

Get Set For Prep Information Booklet 2017



Bowen State School



WELCOME

We welcome you and your child to Bowen State School. We believe that education is a combined venture of the child, his/her parents, carers and the school community. We look forward to a successful partnership in the educational interests of your child and sharing a happy, rewarding Prep year with you and your family.

ATTENDANCE

The prep year is a full day program for 5 days a week. The day begins at 8.50am and ends 2.50pm.

AUSTRALIAN CURRICULUM

Our Prep year is a 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.

Teachers use the Australian Curriculum for English, Mathematics, Science, History and Geography. The school is using an Explicit Instruction method of teaching, which involves group responses, teacher directed learning and daily practice of essential skills. Teaching is systematic, direct, engaging and success oriented. We also foster in our staff a firm sense of accountability to student learning achievements.

OPEN DOOR POLICY

School starts at 8.50am. Before this time staff are busy preparing their room and attending any meetings that are scheduled.

The Prep classroom doors will open at **8.30am**. We encourage you to use this time to settle your child into the class day. 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 racks
- putting their lunch box in the fridge
- placing their water bottle into the appropriate storage container
- going to the toilet before the starting bell rings at 8.50am
- moving to the carpeted area and completing a puzzle or reading a book while they wait for the teacher to start

(Encourage independence by allowing them to carry their own bags and unpack for the day by placing their lunch in the refrigerator and bag on the bag rack.)

When it is time to say good-bye, be cheerful and optimistic. Do not linger as sometimes the anticipation of your departure can cause your child distress.

TRAVEL TO AND FROM THE CLASSROOM

For term 1 and 2 we ask that children be delivered into the teacher's care and be collected by an adult known to the teacher. This ensures children's safety.

Please notify us, personally or in writing, when anyone other than yourself will be collecting your child from the classroom.

Regular contact with parents or caregivers adds significantly to the sharing of information to provide for the safety, learning and development of students.

Should your child arrive late or you wish to have your child depart school early on any occasion, it is necessary that this information be formally detailed at the office in the special register maintained for this purpose. Please visit the office before dropping your child into their class if they are late.



BUS TRAVEL

Prep children arriving by bus will be met by a teacher aide and escorted to the Prep classrooms. Prep children going home on the bus will be collected from their Prep classrooms and escorted to the bus assembly area.

ILLNESS

Children with infectious diseases must be excluded from school for specific times depending upon the nature of the illness. (See Disease Exclusion Table pg. 16 School Prospectus) In the case of minor ailments, parents are asked to use their own judgement about whether a child is well enough to attend Prep. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and unable to cope with the Prep program.

Should your child become ill during the day, he/she can rest in the sick room and parents or other contact person listed on the enrolment form will be notified.

MEDICATION

All medications are administered by the office staff (with a signed permission form), who maintain a register for this purpose. Ensure that you send any medications in the container provided by the pharmacist with the appropriate dosage instructions. (Refer also to Medication pg15 School Prospectus.)

ABSENCES

Our school must maintain records of attendance. Please inform the school if your child is unable to attend, by writing a note to the teacher providing the explanation for the absence or phoning the school office (4786 9555).

SUN SAFETY POLICY



The outdoor learning environment is perfect for children to develop 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 a SunSmart school, therefore our policy is NO HAT NO PLAY. Children must wear a wide-brimmed hat. School hats can be purchased from Bowen Safety & Camping or Glennlizzy Uniforms.

The application of sunscreen at home before departing for school is encouraged, as is the application of insect repellent.



COMMUNICATION

Messages & Newsletters-

Please read the Prep classroom noticeboards regularly to keep in touch with the class activities, items of interest and generally, what's happening at school.

School newsletters will be sent home informing you about events happening in and around the school community. It is your child's and your own responsibility to check that you are receiving messages within an appropriate time frame.

Communication Folder-

Prep children will use the Slimpic wallet on the booklist as the communication folder between home and school. All money, messages and the school newsletter should be enclosed in this folder.

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 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. Changes to family circumstances such as custodial situations, emergency contacts, addresses and telephone numbers are important to us.

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

PARENTS IN THE PREP CLASS

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

You can help by:

- Visiting the prep class and joining the program from the beginning of term 2 (eg. cooking morning, joining in with your child's play, small group work).
- Reading the classroom noticeboards and school newsletters.
- Supporting and encouraging your child to develop a positive feeling about him/herself.
- Discussing any problems or concerns with the teacher.
- Sharing hobbies, interests, ideas and any special expertise e.g. playing a musical instrument, pottery, gardening, cooking.
- Collecting junk materials such as cardboard boxes, paper, silver and gold foil, computer paper, string/lace/ribbon, buttons/ beads/ sequins, soft wood, lids/corks, plastic bottles, squirty bottles, old appliances.



We value your interest, participation and thoughts. We look forward to working with you to ensure that your child has a happy and rewarding Prep year.

CLASS REQUIREMENTS

The Bowen State School Booklist outlines the Prep requirements.

Your child will also need:

- large school bag to hold lunchbox, water bottle, hat, school folder and spare clothes.
- sun-safe hat for outdoor play. Must be wide-brimmed. This will be kept at school.
- spare set of clothes including two pairs of underpants in a named plastic bag, with each item of clothing clearly named. These are to be stored in your child's school bag.
- healthy morning tea and lunch.

Everything brought to the Prep class must be clearly named. Help us by making your child aware of his/her belongings. Encouraging your child to pack and unpack his/her belongings helps to develop responsibility and independence.

HEALTHY EATING HABITS

To encourage healthy eating habits, we ask you to send along healthy foods. (eg. fresh fruit, dried fruit, cheese, boiled eggs, salad items, sandwiches, savoury biscuits, yoghurt, muffins, carrot and celery sticks) Please place your child's morning tea and lunch in a named lunch box. There will be a fridge to put lunch boxes in. Do not send any item which requires heating up. Please also send a spoon if required. Please limit chips, cakes, sweets or roll ups sent as part of your child's lunch.



In term 1, Prep children will take alternate meal breaks to the normal school breaks. Teachers focus on eating routines; therefore Prep children will not have access to the school tuckshop. In term 2 Prep will have the normal school break times so the children may purchase their lunches from the school tuckshop. Brown tuckshop bags are available from the tuckshop.

WHAT TO WEAR

- Wide-brimmed hat to protect children from the sun.
- Bowen State School uniform shirt (available from Bowen Safety & Camping or Glennlizzy Uniforms)
- Black shorts
- Closed in shoes and socks are to be worn to school. We encourage children to develop responsibility for removing and putting on their own shoes. Shoes must be kept on unless a physical education lesson or sports day dictates otherwise. Velcro shoes are easier for children at this age.

DAILY PROGRAM

The Prep class is where children can continue on from their learning home, kindergarten or child care. The Prep year is designed to provide the educational foundation that all children need for success in later schooling.

The Prep class program is planned to cater for each child's interest and needs. It aims to foster the development of certain abilities, attitudes and skills, which will assist in his/her educational development.



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We use the Speech Sound Picture approach to teach children to hear the sounds in words and then match the letter or letters that represent each one. SSP is a multi-sensory phonics program that assists reading, writing, spelling and oral language development.

Children in prep will be involved in:

- indoor and outdoor play
- focused learning opportunities
- routines and transitions
- language activities
- numeracy activities
- music and games
- computers

The learning experiences in the Prep year will help children's

- ⇒ oral language skills
- ⇒ literacy, numeracy and science concepts and skills
- ⇒ creativity, thinking and problem solving skills
- ⇒ health and physical skills
- ⇒ social and personal competencies

The Prep class is part of the whole school campus. Children attending Prep will have access to-

- music with the music teacher
- physical education with the phys.ed teacher
- library borrowing
- parade
- tuckshop (beginning term 2)
- specialists - Guidance Officer, Special Education teacher

EXCURSIONS

Throughout the year we plan educational trips for the children. Parents will be notified early of the itinerary, objectives behind the excursion, supervision, arrival and departure times, cost, travel arrangements and items required.

TRANSITION PRACTICES

To support the children's transition from home to school the teachers make some adjustments to the daily routine. The Prep children will eat and play at separate times for the first term. Teachers supervise this time to develop good eating routines and promote positive social emotional interactions. The children have regular visits to the toilet in groups with teachers' aides or as a class.

THINGS PARENTS CAN DO TO HELP THEIR CHILD PREPARE FOR PREP

Help them to:

- Recognise their written first name.
- Write their own name with a capital for the first letter.
- Listen when a story is being read to them.
- Sit and concentrate and listen for at least 10 minutes.
- Hold a book the right way, turning the page.
- Share feelings about a character or event read in a story.
- Play simple memory and matching games.
- Talk about 'same' and 'different'.
- Follow a two stepped direction eg. Get the blue pen and bring it to me.
- Ask for help.
- Independently go to toilet.
- Independently dress themselves.



FIRST DAY

Talk to your child before school. Be upbeat and positive about how wonderful school will be. You will know your child's teacher's name before school starts. Please remind them of their name. Explain some things that you remember from school that you really enjoyed.

Let your child know you will settle him/her into an activity, then when the session begins at 8.50am it will be time for you to go. Reassure them that you will return at the end of the session and when it's time to go, leave promptly. He/she may show emotion for the initial break, but prolonging your departure is harder for both child and parent.

A FINAL NOTE

There may be some anxious moments during the year. Please be assured that we are all sensitive to the needs of all children and welcome any input that you as a parent may be able to offer.

We look forward to working closely with you to provide the best possible learning opportunities to ensure the best start in education for your child.