

A young boy with light brown hair and blue eyes, wearing a yellow polo shirt, is smiling slightly and looking towards the camera. He is holding a yellow and white toy car. The background is a blurred indoor setting, likely a classroom or playroom, with wooden shelves and toys.

# THE HUTCHINS SCHOOL PRE-KINDER/ KINDERGARTEN

Additional information  
for parents/carers of  
Pre-Kindergarten and  
Kindergarten boys



# ya pulingina / hello, welcome

We humbly and respectfully acknowledge the Muwinina people of the South East Nation as the original custodians of the unceded kreewer lands on which Hutchins stands. As a school, we commit to walking together with Tasmanian Aboriginal people to pursue healing through Voice, Treaty and Truth-Telling.

At Hutchins Early Learning we provide a safe, secure and supportive learning community that works together to nurture the character of children in our care. Character is at the heart of everything we do. As a community we aspire to be people of integrity who act with humility, kindness, courage and respect.

Our Children's Service embeds the school wide Commitment to Kindness in our daily practice. We actively encourage all members of our community to ensure that each person feels happy and safe at all times. We consider the health, safety and wellbeing of all children to be our highest priority. We are dedicated to protecting the children and young people in our community.

The Hutchins School Early Learning Service share common goals and values about the best way to support children to learn. We encourage confident and involved learners through an inquiry led style of learning.

We value an inclusive and supportive environment where every child is supported to achieve their personal best. We recognise that children's learning and development is best supported through meaningful and engaged play-based learning. Our programs of learning reflect this with educator and child led learning informing our programs. We recognise that children have their own unique perspectives on the world and nurture a sense of learning as fun and exciting. We value children's right to a strong sense of agency and include their ideas and interests in our learning and leisure-based programs.

We are committed to a strong focus on sustainability. We provide inquiry into sustainable practices, as well as connect with country and model sustainable practice daily. We acknowledge that sustainability is a practice with broader implications for the social, economic and environmental wellbeing of our community and beyond.





## Kindergarten community philosophy

Our programs are built upon the foundation of learning through play.

Our Pre-Kindergarten, Kindergarten and Outside School Hours Care programs are designed to be fun and to provide interesting, diverse and challenging experiences that encourage children to be who they are, develop their sense of identity and to develop social skills, self-regulation, independence and initiative through play. The Hutchins School Children's Service has been awarded an overall rating of Exceeding the National Quality Standards.

Our ELC was the state winner of the 2022 Kindicare Excellence Award, with a rating of 9.5, placing our service in the top 2% of early childhood learning services in Australia.

Our Pre-Kindergarten and Kindergarten features a curriculum created around The Hutchins School values and *Belonging, Being and Becoming – The Early Years Learning Framework* and *My Time, Our Place – Framework for School Age Care in Australia*. Children are actively involved in the program planning process, either through direct initiation of activities or through educator-guided experiences designed in response to the needs and interests of the children. We provide a wide range of play-based experiences designed to allow children to express their ideas and learning.

You can read more about our School-wide vision at [vision.hutchins.tas.edu.au](http://vision.hutchins.tas.edu.au).

# Arrival and departure

- Our Pre-Kindergarten and Kindergarten classrooms and learning spaces are open between 8.25am to 2.30pm. Please ensure your child is ready for the day to begin at 8.45am.
- Your child must be dropped off and collected by a parent/carer over 18 years of age. Anyone collecting your child must be authorised to do so either in writing on enrollment forms, or for once off collection, via phone call and/or email. This is always the case, even for other parents/carers from your child's class collecting your child.
- **Daily attendance is recorded on class iPads on arrival and departure by our staff.**
- If changes are made during the day in relation to the person collecting your child, staff must be notified before departure. To ensure we are aware of the change, please phone the Director of Kindergarten and Children's Services, or your child's classroom teacher.

## Absences

If your child is to be absent please notify Junior School Reception before 9.00am each day of his absence on 6221 4313, [absentees@hutchins.tas.edu.au](mailto:absentees@hutchins.tas.edu.au), or via The Hutchins School App.

## Parking

The Early Learning Centre has limited parking spaces for Pre-Kindergarten and Kindergarten parents/carers to quickly escort their children to and from the classroom for signing in and out. These parking spaces are for short drop off and pick up only.

Pre-Kindergarten and Kindergarten parents/carers must leave the car park by 2.45pm; if you wish to chat with other parents/carers, wait for siblings, or meet with your child's teacher, you must park elsewhere after you have collected your child. After 2.45pm this is a busy car park area reserved for school buses and other ELC parents/carers.

## Minor illness or injury

Any illness or injury that has occurred with your child should be communicated to staff at drop off time.





## What to bring

- Hutchins school bag – we highly recommend the extra small bag, which allows children to successfully carry their own bag, fostering a sense of independence.
- Spare uniform to be kept at school – all children need to have one set of spare clothes. Hutchins gold polo top, shorts and tracksuit trousers, spare socks and underpants.
- Recess and lunch in a lunch box.
- Drink bottle – water only please.
- Shoes – these can be any colour.
- Hutchins overalls.
- Hutchins uniform legionnaire hat.
- Any security items your child may need.
- Hutchins library bag.

## Naming items

Please ensure clothing, drink bottles, lunch boxes and any other personal belongings are **clearly named**.

## Increasing days

If parents/carers request an increase in days, it must be done in consultation with the class teacher. The class teacher must make the final decision regarding developmental appropriateness/readiness of that child and ensure class size limits are maintained.

# Communication

Hutchins is a busy school community with many things happening throughout the year. EdSmart is the School's official email method to communicate with parents/carers about general notifications and also to remind parents/carers about upcoming events and excursions.

Email forms a significant part of our communication, along with Rory, our school portal. Excursion permission forms are sent via EdSmart. A risk assessment is available for each excursion and can be provided on request.

Fortnightly videos summarising learning and events will be posted in Seesaw.

Parents/carers are encouraged to follow the School's social media channels for latest news and community events.

## The Hutchins School App

The Hutchins School App is designed for parents/carers as a one-stop shop to access school information. We encourage you to download the free app to access EdSmart notices, canteen ordering, absence notifications, links to school websites and social media, school contact information, finance details, online payments and much more. The app is available for iPhone, iPad and Android.



## Seesaw

In Pre-Kindergarten and Kindergarten, the Seesaw platform is used as a digital portfolio to capture and share unique moments along each individual child's learning journey. You will be provided with a QR code to access your child's profile at the start of Term 1.

Please use email to communicate in writing with your child's teacher. We do not use Seesaw for messaging correspondence.





## Contact details for Kindergarten

**Director of Kindergarten and  
Children's Services**

Ms Naomi Pritchard-Tiller  
6221 4220

### **Early Learning Centre Reception**


8.00am–4.00pm Monday to Friday

### **Kindergarten Teachers**

- Mrs Ella King  
Gabriella.King@hutchins.tas.edu.au
- Mrs Melissa Schramm  
Melissa.Schramm@hutchins.tas.edu.au
- Mrs Pamela Tonelli-Pirie  
Pamela.Tonelli-Pirie@hutchins.tas.edu.au

### **Pre-Kindergarten Teachers**

- Miss Kate Foster  
Kate.Foster@hutchins.tas.edu.au
- Mr Scott Marriott  
Scott.Marriott@hutchins.tas.edu.au
- Mrs Kylie White  
Kylie.White@hutchins.tas.edu.au

A young child with brown hair, wearing a maroon and black jacket, is sitting on the floor in a playroom. The child's hands are raised, and they appear to be engaged in an activity. In the foreground, the hands of an adult are visible, suggesting interaction. The background shows wooden play equipment and a colorful environment.

*'The first five years have  
so much to do with how  
the next 80 turn out'*

- William H Gates Sr (Co-Chairman of *Thrive by Five*)





# Health and safety

## Sunscreen

Hutchins is a SunSmart school and we provide sunscreen for the children. If you prefer your child to have a particular brand of sunscreen, we are happy to use the sunscreen you provide. If for medical reasons you wish your child to not have sunscreen protection, please inform staff.

## Toileting

The Hutchins School understands and acknowledges that while the majority of children enrolling in Pre-Kindergarten and Kindergarten are toilet trained, there will always be a number of children of pre-school age who are not developmentally ready to be fully independent in this respect. Please refer to our Toileting Policy and discuss your individual child's needs with their classroom teacher.

## Illness

If your child is unwell and displays any of the following symptoms you will be required to collect them from school as soon as possible: diarrhoea, vomiting, head lice, discharge from eyes or ears or a temperature over 38 degrees.

## Infectious diseases

In the case of infectious diseases you will be advised of applicable exclusion times. Please note in most of these cases there is a minimum 24 hour exclusion period.

## Medication

If your child requires medication to be administered during the day you will need to complete a medication form, provided by staff, and give the medication to the classroom teacher. Medication will only be administered if it is in its original, labelled container and accompanied by a completed medication form. Non-prescription medication must also be given to the teacher and will only be administered according to the label.

## Immunisations

On first enrolling at Hutchins an immunisation certificate (Health Record Booklet) or other proof of immunisation must be produced to the School. All subsequent immunisation information must also be provided.

## Allergies, asthma and diabetes

Allergies, asthma and diabetes require an Action Plan from your child's doctor before commencing school. Medication must be in its original container with a chemist's label stating your child's name and dosage and must not be left in your child's bag.







# Day-to-day

## Morning tea and lunch

Please provide morning tea and lunch for your child each day. Please note, we are unable to reheat food. If you would like your child to have warm lunch from home, we suggest a small thermos.

We encourage families to limit the use of single use wrapping for food, and where possible have reusable packaging where food items need to be wrapped, or reusable containers. Please speak to staff for suggestions on food to pack, or for sustainable wrapping and container options.

## Excursions

Excursions are a valuable part of our program providing opportunities for the children to get out and about and explore our wider community. We offer spontaneous trips to nearby Lambert Park to explore local bush land throughout the year as well as a range of excursions further afield based on our units of inquiry.

## Birthday celebrations

We are happy to celebrate your child's birthday at school with their friends. Each class has a special ritual to celebrate, including wearing a crown, singing special songs and being celebrated for the day.

Please speak to your child's teacher before sending in any food.

Party bags are not necessary, however if you choose to send, please ensure they are free from single use plastic such as whistles, bubbles, balloons and glitter.



## Rest time

All Pre-Kindergarten and Kindergarten children are offered rest. We have quiet time in the afternoons when the children are encouraged to listen to stories or music. They can choose rest and/or relaxation. If you have specific requests regarding sleep or rest please speak to us.

## Stationery

All classroom teaching supplies are ordered and delivered to the School before your child begins the school year. These are included in your child's tuition fees.

## Lunch orders

Lunch orders from the School canteen, Roary's Den, are available daily for your convenience. Parents/carers need to order from the canteen online using Flexischools (once set up this can be accessed via The Hutchins School App). ELC and Junior School students do not access the canteen for direct purchasing at break times. Please note that only lunch is available to order and you will still need to provide a morning recess snack. An information sheet about how to set up Flexischools is available from ELC Reception. **Lunch orders must be submitted by 8.30am each day.**



# Outside School Hours Care (OSHC)

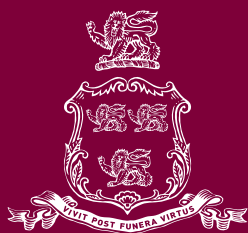
Our Outside School Hours Care is located upstairs in the Early Learning Centre. We cater for boys and girls where buses operate from their school to ours throughout the year, during term time and during Vacation Care. Between the ages of 3 and 12 years, we operate on ratios of one staff member per 10 children for ages 3–5 and one staff member per 15 children for ages 6–12. The service is operated by a team of staff with both qualifications and years of experience in Children’s Services. Our program aims to help children feel our centre is a place where they belong; a place where they can be who they are and become who they want to be.

We offer a range of free play resources, outdoor games and outdoor play spaces for organised games and free play.

We offer cooking, sensory play and creativity as part of our weekly program.

During Vacation Care, we offer a combination of these activities and excursions for 3–12 year olds. Excursions are undertaken as often as possible and form an integral part of the service we offer. We believe holidays should be a time for children to relax, have fun and engage with new and exciting experiences every day. For more information on our OSHC or Vacation Care, please contact Miss Densy McInerney on 03 6221 4212 or [oshc@hutchins.tas.edu.au](mailto:oshc@hutchins.tas.edu.au).





**HUTCHINS**  
ESTABLISHED 1846

## THE HUTCHINS SCHOOL

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Tasmania 7005 Australia  
T +61 3 6221 4200  
[info@hutchins.tas.edu.au](mailto:info@hutchins.tas.edu.au)  
[hutchins.tas.edu.au](http://hutchins.tas.edu.au)

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The Hutchins School Board as established by The Christ College Act 1926  
ABN 91 133 279 291 CRICOS 00478F

