Ingleside State School

Prep Year

Handbook

2016
GET SET FOR PREP AT INGLESDIDE

Very soon, your child will be starting Prep at Ingleside State School. To ensure that both you and your child have a stress-free start, here are some reminders and messages that you might find useful.

STAFF

A qualified teacher and teacher aide will staff prep classes. The teachers are responsible for the organisation, running and curriculum of their class.

Teacher:      Teacher Aides:

Ms Brenda Grima      Mrs Sharon Corby
Ms Lindy Davidson    Ms Lindy Davidson
Mrs Debbie Shaw

WHAT YOUR CHILD WILL NEED FOR PREP

- All the items on the Prep book list
- A school hat
- Brain food (healthy snack)
- A lunch box with morning tea and lunch.
- A school bag big enough to hold the lunch box, a document wallet and a library bag on library day
- A spare change of clothes and underwear (in a plastic bag). These can be kept in your child’s bag at all times.
Names and labels:

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – bags, shoes, lunchboxes, hats, library bags, clothing and drink bottles.

**WHAT YOUR CHILD WEARS AT PREP**

Prep students wear the school uniform which can be purchased from the school. The preferred footwear is socks and joggers with Velcro straps or laces.

We are very conscious of sun safety at our school and children are expected to wear the school’s bucket style hat.

**SCHOOL HOURS**

Ingleside State School Prep will be operating five days a week from 8.50 am to 3.00 pm.

Children should come to school no earlier than 8.40 am.

After school children will be collected by parents at the classroom or pick up area.

Students are only allowed in the classroom when the teacher is present.
ARRIVAL PROCEDURE

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 on the port rack
- Placing their water bottle into the appropriate bucket
- Going to the toilet before Prep starts
- Moving to the carpet for marking of the Class Roll

COLLECTION TIME

At 3.00 pm the children will meet parents outside the classroom. Children will not be allowed to leave until the teacher sights the person collecting the child. If any other person will be collecting your child/children other than the parents please contact the office and let us know.

PUNCTUALITY

School time starts at 8.50 a.m. so please ensure that your child is at school on time. This way, your child does not miss out on any valuable group learning experiences.

When the Prep day finishes please ensure that whoever is collecting your child is here on time. A child quickly becomes distressed when it’s time to go and no-one is here to collect him/her.
IT'S THE FIRST DAY OF PREP
MONDAY 25th JANUARY 2016
WHAT DO WE DO?

Arrive at school at approximately 8.45 am. Meet inside the classroom where the teacher (Ms Brenda Grima) will meet the children, show them where to put their belongings and settle them into a fine motor activity. You are welcome to join the activity with your child until notified by the teacher, Ms Grima.

Say your goodbyes and reassure your child that you will be coming back to get him/her in the afternoon. It is best to cheerfully say goodbye and quickly leave rather than dragging out the parting process. As soon as the parents have gone, the children will begin a 'getting to know you' activity. The teacher or teacher aide will support your child and let you know if he/she does not settle.

MORNING TEA AND LUNCH BREAK
Morning Tea is at 11.00 am to 11.45 am. Children sit to eat for the first fifteen minutes of morning tea before they are allowed to go and play.

Lunch time is from 1.15 pm to 1.45 pm. The first fifteen minutes of lunch time children sit to eat before going to play.

All children must wear a hat when outside. If they do not have a hat they will have to stay undercover.

**BRAIN FOOD**

It is expected that students will arrive at school having eaten an appropriate and healthy breakfast. Parents/Caregivers are asked to support the school’s Brain Food policy and provide children with healthy food options to eat at 'Brain Food' time. The food provided for this snack time needs to be separate from what is provided for recess and lunch and should be appropriately stored (eg in a separate container). Appropriate Brain Foods are generally unprocessed and ensure a slow release of glucose rather than a quick fix provided by high sugar/fat filled foods, which do not sustain the consistent glucose input the brain requires.

**Acceptable Brain Foods include:**

- Fresh fruit and vegetables
- Dried fruit (eg apricots, prunes, raisins and sultanas)
- Seeds (eg sunflower, sesame, tahini, linseed and pepitas)
- Cheese cubes

Food needs to be pre-cut ready for eating.
MORE BITS AND PIECES TO REMEMBER

Visiting the Classroom

We encourage parent participation in our classroom. Parents are most welcome anytime. This will give you the opportunity to work with your child, meet his/her friends and gain an insight to the daily activities.

Once a session has commenced it is difficult to speak with the teacher privately as it disrupts the class. If you need to talk to the teacher, please make an appointment at a mutually convenient time.

We are always happy to discuss any matters to do with your child in preparatory year. This can often be done informally before or after sessions but we may need to make an appointment for a mutually suitable time.

Sharing Information

Events in family life, such as major illness and visits by grandparents or other relatives, an accident or death of relatives, friends or pets can impact greatly upon children and may markedly affect their behaviour.

It is important for the home and Prep to share information, which may affect your child. We would be most grateful if parents would inform the teacher of any unusual happenings.
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 until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Students will have the opportunity to share something special during 'Show and Tell' sessions. A time for this to happen will be organised by the teacher.

Birthdays and other celebrations

Birthdays and other special celebrations are wonderful ways to build understanding about one another. Cup cakes are a great way for the children to celebrate their birthday.

Medical conditions and food allergies

The school must be aware of any medical conditions or food allergies your child may have, and if medication is required appropriate documentation is provided.

Excursions

From time to time during the year we may organise an excursion of educational interest or a performance from the Queensland Arts Council at school. Written permission from parents will be necessary before a child may participate in any such outing or performance. Permission slips are usually included in the newsletter to be signed and returned to school.
**Newsletter**

A school newsletter will be sent home with your child each fortnight on a Friday or can be emailed direct to you. The newsletter contains information on what is happening in the school.

**Tuckshop Day**

Every Thursday we have a Food Day run by the P&C where students can order something for lunch. Each week something different is offered. Each term a menu is sent home with the newsletter. Food can either be ordered weekly or for the whole term. We also offer baking, chips and ice blocks at morning tea. If you wish your child to buy something, they will need a small amount of money on that day. Any weekly orders for lunch must be put in a box located in the office on the Wednesday morning before the Food Day.

**Book List requirements**

A Book List providing items required for student’s class learning is sent out early in term four. Items can be ordered and must be pre-paid. More information regarding ordering will be available in term four.
Early Years Curriculum

Ingleside State School Early Years Curriculum Guidelines incorporate the following:

- Supporting play as a context for learning;
- Understanding each child as an individual;
- Developing supportive partnerships;
- Providing flexible learning environments; and
- Assisting children in exploring the world around them and the ways in which they learn.

The five learning areas in the curriculum are:

- Social and Personal Learning;
- Health and Physical Learning;
- Language Learning and Communication;
- Early Mathematical Understandings; and
- Active Learning Processes.

At the beginning of the year as children settle into school life, play forms an integral part in their learning. As the year progresses there is greater emphasis on focused teaching and learning as students continue to develop and move towards Year 1. The Australian Curriculum in English, Maths, Science, Geography and History will guide the content to be taught and achievement standards expected of students in Prep.

WE HOPE TO SEE YOU IN OUR PREP CLASSROOM
FOOD FOR HUNGRY KIDS

Please consider carefully the foods you include in your child’s lunch box. We encourage children to make healthy choices to eat first and leave the ‘treats’ for later. Containers need to be easy to open, food should not need reheating or cutting up and spoons need to be included so that your child can independently manage their food.

Suitable health Choices:

- Bread - sandwiches, rolls, French sticks, pita or lavash bread
- Crackers - rice, Ryvita, Sao, Salada
- Savoury biscuits
- Cheese/salad/olives
- Vegetables - carrot sticks, beans, capsicum
- Boiled eggs
- Baked beans (in a container they can open)
- Fruit - fresh, dried or in a container
- Yoghurt/milk
- Custard
- Tuna (in a container they can open)
- Muesli bars (preferably not chocolate)