



Moorooka State School

Prep Handbook

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WELCOME

Welcome to Moorooka State School

Starting School

Prep is an early education program only offered in primary schools. It is a full-time program and children attend from Monday to Friday during normal school hours. It is available in all Queensland state schools and most non-state schools offering a primary program. Prep is integrated fully into the rest of the school. Classrooms and other facilities are located in school grounds. **Children must be 5 years of age by 30 June in the year they start Prep.**

Children whose birthday falls in the month of July, or children who have previously enrolled at school in another state or country, may be able to commence Prep early if they are assessed by the school principal as being ready. These are the only circumstances in which early entry to Prep is permitted under Queensland legislation. A July birthday or previous school enrolment in another state or country does not guarantee early entry to Prep.

Further information regarding Prep is available at:

<https://education.qld.gov.au/parents/Documents/early-entry-prep-framework.pdf>

Prep provides the foundation for your child's success at school by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy
- physical abilities, including gross and fine motor skills.

Helping Moorooka State School Assist your Child

Parents -

- please ensure you have signed the transition statement form so that your kindy or child care centre can approve the school's access to the statement
- please ensure you have organised your child's stationery and book requirements
- label bags, shoes, lunchboxes, hats, library bags and clothing with your child's full name. Do not label books, pencils etc as they are shared communal resources on group desks.
- ensure your child wears our school uniform which can be purchased from the Uniform shop run by the P and C Association. See school website for hours
- ensure you keep the school office informed of any changes of phone numbers, address, or emergency contact numbers in event of illness or accident
- check immunisations are up-to-date and that vision and hearing have been checked
- ensure your child has a school bag big enough to hold their lunch box, reading bag, hat, a library bag on library day and jumpers or raincoats if necessary.

Getting your child set for Prep

Starting school can be an exciting but stressful 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 to get used to:

- putting on and doing up shoes

- eating and drinking without help (opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles)
- caring for and putting away play things
- using a handkerchief or tissue
- going to the toilet independently
- using playground equipment safely
- carrying their own bag
- identifying belongings
- making their own needs known
- using appropriate greetings
- responding verbally when spoken to
- knowing their full name, address and phone number
- knowing their parents' names.

Familiarise your child with the school environment and routine by:

- driving or walking by the school a few times so it becomes a familiar place. If possible, do this sometimes when other children are there so that your child can get used to the number of children, the playground and movement around school grounds
- attending the orientation program so you can meet the teachers and see the classrooms
- showing your child where to put their things, such as a school bag and hat
- making sure your child knows where to wait for you in the afternoon. If they are being picked up by someone else, they need to know who that will be. If they are to go to Moorooka Out of School Hours Care (OSHC) they will wait in the room
- checking with your pre-Prep provider (kindy, childcare) about how they can help children make a smooth transition to school
- encouraging your child to understand that teachers are at school to help.

First Day Procedures - Prep

In the first week of Prep your child will be in the class with the teacher and teacher aide they met on 'Meet the Teacher' day. However, please be aware that there could be changes and these will be communicated with you. This is to ensure they get exposure to all of their peers and Prep environments so we can best place your child for success in their first year of schooling.

The Prep Day starts at 8:45am and concludes at 2:55pm. You can bring your child into the Prep area after 8:45am. The school bell will ring, which indicates that it is time to start the day. The teacher will then take all of the children into the classroom. Say goodbye to your child with a hug and a kiss, and then leave the Prep area.

Please return to the classroom to pick up your child no earlier than 2:55pm. The early arrival of parents at the classroom can cause some anxiety for other children. Greet your child and help them to share some of the exciting events that have happened in their day.

Getting off to a good start

It is important that you talk positively about the school and value what is happening there. This is a long term experience for your child; schooling encompasses a lot of years of living and learning. Your child is more likely to have faith in and commit to the school experience if you are supportive of them, their teacher and their school.

We are delighted to welcome you to Moorooka State School. We are sure that your family's time here will be enjoyable and we look forward to many happy years of association together.

Curriculum, Standards and Assessment

Prep teachers use the Australian curriculum to teach, assess and report on in Prep.

The Australian Curriculum encompasses:-

English	Science	HPE	Technology
Mathematics	HASS	Arts	LOTE

Prep is a critical time in the learning of foundation knowledge and skills in the areas of literacy and numeracy. Minimum literacy and numeracy standards for Prep students to achieve by the end of the school year are set each year at Moorooka State School. Progress of students throughout the year is carefully monitored and early intervention strategies are accessed if we believe a child may benefit from some additional support with their learning. The focus of this support in Prep is usually around oral language development.

Reports cards are issued twice a year, (Term 2/Term 4) to provide information on how your child is progressing. Any concerns you may have can be discussed with your class teacher.

Parent-Teacher interviews are held twice a year, (Term 1, Term 3) to formally update you on your child's progress. You will also have the opportunity for many short informal updates throughout the term and year.

Arrival and Departure

Arrivals

At the beginning of day, please bring your child to their classroom. The classroom doors open at 8:45 am. When your child arrives at school, they are to place their bags in the bag racks and tuckshop orders in the boxes outside the classroom doors. Once your child is settled we encourage you to leave the Prep precinct as extended goodbyes can be unsettling for the children.

Departures

Parents are to collect children at 2:55pm. Children attending Outside School Hours Care will be supervised by staff until they are collected from the classroom by a SchoolPlus educator.

Remember - Prep parents are required to drop off and pick up from their Prep classroom unless they are attending OSHC.

Late Arrivals and Early Departures

In the event of arrival at school after 8:50am, please go directly to the Office to the late slip/payment window to sign your child in. A late slip will be issued and must be handed to your child's teacher. Should it be necessary for your child to leave school before 2:55pm, please sign your child out at Office before leaving the school premises.

It is important children arrive on time. Attendance is closely monitored and Admin will contact you if your child is regularly late. Children need to hear the early messages of the day and feel part of the group. It is very important that your child is collected punctually. Young children worry and become very upset if they are left waiting.

Class Time

Show and tell

Show and Tell gives children the opportunity to communicate and talk to their peers about the world. Please do not send any valuable or irreplaceable toys for show and tell. Let your child choose their show and tell as this is more meaningful to for them. Children are not allowed to play with their show and tell items during the day. Please, no pets in the school grounds.

Medication

If your child is receiving medication and is well enough to attend school, medication can be administered by the Office. You must complete a Request to Administer Medication at School form which is available at the office. This will be stored with the medication, clearly labelled, and stored safely away. All medication to be administered at school must be in its original box and clearly labelled with your child's name, dosage and time of administration.

The school does not keep a supply of painkillers (Panadol or other medication) for student use. Without a completed Request to Administer Medication at School form, the school staff are not permitted to administer any medication. A medication record book is kept for parents to set out dosages and times.

When medication is no longer required it will be returned to you in person. We cannot send medication home with children.

Toileting

Initially, Prep students will be supervised by Prep staff when using toilet facilities. Later, our Prep teachers will use their judgment about students' readiness to access the toilet facilities in pairs.

Library Borrowing

Prep students are strongly encouraged to regularly borrow books from our school library. All children have a weekly library lesson, at this time they will be able to borrow a book. Your child will need a library bag to take their book home.

Names and Labels

Please label all your child's belongings to enable easy identification. Lost property is kept in the stairwell underneath D block (closest to the staff carpark).

Toys

We request that toys are not to be brought to school from home as children can get upset when these items are lost or broken. Other items however, are very welcome for sharing time for example: postcards, photos, things for the science table.

Brain Break

It has been proven that children's concentration and learning can be affected by their diet. We have decided, as a school, to introduce a "Brain Break". During every morning session (approximately 9.30am to 10am) the children will stop for a fruit or vegetable snack which we believe will aid in their concentration. They will be required to bring a small piece of fruit or vegetable every day, washed and prepared (eg. oranges and carrots sticks pre-cut in a bag). Please note this is to be "FRUIT", not processed food with fruit in it.

Please note: All food packaging, waste and leftover food in lunch boxes is returned home with the students.

Birthdays

Birthdays are an important event in the life of your child and one to be shared with their community of friends in prep. You are also welcome to share this event. We recommend cupcakes or ice blocks. Please let us know if you do not celebrate birthdays or have food allergies.

Staffing

Each Prep class will have a full-time teacher and a teacher aide in the classroom every day. Specialist teachers also take Prep students for a range of curriculum activities, each week:

Students work with:

- a music teacher,
- a health and physical education teacher
- a library teacher, and
- an art teacher (media, visual, dance and drama)

Lunch Breaks

Hats

A hat should be worn whenever outside. Our school policy is no hat, no play. Hats need to be clearly named. Having more than one hat assists, if one should temporarily be misplaced. Hats are not loaned out by the school. There are shaded areas in the school for children to still access outdoor play if they forget their hat.

Tuckshop

We encourage all families to use our online ordering system which is offered through Qkr. The full menu is available using this system and orders can be placed for both first and second breaks. Tuckshop can also be ordered by writing the order on a paper bag and placing it in the tuckshop basket.

Set up your family using the Qkr instructions below:

- Download Qkr on android, iPhone or iPad
- Register - select 'Australia'
- Find our school (select or search)
- Register your children

Tuckshop hours will be available on the P&C Facebook page. Please keep in mind operating hours do change sometimes. P&C Facebook page is -

<https://www.facebook.com/moorookastateschoolpac/>

Food and Nutrition

As part of certain units of work, your child may be involved in cooking activities. These cooking times provide children with a taste of foods from a variety of cultures. We aim to provide wholesome and healthy ingredients for the children. If your child cannot eat certain foods or has an allergy, please inform the school office.

Research is clear that nutrition plays a key role in the quality of a young person's physical and neural development. For this reason, for optimum success with a student's learning program, we believe that students should be fed the best quality nutrition possible. It is also important that students are encouraged and supported to take responsibility for the quality of food they eat themselves.

Water Bottles

Please ensure your child always bring a full and easy to open water to school. Bottles can be refilled from bubblers if needed during the school day.

Parents in Prep

Parents have an important and valued role in the education of their children and in our learning community. Therefore, we welcome your involvement in the classroom. We encourage you to be part of your child's learning in whatever way you can. Please let your child's teacher know at the beginning of the year if you have any special talents you can share! (for example: art, music, cooking, science etc.) When attending your child's classroom as a volunteer please sign in and out of the visitor's register in the administration office.

You contribute to the school partnership when you:

- Tell the class teacher who the important members of your child's extended family are and who to contact in an emergency.
- Inform the teacher about significant events in your child's life, especially if the changes are likely to be distressing for the child.
- Let the school know when your child will be absent.
- Advise the school if your child will be collected during school hours, and by whom – as a courtesy, as well as a child protection measure.
- Ask questions, talk to staff, write an email and/or send a note about anything that's concerning or interesting to you.
- Check the school note pocket and email inbox for notes, forms and newsletters – and read and respond to them. Working parents may not be able to be actively involved in daily school life, but reading school newsletters and talking to your child about what is happening shows your interest.
- Make time to keep in touch with your child's class teacher, to keep informed about class activities and your child's growth and development.
- Where possible, attend school and class events. If you are unable to attend, could another family member or friend stand in to support your child and value their efforts?
- Attend parent-teacher interviews and talks, especially those concerning your child's learning progress (it's desirable, if possible, for both parents to attend such meetings).
- Connect your child's school learning to family activities and excursions.
- Display your child's work from school and talk about it with family members.

Home Learning

Regular activities done at school are to be taken home and discussed with parents. Home readers (decodable readers) will be sent home, usually from mid Term 1 onwards, or when each individual child is ready.

Communication

Teachers are often not available to meet for formal discussions in the morning as they are focussed on preparing for the day, unless you have a prior appointment. For matters concerning the classroom, playground or education of your child you can make an appointment by contacting your child's Class Teacher by email.

Many situations are complex, so it's important to not jump to conclusions. Listen to all points of view and try to find a 'win-win' solution suitable for all parties. If you do not feel satisfied with communication with the Class Teacher, you can make an appointment through the school office to see the Deputy Principal.

School Newsletter

The school's newsletter is electronic and will be emailed to you. It is also published on our website www.moorookass.eq.edu.au. Our newsletter provides up to date information about what is happening in the school.

Parent Participation

If you wish to be a parent helper you are very welcome. Please arrange this with your child's teacher. If you choose to assist at Prep, either as a volunteer or craft helper, it would be lovely for you to blend in, in the same way that the teacher and assistant do.

Working together to solve problems

Sometimes a child does not want to go to school, and this can be very upsetting for both parents and child. Not wanting to go to school can happen at any age but it may be connected to major changes such as starting school, family break-up or moving house. Children might find separating from their home and family difficult when starting school and try to get their parent to stay with them. However, some children may just take longer to feel comfortable in new situations. Meet with your child's teacher to discuss strategies to support your child.

Community Involvement

Key Annual Special Events

Easter Hat Parade
Under 8's Day
Teddy Bear Picnic
Athletics Day (Semester 1)
Swimming Carnival (Semester 2)

Please check our website calendar
for dates and times and other
events throughout the year.

School timetable/bell times

8:40am	Bell: Warning bell for all students to report to classroom.
8:45am	Bell: Teaching and learning commences Roll marking, tuckshop monitors take the basket to the tuckshop by 9am Healthy snack morning session (5 minutes only in class).
8.50am	First Session.
10:50am	Bell: First break (eating) <ul style="list-style-type: none"> • Teachers ensure that lunch boxes are in the basket and all children have a hat for play • Lunch baskets are collected and monitors place the lunch baskets in the designated eating areas. Staff in the designated eating area distribute tuckshop orders to students. • Classroom doors are locked during breaks
11:00am	First break (play) <ul style="list-style-type: none"> • Staff on eating duty ensure area is free of litter • At the end of first break the tuckshop box is returned to the classroom and lunch basket monitors carry the baskets back to classrooms
11:30am	Bell: Middle Session
1:00pm	Bell: Second break (eating)
1:10pm	Second break (play)
1:40pm	Bell: Last Session
2:55pm	Home Time
3:15pm	Students to have left the school grounds. Remaining students are to report to the office if not collected.

Top 10 things Prep parents needs to remember:

1. My hands are small; please don't expect perfection whenever I make a bed, draw a picture or throw a ball. My legs are short; please slow down so I can keep up with you.
2. My eyes have not seen the world as yours have. Please let me explore the world safely and don't restrict me unnecessarily.
3. Housework will always be there. I'm only little for a short time- please take time to explain things to me about this wonderful world.
4. My feelings are tender, please be sensitive to my needs.
5. I need your encouragement to grow. Go easy with criticism – remember to criticise the things I do, not me.
6. Please give me freedom to make decisions concerning myself. Let me fail so I can learn from my mistakes (enable me to take safe risks).
7. Please let me have a go at doing things for myself.
8. Don't compare me to others. I will learn at my own pace.
9. Don't be afraid to leave me at school. Kids need time away from their parents too.
10. Help me to be independent. Teach me to tie my shoelaces; do up buttons and put things away myself.