

Related Policies

Attendance School (ACT)

Purpose

This policy provides guidelines for the induction of Kindergarten children into schools within the Archdiocese of Canberra and Goulburn.

Definitions

Nil

Policy

Schools must develop an appropriate induction program for Kindergarten students in keeping with the following procedures.

Procedures

1. *Kindergarten Class Groups*

Kindergarten class groupings should be arranged to suit local circumstances.

The guiding principle in establishing class groups is that there should be a maximisation of teaching and support staff resources provided for Kindergarten classes in order to:

- facilitate the induction of these young students into formal schooling
- ensure there are effective teaching and learning programs in place

No Kindergarten class should normally not exceed 30 students.

Multi-age or composite classes containing Kindergarten students should be less than this number.

2. *Kindergarten Hours*

It is acceptable practice for Kindergarten children to attend for a half day for the first fortnight or a combination of full days with rest days included for the first fortnight of Term 1.

Permission to alter hours of attendance is to be sought from the Director, stating clearly the reasons for the alteration and the explanatory information that will be provided to parents concerning the arrangements for the shortened school day.

When Kindergarten classes end early in the day teachers are expected to supervise the children until they are collected. If deemed appropriate by the local School Board/Council, School Aged Care Program staff could be engaged to provide the necessary supervision of Kindergarten students.

After the agreed 'induction' period, Kindergarten students attend classes for the same school hours as other year levels for all days of the week.

Schools can determine at the local level whether Kindergarten students commence classes on a separate day in week 1 of Term 1, and whether different recess / lunch times are arranged for Kindergarten students during the induction period.

3. Information for Kindergarten Parents

The Principal must set up procedures to assist parents to encourage their children to attend school regularly.

School communities are encouraged to organise a Parent Information session for parents of prospective Kindergarten students in conjunction with the official enrolment period and associated interview process. This type of meeting allows school staff to present information about Catholic ethos, curriculum and organisational practices, to assist parents to make informed choices about the Catholic education being offered by the school.

Schools schedule parent meetings or gatherings at the beginning of the school year to provide information of the following:

- the curriculum (especially literacy and numeracy programs)
- school routines
- pastoral care/student management policies
- specialist support programs operating for the benefit of their children

There are valuable meeting for the opportunity for social interaction and community building amongst new and existing parents should be featured.

School should make every attempt to gather detailed information on the social/emotional and academic needs of children about to commence Kindergarten from appropriate pre-school or child-care centre staff. This will provide information for teachers to:

- organise transition programs
- be proactive in addressing the emergent needs of students entering formal schooling

Induction procedures for new Kindergarten students should be designed to ease their transition into formal schooling and such activities as “Buddy” programs; “Meet the Teacher” sessions and “Parents as Tutors” activities are considered desirable.

References

ACT Education Act 2004 102(1)(a)(b) <http://www.legislation.act.gov.au>

NSW Education Act 1990 No. 8 <http://www.legislation.nsw.gov.au>

Forms

Nil

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