

# Ascot State School

An Independent Public School



## PREP HANDBOOK

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## From the Principal

Dear Parents and Carers

I am delighted that you have selected Ascot State School for the education of your child. Starting school is a major milestone for you and your child especially if this is your first child at school. This book highlights some important information for you to make the transition to the Preparatory Year a smooth one.

I know your child will enjoy their education at Ascot State School as we offer 'something for everyone'. We believe that education develops the whole child emotionally, socially, intellectually, physically and creatively. Our curriculum caters to the diverse needs of our students and instils a love of lifelong learning.

We acknowledge that all children develop at different rates and in different ways. When your child starts Prep they may not be able to do what other children can. Life is not a race – it is a journey of discovery. Our wonderful educators work alongside parents to build confident and creative young people with a positive disposition to learning.

I am looking forward to meeting your child in Prep and look forward to developing a strong partnership with your family.



Gayle Coleman  
Principal

## From the Prep – Year 2 Deputy Principal

What an exciting time for your family as you enrol your child in Prep at Ascot State School. Your child's Prep journey is a special experience as they grow and develop, making friendships and encouraging a love of learning and school. At Ascot SS we are a team that is here to support your family. We look forward to developing this partnership over the coming year.



Cindy Keong  
Prep – Yr2 Deputy Principal

## From the Prep Team

Dear Families

The time has arrived for your child to attend Prep. This often creates change and challenges for your child and your family. You will no doubt have many questions and we aim to give you the information that you need for your child's Prep Year to be as successful as possible.

A sincere welcome is extended to you and your family. We trust that your child's learning experience at Ascot will be an exciting and positive one that is supported by all members of our school community. We look forward to sharing in your child's learning journey and celebrating their successes together.

Welcome!

The Ascot SS Prep Team

## Early Years Philosophy

Our classrooms are warm, friendly, supportive environments where we value:

- the unique attributes of each child
- curiosity about the world
- resilience
- effort
- diversity and multiculturalism
- care and pride in oneself
- tolerance and mutual respect
- courtesy

As a school community we recognise our strengths are in our children, staff and families. It is our aim to:

- build partnerships with parents, community and education facilities to build opportunities for children to develop, learn and
- experience a smooth transition to school
- provide a program that is engaging, challenging and responsive to the diverse needs of Prep students
- provide a safe, secure, nurturing environment in which each family's culture, history, language and traditions are valued
- continue to foster excellent, research based, age-appropriate teaching and learning practices in all that we do

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 through social interaction
- early literacy and numeracy foundations
- physical abilities including gross and fine motor skills

## Our Preparatory Program

Our Prep teachers use the Foundation Year of the Australian Curriculum to guide children's learning. The Foundation Year in the Australian Curriculum refers to the year before Year 1 in Queensland schools. The link, [http://docs.acara.edu.au/resources/Information\\_for\\_parents\\_Foundation\\_year.pdf](http://docs.acara.edu.au/resources/Information_for_parents_Foundation_year.pdf) provides further information on content and standards to be achieved by the end of the Preparatory Year.

The Australian Curriculum is designed to develop:

- successful learners
- confident and creative individuals
- active and informed young people who are ready to take their place in society.

It sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend.

The Australian Curriculum with its eight learning areas provides a modern curriculum for every student in Australia. Included in the content of learning areas there are seven general capabilities intended to help prepare young Australians to learn, live and work in the 21st century. There are three, cross-curriculum priorities that are also a focus across the learning areas.



The Australian Curriculum is flexible so that teachers can plan the learning for all their students, while taking into account the needs of their local school community.

In their first year of school, students learn through teaching interactions with others, experimentation, practice and play in the classroom and school community. Priority is given to literacy and numeracy development as these are the foundations upon which further learning is built. Opportunities to develop literacy and numeracy are found in all subjects but particularly in English and Mathematics. Learning in a classroom and belonging to a school community are key to the first year at school.

Each class engages in hands-on, inquiry learning to develop the foundations for future success at school. Each day you will see the students involved in focused learning experiences, inside and outside activities, on their own, in small groups and as part of the whole class.

Our teachers will meet regularly with you throughout the year to discuss your child's progress. Formal Parent-Teacher Interviews are held twice per year. If you have questions outside of these times, please make a mutually convenient time to discuss with your child's teacher.

### [Prep Teaching Assistants](#)

Our Prep Teaching Assistants are an integral part of the Prep team. These staff members are experienced with young children and families and work closely with everyone in Prep. Our Teaching Assistants aid in the development of literacy, numeracy and social skills through the range of programs and learning opportunities that we offer each day.

### [Specialist Lessons](#)

Students receive weekly lessons from specialist teachers in Music, Drama/Dance and Physical Education. Swimming lessons for Prep children take place in Term 1 commencing week 5 & Term 4 and the focus is on water awareness. The Ascot State School P&C also fund an artist-in-residence who conducts art lessons for Prep students.

### [School Library](#)

Prep students are encouraged to read for enjoyment and enjoy books with their family. Students will go to the library each week to borrow books. Students are also able to borrow before school and at lunch time. You are welcome to borrow with them before school.

### [Library Opening hours](#)

8:30am–8:50am – open for quiet reading and borrowing

11:15am–11:45am – open for borrowing, quiet reading and games

2:00pm–2:15pm – open for quiet reading

## The Journey of the Prep Child

To be a Prep student your child must be five years old before June 30 in the year of enrolment. The Preparatory Year gives your child the very best start to school by setting them on the path to lifelong learning and helping them make a smooth transition to Year 1. Over the coming school year, your child will grow and develop in many ways. The change that we will see in your child from January to December is tremendous.

Children of this age actively build on their knowledge. Typically, their memory and powers of observation increase, as does their capacity to learn. They will explore, investigate, problem solve and predict. They will make many friends and learn to be tolerant and to get along. They will try many new things and we will encourage them to take risks with their learning. They will learn to be confident, resilient, persistent and organised. Together we will set learning goals and celebrate achievements.

## Expectations when starting Prep

We all want the transition to Prep to be successful. Following are some suggestions for you to assist in this important process.

Is your child:

- well rested, nourished and well prepared
- able to toilet him/herself
- wash their hands
- wipe/blow their nose
- ask for help
- walk up and down stairs confidently

You can prepare your child for the Preparatory year by:

- talking positively about school and discussing your new routines
- encouraging your child to be independent
- teaching reliability and responsibility by allocating them regular household tasks such as setting the table, wiping up, folding clothes, putting their own clothes away
- assisting them to practise eating their lunch from their lunchbox – opening packets, unwrapping food, putting straws into poppers and knowing what food to eat at each break
- assisting them to practise getting into your car with their bag and belting into their car seat, independently
- find and put on their named hat
- take their shoes off/put their shoes on

## The First Weeks of Prep

School commences on Monday 24 January 2022. Children who have completed their enrolment before this date should be brought to school by 8:50am, dressed in their uniform, ready to meet their new friends.

We aim to make the first day at Prep a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. We'll have lots of smiles, fun and laughter. Our routine will be simple and consistent, allowing the children to feel confident in their new classroom.

Here are a few hints to make the first day go smoothly:

- Be ready with all of your child's belongings – school bag, hat, water bottle, packed lunch box. Mark all with your child's name and class so that they can be returned if misplaced.
- Ensure that your child can recognise their belongings. Place a tag/toy on their school bag.
- Our learning program starts at 8.50am and concludes at 3:00pm. We encourage you to set up habits early that will work for your family. Punctuality is important so that your child is present for all aspects of the school day. Start of the day routines are especially vital in Prep.
- Be positive. Talk about new things in a happy way.
- Familiarise your child with staff names.
- Don't feel that you should 'sneak away' when your child is settled. Tell your child when you are leaving and remind them who will pick them up at the end of the day. Once you have farewelled your child, go as quickly as possible. Children who may be upset settle down after that initial departure.
- After the first day, your child may be tired, excited or down in the dumps. Whatever they are feeling, be positive in your attitude to your child's new school.

### **WEEK 1– TERM 1**

The first day and week of school is an exciting time for Preps. To ensure it is a safe and enjoyable experience for families, we will be staggering the drop off and pick up times. We welcome parents with siblings and younger children for the first week school. As part of your orientation day visit, each class teacher will be requesting you to select both a drop off and pick up time for your child. There are 3 available times for both drop off and pick up. Each family will have a window of 15 minutes to drop off and pick up each day.

<b>DROP OFF AT CLASSROOM</b>	<b>PICK UP AT CLASSROOM</b>
8.45 am	2.30 pm
9.00 am	2.45 pm
9.15 am	3.00 pm

### **WEEK 2 – TERM 1**

Your child's teacher will email you in the first week with the drop off and pick up procedure that will commence Week 2- Monday, 8th February. In particular your teacher will need to know which location you will be collecting your child in the afternoon. There are 3 locations that you can drop off and pick up your child. Entrances are located at Pringle Street, Massey Street (front of the Hall), Lower Massey Street (near the crossing). Staff are rostered on at these entrances in the morning and afternoon.

#### **Drop off**

In the morning for drop off, your child will be supported to come through the Massey or Pringle Street entrances to the Covered Games Court. Children will be met at the Covered Games Court by their class teachers and taken up to the classroom at 8.50 am.

#### **Pick up**

For pick up your child will be escorted to either the Lower Massey Street (near the crossing), Massey St (in front of the Hall) or Pringle Street locations. If you are driving, please ensure your family name visor is

visible to assist staff on duty. If you are walking please wait on the pavement, staff will assist you to unite with your child.

### After School Care

Camp Australia has partnered with Ascot State School to deliver Outside School Hours Care (OSHC) and Vacation Care. The program combines active games with structured and unstructured play, quiet time and a healthy snack. Every day is an adventure led by enthusiastic Camp Australia educators who are on a mission to make kids smile. Visit their website <https://www.campastralia.com.au/> to read about their program and register your child. This service is available to children from Ascot State School at the school facility at 58 Barlow Street, Ascot. Outside Hours School Care will collect all students booked into this service from the Prep Eating Area. If you have any further questions, call the friendly Customer Service Team from Monday to Friday (8:00am – 6:00PM AEST) on 1300 105 343.

### Attendance at School

Prep attendance is full time five days a week. It is expected that children will attend Prep every day in order to provide continuity in academic and social experiences. Also, Prep teachers are required to teach and assess the Prep curriculum and if children do not attend every day they miss explicit teaching of skills and assessment tasks that monitor children's progress.

All student absences must be reported before the school day starts to the school office.

[Please call the 24/7 student absence line - 3326 9360](tel:33269360)

Late Slips – Any students who arrive after 9:00am are considered late for roll marking procedures. If you arrive after 9:00am you must escort your child to the school office to be registered as a late arrival.

Early Departure – Sometimes you may need to collect your child early from school for a medical appointment or other family reason. You must advise staff of your intention to collect your child early and collect your child from the school office. Children are NOT to be taken from the classroom or the playground.

### Student Support Services

Ascot State School works in partnership with parents to ensure that students have the support they need with their learning. We have access to highly skilled, professional staff in a range of areas including:

- Guidance Officer
- Speech Language Therapist
- Inclusion Specialists
- Gifted Education Mentors
- Regional Behaviour Support

## Parents and Caregivers in Prep

Parents, caregivers and relatives play a vital and valued role in the education of each child. We encourage you to be involved in any way that you feel you can assist. Volunteers will be required to read and sign the Departmental Mandatory Key messages before volunteering in classrooms or assisting with excursions. Grandparents and other relatives are also very welcome in our classes although they will need to hold a Blue Card. This is free and forms can be obtained from the school office. Some ways of assisting are:

- volunteering in the classroom
- volunteering to assist in the Perceptual Motor Program
- volunteering to help with swimming
- join the P&C and attending monthly meetings in the staffroom
- assisting through formal P&C committees and programs such as tuckshop, home bake, Friends of Visual Art and Design (FOVAD), Friends of Music (FOM)
- Physical Environment Committee
- becoming a Classroom Parent Representative (CPR) to assist with distribution of P&C information

**Parent Representatives** – each class in the school requires a Class Parent Representative to assist with:

- distribution of information from the P&C
- collation of a class email list for sharing information with other parents
- organising class get-togethers and assisting the class and class teacher with volunteers for excursions

### **Volunteering in the classroom**

We acknowledge and value the role that parents and the broader community play in the education of our students. We welcome and encourage parents and community members to become part of school life by assisting in many different ways. Even if you can't support us during the school day, there are always people looking for help behind the scenes.

### **Reading Program**

Our reading program is highly valued by the community. Reading at home allows parents who can't be at school to participate in the process. Home reading is completed Monday to Thursday nights and parent support and involvement are greatly valued and appreciated. Teachers monitor student progress and remain responsible for decision making about the types of books that are sent home.

## Prep Student Requirements

Ascot State School has a Prep Student Resource Scheme. The scheme is designed to offset the cost to you of the provision of educational resources associated with your child's education. These resources enhance your child's educational experience and assist them to fully engage with the curriculum. The scheme provides all resources such as paint, glue, scissors, drawing and painting implements, books, folders, clipboards and writing materials. Parents need to complete the enclosed Student Resource Scheme Participation Agreement Form or alternatively purchase the items themselves.

All parents should register for QParents. QParents is a secure online portal that is free for all Queensland state schools to use and gives parents easy access to their student information 24 hours a day.

Parents are also invited to make a voluntary financial contribution for the maintenance and replacement of air conditioning. Our school is resourced by the State Government through grant funding to provide a core

educational service to students.

### Accounts

Each semester you will be invoiced for any incursions and excursions that your child will participate in during the semester. Ascot operates on a user pays system. If an excursion or activity is not paid for prior to the date of the activity, your child will be unable to participate. If you require a payment plan, please contact the Business Manager to discuss options.

### School Uniform

As a proud Independent State School with a long-standing tradition of pride in our uniform, Ascot State School enforces a uniform policy for all students enrolled at our school. Parents and carers enrol their children at this school on the understanding that the full uniform will be worn at all times. The Ascot State School Uniform Policy is available on our school website.

### Prep Hats

As part of our Sun Protection Policy, every child is obliged to wear our school hat when playing outside. If a child does not have a school hat, they will be requested to play in a shaded area. The Prep hat is a navy bucket hat with a red trim to help identify our Prep students in the playground and across the school.

### Uniform Shop

The Uniform Shop is a service provided to the school community by the Ascot State School P&C Association. The Convener is employed by the P&C and is supported by parent volunteers. The Convener relies on a broad network of parent volunteers to assure a quality Uniform Shop service for parents. Any assistance is greatly appreciated. Contact the Convener to join the Uniform Shop Roster at [uniformshop@ascotss.eq.edu.au](mailto:uniformshop@ascotss.eq.edu.au).

The Uniform Shop stocks a full range of uniform items for boys and girls from Prep to Year 6 at affordable prices. They provide both new and second-hand uniforms available for purchase. All profits from the Uniform Shop are managed by the P&C and go directly to support programs prioritised by the parent community.

Uniforms may be purchased either at the Uniform Shop or online. Payments may be made by EFTPOS or cash only (American Express and cheque payments are not accepted). The Uniform Shop is located in Block A, adjacent to Anthony Street. See hours below.

**Normal Hours of Operation:** Mon, Wed, Thurs      8:15 - 9:30 am

#### **Prep and New Family Appointments:**

Mon, Wed, Thurs      9:30 – 11.00 am commencing Monday 1 November

**and**

Tues and Fri      8.30 – 9.30 am commencing Tuesday 2 November

**Appointments from Monday 1 November 2021 can be scheduled for personal fittings by clicking on the link below:** <https://ascotss.schoolzineplus.com/view-session/10>

#### **Extended Shop Hours for Back to School 2022:**

**Prep Orientation Day:**      09 November 2021      8.30am – 12.00 noon (no online appointments)

**Prep Orientation Day:**      11 November 2021      8.30am – 12.00 noon (no online appointments)

**19 Jan - 21 Jan 2022**                      Weds, Thurs, Fri                      9:00am – 11.00 am (online appointments 11-12 noon  
for new families ONLY by using the link above)

**24 Jan – 28 Jan 2022**                      Mon – Friday                      8.15am – 9.30 am

We recommend purchasing Prep uniforms in **November and December 2021** prior to the end of school on Friday 10 December 2021. January is extremely busy in the uniform shop with new families who have relocated to the area and existing families who need to replace outgrown and missing uniforms. Having your child ready early to start Prep in the new year with their new school uniform will help them transition to primary school.

Uniform Shop items may be purchased by ordering online through Flexischools

<https://www.flexischools.com.au> This is a secure way to purchase all new uniform items. Orders are placed online, are packaged and then delivered to your child's classroom.

Other items available in the Uniform Shop include:

- School bag
- Library bag
- Art smock
- Swimming bag and House colour swim caps
- Socks and hair ties

## Lunch

Our Prep students require food for three breaks – healthy snack, lunch and afternoon tea. We have each of our breaks in the classroom at our desks for the start of the year. Typically classes stop and have a munch and crunch break at 10am, lunch is at 11am, followed by afternoon break at 1.45pm. NB: For the consideration of our students who are allergic to nuts, please refrain from packing food products containing nuts. Canned goods are difficult for small hands to open – please transfer to a plastic container. We are unable to heat or refrigerate food for students.

## Tuckshop

Prep students may order from the tuckshop from Day One, Monday to Friday. Tuckshop orders may be placed online through Flexischools. We encourage you to sign up to Flexischools at

[www.flexischools.com.au](http://www.flexischools.com.au)

## Birthdays

We celebrate each child's birthday in Prep. If you wish, you are welcome to send along a cake, cupcakes or ice blocks for the class to share, please check with your teacher regarding student numbers. Alternatively, you can purchase and donate a book to the school library. Each donated book will receive a book plate that memorialises the birthday. Books will be processed and displayed in our library for all children to borrow.

## Illness and School

Even though your child may not wish to miss school, attending school when ill causes illness to spread quickly. Runny noses, temperatures, vomiting, diarrhoea, cold sores, open sores and the like are all indicators of possible infectious conditions that may require exclusion from school.

Medication prescribed by a doctor or physician may only be administered to students by school staff if the

medication carries a pharmacy label complete with the child's name, dosage and timing. All medication is administered in the Health Room at school and is recorded by office staff. Class teachers and children cannot administer medication. It is necessary to complete the medication form available from the office indicating the child's name, the type of medication and dosage. The form also requires the doctor's signature.

In the case of a seriously ill or injured child we will arrange for the ambulance to attend to your child and be guided by their advice should we be unable to contact you. Please keep us up-to-date on changes to telephone numbers, email and addresses as this information is vital in an emergency. If you cannot be contacted, we will contact your emergency contacts.

### Communication between Home and School

At Ascot State School we value the support and contributions of our parent community. Positive home-school interaction with proactive and open communication makes a vital contribution to student success at school. If you change any contact details, including those of your emergency contacts, please notify the school as soon as possible.

1. The QParents app provides broad school information.
2. The school's main formal communication is The Digest – a weekly newsletter with items from both the school and the P&C. You can sign up to receive The Digest via email on our school website.
3. The school also has an official website, Facebook page and a Twitter account.
4. Emails are sent via the class teacher on all school matters fortnightly. Class Parent Representatives forward emails concerning P&C events.

Email is an easy way to maintain communication with the classroom teacher. Teachers will notify you of their email address.

Please remember that teachers are not able to check email during the day so urgent messages must be given to the office.

5. Class teachers may use a variety of communication methods – they will let you know at the Parent Information Session at the start of the year.
6. Formal Parent-Teacher interviews are held twice a year. You are welcome to make an appointment at other times to discuss your child's progress.
7. Formal academic reports are sent home at the end of each semester.
8. Our Deputy Principals are happy to meet with parents/carers where necessary – please contact the school office on 3326 9333 to make an appointment. Parent concerns – speak to the class teacher first before contacting the Deputy Principal.
9. Injury at school – report to the class teacher

### Insurance

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

### Our Partnership

We look forward to building a productive and positive partnership with you as we learn and grow together. We are here to provide a quality education for your child on their individual journey. Please feel free to ask any questions or raise any concerns that you might have. We are here to help.

Yours sincerely

The Ascot SS Prep Team

### **2022 PREP DATE CLAIMERS**

- MONDAY 7 JUNE 2021 - PREP INFORMATION EVENING (6.30 - 7.30PM)
- TUESDAY 09 NOVEMBER 2021 – PREP ORIENTATION 1 (9.30 – 11AM)  
OR
- THURSDAY 11 NOVEMBER 2021 – PREP ORIENTATION 2 (9.30 – 11AM)
- FRIDAY 26 NOVEMBER 2021 – PREP BBQ ON SCHOOL OVAL (3.30 - 5PM)