wed/alt Mon) | | | | | |
|------------------------------------|-------------|---------------|---------------|----------------------|----------------------|
| 8.50am to 2.50pm | Monday | Tuesday | Wednesday | Thursday | Friday |
| | Fortnightly | Kindy session | Kindy session | Do not attend school | Do not attend school |

| KINDY GREEN GROUP (Thu/Fri/alt Mon) | | | | | |
|-------------------------------------|-------------|----------------------|----------------------|---------------|---------------|
| 8.50am to 2.50pm | Monday | Tuesday | Wednesday | Thursday | Friday |
| | Fortnightly | Do not attend school | Do not attend school | Kindy session | Kindy session |

(Please see your calendar for allocation of days.)



EARLY YEARS STATEMENT

At West Leeming Primary School In the Early Years...

Our students

- ...are active participants in their learning
- ...are engaged, supported, challenged, achieve success and aspire to achieve their potential
- ...are respected, appreciated and celebrated for **being** themselves
- ... have autonomy, collaborate and reflect on their learning
- ...participate in a curriculum that is experienced through child centred, age appropriate pedagogy*

Our staff

- ...are active participants in their learning and teaching
- ...are engaged, supported, challenged, achieve success and aspire to achieve their potential
- ... are respected, appreciated and celebrated for **being** themselves
- ... have autonomy, collaborate and reflect on their learning and teaching
- ...provide a curriculum that is experienced through child centred, age appropriate pedagogy *

Our school

...provides rich, stimulating, inclusive, organized, visually attractive indoor and outdoor learning environments using natural and man-made resources
Diversity, culture, passions, interests, dispositions, abilities, experiences, skills, and knowledge combine and are acknowledged in our school environment to create a sense of **belonging**

Our community

Collaborative connections create insight and opportunity in **becoming** active members of community, and connected, collaborative future citizens
The capacity of the whole is strengthened through development of the individual.

Being Becoming Belonging

West Leeming Primary School

... has a vision to empower and embrace a culture of opportunities for success

EARLY CHILDHOOD

At West Leeming Primary School, we recognise that early childhood is a vital period in children's learning and development. We offer a mixed pedagogy (teaching and learning approach) which is evidence based best practice, child centred and includes inquiry play -based learning programs and explicit instruction.

"Play-based learning capitalises on children's natural inclination to be curious, explore and learn. Children actively construct their own understandings that contribute to their own learning. In play experiences children integrate their emotions, thinking and motivation that assists to strengthen brain functioning. They exercise their agency, intentionality, capacity to initiate and lead learning, and their right to participate in decisions that affect them, including about their learning." - [Early Years Learning Framework 2022](#)

Literacy and numeracy concepts are explicitly taught in K-2 classroom through numerous educational opportunities, including inquiry based investigative play. Teachers set provocations which allow students to actively construct their own understanding and contribute to others' learning. Students have agency, capacity to initiate and lead, collaborate and reflect on their learning. Through engaging environments students explore and investigate learning experiences which are authentic and build on explicit concepts taught.

Teachers develop high quality teaching and learning programs which are stimulating and maximise opportunities for students to enhance and extend their understanding, guided by the [Early Years Learning Framework](#) and [National Quality Standards](#) and follows the [West Australian Curriculum](#) and [Kindergarten Guidelines](#).

Our team of experienced and qualified early childhood educators help all students achieve their potential from the start of their schooling year - Kindergarten.

Our staff are committed to quality improvement of practice through the National Quality Standard. We have been recognised through the Education Department W.A for achieving all 7 Quality Areas in the National Quality Standard.

Our Kindergarten program covers learning in Maths, English, The Arts, Science, HASS, Technology, Health and Physical Education.



OUR VISION

**Empower and embrace
a culture of opportunities
for success.**

ATTENDANCE

Although Kindergarten is not compulsory, students are expected to attend. All students in Kindergarten will attend from 8.50am to 2.50pm on their rostered days. You have been provided with a copy of your group's calendar for reference, more copies are available from the school office.

We will hold a parent information meeting early in Term 1 (details to follow) to let you know about the Kindergarten learning program and answer any questions you may have.

THE FIRST FEW WEEKS—WHAT TO EXPECT

The first moment at Kindergarten is an important time for a child. It is a time when they will be:

- Entering a new environment,
- Meeting and learning to trust new people,
- Having to mix and share with other children, and
- Working in a group situation.

During the first few weeks the activities set up will help the children to learn:

- How to use the equipment properly,
- Where things belong,
- The activities that are carried out in each area,
- The routines of the classroom, and
- The expectations of the staff.

If you have any concerns or queries during those first few weeks, please contact your child's teacher.

WHAT TO BRING EVERY DAY

- A school bag, clearly marked with your child's name,
- A piece of fruit (fresh or dried) or vegetable for crunch and sip
- A drink bottle with water only,
- A hat, clearly marked with your child's name,
- Recess, lunch and
- A change of clothes, in case of accidents.



CONTRIBUTIONS AND CHARGES

The School and P&C Voluntary Contributions are requested at the beginning of the school year. **These are two separate accounts.**

WLPS Voluntary Contribution

Voluntary contributions for Kindy is \$60.00 per child for 2025. This assists the school to purchase important teaching and learning resources and provide experiences and opportunities to enhance the learning program for students. Voluntary contributions can be paid at the school or through your child's student requirement list (booklist) through Campion.

WLPS P&C Voluntary Contribution

The Parents and Citizens Voluntary Contribution is a separate contribution, used by the parent body to support the teaching and learning program and assist with the purchase of equipment and resources in line with the school's priorities. The P&C work in conjunction with the school to enrich your child's experience.

This voluntary contribution is \$30.00 per child capped at \$90.00 per family. Payment can be made online via the Quickcliq website at <http://www.quickcliq.com.au>, paid at the school or through your child's student requirement list (booklist) through Campion.

Quickcliq is a P&C account and is separate to the school account.

Charges for Optional Activities (Incursions and Excursions)

In 2025 the Optional activities money for Kindy students is \$100.00. This is for your child's incursions and excursions throughout the year. You can choose to pay bulk monies at the beginning of the year or on an event basis. Notes or permissions slips will be sent home for each activity as it approaches, and you will be asked to make payment prior to your child participating in that activity. Parents have the option to make a bulk payment at the commencement of the year to cover the cost of these activities. Any funds left at the end of the year will be rolled into the following year.

WLPS School Board supports the option of payments in advance for incursions and excursions. This will ensure there is enough bulk money on the student's billing account to cover costs for 2025. This is the preferred method of payment and is intended to be more convenient for parents.



SCHOOL RECORDS

It is imperative that every child's school records are accurate and up to date. Please notify the School Office immediately of any changes to phone numbers, addresses, email addresses, emergency contact details, etc. Accuracy of details is for the wellbeing of your child and ensures you can be notified when needed. It is our school's policy to immediately advise parents when children are ill or have a minor accident that may require medical attention.

ARRIVALS / DEPARTURES

Kindergarten students must be brought to, and collected from school by an **authorized adult**. It is important that you remain with and supervise your child until the door is opened.

The beginning of each day is 'Family Time'. We encourage you to come and join in with your child to create a positive transition between home and school each day.

Our outdoor area is part of our learning environment and is usually set up with equipment for the day, so please DO NOT allow your child/children to play in the outdoor learning environment before or after school.

If someone other than yourself is coming to collect your child, we need to have permission from you. This can be done by completing a consent form which gives other people permission to collect your child throughout the year or we have a diary that you can write in if you have organized a play date during that day/week. Please speak with us if there are any custody/safety issues regarding your child.

LATE PICK UP

If you know you are going to be unavoidably late, please let us know. Please phone the School Office on 9266 6000 and ask to be put through to the Kindergarten room.

ABSENTEEISM

Your child is expected to attend Kindergarten on their rostered days. We ask that if your child is going to be away from school for a particular reason, that you notify the school of the absence. This can be done by sending an SMS to our Student Absentee line on 0438 942 201 or by calling the School Office on 9266 6000. The child's class teacher will then be informed.

As it is a legal requirement that children attend school, all family holidays taken during the school term must be applied for approval in writing to the Principal prior to the holiday. Please include dates and reasons for holidays. These absences will not be approved leave and will be recorded as 'unauthorised vacations' as the Education Act requires school-age children to attend school, unless unwell.

Establishing sound attendance and punctuality patterns in children is very important and begins at Kindergarten.

HEALTHY EATING

We encourage all our students to enjoy a healthy breakfast before coming to school to help them concentrate during the school day.

For meal times at school, help your child to remain healthy and be able to concentrate and stay focused during the day by providing healthy, nutritional food in their lunchbox. Visit www.waschoolcanteens.org.au/schoolcommunity/ (WA School Canteen website) for healthy ideas.

Our school has a Healthy and Safe Food and Drink Policy (a copy is on our website under the '[Our School/Community Support/Policies](#)' tab). We have a number of students within the school with anaphylactic reactions to certain foods so we ask that nuts and nut products are avoided.

CRUNCH AND SIP

Crunch and Sip is an important way to teach young children about the importance of healthy food and hydration. Please provide cut up fruit or vegetables in a separate container, this helps our children get their snack quickly and independently.

You can find more information on this program at <https://www.crunchandsip.com.au/>

WATER BOTTLES

We encourage all children to bring a **water** bottle (not milk, cordials, juices or fizzy drinks) with them to Kindergarten every day. They are allowed to drink from it whenever they feel necessary. Regular water intake helps the brain to function and promotes learning.

HEALTH NEEDS

If your child has a specific health need (including allergies), please bring this to our attention, with the appropriate documentation, so that we can ensure your child is properly cared for at all times.

Please ensure that all food and drink containers are clearly labelled with your child's name to avoid confusion of ownership.



HATS

At West Leeming Primary School, we have a “No Hat No Play In The Sun” guideline to teach our students to be sun smart. Students who forget their hat are not permitted to play in the sun, which is why we encourage our students to leave their hats at school in their tray.

SHOES

Even though we do take our shoes off for outdoor activities, the children must attend school wearing shoes. If your child can not do buckles, shoelaces, etc., please do not send them in these shoes. It is preferred that students wear shoes that are safe, suitable and user friendly (that they can put on themselves).

BAGS

Your child’s Kindergarten bag should be big enough to fit all of the items necessary for their day and still have room for any work to be taken home, but not so big that they cannot manage it themselves. Remember to check your child’s bag regularly for notes. Please ensure that your child can easily open and close the bag’s fasteners.

CLOTHING

Kindergarten children are invited to wear the West Leeming Primary School Kindy/ Pre-Primary t-shirts. We encourage children to wear clothes that are “Kindy friendly” (clothes that the children can get paint or glue on and that they can remove independently when toileting, and can easily move and climb in). We have West Leeming Kindergarten t-shirts available for you to purchase online via [Quickcliq](#) from the [Uniform Shop](#) (information and details on how to do this were included in the enrolment pack).

Please keep a change of clothes in a plastic bag in your child’s kindy bag in case of any accidents. **Please label all clothing and footwear.** Long hair should be tied securely and clipped in place for safety and hygiene.

LABELLING BELONGINGS

Please ensure that all of your child’s belongings are clearly labelled with their name. This includes clothing items, school bag, water bottle, shoes, and lunch and snack boxes. This prevents unnecessary loss of equipment as we can return found items to their owner and will not need replacing.

TOYS AND VALUABLES

Children are asked not to bring toys or jewellery to Kindergarten. We have adequate educational items and toys for the children to play with in class. We cannot be responsible for items of value brought to school. During the year, there will be times that special items can be brought on the day, theme or topic.

COOKING

During the year, we will be doing some simple cooking activities. Some of the food will be eaten during class and some will be taken home.



PLEASE inform us if your child has any allergies or religious restrictions relating to food.



On occasion, we will place a *Cooking Donation List* on our noticeboard. Please write your child's name next to an item that you are willing to donate for class cooking.

WRITING

All children are encouraged to attempt to write. The style of print demonstrated to the children and taught in the school is 'N.S.W print'. (Please refer to the attached printing sheet when helping your child to print – we discourage the use of BLOCK PRINTING, i.e. all capital letters).

Your child will be encouraged to write their name on their work using correct print. We will also be encouraging your child to use the correct pencil grip. You can assist your child's fine motor muscles for correct grip by encouraging play with small objects, e.g. beads, Lego, blocks, colouring-in.

INDEPENDENCE

We encourage students to be independent. You can help by allowing your child to perform tasks and activities with minimal assistance and being responsible for preparation for their Kindergarten day (e.g. carry their own bag).



BEHAVIOURAL POLICY

At West Leeming we promote positive behaviour in our students. We do this through the 'Care Strategy' whereby we encourage students to 'care for myself', 'care for others' and 'care for environment'. Positive behaviours are acknowledged and celebrated whilst undesired behaviours have consequences in line with our policy located on our website under the '[Our School/Community Support/Policies](#)' tab.

In Kindergarten, we mainly use intrinsic motivation. This involves praising behaviours and encouraging the students to feel proud of themselves as a reward for on-task and positive behaviour.

HELP AND DONATIONS

If you or someone in your family has expertise in any areas that may benefit the children (e.g. Didgeridoo playing, woodturning, is a fire-fighter/police officer etc.) please let us know as we are always delighted to have special visitors.

If you have access to any resources that we might be able to use, please bring them in or let us know (e.g. paper, material, carpet samples, dress-ups etc.). No toilet rolls, soap powder boxes or items that may contain traces of nuts.

Donations of time and resources enrich our program and your child's educational experience.

BIRTHDAYS

We love to acknowledge the children's birthdays, however we ask that you do not bring cakes or special treats to share. At Kindergarten, we give the children a special certificate, a balloon and the class will sing "Happy Birthday". Staff will not be able to hand out invitations on your or your child's behalf. We ask that you distribute your child's party invitations.

CELEBRATIONS

Throughout the year we may plan activities associated with special days e.g. Easter, ANZAC Day, Christmas etc. If you do not wish your child to participate in those activities, you will need to put your request for exclusion in writing so that we can cater for the diversity of needs. Please share information of other celebrations your family is participating in so that we are aware and inclusive of other cultures and traditions.

PARENT ROSTER

Parent roster will commence during Semester 1, once the children have settled into their classroom routines. A roster will be placed on the pin-up board. Please add your name on the day you can attend. We encourage one adult per morning session.

All parent volunteers must sign in at our School Office. Parents will be requested to complete a Volunteer Declaration Form on your first Parent Helper roster day, if you have not already done so during enrolment. Grandparents and other family members will need a Working With Children Check card. It is important to remember that when you are on roster it is to help the children in class, so please don't do their work for them.

Please be aware that there are many items in our class that are not suitable for younger siblings and their presence is often a distraction to the children's learning and concentration. This can be a special time for just you and your Kindergarten child.

Anything that occurs in our class is confidential and, as such, what happens within the class should be kept confidential.

Please do not bring cameras or video recorders with you as this may compromise the privacy of others.

LAUNDRY ROSTER

We ask for parent assistance with the weekly laundry, to make sure we are always able to provide clean tea towels and hand towels in the classroom. A roster will be planned and displayed on the noticeboard outside the classroom so that every family has an equal turn. Please collect the laundry at the end of the last session of the week and return it by the next session. At the end of each term, additional help may be required for dress ups etc.

We thank you in advance, your help is greatly appreciated.

PARENT / TEACHER COMMUNICATION

The development of a close, positive partnership between parent and teacher is fundamental to your child's education and is something we are keen to develop with you. We will always speak to parents if there have been any accidents or minor concerns that we need to convey. We will inform you of classroom activities via notes on the noticeboard, and online through the SeeSaw app. Please feel free to approach us about any topic of concern as open communication is encouraged and appreciated. Quick conversations before or after sessions are fine for informal discussions but if you need a more detailed/in depth meeting, please contact us to arrange a mutually convenient time.

The classroom can be contacted on 9266 6000. It is not always possible to read daily emails so if you require a quick response, please speak to the staff directly.

Parents wishing to discuss any aspect of their child's progress should make an appointment to see the teacher.

PARENT NEWS

We have a strong commitment to keeping parents informed.

The school uses the *School Stream* App to communicate with parents about school news, newsletters etc. To download the app just visit the App Store (iPhone) or Google Play (Android). Search for *School Stream* and once the app has finished installing, open it and search and select our school. You can also access the app on your pc or laptop at this link: <https://westleeming.myschoolstream.net/?style=embed>

You will be sent an invitation to join SeeSaw at the beginning of Term 1. You will be able to access notices, resources and information using this online platform.

PERMISSION SLIPS

Permission slips will be required from caregivers for all incursions and excursions. Unfortunately, students who do not have permission slips will be unable to attend such activities.

Other arrangements will be made for students who do not have permission slips and/or have not paid (if required) for incursions and excursions.



HEALTH

It is a Department of Education requirement that children entering Kindergarten be fully immunised against infectious diseases.

Immunisation includes:

- Diphtheria / tetanus / whooping cough
- Polio vaccine
- Measles / Mumps vaccine injections x 2

Please notify the teacher of any cases of infectious diseases.

ILLNESS

If your child is unwell, please keep them at home. It is the school's policy that no medication is to be left in a child's school bag for the safety of all concerned. If your child needs medication during the day, please complete the [Authority to Administer Medication form](#) available from our website or the School Office.

COMMUNICABLE DISEASES

Information on the exclusion periods for communicable diseases are provided by the Department of Health. Parents/carers are asked to notify school immediately their doctor has confirmed a diagnosis of the following diseases:

| | |
|---------------------------------------|---|
| Chickenpox | Exclude until blisters have dried and formed crusts, which is usually 5 days after rash appears. Note that crusts alone do not warrant exclusion. |
| Conjunctivitis | Exclude until discharge from eyes has ceased. |
| COVID | Exclude and advise to stay at home for at least 5 days and until acute symptoms have resolved. |
| Hand, foot & Mouth Disease | Exclude until all vesicles have formed crusts that are dry. |
| Head Lice/Nits | There is no requirement to keep children home from school as long as effective treatment begins before the next day of school. |
| Impetigo (School Sores) | Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. |
| Measles | Exclude for 4 days after the onset of the rash, in consultation with public health unit staff. |
| Rubella (German Measles) | Exclude for at least 4 days after onset of rash. |
| Whooping Cough (Pertussis) | Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing. |

Help and advice can be obtained from the school or on the Department of Health's website using the [Communicable Disease Guidelines Handbook](#).

HYGIENE

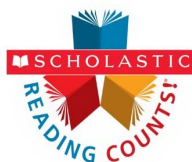
The application of universal hygiene procedures will be followed at all times to control the spread of infection. Staff role model a high level of personal hygiene at all times and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be asked to wash their hands before all food consumption, after art activities and after using the toilet.

RIDING BIKES TO SCHOOL

If your child rides a bike to school, it needs to be placed in the school bike rack near the School oval. All bikes must be walked, not ridden, through the school grounds. Please remember if you are riding your bike, you need to wear a helmet. These can be locked with the bike.

BOOK CLUB

Parent volunteers at West Leeming Primary School enable the school to be part of the Australia-wide Scholastic Book Club. Order forms are distributed to the students, including Kindergarten children, about eight times per year.



There are a lot of awesome benefits that come from participating in the Book Club, for both the School and individuals, including easy access to a core range of books specifically chosen for the selected year levels. This is a great way to purchase books for your children and for the school to earn points, which are then used to obtain books for the school library.

Online orders only

West Leeming has signed up to LOOP, the NEW Scholastic Book Clubs Linked Online Ordering & Payment platform for Parents. This new platform makes it easy and eliminates the need for paper order forms plus your online order is submitted to the school safe and sound.

Log into www.scholastic.com.au/LOOP or download the NEW iPhone and iPad app from the App Store!

OSH (OUTSIDE SCHOOL HOURS) CLUB

West Leeming Primary School has a before and after school program. The OSH staff will deliver and pick up children from Kindergarten in the morning and afternoons as required. Please inform your child's teacher of the days you are using this service.



For more information visit their website www.oshclub.com.au or call 1300 395 735. An information pamphlet can be obtained from the School Office. Contact details for students who currently attend West Leeming OSH Club is 0459 810 213.

HOW YOU CAN HELP YOUR CHILD

- Read to your child as often as possible. Reading to a child every day is one of the best ways of encouraging success with early literacy.
- Ensure that your child has adequate sleep and arrives at school feeling fit and well. It's no fun being away from Mum or Dad when you're feeling sick.
- Show an interest in what they do at Kindergarten - ask questions about the activities they participated in, what story was told at story time, what new songs they learned etc.
- Discussing with us, any information which will help us to understand your child.
- Praise their efforts.
- Listen to your child's ideas and comments.
- Join us on roster.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D)

Language shapes the way we view our world and our place within it. Language is also linked to our personal identity and the way we relate to others and it is through this that we make sense of our world.

We support EAL/D families and students to maintain their home language. Students who have the opportunity to maintain their home language will find this beneficial as they are more able to understand and organise their thoughts in a language that makes sense to them. This is important for English Language learning.

The maintenance of the home language of EAL/D students is essential for their English language learning as well as the preservation and development of their cultural identity and family relationships.

Acknowledging student's prior knowledge, skills and understandings in their home language will help them maintain their feelings of self-worth and confidence in their ability to learn another language.

Research indicates that bilingual speakers have significant learning advantages over monolingual speakers. EAL/D students are bilingual learners, and they are already language learners in at least one other language. They are a valuable resource in developing the language awareness of all students in the mainstream classroom.

To accurately identify EAL/D students we request that you ensure the School Office has the details of your child's first language spoken or heard spoken at home. This will enable the school to access funding and support, allowing us to better meet the needs of your child in the mainstream classroom.



PARENT INVOLVEMENT & RESPONSIBILITIES

We look forward to establishing partnerships with parents/guardians so that together we take on the responsibility of teaching and guiding your young child. Please:

- Keep in touch with the teacher on matters concerning the child's development.
- Notify the teacher about reasons for absences from school.
- Read the parent notice boards outside the learning areas.
- Make appropriate appointment times to discuss your child's development.
- Notify the teacher of any changes to the normal routine within the home situation. Such changes can affect the child's attitude and emotional well-being (e.g. late night, fly in fly out parents leaving/returning, family worries).
- Assist with parent help roster where possible. Your child will love having you in class.
- Notify the teacher of any ongoing illness or allergy.
- Notify the teacher if receiving ongoing therapy from another professional. eg Speech Pathologist
- Consider joining in school community happenings such as busy bees, fundraising events, whole school activities.
- Consider joining the school P&C as the Kindergarten program benefits from their activities.
- Accompany your child to and from the Kindergarten classroom.
- Ensure that teachers and administration staff are notified of any changes to telephone numbers and addresses or emergency contact people as they occur.

USEFUL PARENT INFORMATION

Hello Kindergarten

[Hello Kindergarten](#)

Community Health Nursing in Primary Schools

[Community Health Nursing in Primary Schools](#)

School Health Services

[Health information for parents and carers with children starting school](#)

Ten top tips for a great start to school

[10 top tips \(health.wa.gov.au\)](#)

Food for Kids

[Food for Kids \(health.wa.gov.au\)](#)



Thank you for taking the time to read this information booklet. With your help, we can develop a strong partnership between home and school by encouraging, helping and teaching your child. We look forward to working with you this year!