

Annandale State Primary School

PREP INFORMATION

Revised July 2022



Office Hours 8:00am – 3:30pm Ph 47295111
E-mail: principal@annandale.ss.eq.edu.au

WELCOME TO PREP AT 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 8am unless they are with a responsible supervising adult. All Prep children should report to The Shed. Siblings can accompany them. Staff are rostered to supervise the children from 8.00am to 8.40am. Children are **NOT permitted to play on playground equipment before school (regardless of parent/adult supervision)**.

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. It is vital to keep all contact details up to date.

COMPULSORY EXCLUSION FROM SCHOOL THROUGH ILLNESS

Please do not send children who are sick to school. Students who contract illnesses such as measles, chicken pox, mumps etc. must remain at home for the specified length of time. The school is governed by Education Queensland regulations. A list of infectious diseases and exclusion periods are available for your information and can be downloaded from Queensland Health at www.health.qld.gov.au/public-health/schools/prevention. Scroll to Time Out brochure.

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 Australian 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, HPE 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 make an appointment to discuss their child's progress.

END OF THE SCHOOL DAY {Pick Up}

Children will be dismissed at 2:50pm. Children are **NOT permitted to play on playground equipment after school (regardless of parent/adult supervision.)** To ensure student safety, if a child has not been picked up by 3.10pm, the classroom teacher will take them to Student Reception and staff will call their parent.

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 1.40pm. It is advisable to obtain a cold pack lunch box as there is no refrigeration for children's lunches. During the morning session children are given a 5 minute snack break at around 10am to eat a piece of fruit or vegetable. Please send these items cut up and in a labelled container. 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 "Consent to Administer Medication" form (available from Student Reception). All medications are kept in the Student Reception First Aid area and should be in their original packaging with pharmacy label. Student Reception can advise on current guidelines for regular medications

NON-CONTACT TIME

Each week teachers will be scheduled 2 ½ 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 Shed. Assemblies are conducted on Thursday afternoons from 2:20pm – 2:50pm. Parents/Caregivers are welcome to attend.

SCHOOL HOURS

The Prep school day will be the same as for all other year levels:

- **8:00 am** **School Gates are Opened**
- 8:00 - 8:40 am Supervision of all children in The Shed
- 8:40 - 8:45 am Children move to classrooms and be ready to enter
- 8:45 am Classrooms open
- **8:50 - 11:00 am** **First Learning session**
- 11:00 - 11:10 am Supervised eating time
- 11:10 - 11:40 am Play time
- **11:40 - 1:40 pm** **Second Learning session**
- 1:40 - 1:50 pm Supervised eating time
- 1:50 - 2:10 pm Play time
- **2:10 - 2:50 pm** **Final Learning session**
- **2:50pm** **End of School Day - Classes Dismissed**

SCHOOL TUCKSHOP

The school does not have a Tuckshop. All students are required to bring their own food needs for the day

SPECIALIST LESSONS- Physical Education, Music, Library

Students have Music, Library and 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.





Transition to school

Making the first day a success

There are some simple steps you can take to make your child's first day at school more enjoyable and relaxed. Be prepared. The best thing you can do is to make the first day as calm and relaxed as possible.

The day before write a list of all you'll need to organise, such as food and a change of clothing. Stick the list to the fridge and tick each item off with your child as you complete it.

On the day:

- leave plenty of time to get ready
- make a nutritious breakfast — this is essential for sustained energy and concentration
- talk through the daily routine — start, lunch and finish times
- talk through a few simple self-help ideas — for example, asking teachers for help or directions
- be positive and encouraging about your child's attendance at school
- be flexible in the early days of school, children may take a little while to settle in.

Fuel your child's learning

School can be a big day, so by lunchtime your child will be hungry and thirsty. They will need a nutritious and filling lunch.

When packing your child's lunch:

- provide healthy food and drink in realistic quantities for morning tea and lunch
- ensure that your child can open and unwrap their lunch — some containers and wrappings can be very difficult for little fingers
- provide a variety of smaller items rather than one or two large items
- check with the school for information about healthy food and drink choices
- provide a water bottle every day and encourage your child to drink from it
- keep sweets, chips and other party food for parties or special occasions.



Transition to school

Supporting your child's transition to school

Starting school can be an exciting but anxious time for you and your child. For some children it may be the first time that they have been away from their parents. They may be going into a strange environment with unfamiliar people and things around them.

There are some simple steps you can take to help make your child's time at school more enjoyable and relaxed.

Encourage your child to be independent by helping them get used to:

- putting on and doing up his or her shoes
- opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles
- caring for and putting away play things
- going to the toilet independently
- following instructions to stay safe
- carrying his or her own bag
- identifying his or her own belongings.



Work with your child to develop his or her communication skills. Help your child to:

- ask for help when needed
- make his or her own needs known
- use appropriate greetings
- respond verbally when spoken to.

Familiarise your child with the school environment and routine by:

- driving or walking by the school a few times so that the school becomes a familiar place
- attending an orientation program or open day so you can meet your child's teacher and see the classroom
- showing your child where to put his or her things, such as a school bag and hat
- making sure your child knows how to get home from school safely or where to wait for you in the afternoon or where to go for after-school care
- visiting the school, if possible, when other children are there so that your child can get used to the number of children, the playground and the movement of children around school grounds
- introducing your child to other children in the neighbourhood who will be attending the same school
- asking the school what equipment and materials are needed such as school bag, library bag and hat (most schools will have a list). Make sure all possessions are clearly labelled with your child's name
- checking with your early childhood service about how they can help children make a smooth transition to school
- encourage children to understand that teachers are at school to help.



Transition to school

How to get involved

As a parent, 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:

- introducing yourself to your child's teacher
- 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
- attending parent information sessions
- reading the school newsletter
- checking school bulletin boards
- attending family fun days
- participating in a safe walking to school program with other children or families who live nearby
- attending parent association meetings and talking to other parents
- volunteering to attend school excursions or participate in classroom activities
- participating in school working bees.

Things you can do at home

You can also help your child progress at school by taking some simple steps at home:

- Take an interest in your child's schooling and value the importance of attending. Ask your child over dinner: 'What new things did you do at school today?'
- Read aloud to your child. Reading aloud helps develop the imagination, because it allows listeners to form a picture in their minds. It also helps develop an awareness of the patterns of language.
- Provide a variety of experiences to stimulate your child's imagination — for example, visit the zoo, park or airport.

- Play card games and board games with your child. This helps to develop mathematical, problem-solving, language and social skills such as turn-taking and not always winning.
- Spend time together as a family — activities such as shopping, going to the park or working in the garden build children's awareness and knowledge of the world around them as well as develop language skills.
- Find opportunities to write with your child. This includes making lists for grocery shopping or things to take on trips and writing letters. These opportunities build children's awareness of vocabulary and the importance of reading and writing.
- Sing familiar songs and nursery rhymes together with your child.
- Show respect for your child's natural curiosity. Be patient and try to find the time to answer the many questions they ask or make ways to find answers together.
- Encourage your child to be responsible for packing and unpacking his or her school bag each day.



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