



PUNCHBOWL
Public School

Learning together



Preschool and Early Intervention Information Handbook

Punchbowl Public School's vision is to create an inclusive and innovative learning environment which builds resilience and enables all students to become independent and active contributors to a diverse community.

Learning together



AT PUNCHBOWL
PUBLIC SCHOOL



WE ARE LEARNERS

WE ARE RESPECTFUL

WE ARE SAFE

Punchbowl Public School

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PRESCHOOL: (02) 9750 3702

EARLY

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WEBSITE: www.punchbowl-p.schools.nsw.gov.au

FACEBOOK: www.facebook.com/punchbowlps

SKOOLBAG: Download the Skoolbag app on your mobile device and then select 'Punchbowl Public School'

SEESAW: Download the Seesaw app on your mobile device

On behalf of our Punchbowl Public School Community, we pay our respects to Elders, past, present and future and acknowledge the Bidjigal people of the Eora nation, who are the traditional custodians of the land on which we are learning together and growing as a safe, respectful and united community.

The early childhood years are crucial to each child's future.

As educators one of our most important roles is to help each child reach their potential. What we do now contributes to future success and happiness.



"Being recognises the significance of the here and now in children's lives."

(Early Years Learning Framework, p.6)

"In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging shapes who children are and who they can become."

(Early Years Learning Framework, p.6)



PRINCIPAL'S WELCOME

Dear Parents,

I would like to welcome you warmly to the Punchbowl Public School community and thank you for entrusting your child to our care.

Enrolling your child in school can be both an exciting and challenging time – a time for mixed emotions certainly for most parents. My hope is that as you read through the pages of this booklet you will get a feel for the quality of the school, the strength of our community, and the vibrancy of our wonderful students, teachers and parent body.

At Punchbowl Public School we expect high standards in all that we do. We encourage students to aim high, set targets, work collaboratively and consistently to achieve outcomes, be sensitive to the rights and needs of others, and participate as members of the democratic, egalitarian society to which we all belong.

We are one of the leading providers of preschool and primary education in the local area and are proud of our reputation, and of our success in helping students achieve their dreams and learning targets. The exit outcomes for our Year 6 students demonstrate that when students leave us, they are confident as learners and leaders, and are excellent ambassadors for our school's core values.



Throughout their learning journey, your child will be immersed in a vast array of quality teaching and learning programs at Punchbowl Public School. We actively seek out those that are research-based and are proven to lift the learning outcomes of your child in the areas of literacy, numeracy, wellbeing and the creative arts. Our teachers are expert practitioners in their field and have been hand-picked and then strategically placed so that learning is challenging and delivered to suit each individual student's needs.

We also have a very strong and supportive Parents and Citizens Association, the members of which work tirelessly to make sure that the school is supported in its pursuit of excellence. I would encourage you to join this amazing group of people, all of whom, in addition to supporting the school, have formed friendship bonds that extend beyond the school gates.

Of course, this booklet cannot take the place of a conversation. In warmly welcoming you to the school, I also remind you that my door is always open to parents and a meeting can be arranged at any time by talking to our wonderful office staff who will schedule it at your convenience.

Once again, welcome to our school. I look forward to a successful and enduring partnership.

Dace Elletson

Principal

OUR PHILOSOPHY

At Punchbowl Public School Preschool, we welcome all children and families and value the contributions that each unique individual brings. We believe that diversity contributes to the richness of our society, and every person is encouraged to share their knowledge and life experiences. We respect everyone and promote the importance of Australia's Aboriginal and Torres Strait Islander cultures alongside all cultures, languages and values that families share with us in our setting. We acknowledge that the construct of a family takes many forms, and we work to ensure that everyone feels safe and has a sense of belonging. Our children tell us that they like and feel safe at preschool.

We believe all children are capable, lifelong learners who have the agency to lead their learning experiences. As educators, we facilitate, guide, extend and provide time through play-based experiences to engage in being. Research and contemporary theories of early childhood practice are underpinned by the Early Years Learning Framework and inform our teaching and learning. We believe play is essential in the lives of young children and that through play children become critical, creative thinkers, problem solvers, collaborators and protagonists in their meaning-making. We see children as confident and creative individuals who have agency. Through play, they make sense of their world and embrace it with curiosity and a sense of wonder; it's children's work. Our children tell us that they like to make choices in their play and to be creative. They tell us they like being with their friends and learning with their educators.

We believe in building strong partnerships with families and that developing strong, trusting relationships with children is vital. We do this so that everyone feels safe, secure and supported. Creating this environment is vital in the journey of lifelong learning and becoming.

We value families as children's first educators. We believe that when children, families and educators work side by side, we build on the strength of each other's knowledge. This allows us to be able to deliver an educational program that best meets the learning outcomes for all children. Our aim is for all children to become successful learners and value the importance of engaging in meaningful early literacy and numeracy concepts within the context of intentional and play-based experiences. We believe in always improving, and we do



this by engaging in ongoing, rich, reflective practices. Careful observation, documentation and reflection provide information to assist educators in developing programs for individuals and the whole group. We believe that as educators, we must continually seek ways to build deeper professional knowledge.

At Punchbowl Public School Preschool, we believe that the environment is an educator in its own right. We believe that by effectively utilising space and resources, we can support the development of children to make choices, think independently, explore ideas, appreciate beauty, respect diversity, ask questions and feel nurtured and safe. We believe it is our responsibility to provide learning experiences where children take risks and are active, informed and responsible citizens who are encouraged to explore and be respectful of their environment. We believe our everyday practices impact on the world, and we embed sustainable education into our learning for children to become active and informed global citizens. We teach children about the natural environment and encourage them to have a sense of wonder while exploring the world around them. Our children tell us that they enjoy gardening and being outdoors.

At Punchbowl Public School Preschool, we are a community of learners, where developing the whole child is at the centre of what we do. We commit wholeheartedly to the Early Years Learning Framework aims of 'belonging, being, becoming'. Our statement of philosophy is a living document, continually evolving in the light of new research, the ideas of our educators and feedback and input from children and their families.

OUR AIMS

Our aims are to:

- Provide a positive play-based learning environment in which children feel valued and learn to make choices and develop skills that will give them a basis for lifelong learning.
- Promote the social and emotional development of each child by ensuring they have access to a variety of opportunities and support to make choices and learn in their unique way.
- Work collaboratively with families and other agencies to support children in a variety of settings.
- Respect and value the diversity and cultural identities of all families, celebrating difference.
- Develop the whole child, maximising their skills and abilities, recognising that children develop at different rates and have a variety of additional support needs.
- Ensure children experience a high quality teaching and learning environment, thus laying the best possible foundations for their future learning experiences.
- Work together with families and schools to provide a smooth transition to Kindergarten and beyond.

PRESCHOOL CLASSES

Punchbowl Public School Preschool and Early Intervention consist of 8 classes in total with 4 classes operating on Monday - Wednesday and 4 classes operating Thursday and Friday.

SCHOOL PLAN

The School Plan and preschool Quality Improvement Plan provide the broad directions of the school.

These documents are posted on the school website

www.punchbowl-p.schools.nsw.edu.au.

If you require a hard copy please do not hesitate to ask the office staff.



EARLY YEARS LEARNING FRAMEWORK

Our program is individualised and we support children to develop skills in the areas of Communication, Social Skills, Cognitive Development, Fine Motor, Gross Motor and Self Help. We use a holistic approach to build on children's strengths and develop their areas of need.

We also plan our activities to help children work towards the outcomes listed in the Early Years Learning Framework, which is the National Curriculum for Early Childhood settings across Australia.

The 5 Learning Outcomes are:

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of wellbeing.
4. Children are confident and involved learners.
5. Children are effective communicators.

PARENT PARTNERSHIPS

At Punchbowl Public School we work collaboratively with families to ensure the best outcomes for children.

As the first teachers of your children, we value the knowledge that you have about your child and encourage you to share this information with us so we can work collaboratively.

If your child is in the Early Intervention Preschool your child will have a Personalised Learning and Support Plan, which will be developed in consultation with you and updated regularly. You will also be invited to attend and participate in a Formal Review Meeting during the year. At this meeting, we will discuss kindergarten options for school for your child in the following year. You are also welcome to make an appointment at any time to speak with your child's teacher.

TRANSITION TO SCHOOL

The Preschool and Early Intervention Preschool teachers will assist with your child's transition to school. We hold an information session early in the year to inform you about the transition process. You will be given the opportunity to ask any questions that you may have.

The teachers will support you to make contact with your child's school for kindergarten and will meet with the school and work collaboratively to support the transition process.

ARRIVAL AND DEPARTURE PROCEDURES

Children must be brought to and collected from preschool by a parent, carer or other authorised adult. On enrolment, you will be asked to provide written details of all adults authorised to collect your child. Adults authorised must sign their child in and out of each session in the arrival and departure register located in the preschool foyer. Identification must be shown if requested.

We request that you collect preschool aged children before school aged children, as preschoolers need to be signed out of the preschool no later than 3:00pm.

Early Intervention Preschool children may be eligible for the Assisted School Transport Program. The Assistant Principal will be able to support you with your application upon enrolment.

PRESCHOOL – SESSION TIMES

GROUP A

Term 1 and 2, children attend Preschool on Monday, Tuesday and Wednesday

Term 3 and 4, children attend Preschool on Monday and Tuesday

GROUP B

Term 1 and 2, children attend Preschool on Thursday and Friday.

Term 3 and 4, children attend Preschool on Wednesday, Thursday and Friday.

Time – 9:00am to 3:00pm (Door opens at 2:45pm)

Entry closest to Preschool is on Rossmore Avenue. Gate is open from 8:30am and locked at 9:15am, then reopened at 2:45pm. When the gate is locked access to the Preschool is via the main school gate.

*If you are going to be unavoidably late, please contact the Preschool on **9750 3702** or the school office on **9750 5055** as soon as possible.*

EARLY INTERVENTION – SESSION TIMES

GROUP 1

10:30am – 1:00pm Monday, Tuesday and Wednesday

GROUP 2

10:30am – 1:00pm Thursday and Friday

*If you are going to be unavoidably late or your child will be absent please contact the Early Intervention Preschool on **9740 9634** and leave a message.*



PRESCHOOL ENROLMENT

- Children generally attend our preschool classes for one year only, in the year before starting school.
- Children are eligible to enrol in preschool classes from the beginning of the school year if they turn 4 years of age on or before 31 July in that year.
- Applications for enrolment are made by completing the Application to enrol in a NSW Government preschool. Completed enrolment forms are accepted by the school.
- School Administration Officers are responsible for collecting Individual Health Care plans before a child enrolls. A child cannot start preschool until the original coloured document signed by a medical practitioner is provided.
- As part of the enrolment process, the preschool will obtain documents from parents. These are:
 - your child's birth certificate or identity documents
 - your child's immunisation record
 - proof of residential address
 - low income health care card (if applicable)
 - family law or relevant court orders (if applicable).



EARLY INTERVENTION PRESCHOOL ENROLMENT

Parents who wish to enrol their child in the Early Intervention Preschool are required to apply by submitting an Access Request through their in-area school. All Access Requests are reviewed at a placement panel held by the local network. The panel prioritises students according to need and notifies parents if their child has been successful in gaining a place. When the offer of placement has been accepted, normal school enrolment procedures are followed.

CHANGE OF ADDRESS

The enrolment form and student information card which is completed by parents contains information which is essential. If you change your address or telephone numbers it is essential that you inform preschool staff as soon as possible, so we can update our student information card in case we need to contact you urgently.

Please note that any parenting orders should be made clear in writing and provided at the time of enrolment. Any other associated court orders need to be provided to ensure compliance by the school. Please keep the school up to date with any changes.

CHILD PROTECTION

All staff employed in schools are mandatory reporters. This means we are legally obliged to report any suspected child abuse. Reports are directed to the Principal who will notify the Department's Child Wellbeing Unit.

If you have any concerns about a child's welfare you can also call the Child Protection Hotline on 132111.

More information is available online at www.community.nsw.gov.au/home

SAFETY CHECKS

Preschool staff do daily indoor and outdoor safety checks for hazards before children arrive each day.

If you notice anything which you are concerned about, please let one of the staff know immediately.

Health and safety issues are reported directly to the school Work, Health and Safety (WHS) Committee.

EMERGENCY PROCEDURES

Each term, children and staff undergo emergency evacuation and lockout/lockdown training drills. All classrooms within the school and preschool have detailed emergency evacuation procedures and are located at each exit point.

In the event of an actual emergency, these procedures will be implemented and preschool staff will accompany the preschool children to the designated evacuation meeting point, outlined in the Punchbowl Public School Emergency Procedures. Parents will be called if it is necessary for the children to be collected.

ORIENTATION TO PRESCHOOL

- Orientation visits are arranged when enrolments are confirmed.
- During their visit, children experience preschool activities in the indoor and outdoor environment and parents take part in a 'Orientation Stay & Play Parent Information Session' where they have the opportunity to ask questions and exchange information with teachers.
- Parents are provided information verbally and in the form of a Parent Information Book, e.g. Philosophy, staffing, operational matters, program information and daily timetable plus a summary of procedures related to illness, absences, additional health needs, the Early Years Learning Framework outcomes, arrivals and departures and opportunities for parent involvement.
- Prior to commencement, parents attend an interview with preschool teachers. Additional information about each child is collected through an 'Additional Information Form' which is sent out with interview details letter. This seeks information regarding the child's home language, family context, interests, care history and intentions, health and any other information the family wants to share with the educators.

REGULAR ATTENDANCE

Regular attendance is important. If your child is likely to be absent for more than a week, please inform staff. Your child's position may become vacant in the case of prolonged, unexplained absences.

WHAT DO I NEED TO PROVIDE FOR MY CHILD EACH DAY?

- A school bag
- A spare set of labeled clothes to be kept in the school bag.
- A pillow case, should your child require a rest throughout the day. These items are to be kept in your child's school bag.
- A hat for outdoor play will be provided to each child by the school. This hat will be kept at school each day.
- A lunch box with a piece of fruit, lunch, one healthy snack and a bottle of water. Please send only healthy food. **FOODS CONTAINING NUTS, AS WELL AS LOLLIES, CHOCOLATES, CHIPS, CORDIAL OR SOFT DRINK SHOULD NOT BE SENT TO SCHOOL.**
- An ice-brick in your child's lunch box to keep their lunch fresh.
- Sensible shoes that your child can manage themselves such as shoes with Velcro tabs. Please no shoelaces or thongs.
- One box of tissues per semester.
- One bottle of pump hand wash per semester.
- Please write your child's name on everything your child brings to preschool.

ILLNESS AND INFECTIOUS DISEASE

Children who are unwell should be kept at home.

In cases of illness at preschool, we may contact you to collect your child. Please refer to the preschool procedure on school website.

If your child develops an infectious illness such as measles or chicken pox, please let us know so we can inform other parents that exposure may have occurred. There are strict guidelines we must adhere to before your child is allowed to return to school. You will need to provide a medical certificate in order for your child to return to preschool.

OUR SCHOOL COMMUNITY HAS MADE A COMMITMENT TO BE 'NUT AWARE'. FOR THE SAFETY AND HEALTH OF ALL OUR STUDENTS, WE KINDLY ASK THAT YOU DO NOT PROVIDE FOODS THAT CONTAIN NUTS IN YOUR CHILD'S LUNCH BOX.

MEDICATION

Medication will only be administered if it is prescribed by a doctor and the medication is in the original packaging with the child's name and dosage printed on it. This includes medication available without a prescription. Parents will need to advise preschool staff and fill in the medication register if medication is to be administered.

PRESCHOOL ATTENDANCE FEE

A fee for attendance of \$20.00 per day per child is payable in line with the NSW Government Policy 'Preschool Class Fees in Government Schools.' The fee for Aboriginal students and students of families which hold a current Commonwealth Health Care Card is \$10.00 per day per child. In exceptional circumstances parents are able to apply for a full fee exemption. The Principal will exercise his discretion and grant a full or part fee exemption where the child would not otherwise be able to attend Preschool. Please note, any voluntary contributions, in addition to the above, are received with appreciation.

There is no fee charged for children enrolled in Early Intervention.

HOW WILL I PAY MY FEES AND CONTRIBUTIONS?

All monies are to be paid into the locked box provided outside the main school office. Correct money is to be placed in an envelope with your child's name, class and amount written on the front.

Alternatively, payments can also be made online at www.punchbowl-p.schools.nsw.edu.au/ and click 'Make a Payment'.



CLOTHING/FOOTWEAR

All Punchbowl Public School Preschool students are provided with one complimentary preschool t-shirt and a hat. Parents will have the option to purchase additional items if they wish.

Pants, shorts or skirts should be comfortable and easy to manage, particularly for toileting. Please label all clothing, including shoes and socks. For safety reasons, children should wear joggers to preschool as these are best for climbing and other play activities. Shoes with Velcro straps are preferable, as laces can be difficult for your child to tie up at this stage (NO thongs).

We will provide aprons for painting and other messy play but children may get quite dirty. All our paint dyes and pastes are washable, but children can become upset if they splatter their "good clothes". We encourage you to send them in easy wash play clothing.

CELEBRATING BIRTHDAYS

We enjoy celebrating children's birthdays. A treat makes it a special day for everyone. We ask that parents only bring along cupcakes to share the occasion and that no lollies or toys are brought to the school. Please make sure that cupcakes do not contain nuts or nut products. Please discuss the upcoming event with your child's teacher in advance.



PRESCHOOL AND EARLY INTERVENTION PROGRAM

The program is aimed at providing children with the skills for learning through a play-based curriculum that is responsive to children's needs and interests. It acknowledges the uniqueness of all children whilst encouraging them to learn within a supportive and caring environment. Each session consists of indoor and outdoor play. The learning environment caters for different learning capacities and learning styles.

INCURSIONS

Incursions provide children with wonderful opportunities to access exciting learning experiences without having to leave the school grounds, such as magic shows and visits from the farm. These are organised during the year and a small fee may apply.

PARENT PARTICIPATION AND COMMUNICATION

Parents will be updated regularly about the school's current activities and other events happening in the school community via our parent newsletter, school website, social media pages, Skoolbag, Seesaw and other information in our entry foyer. Skoolbag and Seesaw are communication apps that can be downloaded free from your app store.

Once the children have had time to settle and get to know each other, the staff and the routine, parents are invited to participate in preschool activities. This may involve sharing some of the skills and talents you have eg. cooking, reading etc. This provides you with the

opportunity to learn more about what we do at preschool, get to know the other children and staff and to share a special time with your child. We encourage you to send along items for art and craft. We always need boxes of all shapes and sizes i.e. cereal and tissue boxes, egg cartons, paper, wool, old greeting cards and wrapping paper. Please make sure all items are washed and cleaned out to ensure no traces of food are left inside packaging.

There will be opportunities throughout the year for you to share your child's progress through an interview with the Preschool teacher. Parents are invited to make an appointment at anytime throughout the year to speak to the class teacher.

Educators gather and analyse information as evidence of what children know, can do, and understand. You may also make an appointment to speak with the Preschool teacher or the Supervisor at any time if you have any concerns.

TERM 4 KINDERGARTEN TRANSITION/ ORIENTATION PROGRAM

To assist our Preschool children in making a smooth transition to school we offer a Kindergarten Transition Program during Term 4.

The Kindergarten Transition Program is offered for approximately five weeks. The Kindergarten Transition Program will be for children enrolled at Punchbowl Public School Preschool for Kindergarten only. The Preschool will be closed in the morning on the days the Kindergarten Transition Program is running. More information regarding the Kindergarten Transition Program is provided in Term 3 of each year.

How to install the SkoolBag app

instructions for parents and community

1. Get your favourite mobile device
2. Open the App Store/Play Store
3. Search for "SkoolBag"
4. Download the free app
5. Open the app and add your school(s)

for Apple users

Download on the App Store

for Android users

GET IT ON Google Play

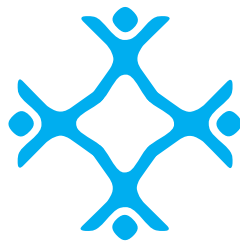
for more info visit skoolbag.com.au

SkoolBag





We look forward to a positive and exciting
partnership as your child continues their
learning journey



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punchbowl-p.schools.nsw.gov.au