



# Harlaxton State School

Making Connections- Creating Opportunities

## Prep Handbook

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2017

Making Connections  
Creating Opportunities



Children are strong, rich and capable.  
All children have preparedness,  
potential, curiosity, and interest in  
constructing their learning, negotiating  
with everything their environment brings  
to them.

Gandini , 1993



# WELCOME!

A very warm welcome to parents, carers and children. We are pleased to have the opportunity to work with you and your child as she/he begins his/her life long journey of learning.

## THE PREPARATORY YEAR

Prep, to a child, is a new world full of exciting things to do. Here, your child will find new friends to share experiences with and adults who understand and care. The Preparatory year is a full time program based on active learning, play and investigations, assisting the child to make a smooth transition to Year 1 and setting them on the path to life long learning.

It will provide the foundation your child needs to succeed at school by developing:

- A positive approach to learning
- Independence and confidence
- Thinking and problem solving skills
- Language skills
- Early literacy and numeracy concepts
- Physical abilities, including gross and fine motor skills



The Prep year is an enquiry based program, through which the children learn to:

- Negotiate and co-operate
- Create and imagine
- Become readers and writers
- Talk about ideas
- Investigate their world
- Build a positive sense of self
- Solve problems
- Build early mathematical understandings



Children participate daily in a range of learning situations in Prep including:

- Real life situations
- Investigations
- Play
- Focussed learning and teaching
- Routines and transitions.



## LEARNING AT PREP

**As a parent or carer, you play a vital role in your child's education.** By getting involved in the school, you can help your child make a smooth and happy start to their education. You can do this by:

- **Sharing information with your child's teacher**
- Keeping the teacher informed of any changes that may affect your child
- Talking with your child about their day
- **Meeting regularly with your child's teacher**
- Attending parent information sessions
- Reading the weekly school newsletter
- Attending parent association meetings and talking to other parents
- Volunteering to attend school excursions or participate in classroom activities
- Collecting junk materials to use for collage or carpentry
- Offering to share hobbies, interests or expertise
- Ensuring your child comes to school EVERYDAY on time



*Children who are brought to school on time are more mentally prepared for their day. Learning activities begin promptly and latecomers may find themselves confused and less equipped to learn. Being punctual is a positive habit to encourage and helps to develop good personal organisational skills.*

### ADMISSION REQUIREMENTS

Children attending the Prep year must be turning 5 by the 30<sup>th</sup> June in the year of their enrolment into Prep.

PROOF OF BIRTH DATE IS REQUIRED BEFORE CHILDREN CAN BEGIN ATTENDING THE PREP YEAR.

IMMUNISATION RECORDS MUST ALSO BE SIGHTED.

### ENROLMENT PROCEDURE

An enrolment package can be collected from the office.

The enrolment form must be completed and returned before the child begins his/her Prep year. More information regarding school policies can be found in the school prospectus.

## ATTENDANCE

The Prep room is open from 8:15am. On arrival, parents/guardians should bring their child in, and settle him/her into the quiet activity provided. This ensures **the child is happy and settled and that 'duty of care' has been passed from parent/guardian to the teacher.** The child must not be left until this 'duty of care' has been established for safety reasons. **At the end of the day, students** are collected from the Prep room by parents/guardians. Children are dismissed by the teacher at 2:30pm.

## ABSENCES

Please phone the Student Absence Line— 4639 9166— if your child is sick or unable to attend school. Reasons for absence can then be recorded in the class roll.

## HEALTH POLICY

It is particularly important to contact the school if your child has an infectious disease as the close environment at school invites the rapid spread of such illnesses. For this reason, a child suffering from such a complaint must be excluded from the school for the period stated by the Health Department or the family doctor.

## HEAD LICE

The incidence of head lice is most noticeable in schools where large numbers of children mix freely. School may not be the source, but unfortunately it becomes a great environment for communication and spreading. In an attempt to prevent **head lice, we ask parents to regularly check their child's hair, that long hair be tied back and hair be treated immediately if lice or eggs are noticed.** Prompt treatment prevents spreading of the lice. Notifying the class teacher may also help in controlling the incidence of head lice.

## MEDICATION

Parents requiring staff to administer any medication must complete a medication form outlining the medication, dosage and time it is to be administered. The office will administer the medication.

Prescribed medication **will be administered as directed by the child's doctor or as set out on the original bottle labelled by the pharmacist.**

Non prescribed medication will **NOT** be given unless prior written permission **and instructions from the child's doctors have been received by the teacher.**

Asthma: Students with an asthmatic condition must provide the school with an **"asthma plan" prepared by their GP.**

## BEHAVIOUR MANAGEMENT POLICY

**Please read the Harlaxton State School 'Responsible Behaviour Policy' carefully** as all parents need to agree to sign off on the policy.

## WHAT YOUR CHILD WILL NEED IN PREP

\*\*\*ALL ITEMS BROUGHT TO THE SCHOOL MUST BE CLEARLY LABELLED

### WITH YOUR CHILD'S NAME\*\*\*

- Broad brimmed or bucket hat (preferably the school uniform hat)
- School Bag (big enough to hold all belongings)
- Library Bag (available at the tuckshop)
- Box of tissues
- Spare set of clothes (including undies) to be kept in school bag
- 2 document wallets (35x 23 cms)
- 2 x reams of A4 photocopy paper.
- 3 x A4 display folders.
- 5 x 64 page scrapbook.
- 2x manilla folder
- 6x HB Faber Castle Junior Grip pencils
- 1 Set Faber Castle Connector felt pens
- 1 Set Texta Zoom Wind Up colouring pencils
- 2 Glue Sticks
- 1 Large Pencil Case
- 1 Set Head Phones
- **Handwriting Book "Queensland's Handwriting Made Easy" (Browns Book Store)**
- Water bottle



## DAILY REQUIREMENTS

There are 3 meals eaten over the course of the day:

Snack Attack (eg Fresh Fruit, veggie sticks)

Lunch (sandwich)

Afternoon Tea (yoghurt, cheese, snack bar)



## A note about food/drinks

Parents are encouraged to provide healthy and nutritious food for school lunches and snacks. Please keep treat foods such as lollies, roll - ups, chocolate, chocolate muesli bars and chips for home consumption. Please keep in mind the **sugar and fat content of the foods/drinks you include in your child's lunchbox**. To encourage regular drinking of water throughout the day, students are encouraged to keep a water bottle at school where it can be refilled as required. Students will be notified about Tuck Shop availability in the school newsletter.

## CLOTHING

Students are required to wear the Harlaxton State School uniform which can be purchased at the school tuckshop.

Please ensure your child wears manageable, appropriate footwear eg. Velcro joggers. Thongs, open toed sandals and boots are not appropriate for safety reasons.

## TREASURES FROM HOME

Toys from home are not allowed at school but students are encouraged to bring interesting objects such as insects, rocks, leaves, shells, photographs etc. to enrich the educational program. Parents will be notified of suitable items for **'Show & Share' sessions.**

## EXCURSIONS

Over the year, excursions are planned and specialty visitors are invited to the school. These opportunities **compliment the educational program and extend children's** understanding and interest in particular areas. Prior to an excursion, a permission note will be sent home to be signed and returned. If there is a cost involved to cover transport or an admission fee, an invoice will be sent home and the money and slip must be returned to the office. Parent helpers will be requested for excursions in order to provide the required ratio of adult to child supervision.



## SPECIALIST LESSONS

Children will participate in specialist lessons ie. Music, PE Swimming and Library.

**SWIMMING:** Parents are required to sign a permission slip before children commence swimming lessons during first Term and at the end of Term 4. Children will require appropriate swimwear, sun shirt (or T shirt) and a bathing cap.

**LIBRARY:** Prep visit the Library in Term 1 and commence borrowing in Term 2.

## BOOKCLUB

We are members of the Ashton Scholastic Book club which distributes catalogues twice each term. Parents are invited **to purchase quality children's books at reasonable prices** through the school. In return, the school receives free books through a commission system based on these sales, thus increasing our library resources.



## CHAPLAIN SUPPORT

Parents and children are able to access confidential support from the School Chaplain, Debbie Dodds with parental agreement.

## STUDENT SUPPORT

Prep students have access to the guidance officer and speech language specialist.



# QUICK NOTES

- Parade is held every Friday morning and parents are encouraged to attend (8:30—9:00)
- Weekly newsletters are given to the eldest child in the family. There is a question at the bottom of the newsletter. Answer the question and return the slip to school to enter the draw to win a tuck shop voucher.
- When book borrowing commences, remind your child to bring their library bag and book to exchange.
- **All children participate in 'Values Education'. The "You Can Do It" program is used at prep.**
- The parent room is a friendly place to meet other parents. Everyone is welcome to go there.
- The school is always on the look out for tucks hop volunteers, people to join the P&C, volunteers to assist with the breakfast club etc. See the teacher or office for further information.
- The school provides breakfast from the parent room for children who **haven't eaten before coming to school. It closes at 8:20am.** The breakfasts are held Tuesday, Wednesday and Thursday mornings.





Learning at Prep- the new National Curriculum

Since 2012 the National Curriculum has been implemented in Prep, in all areas of the children's learning. This new curriculum aims to support 'all young Australians to become successful learners, confident and creative individuals, and active and informed citizens' with the 'knowledge and capabilities to thrive and compete in a globalised world'.

### Helping your child to prepare for school

**Not all children's learning experiences take place at school. Families support children's development in all learning areas through everyday activities.**

There are many ways to prepare your child for full time schooling.

- Helping your child to recognise and write some letters of their name.
- **Encouraging drawing and 'pretend writing'**
- Sharing lots of books and talking about the characters or things that happened.
- **Watching television or DVD's with your child and talking about what they see or hear.**
- Holding extended conversations with your child, using big words in context to make the meaning clear.
- Singing songs and saying nursery rhymes together
- **Drawing children's attention to signs, symbols and words in the world around them**
- Pointing out numbers in the environment- on buses, houses at the supermarket.
- Finding opportunities to count things together
- Playing board games together  
eg. Snakes and Ladders
- Using every opportunity to encourage your child to think and solve problems.

**The Whole Child**



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Creating Opportunities**

# *Investigating our environment*



**The Whole Child**



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