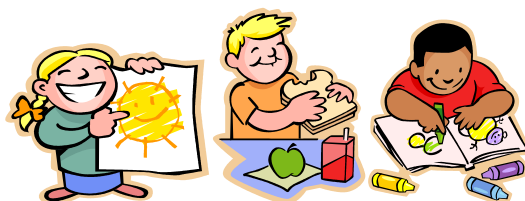


# Coombabah State Primary School



# Prep Class Parent Information Booklet

# 2023



# The Coombabah Preparatory Year

# WELCOME

Dear Parents

Thank you for choosing Coombabah State School to enrol your child. We are proud of the program that we provide and understand that effective communication with you is essential to build effective relationships.

Our school is one of the smaller schools in the local area and we are nearing capacity for the number of students we are able to enrol. We have an enrolment management plan which means that we can only take students from within our designated boundary. There are some exceptions to this and these can be addressed on a case by case basis.

Our Prep enrolment has continued to grow in recent years and this is a direct result of the links we have actively pursued with local childcare providers and the quality and diversity of the program that we provide. We take great pride in tailoring an individual program for each child and encouraging respectful relationships aimed at ensuring that we provide a quality learning environment.

Education and an effective learning program cannot be achieved in isolation and the building of a positive partnership between parents and teachers is essential.

We look forward to having your child as a part of our school for their primary years of learning.

Murray Gleadhill

PRINCIPAL

# School Map



## Operating hours

The prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the full length of the school day.

Monday – Friday 8.45 a.m.- 3.00p.m

# Prep – Year 6 Curriculum

Coombabah State School will be following the Australian Curriculum as per Education Queensland Guidelines.

## Links within the school

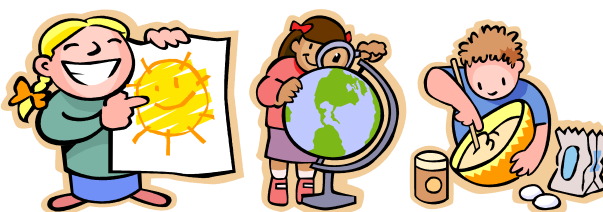
Children attending Prep will have access to music, ICT and physical education lessons with specialist teachers, library borrowing, incursions, excursions and performances. Prep children will attend assemblies held throughout the term and will participate in whole school events e.g. sports day and musicals.



# 2023 TERM DATES

## Queensland term dates – 2023

Term 1	Monday 23 January – Friday 31 March	10 weeks
Term 2	Monday 17 April – Friday 23 June	10 weeks
Term 3	Monday 10 July – Friday 15 September	10 weeks
Term 4	Tuesday 3 October – Friday 8 December	10 weeks



## Prep Policies & Procedures

### ***Open door policy***

School starts at 8.45am with a short assembly. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time. ***Please only enter the room before this time if you have an appointment or if the teacher has opened the doors for the children to enter before 8:45am.***

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 into the bag racks
- placing their water bottle into the appropriate storage container
- going to the toilet before the starting bell rings at 8.45am.
- moving to lining up outside the classroom, ready to go to assembly.

### ***Travel to and from the classroom***

To ensure the safety of your prep child we recommend you drop off and collect your child from the prep class. This is especially important in term 1. We also believe regular contact with parents or caregivers adds significantly to the sharing of information to provide for the safety, learning and development of students.

Please notify us, personally or in writing, when anyone other than yourself 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.

### **Please remember:**

- **Week 1-4:** Children **must** be collected from outside the Prep classroom at **3 pm**. If you arrive earlier than this, the waiting area for parents in prep classes is Area I. This is the undercover area adjacent to the prep classes near the northern staff carpark & drop and go zone. Please make your way to outside the classrooms **when the 3.00pm bell rings**.
- **After week 4:** A negotiated pick-up area can be organised with your child (Area I is a good suggestion). It is advisable to inform the teacher of where your pick-up point will be.
- Parents should not access the staff carparks for drop offs and collections for safety reasons.
- Please use pedestrian crossings.
- Please see your School Information Folder for more information regarding *Drop and Go*

### **Toileting**

If your child is in one of the prep classrooms without toilet facilities they will be asked to walk to the prep classroom toilets with a buddy during class-time. Children will receive specific support during the initial months of prep to ensure appropriate toileting procedures are remembered for hygiene and safety.

### **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.

Please see your School Information Folder for more information regarding exclusion periods.

### **Medication**

Please see your School Information Folder for more information.

### **Absences**

We value every child's learning. Every school day is a focussed learning experience for your child. Therefore attendance every day is very important for your child's learning and progress.

Please call to alert us of your child's absence using the Coombabah State School absence line on ph.5501 3860. This is a 24hr service which can be accessed at any time. It is important to call each day that your child is absent with a reason for that absence.

If students are absent a SMS message is sent home on the morning of the absence. It is preferred that you reply to this message as soon as possible.

### **Excursions and Incursions**

Educational excursions or visiting performances/educational shows may mean a change from the normal school day routine. We will let you know well in advance of any changes. Some excursions will require parent assistance especially with supervision and safety.

## **Money**

At times it may be necessary for you to send money with your child to Prep. Please see your School Information Folder for more information.

## **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 and insect repellent prior to your child's arrival at school. It is essential that your child has their own hat to wear –the school bucket hat being the most appropriate for our climate. School hats are available all year round at the uniform shop.

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

## **Accidents**

In the unfortunate event of an accident or emergency occurring, your child's Prep teacher has access by phone to the office for additional support and assistance. Please see your School information Folder for more information.

## **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 or in Prep until the end of the day. *Staff cannot take responsibility for any loss, damage 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 or ice-cream cones are the most ideal and fair way for children to share their special event with their friends. Please discuss this with the teacher.



## **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. Checking your child's bag and diary each afternoon is recommended.***

Communication with your child's teacher can also be via email, SMS message, diary and at times a communication booklet if this is appropriate.

We also have a facebook page that shares important information with the school community.

Newsletters: Newsletters will be sent via email informing you about events happening in and around the school community.



**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!

### ***Munch and Crunch***

We encourage students to bring a snack to eat early in the start of the day. This is an important part of the school day and ensures that students have that bit of extra energy to keep them going. This snack is recommended to be a piece of fruit or a vegetable that is cut up and kept in a sealed container or snap lock bag.



## Parents at Prep

Yes!!!

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

You can help by:

- \* visiting the classroom and joining in the program (**from March** as we like to have the children settled into the school routine and expectations in the first few weeks).
- \* offering to share hobbies, interests, ideas and any special expertise.
- \* help in the tuckshop
- \* discussing any problems or concerns with the teachers.
- \* collecting art & craft objects, doing small jobs at home (e.g. cutting up collage).
- \* Assist with excursion
- \* assist with incursions, school musical
- \* listen to children read

When you help at school you will need to register as a volunteer by signing a Volunteer Agreement and sign in and out each day at the school office and attend an induction session prior to commencement.



# What does my child need for Prep?

## ***Class requirements***

Your child will need:

- school bag (must be *large* so children can pack their bag independently)
- School hat for outdoor play and Sport purchased from the Uniform Shop. Hats will be kept in children's bags.
- healthy morning tea and lunch for optimal learning potential and behaviour
- spare set of clothes (preferably uniform) including two pairs of underpants in a named plastic bag, with each item of clothing **clearly named** to be stored in your child's bag.
- Water Drink bottle (**refillable**) not glass.
- Piece of fruit (for munch 'n' crunch time in class)



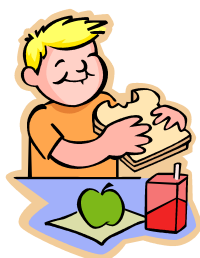
## ***Prep Booklist- TBA***

## ***Break periods***

Prep teachers and teacher aides will have rostered breaks in accordance with award entitlements. Where possible, Prep teachers will be rostered on to duties supervising the Prep children during morning tea and lunch breaks. Prep children will have additional playground support until they are confident and able to venture into the wider prep play area. We **do not share food** so please only send food enough for your child to eat.

## ***Tuckshop***

Prep students may have orders made for them online through Flexischools, before school at the tuckshop or written orders sent via the classroom tuckshop box. Prep students are not allowed to go to the tuckshop to directly purchase food in the first Semester for workplace, health and safety reasons.



# What to wear to Prep?

Coomabah Prep students are expected to wear the school uniform. Prep teachers understand the need to be careful with messy activities and aprons will be provided when required, to prevent accidents.

Sometimes a child may have an accident, which means that the clothes are too dirty to wear and the above mentioned, named spare clothes, to be kept in your child's bag, are essential.

Sturdy, enclosed black sandshoes or black school shoes should be worn to prep. To assist your child in experiencing independence early on we prefer **shoes with Velcro straps** unless your child is able to tie shoelaces independently.

## ***Names and labels***

As young children often do not recognise their own belongings, we cannot emphasise enough the need to **label absolutely everything** – school bags, shoes, lunch boxes, hats, clothing and drink bottles. We cannot return lost items to the right owners if they are not named.

## ***Summer Uniform:***



***Winter Uniform: available from school uniform shop***

**A uniform price list has been included in your orientation pack.**

# Handwriting

Please use the printing below (not all capitals) every time you write your child's name. Your child will quickly begin to recognise his/her name. He/she will then learn to write it in the same way he/she will be taught at school.

Aa Bb Cc Dd Ee Ff Gg  
Hh Ii Jj Kk Ll Mm Nn Oo  
Pp Qq Rr Ss Tt Uu Vv  
Ww Xx Yy Zz

Be assured.....it gets easier with practise!

