

**Gladstone South
State School**

Prep class

Information booklet

2009



WELCOME

We extend a warm and hearty welcome to you, as parents of our Prep year children. We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child. This booklet covers many of the day-to-day aspects of Prep. Please feel free to contact one of the administration staff if you have any further questions.

Leanne Ibell
Principal

Early years curriculum

Our Prep year is a new learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

We utilise the **Early years curriculum guidelines** that incorporate the following:

- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn.

We do not provide a formal learning situation but an informal one where the children learn through their inquiry into the materials provided, their play, and their contact with the school staff, parents, other children and community members.

Operating hours

The Prep day is the equivalent of a full school day. Doors normally open at 8.30am with Wednesday exceptions. Students are expected to attend five days per week and for the full length of the school day. Our day ends at 3.00pm.

EARLY YEARS (PREP) PROGRAM at Gladstone South State School

Everything your child does within our school has a purpose for learning. If you have any questions or concerns, please don't hesitate to ask us.

The following factors have been identified to contribute to success in learning:

- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, gross-motor and fine-motor development
- language learning and communication focusing on oral language and early literacy

- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.

Open door policy

School starts at **8.50am (a warning bell sounds at 8.45am)**. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time. Please do not enter the room before this time unless you have an appointment.

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher. This routine may include:

- putting their bag on the bag hook or port rack
- placing their water bottle into the appropriate storage container
- going to the toilet before the starting bell rings at **8.45am**.
- moving to the carpeted area and completing a puzzle while they wait for the teacher to start.

N.B. There is no playground supervision throughout the school prior to the bell at 8.45am.

Parent Meetings/Interviews

- Parent/Teacher interviews are held in Term 1 and Term 3.
- For any other interview times, please speak with your child's teacher for a suitable time.

Travel to and from the classroom

Please notify us, personally or in writing, when anyone other than you will be collecting children from the school. School finishes at 3.00pm. If you know that you are going to be late, please contact the school office and notify them of your delay.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and parking areas outside of the school grounds.

Supervision is provided at the Little Street gate where a staff member is on duty. This staff member supervises students catching the 3.20pm bus. When this duty time is over at 3.30pm, she or he will take any students who haven't been collected to the office to wait for their parents.

Please remember:

- children must be collected from outside the Prep classroom at 3 pm
- do not park in the school grounds
- use pedestrian crossings.

Illness

We advise you to keep your child at home if she/he is not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

Medication

Medication can only be dispensed at the school office. Parents must supply a note from the pharmacist or doctor, along with the medication in a bottle or box with a current label stating the correct dosage and frequency. Some asthma medications are an exception and students may keep them in the classroom. Please make sure you talk to your child's teacher about any specific medical conditions.

Absences

All absences from school are required to be coded and recorded in the class roll by the teacher. Please assist your child's teacher by providing a note or telephoning the school office if your child is absent from school.

Excursions

Educational excursions may mean a change from the normal school day routine. We will let you know in advance and will welcome your company on these occasions. All notes for excursions or special in-school activities should come home at least four weeks in advance. Payments can be made at the office from 8.15am daily. Payments should be the correct amount as we cannot give change. Payments should be clearly identified in an envelope or appropriate container. Payments not received by the due date on the notice may result in the child not being able to participate in the activity.

Money

Children are encouraged to only bring small amounts of money to school if they are purchasing from the tuckshop. The Prep students use the bag system for the purchasing of morning tea and lunch orders. All tuckshop orders are handed in within the Prep room, not the tuckshop.

Sun safety policy

The outdoor learning environment is perfect for children to explore their large muscle skills, e.g. running, climbing and hopping. It also promotes body strength, balance, coordination, and supports growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. We recommend that children have their own hat to wear – wide-brimmed hats or legionnaire-style caps being the most appropriate for our climate.

We strongly adhere to the school rule – **NO HAT, NO PLAY**

Accidents

Our school has a designated sick bay located in the administration building. Office staff will contact parents to advise them if their child has been involved in an accident that might require following up.

Behaviour Management

Gladstone South State School has a very clear and concise Code of Responsible Behaviour for students, which is provided in your enrolment pack for your perusal. All staff members strictly adhere to the guidelines in this policy and it is important that you are familiar with its messages.

At Gladstone South State School we have a trained Guidance Counsellor and an Early Years Phase of Learning – Behaviour Management Team who conduct a number of support programs throughout the school such as Social Skills, Grief Counselling (Seasons Program) and Anger Management. Contact can be made with our Guidance Counsellor via a referral form, which can be obtained from the classroom teacher or deputy principal.

Treasures from home

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home.

Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Birthdays and other celebrations

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We have found that patty cakes are the most ideal and fair way for children to share their special event with their friends.

Communication

Messages: Please read the noticeboards regularly to keep in touch with the children's activities, items of interest and generally, what's happening at school. Notices sent home in newsletters need more attention. It is your child's and your own responsibility to check that you are receiving messages within an appropriate time frame.

Newsletters: Newsletters will be sent out informing you about events happening in and around the school community. If you have any information you wish to share or contribute, please let the staff know... special visitors... new babies... so that the information may be included.

Phone Messages: Parents will not be able to talk directly to the class teacher or child if they telephone through to the school. The office staff will pass on all messages to the teacher. Sometimes parents need to make alternative arrangements for the collection of their child. It is important to try to keep these changes to a minimum to prevent the child becoming confused or distressed about how they are getting home.

Sharing information: Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at

home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child's progress, the school or the program. We look forward to working with your child and yourself in building a supportive partnership!

Parents in the Prep class

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classroom.

You can help by:

- * visiting the classroom and joining in the program (from March to December).
- * discussing any problems or concerns with the teachers.
- * offering to share hobbies, interests, ideas and any special expertise.
- * collecting junk, doing small jobs at home (e.g. cutting up collage).

See your child's teacher to find out how you can help. All parent helpers and volunteers in 2009 will require a Blue Card and to have undertaken the school's Induction Program for volunteers. Please watch the school newsletter for the dates when this training will be held.

Class requirements

Your child will need:

- school bag
- items as per Prep classroom list
- shady hat for outdoor play. Must be wide-brimmed or peaked with a back flap. (Hats may be kept at school.)
- healthy morning tea and lunch
- box of tissues to be stored in the classroom
- library folder – plastic, with a Velcro closure
- spare set of clothes including two pairs of underpants in a named plastic bag, with each item of clothing clearly named also, to be stored at school.

Break periods

Morning Tea :

11.10 – 11.25

Eating Time

11.25 – 12.00

Play Time

Lunch:

1.30 – 1.40pm

Eating Time

1.40 – 2.00pm

Play Time

Prep teachers and teacher aides have the same entitlements as other staff. During that time they may be on playground duty in an alternative area of the school. Other staff members may also have a duty in the Prep areas. Wherever possible, we will endeavour to keep the number of different people on duty in the Prep area to a minimum.

Play Time

Students will join with our Year 1 students in our Early Years Play Area that is situated at the front of the school near the Administration Building. At the beginning of the year, the play areas will be more restricted. As the year progresses, the students will be introduced to this play area.

Names and labels

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – ports, shoes, washers, lunch boxes, hats, library bags, clothing.

What to wear

The Gladstone South State School P&C Association has decided that the Prep students will wear the same school uniform as the rest of the school. Further details of the School Dress Code are provided for you in your Enrolment Package.

Sometimes a child may have an accident, which means that the clothes are too dirty to wear. In anticipation of such accidents, we ask you to leave a marked plastic bag containing an old outfit (including underwear) at school. Please remember to label each piece of clothing.

Ideally shoes are worn to school and the children develop the responsibility for taking shoes and socks off and putting them away in the correct place. Shoes are a hazard in outdoor play areas. The children need bare feet to grip as they climb and for sensory development. Parents should notify the staff if there are medical reasons why a child should not remove their shoes.

Links within the school

Prep students will experience specialist lessons just like those in the rest of the school. Most lessons will be of 30minute duration and may include : Music, Performing Arts, Technology, Motor Skills, Physical Education and Library. Prep students will attend one weekly parade which is held every Tuesday or Friday at 8.50am in the Covered Play Area. Parents are always welcome to attend.

The annual Sports Carnival is held in Term 2 and is always a colourful day. Parents again are welcome to attend.

School calendar 2009

Resume	27 Jan
Easter celebration	10 Apr – 13 Apr
Autumn	14 Apr – 19 Apr
Pupil Free Day	20 Apr
Labour Day	4 May
Winter	27 Jun – 12 Jul
Pupil Free Day	13 Jul
Spring	19 Sept – 4 Oct
Pupil Free Day	19 Oct
Summer	12 Dec – 26 Jan

We hope you will have an enjoyable and rewarding year with us. We also look forward to working closely with you to ensure the best possible start in education for your child.

We are looking forward to sharing a happy and productive year.

Cindy Marold (PREP teacher) and Helen Baxter (Teacher Aide)

