



Dear Parents and Carers,


Welcome to the Pre-Primary Parent Information Session! We have included as much information as possible, however if you have any questions, please do not hesitate to contact us.

Pre-Primary Classes 2025

Room 1	Monday – Thursday	Miss Jessie-May Sheffield (Classroom Teacher) jessy-may.sheffield@education.wa.edu.au
	Friday	Mrs Katie Aarons (DOTT Teacher) katie.aarons@education.wa.edu.au
	Monday – Friday	Ms Marianna Chan (Education Assistant)
Room 4	Monday – Thursday	Mrs Tami Haefele (Classroom Teacher) tami.haefele@education.wa.edu.au
	Friday	Ms Effe Sentonas (DOTT Teacher) effesentonas@education.wa.edu.au
	Monday – Friday	Mrs Emma King (Education Assistant)
	Monday – Wednesday	Mrs Sandy Morton (Education Assistant)
	Thursday – Friday	Mrs Leanne Best (Education Assistant)

Absentee Notes: It is a legal requirement that the school is notified to explain student absences. Please text all absences to SMS Absentee line 0447 924 008 with student name, date(s) of absence and reason for absence. If you know your child will not be at school on certain days, please let us know.

Late Attendance: The class roll is completed at the second bell each morning, 8.30am, and if your child arrives at school later than this they will need to be signed in at the office and given a late note to bring to class. Students must arrive in the classroom and be ready to start the day by 8.30am.



Early Pick Up: If you need to pick your child up from school early, you will need to sign them out at the office before collecting them. You will be given an orange note to pass on to the teacher. Teachers are not allowed to release a child without this note. If you know in advance that you will be collecting your child early on a particular day, please let us know so we can arrange for them to be ready with everything they need to take home.

Canteen: The canteen is available Wednesday to Friday for recess and lunch orders. Please order through QuickCliq and notify your classroom teacher so that we can get our Education Assistants to collect it from the canteen on your child's behalf.

Birthdays: We love to celebrate birthdays. If you would like to provide an individually wrapped treat to go home with the students, please do so. Please no lollipops.

Homework Bags: Please bring them to school **EVERY DAY!** Students must always have their Reading Record in their homework folders for it to be checked each day. It is important that all parents check their child's homework folders daily as we do sneak Merit Certificates and important notes in there.

Stationery: Thank you so much for providing stationery and resources required. A few messages have been sent out to those who still require a few things. If you could please do your best to get these items as soon as possible it would be greatly appreciated.

Change of Clothes: Please pack a change of clothes and a plastic bag in your child's school bag for any accidents or mishaps.


Parent Representative: Each class needs a parent representative. Please see your classroom teacher if you are interested in this position. The role is to liaise between the classroom teacher and parents.

Medication: Please notify the administration if your child requires medication during the day. A form will need to be filled in and left in the administration office.

Morning Routine: We kindly ask that you give your child an opportunity to show independence by giving them a quick goodbye and aim to leave the classroom at 8:30am. Please note that no parents or children are allowed to enter the ECE playground before 8:15am, even if the gate is unlocked. Dennis, our gardener, works in the ECE playground in the mornings before school starts. The gates to the ECE playground will be locked in the afternoons at 2:50pm. If your child wishes to play, please utilise the play equipment (Spider playground) in the main school, overlooking the school oval.

Uniform: Please refer to the Poseidon Primary School website for the uniform policy. Our school is a 'No Hat, No Play' school, therefore it is really important that every child owns a hat. Hats are kept at school during the school term, in the children's cubby's. They will be sent home on the last day of term for washing.

Behaviour Management: As a class, we have written our own classroom rules. Students are also aware of the set school rules, such as how to interact in the playground.



The Whole School Behaviour Management Plan involves verbal and visual warnings, before a classroom timeout or a partner class time out if needed. We aim to foster respect and care for each other, and we currently use care tokens and choose a 'star of the day' as positive reinforcement for those making appropriate decisions about behaviours in the classroom.

BYOD: If you are providing your child with an iPad as part of our BYOD program, devices **MUST** be brought into school **EVERYDAY**, fully charged. We do have iPad stations in our classrooms so they are kept safe throughout the day. All iPad app information including a list of apps which you will need to download, will be sent out to you shortly including your child's logins and passwords. Please bear with us while we get these organised, we will distribute this as soon as possible.

Parent-Teacher Communication: We will be using Seesaw to send out important announcements and to communicate with parents. The students will also occasionally post work to their journal, and you will be able to comment on this if you wish. Thank you to everyone who has already connected. When you connect, please sign up with your own name rather than 'Student X's family member' or your child's name so we are aware which parent we are contacting. If you have not received an invite, please let me know.

If you have any concerns, please email to arrange a time to meet. We kindly ask that you avoid discussing matters with us in the morning before school, as we are busy greeting the students and setting up for the day. Whilst we occasionally find the time to check emails and Seesaw during the day, if you do need to get an important message to us, please contact the school office and this will be passed on.

Kind regards,

Miss Jessy-May Sheffield – jessy-may.sheffield@education.wa.edu.au

Miss Tami Haefele – tami.haefele@education.wa.edu.au