

2019

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 young son or daughter in Prep 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

Lyn Tweed (Acting Deputy)

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

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 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, also taking into account 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 a year. If you have any questions between these times, please make a mutually convenient time with your child's teacher.

## 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.

## Specialist lessons

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

Ascot Prep students are encouraged to:

- participate meaningfully
- explore written and oral language
- work 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 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?

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

## The first day

School commences on Tuesday, 29 January 2019. 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:

- The school day starts at 9:00am 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.
- 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.

- 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.

## Before school

Parents are encouraged to make sure they arrive at school on time so students are ready for a day of learning. If you arrive at school before the first bell at 8:50am, you are asked to wait in the Covered Games Court, near the Tuckshop. The Prep playground is out-of-bounds before school as this area is being set up for our outdoor play.

## Arrival

- The classroom will be open from 8:50am and learning begins at 9:00am.
- Enter any information regarding your child's pick-up arrangements on the Travel Safe Pick-Up form in your child's classroom. This is used to account for variations to pick-up routine.
- Encourage your child to unpack their bag and complete their morning tasks.
- When it is time to depart, give a firm but kind farewell and an assurance that you will be waiting after school. Our teachers are very skilled at guiding children through tears as they adjust to the start of the school year.

## Departure

- The Prep day concludes at 3:00pm. Students are brought down to their designated pick-up zones where you will pick up your child.
- It is important that you collect your child on time as young children become quite distressed if they think they have been forgotten. Please contact the school office if you know you will be late.
- 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 into this service from the Prep Eating Area.

## Pick-Up Zones

- We have designated pick-up zones for your children after school.
- From Week 3 in Term 1, you can choose for your child to be escorted by a teacher aide to the Pringle Street or Massey Street pick-up zones. Each Prep teacher has a Travel Safe Pick-Up form 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 3:00pm. This is to ease the traffic congestion before the 3:00pm pick up of students in Years 1 to 6.

## 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.campaustralia.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. 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**

As **the school day begins at 8:50am** it is important that Prep students be in attendance promptly at that time to take full advantage of the learning activities provided. From 9:00am, teachers must turn their attention to the students and their learning and will not be available to talk with parents (emergencies prevailing). Should you wish to speak at length with teachers, they will be only too happy to arrange a mutually convenient time outside of teaching time.

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
- Support Teacher: Literacy and Numeracy
- English as an Additional Language / Dialect teacher
- Gifted Education Mentors
- Special Education Teachers
- 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 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
- becoming a Classroom Parent Representative 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 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 Program

- Our reading program is highly valued by the community. It involves students reading with a volunteer in their classroom from 8:50am.
- 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 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.

We encourage parents to 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 information, communication and technology (ICT). Our school is resourced by the State Government through grant funding to provide a core educational service to students. Voluntary ICT contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning.

## Accounts

Each term a term overview will be provided by the class teacher detailing incursions and excursions that your child will participate in during the term. 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 Convenor is employed by the P&C and is supported by parent volunteers. The Convenor relies on a broad network of parent volunteers to assure a quality Uniform Shop service for parents. Any assistance is greatly appreciated. Contact the Convenor 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.

<b>Normal Hours of Operation:</b>	<b>Mon, Wed, Thurs</b>	<b>8:15 - 9:30 am</b>
<b>Prep Appointments only:</b>	<b>Mon, Wed, Thurs</b>	<b>9:00 – 11.00 am</b>
<b>(14 November – 12 December)</b>		
<b>12<sup>th</sup> and 14<sup>th</sup> November 2019</b>	<b>Prep Orientation Days</b>	<b>9.30 - 10.45 am</b>
<b>Extended Hours for Back to School 2020:</b>		
<b>22<sup>nd</sup> Jan – 24<sup>th</sup> Jan</b>	<b>Wed, Thurs, Fri</b>	<b>9:00 - 12:00 am</b>
<b>28<sup>th</sup> Jan – 31<sup>st</sup> Jan</b>	<b>Tue – Fri</b>	<b>8:15 - 9:30 am</b>

Please contact the Uniform Shop at the beginning of Term 4 to make an appointment.

We recommend purchasing prep uniforms in **November and December 2018** as numbers can be hard to determine and time required to manufacture uniforms is approximately 8 to 10 weeks.

The school year finishes this year on 14<sup>th</sup> December and January is also extremely busy with families who have relocated to the area and existing families who need to replace outgrown and missing uniforms.

Having your child all ready to start prep in the new year with their new school uniform will also 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, 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 for (Term 4)
- Socks, leggings, hair ties and bands
- House colour swim rashies and caps
- Shoes to be purchased independently

## Lunch

Our Prep students require food for three breaks – healthy snack, morning tea and lunch. We have each of our breaks in the classroom at our desks for the start of the year.

- 10:00am – 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 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 commence ordering from the tuckshop in Term 1, from Monday to Friday, 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](http://www.flexischools.com.au). Please refrain from purchasing milk drinks, popcorn and fizzy drinks as Prep students eat in the classroom and we try to avoid spills on the carpet.

## 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. 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. 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 prescribed by a doctor or physician may only be administered to students by school staff only if the medication carries a pharmacy label complete with the child's name, dosage and timing. All medication is administered in the first aid 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 contact your emergency contact so please provide the details of a relative or neighbour for emergencies.

## 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.
- 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 class teacher on all school matters.
- Class Parent Representatives forward emails concerning P&C events.
- 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.

## 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