

WINTHROP KINDERGARTEN CENTRE 2009

SCHOOL: Winthrop Primary School
Jackson Avenue, Winthrop WA 6150
Telephone: 9310 6100
Fax: 9310 6249

Kindergarten EC1 9310 5551
Kindergarten EC2 9310 6100

DISTRICT: Fremantle Peel District

PRINCIPAL: Ms Denise Hilsz

DEPUTY PRINCIPALS: Mr Rod Lush
Mr Patrick Sweeny
Mrs Kim Fraser

REGISTRAR: Mrs Jeanette Walker
SCHOOL OFFICER: Mrs Colleen Boxall

TERM DATES FOR CHILDREN 2009

Term 1	Monday	02/02/09	Thursday	09/04/09
Term 2	Tuesday	28/04/09	Friday	03/07/09
Term 3	Tuesday	21/07/09	Friday	25/09/09
Term 4	Tuesday	13/10/09	Friday	17/12/09

TERM DATES FOR CHILDREN 2010

Term 1	Monday	01/02/10	Thursday	01/04/10
Term 2	Tuesday	20/04/10	Friday	02/07/10
Term 3	Tuesday	20/07/10	Friday	24/09/10
Term 4	Tuesday	12/10/10	Thursday	16/12/10

Public Holidays

To be advised in School Newsletter

<u>CONTENTS:</u>	<u>PAGE</u>
Vision Statement	Page 2
Teachers' Charter	Page 2
Learning Outcomes	Page 3
1. Administration	Page 4
a) Groups	
b) Location	
c) Transitional session times	
d) Session Times	
e) Staff	
f) Attendance Schedule	
2. Orientation Session	Page 5
3. What to bring:	
First Day	
Each week	
What should your child wear	Page 5
4. Amenities & Contributions	Page 5
5. Punctuality	Page 6
6. Absentee Notes	Page 6
7. Parking	Page 6
8. Safety	Page 6
9. Health	Page 7
10. What will your child do at Kindergarten?	Page 7-8
How does a child learn?	
Your child will learn.....	
11. How can parents help in a child's learning?	Page 8
Printing	
K-& Primary Education	
12. Parent involvement	Page 9
Roster	
Communication	
Junk Material	
Paint stains	
13. Lunch at Kindergarten	Page 10
14. Frequently Asked Question	Page 11
15. Shoe Policy	Page 12
16. Medication Policy	Page 13-16
17. Pen Hold	Page 17
18. Printing Style	Page 19
19. School Map	Page 20

VISION STATEMENT

Our educational program at Winthrop Primary School is structured to support the development of the whole person; a person with a positive self image, who seeks excellence and respects the rights of others.

We aspire to support the development of students towards autonomous learners whose preferred learning styles are facilitated and extended in a wide range of teaching and learning strategies.

The fundamental assumption underpinning the program is that all students have the ability to learn and progress and this will be enhanced by the use of the appropriate learning technologies.

We provide a supportive and caring environment which promotes positive student, parent and teacher relationships and engenders a positive attitude to learning in all students.

TEACHERS CHARTER

At Winthrop Primary School, teachers have a commitment to;

- the principles of developmental learning,
- ensuring that all students are successful learners,
- developing students as autonomous and reflective learners,
- collaborating in planning and facilitating learning programs,
- participative decision making processes in their relationships with students and colleagues,
- liaising with the wider community to support students' learning,
and
- see themselves as learners through ongoing professional development.

LEARNING OUTCOMES

We want Winthrop students to:

1. Use language to understand, develop and communicate ideas and information and interact with others.
2. Select, integrate and apply numerical and spatial concepts and techniques.
3. Recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
4. Select, use and adapt technologies.
5. Describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
6. Visualise consequences, think laterally, recognise opportunity and potential and be prepared to test options.
7. Understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
8. Understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
9. Interact with people and cultures other than their own and be equipped to contribute to the global community.
10. Participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
11. Value and implement practices that promote personal growth and well being.
12. Are self-motivated and confident in their approach to learning and be able to work individually and collaboratively.
13. Recognise that everyone has the right to feel valued and be safe, and, in this regard, understand their rights and obligations and behave responsibly.

Full co-operation between parents and staff can help your child have a happy, stable, rich learning experience at Winthrop Kindergarten.

1. **ADMINISTRATION**

a) **Groups:**

EC1 & EC2	RED & GREEN GROUPS	MONDAY and THURSDAY
EC2 & EC1	BLUE & YELLOW GROUP	TUESDAY and FRIDAY

b) **Location**

- EC1 Demountable. Jackson Avenue, closest to oval.
- EC2 Purpose built in Block 1

c) **Transitional Session Times**

Weeks 1-4 in Term 1 will be a transition time for the children. The times and details of when your child attends Kindergarten during the transition phase will be given to you on Orientation Day.

d) **Sessions Times**

Kindergarten sessions (2 days) from Week 5 will be 9.00am-2.35pm.

Please note that Wednesday is a **non contact** day for the staff, in which they carry out preparation for the following week's activities, programme and update records, interview parents. Should you wish to discuss your child's progress, this is the best time to contact the teacher.

e) **Staff**

EC1 Teacher: Jennifer Collings **EC1 Teacher Assistant:** Pauline Guest
EC2 Teacher: Nicola Flowers **EC2 Teacher Assistant:** Kay Smith

f)

YEAR 2009 ATTENDANCE SCHEDULE – 1st week

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	<u>ALL</u> parents & children Orientation 9.00 -10.00am Teacher speaks to parents, children play outside with Teacher Assistant 2nd February	½ class 9.00am-11.00am Bring Fruit ½ class 12.30pm-2.30pm Eat lunch before coming Bring Fruit 3rd February	NON CONTACT DAY	½ class 9.00am-11.00am Bring Fruit ½ class 12.30pm-2.30pm Eat lunch before coming Bring Fruit 5th February	½ class 9.00am-11.00am Bring fruit ½ class 12.30pm-2.30pm Eat lunch before coming Bring Fruit 6th February

From Week 5 onwards - children attend 9.00am – 2.35pm
2 days a week for the remainder of the year

2. ORIENTATION SESSION

A formal parent meeting will be held on Monday 2nd February 2009 as per the *attendance schedule*.

3. WHAT TO BRING

Every Day

- One piece of fruit, to be shared for morning or afternoon tea. Vegetables, cheese or dried fruit can also be brought to add some variety.
- A ***WATER*** filled sports bottle for child's use during the day.
- A hat to be kept in the child's basket at all times. School hats are recommended and are available from the Uniform Shop on Tuesday morning from 8.30-9.30am or the Canteen at any time. Please ensure that the hat is slouch, broad brimmed or legionnaire's style as these offer maximum sun protection. **We recommend legionnaire's style** as they are safer for Kindergarten children because they do not have cords.
- It is also recommended that you apply sunscreen to your child before they attend each session. A roll-on sunscreen stick should be included in the child's bag for use during the day.
- A **bag** for personal belongings, eg fruit and hat, and to carry work home. **Back packs are not recommended.** Recycling fabric bags (eg Coles, Action) are highly recommended
- A change of clothes (In case of "accidents" or if your child gets wet during activities or play).
- Lunch will be required from Week 5 onwards.

What should your child wear?

As some activities are messy, we like children to be dressed **in comfortable and easy to wash clothes**. Dresses are unsuitable for climbing, sliding, mat work, etc. We like children to wear shoes as taking them off and putting them back on is a skill they learn. Easy slip on shoes or sand shoes for winter are preferable and sandals for summer. Thongs are not considered appropriate.

Please make sure jewellery is not worn to Kindergarten as it can be dangerous.

Toys

Toys ***ARE NOT*** permitted at Kindergarten as they can be broken or lost and cause unnecessary distress to the children.

4. AMENITIES AND CONTRIBUTIONS

There is an amenities charge of \$50.00 and a P & C contribution of \$20.00 per child per year (total of \$70.00). For convenience and ease of collection these fees can be paid when ordering your stationery through the school. The money is spent during the year to purchase materials for the Education Programme.

**PLEASE MAKE SURE ALL THE ABOVE ITEMS ARE
CLEARLY MARKED
WITH YOUR CHILD'S NAME**

5. **PUNCTUALITY**

By being punctual, when collecting children from Kindergarten, helps to make the transition from home to school a pleasurable experience. Children become secure in their new environment knowing they will be collected at the same time each day. If you are going to be late, please call and let us know so we can let the child know and minimise anxiety. Children are kept inside at the end of each session until parents arrive. Please come to the door when collecting children

If you arrive later than 10 minutes after the completion of the day's session your child will need to be collected from the school office.

6. **ABSENTEE NOTES**

New Department of Education procedures means that a written note must be given for absences and when late. If the child is going to the Dentist, handing over the appointment card is sufficient.

7. **PARKING**

Parking in the school grounds is very restricted. To ensure easy flow of traffic, please strictly adhere to the road markings and signs:

Drive Through: Kindergarten Building

The drive through area outside the administration block has one lane for pick up and set down (with 15 seconds waiting only) and the other lane for drive through only with no stopping allowed. People are welcome to use any parking bays that are available but no-one shall leave their cars in any of the drive through or pick up and set down areas. Please **DO NOT** park on the road verge as it restricts driver vision when exiting the school.

Of course the best way to avoid any parking and traffic problems is to walk to school. Not only will this help with parking and traffic problems, but it will also improve the health and fitness of your children and help reduce pollution.

PLEASE NOTE: The parking bay adjacent to EC1 clearly marked “**Day Care Only**” must be kept clear at all times for the strict use of the Day Care Centre staff.

8. **SAFETY**

All parents must deliver their child to the teacher inside the Kindergarten Centre. Children **MUST NOT** be dropped off in the car park or left outside the Kindergarten to walk in alone.

If someone different is to pick up your child, parents must complete all details in the register which will be kept inside the door of the kindergarten or send a note to the teacher. Please clarify these arrangements with the teacher.

The outdoor playground is set up by the staff each day for use by the children **during** their Kindergarten session. Children are ***not permitted*** to play in or use any equipment in the playground before or after school. **Please respect this school rule at all times.**

9. HEALTH

The school has a policy on administration of medication (see Medication Policy P15) Please see your child's teacher if medication is required on a regular basis.

Keep in touch with the teachers on matters concerning your child's health and well being. If your child will be away you may wish to phone the teacher to inform her (an absentee note is not required if a child has been absent). Often a change in routine at home, such as Dad or Mum in hospital, sickness in the family or one parent away may cause an unhappy child.

Remember, although your child may plead with you to let him/her come to Kindergarten when they are unwell, be firm and only let them attend when they are in no danger of infecting others with their illness.

Sudden Sickness or Accident

Minor injuries or illness during the day is normally attended to at school. In more serious emergencies every endeavour is made to contact a parent to arrange for the child to be collected from school. You will be required to provide details of an alternative emergency contact person. **In extreme emergencies the child may be taken directly to a Doctor or Hospital before parents can be notified.**

10. WHAT WILL YOUR CHILD DO AT KINDERGARTEN?

Your child will play, but don't dismiss this statement lightly. The play is carefully planned and suited to the needs of the children. Children will learn skills, knowledge and ideas through this play.

How does a child learn?

1. By first hand experience - this is essential and is basic to all learning throughout life. It comes through seeing, touching, hearing, smelling, tasting, and using whole body movements and feelings (emotions). All the senses are used in forming a concept and understanding.
2. The child must also personally re-construct his/her experience through play. Play is a vital part of the kindergarten programme which can be seen wherever the children are - in the home corner, playing with dough, busy with art activities, either inside or outside. Play to a child is work, and by doing something is how a child learns.
3. A child also learns by questioning. How often do we hear how, when, why? A child is usually sincere in wanting to know and the continued questioning is how he/she sorts him/herself into the scheme of things.
4. By reasoning - a child's reasoning is often not like an adult's because experience is limited, therefore, the conclusions reached may not be very accurate. However, we must encourage reasoning and help to develop understanding.

Your child will learn:

1. To continue to develop a positive self image. To know he/she is special and has something unique to offer to others.
2. To continue to develop independence - eg furniture and fittings are scaled to child's size thus he/she can do things without adult help.
3. To express him/herself in speech, music, drama, and art activities.
4. To communicate and have a good relationship with others.
5. To respect ideas, property and feelings of other children and adults in the centre.
6. To build on their curiosity so they are eager to experience and learn new things.
7. To observe, question and organise their thinking about the world.
8. To achieve basic skills and knowledge essential to future learning in literacy and numeracy.

11. HOW CAN PARENTS HELP IN A CHILD'S LEARNING?

Printing

If you wish to teach your child to write his/her name, could you please use the correct form of lower case printing and show him/her the correct pencil grip. It is difficult if your child has to re-learn to print his/her name and it often takes a long time for the child to change if taught incorrectly. Bad habits are hard to lose! (See attached sheet for the Victorian Modern Cursive style now used in West Australian Schools).

K-7 Primary Education

There is regular interaction between the teachers from K-7 which develops a better understanding of the whole process of education. In particular, the pre-primary and year one teachers regularly discuss matters of common concern. During the year, the Kindergarten children will have ample opportunity to become familiar with the physical layout of the school and the pre primary area in particular.

The general administration of the K-7 complex is carried out by the Principal.

12. **PARENT INVOLVEMENT**

Parents, come and share yourself with the children and the staff. You may have a talent (eg music art, cooking, weaving, pottery) which can enrich the programme or take part in the existing programme.

Roster

Mothers and fathers are both welcome to spend sessions in the Centre. It is a good way of getting to know how the Kindergarten programme operates and what your child is learning. They also provide an ideal opportunity for teachers to discuss your child's progress.

Mothers who work are asked to arrange a time to suit themselves. Fathers are also welcome, or maybe a grandparent could come. Please nominate on the rosters the days you can attend – approximately twice per term. The rosters will be on the parent noticeboard on display in each unit.

What will I do on Roster?

You will be asked to help in the preparation of fruit, assist children with activities and help with packing away.

Communication

- Each family in the school receives a newsletter each fortnight. Kindergarten information may be included in the school newsletter.
- It is vitally important to attend any function of the Kindergarten as parents play an important part in bridging the gap between the home and school.
- Watch out for important notices on the Kindergarten windows as well as read all the notes sent home. Please check your child's school bag daily.

Junk Material

Due to limited storage space and our current stock, teachers will request parents to save recycled items, as they are needed for specific activities.

Paint Stains

To remove Kindergarten paint from clothes – first soak in cold water overnight, rub with bar soap, then wash as normal. Hot water will result in a permanent stain.

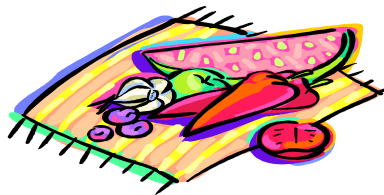
13. LUNCH AT KINDERGARTEN

From Tuesday 3rd March 2009 the children will need a packed lunch every day. Kindergarten children will **NOT** have access to the school Canteen.

Parents are requested to send in healthy lunches that sustain the children for the rest of the day.

The children's water bottles will be used ALL day whenever they need to have a drink.

- Names on lunch box lids, as well as lunch boxes, are necessary. Names are also needed on drink bottles, shoes and jumpers.
- Please wrap all food as ants are a problem in our classrooms. Consider using sandwich bags rather than glad wrap as the children find glad wrap hard to undo.
- Insulated lunch boxes are useful as children's lunches are not refrigerated (there is no room).
- Check the lids on your containers are able to be easily removed.
- We do not have heating facilities.
- Remember to add spoons/forks if necessary.
- No lollies/chocolates are allowed to be eaten at lunchtime.



14. **FREQUENTLY ASKED QUESTIONS**

It is recommended that you discuss any concerns you may have about your child with the Kindergarten teacher. However here are some questions frequently asked by parents of kindergarten children.

My child is likely to get upset when I leave. How will this be handled?

Teachers and teacher assistants are used to dealing with upset children. Each teacher has their own method of handling such problems; but often the child is more easily settled if you leave. There are many activities to distract them and you will be contacted if there is a need. Being punctual in both dropping off and collecting your child will reassure them.

My child still has accidents. What should I do?

You are asked to ensure that your child is familiar with using the toilet. Kindergarten teachers do not provide toilet training. However, it is recognised that young children **do** have accidents and you are asked to provide a change, (Kept in your child's bag), so that these "accidents" may be handled with the minimum of fuss.

My child has allergies/asthma

You will be asked to provide details of any allergies on your child's registration paper. You may also wish to provide the teacher with written information as to how your child's allergies/asthma are usually managed.

What happens if I'm late picking up my child?

It is recommended that you are punctual in collecting your child so as not to cause distress. However, if you are delayed you are asked to **contact the Kindergarten**. Your children will be kept inside with the teacher and then taken to the school office if not collected within 10 minutes of the completion of the session.

Please ensure **MOBILE PHONE** contact numbers given to the school are **switched on** and available at all times

Please note: If you are late collecting your child not only will you cause distress for your child and inconvenience the staff, you will find the drive through is being used by the main school community and traffic becomes congested. **PLEASE BE PUNCTUAL.**

15. SHOE POLICY

The Kindergarten teachers at Winthrop Primary School are endeavouring to form a policy on the wearing of shoes in the playground. We are trying to balance safety when climbing (ideally without shoes) with hazards on the ground (ideally with shoes).

Underlying Principles

- ◆ Parents have the right to insist on children wearing shoes at all times.
- ◆ Teachers know that certain activities are more effective and safe when children's feet are bare.

POLICY

- ◆ Each day a teacher will do a visual inspection of the sand pit and yard for hazards.
- ◆ Shoes are hazardous for climbing activities which form a large component of outside play. Therefore children will be encouraged, but not compelled to remove their shoes before climbing.
- ◆ Children wearing unsuitable shoes will be barred from climbing unless they remove their shoes. For example, this means children in leather-soled shoes and surf sandals must take off their shoes if they are to climb. Parents are encouraged to take this into account when choosing the shoes their child wears to Kindergarten.
- ◆ The children will be given instruction (lessons) on the possible dangers of climbing and be encouraged to spot hazards.
- ◆ Parents are asked to acknowledge that sand and water play at Pre-Primary can damage shoes. They are therefore encouraged to supply shoes that their child can take off and put on quickly, to allow flexibility in the decision to wear shoes for particular aspects of outside play.

**PLEASE MAKE SURE THAT SHOES ARE CLEARLY MARKED
WITH YOUR CHILD'S NAME**

16. MEDICATION POLICY

RATIONALE

The Education Department of W.A. has provided to schools Policy Procedures in relation to Administration of Medication. A brief description is outlined below and a copy is available at the office for parents to borrow.

PROCEDURE

Where there is agreement between staff and parents through written instruction by a Medical Practitioner and Parent/Guardian prescribed medication can be administered by school staff. School staff are not expected to administer prescribed medication or treatments which require specialist training such as giving injections.

Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.

Documentation of all administration of medication action plans and agreements to perform the necessary functions (e.g. listing times, doses, dates of medications, outcomes) is required. These functions must be carried out and recorded on standard notification forms (available from school office) wherever school staff undertake to assist in the administration of medication to students. The students should administer their own medication where capable of doing so and have authorisation for the taking of medication. The student may be supervised/assisted by school staff in administering their medication where there is an agreement to do so.

Where possible it is requested that parents/guardians ask their doctor to stagger the doses around the school day.

Parents should complete a medication record form and notify the Principal or Deputy Principal(s) of all relevant details of medication to be administered during school hours.

It is the parents'/guardians' responsibility to provide the school with adequate information regarding the details of the child's medical condition which may require specific action and/or treatment under emergency conditions (ie arising from asthma, diabetes and serious allergic reaction). An emergency action plan will then be developed, if necessary, between the school, parents, family doctor and school nurse, if applicable. Students should not bring bulk supplies of any drug to school. Medication which is not labelled correctly will not be accepted for use. It is the parents'/guardians' responsibility to ensure that medication is clearly labelled, is not out of date and is provided in sufficient quantities for the child's needs.

Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.

Clarification, more information or additional forms are available from the office.

MEDICATION SUMMARY

Teachers must not administer medication without the proper authorisation. Formal documentation must be obtained from the parent/guardian and doctor as appropriate and retained in the school until the pupil is 25 years old.

SHORT TERM SELF ADMINISTERED	LONG TERM SELF ADMINISTERED	STAFF SUPERVISED/ ADMINISTERED
eg Antibiotics Dental treatment Period pain relief	eg Asthma puffer A.D.D. medication	eg A.D.H.D. medication etc where the child is unable to self administer
FORMS USED	FORMS REQUIRED	FORMS REQUIRED
Use "Student Medication Request/Record" form	"Student Medication Request/Record" form	"Student Medication Request/Record" form. "Medication Instruction from Prescribing Doctor" form.
STORAGE	STORAGE	STORAGE
Student possession (small amounts) or First Aid Room	Student possession (small amounts) or First Aid Room	Principal's office or refrigerator (Fridge items class teacher responsibility).
SCHOOL RECORDING	SCHOOL RECORDING	SCHOOL RECORDING
Keep for 1 year	Keep all forms until the pupil is 25	Name of child, time, date, drug, quantity administered. Keep all forms until the pupil is 25

NON PRESCRIPTION DRUGS

School staff must not administer analgesics such as paracetamol to students without written instruction from the student's parent or guardian or medical practitioner.

The form 'STUDENT MEDICATION REQUEST/RECORD' may be used with the line referring to the prescribing doctor being ignored.

WINTHROP PRIMARY SCHOOL

To be confidentially stored until the student is 25 years old

Year document destroyed.....(Year)

STUDENT MEDICATION REQUEST/RECORD

NOTE: Where possible student medication should be self administered by the student or be administered by parents at home at times other than during school hours. If the Principal of the school is to approve of school staff administering or supervising the administration of medication to a student then the following requirements must be met.

The doctor prescribing the drug must be aware that the school will supervise or carry out administration of medication on the instructions provided. It is therefore desirable that the doctor provide instructions as per Medication Instructions From Practising Doctor.). These instructions are a mandatory requirement if special arrangements are necessary for the school staff to administer the drug or monitor the student after drug administration.

_____ is taking the following
(Child's full name)

drugs as prescribed by the doctor _____

for the purpose of treating _____
(condition)

Name of drug _____

Dose to be given _____

Time to be given _____ completion time _____

Replacement of drug (if appropriate) _____

Comments _____

Tick the box that is appropriate for your child's administration of medication

My child is capable of self administering the above medication

I request **WINTHROP PRIMARY SCHOOL** to administer the above drugs for my child.

Signed _____ (Parent/Guardian) Date: _____

WINTHROP PRIMARY SCHOOL

To be confidentially stored until the student is 25 years old

Year document to be destroyed.....(Year)

MEDICATION INSTRUCTIONS FROM PRESCRIBING DOCTOR

These instructions are requested from the prescribing doctor to enable the school to maintain its 'duty of care' when administering prescribed drugs to students whose condition would otherwise preclude attendance at school.

Dr.....

Address.....

Telephone.....

I have prescribed the drug.....for

.....to treat the condition

(Name of student)

of.....

(Name of medical condition)

This drug needs to be administered.....

(dose)

(frequency/time)

Are special arrangements necessary to administer the drug or monitor the student after drug administration?

Yes/No

If so, provide details below

.....
.....
.....
.....
.....
.....

(Signature of Prescribing Doctor)

Date

MEDICATION SUMMARY

Teachers must not administer medication without the proper authorisation. Formal documentation must be obtained from the parent/guardian and doctor as appropriate and retained in the school until the pupil is 25 years old.

17. PEN HOLD

Speed of writing and ease of writing (no pain or fatigue) are facilitated by a correct pen hold. These factors can affect a child's performance in higher grades so it is essential that children are taught the correct pen hold when they first write. An improper grip is difficult to correct so parents should monitor that their child does not fall into the bad habit of using an improper grip.

A child needs to develop and strengthen their fine motor control (small movements with fingers/hands) to be successful at printing.

Some ideas that encourage development are:

playing with Lego

finger plays and finger movements to music

bead threading, sewing and lacing

paper tearing (esp small pieces), scrunching

peg clothes on line

play dough and plasticine manipulation with fingers

picking up very small objects (eg nails) off the floor/table

twisting pipe cleaners

playing the piano

using keys in locks

doing up buttons

screwing lids on jars/water bottles

GRIP

The correct pen hold is pictured below.

The thumb and third finger (tallman) should hold the pencil firmly but not too tight. The index finger (pointer) should rest lightly on the pencil to guide it; the child should be able to lift this finger without dropping the pencil. The fourth and fifth fingers allow for speed and a relaxed hand so must be left free. The thumb pad should touch the pencil. The grip is similar to the one used to pick up a small bead.

The pen should be held 2-3cm from the point. A left hander should hold his/her hand further away from the point of the pencil than a right hander. This discourages the child leaning too far forward or curving their wrist to see the tip of the pencil.

See your class teacher for the best commercial pen holder for your children (they go over writing implements to assist correct pen grip).

POSITIONING

Body posture and paper positioning are also very important.

- ◆ The non writing hand should hold the paper.
- ◆ The paper should be placed a little to side and tilted.

- ◆ The wrist should be straight and resting on the table. Discourage a hooked wrist position, by positioning the paper away from the child.
- ◆ Encourage finger movements for writing instead of wrist, forearm or elbow movements.

A child should be encouraged to do lots of large drawing and patterns before they are required to do small work such as letters.

They can follow patterns, which can also teach left to right. Pre-drawn pictures can be filled with patterns.

WINTHROP
KINDERGARTEN
EC1 & EC2



PARENT
HANDBOOK
2009