



# Year One at Grace Christian School

Information for Parents



# WELCOME TO YEAR 1

From the Head of Junior Primary Mrs Donna Holman

Starting Year One is an exciting time in the life of a child as well as the whole family. After two years in the early childhood setting, they are now moving into the Primary area of the school. There will be many things that will seem familiar or even similar, but there will also be many changes and new experiences.

The Year One teachers are passionate, professional and purposeful in creating a learning environment that caters for the needs of the students in their care. They strive to develop students with compassionate hearts and inquiring minds and desire to teach students Godly values and knowledge that will effectively equip them for life. There will be many opportunities for students to grow in their understanding of God and continue to develop a personal relationship with Him.

Students will further develop social and emotional skills essential for having healthy and meaningful relationships. Our goal is that they will become more independent and robust in decision making while building resilience and problem-solving skills, so when difficulty comes their way, they have tools to help them solve the situation.

The purpose of this handbook is to provide you with some information to ensure your child experiences a smooth start to the year. We trust that this information equips you and practically supports you and your family as you continue your journey with us at Grace Christian School.



Mrs Donna Holman

## GENERAL INFORMATION

### FIRST DAY OF SCHOOL

The first day of school can be full of excitement and nerves. We want to ensure that this first day is as smooth as possible. To assist with this, we put together an information sheet called '*DAY ONE INFORMATION*' which outlines what parents and students need to do on arrival.

### MORNING ROUTINE

Being successful in a Year One class is all about starting well in the morning. Part of this is establishing routines for the students, which develop independence, confidence and self-help skills.

During the first week of Term 1, parents are welcome to come into the classroom in the morning to help students set up for the day. To foster independence, parents can give their child directions and then allow their child to do it by themselves. This is an important part of their training and routine development.

Once the child is organised for the day, they are encouraged to go to the toilet, do quiet activities inside or play outside. When the siren sounds, students will come and stand behind their desks to commence the day.

At the start of Week 2 in Term 1, we will introduce a 'kiss and drop' routine, along with the rest of the school, where parents say goodbye to their child in the carpark or at the gate. Students will walk to their classroom and set up independently.

We are aware that some parents need to go to work or have appointments. If this is the case, you can drop your child off at school from 8.15am. At this time teachers are out on duty and your child will be supervised by a duty teacher. Please do not drop your child off at school before this time.

After school, should you wish to come in and see the work that your child is doing, check stationery supplies or see the teacher about something, you are more than welcome to do so.

### BOOKLIST

You will receive a stationery booklist outlining what you need to buy for school. All these items need to be purchased prior to the commencement of school. All instructions relating to this are clearly outlined on the Booklist sheet. Please ensure all items are labelled as outlined in the additional information sheet titled '*BEFORE THE START OF SCHOOL*'.

## SCHOOL TIMES

Our school times are 8.35am – 3.05pm. A siren sounds to begin and end the day. In Junior Primary, students have break times as follows:

10.00am Fruit Break

11.05 am Recess

12.55 pm Lunch

## PARENT HELPERS

There are opportunities for parents to be involved in the classroom throughout the year. This can range from assisting with changing home readers or helping with activities that take place during the day. Teachers will notify parents where assistance is needed and a roster will generally be created. Parents assisting during the day, are required to sign in through the Administration Office.

## COMMUNICATION

Communication is critical in the ongoing partnership that we have with families. Year One teachers will communicate with you via email and letters home. Information and reminders will also be posted on the whiteboards out the front of the classrooms.

Should there be something that you wish to let the teacher know about, please email the class teacher. Please note: classroom teachers may not be able to reply to your email until after school, due to teaching commitments and other responsibilities.

Should there be something that you wish to have a discussion with the teacher about, please see them after school or make an appointment with them to ensure adequate time is given to address your queries.



## ASSEMBLIES

In Year One, students begin attending assemblies. Students will have the opportunity during the course of the year to lead an assembly with their class.

Assemblies are also a place where individual students are recognised for acts of service, academic achievement or displaying Godly attributes at school. Parents and extended family are always welcome to attend.

During an assembly, students will recite our school motto. This Bible verse is foundational to who we are as a school.

## BEHAVIOUR MANAGEMENT

Discipleship and training are the foundations of our Behaviour Management. When students move to Year One, these foundations are essential for the ongoing shaping of Godly character, behaviours and attitudes.

When behaviour needs to be addressed, teachers are intentional about providing opportunities for students to make good choices. Positive reinforcement is used to encourage students to continue to make good choices, even when no one is watching. However, when students make wrong choices, children will be corrected and given consequences as necessary. Students may need to sit out of play, stay in class to finish work or be sent to the Head of School.

If a pattern of similar behaviour emerges or a serious incident occurs, a student may be placed on a yellow/red card to monitor behaviour. The purpose of the card system is to work with the student to change behaviour and develop self-control and good decision making. Parents are involved in this process so that both the school and family can work together to encourage a change of heart.



## SCHOOL UNIFORM

In Junior Primary the students wear the Grace Christian School Sports Uniform.

We encourage students to wear their uniform correctly and neatly. If they are not in correct uniform or forget an item, students need to go to Student Services and obtain a 'uniform pass' for the day. If there is a pattern of not wearing the correct uniform, a letter will be sent home from the school asking parents to attend to this matter.

Should you need to buy additional uniform items during the year, you can purchase them from our uniform shop.

### TOYS

Please do not allow your child to bring toys to school. An exception to this is 'News' items, which are usually kept in a safe place in the class. More information about 'News' structure will be given out by the class teacher. Toys brought to school can cause tension, 'power plays' in friendships and inappropriate play. No responsibility will be taken for lost or broken toys.

### PERSONAL BELONGINGS

Please ensure that all personal belongings are clearly labelled, including items such as their hat, jumper, lunch boxes, and water bottle. We will be teaching students about the importance of taking responsibility for their things, and this assists us in this training process.

### LOST PROPERTY

If at any point your child loses an item, and this cannot be located in the classroom, please check at Students Services where lost property items are displayed.

### UNIFORM SHOP HOURS

Monday	8.15 - 9.00am
Wednesday	3.00 - 3.45pm
Friday	8.15 - 9.00am



Navy Sport Polo



Navy Track Top



Navy Soft Shell Jacket



Navy Sports Short



Navy Track Pants



Girls Socks/Navv Boys Socks  
Joggers

## LEARNING PROGRAM

### STAFF AND SPECIALIST TEACHERS

The Year 1 teaching staff are:



Mrs Angie Kleyn  
Teacher



Mrs Janine Cohen  
Teacher



Miss Sarah Durell  
Teacher



Mrs Ursula McCutcheon  
Education Assistant



Mrs Lisa Wilson  
Science



Mr Jordan Faed  
Physical Education



Mrs Robyn Lane  
Music/Library

In Year One, our students are taught from the Australian Curriculum (WA). The learning areas are:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Languages
- Health and Physical Education
- Technologies

We also have an additional learning area at our school called Bible and Christian Living.

### REPORTING TO PARENTS

Students will receive a comprehensive formal report at the end of Term 2 and 4. Additionally, a Work Sample Folder is handed out in Term 1 and 3 providing samples of work that has been covered in the term. A test folder is also handed out weekly.

### LEARNING ENRICHMENT

If teachers are concerned about any aspect of your child's progress or development, our Learning Enrichment staff are consulted and will work alongside staff and parents to provide additional support as needed.

## INSTRUMENTAL TUITION

In addition to our school music program, students are able to participate in instrumental or vocal tuition from a private tutor. This is an additional cost to parents. Should you wish your child to participate in this, please contact Student Services.

## EXCURSIONS

Each year, students will participate in excursions which provide opportunities for out of class learning. Students on excursions will always remain under the direct supervision of staff members in a small group. Parental assistance may be requested at the discretion of the classroom teachers.

Students may be excluded from attending an excursion if it is felt that attendance at the excursion is a safety risk to themselves or others. Our prime concern with excursions and young children is their safety off school grounds.

Parental permission is always sought prior to an excursion and excursion forms need to be completed and returned to school.





# SAFETY

## SUPERVISION

There will be teaching staff on duty from 8.15am in the morning. Students are not allowed on the playgrounds before school starts.

If you go to work early or work late in the afternoon, it is best that you place your child in the before and after school care program to ensure that adequate supervision is given to your child. Refer to the school website for further details. Children who are on site and not picked up by a parent will be taken to Student Services.

## BICYCLES AND SCOOTERS

For the safety of all people at school, bicycles or scooters are not to be ridden on school grounds.

## SMART WATCHES OR PHONES

Students are not allowed to bring smart watches or phones to school. These are a distraction to students in the classroom.

## SCHOOL VISITORS

If you come to school during school hours, it is vitally important that you sign in and out at Reception and collect a visitor's lanyard. This enables us to verify who is on site in a case of emergency and helps us to recognise people who do not have permission to be here.

## CROSSWALK

In the afternoons, supervision is provided at the bus stops and crosswalk to ensure students cross safely. The crosswalk, near the auditorium, is the only safe access point from the car park to the front oval. No students are allowed to cross the road unattended.

## PARKING

There are 4 car parks for parents to use:

- ⇒ Main Entrance in front of Administration Building
- ⇒ Secondary Car Park
- ⇒ Behind P 3 and 4 – access via Jeffery Road
- ⇒ Kiss and Drop (located on Jeffery Road & in front of the Auditorium)



## HEALTH AND WELLBEING

### ABSENTEES or LATE ARRIVAL

By law, students are required to attend school. When your child is absent from school, please notify Student Services with a reason why your child is absent.

It is important your child is at school on time to enable them to settle into the morning school routine. There may be times when you may be late to school. If this happens, your child is required to get a 'late note' from Student Services, and then proceed to class and enter the classroom on their own to minimise disruption to the class.

### STUDENTS LEAVING THE SCHOOL DURING THE DAY

There may be times when you are required to take your child out of school due to an unavoidable appointment or for family reasons. Where possible, please notify Student Services and the teacher in advance.

The parents or guardians collecting the student must report to Student Services where they will be required to 'sign' the student out and back into the school (if appropriate).

### ILLNESS AT SCHOOL

Please remember that if your child is sent to school when they are unwell, this has a direct impact on other children, families and teaching staff. Please allow them to rest at home until they are well enough to return.

Any sickness that requires 3 or more days off school will require a medical certificate to be given to Student Services.

### MEDICATION AT SCHOOL

Should your child need to take medication at school; please provide this to Student Services who will ensure that it is administered. Clearly label all medication with instructions and complete a '*Prescribed Medication Permission Form*', located at Student Services.

### MEDICAL ACTION PLANS

Medical plans which have been issued by a doctor for students with serious allergies or illnesses, need to be handed to Student Services. Should any changes occur relating to the care of your child, it is critical that you notify Student Services to ensure records and emergency contacts are correct.

## COMMUNICABLE DISEASES

The following illnesses require exclusion from school:

Chicken Pox, Head Lice, Conjunctivitis, Vomiting, Cold Sores, Diarrhea, Influenza, School Sores, Ringworm, Slap-Cheek, Measles and Mumps

While this list is not comprehensive, please take advice from your doctor and staff at Student Services.

## PASTORAL CARE

We have a Pastoral Team at school that oversees the health and wellbeing of students. This team consists of the Principal, Heads of School, Student Services, Chaplain and Learning Enrichment staff. They meet regularly to ensure that our school has a proactive holistic approach to the wellbeing of students.

Our students are able to make appointments with our Chaplain and these can be made through Student Services.



## CONTACT INFORMATION

Student Services: 08 9726 4200

Mrs Mary Kent

Ms Amanda Wakeling

### Email:

#### Absentees:

[absentees@grace.wa.edu.au](mailto:absentees@grace.wa.edu.au)

#### General:

[admin@grace.wa.edu.au](mailto:admin@grace.wa.edu.au)

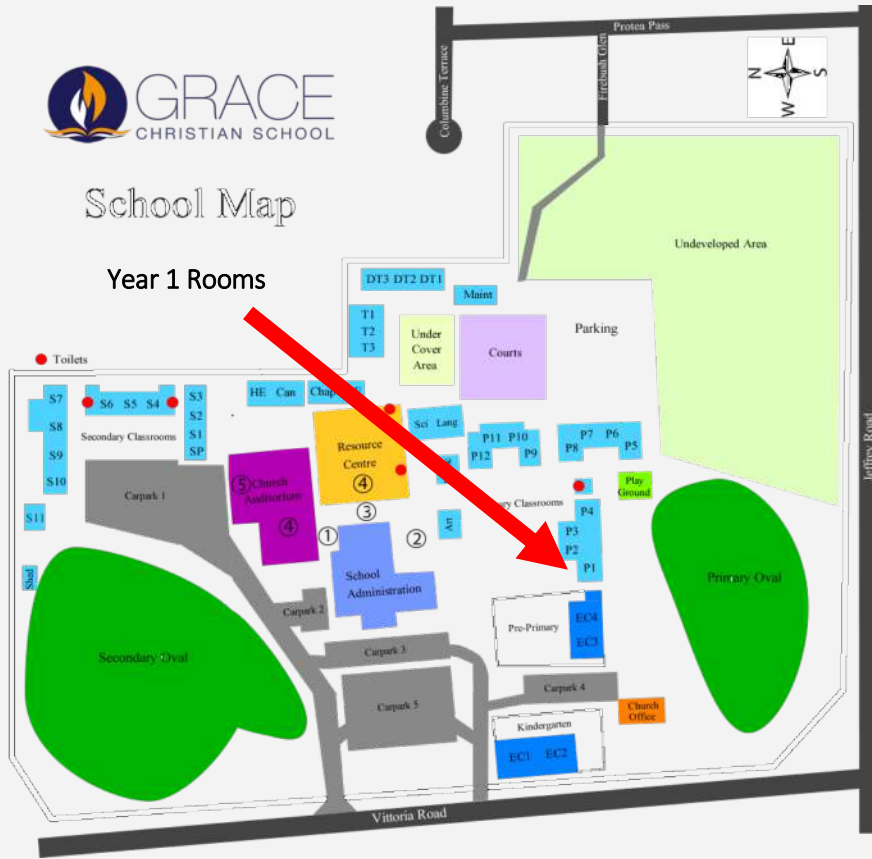
#### Uniforms:

[uniform@grace.wa.edu.au](mailto:uniform@grace.wa.edu.au)



## School Map

Year 1 Rooms



## GRACE CHRISTIAN SCHOOL

22 Vittoria Road, Glen Iris, WA 6230

P O Box 7, Bunbury, WA 6231

Email: [admin@grace.wa.edu.au](mailto:admin@grace.wa.edu.au)

Website: [www.grace.wa.edu.au](http://www.grace.wa.edu.au)

Telephone: 08 9726 4200

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