



St Joseph's School

KINDERGATEN HANDBOOK



2026

St Joseph's School

ST JOSEPH'S SCHOOL PRAYER

Dear Lord,
We ask you to bless St Joseph's School Community.
We pray that you guide us to be just and to see,
listen, speak and act like St Joseph.
May we be inspired by our Founders
to be the best that we can be.
May we always keep Jesus at the centre of all we do.

St Emilie	Pray for us
St Marcellin	Pray for us
St Joseph	Pray for us

And may we always remember to pray for one another.

AMEN

STAFF

Kindergarten Blue

Teacher x1
Education Assistants x2

Kindergarten Gold

Teacher x1
Education Assistants x2

Families will be notified of the Kindergarten teaching allocations by the end of 2025.

Early Childhood Cluster Leader: Mrs Jessica Morris

SESSION TIMES

In 2026, we will have two Kindergarten classes attending three full days per week. School will commence on Monday February 2, 2026.

Times are: 8.30am to 3.00pm: Mondays, Tuesdays and Wednesdays.

St Joseph's School

WELCOME NOTE

Dear Kindergarten Parents

In Term 1, 2026, during Weeks 1–4, students will commence Kindergarten as a united cohort, experiencing time in both classrooms with a variety of peers. Final class placements will be confirmed at the end of Week 4, with students beginning in their permanent classrooms from Week 5.

On arrival, children will locate their photo on the boards outside the classrooms and on their pigeonhole, where they will place their belongings.

We believe this transition approach will help unify the cohort, giving children and families confidence, support, and readiness for the exciting journey ahead. This settling-in period allows students to become familiar with both learning environments, develop relationships with all staff, and begin forming friendships across the wider Kindergarten group. It also provides teachers the opportunity to observe how each child learns, plays, and interacts, ensuring class groupings are well balanced and supportive for the year ahead.

Beginning Kindergarten is a significant milestone for both children and families, and we aim to make this transition as smooth and positive as possible. The early weeks are focused on helping children feel safe, confident, and connected to their new surroundings. Parents play an important role during this time - helping children establish routines, encouraging independence, and building excitement for the learning experiences ahead.

The following sections in this handbook outline the key information you will need to support your child's successful start to Kindergarten. You will find details about arrival and departure procedures, communication channels, health and wellbeing, daily routines, ways to support learning at home, and booklist requirements. Please take time to read through each section carefully, as it explains important aspects of your child's Kindergarten experience, including how we work together to create a safe, nurturing, and engaging environment for all children.

Our goal is to ensure that every child feels a strong sense of belonging and joy in their learning each day. With your partnership, we can help your child build confidence, independence, and a lifelong love of learning from their very first year at St Joseph's School.

Regards

The Kindergarten Team

St Joseph's School

ARRIVAL / DEPARTURE PROCEDURES

Arrival Procedures

It is important to note that the classroom does not open until 8:30am. This is to allow your child's teacher and education assistants to prepare for the day. Parents/guardians and children who choose to arrive early may wait outside the classroom.

Please note that for duty of care reasons, children are not permitted to use the playground and oval, before or after school. Please support the school in adhering to this protocol.

On entering the room, children are requested to take their fruit container, drink bottle and hat out of their backpack and place it in their pigeon-hole together with their backpack (please ensure your child has a large enough backpack). All personal items must be labelled with your child's name.

Parents/guardians are to settle their children in and encourage them to interact with their peers and adults. The classroom bell will be rung at 8.45am. This indicates it is time for children to pack away and parents to depart.

If your child arrives to school after 8:45am, a parent must visit the Admin office and sign their child in. If you need to collect your child early, or your child is arriving to school late, please go to the office, sign your child in/out and collect a green card to present to staff.

Departure Procedures

It is important that you are on time when picking up your child as children become upset if parents are late. Only parents and guardians may collect their child from the classroom. If someone other than you is to collect your child from class, please let one of the staff know. You may allocate other trusted adults on the Before & After School Care Form who may regularly pick your child up. If changes arise during the day, you must ring Admin to advise them, and they will notify the class teacher.

At departure time (3:00pm), the door is opened and the teacher dismisses children to their parents or caregivers. Staff will call each child's name when their parent or caregiver has arrived. Kindergarten students are to be collected **before siblings**, as older students are dismissed five minutes later.

Children will not be permitted to leave the Kindergarten room until an adult arrives to collect them. Parents and guardians are asked not to arrive before 3:00pm and to wait outside the Kindergarten gates until this time. If you arrive early, you will be asked to wait outside the gates until dismissal begins.

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GOVERNMENT SCHOOL BUS SERVICES

If you wish to send your child to school using the Government School Bus Service, you will need to take a copy of the School Bus Services pamphlet "Save Your Seat". Alternatively, you can access the website to register your child - www.schoolbuses.wa.gov.au.

Once your child is registered as a bus user, please notify the School. Children will be escorted to their bus unless written notification is received. Please inform us verbally if your child is not catching the bus home, or by email.

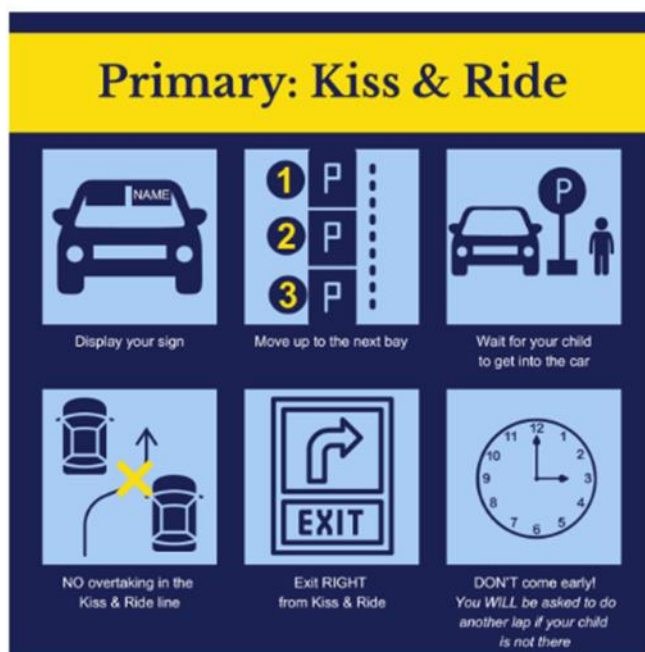
Kindergarten bus students are asked to enter the classroom immediately upon their bus arriving at school. In the afternoon, a staff member will escort bus students to the undercover area, where they will wait for their bus under staff supervision.

KISS AND RIDE

Kiss and Ride is not available for Kindergarten students before school.

If you plan to collect your child via Kiss & Ride in the afternoons, please notify the School to receive a name sign. A staff member will escort Kiss & Ride students to the steps at the SMPAC, where they will wait for their car under staff supervision.

If your child has not been picked up within 15 minutes of school ending, they will be taken to the front office to be supervised.



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ILLNESS / ABSENCES

If Your Child Is Absent

Whilst Kindergarten is not a formal part of schooling, children are more secure with routine and friendships are more easily nurtured with regular attendance.

Please advise your child's teacher, or the Admin, if your child is going to be away from school through a planned absence or through sickness. The School's website or the School's App 'SZapp' both have a link to an online Absentee Form. This is the most efficient way to inform us of your child's absence. Unexplained absences will result in parents receiving a text message. You may reply to this message via text or send in a written note.

All absences will require a written note or text message as explanation.

ALLERGIES & MEDICAL CONDITIONS

Health Issues & Sickness

Whilst your child may not be affected, headlice, school sores, conjunctivitis and threadworms, are all extremely contagious and parents are asked to be vigilant of these health issues. Should your child be affected, please advise the teacher and keep your child home until the condition has fully been treated and/or cleared.

Medication & Allergies

If your child requires medication whilst at school, staff can administer medications if required. However, medical consent forms must be completed by parents/guardians in advance. Please let us know of any conditions that may affect your child's health and well-being. This helps us to cater for their needs. A Medical Action Plan must be completed for children with ongoing medical needs such as asthma and anaphylaxis allergies.

As previously stated, we are a 'Nut-aware' school. Food containing nuts should not be brought to school.

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COMMUNICATIONS

Contacting the Teacher

Parents may contact teachers through email during the school's communication hours (8.00am to 4.00pm on school days) and we will endeavour to respond within 24 hours. For matters requiring a more in-depth conversation, the teacher may phone parents or request a meeting.

Seesaw

Teachers share class news and child-related updates through the Seesaw app. Please check it regularly and note that direct messaging with teachers is not available on Seesaw; all communication should be made via email, phone call, or in person. To access Seesaw, download the Seesaw Parent & Family app. Your child's teacher will provide a QR code for you to log in.

School Newsletter

We provide parents with need-to-know school information and important dates in the weekly newsletter. Our aim is to only communicate with you once a week. Please ensure you read the newsletter.

Social Media

You can choose to follow nice-to-know news, photos, events and videos on our Facebook and Instagram.

SEQTA Engage

A portal that provides access to your child's school information, such as reports.

Calendar

At the beginning of the school year, parents/guardians are provided access via the school website, to the School's yearly calendar which outlines all major events such as student free days, assemblies etc. for the coming year, term by term. Please take note of the events relevant to your child. Reminders are put in the newsletter and posted on the social media pages. Teachers will also communicate important dates to you via Seesaw.

SZApp

The SZapp allows school communities to stay connected with their school, view and access Schoolzine newsletters, documents and get live notifications from your school.



RULES AND BEHAVIOUR MANAGEMENT

School Rules

1. Respect the teacher
2. Respect everyone else
3. Keep your body to yourself
4. Respect the classroom



Behaviour Management

To guide behaviour and improve self-regulation, teachers and students co-create green (start) and red (stop) choices at the beginning of the year. Staff then follow a counting method of 1-2-3 to set limits on behaviour that may hurt or impact on others and be disruptive to learning. The counting method associated with 1-2-3, lets students know their behaviour is not appropriate and they should stop what they are doing or make an adjustment. This gives them practice at making choices when it comes to their behaviour.

An important part of this approach is emotion coaching, this is key to improving students' self-regulation and their level of empathy. Staff will emotion coach students at times when they need help to regulate their emotions, often known as the “name it, to tame it” approach (“it” being the emotion). Over time students will learn to “name it and tame it” for themselves, which is an essential part of learning to self-regulate and show more self-control.

Our focus is always on providing a positive learning environment, supported by good relationships and emotion coaching builds and strengthens these relationships.



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HOUSEKEEPING

Morning Tea & Lunch

Each child is to bring their own fruit (in a separate labelled container) for morning tea and lunch, and a water bottle. Healthy food is important for active children and enables them to concentrate and learn. Drink bottles should contain water only.

Fruits such as oranges need to be peeled or cut ready to eat. Students may also bring a healthy snack to follow their fruit.

Please note: We are an allergy aware school. Please be aware that many children are allergic to nuts and nut products. Food with nuts should not be brought to school.

Canteen

Lunch orders only are available from the Canteen on Tuesdays – Fridays. Menus are available from the Admin Office or can be viewed on the School's website and 'CDF' pay app. Students can put their own lunch order in the basket at the start of the day or parents/guardians can order online before 9:00am each day. Volunteers are an important part of the running of the Canteen and parents, family members etc are encouraged to sign up to assist when possible.

Please note: As we have a different Recess and Lunch time to the rest of Primary, the recess menu is not available to Kindergarten Students.

Birthdays

Class Birthday Buckets are available from the canteen. Each bucket includes selected treats for each student in the class, a birthday badge, and balloons. Buckets can be purchased online via the 'CDF pay' app or directly at the canteen, with a minimum of two days' notice.

Alternatively, you are welcome to send in small individual treats from home for the children to enjoy. Little individual cupcakes, muffins, stickers etc.

Toileting

Your child needs to be in the final stages of toilet training to commence Kindergarten. Help your child manage going to the toilet independently by giving them lots of practice to undo, pull down and do up their clothes, use toilet paper, flush the toilet and wash their hands all by themselves.

Parent Assistance

Parents/Guardians/Grandparents are always welcome, and your assistance is very much appreciated. Tasks may include helping with classroom activities, assisting in the Canteen, doing the washing, preparing playdough or reading with students.

A roster will be available for you to enter your name. Please make sure that you sign in and out at the Admin if you are a parent/guardian helper.

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APPROPRIATE CLOTHING REQUIREMENTS

Children are required to wear suitable and sensible clothes for Kindergarten. These may include shorts and t-shirts in Summer and tracksuits in Winter. Suitable footwear is to be worn at all times. Thongs, Crocs, and other slip-on shoes without permanent backstraps are not permitted as the children do running and climbing activities outdoors.

Uniform

An optional polo t-shirt is available from the Uniform Shop for Kindergarten students. A blue tracksuit style top is available for Winter. Jewellery is not recommended except for a pair of earrings (studs only). Long hair needs to be tied back at all times, as this also helps prevent head lice spreading. It is the School Policy that students do not wear nail polish to school.

Hats

Hats must be worn for all outside activities throughout the year. If your child does not have a hat, they will be able to borrow a spare hat and you will receive a reminder note.

Bags

All children are expected to bring a bag to Kindergarten each day. The children are encouraged to carry their own school bag to and from the classroom. Please check these regularly. Large bags are more suitable and can be purchased from the Uniform Shop.

Personal Belongings

Please do not allow your child to bring personal items to school. All toys are to be kept at home as they may get lost or broken. The only jewellery students may wear is a Cross on a chain, a watch and one pair of stud earrings (no hoops).

WAYS YOU CAN ENCOURAGE YOUR CHILD'S LEARNING AT HOME

There are lots of simple things that you can do at home to help your child's learning:

Talk...

Talk with your child each day about what they did at school and discuss images that may be sent home via Seesaw. This helps make connections between home and school and shows that you are interested in what they do. It also helps develop children's confidence in their oral language and vocabulary development.

Read...

Reading with your child is crucial for fostering vocabulary, language skills, and a passion for books, while also improving concentration, comprehension, imagination, creativity, and understanding of diverse topics.

Play...

Playing with your child boosts communication, creativity, and problem-solving, fostering resilience and confidence. Outdoor play enhances physical strength, concentration and gross-motor development.

Songs...

Singing songs making music and dancing helps your child to develop their memory and express their feelings.

Fine Motor...

Building with blocks, sand, cardboard and natural materials, helps your child develop their fine motor skills. Encourage your child to build strength in their hands by playing with playdough, squeezing sponges or using tongs.

Numeracy...

Integrate numeracy into daily tasks like counting pegs and sorting vegetables to familiarise your child with basic mathematical concepts. Use songs and rhymes to make them comfortable with mathematical language, numbers and counting.

Please note, if you are helping your child learn to write and recognise their own name, be aware that the font we use at school is New South Wales Foundation Font. Names are written with only a capital letter for the first letter (never all capitals) and the capital letter is larger than the following letters. It is very difficult for a child to 'unlearn' incorrect letter formations.

Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz

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WHAT CHILDREN NEED TO BRING WITH THEM

Change Of Clothing

Please ensure your child has a change of clothing, [appropriate to the weather] in case of an accident, or for when the children engage in messy activities or outside water play. Make sure that all items are clearly labelled with your child's name. Any item that is misplaced will be put outside the classroom door.

BOOKLIST ITEMS

Please bring the following items to your child's first session:

Individual Items (Please label):

- 2 x A3 Display Folders
- 1 x School Bag (backpack) (available at the Uniform Shop)
- 1 x Slouch Hat (available at the Uniform Shop)
- 1 x Sipper [no spill] Drink Bottle
- Lunchbox and separate fruit container
- A change of clothes appropriate to the weather/season
(Please check frequently as children tend to grow out of clothes very quickly).

Please bring the following items to your child's permanent class in week 5, March 2, 2026.

Communal Items (No need to label)

Kindergarten Blue, please bring:

- 1 x Packet of 24 Textas
- 2 x Whiteboard Markers
- 1 x Baby Wipes
- Choose an item: pop sticks, pipe cleaners or sequins

Kindergarten Gold, please bring:

- 2 x UHU Glue Sticks
- 1 x Packet of Cotton Wool Balls
- 1 x Packet of Junior Triangular Coloured Pencils
- Choose an item: sticker book, pom-poms or buttons.



QUESTIONS AND QUERIES

Please do not hesitate to speak to the Kindergarten Staff or the Admin Staff if you have any questions or queries relating to your child. The staff may be approached either before or after school, or alternatively an appointment may be made after school if necessary.



St Joseph's School Northam

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