

Annandale State Primary School

PREP INFORMATION

Revised June 2016



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WELCOME TO PREP ANNANDALE STATE SCHOOL

This information booklet is intended to introduce students to Prep at our school. It is intended that the transition into Prep be a positive experience for students, teachers and parents. **This addendum is to supplement the Parent Information Booklet.**

ACCESS TO STUDENTS

Prep parents delivering children **after** school has commenced or taking children out of school early **need to sign in or out at the Student Reception**. This procedure is necessary for the safety of all students and to ensure they are recorded correctly on the roll.

ADDITIONAL REQUIREMENTS

A spare change of clothes and 2 sets of underwear should be kept in the school bag every day. All items are to be named.

APPOINTMENTS

During the year, teachers will be available to discuss any questions and concerns. Please note that due to the nature of Prep before and after school are very hectic times. It is highly recommended for parents to **make an appointment** with your child's teacher. Appointments can be made by speaking directly to the teacher, emailing the teacher or making a request through the school administration office.

ARRIVAL AT SCHOOL {Drop Off}

Students are not to enter the school grounds before 8 am unless they are with a responsible supervising adult. All prep children should report to the Covered Play Area (CPA). Siblings can accompany them. Staff are rostered to supervise the children from 8.00am to 8.40am.

BIRTHDAYS

We will acknowledge birthdays at school so please contact your Prep teacher and discuss with them ways of making that special day one that can be shared.

ILLNESS

Where a student becomes ill during a school day, teachers will send them to sick bay. The staff at sickbay will contact the parent to collect the student.

COMPULSORY EXCLUSION FROM SCHOOL THROUGH ILLNESS

Students who contract illnesses such as measles, chicken pox, mumps etc. must remain at home for the specified length of time. **Please do not send children who are sick to school.**

The school is governed by Education Queensland regulations. A list of infectious diseases and exclusion periods are available for your information on the following link from Queensland Health. www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

CURRICULUM/ PEDAGOGY/ REPORTING

Prep is considered the first year of schooling. The knowledge and skills gained by students in Prep is the foundation to Year 1. Prep students will engage with the National Curriculum through the "Curriculum to Classroom" (C2C) units developed by Education Queensland in Science, English and Maths. Teachers and students will continue to collaboratively develop units around the Social and Personal Learning, H&PE and Active Learning Processes areas.

The children will learn through;

- Investigations
- Real Life Situations
- Routines and Transitions
- Focused Learning and Teaching

Teachers will provide a **Semester Report** to parents on their child's progress using a 5 point scale at the end of the first semester, Term 2 and end of second semester, Term 4. **Oral reporting** will occur twice a year, at the end of Term 1 and the end of Term 3. Parents may contact their child's teacher at any time through the term to discuss their child's progress.

END OF THE SCHOOL DAY {Pick Up}

Children will be dismissed at 3:00pm. Children are **NOT permitted to play on playground equipment after school (regardless of parent supervision).**

EXCURSIONS

All Prep excursions will be related to the curriculum. Written permission is required to participate. If a payment is required it can be made through the cash collection window before school. Parents will be notified well in advance of the trip and rosters will be worked out for those parents who can attend the excursion.

FOOD REQUIREMENTS

Healthy snacks and healthy lunches.

There are two designated breaks in the school day, 11am and 1.30pm. It is advisable to obtain a cold pack lunch box as there is no refrigeration for children's lunches. A couple of fruit /nut snack packs are a good idea as there will also be some snack times early in the year. Please ensure that your child can open and close their lunch box and can open all packets, tins and tubs. Please include a teaspoon if required.

MEDICATION AT SCHOOL

Prescribed medications can be administered by School Staff. Parents are required to complete a permission to Administer Medication form. These forms are available from Student Reception. All medications are kept in the medical room. See the Parent Handbook for more details.

NON-CONTACT TIME

Each week teachers will be scheduled 2 hours non-contact time. This time is spent in preparation, assessment, purchasing, meetings etc. During this regular and scheduled time the class will have a teacher other than their classroom teacher. Where possible, this teacher will be the same person each week to allow continuity of programs and relationships with the students.

SCHOOL ASSEMBLIES

Prep students will attend Thursday Junior assemblies in the CPA. Assemblies are conducted from 2:30pm – 3:00 pm. Parents/Caregivers are welcome to attend.

SCHOOL HOURS

Prep school hours will be the same as for years 1-6.

8:50am-3:00pm.

The school day will be made up of the following sessions:

- **8:00am** Early "drop off" Preps and siblings to assemble in the C.P.A.
- **8:40am** All students move to Prep classrooms to prepare for class.
- **8:50 – 11.00am** Morning learning session begins
- **11.00 - 11:40am** 1st break – 11.00 - 11:10am eating time
- **11:40 - 1:30pm** Middle learning session begins
- **1:30 - 2:00pm** 2nd Break – 1:50 - 2:00pm eating time
- **2:00 – 3:00pm** Final session and dismissal

Classes are dismissed at 3pm.

SCHOOL TUCKSHOP

Prep students may order lunch from the tuckshop through the boxes in your child's classroom. Lunch orders for 1st and 2nd break are sent down in the boxes by 9.30am each day. Prep students cannot go to the tuckshop and purchase items over the counter until Term 4. Students are encouraged to eat their tuckshop as soon as they receive it. Tuckshop helpers are always welcome and much appreciated.

SPECIALIST LESSONS- Physical Education, Music, Library

Students have a Music and a PE lessons each week. These lessons are taken by specialist teachers.

SPORTS

On admission each child is allocated a sporting house (Bradman- red, Fraser-blue, Freeman-yellow or Perkins-green). If you have a child already attending school your Prep child will be in the same house and wear the same colour t-shirt / hat on sports days as their siblings.

TREASURES FROM HOME

Toys from home can get lost or broken at school. Please do not send toys to school.

UNIFORMS

A polo shirt and black shorts are available for both boys and girls. The girls also have the option to wear green shorts or a MacGregor tartan dress (when girls wear the tartan dress it is recommended the black pants/shorts are worn underneath). The students wear a reversible bucket hat with their sports house colours on the lining. All items are to be clearly named.

VOLUNTEER {Parent helpers}

Any assistance will be gratefully accepted and can be arranged by contacting your Prep teacher. It is necessary for parents who are assisting to "sign on" at the classroom each time they are volunteering. (Blue cards are required for all volunteers who are not parents.)

WATER BOTTLES

Please supply a full water bottle (**not cordial**) and ensure that your child can open and reseal it. Additional water can be obtained from the cold water taps around the school.

