

WELCOME TO KINDERGARTEN 2024



We are excited to welcome you into our Lambton School Community and look forward to meeting you and your child.

We understand that starting Kindergarten is an incredibly exciting time and we wish for this to be a positive and enjoyable process for both you and your child.

We have developed this resource which we hope will provide you with all the information you will need to guide you through the enrolment process and provide information about our Orientation program.

Please check back regularly to keep up to date with important information to assist with a smooth transition to school for your child.

What's inside

- Enrolment process
- Orientation Program details
- School Uniform details and how to order
- School Bell Times
- Preparing for first day of school
- What to pack for your child
- Frequently Asked Questions



LAMBTON
PUBLIC SCHOOL

Finalising your child's enrolment

We understand most families have already applied online or returned enrolment papers to the front office, and we thank you for this information. To finalise your child's enrolment the following documentation is required by Friday 8 September:

Documentation required

- Birth Certificate
- Australian Immunisation Register (AIR)
- Immunisation History Statement
- 100 pts Residential Address documentation (see page 3)
- Copies of any Family Law or other relevant court orders (if applicable)
- Copies of medical/healthcare or emergency actions plans (if applicable)

Documents that were not uploaded during your online enrolment application can be scanned and emailed to school. Alternatively families may bring documents to our school office where our administration team will take copies. Our office is open between 8:30 am - 3:15 pm and be contacted by phoning 4957 1667 should you have any questions.

Please email documents to

lambton-p.school@det.nsw.edu.au.

Please include "Kindergarten 2024 - XXXX child's name) in the subject line of your email.



TO OBTAIN YOUR CHILD'S IMMUNISATION CERTIFICATE

- GO ONLINE TO MYGOV AT [HTTP://MY.GOV.AU](http://my.gov.au) AND LOG INTO YOUR MEDICARE ACCOUNT
- FOLLOW THE STEPS TO IDENTIFICATION AND PRINT OUT YOUR CERTIFICATE

Residential Address Confirmation

In your enrolment application you have provided an address which is situated in our local intake area. All NSW Government schools have a designated local enrolment area and students residing within that area are entitled to be enrolled at the government school that is designated for that intake area.

Parents and carers planning to enrol their child at a school are required to complete the 100-point residential address check to confirm they live within the designated intake area. This means you are required to provide documents to verify your child's current address. Please note documentation needs to be the most current documents eg. latest billing period for documents such as rates, utility accounts etc.

So that schools only seek information relevant to your child's enrolment, a list of approved documents for the residential address check can be found below. These documents can be scanned and emailed to the school or brought in the office where the administration team will make copies.

General Guidelines:

- All documents MUST be in the name of the enrolling parent/carer.
- At least ONE category A document is required.
- All documents must be current and addressed to the property.

PLEASE PROVIDE THESE DOCUMENTS BY FRIDAY 8 SEPTEMBER 2023

Document showing the full name of the child's parent	Points
<p>A. Only one of (ie no additional points for additional documents)</p> <ul style="list-style-type: none"> ○ Council rates notice ○ Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt ○ Exchanged contract of sale with settlement to occur within the applicable school year 	40 each
<p>B. Any of the following:</p> <ul style="list-style-type: none"> ○ Private rental agreement for a period of a least 6 months ○ Centrelink payment statement showing home address ○ Electoral roll statement 	20 each
<p>C. Any of the following documents:</p> <ul style="list-style-type: none"> ○ Electricity or gas bill showing the service address ○ Water bill showing the service address ○ Telephone or internet bill showing the service address ○ <u>Drivers</u> licence or government issued ID showing home address ○ <u>Home</u> building or home contents insurance showing the service address ○ Motor vehicle registration or compulsory <u>third party</u> insurance showing hoe address ○ Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this 	15 each

Orientation Program

We offer an extensive Kindergarten Orientation Program to ensure each child experiences a positive start to Kindergarten. The aim of the program is to give an early understanding of the school's routines and its physical layout and for students to become comfortable within the school environment and meet some friends with whom they will be attending school in 2024.



We have scheduled the following dates, the session you and your child will be required to attend will run for 75 minutes. The session time allocated to you can be found in the email sent to you and unfortunately will not be able to be altered

During each of these visits students will have the opportunity to participate in a variety of activities in our Kindergarten classrooms.

Students will attend one of two designated sessions

Group A - 9:30 am - 10:45 am

Group B - 11:45 am - 1:00 pm

- Monday 23 October 2023
- Monday 13 November 2023
- Monday 4 December 2023



What to expect during each Orientation Session

Session 1: Monday 23 October

During our first visit parents are invited to join us for a coffee and will hear a very brief welcome address from our school Principal Mr Holland. This will be followed by an opportunity to get to know some of the other parents and some key staff members before collecting your child from the classroom and hearing about all of the things that they have been doing.

Session 2: Monday 13 November

During your second visit, Mr Holland will share with you some important tips for a successful start at school. You will then have the opportunity to wander and collect information that you feel you need from a number of stalls at our mini expo. There will be information available regarding uniform, our Parents and Citizens group (P&C), Special Religious Education and Ethics (SRE) and Out of School Hours care (OOSH).

Session 3: Monday 4 December

During this session there is no expectation that you will stay on the school site. Please bring your child to school, sign them in so that we have an accurate record of their attendance and support your child to go into the classroom with one of our teachers. We ask that all parents or carer return to school promptly at the conclusion of the session to collect their child. If you are looking for something to do during this time, there are a number of lovely cafes in Elder Street. Perhaps you could treat yourself while you have a few moments to yourself.



Drop Off Procedures

To allow for a smooth transition all families are asked to drop off their children at the asphalt playground seating area and then move to the Canteen COLA.

If you anticipate that your child may have an issue with separation, please consider a strategy that may assist and contact the school prior so we can be prepared.

As our goal is for the Orientation to be a positive experience, it's likely staff will encourage and persuade only. If your child requires more complex strategies, it's likely we'll try again at a later date with a communicated plan.

What to expect

There will be opportunities to connect with the staff at school including our current Kindergarten Assistant Principal Mrs Kristen Saunders, our Learning Support Teacher Mrs Kath Brown and members of our administration team.

Our principal Mr David Holland will present information and representatives from our P & C, on site Out of School Hours (OOSH) provider, SRE & Ethics will all be on site to answer any questions you may have.

Orientation visits are also an opportunity to meet other parents of students joining us for Kindergarten next year.



Enter and exit
through the Koala Gate

What can I expect during the Orientation Program

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Students will attend one of two designated sessions **9:30 am – 10:45 am** OR **11:45 am – 1:00 pm**. Emails were sent to all families to advise which sessions you and your child are to attend.

Please contact the school office on 49 571667 if you have not received your invitation.



Frequently Asked Questions

What do I need to do prior to attending Orientation?

Your child's enrolment must be finalised prior to attending our Orientation Program. This includes ensuring all required documentation has been sent to the school

- Birth Certificate
- Immunisation Certificate
- 100 pts Residential Check

How do I send these documents to the school?

Documents can be scanned and emailed to the school by emailing Lambton-p.school@det.nsw.edu.au.

Please include your child's name and Kindergarten 2024 in the subject line of your email. Alternatively, parents and carers can call in to the school where our administration team will take copies of your documentation. Our office is open from 8:30 am – 3:15 pm.

What if I am having trouble finding documentation to satisfy the 100 point Residential Check?

Most families find providing the following documentation a convenient way to reach the 100 pt requirement

- Rates notice /Pty lease 40 pts
- Utility bill (electricity acc) 15 pts
- Utility bill (water acc) 15 pts
- Drivers Licence 15 pts
- Motor Vehicle Registration 15 pts

Should households have 2 parents with a drivers licence each and motor vehicle each, we can accept both licences and motor vehicles registrations which totals 60 points.

Alternatively you can visit the Australian Electoral Commission site and check your enrolment details to show confirmation of your residential address which is worth 20 points. This feature can be found under the "For voters" tab.

How do I obtain a copy of my child's Immunisation Certificate?

The quickest way to get your child's statement is by using your [Medicare online account](#). You can access this via the:

- [myGov](#) website
- [Express Plus Medicare mobile app](#).

You can save and email the statement directly us Lambton-p.school@det.nsw.edu.au.

You can also ask your general practitioner or vaccination provider to print a copy for you or alternatively you can call the AIR enquiries line on 1800 653809. It can take up to 10 business days to get your statement in the post.

How do I share information regarding my child's health or additional needs with the school.

If your child has a health condition or any additional learning needs; including a disability, speech difficulties, physical needs, behavioural problems or sensory needs, please share as much information as you can that will help us support their learning journey and help us understand their needs. This may include letters/reports from specialists, health and/or emergency plans.

These can be emailed to the school email lambton-p.school@det.nsw.edu.au or contact the front office staff to organise obtaining copies. If emailing, please clearly state your child's full name in the subject field.

Once you have provided any additional information and reports that you have, a member of staff may contact you to chat further so that we have a comprehensive understanding of all student's needs.

School Uniforms

Our new school uniform provider, The School Locker, have advised all uniform items will be available for purchase from their Newcastle store by mid-December. Families wishing to purchase the new uniform ready for the start of the 2024 school year can do so either in person or online.

Online orders - Click the link below to place your order, you can choose to click and collect from the Newcastle store or choose to have your items home delivered.

<https://theschoollocker.com.au/schools/lambton-public-school/uniforms>

Shop Instore - The School Locker Newcastle outlet is located at The University of Newcastle, 1st Floor, Shortland Union Building, University Drive, Callaghan.

Trading hours - Monday - Friday 8:30 am - 4:30 pm.



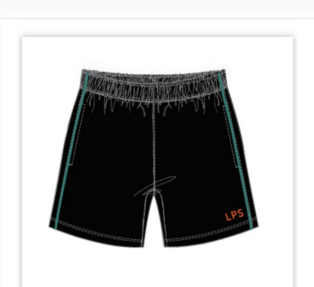
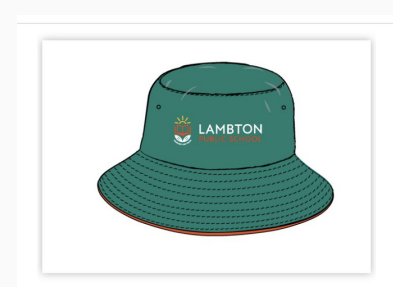




Xmas Trading - Last day for 2023 will be 15 December and store reopens 8 January, 2024.

Telephone: 0418 588494

Email: uon@theschoollocker.com.au

Students who have purchased new uniforms will be able to wear them from Day 1, 2024. There will also be a 12 month changeover/transition period, where students are able to wear either the new or old uniform, while this transition takes place.

Uniform Items Available

 <p>POLO EVERYDAY Be the first to review this product \$27.00 SKU: ITM0019457</p>	 <p>SKORT EVERYDAY MICROFIBRE Be the first to review this product \$23.00 SKU: ITM0019459</p>	 <p>SHORTS EVERYDAY Be the first to review this product \$23.00 SKU: ITM0019458</p>	 <p>HAT BUCKET TEAL Be the first to review this product \$18.00 SKU: ITM0019739</p>
 <p>JACKET MICROFIBRE Be the first to review this product \$50.00 SKU: ITM0019462</p>	 <p>JUMPER V FLEECE Be the first to review this product \$30.00 SKU: ITM0019461</p>	 <p>PANTS TRACK FLEECE BLACK Be the first to review this product \$25.00 SKU: ITM0020077</p>	 <p>PANTS TRACK MICROFIBRE BLACK Be the first to review this product \$50.00 SKU: ITM0020078</p>



Child's Name:		Class:	
Contact No:		Date:	

	64cm	68cm	72cm	77cm	82cm	87cm	92cm	Price	Qty	Total
	64	68	72	77	82	87	92			
Everyday Polo								\$27.00		
Fleece Jumper								\$30.00		
Microfibre Jacket								\$50.00		
	53cm	55cm	57cm	59cm	61cm	66cm	71cm	Price	Qty	Total
	53	55	57	59	61	66	71			
Everyday Skort								\$23.50		
Everyday Shorts								\$23.00		
Fleece Trackpant								\$25.00		
Microfibre Trackpant								\$50.00		
	55cm	57cm	59cm	61cm						
School Hat								\$18.00		
								TOTAL		

Shop online <https://theschoollocker.com.au/schools/lambton-public-school/uniforms>

Collect your order instore or request your order being home delivered (charges apply)



OR in person at their Newcastle Store
The University of Newcastle,
1/Floor 2 Shortland Union Building,
University Drive, Callaghan NSW 2308
Telephone: 0418 588 494
Email: uon@theschoollocker.com.au

Store Hours: 8:30 am – 4:30 pm
Monday - Friday

Xmas Trading – Open until 15 December 2023
Re-open 8 January 2024

First Day of School

- Kindergarten students first day of school will be Monday 5 February, 2024.

Please meet classroom teachers and staff in the same place we met students during our Kindergarten Orientation Sessions at 8:55 am. Feel free to arrive from 8:45 am for a photo opportunity on your child's first day of school but please remain with your child until you are met by school staff.

- Students will finish at 2:30 pm for the first two weeks (ie Monday 5 February - Friday 16 February).

What to pack for school each day?

- Pack a small container of healthy fruits and/or vegetables for fruit break at 10:00 am
- a small healthy snack for recess at 11:00 am
- and a small healthy lunch for 1:10 pm
- water bottle
- school hat
- A spare set of clothes is also handy for the first few weeks of school - just in case!.

You can pack recess and lunch into one lunchbox with separate containers or pack in individual containers. Please make sure that the food is easy and quick to access.

Please Label Belongings

We ask that you ensure that all of your child's belongings are labelled so that if they ever are misplaced, they will be able to be easily returned to their rightful owner.

Kindergarten children can get very tired at night because they are doing so many new and exciting things.

For this reason, it helps if you keep before and after school routines like bath time, meals and reading as regular as possible.

It's important to leave time for your child to play and get a goodnight's sleep each night.

Tips for a positive start to school

Once your child starts school you can help them in the following way:

- Allow plenty of time for getting up in the morning so you are not rushing
- Be cheerful, confident and positive about school
- Say goodbye cheerfully and firmly
- Be on time to pick up your child
- Show that you are interested in what your child does during the school day.
- Ask questions like "Did you read a book today?" Please do not be concerned if they do not want to discuss this or say they can't remember
- Check bags for notes and keep an eye out for school emails
- Encourage regular and punctual school attendance.
- Provide a written note for any absences.
- Encourage risk taking. Have a go! It is ok to make mistakes.
- Most importantly, please talk to your child's class teacher if you are experiencing any problems or difficulties

Talk to your child about school routines:

- eating fruit break, recess and lunch and set times
- being responsible for their own belonging
- working and playing with others including sharing toys, games and pencils
- arrangements for dropping them off and picking them up from school

School Drop-off

Teachers supervise students from 8:30 am at school. Parents and carers who need to drop their child at school before this time should book them into OOSH. Information can be found within this Newsletter.

School Pick-up

Staff will escort Kindergarten students to the Canteen COLA to meet parents at the end of each day. If students are going to OOSH, please advise your child's classroom teacher which days your child will attend OOSH and they will ensure your child meets with the OOSH staff at the end of the day.

2:30 pm finish for first 2 weeks

As discussed during Kindergarten Orientation, Kindergarten students will finish at 2:30 pm for the first 2 weeks of school. Students who are attending OOSH will be supervised by classroom teachers until 3:00 pm.

late arrivals or early leavers

If your child is arriving after 9:00 am, they will need to go to the school office to get a late note prior to going to the classroom.

If you need to pick up your child early, please email the school outlining the reason and time of departure and the office will arrange for your child to meet you at the school office. where you can sign them out. Students are to be collected from the school office only.

Bell Times

8:30 am	Playground supervision commences
8:55 am	Morning assembly
9:00 am	Morning Session
11:00 am	RECESS
11:25 am	Middle Session
1:10 pm	LUNCH
2:00 pm	Afternoon Session
3:00 pm	Afternoon assembly
3:05 pm	Student dismissal

Explaining student absences

The school has a legal responsibility to keep records of student attendance. Any absences from school including illness must be explained by:

- completing the Absentee form via our Audiri app
- responding to the SMS message you will receive at 10:00 am from the school if your child is absent
- Sending an email to the school to explain your child's absence



Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Build friendships



Develop life skills

Days missed = years lost

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

When your child misses just...

they miss weeks per year

and years over their school life

1 day per **fortnight** = **4** weeks  = Over **1** year missed



1 day per **week** = **8** weeks  = Over **2.5** years missed



Buddy Program

This is one of the strategies we use to help your child integrate into our school community.

Kindergarten students were introduced to their Year 5 buddy pod during their last Kindergarten Orientation visit last year. Buddy Pods are a small group of four to six Year 5 students that will assist looking after your child when they start school next year. We anticipate that your child will have an opportunity to make a connection with individuals from these groups, rather than an assignment of students to each other.

OOSH - (Outside of School Hours Care)

LakeMacNewy OSHC is our onsite provider of Outside of School Hours Care (OSHC) at Lambton Public School. They provide Before School Care from 6:30 am and After School Care until 6:00 pm.

They also open Vacation Care for families during the school holidays.

For more information or to enquire about enrolling your child for care in 2024 please contact them via email at

lambton@lakemacnewyoosh.com.au. Their contact phone number is 0409 180123. Staff are available on this number before and after school care however a message can be left when calling outside of these numbers.

More information regarding fees, child care subsidies available and how to enrol can be found on their website

<https://www.lakemacnewyoosh.com.au>



School Canteen

Our school canteen is operated and managed by the P&C association. It is open daily and provides students with access to a full recess and lunch service.

Online Ordering

Parents can order online via 'My School Connect'.



Parents are encouraged to download the My School Connect app and register their account.

How to Access My School Connect

1. Either download the app from the Apple App Store or the Google Play Store, or log onto <https://myschoolconnect.com.au/> in your web browser.
2. Click 'Register' and select "I am a parent."
3. Search for "Lambton Public School" and follow the rest of the prompts to setup your account.

Ordering at Canteen window

Alternately, students bring a lunch bag with their name, class and order written clearly and the total cost for the order is to be included in the bag, and this is handed to the canteen before school. These orders also need to be done before 9:00am each morning.

Class monitors collect the orders from the canteen and take them to each class at recess and lunchtimes.

The canteen also sells items directly to students during the recess and lunch breaks for those students that wish to bring cash to school.

\$2.00 is plenty to spend. This will buy a muffin, piece of fruit or iceblock at lunchtime.

In the first few weeks of school, it is easier and less stressful for children to bring their own food packed from home.

Children are encouraged to use the canteen after the first few weeks when they have settled into the routine of the "Kindergarten school day".