



# Lane Cove Public School

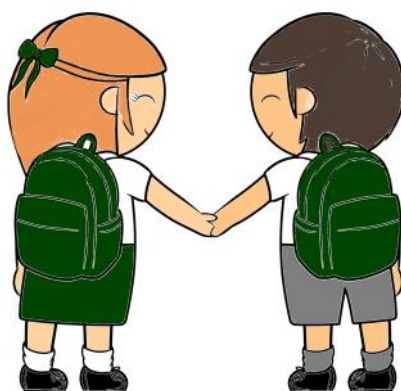


**Welcome to Our School**  
**Information Booklet**

## Welcome to Lane Cove Public School

As our school motto states, we encourage you to immerse yourself in the school community and 'Play the Game'. Starting Kindergarten usually presents many new experiences for both you and your child. In preparation, please use this Information Booklet to familiarise yourself and your child with school routines. Many questions frequently asked by Kindergarten families (FAQs) are answered throughout.

Providing children with an understanding of what to expect can assist them to make a smooth transition to school. Share the information provided with your child to help them understand what you can look forward to when your child commences their education at Lane Cove Public School.



# The School Day

## ***Which bell is that?***

- 8:30am Playground supervision commences
- 8:55am School starts
- 11:00am Recess starts
- 11:25am Recess ends
- 12:45pm Lunch (eating time) starts
- 1:00pm Lunch (playtime)
- 1:10pm Lunch (second half)
- 1:35pm Lunch ends
- 2:55pm Bus bell
- 3:00pm End of school



**School begins at 8:55am.** Students are encouraged to arrive a little earlier, ready to line up when the bell goes. Supervision is provided from 8:30am. **School finishes at 3:00pm.**

Please note: for the first couple of weeks, Kindergarten students will finish earlier, at 2:30pm.

## ***What happens if I am running late to pick up my child?***

If an emergency occurs and you will be late to collect your child, please phone the office prior to 3:00pm on 9427 2155. This allows teachers to reassure your child that someone is on their way.

## **Attendance**

Students are expected to attend school every school day, unless they are unwell, or in exceptional circumstances.

## ***Who do I contact if my child is absent from school?***

Please inform your class teacher or the school office. Email is preferred; include the date(s) your child is away and reason for absence.

## ***What if my child arrives late?***

Please accompany them to the office to receive a late slip.

## ***What if I need to pick my child up early?***

If you need to collect your child early (for example, to attend a medical appointment that cannot be scheduled outside school hours), please go to the office first to sign your child out. It is also a good idea to email your child's teacher if you know they will need to leave early on a particular day.



## Health Issues

If your child is sick, please keep them home. This is for their own wellbeing, and for the health and safety of their peers and teachers.

### ***What happens if my child becomes unwell at school?***

If a student becomes ill at school, they will be sent to the first-aid office and assessed by our trained office staff. You may be notified by phone and asked to collect your child.



### ***What If my child requires medication at school?***

It is the responsibility of parents and carers to inform the school in writing if your child has a diagnosed medical condition or health issues. The school may require health action plans. If your child requires medication at school, please contact the school office staff who can advise you about the appropriate paperwork to complete.

## Food at School

Kindergarten students have three meal breaks each day

**Crunch and Sip:** The first break is for a small fruit or vegetable snack and drink of water. Students eat this snack in their classrooms at approximately 10.00am. Please send this snack in a separate, labelled container. For more information about Crunch&Sip, visit <https://www.crunchandsip.com.au> or read the [linked brochure](#).

**Recess:** Also known as morning tea, recess is between 11.00-11.25am. This break takes place in the Kindergarten playground.

**Lunch:** Lunch time is between 12.45pm-1.35pm. Kindergarten classes have assigned areas in the playground where they sit to eat their food before they are dismissed to play for the remainder of the break.

### ***Any tips for packing lunch?***

It is helpful to explain to your child which food they should eat at each break, or to send each meal in a separate, labelled lunch box or container. Check that they can open any containers or packets.



Students are not permitted to share food.

Please do not pack any nut products for your child's meals.

### ***Can my child buy lunch from the canteen?***

Orders for lunch need to be placed using Munch Monitor. Information about the canteen is available on the school website:

<https://lanecove-p.schools.nsw.gov.au/about-our-school/canteen.html>

## Making Friends

### ***Will my child make friends?***

The process of making friends in Kindergarten is a learning curve for most children. It can be tricky learning new names and playing with different children. Teachers will be guiding students to learn about treating each other with kindness and respect. Making new friends can take time for most children and is a wonderful part of learning in big school.



### ***Will my child be supervised in the playground?***

Yes, a teacher will be on playground duty to supervise students during all break times. This teacher will be wearing a yellow 'hi-vis' vest so that they can be easily seen. If your child needs help on the playground, the qualified teachers on duty will be able to support them.

### ***My child has told me about something that happened at school which upset them. What should I do?***

Listen openly to your child. Try and ask questions to clarify what has happened. Your child's teacher should be your first point of contact, in most instances. Send an email or phone the school to make an appointment to discuss your concerns. It is better to let the teachers know sooner rather than later about something that is worrying you or your child so that we can respond to the situation and provide necessary support.

## Learning at School

### ***How will I know what my child is learning about?***

A parent information evening is held early in Term 1. Information about the teaching and learning program, class routines and other topics are discussed.

Each term, parents will receive an overview of the curriculum topics for the term ahead.

### ***How will I know how my child is going?***

Parent teacher meetings are held late in Term 1. You will also receive a formal school progress report in Term 2 and Term 4. If you have any concerns you are welcome to contact your child's class teacher via email and make an appointment. If your child's teacher has any concerns or items that need to be discussed they will contact you via email/phone call.

### ***Who will teach my child?***

Families will meet their class teacher or teachers in the first week. Students will also have interaction with specialist teachers including Music, Library and Technology.

## School Supplies

Uniforms are ordered from the school uniform shop. Information about orders has been provided on the school website.

### ***What day does my child need to wear their sports uniform?***

Teachers will advise parents early in Term 1 which day each class should wear their sports uniform. If you are unsure which sport house your child is in (to purchase their coloured sports polo shirt), this information is available from the school office.



### ***What else will my child need for school?***

**Book packs:** Families will receive information before the start of the year about placing an online order for textbooks and other school supplies. These will then be delivered directly to the classrooms.

**Library Bag:** A library bag will be needed to safely transport books to and from school. These are available from the uniform shop, or families can supply their own.



**Art smock:** Teachers will let parents know if they would prefer students to keep an art shirt in their school bag or store one in the classroom.

**Raincoat:** Pack a raincoat in your child's bag, in case the weather changes during the day. Umbrellas are awkward for young children, especially when lining up.

**Change of clothes:** It's a good idea to pack a spare pair of underwear.

### ***Will my child be allowed to go to the toilet in class time?***

During the first weeks of Kindergarten, teachers will schedule many trips to the toilets throughout the day. Students are encouraged to go to toilet at play time when possible, however, if an emergency trip to the toilet is needed students may ask their teacher and be allowed to go with a partner. Practise washing hands, locking and unlocking cubicle doors. Teachers will guide students through their visit to the toilet building, however, they are unable to enter the bathrooms with your child.

### ***Can I bring in cupcakes for my child's birthday?***

Please check with your child's teacher prior about any restrictions.

### ***Can my child bring toys to school?***

Students are discouraged from bringing toys to school as they can be easily lost which can be upsetting. If your child would like to bring a special object for news, this should remain in their bag during playtime or be given to the teacher for safe keeping.

## Communication

Each week the school newsletter, *The Loop*, is sent home via email.

If you would like further detailed information regarding school policies and procedures, please refer to the school website: [www.lanecove-p.schools.nsw.gov.au](http://www.lanecove-p.schools.nsw.gov.au)

We recommend linking in with other parents through the school's Parents and Citizens (P&C) group. Visit <https://lanecovepublicpandc.org.au/>



**Play the Game**

Tel: 9427 2155

9427 1024

Fax: 9418 6277

Email: [lanecove-p.school@det.nsw.edu.au](mailto:lanecove-p.school@det.nsw.edu.au)

[www.lanecove-p.schools.nsw.gov.au](http://www.lanecove-p.schools.nsw.gov.au)