



Prep Handbook

2017

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From the Principal

Dear Families

I am delighted that you have selected Ascot State School for the education of your child. At Ascot, students, parents and teachers are partners in the learning process. The joy of learning is at the core of education at Ascot, in an atmosphere of caring, sharing and mutual respect.

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 young son or daughter at Prep in 2017 and look forward to a strong partnership with your family.

Yours truly

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 developing a love of learning and school. At Ascot we are a team that is here to support your family. We look forward to developing this partnership over the coming year.

Sincerely

Roxanne Smith

Prep – 2 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, and 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

As teachers at Ascot State School –

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

- effort;
- diversity and multiculturalism:
- care and pride in oneself;
- tolerance and mutual respect; and
- 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 smooth transition to school;
- provide a program that is engaging, challenging and responsive to the diverse needs of Prep students;
- continue to foster excellent, research based, age appropriate teaching and learning practices in all that we do.

Prep provides that 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; and
- physical abilities including gross and fine motor skills.

Our Preparatory Program

Our Prep classes implement the Australian Curriculum. This curriculum provides us with the knowledge and guidance to personalise learning for each student.

Each class engages in hands on, inquiry learning to develop the foundations of their 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 a year. If you have any questions between these times, please make a mutually convenient time with your child's teacher.

Ascot Prep students are encouraged to:

- participate meaningfully
- explore written and oral language
- work explicitly to increase their vocabulary
- develop self confidence
- develop physical skills
- negotiate and problem solve
- develop a positive attitude to learning
- use a variety of devices and programs for learning
- understand fundamental concepts in literacy and numeracy
- be friendly towards others, and make friends

The journey of the Prep child

To be a Prep student your child will turn five years old before June 30 in the year of enrolment. 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 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 importance process.

Is your child:

- well rested, nourished and well prepared; and
- able to toilet him/herself?

You can prepare your child for Prep by:

- talking positively about school and discussing your new routines;
- encouraging your child to be independent;
- teaching reliability and responsibility by allocating them to regular household tasks such as setting the table, wiping up, folding clothes, putting their own clothes away; and
- 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.

The first day

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:

- The school day starts at 8:35am and concludes at 2:45pm. 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.
- 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.

Please do not hesitate to discuss any concerns or worries that you may have regarding your child's education with your class teacher.

Arrival

- The classroom will be open from 8:35am. If you arrive before this time, we ask that you wait with your child until lessons begin at 8:45.
- Enter any child collection notices in the travel safe folder located inside the classroom e.g. Grandpa collecting Amy today, Johnny is going to OHSC, Mary to Pringle St pick up zone.
- If you are staying to volunteer, it is Departmental policy to sign on in the parent volunteer book. This is used to account for people in emergency situations.
- Encourage your child to unpack their bag and complete their morning tasks.

Departure

- The Prep day concludes at 2:45pm. Students are brought down to the Prep Eating Area to be collected.
- For safety and supervision reasons, students are to wait in this area until you arrive. Please let your teacher know you are here to collect your child.
- A teacher aide will escort all students being collected by car to the 2 minute zones in Pringle and Massey Streets – see below for further information about this.
- Outside Hours School Care will collect all students booked in to this service from the Prep Eating Area.

Pick Up Zones

- From Week 3 in Term 1, you can choose for your child to be escorted by a teacher aide to the Pringle or Massey Street pick up zones. Each Prep teacher has a list for you to add your child's name to for each zone.
- The pick up zones are supervised by school staff. Students are taken to the zones at approximately 2:50pm. This is to ease the traffic congestion before the 3:00 pick up Years 1 to 6.

After school care

This service is provided by Camp Australia. Visit their website to read about their program and register your child - <https://www.campastralia.com.au/>

Specialist lessons

Students receive weekly lessons from specialist teachers in Music, Physical Education and Art. Swimming lessons for Prep take place in Term 4.

School Library

Books are borrowed with the class teacher weekly. Students are also able to borrow before school and at lunch time. You are welcome to borrow with them before school.

Opening hours

- 8:30 – 8:50 – open for quiet reading and borrowing
- 11:15 – 11:30 – open for quiet reading
- 1:15 – 1:45 – borrowing, reading, quiet play

Student Support Services

Ascot State School works in partnership with parents to ensure that students have the support they need with their learning. Staff are supported by specialists including:

- Guidance Officer
- Speech Language Therapist
- Support Teacher: Literacy and Numeracy
- English as an Additional Language / Dialect teacher
- Gifted Education Mentors
- Special Education Teacher
- Specialist teacher aides

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. Some examples are:

- volunteering in the classroom
- volunteering to assist run the Perceptual Motor Program
- join the P&C
- Assist through formal P&C committees and programs such as tuckshop, home bake, Friends of Visual Art and Design (FOVAD), Friends of Music
- Becoming a Classroom Parent Representative

The Giving Tree – often we need items that you can purchase with your groceries to help us out with classroom learning. For example, paper towel, cooking items, tissues. If you wish to do this it is greatly appreciated.

Parent Representatives – each class in the school requires one or two parents to assist with:

- Distribution of information from the school and the P&C
- Collation of a class email list for sharing information with other parents
- Assist in organising class events and 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 in the classroom before school begins

- Our before school reading program is highly valued by the community. It involves students reading with a volunteer before school
- 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 is 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 Resource Scheme levy. Thank you for supplying these items by the first day of school. Please make sure that all items are named.

- \$120 Prep resources levy provides all paint, glue, scissors, drawing and painting implements, books, folders, clipboards and writing materials
- \$100 voluntary ICT contribution for electronic devices to support learning

Available from the Uniform Shop

- Library bag – approximately 40cm square
- Ascot State School backpack
- Art Shirt

Provided from home

- Box of tissues
- Spare set of clothes
- Hand soap – pump pack

Term accounts

At the beginning of each term, a term account, detailing activities that your child will undertake throughout the term is sent home. 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 office staff to discuss options.

School uniform

Please refer to the school website for the full details of the school uniform.

Lunch

Prep students require food for three breaks – healthy snack, morning tea, lunch.

- 10:00 – snack break – fruit, vegetables, dairy
- Please talk to your child about what to eat for each break
- Water bottle – please name this
- For the consideration of our students who are allergic to nuts, please do not pack nut items
- 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 commence ordering from the tuckshop in Term 2, from Monday to Thursday from a selected Prep menu. Tuckshop orders may be placed online through Flexischools. We encourage you to sign up to Flexischools at 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 iceblocks for the class to share. Check with your teacher regarding student numbers.

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, cold sores, open sores and the like are all indicators of possible infectious conditions that may require exclusion from school.

Medication can only be administered at school when it is prescribed by a physician and labelled by a pharmacist with dosage and timing details. All medication administered at school is undertaken and recorded by office staff. Class teachers cannot administer medication.

Communication between home and school

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
- Student absence must be reported before the school day starts –

please call the 24/7 student absence line - 3326 9360

- 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
- The school also has an official website, Facebook page, and a Twitter account
- The QSchools app provides broad school information
- Emails are sent via the Parent Class Representatives
- 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
- 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
- Formal academic reports are sent home at the end of each semester
- 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.
- Our Deputy Principals are happy to meet with parents/carers where necessary – please contact the school office on 3326 9333 to make an appointment

Prep teacher aides

Our Prep teacher aides 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 teacher aides assist in the development of literacy, numeracy and social skills through the range of programs and learning opportunities that we offer each day.

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