



Geebung State School

Prep 2018 Handbook



**Geebung
State School**

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:	Matthew Meharg
Deputy Principal:	Penny Callaghan
Prep Teachers:	Lyndal Goldsbrough Reena Singh Alicia Cripps
Prep Teacher Aides:	Suzanne Travers Gail Free Janet Winton
Administration Office:	Ph: 3623 8777
Student Absence Line:	Ph: 3623 8760
After School Care:	Ph: 3865 8971
Tuckshop:	Ph: 0409 391 822
P & C Administration:	Ph: 0417 497 775
Prep Hours:	8:50am – 3:00pm
Email address:	info@geebungss.eq.edu.au
Webpage:	http://geebungss.eq.edu.au



To New Parents

Children are strong, rich and capable. All Children have preparedness, potential, curiosity, and interest in constructing their learning, negotiating 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 behaviour management should be a learning experience.
- We believe students can be taught 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. Fortnightly school newsletters
3. Informal conversations / Appointments
4. Parent/Teacher Interviews in terms 1 and 3 and Report Cards in terms 2 and 4.

Prep Program

The prep program is designed to cater for each child's learning needs and to foster the development of certain abilities, attitudes and skills that will assist the child's educational development. The prep program is the forerunner to many of the programs already running in the primary school and equips the children to ease into these in Year 1.



At prep, the children are encouraged to:

- Express themselves and communicate with others.
- Develop self-confidence
- Make new friends
- Share and co-operate with others
- Develop physical skills
- Develop a positive attitude to learning
- Participate in reading, writing and mathematical activities
- Be responsible for themselves and their belongings
- Be responsible for their own behaviour and make sensible choices
- Relate to other adults
- Engage with Australian Curriculum

These areas will be developed through:

- discussions
- stories
- music and dance
- having access to a variety of educational resources, links with the Foundation Year Australian Curriculum, the Perceptual Motor Program, the Information Communication Technology Program and the Art and Creative Crafts Program.

All children will also participate in 'The Games Factory' and 'Play is the Way' programs which is part of the Geebung State School Community Responsible Behaviour Plan and which teaches the skills of responsibility and social and emotional resilience through games.

Prep Curriculum Overview

From 2012 teachers have implemented the Australian Curriculum in English, Maths, Science, History and Geography. This curriculum sets out what should be taught through 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, during Parent Teacher interviews or informal discussions with parents if requested.

Further information can also be obtained from the ACARA website:
www.australiancurriculum.edu.au.



Research indicates that early year's education:

- Should not be limited to academic preparation for school
- Should focus on children, making decisions, solving problems, developing thinking processes, developing effective communication, developing collaboration strategies, developing positive dispositions to learning, developing a positive sense of self.

The Australian Curriculum will be implemented in conjunction with the Early Years Curriculum Guidelines.

The Early Years Curriculum Guidelines are designed to:

- Assist teachers in planning, interacting, monitoring and assessing and reflecting on the preparatory curriculum.
- Focus on learning through reciprocal interactions with people, objects, symbols and events
- Describe the relationship between assessment and learning
- Illustrate developmentally, socially and culturally appropriate learning opportunities and outcomes
- Highlight links between home and the preparatory and primary curriculum.

The Early Years Curriculum focuses on building continuities between preparatory and early school settings.

There are 5 key components of an effective early year's curriculum.

- Understanding children
- Building partnerships
- Establishing flexible learning environments
- Creating contexts for learning
- Exploring what children learn

The 3 Early Years Learning Areas are:

1. Social and Personal Learning
2. Health and Physical Learning
3. Active Learning Processes



The Early Years Learning Areas provide a holistic learning framework for exploring children's understandings, dispositions and capabilities and also assist teachers as they plan, interact, monitor, assess and reflect on learning.

Within the flexible preparatory learning environments, teachers will purposefully create 5 main learning contexts for learning and assessment:

- 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.

Operating Times

Parents are requested to wait at the waiting/eating area under C 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. If you arrange for someone else to collect your child please inform the Prep Class Teacher or Teacher Aide through the Communication Books in each classroom.

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 toilets independently. Please pack a spare set of clothes/underwear in your child's school bag in case of an accident.

Specialist Lessons

All children will receive instruction on a weekly basis from specialists in the areas of Library, Music and Physical Education. Our Prep students also have the opportunity to participate in the Junior Choir (Geebugs) which is on every Wednesday at second break unless otherwise notified. The children will participate in a swimming program, as part of the Physical Education Program, in Term 1 and Term 4.

Technology

Computers and iPads will be available for student learning within the classroom and students will also have access to computers in our Library and the Computer Lab. Access to the internet and educational software will be 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 requirements are available at Lowes in Chermside 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.**



Jewellery

Students can wear a medical alert bracelet or necklace. 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 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 Wednesday from 2:30pm, and become familiar with the order and routine of these activities.

The children will also be introduced to the Tuckshop program and become familiar with the process of ordering and collecting their morning tea and lunch.

Voluntary Contribution Scheme

A voluntary contribution of \$40 per child per year (ie \$10 per student per term) is requested. Funds raised through this student contribution scheme will be directed to classroom consumables eg paper for class work and photocopying, art and craft materials etc.

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.

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.



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 P&C.
- Attend Information Sessions.

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
- Discuss problems and grievances with the teacher
- 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.

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, 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 3265 5959.

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

The following information is provided for parents and carers. It has been taken from Education Queensland's Policy and Procedures for the Administration of Routine and Emergency Medication.

'This procedure applies to medication prescribed by a medical practitioner, and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life.'

'School staff can assist a student with medication under the carer provisions of the Health Regulation (1996) provided that a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name. Staff must follow the directions on the original label attached to the medication container.'

'The administration of over-the-counter medications, including analgesics and homeopathic medications, are subject to the same accountabilities as prescription medications. However, as many over-the-counter medications will not have an original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name, a letter from a medical practitioner will need to be provided to authorise administration of this medication.'

If staff members are required to administer medication a form giving us permission to do so will need to be completed at the office.

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.



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.

Responsible Behaviour Program

'The Geebung State School Community Responsible Behaviour Plan' 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 Responsible Behaviour Plan are our social and behaviour management programs, 'Play is the Way' and 'Friendly Schools'. 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.

Accident Insurance

The following information has been provided by Education Queensland.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES

'Accident insurance cover for students'

'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 incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.



It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.'

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 see us at a time suitable to both of us. Positive comments and feedback are also important to us. We look forward to our association with you and your child in our Prep program.

