



Geebung State School

Prep Handbook



**Geebung
State School**

Updated 9.3.2021

Each and every member of our school community,
believes that each and every child can and will achieve.

Welcome to Geebung State School

We are looking forward to working with you for a successful start to school life for you and your child.

Important Information and Contact Numbers

| | |
|------------------------|---|
| Principal: | Tracey Douglas |
| Deputy Principal: | Sam McGhie |
| Prep Teachers: | Courtney Hodge Emma Banks Saffi Ryan |
| Prep Teacher Aides: | Cassie Howard Gail Free Janet Winton |
| Administration Office: | Ph: 3623 8777 |
| Student Absence Line: | Ph: 3623 8760 |
| After School Care: | Ph: 3865 8971 / 0451143308 |
| Tuckshop: | Ph: 0409 391 822 |
| P & C Administration: | Ph: 0417 497 775 / pandc@geebungss.eq.edu.au |
| Prep Hours: | 8:50am – 3:00pm |
| Email address: | info@geebungss.eq.edu.au |
| Webpage: | http://geebungss.eq.edu.au |
| Social Media: | Geebung State School Facebook page |



To New Parents

Children are curious and capable. All children have an interest in constructing their learning and engaging with everything their environment brings to them.

At Geebung State School:

- We endeavour to send every child home happy every day.
- We encourage sustained learning and development and endeavour to minimise interruptions to the education of each child.
- We value safety and security for all.
- We believe self-concept improves with success.
- We believe that children learn by doing.
- We believe students can learn to make good choices and accept responsibility for their behaviour.

Communication

To facilitate the smooth running of the Prep year, we look forward to open communication between staff and parents. Please feel free to discuss any concerns or issues with us as they arise.

Classroom communication is usually by the way of:

1. Regular class news updates on notice boards
2. Class newsletters
3. Informal conversations / Appointments
4. Emails

Prep Program

The Prep program is designed to cater for each child's learning needs and to foster the development of abilities, attitudes and skills that will assist the child's educational development. The Connect program is the transition program to Prep and will be held in term 4 each year. These sessions are important to ensure that children are confident in their new environment and familiar with staff and other students.

In Prep, the children will:

- Express themselves and communicate with others
- Develop self-confidence and a positive sense of self
- Make new friends
- Share and co-operate with others
- Develop fine motor and gross motor skills
- Learn thinking and problem solving
- Develop language skills
- Develop a positive approach to learning
- Participate in reading, writing and mathematical activities



- Be responsible for themselves and their own belongings
- Be responsible for their own behaviour and make sensible choices
- Relate to other adults
- Develop early literacy and numeracy skills
- Engage with the Australian Curriculum

These areas will be developed through:

- discussions
- stories
- music, dance, drama and art
- inquiry learning
- play-based learning
- explicit instruction
- direct teaching
- Perceptual Motor Program (fine and gross motor skills)
- using technology in the curriculum

All children will also participate in the 'Play is the Way' program which is part of the Geebung State School Code of Behaviour and teaches the skills of responsibility and social and emotional resilience through games. The students will also participate in learning about the self-regulation of emotions through the 'Zones of Regulation' program.

Prep Curriculum Overview

The Australian Curriculum is a modern curriculum implemented in our school. It is designed to develop:

- Successful learners
- Confident and creative individuals
- Active and informed young people who are ready to take their place in society.

This curriculum sets out what will be taught for each year level, the specific content and the learning standards expected at points in a child's schooling. Teachers will outline the curriculum expectations during the Parent Information Evenings at the beginning of each school year and through a classroom newsletter each term that will outline the units of work being completed that term.

Curriculum, Standards and Assessment

- Prep teachers will be using the Australian curriculum in the areas of English, Mathematics, Science, HASS, HPE, Technology and The Arts (supported by Education Queensland's C2C units)
- Fostering a curious approach to learning through play, project based and inquiry learning opportunities help children to develop a love of learning.



- Prep is a critical time in the learning of foundation knowledge and skills in the areas of literacy and numeracy
- Minimum literacy and numeracy standards for Prep students to achieve by the end of the school year are set each year at Geebung State School. Progress of students throughout the year is carefully monitored and early intervention strategies are accessed if we believe a child may benefit from some additional support with their learning. The focus of this support in Prep is usually around oral language development
- Reports cards are issued twice a year to provide information on how your child is progressing. Any concerns you may have can be discussed with your class teacher
- Parent-Teacher interviews are held twice a year in your child's classroom to formally update you on your child's progress. You will have many short informal updates throughout the term and year.

The Australian Curriculum is flexible so that teachers can plan the learning for all their students, also taking into account their local school community. Priority is given to literacy and numeracy as they are the foundations upon which further learning is built. Further information can also be obtained from the ACARA website: www.australiancurriculum.edu.au.

Within the flexible preparatory learning environments, teachers will purposefully create learning contexts for learning and assessment including:

- routines and transitions
- real-life situations
- investigations
- focused learning situations
- play

Relevant meaningful planning focuses may include project work, community events and real life problems. For example:

- Assembly Presentations
- Whole School Events such as Harmony Day and Sports Days.
- Book Week dress up day
- Incursions/ guests

Operating Times

Parents are requested to wait at the allocated waiting/eating area under D Block before the Prep rooms open at 8:50am, and prior to collecting children at 3pm. Please collect your child at 3.00pm from the prep classroom. After this time the staff may be involved in meetings and class preparation and will not be available to supervise your child. Children still on site after finishing time will be taken to the office. Teaching staff will contact parents.

It is recommended that children be accompanied to and from the room by a responsible adult or an older sibling. Please ensure the contact details of anyone new who collects your child are recorded at the office.



Recess Times

Children will have a fruit/brain snack break at 10am, morning tea break and play from 11:00 - 11:30am and a lunch break and play from 1:00 - 1:40pm. This is consistent with the whole school recess times.

Toilet Access

All children will be encouraged to utilise the toilet facilities at the commencement of each session and as the need arises throughout the day. All children should be able to use the toilets independently. Please pack a spare set of clothes/underwear in your child's school bag in case of an accident. Prep children should be able to change themselves in the case of an occasional accident.

Specialist Lessons

All children will receive instruction on a weekly basis from specialists in the areas of Library, Music/Drama and Physical Education. The children will participate in a swimming program, as part of the Physical Education Program, in Term 4.

Technology

Computers and iPads will be available for student learning within the classroom and students will have access to computers in our Library and the Computer Lab. Access to the internet and educational software is provided.

Uniform

The prep students wear the same uniform as the older students i.e. bottle green and white polo shirt or checked shirt with either black shorts or skirt and the girls also have the choice of wearing the checked dress. Footwear is to be of an appropriate closed in jogger or leather school shoe. If your child is unable to do up shoe laces, could you please provide velcro fastening shoes. All children must have a broad brimmed hat or bucket hat, preferably the Geebung State School hat. *No hat means no outside play.* The checked uniform is available at our Uniform shop or Lowes in Chermshire Shopping Centre. Polo Shirts, Winter Polar Fleece Jackets and Bucket Hats can be purchased from the P and C Uniform Shop. The Prep Year uniform will be consistent with our Code of Dress Standards for students. **Please name all items of clothing.**

The formal checked uniform is to be worn on for Assembly. Assembly is currently held on Tuesdays at 2:15pm.



Jewellery

Students can wear a medical alert bracelet or necklace or religious symbol. In the interests of safety, children with pierced ears are required to wear small stud earrings.

Routine

Independence and responsibility are attributes which will be fostered during the Prep Year. The Prep program will encourage these attitudes and skills from day 1. In this regard, it is essential that each child becomes responsible for his/her own belongings. All items of clothing must be named.

Every week the children will visit specialist lessons including the Library. The children will be encouraged to participate in the borrowing program to foster positive attitudes to books and reading. Parents are required to provide a library bag for borrowed resources to be carried safely.

The children will join in the whole school assembly every Tuesday from 2:15pm, and become familiar with the order and routine of these activities.

The children will also be introduced to the Tuckshop and become familiar with the process of ordering and collecting their morning tea and lunch. The tuckshop currently operates 3 days per week for both lunch breaks.

Money Collection

From time to time money is collected for such things as educational experiences and fundraising. It would be appreciated if the correct amount of money is placed in an envelope and clearly marked with the child's name and what the money is for. Envelopes are to be placed in a locked box in the office foyer.

Parking

Car parking is available in the lower carpark off Newman Road. This car park is on the southern side of the Assembly hall. Parking is not available in the Staff Car Park on the northern end of the school grounds, the Administration Staff Car Park or on any grassed or pedestrian walking area.

Smoke Free Environment

As with all government premises it is policy that there is **No Smoking** within the school grounds.



Pets

No pets are to be brought into school grounds unless previously arranged with a Class Teacher.

Outside School Hours Care

This service is available to all children at Geebung State School. It provides for care from 7am to 9am and 3pm to 6pm. Vacation Care is also available. For more information, please contact After School Care 3865 8971 or 0451143308.

Attendance

Regular attendance at school is essential so that the child can maximise the programs available. If there is a change in the child's routine that will affect his/her attendance at school, please notify the staff.

If your child is unable to attend please phone the office on 3623 8777 or the Student Absence Line number is 3623 8760. Please explain a child's absence as a reason must be recorded eg illness, appointment etc. You can also report an absence through the Q Parents App.

Please ensure that your child is on time for school as lateness can stress young children and can disrupt the program that has already begun. If you do arrive after 9am please report to the school office for a late slip.

Please ensure that your child is collected at 3pm. Should you be delayed please ring 3623 8777. If you are late collecting your child, you will be phoned by the office. Your child will wait for you in the office.

Parents / Carers in the School

Parents/Carers and relatives play an important and valued role in the education of their child. We welcome your involvement.

Ways in which you can assist:

- Volunteering to support learning programs.
- Reading the noticeboards and newsletters.
- Offering to share any hobbies, interests or expertise you may have.
- Supporting excursions and special events.
- Supporting us at home by talking about your child's day.
- Reading and talking to your child daily.



- Supporting the Geebung State School Community Responsible Behaviour Plan and any consequences involved.
- Informing us of any problems or ideas that you have.
- Join the P&C.
- Attend Assembly.
- Volunteer in the Tuckshop.
- Attend Information Sessions.
- Ask how to be a reading helper in our Reading Army program.

Parental Roles and Responsibilities

It is the Parent / Caregiver's responsibility to:

- Read all the information relating to the Prep Year in order to be familiar with our policies, routines and practices
- Comply with relevant health and hygiene policies
- Participate in and support our programs. All volunteers will need to do a volunteer induction at school prior to assisting the students in class.
- Discuss problems and grievances with the teacher and then Principal or Deputy Principal if necessary.
- Notify the staff of any changes relating to address, phone numbers and emergency contact phone numbers.

Children's Requirements

The following list contains requirements your child will need for Prep. It would be appreciated that all the belongings be available by the child's first day.

Please name all belongings clearly:

- ☆ One bag large enough for your child's belongings.
- ☆ One lunch box, large enough for morning tea and lunch
- ☆ Fresh fruit or vegetable separately packed and labelled for 'brain' snack.
- ☆ A waterproof Velcro library bag for library book and home readers.
- ☆ Items from booklist clearly labelled.

Bookclub

Ashton Scholastic Book Club is coordinated through the school library with order forms sent home through each term. Reasonably priced, quality and age appropriate books can be ordered. Just another way to encourage your child's interest in reading!



Food

We encourage all Parents / Carers to support our school's healthy eating philosophy by sending appropriate food for Morning Tea and Lunch. All foods should be able to be managed/opened by the child. For example, morning tea could consist of a piece of fruit, cheese stick, cracker biscuits, yoghurt pouches, fruit / muesli bars. Lunch could be a simple one of sandwiches and fruit.

All students are required to have a water bottle. Please fill the bottle with water only.

Tuckshop is available on Wednesday, Thursday and Friday for Morning Tea and /or Lunch. Tuckshop volunteers are greatly appreciated. If you are available, please telephone our Tuckshop Convenor on 0409 391 822.

Illness/Injury

If your child should become sick or be injured while at school, the staff will notify you first. If you cannot be contacted, we will notify your nominated emergency contact person to collect your child. Please keep contact details up to date.

Children with infectious diseases must be excluded from the school for specified times. Please see / ring the office staff for details.

Administering Medication at School

Please read below for information about the administration of medicine to students during school hours. This is a heavily regulated area of school operations and all documentation must be completed and processes followed.

Students who need a Medical Action Plan need to update this every year. Please send in your child's plan as soon as possible.

The Department recognises that all medication, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but **not a pharmacist**) to administer any medication to students, including those bought over the counter.

If your child requires medication while at school, please ensure you complete and sign an Administration of Medication record sheet available from the school office.

You will also need to provide the school with the prescription – labelled medication in the original package with clear directions for use.



For these reasons, OTC medications will only be administered to students at school if medical authorisation has been received e.g. part of a medical Action Plan.

Toys / Show & Share

Every student will be given several opportunities during the school year to participate in Show and Share. Names and days for Show and Share will be advised by the class teacher.

Treasures from home:

Toys and treasures can be lost or broken so we ask you to ensure that your child does **not bring** any of these to school. For learning purposes your child is encouraged to bring in any type of interesting items e.g. found objects in nature.

Birthdays

We are more than happy to celebrate your child's birthday. If you would like us to do so, little cupcakes would be greatly appreciated, as they are easier for the children to manage.

Please check with the class teacher before providing cakes etc, as a number of our students have severe allergies to particular foods and additives. The Tuckshop also offers Healthy Choice options for birthday celebrations.

Student Code of Conduct

'*The Geebung State School Student Code of Conduct*' outlines the expectations for staff, student and parent behaviour when on the school premises, or involved in school related activities, and the processes for managing behaviour throughout the school community. Two key components of the Code of Conduct are our social and behaviour management programs, 'Play is the Way' and 'Zones of Regulation'. Both of these programs are aimed at working with students, staff and parents towards developing a positive and responsible environment using a common philosophy and language.

Our school has 4 expectations that the children will learn about at Geebung.



Accident Insurance

The following information has been provided by the Department of Education and Training Queensland.

ACTIVITY RISK AND INSURANCE

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or activity, all costs associated with the injury, including medical costs, are the responsibility of the parent or caregiver. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered through the private health insurance.

Any other costs must be covered by the parents/carers. Please take this into account when you give consent to participate in activities at school and off campus.



We are here to provide quality education and care for your child. Please do not hesitate to talk to us about how your child is progressing. We hope that your year will be a happy one, as we share the joys of helping to raise your child.

If you have any concerns please contact your class teacher to find a mutually agreeable time to meet. Positive comments and feedback are also important to us. We look forward to our association with you and your child in our Prep program.

