



Carmel School
FAITH & KNOWLEDGE

**EARLY CHILDHOOD
INFORMATION BOOKLET**

Carmel School's motto is Emunah V'da'at – Faith and Knowledge, which is the cornerstone of the philosophy of Carmel School.

It is the aim of Carmel School's Early Childhood program to nurture the development of the whole child as a self-motivated, life-long and active learner within the ethos of Modern Orthodox Judaism. We are fortunate to have the beautiful Ashley Schaffer Early Learning Centre, which houses our Kindy, Pre-Primary and Year 1 staff and students.

Our learning goals are to assist your child to develop

- a strong sense of identity;
- a strong sense of wellbeing;
- confidence and involvement in their learning;
- effective communication skills; and,
- a sense of connectedness to their world.

EARLY LEARNING PROGRAM

Our Early Learning Program recognises that learning is a continuous process and a collaborative effort between teachers, students and families. The curriculum nurtures the development of our children as self-motivated, life-long, active learners, with an understanding of themselves, their community and their world. Carmel students are active participants in the planning, execution and evaluation of their individual learning journey.

Our programs are underpinned by the image of the child as strong, capable, competent and curious. They aim to foster inquiry and exploration with a focus on developing and reinforcing skills across all learning areas. This aims to ensure the students are literate, numerate and well equipped socially and emotionally to function effectively in 21st century society.

Our staff is committed to implementing the Early Years Learning Framework for Australia – Belonging, Being and Becoming. This Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. As the children progress throughout our Centre, they continue to experience the pedagogy of the Early Years Framework and the content they are exposed to as they progress through the year levels is that of the mandated Western Australian Curriculum.



THE IMPORTANCE OF PLAY

Children have a natural wonder and curiosity about their world and their place within it. Their way of exploring and learning about their world is through play.

- By providing periods of uninterrupted time to play children are provided with opportunities to discover, imagine, create, express and test themselves and their ideas, find inspiration and gain a sense of wellbeing.
- Play provides opportunities for children to make decisions, solve problems, explore, negotiate and learn to regulate their own behaviour.
- Outdoor play provides an opportunity for our children to connect with nature and facilitates both their intellectual and emotional learning.
- Play is the medium used by children to translate experience into something internally meaningful to them.
- Play clarifies concepts, provides emotional relief, and facilitates social development.

Play is facilitated, guided, monitored and extended by staff, but owned by the children.

Our ELC staff is trained to guide and develop the children's play by:

- carefully and creatively planning developmental learning activities that build on the children's interests and abilities.
- thoughtfully planning stimulating and inviting indoor and outdoor learning environments to extend the children's experiences, skills and understandings.



EXPLICIT TEACHING

Explicit teaching is also an extremely important aspect of the Kindy and Pre-Primary program. It complements and extends on the investigative learning that occurs throughout the day. The students are explicitly taught key literacy and numeracy skills that are utilised across the curriculum. These skills are introduced to the students at developmentally appropriate times and are personalised to the individual capabilities of each child. The explicit teaching may occur in a whole class or small group setting and the students are then given many opportunities to hone and develop these skills through targeted activities and specifically designed centres within the classroom.



ASSESSMENT AND REPORTING

Assessment for children's learning refers to the process of gathering and analysing information as evidence of what children know, do and understand. It is part of an ongoing cycle that includes planning, documenting and evaluating.

It enables staff:

- to plan effectively for each child's learning;
- to communicate about each child's learning and progress;
- to identify if the child will benefit from additional support or enrichment; and,
- to guide the planning of programs to ensure each child is given the experiences required to make continuous progress.

Each child's progress is carefully and regularly monitored and assessed through observation, discussion and documentation.

Discussion between staff members and the child's parents is an important part of this assessment. Parents are encouraged to participate when possible:

- by attending parent/teacher evenings;
- by spending time in the classroom as a parent helper;
- by talking with their child's teachers on an informal basis; or,
- by meeting at a formal interview requested by either the teacher or the parent.

Portfolios use children's experiences and activities to narrate their learning journeys. These Portfolios are works in progress and are available for parents to peruse at any time.



EARLY INTERVENTION

The School has a policy of early intervention. The aim is to identify children who would benefit from targeted and specific interventions across a range of areas (cognitive, social/emotional and physical). This will be done in full consultation with parents, the child's teacher, the School Psychologist and the Head of Primary.

The School also provides for students with additional/special needs. Parents should discuss their child's requirements and Individualised Educational Plans with the class teacher and the Head of Primary. Therapy rooms are available for use by internal and external therapists.

HEBREW PROGRAM AND JEWISH STUDIES

עברית ויהדות

*"Who is wise? One who learns from everyone."
Pirkei Avot 4:1*

Carmel School is dedicated to creating an environment in which children can grow to their full potential as good school citizens and responsible members of society.

Our aim is to nurture and develop strong and positive values in our students as well as a clear Jewish identity and knowledge and love of Hebrew, Chagim, Torah and Israel.

The curriculum is comprised of both formal and informal activities which enhance student learning. This learning is facilitated in a variety of ways including play, song, dance, drama, story-telling and art and craft activities.

In the Early Years, children have a very natural approach to language, with no need for rational explanations and no inhibitions to use it, even with mistakes appropriate to their developmental stage. Developing oral skills is important to facilitate the acquisition of literacy skills later on. Creating this positive written attitude is very significant because

Ivrit for the Jewish student is not just a language tool, but a way into Jewish culture. Ivrit allows the children to "feel at home" in their Jewish cultural world and become familiar with vocabulary and expressions in Hebrew. Chalav Udevash, our Hebrew Program, integrates the Chagim into the units of study.

Children participate in Tefillah, say Brachot, learn about the weekly Parasha and enjoy a Kabbalat Shabbat on Friday mornings.



JEWISH STUDIES ENRICHMENT PROGRAM WITH MORAH POSNER

Carmel School offers a Jewish Studies enrichment program above and beyond the timetabled Jewish studies lessons. These additional lessons take place twice a week and are scheduled during the school day. Enquiries or additional information about the enrichment program should be directed to Mrs Debbi Benn, the Coordinator of Hebrew and Jewish Studies in the Primary School.

BE A MENSCH POLICY

Carmel School has the Be A Mensch Behaviour Management Policy, which is integrated into all aspects of school life from Kindy to Year 12 and is explicitly taught using the PATHS (Promoting Alternative Thinking Strategies) and The Leader In Me program.

The children are encouraged to explore the notion of what it means to be a mensch.

It encourages students to:

- show care and compassion to all;
- treat others with consideration and respect;
- include others;
- stand up for the rights of others;
- be honest and sincere;
- be tolerant;
- care for their world;
- do their best at all times; and,
- take responsibility for their behaviour.

The focus is on building empathy as well as on the positive and caring behaviours children exhibit. It promotes zero tolerance for a culture of bullying.

Our philosophy on behaviour management within the Kindy classrooms is that children and staff have the right to an environment that promotes respect for self and for others. Behaviour challenges are viewed as an opportunity to educate and empower children with self regulation tools and strategies. We employ a guidance model where children are supported to communicate their needs verbally. They are given time to reflect with an educator and discuss how they could have managed the situation more effectively.

To ensure the safety of our students Carmel School implements policies, procedures, practices and strategies that protect our students from grooming and child abuse. All students are educated and empowered using the Keeping Safe: Child Protection Curriculum.



SUPPORTING THE JEWISH ETHOS OF OUR SCHOOL

The School's program is based on Modern Jewish Orthodoxy.

It is the School's policy that all boys wear a kippah throughout the school day. We encourage men visiting the school to also wear kippot so they are viewed as positive role models for our students.

BIRTHDAYS

We hold a special Kindy party for every child and invite you to attend with any significant others in your lives. The child bakes a cake with one of our special co-educators and chooses the icing and design that they want. We use this special party time as a deep learning experience and reflection.

We do urge parents to respect the Jewish ethos of the School by scheduling parties on days other than Shabbat or Jewish Festivals and by providing kosher food at parties.

We ask you please to be discreet in the handing out of party invitations if every child is not invited as it can be hurtful for a child not to receive an invitation. Staff unfortunately cannot hand out invitations.



LIBRARY

An appreciation and love of books will be developed during library lessons. The children will be able to borrow a book on a weekly basis. To keep our books protected and in good condition, your child will need a school library bag.

QUIET TIME/RE-CHARGE TIME

The children will rest for approximately 40 minutes each day. They may sleep or simply rest quietly on the mat. Each child will be given a beautiful handmade quilt to re-charge with. Please supply a labelled pillow case and we will supply a foam insert. We encourage the children to listen to stories during this time as it is an important aspect of their literacy development. Children are not required to sleep but this quiet time is encouraged as part of children's wellbeing, to connect their mind with their body and to take time out of their busy day.

TERM DATES FOR 2021

TERM 1 – Monday 1 February – Thursday 25 March

TERM 2 – Monday 12 April – Friday 2 July

TERM 3 – Tuesday 20 July – Wednesday 15 September (Erev Yom Kippur, early closure)

TERM 4 – Thursday 30 September – Tuesday 7 December

- A calendar appears on the Carmel School website: www.carmel.wa.edu.au
- Events are also published in the Carmel School newsletter - The Keshet.
- Notices are sent home prior to major events and excursions via email or on SchoolStream. Please ensure you check your email daily as this is our preferred method of communication.
- SchoolStream is an app which is used to communicate with parents. Information on SchoolStream will be given during the first week of Term 1 and a pamphlet will also be provided at the Kindy information evening.
- Information is also posted outside the classrooms.

FIRST WEEK OF SCHOOL

In 2021 first term commences on Monday 1 February.

In Kindy, the children's intake will be staggered. Half will attend on Monday 1 February, and the other half on Tuesday 2 February. All students will attend from Wednesday 3 February. You will be notified which days your child will attend by letter in the mail in the first week of December.

KINDY HOURS

The Kindy doors are open from 8.15am. Parents are welcome to join their children in activities such as reading stories and playing games until 8.30am when the 'formal' program commences.

For Kindy children attending the varied program, the school day concludes at 12.15pm on the half days and 3:00pm on the full days.

The full time Kindy day concludes at 3.00pm allowing families time to clear the car park before the Prep-Year 6 school day concludes.

Please note that the car park becomes very busy in the mornings and in the afternoons. **The drop off/pick up zone** is strictly for dropping off and picking up students only. **It is a no-standing zone and in the interests of safety, parents are not permitted to leave their cars and enter the school.**

As Kindy and Prep parents are bringing children to the classroom and collecting them from the classroom they are asked to use the parking bays in the Primary car-park or in the Maccabi car-park. Please be aware that, for various reasons, some of the spaces in the Primary car-park are reserved.



BRINGING AND COLLECTING CHILDREN

- Please bring your children to the class teachers each morning.
- At the end of the school day they will be packed up and ready to be collected from the classroom.
- Please inform the School if something unforeseen has occurred and you are going to be late.
- If a friend or relative will be collecting your children please let staff know either by phone or in writing.
- If siblings are collecting brothers or sisters from Kindy they must be in Year 6 or older. Again please advise staff of this arrangement.

Children who are not collected due to a mix-up in a roster or due to a parent being unavoidably delayed, will be supervised in the Ashley Schaffer Early Learning Centre or taken to the Primary School Reception.



OUTSIDE OF SCHOOL HOURS CARE

The Hangout offers families the option to book their children in for before school, after school and for holiday care.

With facilities on the grounds of Carmel School, children are given the opportunity to participate in flexible and fun activities. Children can enter the program from Kindy to Year 6.

Educators are all professional and hold their current clearances and qualifications. The Hangout is a recognised outside of School Hours Care provider, which means families can access the full government rebates and entitlements.

Families are invited to talk with, meet and get to know the educators before they book into The Hangout.

Bookings can be made in person on campus, via email at renee@thehangoutoshc.com.au, or by telephone on 0404 385 162.



SICKNESS AND ABSENCES FROM SCHOOL

The Primary School's phone number is 9276 1900

- If your child is unwell or is not coming to school for any reason please phone the **Primary School Secretary on 9276 1900** or via email at primary@carmel.wa.edu.au by 9am. This information will be passed on to relevant staff.
- If your child has not arrived at School and we have not been notified regarding an absence, you will receive a call to verify that your child is at home and safe.
- Please keep children with colds and coughs at home and notify the School. The School must also be notified if a child has an infectious disease (e.g. chicken pox, measles).
- You should advise the School in writing if you will be away on holiday during term time.
- It is a legal requirement that the School has an explanatory note for students who are absent for two days or more.
- Please note student absences cannot be substituted by attending Kindy on an alternate day of the week.

Unfortunately, head lice can be a problem in all schools. In order to keep some control of this perennial problem we urge parents to keep long hair plaited or tied back and to regularly check their children for head lice. Health regulations and details on treatment of lice are available from the Kindy and Prep staff or from the Primary School Reception. The Carmel School Policy for headlice is for parents to be contacted immediately when nits are found, and for their children to be collected straight away. An email is then sent to the affected classes, with the School Policy and information about lice.



MEDICINES

- If your child is well enough to attend school but requires regular medication, please complete the necessary form (obtained from the staff or Reception) to give authority for staff to assist.
- Include specific instructions concerning time, dosage and method. This information must be given **for each new regime**.
- The staff will administer minor first aid as necessary.

IMPORTANT INFORMATION ABOUT HEALTH CONDITIONS

It is important that staff are informed of any health conditions your child might have. Ensure they know exactly what treatment is to be administered on an ongoing basis as well as in an emergency.

Even though you will be required to fill in medical forms at the beginning of each year, it is advisable that you personally inform staff of all health issues and conditions.

RECESS AND LUNCH REQUIREMENTS

- The school day is a busy and active one for children. A healthy breakfast is an important and essential start to the school day.
- Parents are encouraged to pack a nutritious and healthy recess and lunch for their children so that energy levels are sustained throughout the day. We are concerned with the health and welfare of all children and we will be encouraging the children to develop awareness about food that is healthy.
- Morning tea and lunch needs to be packed separately and both containers need to be clearly marked with the child's name.
- It is School policy that meat products are not included in recess or lunch.
- When the children arrive at school there will be a recess basket and a lunch basket by the classroom doors. Children should put their boxes into the baskets before they come into the classroom to start the day.
- Students should bring a filled, labelled water bottle each day.

ALLERGIES AND ANAPHYLAXIS

There are a number of students at Carmel School who are allergic to products such as egg, fish and bananas. It is a School policy that students do not share their lunch with anyone and do not bring food to school for other students.

Nut products are not used in the canteen or for cooking purposes and parents are asked not to send food with nuts.

Please note the staff are trained in the management of anaphylaxis. Parents whose children have allergies must provide the school with full details, an anaphylaxis management plan for their child and an EpiPen. The Receptionist will assist you with this documentation.

THE CANTEEN

Carmel School has a canteen which is situated onsite.

- Students from Kindy and Prep may order their lunches.
- Summer and winter menus are available from Reception.
- Lunches will be delivered to the Kindy and Prep classrooms.
- Lunches can be ordered online through Flexi Schools via SchoolStream. Information about this system and the password will be given out in the first week of Term 1. One can also order via phone on 9375 4333 or in person however orders need to be placed by 10am on the day.



OUR KOSHER KITCHEN

We are very fortunate to have a strictly kosher kitchen in the Ashley Schaffer Early Learning Centre, which is used by Kindy to Year 6 students, under the supervision of staff.

In order to maintain the kashrut of the kitchen, utensils from the drawers cannot be used for children's lunches. Items from home should not be placed on the countertops or in the fridge. Your support in keeping the kitchen kosher is much appreciated.

CHILDREN'S CLOTHING AND UNIFORM

School uniform items such as hats and bag are available at the Uniform Shop in the Primary School. To support our active "hands on approach" we encourage children to wear suitable play clothes.

Please phone the Uniform Shop on 9375 4349 or visit the Carmel website for opening hours. Mrs Caroline Neuman runs the Uniform Shop and will be able to show you what is recommended.

- A kippah for boys is compulsory.
- When purchasing clothing and shoes for your child be aware that we encourage self-help garments, as these promote independence.
- Our students wear hats outdoors all year. Please apply sunscreen before sending your child to school. Extra cream will be applied during the day if necessary.
- Please ensure all clothing is named. Since there are often students with the same first name please include a surname too!
- The Carmel School bag and library bag can be purchased from the Uniform Shop. They are recommended because of their practical size and durability.

KEEPING IN TOUCH

Kesher is produced 1-2 times a Term and distributed via email. Parents are also encouraged to like and follow our Facebook and Instagram pages. These are updated regularly to give a snapshot into daily life and learning at Carmel.



SPECIAL INTERESTS

Parent and community involvement is encouraged and valued. If parents have or know someone who has hobbies, interests and talents that can be shared with the children, please let staff know.

Parents who are willing to talk about their occupations or who have had experiences or adventures that would be appropriate to share with the children should let staff know so that they can be called upon to enrich the children's learning experiences when suitable themes or topics are covered.

FAMILY HELP

All families are invited, and welcome, to help in classrooms in the Ashley Schaffer Early Learning Centre.

Helpers in Kindy and Prep assist in their children's classrooms during the morning until midday. Each term a list is put up on the Parent Notice Board for parents to fill in. They are encouraged to interact with the children and to assist with classroom and recess routines.

Please note that Carmel School welcomes and values helpers to our Kindy/Prep classrooms. We appreciate this help enormously and hope parents and grandparents have an enjoyable day. We do ask that what you observe while you are here for the morning is kept strictly confidential.

You may feel that you are being helpful giving a friend a recount of their child's morning, but please understand that you will be witnessing only isolated situations and therefore should be careful about making generalisations that may give an inaccurate 'picture' of that child's behaviour, interactions or development. It is important and only fair that everyone's integrity is maintained all of the time.



TOILETING

There is an expectation that all children should be fully toilet trained before starting Kindy. Each child should be able to manage their toileting independently.

Our staff do understand that accidents can occur so parents are requested to send in a change of clothes, appropriate to the season. These clothes should be in a named plastic bag and kept in the child's school bag.

EXCURSIONS AND INCURSIONS

As part of the normal early childhood curriculum the Kindy and Prep students will be participating in various excursions and incurSIONS.

Parents will be notified of all excursions in writing or via email. Early in the year, the School will send out Excursion Permission forms to cover all outings during the year.

ADDRESSES, TELEPHONE NUMBERS AND EMAILS

Carmel School staff are keen to communicate with parents via email. It is a convenient way to remind parents of activities and meetings and a wonderful vehicle for sending home photos of in-class activities and events. It will not replace the all-important face to face contact.

Should you wish to email the School it can be done through Primary School Reception via primary@carmel.wa.edu.au. Emails sent to Reception will be forwarded to relevant staff. If the matter is confidential and you feel more comfortable going directly to the source, please request specific email addresses.

If you are collecting emails and other contact details from parents, for events such as birthday lists, please ensure that you have every parent's explicit permission. Some of our families do not wish to have their details or email addresses circulated.

THE KIKAR

The central area in the Ashley Schaffer Early Learning Centre is called the Kikar, 'the meeting place' in Hebrew. It is used for a variety of activities during the school day and as a display area for artwork and constructions.

When gathering in this area after school hours we request that parents ensure that all children are adequately supervised in the Kikar so that students' work and displays are not damaged.

Please note the Kikar needs to be cleared by 3.30pm to allow for the cleaners to move freely through the centre and complete their duties.

PARENTS AND FRIENDS ASSOCIATION

Carmel School has a very active P&F who not only raise funds for equipment and materials, but also welcome new families and organise parent education events. If you require any support or assistance or are able to help with any functions, please ask staff about the P&F and they will introduce you to members of this dynamic committee.

GRANDPARENTS AND SPECIAL FRIENDS CLUB

There is also a Grandparents and Special Friends Club that meets once a Term. Their role is not a fundraising one. Their job is to be an appreciative audience for performances put on by our students and they are welcome to read stories and generally interact with their grandchildren and their friends or help in the library. Please ask at the front office for an enrolment form or contact Vicki King, President of the club on 9276 6765.

SECURITY PATROL

Carmel School takes every precaution to maintain the highest standard of safety and security for our students. Carmel School parents are requested to participate in the Security Patrol Roster before and after school. CSG will contact the parents at the start of every Term via email to notify them of their duty days.

IN CONCLUSION

We welcome all students and parents to the Carmel School Community and the Ashley Schaffer Early Learning Centre. We look forward to working together to provide top-quality educational and social experiences for our students in a happy and nurturing environment.

Should you have any queries, concerns or suggestions please don't hesitate to contact the School.



SHALOM

Carmel School, Dianella

shalom@carmel.wa.edu.au

Primary School Campus: (08) 9276 1900

High School Campus: (08) 9276 1644

Visit us online to register for updates and events

CARMEL.WA.EDU.AU