



## Kindergarten Parent Information

*Learn, Love and Serve*

# Leadership Team

## **Kerry Hewitson**

Principal



## **Kristy Graffin**

Assistant Principal  
Pre-Kindy – Year 2



## **Sarah Williams**

Assistant Principal  
Year 3 – Year 6



## School Prayer

*Let all of us here at St Luke's  
strive to grow in faith and trust in God and each other.*

*Help us to follow the values and teachings of Christ  
and our patron, St Luke.*

*May we, in our acceptance of one another,  
spread the joy of new life.*

*Amen*

# 2025 Kindergarten Teaching Staff

## KINDERGARTEN WHITE



**Mrs Susan Kadak**  
Teacher  
[susan.kadak@cewa.edu.au](mailto:susan.kadak@cewa.edu.au)



**Mrs Megan Bonser**  
Education Assistant



**Mrs Victoria Walker**  
Education Assistant

## KINDERGARTEN BLUE



**Mrs Kelly Matthews**  
Teacher  
[kelly.matthews@cewa.edu.au](mailto:kelly.matthews@cewa.edu.au)



**Mrs Emma Cochrane**  
Education Assistant



**Mrs Sharon Ritchie**  
Education Assistant

## Welcome

We warmly welcome you to St Luke's Catholic Primary!

We hope you and your Kindy child have a very happy and fulfilling year with us, and we look forward to getting to know you.

We believe all children should be given the opportunity to reach their full potential. Children are intelligent, strong, creative, competent, social and full of curiosity. Our Kindy program is structured to encourage these attributes through exploration, investigation, observation and communication within a nurturing, safe and Christ-centred environment.

Learning through play is one of the most important aspects of Kindy. This play-based approach includes a combination of child initiated and teacher supported learning.

## Session Times

The Kindy days are Monday, Tuesday and Wednesday from 8:35 am until 2:30 pm.

**In the morning**, the outdoor/playground gates will open at 8:15 am. The classroom doors will open at 8:25am and parents are welcome into the classroom to spend some time with their child as they settle in.

**In the afternoon**, children can be collected from the classroom at 2:30 pm. Later in the term, once the children are settled in and routines are established, children can be collected from the Church car line if you wish.

## What to Bring

1. **School bag**

2. **Lunch box**

A healthy morning tea and lunch. Please ensure your child's lunch box is easy for your child to open and close, including all packaged products.

3. **Hat**

The school hat is available for purchase from Tudor school uniforms. Please apply **sunscreen** before your child comes to school. Additional sunscreen is supplied and can be reapplied during the day. If your child has sensitive skin, please supply a preferred, labelled sunscreen they can keep in their school bag.

4. **Drink bottle**

Each child needs a labelled drink bottle they can open and refill by themselves. Drink bottles are to contain water only.

5. **Spare Clothing**

Keep a spare set of clothes in a labelled plastic bag inside your child's school bag. The clothes should reflect the season and your child's size. Please do not forget to pack underwear and socks!

6. **Library Bag**

The red library bag is available for purchase from Tudor and you will be informed of your child's library day early in the new year.

***Please label all items with permanent marker.***



## What to Wear to Kindy

There is a Kindy t-shirt available from Tudor School Uniforms. A range of colours are available to choose from. School shorts or track pants and a school track jumper are preferable. The children need to wear a school hat in their faction color. Our school uniform provider is;

### **Tudor School Uniforms,**

U1/75 Excellence Drive, WANGARA WA 6065

PHONE: 9408 2666

EMAIL: [hello@tudorschooluniforms.com.au](mailto:hello@tudorschooluniforms.com.au)

WEBSITE: <https://tudorschooluniforms.com.au/>

Sneakers and socks need to be worn. Please ensure your child can put their shoes on and off independently - Velcro straps are encouraged!

## Instruction in Kindy

At St Luke's we use the iSTAR framework to design our lessons as it offers a common language of learning across our school. It means in each lesson the children know what we are learning, why we are learning it and what we are looking for. It improves our clarity and gives children confidence to succeed.

In all rooms you will see:

<b>WALT</b>	<i>We are learning to...</i>
<b>WILF</b>	<i>What I'm looking for...</i>

## What do we learn in Kindy

In the Kindy classroom, we use the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) to inform and guide our planning process. In addition, we draw from the WA Kindergarten Curriculum Guidelines.

### **NATIONAL QUALITY STANDARDS (NQS)**

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important outcomes for children; Educational Program and Practice, Children's Health and Safety, Physical Environment, Staffing Arrangement, Relationships with Children, Collaborative Partnerships with Families and Communities, Government and Leadership.

### **EARLY YEARS LEARNING FRAMEWORK (EYLF)**

The Framework forms the foundation for ensuring that children in all early childhood education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. The Framework has been designed for use by early childhood educators working in partnership with families, children's first and most influential educators.

## WA KINDERGARTEN CURRICULUM GUIDELINES

The WA Kindergarten Curriculum Guidelines assist educators in developing programs that meet outcomes from the EYLF and NQS. The guidelines are used to ensure that the children experience quality teaching and learning, develop relationships and reach their full potential across developmental domains.

### Protective Behaviours

Our child protection curriculum is called Keeping Safe. It is a safety program for children aged 3 to 12, designed to teach children:

- How to recognise abuse and tell a trusted adult.
- Understand what appropriate/inappropriate touching is.
- Understand ways to keep themselves safe.

It is mandated in all Catholic Schools and ensures children are:

- Treated with respect and protected from harm
- Asked for their opinion on things that affect them
- Feel safe in their relationships
- Understand what is meant by "feeling and being safe"

*Throughout the year more details on the program will be made available.*



### Literacy

Our focus in Kindy is primarily on oral language. We use the PreLit program, which introduces pre-literacy skills and concepts in a fun and engaging way. We focus on phonological awareness and oral language development through structured storybook reading.

### Numeracy

Our Numeracy program focuses on the development of the following numeracy concepts:

- Counting and number recognition. (0-5, and then up to 10)
- Subitising and partitioning small groups of numbers.
- Recognising, sorting and matching 2D shapes.
- Copying and creating simple patterns.
- Simple mathematical language, including positional language and measurement terms.
- Collecting information and sharing ideas about data.

## INFORMATION FOR PARENTS AND CAREGIVERS

### Administration

Office hours are from 8:00am – 3:30pm. Please ensure you keep the school up to date of any changes to your contact details, such as mobile phone number, business contact number, emails and addresses.

Should you be required to collect your child during the day, please attend school administration to sign your child out using the student iPad. Alternatively, should your child be late or returning to school throughout the day, your child will be required to sign in through student the iPad.

The school newsletter is distributed monthly on a Thursday via email and can be found on the school website. We encourage all parents to take the time to read this communication to keep informed of upcoming calendar events and important school news.

The term calendar can be located on the school's website and is updated regularly.

<https://www.stlukeswoodvale.wa.edu.au/community-calendar>

### Annual School Photographs

Our current provider for school photographs is 3P Photography. You will receive information closer to the scheduled time.

### Attendance

Whilst Kindy is not compulsory, it is important you let us know if your child is unwell or if they will be away from school for an extended period. You will need to provide a reason for your child's absence.

You can notify the school of your child's absence through the following ways:

- Via our Website – [www.stlukeswoodvale.wa.edu.au](http://www.stlukeswoodvale.wa.edu.au)
- Email the office – [admin@stlukeswoodvale.wa.edu.au](mailto:admin@stlukeswoodvale.wa.edu.au)
- Call – 9306 6600 between 8am – 3:30pm and follow the prompts.



### Birthday Celebrations

Birthdays are special and we would love to celebrate your child's milestone at Kindy. You are more than welcome to bring a small treat for your child to hand out to their class at the end of the day, that is individually wrapped.

If your child has a known allergy, please send in an alternative that we can keep in the fridge and hand out on birthdays to avoid disappointment.

Party invitations can be given to teaching staff so they can be discretely distributed to recipients via class note folders or school bags.

### Catholic School Advisory Council

The Advisory Council supports the Principal in accordance with the Terms of Reference and CEWA's Delegations of Authority and meets at least once per term. The Advisory Council is not involved in the daily operations of the school.

## Code of Conduct

Catholic Education Western Australia has developed a Code of Conduct which defines minimum standards of conduct to ensure the safety and wellbeing of all members within the CEWA community.

The Code of Conduct applies to all staff, parents, students, and volunteers connected to a school. All members of the St Luke's community are expected to commit to the Code of Conduct. To view the Code of Conduct policy please visit our [website](#).

## Communication

Each class has a Communication Box outside the classroom. There is a labelled file for each child. Inside your child's folder, you will find notes, reminders and some of your child's work.



If your child is to be collected by someone else (other than a parent or caregiver) please notify us in writing prior to the day, using our class diary, email or phone administration on 9306 6600.



We are unable to let your child leave Kindy with anyone else unless we have your consent and this needs to be completed each time someone other than the usual person collects your child.

## Conflict Resolution

Please contact your teacher if you have any questions or concerns.

## Contacting your Teacher

The best way to reach your teacher is via email. Whilst we are generally unable to check emails during the day, we do make every effort to check them when we can and will respond to your concerns as soon as possible or within 48 hours.

We welcome parents to discuss their child's progress in person with us. As the children are our highest priority, we ask that lengthy discussions happen outside our Kindy session times. Pick up and drop off times can be hectic, so please refrain from engaging the teachers in discussions that take their attention away from the group.

Please contact your child's teacher either via email or phone to arrange a mutually convenient time. We thank you in advance for your consideration.

Should you need to contact your child's teacher during the day for any urgent matter, please notify the administration staff, who will forward any message. Alternatively, contact your child's teacher via their email addresses. The teacher will respond to you at their earliest convenience.

## Digital Portfolio

In Kindy, each family receives a unique QR code that gives them access to their child's digital portfolio. This app is called Seesaw. Seesaw is a simple way for teachers and students to record and share what's happening in the classroom.





## Discovery Kids (Out of School Hours Care)

Discovery Kids is a Catholic Out of School Hours Care Provider who are owned and run by qualified and experienced Catholic Primary School Educators. They operate out of the Church and use the school grounds.



**Please refer to their website for more information: <https://www.discoverykidsoshc.com/>**

## Faction Houses

We have 4 Faction Houses.

**Laurence (Green)** – Named after Father Laurence Murphy. He was Parish Priest of Woodvale Parish from June 1991 to 2001 and was responsible for building the community of St Luke's Parish and the actual Church.

**MacKillop (Yellow)** – Named after Sister Mary MacKillop, also known as Saint Mary of the Cross. She was Australia's first saint. Her feast day is celebrated on 8 August.

**McSweeney (Red)** – Named after Father Nicholas McSweeney. He was the first Priest of the Woodvale Parish.

**O'Connor (Blue)** – Named after the Foundation Principal of St Luke's Catholic Primary, Sister Mary O'Connor who served as Principal from 1988 to retirement in 2000.

**Siblings are assigned to the same faction House. All new students to the school community will be allocated a faction at the beginning of the year.**

## Fathering Group

The Fathering Group at St Luke's is an initiative founded to foster a strong school community and develop links with the wider community. Our aim is to support fathers and father figures through connection, whilst positively engaging with the children in their lives.

## Food

Please provide morning tea and lunch for your child each day.

When packing your child's food for the day, we ask you limit the number of packaged items.

### Snack ideas:

Whole or cut up fruit, cut up vegetables, cheese, squeezy yoghurt, plain crackers, plain popcorn.

### Lunch ideas:

Sandwiches, wraps, finger foods, healthy leftovers.

Please send an ice block in hotter months as snack containers and lunch boxes will not be refrigerated. Due to OH&S guidelines, we are unable to heat any food.

**Please note that we are a nut-aware school.**

## Illness

If your child is unwell, **please do not send them to school**. Childhood illnesses spread very quickly in the school environment. Please be considerate of other children and staff by adhering to this to avoid us having to call you during the day.

Please inform the school if your child has an infectious condition (eg chicken pox or measles).

You will be contacted and asked to collect your child should they be deemed unfit to remain at school.

## Kindergarten School Reports

In 2024, we introduced mid-year and end-of-year Kindy reports. The report indicators are based on the Early Years Learning Framework and provide parents with feedback on their child's strengths and focus areas.

## Loose Parts Play

Large cable reels, piping & tubes, wood ends & stumps, rope, old tyres, artificial lawn etc are all extremely useful in Kindy for our loose parts play and donations of these things are ALWAYS welcome!



## Medical Conditions

### Ongoing

It is important to notify the school if your child suffers from any ongoing medical conditions (eg Asthma, Anaphylaxis or Allergies). Please refer to our website to obtain Medical Action Plans or contact the office. Once completed please return it to the office along with any required medication (eg Ventolin, EpiPen)..

**Please keep a note of the expiry date.**

<https://www.stlukeswoodvale.wa.edu.au/medical>

### Short Term

Should your child be required to take short term medication such as an antibiotic, you will need to complete the 'Request for school person to administer medication form' and supply the medication in the correct dosage. The form can be accessed on our website.

**Under no circumstances should medication be left in your child's school bag or lunch container.**

## Parents & Friends (P&F)

All parents of St Luke's are members of the P&F. The P&F organises many functions and fundraisers throughout the year to encourage community spirit throughout the school and parish.

The P&F meets once a month in the school library. All meetings are open to parents and attendance is strongly encouraged. Virtual attendance is possible via zoom.

## P&F Parent Representatives

Each year level has a parent representative who volunteer their time and assist with:

- Collating parent contact lists.
- Introducing new parents to existing parent groups.
- Organising parent social gatherings.
- Organising a class P&F fundraising event (and attending P&F meetings).
- Liaising with and supporting the teacher and assistants.

## Parent Involvement

We value parents being involved in the children's learning and encourage you to support us in the classroom. Once we have settled into the school year, we will have a parent roster available to indicate when you can assist.

Please remember that what happens in the classroom is confidential, and we ask that parent helpers are mindful of our Code of Conduct, which can be found on the school website.

## Parking

Kindy classes finish at 2:30pm and the rest of the school at 2:55pm.

Children collected from the drive-through area near the church will be delivered at 2:30pm. If you would prefer to collect your child from the classroom, you can park your car and collect them from the door.

You are welcome to utilise the lower car park for morning drop-offs, but we would like to point out that the car park in front of the Church is reserved for the elderly and disabled.

## Parish

Please refer to the newsletter or calendar for the dates of whole school Masses and Liturgies. Parents are always welcome to attend. Students receive the Sacrament of Reconciliation in Year 3, Eucharist in Year 4, and Confirmation in Year 6. Our Parish Priest is Fr Stan Bendkowski. The Archdiocese model for the Sacraments is parish based, family centred, school supported. Information about the Parish is on the website. Children's Liturgy is included in Sunday's 9:30 am Mass.

## Religious Education

Our Religious Education curriculum is taken from the document, *Let the Children Come to Me*. Religious Education in the early years aims to provide students with the opportunity to...

**Discover God in people and creation**

**Draw on human experiences of God**

**Know Jesus**

**Live like Jesus**

## School Fees

A copy of the current school fees can be located on our website. School fee statements are emailed twice a year. Arranging a direct debit is encouraged at the beginning of the year for convenience.

If you are the holder of a Health Care Card issued by Centrelink, please make sure you supply a copy to administration at the beginning of the year.

## Mater Dei College Sibling Discount Scheme

The sibling discount scheme is designed to make quality education more accessible for families with multiple children. It offers a tuition fee reduction to Pre-Primary to Year 6 students attending St Luke's Catholic Primary who have siblings already enrolled in Mater Dei College. To apply for this discount, please visit our school website.

<https://www.stlukeswoodvale.wa.edu.au/mater-dei-sibling-discount-scheme>

To view the school fee policy outlined by CEWA please visit our website.

<https://www.stlukeswoodvale.wa.edu.au/policies-and-handbooks>

## Screening Programs

### SPEECH AND LANGUAGE SCREENING

All Kindergarten children have a speech screening in Term 2. They will develop a profile of each child's speech and language skills. In addition, they will be working with your child's class teacher to outline strategies that can support and assist with the children's language development.

### OCCUPATIONAL THERAPY SCREENING

Kidz Occupational Therapy will provide this service. At the conclusion of the screening process, parents will receive a summary of their child's report. This information will also be used to inform teacher planning and support for children in their development.

The cost of screening for both OT & Speech screening is included in your child's school fees. If your child is already receiving Speech or OT services, please provide the office with a copy of your last report from your child's current specialist.

## School Contact Information

Should you need to contact the school please either call or email.

**Phone** 9306 6600 (Administration)  
**Email:** [admin@stlukeswoodvale.wa.edu.au](mailto:admin@stlukeswoodvale.wa.edu.au)  
**Website** [www.stlukeswoodvale.wa.edu.au](http://www.stlukeswoodvale.wa.edu.au)  
**Office Hours** 8:00am – 3:30pm

## St Luke's Rainbow Values

**INCLUSIVENESS** - everyone belongs

**FORGIVENESS** - everyone makes mistakes

**SERVICE** - use your power well

**ATTENTIVENESS** - see God in every moment

**COURAGE** - stand up for what is right

**LOYALTY** - speak well of others

**PERSONAL BEST** - let your light shine

## Teacher Meetings

At the end of Term 1 the school holds Parent/Teacher Interviews, so you can meet with your child's teacher to discuss their progress. Details of these events will be made available closer to the date.

If you have any queries in the meantime, please feel free to meet with your child's classroom teacher at a mutually convenient time.

## Teach, Speak, Hear

The TSH Outpost Program is based at St Luke's to support students who are deaf or hard of hearing. Our specialist team includes teachers of the deaf, education assistants, a speech pathologist, occupational therapist and psychologist. The team is based at St Luke's and works collaboratively with staff, students and their families to develop individual programs according to students' needs. Support is offered both in class and in individual sessions to support students' listening, language, speech, social/emotional skills, self-regulation, fine and gross motor skills, and communication skills, to build confidence and ensure the best possible access to the curriculum.



A life changing journey.

## Things We Need

The list below gives you some ideas of donations we love:

Buttons	Beads	Straw	Bubble wrap
Boxes	Small stones	Feathers	Leather or vinyl scraps
String	Confetti	Lace	Netting
Envelopes	Artificial flowers	Material pieces	Boxes
Patty pans	Bolts & screws	Wrapping paper	Felt pieces

## Wellness Dog

Here at St Luke's, we have a wellness dog named "Lulu". It is recognised that the benefits of a wellness dog can help reduce anxiety, improve school attendance, help students to gain confidence and enhance relationships with peers and teachers.

Our student's safety and wellbeing is our highest priority. If you have any concerns, please notify your child's teacher.

We ask that parents do not bring pets into the school grounds unless invited by teachers under special circumstances. Parents who walk their pets to and from school should prearrange with their child a meeting place just outside the school grounds.







## **St Luke's School Song**

*Words and Music by Ms Fiona Rea*

**Saint Luke's Primary  
We're one big family  
We learn and play together  
Through all kinds of weather  
We belong to this community  
God's magic is in this place  
And every shining face  
In the birds and the bees  
And the flowers and the trees  
Because Jesus is in this place**

**Saint Luke's,  
Saint Luke's  
Saint La la la la Luke's  
We're letting our light shine at Saint Luke's**

**We use our power for good  
Speak well of others like we should  
And when we make mistakes  
Courage is all it takes  
To forgive as Jesus would**

**Saint Luke's,  
Saint Luke's  
Saint La la la la Luke's  
We're letting our light shine at Saint Luke's**

# School Social Media

St Luke's Woodvale Facebook Page



St Luke's P&F Facebook

Each year level also has a Facebook group for families to join, which is managed by your class representatives. These groups are a great way to keep in contact with other families in your child's year level.



St Luke's Fathering Group



Instagram

❖ @stlukeswoodvale

❖ Lulu the St Luke's Dog Instagram - @luluthestlukesdog