



KINDERGARTEN INFORMATION PACK







PORTLAND CENTRAL SCHOOL

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HOW TO REACH US

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WELCOME

Our aim at Portland Central School is to make your child's transition into Kindergarten as smooth and enjoyable as possible - and to ensure that parents and carers are well informed throughout the transition process.



Starting school is one of the biggest milestones in a child's life. At Portland Central School, we have highly competent and dedicated staff who will ensure your child feels safe, comfortable and eager to learn.

Our emphasis on reading, writing and mathematics in the early years, with our specialised programs, builds the foundation for successful learning. Our teachers are committed to providing a range of high-quality learning experiences to meet the individual needs of every student through engaging hands-on activities.

Our School Wide Expectations (SWE) underpin education at our school. We believe every student has the right to learn in a safe, respectful environment. We know that when students feel safe and respected their learning outcomes improve.

Our transition staff visit Blinky Bill throughout the year to develop positive professional relationships with their staff. This enables our teachers to get to know many of our future students. It also enables us to develop programs that promote the most successful transition for every child.

We look forward to working with you in close partnership to make a difference in your child's education and provide a wide range of positive experiences and learning opportunities.

Mr Matt Quirk
Principal

STAFF TO KNOW



TRANSITION TEACHER

Miss Meg Davey is our Kindergarten teacher. She delivers the Kindergarten transition programs on Wednesday mornings during Terms 3 and 4. Miss Davey supports parents and carers during this process by answering any questions they may have before their child begins school.



ASSISTANT PRINCIPAL - STAGE 1

Miss Kelly Gurney is responsible for all things Kindergarten - Year 2. She is the relieving Assistant Principal K-2 and Stage 1 teacher. Kelly promotes positive acknowledgements for school wide expectations and overseas attendance data K-2. She also coordinates wellbeing programs, following the Berry Street Model.



ASSISTANT PRINCIPAL - CURRICULUM AND INSTRUCTION

Mrs Alissa Curran is responsible for all things literacy and numeracy across K-6. She supports teachers in the classroom to implement the new English and Mathematics curriculum using evidence-based teaching and assessment practices to strengthen literacy and numeracy instruction and lift student learning outcomes.



ASSISTANT PRINCIPAL - STAGE 2 AND 3

Miss Jodie Mason is responsible for overseeing K-6. She leads Learning Support, coordinating support for individual students, learning plans and wellbeing programs. Miss Mason supports student leadership, encouraging student voice in all aspects of our school. Miss Mason is always available to answer questions parents may have.

READY FOR SCHOOL?

Children can start Kindergarten at the beginning of the school year if they turn 5 on or before the 31 July that year. By law, all children must be in compulsory schooling by their sixth birthday. When your child starts school is an individual decision. You may wish to discuss this with your child's preschool teacher, doctor or during your chat with our principal or transition teacher. Our teachers are trained to work with your child regardless of their age or level of development.

Parents sometimes think that school readiness means being able to read, write and know colours or count before starting school, but these skills will be taught at school so they are not a priority. Children cannot thrive at school if they have not developed the skills to manage things like getting along with other children, following instructions and communicating their needs.

School readiness in children includes many different skills and behaviours.

Some questions to consider are:

- How well does my child settle into the day once they have been dropped off?
- How confident are they in expressing themselves to others?
- How well do they follow routines?
- Can they make an independent decision and follow through on it?
- Do they have ideas of their own?
- Can they follow 2-3 instructions at the same time?
- Can they move on to new activities easily?
- Do they show interest in other children?
- Do they interact with other children?
- Can they recognise and express their feelings and needs?
- Can they concentrate on a task?
- How do they deal with frustration?

Please don't be concerned if your child doesn't demonstrate all the school readiness skills and behaviours described. Children develop at different rates and learn skills in different ways. Each child has their own strengths, interests, temperament and approach to learning. Our teachers will respond to the individual needs of all students and plan learning experiences based on the skills students bring with them to school. If you feel concerned with your child's development, speech, vision, hearing or behaviours, talk to their preschool teacher, doctor, transition teacher or principal for advice.



WHAT CAN YOU DO TO HELP?

Children learn best through play. Here are some easy things you can do to help your child get ready for starting school:

- Try to arrange play dates with other children starting at the same school. This gives your child the chance to develop their social skills and will give them the confidence that they will have a friend to talk to when they start school.
- Let your child practise drawing with a range of different materials, such as pencils, crayons and textas to help develop their fine motor skills. Remember to praise their efforts!
- Encourage your child to dress and undress themselves, and to use the toilet independently.
- Encourage your child to have conversations with you. Ask them questions, listen to their answers, and encourage them to talk about what they think and feel so they can express themselves with new friends and teachers.
- Read with your child as often as possible. Enjoying books with you develops early literacy skills and helps encourage a love of reading. When reading with your child, talk to them about the story, point out new words, and ask questions. This will help with their comprehension, vocabulary and language skills.
- Help your child develop a basic awareness of numbers and responsibility by helping around the house. They could set the table and count the plates, match socks from the washing line, or measure the ingredients for some baking.
- Play games with your child. Simple board games (like Snakes and Ladders) and card games (Snap, Concentration and Go Fish) are great for practising taking turns, sharing, waiting and learning to cope with not winning.





TRANSITION TO SCHOOL

We have two aspects to our transition program at Portland Central School. The first is 'Ready, Set, School!' which provides children with their first look at our wonderful school. Preschool-aged children are invited to attend each Wednesday morning for 2 hours during Term 3, supported by their parents and friendly faces from preschool. If your child attends Blinky Bill on Wednesdays, they will be brought down by their teachers. Children become familiar with the important areas of our school and key members of our staff. They participate in a wide range of fun activities providing opportunities to develop their skills and become comfortable in new surroundings. Our formal transition program 'Paddling Preps' commences in Term 4. This program provides a look at what it's like to come to 'big school'. Children move into our Kindergarten classroom where they participate in a variety of activities with their future classmates, our current Kindergarten students and their teacher. Your child will participate in a range of activities including art, language, craft, numbers, using technology, music, reading, fine and gross motor skills and developing social interactions.

KEY DATES

SCHOOL TOURS AND PRINCIPAL INTERVIEWS

By appointment. Please contact the school.

READY, SET, SCHOOL!

9:30 - 11:00 am on Wednesdays in Term 3 (31 July - 18 September).

PADDLING PREPS

9:00 - 11:00 am on Wednesdays in Term 4 (23 October - 11 December).

THE ENROLMENT PROCESS

1. Make an appointment with the principal to discuss your child's enrolment.
2. Complete the enrolment form in this pack.
3. Return all required documents (outlined below) to our front office.
4. You will receive a letter of confirmation for your child's enrolment.
5. Ensure your child attends our transition programs to help them feel confident and comfortable about coming to school.

Documents required to complete the enrolment process:

- Completed enrolment form.
- Birth certificate (office to site and copy)
- Immunisation certificate (office to sight and copy)
- A document stating your residential address (e.g. driver's licence, account or lease). Office to sight and copy.
- Copies of any family law or other relevant court orders (office to sight and copy).
- If required, Rural & Regional School Travel. □ Once you have confirmed your school enrolment, complete the online application form at:
<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions>.
- Health plan (if applicable). A copy of Student Action Plan/Individual Health Care Plan for anaphylaxis, asthma, or any other medical concerns.

WHAT TO EXPECT IN THE FIRST WEEKS

Talk to your child about school. It is important children feel happy, excited and comfortable about school. Remember your child will need to be doing more things independently at school.

- Practice how to unwrap food and open containers and pre-packaged food.
- Practice taking off their own jumper and putting jumpers on.
- Encourage them to recognise their own name.
- Provide opportunities for your child to look after their own belongings.
- Encourage your child to play with other children and to share and take turns.
- Show your child the safest way to school and how to use the pedestrian crossing.
- Always meet your child at the school gate at the end of the day so that they do not have to cross the road when cars are leaving the school.
- Label all items your child will bring to school.

If your child is upset on arrival at school, we advise you to leave as soon as possible. They will settle more quickly this way. Try not to show them your anxiety: this often makes them more upset.



WHAT TO PACK?

■ FRUIT

Our school is a Crunch and Sip school. This means all classes break at 10 am for fruit and water. Each child has their own drink bottle in class, supplied by the school.

■ A HEALTHY LUNCH

It is important children eat healthy food to keep their brains active and ready for learning and concentration. To keep students safe from allergic reactions, do not pack anything with nuts.

■ DRINK BOTTLE

Water is the best choice for a drink.

■ HAT

Our school is a 'No hat, no play' school. All Kindergarten students are provided a new school hat as part of our Transition to School program – with their surname embroidered on the hat. Students must wear hats during all break times to play.

■ PAINT SMOCK

Art is an important part of early years development and students will complete regular art experiences. A paint smock or old shirt will protect their uniform.

■ LIBRARY BAG

Students make a personalised library bag during our Transition to School program, ready to borrow books from our school library. Class library days will be communicated in the first few weeks of school.

■ SPARE CLOTHES

Students often become engrossed in learning and play and can sometimes leave it a little late to make the toilet. It's better to be prepared.

LUNCH ORDERS

Primary students are able to place lunch orders via the Save the Day Cafe, which is run by our Senior hospitality students.

Lunch orders can be placed at the office between 8:30 - 9:00 am (EFTPOS and cash payments accepted). Students collect their lunch orders from the cafe at lunchtime.

FOOD MENU

Ham & cheese toastie	\$3.50
Cheese toastie	\$2.50
Sausage roll	\$3.00
Hashbrown	\$1.00
Meat pie	\$3.50
Lunch special	\$5.00
Zooper Dooper	\$0.50
DRINK MENU	
Milkshake	\$3.00
Water bottle	\$1.00
Slushie	\$3.50
Popper	\$1.00
Hot chocolate	\$3.00



BEST START KINDERGARTEN ASSESSMENT

The Best Start Kindergarten Assessment is a state-wide assessment that helps to show teachers the literacy and numeracy skills of each student at the beginning of Kindergarten. The assessment, implemented on the second day of school, provides teachers the opportunity to sit one on one with each child and focus on what they can do. This helps teachers to plan lessons to best support the learning needs of every child.



ATTENDANCE

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. Our school works in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

YOUR LEGAL RESPONSIBILITIES

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling. Once enrolled, children are required to attend school each day it is open for students.

THE IMPORTANCE OF ARRIVING ON TIME

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day.
- Helps students learn the importance of punctuality and routine.
- Give students time to greet their friends before class.
- Reduces classroom disruption.

Lateness is recorded as a partial absence and must be explained by parents.

WHAT IF YOUR CHILD HAS TO BE AWAY FROM SCHOOL?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral).

Following an absence from school, you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens, the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long-term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Days missed = years lost

A day here and there doesn't seem like much, but...



SCHOOL WIDE EXPECTATIONS

SWE is a fundamental part of Portland Central School's behaviour policy. It was created to ensure all students understand and abide by same appropriate standard of behaviour.

Safe

- Keep hands and feet to ourselves.
- Remain in the right place at the right time.
- Use devices appropriately.
- Use resources correctly.
- Keep objects in suitable places.
- Wear our uniform with pride.

Respectful

- Speak quietly and politely.
- Use appropriate language.
- Acknowledge and uphold the rights of others.

Learners

- Allow learning to happen.
 - Listen to and follow instructions.
 - Remain on task and work hard.
 - Be prepared and positive.
 - Do your personal best.
 - Ask for help when required.
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SWE REWARDS

Teachers provide reward points to students who work hard and try their best every day. Students use these points to purchase prizes through the SWE online shop when they reach the required number of points.

The top 20 earning students are invited to attend a rewards excursion at the end of each year.

UNIFORM

At Portland Central School, students are expected to wear the official uniform. Uniform provides a sense of belonging and pride. We are proud of our school and our students, and by wearing uniform our students will stand out when representing us in the community.

Students should wear the styles indicated. Uniforms can be purchased at the our uniform shop.

BOYS

- Grey shorts/trousers
- Red school polo shirt/skivvy
- School jumper/jacket
- School beanie/hat
- Grey socks
- Black shoes

GIRLS

- Navy skort/shorts/pants
- Red school polo shirt/skivvy
- School jumper/jacket
- School beanie/hat
- White socks
- Black shoes

SPORT

- Navy shorts/trackpants
- School jumper/jacket
- White socks
- Joggers



Polo shirt	\$26
Navy skort	\$22
Jumper (Size 6-14)	\$30
Jacket	\$35

STAY CONNECTED

There are a number of ways to keep up to date on what is happening at Portland Central School:

THE SENTRAL FOR PARENTS APP

The Sentral for Parents App is an essential tool for communicating with our school. It allows parents/carers to manage their child's absences, give permission for excursions, make payments, view newsletters and upcoming events, and so much more. The app can be downloaded via the App Store or Google Play Store. Family/student keys to access your child's personal information are issued on enrolment.

OUR WEBSITE

Our website is a resource for essential school information.
<https://portland-c.schools.nsw.gov.au>

FACEBOOK

Facebook is where we share what is currently going on at Portland Central School.
<https://www.facebook.com/PortlandCentralSchool/>

ASSEMBLIES

Families are encouraged to attend our school assemblies and celebrate their child's progress. A whole school assembly is held twice per term on Thursday in Weeks 5 and 10, at 2:15 pm, in the Community Hall.



GET INVOLVED

Our school offers many opportunities to be involved in your child's learning, including:

- Volunteering as a classroom helper and listen to students read.
- Attending our special events during the school year, including the Easter Hat Parade, Education Week, Book Week and Grandparents Day.
- Participating in Focus Group Meetings.



FOCUS GROUPS

Portland Central School's Parents and Community Focus Groups are designed for parents, caregivers, teachers and community members, to come together and discuss key school planning priorities. Focus groups are held during Weeks 4 and 8 of each term in the staff common room of the administration building. The focus groups aim to bring together key stakeholders of our school and community to gather valuable insights and promote and strengthen relationships to ensure that students gain the maximum benefit from their time at Portland Central School.

BELL TIMES

Morning session 9:00 - 11:05 am

Recess 11:05 - 11:25 am

Middle session 11:25 am - 1:05 pm

Lunch 1:05 - 1:45 pm

Afternoon session 1:45 - 3:00 pm

TERM DATES

2025			
Term 1	Tuesday 4 February	Friday 11 April	11 weeks
Term 2	Tuesday 29 April	Friday 4 July	10 weeks
Term 3	Tuesday 22 July	Friday 26 September	10 weeks
Term 4	Monday 13 October	Wednesday 17 December	10 weeks



PAYMENTS

All payments to the school, including uniforms and excursions, can be made via the Sentral for Parents app, or our front office accepts cash and EFTPOS.

VOLUNTARY SCHOOL CONTRIBUTIONS

Kindergarten - Year 4	\$40 per year
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Years 5-6	\$50 per year
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Families	\$100 per year
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SCHOOL MAP



FAMILY RESOURCE CENTRE

Parenting is a challenging job, but it is the most important one we can ever do. What you teach your child before school, and how you support them at school, sets them up for life. At Portland, we are very fortunate to have a Family Resource Centre.

- Portland Playgroup runs every Monday 10 am to 12 pm.
- Toy Library is available Monday 10 am to 12 pm.
- We offer parenting advice and referral to other services.
- We also facilitate the parenting program 'Circle of Security'.

The Families NSW Classroom is located in the Primary section, two classrooms down from our Kindergarten classroom. The Resource Centre is open and available every Monday until the end of 2025.

We ask families to bring along some fruit for morning tea and a sunhat.

Parking is available in Vale Street. If you do not wish to enter the school grounds, access to the room can be gained via the rear entrance from the laneway adjacent to the butchers.

For more information, please contact:

Jackie Vogel

Playgroup Facilitator

LINC: (02) 63 545 906

jackie@linc.org.au

