



2023

PRE-KINDER
HANDBOOK



KINROSS WOLAROI
SCHOOL



WELCOME FROM THE PRINCIPAL

Kinross Wolaroi School has a 130 year history as a respected day and boarding school that pursues academic excellence and breadth of opportunity for its students, where education is deliberately structured to develop the whole person.

I believe a great education is about so much more than academic results alone. Though they are important, our aim is to enable students to be well-rounded and engaged citizens who will become the very best version of themselves.

We passionately believe that enjoyment of learning and the wellbeing of our students must lie at the heart of a school. Students learn to think independently and develop a spirit of independence that will allow them to thrive in a rapidly changing world.

Your sons and daughters will encounter many challenges, choices and opportunities so that they can grow and discover their abilities and passions in life.

Kinross Wolaroi enjoys an excellent reputation for its diverse and engaging co-curricular program that forms a significant element of the rich fabric of the School. Here they will develop self-confidence, resilience,

social skills and character that can contribute so much to success in later life. As part of the Kinross Wolaroi School community our students and their families join a thriving group of people. You'll be joining families and alumni with a common commitment to excellence in education and community building.

Kinross Wolaroi School is a place where students are at the centre of everything we do. We aim to develop young men and women of character in an environment where they are able to gain a sense of self through exploration and challenge.

Through strong support for their academic development and encouragement to extend themselves physically and socially, we aspire to develop every student's resilience and a passion for life and learning.

I encourage you to read this handbook and learn more about all that life at Kinross Wolaroi School has to offer.

Dr Andrew Parry,
Principal



WELCOME FROM THE HEAD OF JUNIOR SCHOOL

Kinross Wolaroi Junior School has a fine tradition and a bright future in educating primary school boys and girls. From dedicated and professional staff to outstanding facilities and surroundings, the Junior School educates the whole child using the best in innovation and resources.

Learning programs in the Junior School are designed to challenge and engage students through academically and developmentally relevant activities that help students realise their capabilities.

The Junior School is structured to provide opportunities for students to be involved members of their learning community. Students are active and keen participants in a wide range of curricular and co-curricular activities. We offer specialist programs in Art, Library, Physical Education, Music and Performance, LOTE and Sport.

The School's motto of 'Knowledge-Friendship-Integrity' is central to all we do. Underpinning all of this are our school values of Courage, Resilience Inclusiveness, Respect and Commitment.

The Junior School and Pre-Kinder Handbook when read in conjunction with one another provide essential information to help ensure the partnership and co-operation between School and home is the very best it can be. Please read through the handbook carefully and note any information particularly relevant to you and your children. There may be additional information or changes to routines or programs during the year. These changes will be communicated to you through the Family Newsletter, the Hub or email.

We greatly value the trust you show in the School by placing your child in our care. Our community seeks to treat each girl and boy individually to the very best of our ability, from Pre-Kinder through to the completion of Senior School. Your place as parents is foundational to the success of our endeavours and we look forward to all this year may hold.

Mrs Denise Hayward,
Head of Junior School

OUR MISSION, VISION & VALUES

MISSION

As a school of the Uniting Church in Australia, we exist to provide a challenging and holistic education that equips our students to live meaningful lives and make a positive contribution to society.

VISION

Our vision is to pursue educational excellence that is focused on the needs of our regional students in a rapidly changing world. We will achieve this by creating a dynamic community implementing innovative practices to develop independent and adaptable learners.

VALUES



COURAGE

Through strength of character and determination, we have the courage to accept new challenges and explore new paths as we actively embrace and initiate change. We have the courage to stand up for what is right and to demonstrate personal leadership when challenged.



RESILIENCE

As a learning community we acknowledge the challenges we will encounter as we strive to make a purposeful contribution to the world. Skills of self-management and responsibility and a breadth of knowledge provide the confidence necessary to overcome adversity.



INCLUSIVENESS

We recognise that the world is a rich and diverse place. With a collaborative spirit and a daily commitment to compassionate and considerate behaviour, we celebrate diversity in all its forms and commit to creating a school that is safe and welcoming for all.



RESPECT

We demonstrate respect for others irrespective of difference and show consideration for ourselves and for one another. We strive to understand the needs and expectations of others and by our actions seek to meet them. We are a community that values and respects effort, achievement and a love of learning.



COMMITMENT

We are committed to making a positive contribution to our school and to others. This requires a spirit of service and a willingness to accept challenges we may not otherwise consider and the persistence to see those challenges through. We take responsibility for our actions, we seek out ways to contribute and we keep our promises.





WELCOME TO PRE-KINDER

We value Early Childhood Education as the foundation for lifelong learning. The early years are pivotal to a child's development.

At Pre-Kinder we provide the children in our care with a loving comfortable, safe, and stimulating atmosphere.

Play based learning activities are the most important activities we can provide our pre-schoolers. "Play" is their work. Children are naturally motivated to play. During the act of play children are exploring, taking risks, engaging their imaginations, and solving problems. These are all valuable skills that support social, physical, and cognitive development.

Relationships are crucial to the success of an early childhood environment. Positive relationships with the children create happy, confident people with a love of learning. Positive relationships with families are based on co-operation and a mutual respect for the reciprocal roles that each play in the lives of the child. Positive staff relationships create a calm, happy feeling in the room and we act as role models for the children to learn from.

Ms Ann-Margaret Gunther,
Director of Pre-Kinder

MEET THE PRE-KINDER TEAM

Kinross Wolaroi School Pre-Kinder provides qualified, motivated staff who create a welcoming environment where your child will be able to enjoy learning through play, to grow in confidence and to fulfill their potential.

The Centre is staffed by a teacher fully qualified in Early Childhood Education, Assistants who hold an Associate Diploma and a Teacher's Aide.

The Director oversees the day-to-day operation of the Centre and is responsible to the Head of Junior School.

Centre director and class teacher

Ms Ann-Margaret Gunther

Teachers Assistant

Ms Belinda Ferguson



CONTACT DETAILS AND FREQUENTLY NEEDED INFORMATION

KINROSS WOLAROI SCHOOL		
59 67 Bathurst Road Orange NSW	kws.nsw.edu.au	
Main Reception/Main Switch	02 6392 0300	reception@kws.nsw.edu.au
Principal	Dr Andrew Parry	Principal@kws.nsw.edu.au
Head of Senior School	Mr Trent Chapman	hosspa@kws.nsw.edu.au
JUNIOR SCHOOL		
Head of Junior School	Mrs Denise Hayward	syran@kws.nsw.edu.au
Junior School Reception	02 6392 0316	junioroffice@kws.nsw.edu.au
Junior School Appointments	Mrs Sharron Ryan: 02 6392 0316	sryan@kws.nsw.edu.au
Assistant Head of Academics	Ms Amanda Dodson	junioroffice@kws.nsw.edu.au
Assistant Head of Wellbeing	Mrs Virginia Milliken	junioroffice@kws.nsw.edu.au
Coordinator Learning Enhancement	Mrs Brooke Church	bchurch@kws.nsw.edu.au
School Psychologists	Mrs Rebecca Campey	rcampey@kws.nsw.edu.au
	Ms Amy Newsom	anewsom@kws.nsw.edu.au
Junior School Music	Mrs Katie Sinclair	ksinclair@kws.nsw.edu.au
Junior School Sport	Mr Tim Jones	tjones@kws.nsw.edu.au
Accounts	Ms Lisa Miller 02 6392 0314	lmiller@kws.nsw.edu.au
Admissions Office	Mrs Katherine Lord 02 6392 0403	klord@kws.nsw.edu.au
KWS Canteen Manager	02 6392 0387	canteen@kws.nsw.edu.au
Flexi Schools Help Desk	1300 361 769	www.flexischools.com.au
Change of Contact details	02 6392 0316	junioroffice@kws.nsw.edu.au
GOWRIE – Before and After School and Vacation Care	Georgina Clark: 0427490914	OCHC.Kinross@gowriensw.com.au
Health Centre	Sister Kelli Radford 02 6392 0396	healthclinic@kws.nsw.edu.au
Parents and Friends	Secretary I Orion Jandera	pandfsecretary@kws.nsw.edu.au
Uniform Shop - Noone	02 6392 0385	kws@noone.com.au
SOCIAL MEDIA		
School Facebook	facebook.com/KinrossWolaroiSchool/	
School LinkedIn	linkedin.com/school/kinrosswolaroischool/	
School Instagram	instagram.com/kinrosswolaroischool/	
School Vimeo	vimeo.com/kinrosswolaroischool	
School Twitter	https://twitter.com/kinrosswolaroi	

2023 TERM DATES

TERM 1

Tuesday 31 January – Wednesday 5 April 2023

Tuesday 31 January - First day Term 1 PreK, Years 1-6,

Tuesday 31 January and Wednesday 1 February - Kindergarten one on one interviews

Thursday 2 February - Kindergarten commences

Wednesday 5 April - Last day of Term 1

Friday 7 April Good Friday, Tuesday 25 April ANZAC Day

TERM 2

Thursday 27 April – Thursday 22 June 2023

Thursday 27 April - First Day Term 2

Friday 9 June – Pupil Free Day

Monday 12 June Queen's Birthday Holiday,

Thursday 22 June – Last Day of Term 2

TERM 3

Tuesday 18 July – Thursday 21 September 2023

Tuesday 18 July - First day of Term 3

Thursday 21 September - Last day of Term 3

TERM 4

Tuesday 10 October – Thursday 7 December 2023

Tuesday 10 October - First day of Term 4, Wednesday

6 December- Celebration Event and last day for 2023

ARRIVALS & DEPARTURES

DROP OFF AND PICK UP

Pre-Kinder opens at 8:45am and children are picked between 3:00 and 3:15pm. Parents/guardians sign the attendance sheet on arrival and departure. If someone else is collecting a student, Pre-Kinder staff must be notified beforehand.

In the case of an unforeseen event that delays you, please notify Pre-Kinder on 02 6392 0389 of your intention to be late.

Students attending Before or After School Care with Gowrie will be signed in and out by Gowrie staff members.

BEFORE & AFTER SCHOOL CARE

All families register with our onsite Before and After School care provider, Gowrie for those times when you may be delayed in the afternoon and unable to collect your child by 3:15pm

Gowrie NSW is a non-profit-organisation providing diverse education and care, family support and professional development services to the early and middle childhood sector across NSW and the ACT.

All families from Pre-Kinder to Year 6 enroll through:

- Gowrie NSW Kinross Wolaroi Vacation Care or
- Georgie Clark, Program Manager, 0427 490 914.

Gowrie Kinross is open:

- Before School Care 7:00am – 8:45am
- After School Care 3:15pm – 6:00pm
- Vacation Care 7:00am – 6:00pm

Mornings Routine

- Complete attendance sheet, recording afternoon pick up arrangements
- Encourage your child to unpack their belongings, settle in and then time to say "Goodbye"

Afternoons

- Advise staff of your arrival
- Encourage your child to collect their own belongings
- Check the information pockets/collect their craft
- Fill in departure time on attendance sheet

LEARNING AT PRE-KINDER

OUR CURRICULUM

Pre-Kinder delivers high quality care and education for all students.

Our curriculum at is based on the NSW Education Standards Authority (NESA) Early Stage One in Literacy and Numeracy.

In Pre-Kinder students learn through a play based program. Children play because it gives them pleasure. Play-based learning helps children develop social skills, a motivation to learn and develops their numeracy and literacy skills. Taking initiative, focussed attention and curiosity about the world are all a part of play. Children are naturally wired to do the thing that will help them grow and learn.

The teacher spends significant time in planning activities. Each term we focus on learning outcomes for the developmental areas cognitive, social, language, gross and fine motor skills.

In Pre-Kinder we aim to provide opportunities for students to develop their interests and strengths. Our curriculum provides a firm foundation as students transition into Kindergarten the following year.

We believe it is important to:

- Provide a stimulating, enriching and engaging environment, in which students can make choices, problem solve, create and investigate
- Engage positively in interactions with students to extend their thinking
- Provide situations for students to develop social relationships with their peers and adults.

EVIDENCE OF LEARNING - REPORTING TO PARENTS

Seesaw

Pre-Kinder uses the Seesaw platform to encourage a more direct and enriched line of communication home. Seesaw is a safe social learning platform that lets our class showcase their learning with parents. It gives parents a window into the Pre- Kinder classroom and learning process. We hope it enriches the conversations you have with your child about their day at school and what they learning .Seesaw works in conjunction with the portfolios.

All photos posted on this platform are only accessible by other Pre-Kinder families and Kinross Wolaroi staff. Our students deserve privacy and all parents signing up to Seesaw agree not to share the photos and other content onto other social media sites (such as Facebook) or through email to others.





FOOD & LUNCH ORDERS

LUNCHES AND PACKED FOOD

In supporting sustainable and healthy practices, families are encouraged to pack lunch boxes that promote a 'nude food' ethic. What does this mean? Our aim is to refrain from packing food wrapped in foil, plastic, or commercial packaging. For lunch box ideas and more information go to

[Healthy Lunch Box | Cancer Council NSW](#)

In Pre-Kinder children bring morning tea and lunch. The food eaten by children in these settings often equals a large proportion of the food they eat over the whole day.

We actively promote healthy and nutritious eating habits. Fresh is best when packing lunchboxes. For example, an apple rather than a pre-packaged fruit bar.

Drink bottles are filled with water only.



CANTEEN AND LUNCH ORDERS

The Canteen is staffed by paid KWS employees.

Ordering and payment is before 10:00am each day through "Flexischools". Orders can be placed for a day, a week or even the entire term.

To access:

- Log onto flexischools.com.au
- Click 'Register Now' and enter your email
- You are emailed a link to the online form
- Choose your own username and password and enter your contact details
- For each child, click "Add a Student" and follow the prompts to place an order
- You will be required to top-up your pre-paid account as needed - Visa or MasterCard preferred.
- Flexischools provide a 24 hour, 7 days a week Helpdesk: 1300 361 769 or flexischools.com.au.

Our canteen is allergy aware, however, we cannot guarantee pre-purchased items sold at the canteen are nut and/or egg free

Canteen orders are delivered to Junior School Reception and distributed by staff. Students do not have access to the canteen. For enquiries regarding the Canteen contact the Canteen Manager on 02 6392 0387.

BIRTHDAYS

Birthdays are an important milestone, especially in the lives of young people. There is no requirement to do so, but you may like to acknowledge your child's birthday at school by sending in individual treats to share. Please contact the class teacher before the day to ensure students with allergies are catered for.

Birthday party invitations are lovely to receive. Where whole grades or classes are not invited, invitations are to be sent from home and not bought to school. If you would like assistance in contacting families, please email junioroffice@kws.nsw.edu.au

PARENT INFORMATION

COMMUNICATION

The school website, The Hub, this and the Junior School Handbook and meetings with staff assist in developing effective partnerships between school and home. Communication including year group excursions, permission notes, events and invitations are accessed via The Hub on the Student/Parent page.

Email

Email is a convenient way to communicate. During the school day a teacher's focus is on students. For this reason, there may be a 48 hour turn around. It is also important teachers can step away from being a teacher at the end of a day. Teachers are strongly discouraged from responding to emails after regular work hours ie, after 5:00pm.

For incidental notifications to teachers (either class teacher or specialist teacher) the student diary is the preferred mode of communication.

For logistical communication re changes to arrangements, absences, information about events please contact Junior School Reception (02 6392 0316 or email junioroffice@kws.nsw.edu.au).

Meeting with Staff

At times email is not the best form of communication for true understanding. In these instances, families are encouraged to arrange a phone or face-to-face meeting with Kinross Wolaroi staff.

The school cannot help or advise unless a question or problem is raised. While not every expectation may be met, we are more than willing to work through relevant and important questions or issues to the benefit of the children in the Junior School.

Parents may be asked for information to better facilitate meetings. This can be helpful in ensuring appropriate staff and information is available. However, it is not essential to provide when arranging a meeting.

The Pre-Kinder staff are always the first point of contact for student academic and wellbeing matters.

If you would like to talk with the Head of Junior School, please contact sryan@kws.nsw.edu.au

Kinross Wolaroi News (Family Bulletin)

Each fortnight the Family Newsletter is emailed to families and is available via kws.nsw.edu.au/news/newsletters

EXCURSIONS

Throughout the year students engage in various excursions. Some will be at school and others will require travel. The School and local bus companies provide buses with seat belts. Staffing ratios are maintained and, in some instances, increased during an excursion. If appropriate a small number of parents may be asked to nominate and volunteer to attend.

Excursions are a part of our educational curriculum and as such all students are encouraged to attend. If, for some reason, you do not wish your child to attend an excursion, you will need to make other arrangements for your child on that day, as our staff are required for supervision on the excursion.

PRIOR TO STARTING SCHOOL

Pre-Kinder students participate in a "Step it Up Mornings" and a half hour 'getting ready for Pre-Kinder session with Kinross Wolaroi staff. During these experiences students are provided with activities to enable teachers to observe and gather further information to assist in their transition to School.

Preparing for school

- Label all belongings
- Practice packing and unpacking the bag, opening food containers, drink bottles and unwrapping food items
- Plan nutritious lunches, work out likes and dislikes. Be mindful not to pack too much
- Encourage sitting down when eating
- Use the toilet independently, including managing their uniform, flushing the toilet, and washing their hands
- Allow time to practice dressing themselves, including managing buttons and tying shoelaces
- Practice writing their first name, allow time to draw, colour and write on large pieces of paper using pencils, crayons and textas
- Read with them from a wide variety of books
- Journey to and from school, talk about the activities they might do e.g. music, art, PE, play

Packing the school bag

- To assist with bag recognition, attach a distinctive tag to the Kinross Wolaroi School bag
- Raincoat when necessary
- Morning tea and lunch - in named container
- Spillproof, bottle of water - in named container
- Named playground hat
- library bag

THINGS TO LEAVE AT HOME

Toys and treasures from home can get lost or broken. We ask that these items remain at home.

UNIFORM

The PreK-Year 2 uniform is a play-based ensemble designed for students to participate equally in all class activities, PE lessons and play during breaktimes.

For more information see [The Uniform Policy](#)



HEALTH AND WELLBEING

WELLBEING

Pre-Kinder staff are the primary carers for your child when at school. Most matters of student care and welfare are overseen through the Pre-Kinder staff.

Should a matter of concern arise outside the role of the teacher, those who could be involved may include parents and carers, Head of Junior School, Leader of Wellbeing, and/or school psychologists.

The school has established policies and procedures for bullying and child protection issues which contribute to the care and welfare of each student.

Staff are very well connected to our students with whom they have a strong understanding and involvement each and every day .

The School has strict guidelines regarding unwell students. Any child who is unwell, even with mild symptoms which could potentially be COVID-19, has an infectious or contagious ailment, must be kept at home. If you are uncertain, please consult your GP prior to sending your child to school.

ANAPHYLAXIS AND ASTHMA STUDENT ACTION PLANS

At Kinross Wolaroi School we have students with severe allergic reactions when exposed to specified allergens. This reaction, called anaphylaxis usually begins within minutes of exposure and can progress rapidly over a period of up to two or more hours. Anaphylaxis is potentially life threatening and always requires an emergency response. Staff are instructed annually in the use of EpiPens and asthma medication.

We take steps to be an “Allergy Aware” School by informing staff, parents, and students about the associated risks of food allergies. We request the following foods not consumed at school:

- Nut products (peanut butter, Nutella, nuts)
- Hard boiled eggs or egg sandwiches, meringues
- Kiwi fruit
- Seafood

Parents of children with severe allergies and asthma must keep the school fully informed and provide an annual Action Plan completed by their doctor no later than the student's first day of school each year.

Students with severe allergies keep their own named EpiPen on them. A second EpiPen is kept at Junior School Reception and in the classroom.

Students with asthma keep their own named puffer with them. Puffers are to be administered in the presence of an adult in accordance with their Action Plan.

IMMUNISATION

A copy of an Immunisation Certificate must be available to the school. Families of students who are not immunised are advised of contagious diseases which may prevent them attending school for a period of time.

MEDICATION

In the Junior School, parents should only send essential medication to school. Parents and carers hand deliver all students prescribed medication to Junior School reception:

- Supplied in a chemist webster (blister) pack or in the case of liquid medication in its original, labelled bottle
- Clearly labelled with the student's name
- Clearly state prescribed medication name, dosage rate and administration times
- All medication must be accompanied by Administration of Medication Advice form

For more information click [here](#) as no medication can be administered without written instructions from a parent/ carer.

Medication is dispensed by either Junior School Reception staff who are first aid trained or the Registered Nurse on duty.

Students do not carry any medication in their bags or on their person at any time whilst on the school campus. This is a safety and welfare consideration for all students. The exception is emergency related treatments including asthma puffers, EpiPens and items for diabetes which should only be administered in the presence of a staff member.

For further clarification on medication in the Junior School please contact reception on 6392 0316 or via email junioroffice@kws.nsw.edu.au

Should your child require long-term medication, please contact the Head of Junior School to discuss arrangements for administering medication.

HEALTH CLINIC

A Registered Nurse is on duty during the school day from 8.30am-5.00pm Monday to Friday.

Students who attend the Clinic attend Junior School Reception first to assess their wellbeing and decide on the appropriate action:

- Provide first aid care for minor injuries in Junior School
- Walk with the student to the Clinic
- Send for assistance (if an injury or situation is serious or dangerous)

Parents of students assessed by reception staff and the Clinic will be telephoned if:

- Injury or health issue is unclear
- Injury to the head (including teeth, eyes, mouth)
- Possible fracture
- The injury or health issue means a student is unable to continue with the learning program

It is important medical records are current. Parents are asked to take care when supplying information on medical cards and advise the school of any changes to medical conditions of their child.

An emergency contact number must always be available. Children may not be treated by the Clinic if the relevant forms have not been completed.

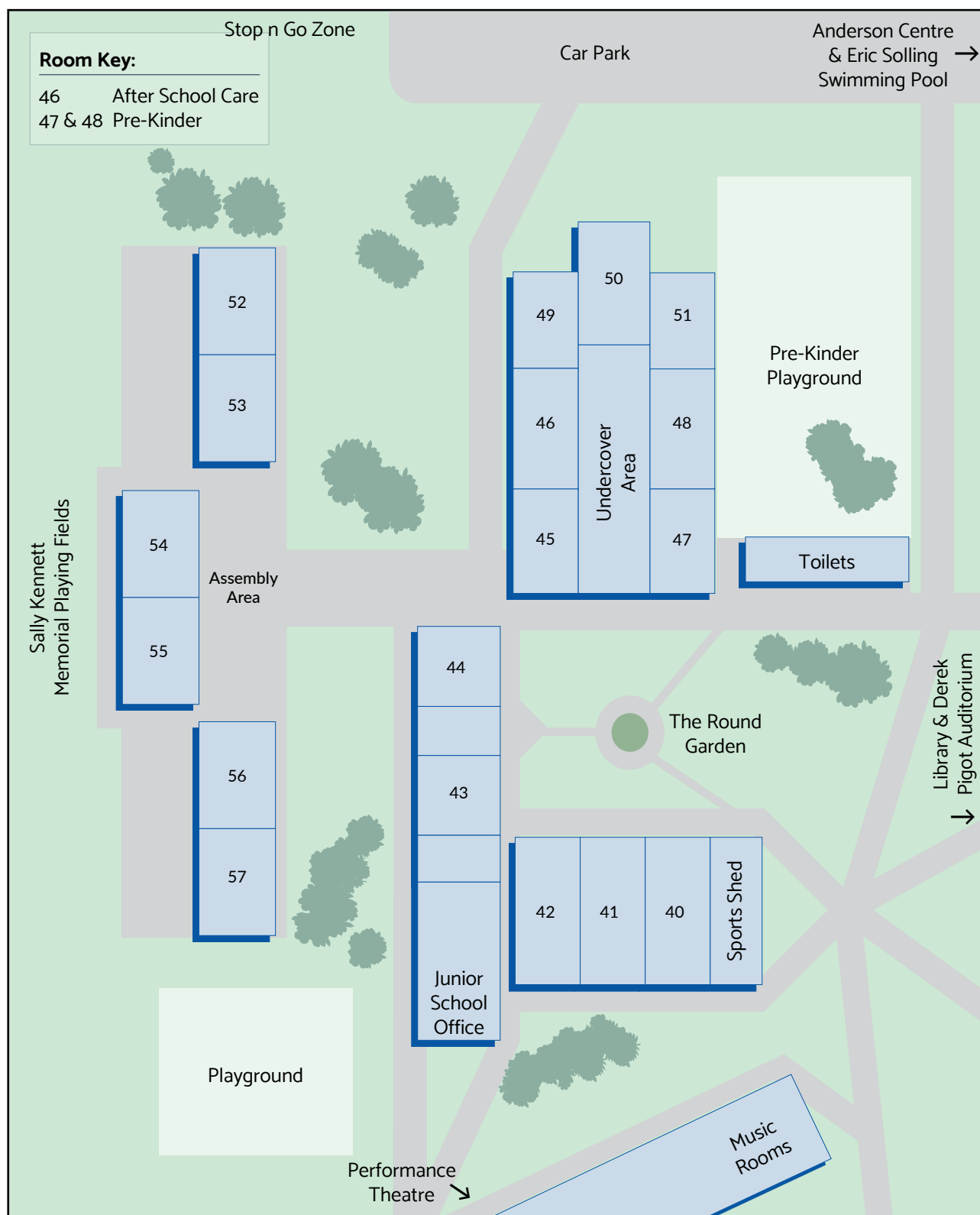
Students who are unwell will not be sent home without prior consent from parents. Please note the school does not have facilities to care for children too ill to attend classes.

In an emergency a student may be taken to hospital by ambulance.





JUNIOR SCHOOL MAP



WOLAROI CAMPUS MAP

- | | |
|---------------------------------------|------------------------------------|
| 1. DH Prest Building (Administration) | 12. Bennett Building (Rms 20-26) |
| 2. Wolaroi Mansion & Tower House | 13. Trathen House (Rm 19) |
| 3. Derek Pigot Auditorium | 14. Health Clinic & Change Rooms |
| 4. KWS Shop | 15. Canteen |
| 5. Memorial Block (Rms 7-8) | 16. Mathematics Block (Rms 1-6) |
| 6. Anderson Centre (Rms 70-94) | 16a. Staff Common Room |
| 6a. Recreation Centre (Rms 30-33) | 17. Wolaroi Cottage |
| 6b. Indoor Pool | 18. Cattle/Agriculture |
| 7. Library & ICT (Rms C1-C5) | 19. Weymouth House |
| 8. Science Block (Rms 11-18) | 20. Grounds/Maintenance |
| 9. Pre-Kinder (Rm 47) | 21. Residence/s |
| 10. Junior School (Rms 40-57) | 22. Cadet Compound |
| 11. Music Centre (Rms 60-68) | 23. Wolaroi House |
| 11a. Performance Theatre | 24. A-Block Classrooms (Rms A1-A8) |



Parents Roster

Monday	Tuesday	Wednesday	Thursday	Friday
NAME	NAME	NAME	NAME	NAME
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

- Slater
- Fennell
- Grant
- Hopkins
- Graspinth
- Mohamadi
- Burns



Annabelle



Elke



Jim



Oliver



Charlotte





KINROSS WOLAROI
— SCHOOL —

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