



TRINITY
GRAMMAR SCHOOL

Trinity Grammar Preparatory School

Pre-Kindergarten Handbook

Welcome To Trinity Grammar Preparatory School

I would like to extend a warm welcome as you join our Pre-Kindergarten community and become part of the Trinity Grammar School family. We are delighted that you have chosen Trinity Grammar School for your son's education and hope that you will take the time to get to know our early learning programme.

Pre-Kindergarten is a very special part of our school and we look forward to developing a secure and positive relationship with your family and your son, a relationship in which open communication is valued and supported, to ensure that your child flourishes during his time with us.

Pre-Kindergarten has been thoughtfully designed to provide high-quality early childhood education in a warm, caring, stimulating and creative environment. We are located within the Prep campus, which allows us to utilise a range of beautiful facilities in our learning journeys alongside a team of passionate teachers.

Our highly qualified and experienced teachers and co-educators are fully committed to the development and well-being of your child. Our teachers and co-educators are a great resource for parents, so please feel relaxed about asking questions or seeking advice regarding your child at any time.

We offer a sincere welcome to your family and look forward to a year of growth and learning.

Miss Sarah Clay | Early Years Coordinator



Contents

Welcome	2
Philosophy	3
Our Educational Programme	4
What is the Primary Years Programme (PYP)?	5
Communication and Communication Channels	6
A Pre-K Day	8
What to bring each day	9
Food and nutrition	10
Arriving and leaving school safely	11
Helping your child settle in	12

Philosophy

At Trinity we believe that young learners are **unique, capable, knowledgeable, curious** and **competent learners** with a strong desire to connect with others. Pre-Kindergarten is a once in a lifetime experience for boys. Pre-Kindergarten is not merely preparation for Kindergarten, rather it supports children to develop a deep love of learning, to learn about themselves, and to explore their natural wonderings within a stimulating environment.

Pre-Kindergarten provides our youngest learners with a place to feel safe and to develop a sense of belonging with those around them and within the wider Trinity learning community.

Pre-Kindergarten prepares our young learners for the next step in their learning journey on a daily basis through a balanced approach of child-initiated, and teacher-led learning experiences. We have a strong belief in the importance of students experiencing a balance of success and failure in their learning to promote ongoing growth and resilience.

The Preparatory School is an International Baccalaureate Primary Years Programme School. Children are active participants in their learning as they engage in purposeful play that supports them as they organise and make sense of the world around them.

Pre-Kindergarten is the beginning of a strong partnership between home and Trinity in your child's learning journey. Educators are intentional in the use of learning spaces to promote a sense of being, belonging and becoming.

It takes a village to raise a child and we have a great village at Prep! Pre-Kindergarten educators work with the wider Preparatory School team to create personalised education and a learning environment that prioritises individual growth. We take a holistic approach to each boy's education journey, focusing on gross and fine motor skills, communications skills, creative expression and social skills.

Pre-Kindergarten has a strong focus on each child's social and emotional development through intentionally planned engagements, both structured and unstructured. We acknowledge that children's growth is not linear nor does it occur at the same rate for all children.



Our educational program

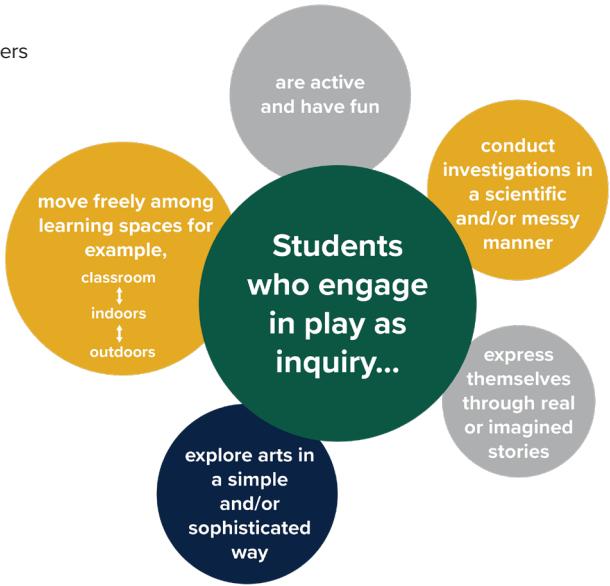
How do we learn?

In Pre-Kindergarten we learn through play. Our play is scaffolded through the Primary Years Programme. We engage in high quality play experiences.

When we play at Trinity:

- We ask questions and find out answers
- We connect with others
- We test out different ideas
- We laugh and have fun
- We move our bodies
- We work together
- We make choices about our learning
- We pretend and enter magical new worlds
- We take action and contribute to our world

And most importantly, when we play, we learn.



What is the Primary Years Programme (PYP)?

The Primary Years Programme (PYP) is a curriculum framework designed by the International Baccalaureate Organisation (IBO) for students aged 3 to 12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world around them. The PYP intertwines beautifully with our Pre-Kindergarten Curriculum. It draws on world class research to create a relevant, engaging, challenging and significant educational framework for all children.

Learner Profile

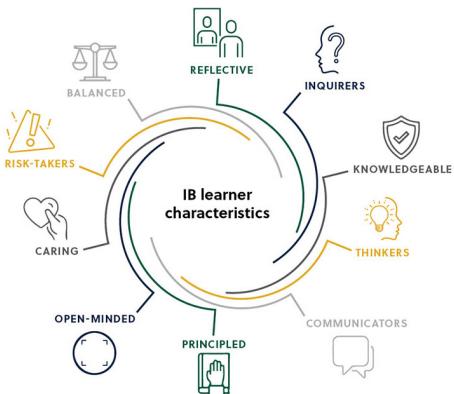
The Learner Profile looks at characteristics of an internationally-minded learner. Throughout the year we will explore each attribute and work together to embody the attributes as we play.

Units of Inquiry

Our learning is organised into four transdisciplinary themes which offer children broad, balanced, conceptual and connected learning experiences. Our units of inquiries provide an authentic context for children to learn increasingly complex ideas about themselves and the world around them.

We explore the following transdisciplinary themes during the year:

- Who we are
- How the world works
- Sharing the planet
- How we express ourselves



Approaches to Learning (ATL)

The Approaches to Learning support student agency and the development of cognitive and metacognitive skills and learning dispositions. Through the ATLs, children develop skills to interact with learning in a proactive way. They help students think, research, communicate, and manage themselves effectively.



Communication

We believe frequent communication between educators and parents\families is important for children's learning, wellbeing and development. Clear, open and respectful communication is expected between all parties at all time.

In Pre-K we have clear lines of communication:

1. The first person to contact if you have a question or concern is always the class teacher.
2. If you still have concerns or questions after talking to your child's class teacher, please contact Sarah Clay - The Early Years Coordinator.
3. The Deputy Head of the Preparatory School is the third point of contact, followed by Mr Wyatt the Head of the Prep School.

General communication between parents and class teachers can take place using your son's Record Book. His Record Book needs to be brought to school each morning and will be returned home each afternoon.

Each class has a Seesaw page which is updated regularly. Through Seesaw, the Class Teacher and Co-Educator will share information about the learning experiences that have been occurring in the class. Families are provided with login details for Seesaw at the beginning of the school year.

For urgent situations, please call the office (8732 4600).



Communication Channels

1. Through Parent | Teacher Comments in the Record Book



2. Via the Seesaw app (keep up to date with your son's learning experience)



Don't miss out on important school notices

Trinity is a large and busy School and we communicate with you in specific ways:

1. Via the School app
2. Using the new Trinity InSite portal (launching in 2023)

The Trinity App for iPhone, Android & iPad

Download on the App Store GET IT ON Google Play

THE TRINITY APP

Please download the Trinity app from the app store and set up your preferences correctly. **It is a vital communication platform for the School community.**

From the app you receive and access:

- ▲ Sports notices
- ▲ Push notifications from the School on urgent updates
- ▲ Bus transport updates
- ▲ Registering an absence
- ▲ Links to news

This page on our website: <https://www.trinity.nsw.edu.au/how-to-use-the-school-app/> provides a detailed explanation on how to set up your preferences correctly.



Use the Settings (cog) icon at the bottom of the App, for setting up both subscriptions and notifications.

The School uses push notifications to communicate urgent or time sensitive information, such as COVID closures. Parents must ensure they have enabled School notifications.

After downloading, authenticate your access using your Trinity credentials.

Once downloaded and the App is opened, you are prompted to sign in using your Trinity Grammar School Unique Parent Login Details.

To ensure that your login details are kept secret it is recommended that you secure your phone with a passcode, password, Touch ID or Face ID.

Trinity InSite portal

Where will Insite take you today?

Insite is Trinity Grammar School's online portal for Students, Parents and Staff.

Get ready for the launch of the new Trinity InSite portal in 2023

Trinity InSite is the name of our new school community portal. Launching in 2023, you will receive information and training on how to log into InSite to access:

- ▲ School and student calendars
- ▲ Targeted notices and news
- ▲ Excursion consents
- ▲ Updating medical data
- ▲ School resources
- ▲ School forms
- ▲ School handbooks



Trinity News Magazine

A bi-annual digital magazine, Trinity News is distributed at the end of Terms 2 and 4. You can view the latest editions and order a printed copy from the [Publications section of the School website](#).

Social Media

Follow the School's [Facebook](#) or [Instagram](#) accounts to stay across public news from each of our campuses. The School does not use social media channels to distribute key items of communication.

The School website

Public news is shared on the latest news sections of the trinity.nsw.edu.au.

A Pre-K Day

School Day

The Pre-Kindergarten school day commences at 9:00am and concludes at 2:30pm.

Before and After School Care is available from 7:00am – 9:00am and 2:45pm – 6:00pm onsite through an external provider, for more information please see: www.oshclub.com.au/nsw/trinity-grammar-school-strathfield/. We recommend all families registering their son for OSH Club regardless of whether you intend to use it or not. It is free to register and ensures he is able to attend in case it is required due to changed plans.

It is important for your son to be on time each morning (by 9:00 am) so that he can participate in the morning organisation routines which prepare him for the day ahead and develop a sense of community.

What does a day look like for your child?

In the morning, boys are dropped off in the Pre-Kindergarten playground by parents / caregivers between 8:30am and 9:00am. This allows time to unpack his school bag for the day ahead, say a happy goodbye and be ready to learn. Parents can pick up their son from the playground between 2:30pm and 2:45pm. Kiss and Ride services are not available to Pre-Kindergarten families.

Morning:

- Arrival (between 8:30 and 9:00am): say goodbye to parents / caregivers and greet teacher
- Unpack bag - we encourage independence when unpacking each day
- Purposeful play in learning spaces
- Morning Meeting - plan our day together, share important information and come together as a learning community
- PreLit: pre-literacy skills focusing on phonological awareness in addition to language development through structured storybook reading

Mid-Morning:

- Eat morning tea together
- Time spent engaged in intentional teaching and play experiences. Both inside and outside.
- Engage with various specialist teachers (depending on the day)
- Health and Wellbeing - engage in a range of Gross Motor activities

Afternoon

- Eat lunch together as a class
- Reflect on our learning, our wonderings and our next steps
- Engage with various specialist teachers (depending on the day)
- Say goodbye to our teachers and friends
- Picked up from the playground between 2:30pm and 2:45pm

Your son will also have weekly specialist lessons for: Art, Physical Education, STEAM, Music, Christian Studies and Mandarin. They will also visit the Library.

What to bring each day

- Morning tea
- Lunch
- Drink bottle
- Hat - Please ensure that your son has his name embroidered on the brim of his hat
- Record Book
- 1 set of spare clothes (including shirt, shorts, underwear and socks) in a clearly labelled ziplock bag

Please ensure that all belongings are labelled clearly with your child's name



Food and nutrition

We ask that healthy choices are packed each day; such as sandwiches, yoghurt, cheese, wraps, fruits and vegetables. Food should be unpackaged where possible. All items remain in your child's locker and we ask that you please talk with your child and show them which container is for morning tea and which is for lunch. You might want to add a small ice-pack to your child's lunch box to keep their food cold, if needed. We are unable to reheat food.

Each family is to provide their child with a named drink bottle filled with water. We ask that only water is placed in drink bottles to promote the children's health and wellbeing.

Please support your child by helping them to practise opening and closing their lunch box and drink bottle so that they can independently access these during the day.

We are a nut free school. We kindly ask you to avoid sending any nut products to school with your son (including peanut butter or Nutella)

Canteen

Lunch orders can be placed online www.flexischools.com.au.
Lunch orders will be delivered during the lunch time break.

Birthdays

Celebrating birthdays with your class is a special event for young children.

If you would like to celebrate your sons birthday at school, please make arrangements in advance with the class teacher.

You may bring in mini-cupcakes or mini doughnuts for the class to share.

We ask that you do not bring in any goodie bags (or lolly bags) or gifts for other students as this creates tension between students.

Easter and Christmas

While it is lovely to celebrate special occasions together, we ask that you do so in moderation, for example two small easter eggs and a note.



HEALTHY SNACK IDEAS:



- ✓ Pikelets
- ✓ Fruit bread
- ✓ Plain rice cakes
- ✓ Air-popped popcorn
- ✓ Wholegrain crackers
- ✓ Reduced fat yoghurt
- ✓ Reduced fat cheese
- ✓ Vegetable sticks eg celery, carrot, capsicum
- ✓ Cherry tomatoes
- ✓ Corn cob
- ✓ Cucumber
- ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana



SWAP!



SNACKS BEST LEFT OUT OF THE LUNCHBOX:



- ✗ Muffins and cakes
- ✗ Sweet biscuits
- ✗ Savoury biscuits
- ✗ Muesli bars
- ✗ Sweet rice bars
- ✗ Fruit straps
- ✗ Chocolate
- ✗ Lollies
- ✗ Potato chips
- ✗ Corn chips
- ✗ Processed cheese & biscuits
- ✗ Soft drink
- ✗ Flavoured milk
- ✗ Fruit drinks



This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District.

Source: www.healthykids.nsw.gov.au

Arriving and leaving school safely

Safety coming to and leaving school:

Coming to and from school safely

- Hold your child's hand wherever there's traffic or cars nearby or crossing roads together.
- Teach your child to check for safety when crossing the road using the 'stop, look, listen and think' prompt before crossing the road together.

If travelling by car, please remember:

- All children until age 7 should be in an approved child restraint (car seat) with inbuilt harness OR a booster seat with a properly fastened and adjusted seatbelt.
- Children 12 years of age and under are safest in the rear. They should not sit in the front seat.
- If possible, use the kerbside, rear passenger door when getting your child into and out of their car seat. This way, your child will get used to always getting in and out of the car through the safest door – the one furthest away from traffic.



Parking:

- When parking to drop off your child or pick them up from school, please pay attention to street signs. Do not park across driveways or in no-stopping zones.
- The Kiss and Ride Zone operates for Kindergarten - Year 6 families only from 8.00am - 8:45am and 2.30pm - 4.00pm on gazetted school days. Do not park in this area as it disrupts traffic.
- There is adequate parking on the streets surrounding school.



Important Information

Toileting

Children entering Pre-Kindergarten are expected to be fully toilet trained, as discussed at the enrolment interview. Children will be reminded regularly throughout the day to use the toilet and will have access to toilet facilities throughout the day.

We understand that toileting accidents may occur on occasions during the school day and in this event, we will assist your child to get cleaned up and changed. Soiled clothes will be put in a plastic bag and placed with your child's school bag. Please make sure that he has plenty of spare clothes that are clearly labelled with his name.

Looking after our belongings

All items brought to Pre-Kindergarten should be clearly labelled with the student's name. This includes all items of clothing, shoes, hats, school bags, lunch boxes etc.

We kindly ask that you keep all toys at home unless it has been arranged with the class teacher.

Screen Time

For healthy development, the Australian government guidelines recommend pre-schoolers have **no more than 1 hour per day in total**.

Research shows that too much screen time can negatively affect children's health.

Helping your child settle in

When making the transition from home to Pre-Kindergarten, it is essential to provide children with a positive experience. It is normal for children to feel a bit unsure or upset when starting something new and unknown.

Help your child by:

- Reassuring your child that he is going to have a good time and that you will see him at the end of the day.
- Make sure you say a happy ‘goodbye’ before leaving.
- Your son’s teachers will support you and your son to say goodbye and transition into school.

When you pick up your son in the afternoon, you could ask him these questions to find out information about his day:

- What was your favourite activity?
- What made you laugh today?
- What was the best thing that happened today?
- How were you a risk taker in your learning?
- What made you feel happy?



Help your son to have a wonderful year

There are a few simple things that you can do at home to help your child have a wonderful year in Pre-Kindergarten:

- Read with your child everyday (in any language). We recommend reading with your child for at least 10 - 15 minutes each day.
- Pack healthy food and a drink bottle with water each day. A healthy body is a body that is ready to learn and play.
- Encourage your child to be independent, this includes:
 - Feeding themselves
 - Getting dressed by themselves
 - Carrying their school bag to and from school
- Have clear routines during the week - this includes a consistent bedtime routine, wake up time, morning routines before school etc.
- Make sure they have had a nutritious breakfast before school.

Sleep

- Make sure they get enough sleep. A good sleep at night prepares your son for a busy day of learning. We recommend 10-13 hours of sleep per night. A bedtime between 6pm and 7pm is perfect.

We look forward to getting to know your child and your family and working together with you throughout the year. If you have any questions or concerns, please do not hesitate to contact via email at: sclay@trinity.nsw.edu.au.







Trinity Grammar School Preparatory School

115-125 The Boulevard

Strathfield NSW 2135

t +612 8732 4600

www.trinity.nsw.edu.au

Council of Trinity Grammar School, CRICOS Code 02308G