Welcome
We would like to warmly welcome all children and parents to Prep for 2016. To your child, prep will be a whole new world full of exciting things to do. Here your child will find new friends to share experiences with as well as staff who are committed to creating a supportive environment that promotes educational and social learn-

Goals of Prep
As children engage in the prep curriculum they will develop skills and understandings that will help them become life long learners. Children will become:
- Knowledgeable with deep understandings
- Complex thinkers
- Creative problem solvers
- Active investigators
- Effective communicators
- Independent
- Reflective and self directed learners

School Contact Information
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2016 School Calendar

<table>
<thead>
<tr>
<th>Term</th>
<th>Weeks</th>
<th>Pupil Free Days</th>
<th>Start Date</th>
<th>Finish Date</th>
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<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>21/22 January</td>
<td>Mon 25th January</td>
<td>Thurs 24th March</td>
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<td>2</td>
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<td>None</td>
<td>Mon 11th April</td>
<td>Fri 24th June</td>
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<td>3</td>
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<td>Mon 11th July</td>
<td>Fri 16th September</td>
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<td>4</td>
<td>10</td>
<td>17th October</td>
<td>Tues 4th October</td>
<td>Fri 9th December</td>
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Preparatory Education at Elliott Heads

Welcome to the Preparatory Year at Elliott Heads State School. This booklet can be used before and during the year your child starts Prep and should be used in conjunction with the school’s Parent Handbook.

Prep students will be involved in the life of the whole school:

- Attending parade
- Sharing the same:
  - eating areas
  - drinking and toileting facilities
  - play areas
  - break times
  - variety of whole school activities (including specialist lessons for Music and H.P.E)
  - extra curricular activities

Older children within the school are encouraged to assist prep students to adapt to life in the whole school community.

The Prep Class

Our Preparatory students are part of a early years multi-aged classroom. Prep students will experience focused learning sessions with hands on learning materials, independent or free play, guided play and investigation, group work with other students, multi-age group work and whole class work. Prep students have the same hours and breaks as the rest of the school and join in all school activities as appropriate.

Prep Staff

Mrs Katherine Campbell who is a Early Childhood trained teacher (4 days per week) and Mrs Liz Shield (1 day per week).

Mrs Denise Lee has been a teacher aide at Elliott Heads State School for many years and has completed the Prep training required. She has been working closely with Early Years students over the past 20 years.

Ms Niki Russell provides PE lessons and Mr Buckholz provides Music lessons, each for 3/4 hour per week.

Reporting and Assessment

Student Portfolios are used as the basis for discussion during the parent teacher interviews offered at the beginning of Term 3, after the Semester 1 report has been sent home to parents. If you require interviews at other times, please contact the office to arrange an appointment.

Preps receive a report card in Terms 2 and 4 linked to the Australian Curriculum, as well as the Early Years Curriculum Guidelines for Prep.
**Attendance**

**Session Times**
8.50 am to 3.00pm 5 days per week.

**Regular Attendance**
Regular attendance is essential to your child's progress. Please give the office a call or send an e-mail if your child is going to be absent, or send a note with your child on their return to school. It is important that you notify us of absences of 10 days or more, in advance, as an exemption from school needs to be applied for and approved. This is a legal requirement for child safety. Birthdays, friends/family visiting, camping trips that extend beyond the weekend and family holidays outside school holiday periods are not generally accepted as authorised reasons for absence from school and will be registered as unauthorised in the school roll.

Our school is a strong advocate for every day counts!

**Bus Travel**
Prep students are able to access a bus services to and from school. The bus route travels through Innes Park, Coral Cove and Elliott Heads. A timetable, and bus pass is available from Stewart and Sons Coaches. They can be contacted on 4153-2646. Some students may qualify for travel assistance under current Queensland Transport guidelines.

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**Learning**

The Prep Year builds on your child’s prior learning from home and other education settings such as home, kindergarten or childcare. Prep assists students to make a smooth transition to Year 1 and beyond.

The Prep curriculum has been guided by the Queensland Studies Authority. Our classroom has been designed to be fun and to offer challenges for children through play based and structured learning activities. Planning incorporates teacher and child initiated tasks.

*Five Key Early Learning Areas explore what children learn:*

- Social and Personal Learning
- Health and Personal Learning
- Language Learning & Communication
- Early Mathematical Understandings
- Active Learning Processes

*Five Contexts for Learning:*

- Play
- Real life situations
- Routines and transitions
- Appropriate focused learning situations
- Investigations

All Queensland schools have been implement the Australian Curriculum for English, Mathematics and Science in Prep to Year 10 since 2012.
The First Vital Weeks

It is important that children settle into school as quickly as possible. Some children and parents will naturally experience some separation anxieties at this time. Experience shows that it is best for parents to leave after 5–10 minutes to allow children to develop a relationship with other students and teachers. You are welcome to telephone the office during the day to check on your child’s progress, if you are concerned.

We encourage you to become actively involved in your child’s education by:

♦ Visiting school and joining in the class program. (Please organise an appropriate time with the class teacher prior to arrival)
♦ Discussing any problems or issues with teaching staff.
♦ Reading the noticeboard and newsletters.
♦ Supporting the student group.
♦ Collecting recyclable materials (notes will be sent home indicating the items we need)
♦ Sharing your interests and hobbies with us.
♦ Supporting and encouraging your child in their work

Parents might like to volunteer to:

• come into school and help with activities
• cut up or draw up activities at home
• make resources or help to set up the classroom in the mornings or afternoons

Important Information:

• Be prepared the night before so that your morning runs smoothly.
• Make sure your child is well rested (at least 10 hours sleep each night)
• Make sure your child has a substantial breakfast before coming to school.
• Teachers will be in classrooms to welcome you and your child at 8.30am.
• School staff will supervise Prep students closely at all breaks for the first few days.
• At 3.00pm, children will be dismissed from the classroom. Parents are then welcome to discuss queries with the class teacher. Students will be assisted to go to the bus line by a staff member. Those being collected by parents/carers will remain supervised initially in the classroom and later within the school grounds until parents arrive.
• Encourage your child to use school toilets and ask for help if required.
• Children should carry their own bags and belongings and be responsible for unpacking these.
• Ensure that the first day of Prep is not the first time your child has been away from you. Organise times for them to be left with family or friends prior to commencing school.
• Ensure your child can communicate their needs and feelings.
**Parent Involvement**

Parents are encouraged to take an active interest in:

- their child’s learning experiences, growth and development
- the classroom program
- whole school activities and functions
- P&C activities and meetings

We would appreciate parents sharing information which can assist a child’s learning.

Teachers will reciprocate with sharing information obtained from their child’s time at school.

Please discuss with the classroom teacher any areas of school life that you would like to be involved in and negotiate appropriate times to assist with classroom learning. From time to time requests may be made for parent assistance. Your participation in programs is valued as it helps us to provide better educational outcomes for your children.

**Confidentiality Requirements**

Please note classroom helpers are governed by the rules of confidentiality. They should not discuss outside the classroom, any of their observations, nor the behaviour, progress or ability of

**Visitors Register**

Please sign the register located in the office, if you are at the school for any activities other than

**Communication**

Please don’t hesitate to discuss with us any queries you have regarding your child’s education as the year unfolds. Any concerns should be directed towards the class teacher. Should the classroom staff not be available, or able to assist, concerns should be directed to the Principal. Communication from the school will take the form of:

- Face to face discussions between teachers and caregivers
- School newsletters
- Class communications
- P&C notes
- Phone calls and emails as required

**Illnesses**

It is best to keep your child home when they are ill. This will ensure your child recovers fully from their illness as well as preventing the spread of illness to other children in the class. Remember to notify the school of the reason for any absences. Personal communication with staff, a phone call, note or email are all accepted. If children become ill throughout the day they will be taken to the office where they can rest quietly while a parent is notified to come and collect them. Some contagious diseases require a specific amount of time away from school. If your
**Spare Set of Clothes**

It is always a good idea to leave a spare set of clothes in your child’s bag (including underwear and socks) in the case of an accident or spill at school. Your child will be supervised by two staff members to clean and change themselves if you cannot be contacted to assist with this procedure. We do have shower facilities for this purpose. If any school provided clothes do go home, please wash and return to school as soon as possible, as we have limited supplies for this purpose.

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**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, lunch boxes, hats, library bags and clothing. This allows any lost items to quickly be returned to their rightful owners.

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**Money and Permissions**

If permission notes and invoices are sent home please ensure that any money is returned in a sealed envelope and labelled with the amount enclosed, child’s name and what the money or note is for. Encourage your child to deliver these to the office before school. Staff will also remind students about notes and monies as required.

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**What to Bring**

A book list with all relevant materials to bring to Prep will be provided on the Prep Transition Days, or at your Prep Enrolment Interview, if your child is unable to attend transition. Please ensure, where stipulated, you purchase the correct brand of item. This is for quality or functionality requirements. Please ensure that all children’s belongings are clearly marked with your child’s name.

School Bag – the bag needs to be large enough to hold a drink bottle, lunch box, books and spare jumpers, raincoats etc. The backpack style is recommended.

Please choose a bag that your child can carry and pack easily.

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**Rest Time**

Rest time is not generally offered to Prep students in a multi-age context. However, children who are obviously tired will be allowed to rest in a quiet area.
School Lunches

Snack Break: (9.30am)

Fruit, vegetables or tree nuts are required for munch break each and everyday at school. Here are a few suggestions…

- Fruit- apple, banana, orange, grapes, mango, pineapple, kiwi fruit, melon, strawberries etc…
- Dried Fruit- apricots, apple, sultanas etc.
- Vegetables- carrot, beans, peas, celery, capsicum etc.
- Tree Nuts– almond, macadamia, pecan, pistachio (NO PEANUTS– due to student allergies)

Lunch: 11.00 a.m.-11.15 a.m. (Eating) 11.15 a.m.-11.45 a.m. (Playing)

Students are required to eat a sandwich, wrap, tin or tuna, rice cakes or similar, before eating any pre-packaged food.

Afternoon Tea: 1.15 p.m. – 1.25 p.m. (Eating) 1.25 p.m.-1.45 p.m. (Playing)

Students will eat remaining lunch items/afternoon tea before being released for play.

Hints & Tips:

- Nutritious lunches are important.
- Plastic containers (named) are most suitable for food. Make sure these can be easily opened by your child.
- Children should take home any food that has not been eaten that day.
- Pack spoons or forks if required.
- Glass containers are not appropriate to send to school.
- Add a cold pack to your child’s lunch container to keep their lunch fresh and cool, especially in the summer heat.
- Please ensure you pack foods you know your child likes to eat.

Foods to Avoid/Keep to a minimum

- Please do not send any foods containing peanuts to school.
- Foods high in saturated fats, sugars or harmful additives (chocolates, chips etc).
- Fizzy soft drinks are not allowed at Elliott Heads State School.
- Food in tins can present safety issues. Please empty contents of tinned food into a plastic container.

Water Bottles:

- Children need to have a full water bottle at school for ready access.
- Do not freeze this water.
- Water does not need to be refrigerated.
Birthdays
Birthdays are a special time for children and we are happy to celebrate them at school. This celebration can be on the actual day or the nearest school day to their birthday. If parents wish to provide a simple cake or patty cakes to celebrate their child’s birthday, they are more than welcome to do so. Please inform the teacher of your plans and organise an appropriate time for the celebration. Please inform staff if you do not wish for your child to participate in these events due to religious or other reasons. Please also inform staff of any food allergies that may need to be monitored when consuming Birthdays.

Classroom Programs
Show and Tell
Toys SHOULD NOT be brought to School. Your child may be encouraged to bring science/nature objects, family photos/postcards etc., during times when we are researching for a particular unit. We occasionally have a rostered show and tell session.

Children are only to bring in these items on their rostered day and place it on the show and tell shelf where it is to remain until it is handed out to take home at the end of the school day. If parents wish to bring in particular items that need to be accompanied (e.g., Pets) they need to organise an appropriate time in advance with the class teacher. The bringing of toys, jewellery and money etc., is not acceptable.

Classroom Literacy Programs
Preps are introduced to the literacy programs used within our school in a supportive, safe, enjoyable learning environment. These include:

- Reading Eggs – Computer Based
- Casey Caterpillar (School Handwriting movement/directional guide used in the Early Years)
- Soundwaves – School Wide Phonics Program
- Sheena Cameron – Comprehension Strategies

Library
Children are encouraged to borrow one book from the library within their designated library lesson each week. They are to read it at home with their family and return it by the end of the week to the returns’ box within the classroom. Children are required to use their library bag to protect the books during the lending period. Parents will be asked to replace books lost or

Support Services
Prep students can be referred to Speech Language Pathologists, Occupational Therapists, special education teachers, advisory visiting teachers, guidance officers and other specialist staff if required. Contact the school if you require these services. If Prep teachers have a concern in this area, a referral form will be discussed with parents and will require parental signature and approval. These services are free of charge.
# Casey Caterpillar Prompt Sheet

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<td>Open Mouth, open it wider</td>
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<td>Short Stick</td>
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<td>Gate and close it</td>
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<td>Open Mouth</td>
<td>Short Stick</td>
<td>Open Mouth, Open it wider</td>
<td>Possum Tail</td>
<td>Open Mouth, Open it wider</td>
<td>Short Stick</td>
<td>Lady Bug Spot</td>
<td>Possum Tail</td>
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<td>Tall Stick</td>
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<td>Short Stick</td>
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<td>Tall Stick</td>
<td>Sideways Grasshopper Leg</td>
<td>Tall Stick</td>
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<td>Sideways Leaf Tunnel</td>
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<td>Sammy Snake</td>
<td>Middle Sized Stick</td>
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<td>Gumnut Cup</td>
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<td>Are you holding your pencil correctly?</td>
<td>Are you sitting comfortably and with good posture?</td>
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**The Car Story - Mrs Campbell’s Version**

The pointer finger is the driver of the car.

Sitting beside him is the fat passenger.

Tucked in the back are the naughty kids.
<table>
<thead>
<tr>
<th></th>
<th>Number Rhymes</th>
</tr>
</thead>
</table>
| 1 | Tall and straight but leaning over,  
Number one is a tired soldier. |
| 2 | Around and down and across we go,  
Number two is made just so. |
| 3 | Round and round like a little bee,  
Sniffing flowers is number three. |
| 4 | Slanted down to near the line,  
Turn right and across, four is so fine. |
| 5 | His head is first, his body is so fat.  
And don’t forget on top his hat. |
| 6 | Straight little back and a big round tummy,  
Number six is oh, so funny. |
| 7 | Left to right and down we zoom,  
Number seven is standing in the room. |
| 8 | Make an S and do not stop,  
Until you reach the very top. |
| 9 | Along and round and up and down,  
Number nine is a real clown. |