2027

PRE-KINDER HANDBOOK

KINROSS WOLAROI SCHOOL





FROM THE PRINCIPAL

Welcome to Kinross Wolaroi School.

Whether your family is joining our community for the first time or returning for another year, I extend a very warm welcome. It is a privilege to have you as part of our School, and I hope that from the outset you experience the genuine sense of belonging, connection and community that makes Kinross Wolaroi such a special place.

We are enormously proud of our rich history and traditions, but we are equally excited about the future. Our purpose is not simply to prepare young people for what comes next, but to help them discover who they are, what they are capable of, and how they can make a meaningful contribution to the world around them.

At the heart of a Kinross Wolaroi education is the belief that every young person has enormous potential. Academic achievement matters deeply, but education is about much more than results alone. We want our students to become people of character, courage and compassion: curious about the world, confident in themselves, willing to embrace challenge and prepared to contribute positively to the lives of others.

That growth happens in many different places. It happens in our classrooms, on the sporting field and stage, through music and the arts, in leadership and service, through outdoor education and in the everyday relationships that shape school life. We encourage every student to get involved, take appropriate risks, discover new interests and make the most of the opportunities before them. In doing so, they develop not only knowledge and skills, but also resilience, confidence, responsibility and a stronger sense of who they are.

Importantly, no young person makes that journey alone. Education is a partnership, and the strongest outcomes are achieved when students, families and staff work together with trust, openness and a shared sense of purpose. We want every student to be known, valued, supported and challenged, and to know that there are people around them who genuinely believe in their potential.

This handbook provides practical information about the opportunities, expectations and responsibilities that shape life at Kinross Wolaroi. I encourage students and families to use it throughout the year, but also to look beyond its pages. Say yes to opportunities. Build relationships. Ask questions. Contribute. Challenge yourself. The richness of a Kinross Wolaroi education comes from being an active part of the community.

As we begin the year, I encourage every student to approach it with optimism, curiosity and purpose. Set high expectations for yourself, be generous in your contribution to others, and make the most of the opportunities that come your way.

I look forward to sharing the year ahead with you and to seeing each student grow, contribute and flourish as part of our community.

Warm regards,

Mr Timothy Kelly
Principal



WELCOME FROM THE HEAD OF JUNIOR SCHOOL

Kinross Wolaroi Junior School has a fine tradition and a bright future in educating primary school children. 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, French 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 Bulletin, 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 student 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 Virginia Milliken,
Executive Director, Head of Junior School

OUR MISSION, VISION & VALUES

VISION

Our vision is to deliver leading practice in education that is responsive to the needs of our students and community in our regional context.

Through a focus on continuous improvement, investment in people and sustainability, we will thrive in an ever-changing world.

We are aspirational for every individual, aiming to live and work with conviction, purpose and meaning, guided by an ethos of social justice, equity and inclusiveness.

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.

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.

INCLUSIVITY

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 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.

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. All these relationships are critical to creating a safe and trusting space.

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 fulfil their potential.

The Centre is staffed by a teacher fully qualified in Early Childhood Education, Assistants who hold a Bachelor of Teaching, 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

Teacher's Assistants
Ms Belinda Ferguson
Mrs Ellen Delbridge
Mrs Dana Oldroyd
Mrs Learne Spicer



KEY FACES AROUND THE JUNIOR SCHOOL



HEAD OF JUNIOR SCHOOL
Mrs Virginia Milliken



PRINCIPAL
Mr Timothy Kelly



ASSISTANT HEAD OF JUNIOR SCHOOL
Ms Amanda Dodson



PA TO HEAD OF JUNIOR SCHOOL
Mrs Sharron Ryan



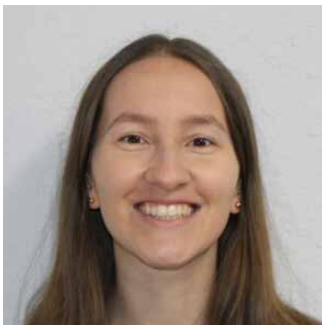
PERFORMING ARTS COORDINATOR
Mrs Katie Sinclair



COORDINATOR OF LEARNING ENHANCEMENT
Mrs Brooke Church



DIRECTOR, PRE-KINDER
Ms Ann-Margaret Gunther



SCHOOL PSYCHOLOGIST
Ms Emily Reed



SCHOOL PSYCHOLOGIST
Ms Rebecca Campey



SPORTS COORDINATOR
Mr David Brown



CHAPLAIN
Rev Sally Yabsley-Bell



JUNIOR SCHOOL RECEPTIONIST
Mrs Anita Rusten

CONTACT DETAILS AND FREQUENTLY NEEDED INFORMATION

Junior School Reception
junioroffice@kws.nsw.edu.au
02 6392 0300

PA to Head of Junior School
Sharron Ryan
sryan@kws.nsw.edu.au
02 6392 0300

Learning Enhancement Coordinator
Brooke Church
bchurch@kws.nsw.edu.au
02 6392 0300

Chaplain
Rev Sally Yabsley-Bell
reception@kws.nsw.edu.au
02 6392 0300

Finance
accountsreceivable@kws.nsw.edu.au
02 6392 0300

Health Centre
healthclinic@kws.nsw.edu.au
02 6392 0376

Flexi Schools Help Desk
www.flexischools.com.au
1300 631 769

Canteen
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02 6392 0387

Sports Coordinator
David Brown
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02 6392 0412

Principal
Mr Timothy Kelly
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02 6392 0301

Executive Director, Head of Junior School
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Assistant Head of Junior School
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Junior School Performing Arts Coordinator
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Admissions Manager
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GOWRIE – Before & After School
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Executive Director, Corporate & Governance
Trevor Delbridge
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Deputy Principal
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School Psychologist
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School Psychologist
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Marketing, Communications & Community Engagement Manager
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Parents and Friends Association
Secretary | Katie McGilvray
pandfsecretary@kws.nsw.edu.au

Uniform Shop - Noone
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02 6392 0385

Director of Pre-Kinder
Ann-Margaret Gunther
agunther@kws.nsw.edu.au
02 6392 0389

Learn to Swim
swimming@kws.nsw.edu.au
02 5319 0224

Social Media

School Facebook	facebook.com/KinrossWolaroiSchool/
School Instagram	instagram.com/kinrosswolaroischool/

2027 TERM DATES

TERM 1

Thursday 28 January – Friday 9 April 2027

- Thursday 28 January - First day Term 1 Pre-Kinder and Years 1-6
- Thursday 28 January - Kindergarten one on one interviews
- Friday 29 January - First day Term 1 Kindergarten
- Friday 9 April - Last day of Term 1

Good Friday 26 March, Easter Monday 29 March

TERM 2

Wednesday 28 April - Thursday 24 June 2027

- Wednesday 28 April - First Day Term 2
- Friday 11 June – Pupil Free Day
- Monday 14 June King's Birthday Holiday
- Thursday 24 June – Last Day of Term 2

Monday 14 June King's Birthday Holiday

TERM 3

Tuesday 20 July – Thursday 23 September 2027

- Tuesday 20 July - First day of Term 3
- Thursday 23 September - Last day of Term 3

TERM 4

Tuesday 12 October - Thursday 2 December 2027

- Tuesday 12 October - First day of Term 4
- Thursday 2 December - Speech Day and last day for 2027

ARRIVALS & DEPARTURES

DROP OFF AND PICK UP

Pre-Kinder opens at 8:45am and children are picked up between 3:00 and 3:10pm. 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.

MORNING ROUTINE

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

AFTERNOON ROUTINE

- 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

BEFORE & AFTER SCHOOL CARE

All families are asked to register with our onsite beore 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

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

- Gowrie NSW Kinross Wolaroi Vacation Care or
- Georgie Clark, Program Manager, 0427 490 914 or oshc.kinross@gowriensw.com.au

Gowrie is open:

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

LEARNING AT PRE-KINDER

OUR CURRICULUM

Our curriculum is based on the NSW Education Standards Authority (NESA) Early Stage One in literacy and numeracy. We also use the Early Years Framework and Learning Trajectories to support our teaching as we extend and enrich children's learning.

Pre-Kinder delivers high quality care and education for all students. The learning spaces are planned to encourage curiosity, exploration and problem solving in a kind, caring and comfortable atmosphere with respect for each child.

The teacher spends significant time planning activities that are fun, challenging and create a love of learning. Each term we focus on learning outcomes for the developmental areas: cognitive, social, language, gross motor, and fine motor skills. Our indoor, outdoor and group time programs reflect these outcomes.

Integral to the Pre-Kinder program is the involvement of specialist teachers. Each week the children can participate in Music, Library, P.E. and Art. These activities have an important role in the program, ensuring a child's holistic growth. They can improve academic performance by stimulating creative thought.

EVIDENCE OF LEARNING - REPORTING TO PARENTS

Seesaw

Pre-Kinder uses the Seesaw platform to encourage a direct and enriched line of communication. Seesaw is a safe social learning platform that lets us showcase learning both individually and as a class. Through photos, videos, and uploaded activities, it gives parents a window into the Pre-Kinder classroom and the learning process. Our learning outcomes are also reflected on the Seesaw platform. When families look at and share their digital journals, it enriches conversations with your child about their learning.

Each child has their own individual journal and only those with the access to the sign in code can access it. If a whole class upload has been added on Seesaw, it is only accessible by other Pre-Kinder families and staff. Our students deserve privacy and all parents signing up to Seesaw agree not to share the content onto other social media sites or through email to others.

Seesaw Portfolio

In addition to the digital journal, each child's Seesaw Portfolio brings together a selection of special moments captured throughout the year. It celebrates their learning, friendships and experiences providing a lovely keepsake for children to look back on and share with their families.

Reports

At the end of each semester the teacher writes a general comment and completes the Learning Trajectories table on each child.

These learning trajectories describe how children learn and develop in these align closely with the Early Years Framework. They guide our planning and teaching, helping recognise each child's progress and identify opportunities to extend learning. The trajectories acknowledge that children learn at their own pace and support each child's next steps.

Scrapbooks

A scrapbook is kept for each child at Pre-Kinder, bringing together a collection of their special work throughout the year. The children enjoy revisting their work and sharing their achievements, ceating a lovely keepsake of their Pre-Kinder year.


PUSH BUTTON
ON BACK
TO OPEN

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 we recommend:

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.

Provide a lunch box and a drink bottle that is able to be opened easily by your child.

CANTEEN AND LUNCH ORDERS

The Canteen is staffed by paid employees.

Ordering and payment is before 9:00am 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 brought 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, the Junior School Handbook and meetings with staff are all used to support effective partnerships between school and home. Communications about year group excursions, permission notes, events and invitations are accessed via The Hub on the Junior School 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 in replying to your emails. 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 i.e, after 5:00pm.

For logistical communication regarding changes to arrangements, absences, and information about events please contact the Junior School Office (02 6392 0300 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 for the benefit of the children in the Junior School.

Parents may be asked to supply additional 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 your child's academic and wellbeing matters.

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

Kinross Wolaroi News (Family Bulletin)

Each fortnight the Family Bulletin is emailed to families, is available on the Hub and Hub App, and can be found on the school website at kws.nsw.edu.au/news/newsletters

It is important that parents/carers check the newsletters each fortnight as this is one of the school's most important lines of communication to you.

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 PRE-KINDER

Pre-Kinder students participate in a half hour 'Meet the Teacher' session, providing a lovely opportunity for the child and the teacher to get to know each other. There is then an Orientation Session, where the children are invited to attend Pre-Kinder and experience a sample of the program and familiarise themselves with the space.

PREPARING FOR PRE-KINDER

Preparing for Pre-Kinder is about building confidence, independence and a positive feeling about coming to school. Below will assist with transition to Pre-Kinder:

- 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, and putting on shoes and socks
- 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, Library
- Talk about meeting friends

- Visit playgrounds as this builds social skills and gross motor confidence and strength
- Have a goodbye plan and discuss this with your child.

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
- Spare change of clothes.

TRANSITION TO SCHOOL

Pre-Kinder students are very fortunate to already be connected to a whole school community. The transitioning from Pre-Kinder to Kindergarten just doesn't seem as daunting. Pre-Kinder have the benefit of already doing specialist classes and being involved in whole Junior School activities. They are also involved in a transitioning program where we focus on short but regular visits to the kindergarten classroom. This will take place once a week for four weeks leading up to their more formal orientation day, where they will become more comfortable in a classroom setting and get to know the Kindergarten teacher, each week focussing on a "Kindy fun fact."

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



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 by 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, and/or school psychologist.

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

HEALTH

The School has strict guidelines regarding unwell students. Any child who is unwell 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. Please be mindful not to include any of the below in your childs lunchbox:

- Nut products (peanut butter, Nutella, nuts)
- Hard boiled eggs or egg sandwiches, meringues
- 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 and asthma will store their EpiPens or puffers in a secure medical cupboard in the Pre-Kinder Centre. Additional EpiPens are kept at the Junior School Office and in the classroom.

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 should hand deliver a student's prescribed medication to the Junior School Office and complete a 'Permission to Administer Medication Form'. These should be:

- Supplied in a chemist blister-pack or in the case of liquid medication in its original, labelled bottle
- Clearly labelled with the student's name
- Clearly state the prescribed medication name, dosage rate and administration times
- Accompanied by an Administration of Medication Advice Form, as no medication can be administered without written instructions from a parent/carer (available on the Junior School Parents page of the Hub) or by contacting the Junior School Office.

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

Other than those students who require an EpiPen on their person, 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.

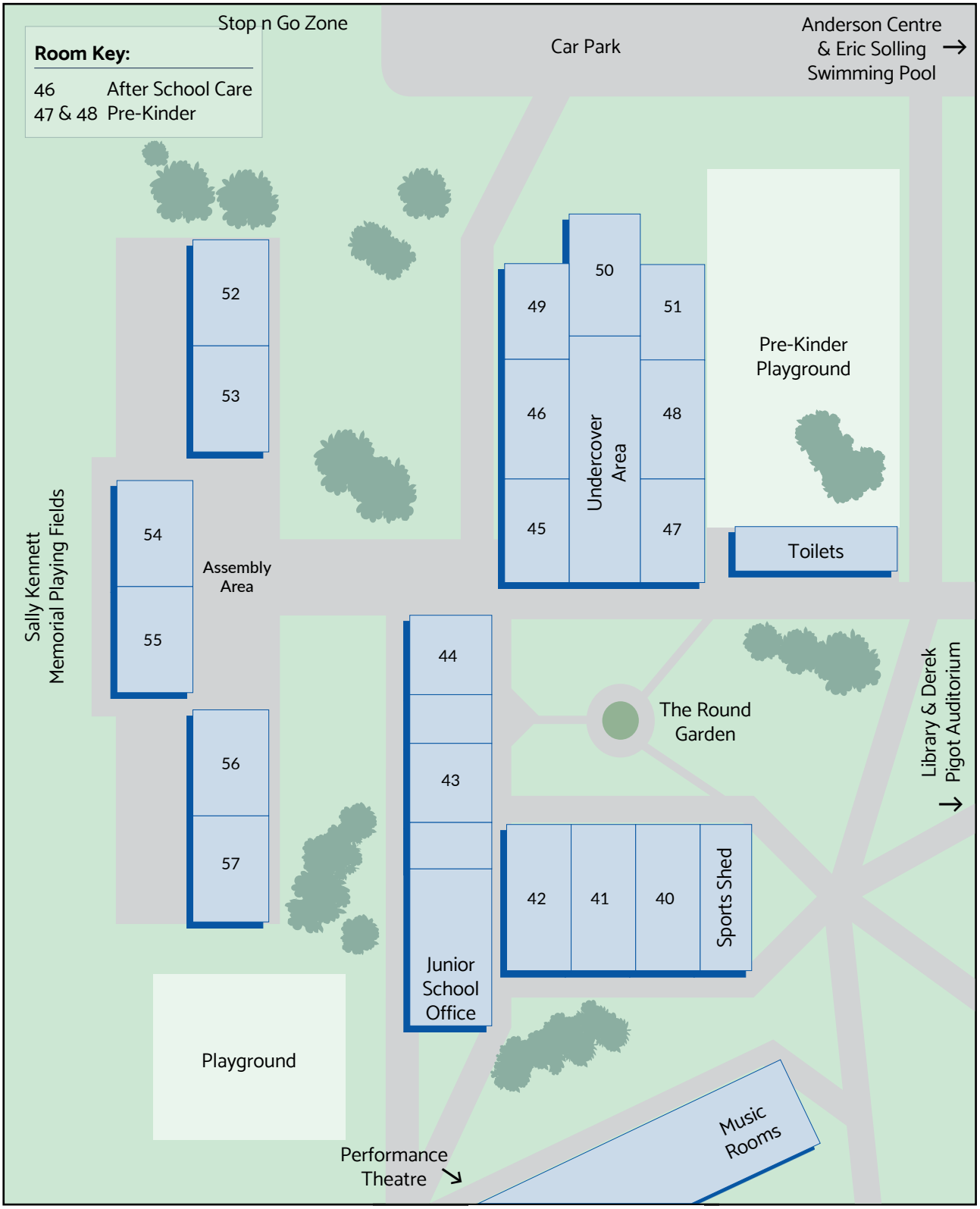
For further clarification on medication in the Junior School please contact reception on 6392 0316 or via email to junioroffice@kws.nsw.edu.au

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


KWS



JUNIOR SCHOOL MAP



WOLAROI CAMPUS MAP

- Parking
- Disabled Parking
- Toilets
- Evacuation Assembly Point
- Defibrillator
- First Aid Kit

1. DH Prest Building (Administration)
2. Wolaroi Mansion & Tower House
3. Derek Pigot Auditorium
4. KWS Shop
5. Memorial Block (Rms 7-8)
6. Anderson Centre (Rms 70-94)

6a. Recreation Centre (Rms 30-33)

6b. Indoor Pool

7. Library & ICT (Rms C1-C5)
8. Science Block (Rms 11-18)
9. Pre-Kinder (Rm 47)
10. Junior School (Rms 40-57)
11. Music Centre (Rms 60-68)

11a. Performance Theatre

12. Bennett Building (Rms 20-26)
13. Trathen House (Rm 19)
14. Health Clinic & Change Rooms
15. Canteen
16. Mathematics Block (Rms 1-6)

16a. Staff Common Room

17. Museum, Admissions, Marketing
18. Cattle/Agriculture
19. Weymouth House
20. Grounds/Maintenance
21. Technology Centre (Rms MW1-2)
22. Cadet Compound
23. Wolaroi House
24. A-Block Classrooms (Rms A1-A8)
25. Residences
26. Wyvern House



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