



Prep Enrolment Information Booklet 2024

School Contact Details:

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Principal: Jo Wernecke

Prep students will commence Term 1 on Monday, 22nd January 2024

Welcome

Welcome to the school community of Maryvale State School. We feel sure that your association with the school will be very rewarding for both you and your child.

Starting school is an important milestone in your child's life. Before the first day you can do many things at home to help your child in readiness for school.

Encourage the use of correct English. "Baby talk" is a tremendous drawback to a child when learning to read and speak. Talk to your child encouragingly about school, eg "School is a friendly, interesting place where you will meet friends and learn a lot of new things."

Having your child equipped with the items from the booklist and dressed in school uniform assists the child to feel a part of the school family. Allow your child to be responsible for carrying and unpacking their school bag, putting lunch boxes in the fridge and giving notes to the teacher.

Above all, accept your child for what they are, and do not expect more from them than what they can do. Do not compare what they can do with that of their friends.

The Prep Year of Schooling

Students born within the following dates are eligible to enrol in Prep in 2024:

1st July 2018—30th June 2019

An enrolment cannot occur until the school sights a FULL BIRTH CERTIFICATE.

Operating Hours

The Prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the full length of the school day.

The *Early Years Curriculum Guidelines* are designed for a five days per week program. Therefore, parents and carers should be encouraged to have students attend for the full five days to gain full benefit from the program.

Early Years Curriculum

Our Prep year is a learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

We utilise the Early Years Curriculum Guidelines that incorporate the following:

- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn.

Age-appropriate Pedagogies in the Early Years

The Australian Curriculum sets out the curriculum. Through the use of Age-appropriate pedagogies, teachers are able to use a range of strategies and practices that will maximise student learning—inquiry learning, play-based learning, project approach, explicit instructions, event-based approach and direct teaching.

EARLY YEARS (PREP) PROGRAM at Maryvale State School

Everything your child does within our school has a purpose for learning. If you have any questions or concerns, please don't hesitate to ask us.

The following factors have been identified to contribute to success in learning:

- social and emotional competence with a focus on social and personal learning—resilience
- health and physical wellbeing, particularly in making healthy choices, gross-motor and fine-motor development
- language learning and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.

Early learning areas	Early learn area focus posters	Key learning areas
Social and personal learning	Social learning Personal learning	HASS- Australian National Curriculum HPE
	Making healthy choices Gross-motor Fine-motor	HPE—Australian National Curriculum
	Oral language Early literacy	ENGLISH—Australian National Curriculum
	Early numeracy	MATHEMATICS—Australian National Curriculum
Active learning processes	Thinking Investigating Imagining & responding	SCIENCE—Australian National Curriculum HASS—Australian National Curriculum TECHNOLOGY—Australian National Curriculum THE ARTS—Australian National Curriculum

Links to Australian National Curriculum

Play

Play is purposeful. In Prep you will see children with building blocks, listening to and telling stories, exploring nature, playing in water, sand and mud and creating with clay, dough, paint and collage materials. These are only a few of the many activities provided which are based on an educational program planned and implemented by the teacher and teacher aide.

Your child will continue to develop their skills and knowledge through play activities and learning experiences including:

- listening, responding to and giving directions
- understanding and using language to group sort and describe objects and to communicate ideas, feelings and needs
- development literacy and numeracy through a range of learning contexts
- becoming independent thinkers and problem solvers
- learning how to co-operate with others
- developing motor co-ordination skills
- participating in real life experiences such as cooking, shopping and gardening.

In play, children make choices, negotiate and collaborate and express their own ideas in a variety of forms.

School Timetable

Children are not to arrive at school before 8.30am unless prior arrangements have been made with staff. This gives staff adequate time to prepare the room and attend any meetings that are scheduled before this time. School starts at **9am**.

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 rack
- going to the toilet before the starting bell rings at 8.55am
- moving to the carpeted area and completing a puzzle while they wait for the teacher to start
- giving parent notes to staff.

Brain Break is at 10.00am. Children are encouraged to have a piece of fruit for this short break.

The lunch break begins at 11am with 25minutes supervised play. This is followed by 20 minutes eating time. Learning recommences at 11:45am.

Afternoon tea is from 1:00m to 1:30pm. With 15 minutes eating time and 15 minutes supervised play.

Children must be collected at 3:00pm. Please notify us, personally or in writing, when anyone other than yourself will be collecting children from the school. If you know that you are going to be late, please contact the school.

Late Arrivals/Early Departures

- if arriving late, parents are required by Education Queensland policy to go to the classroom and record the late arrival and reason in the register provided
- if collecting a child early to go to an appointment, etc, parents are also required to go to the classroom and sign their child out in the register.

'EVERY DAY COUNTS AT MARYVALE'

Regular student attendance in Prep ensures maximum opportunity to engage in the learning experiences essential for a successful start to each student's learning journey.

Illness

We advise you to keep your child at home if they are not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

What to do if my child gets sick?

When a child is too sick to come to school, parents are required to inform the school on the day of absence. A reason must always be supplied. A phone call, SMS, or note is appreciated.

- if your child becomes sick at school you will be contacted. If you are not available your emergency contact person will be run. **Please keep all contact (home, mobile) numbers up to date.**
- if medication must be taken at school please take special note of information in the School

All schools must follow-up "Same Day Absence" procedures. When absences do occur, school must follow-up and accurately record absence explanations.

1. Parents are required to **SEND AN EXPLANATORY NOTE** or **CALL** or **TEXT** the school no later than 9:15am on the day of the absence
2. When calling in an absence. Parents are asked to:
 - a. **State their name clearly**
 - b. **State their child/ren's name**
 - c. **State the date and reason for their absence**
3. Should this not occur, the school will call or text you to seek the reason for your child's absence.

Handbook which deals with the issue of medication. Departmental Policy is very strict and must be followed.

Departmental Policy

Teachers are permitted to administer medication to your child under certain conditions:

1. The medication has been prescribed by a doctor
2. The doctor has prescribed the medication to be taken in school hours ie, the container states the exact time for the medication to be administered.
3. The medication is oral, not injection.
4. The exact dosage is indicated on the container, as well as the name of the child.
5. Advise the school and collect medications when no longer required.

Analgesics, cough syrups etc, which have not been prescribed by a doctor, **WILL NOT BE ADMINISTERED.**

In regard to number 2, medication which is taken 3 times a day, may be able to be taken before school, after school and at night, not necessarily in the middle of the day. Unless the container states the exact time, the teachers will return the medication to the parents. *Before a teacher will administer medication, a parent/guardian is required to complete the form, and RETURN IT, WITH THE MEDICATION, TO YOUR CHILD'S TEACHER or the OFFICE.* Additional copies of this form, for future use, are held at the school.

Excursions

Education excursions may mean a change from the normal school day routine. We will let you know in advance.

Sun Safety Policy

The outdoor learning environment is perfect for children to explore their large muscle skills, eg running, climbing and hopping. It also promotes body strength, balance, co-ordination, and supports growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. We recommend that children have their own hat to wear—wide-brimmed hats or legionnaire-style caps being the most appropriate for our climate.

We strongly adhere to the school rule—**NO HAT, NO PLAY.**

Treasures from home

Toys and trinkets from home 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 by the teacher until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Birthdays and other celebrations

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We have found that party cakes are the most ideal and fair way to share their special event with their friends. Please notify the teacher if your family does not celebrate birthdays.

Assembly

The whole school has Assembly at 2.45pm on Friday of even weeks. Parents are informed through the newsletter when special awards are to be presented, eg Star of the Week. Parents are always welcome to attend all Assemblies.

Communication

Newsletters: Newsletters will be sent out informing you about events happening in and around the school community. These are sent home every fortnight. If you have any information you wish to share or contribute, please let the staff know. Forms that need to be signed and returned to school are printed on bright yellow paper.

Sharing Information: Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for your children, and may affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child's progress, the school or the program. We look forward to working with your child and yourself in building a supportive partnership!

School Website: The school has a website on which we share information about the school, calendar dates, newsletters and newsflashes. We strive to update this regularly. Our web address is www.maryvaless.eq.edu.au.

Parents in the Prep class

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classroom.

You can help by:

- visiting the classroom
- offering to share hobbies, interests
- ideas and any special expertise, discussing any problems or concerns with the teachers
- discuss with your child's day at Prep
- read to your child every day/night and discuss what you have read.

When visiting the Prep classroom to do voluntary work, make sure you sign the *Volunteer's Register*.

Name and labels

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything—bags, shoes, socks, lunch boxes, hats, library bags and clothing.

What to wear

At Maryvale State School children wear the full school uniform which can be purchased from the school office. Sometimes a child may have an accident, which means that the clothes are too dirty to wear. In anticipation of such accidents, we ask you to leave a marked plastic bag containing an old outfit (including underwear) at school. Please remember to label each piece of clothing.

Ideally closed in shoes are worn to school and the children develop the responsibility for taking shoes and socks off and putting them back on.

Links within the school

Outline links with the school—eg specialist lessons, perceptual motor programs, transition programs, parade, seasonal special events (eg Sports Day).

- a Music Teacher will teach music every week
- Physical Education will be taken by a PE Teacher every week
- Gross Motor Activities will be included in the daily program for Prep students. These will be taken by the teacher and teacher aide
- Languages—currently Years 4-6 learn Chinese
- Annual Small Schools Athletics

Supporting Education Needs

As many students and their families have unique needs we offer the services of the following support staff who will assist your child and their teacher with strategies to help them experience success:

⇒ Guidance Officer

- ⇒ Speech Language Pathologist
- ⇒ Learning Support Teacher
- ⇒ Behaviour Management Advisory Visiting Teacher
- ⇒ Hearing Impairment Advisory Visiting Teacher
- ⇒ Speech Language Impairment Advisory Visiting Teacher
- ⇒ Physical Impairment Advisory Visiting Teacher
- ⇒ Intellectual Impairment Advisory Visiting Teacher
- ⇒ Autistic Spectrum Disorder Coach
- ⇒ Vision Impaired Advisory Teacher.

Children may be referred to these services by teachers or by parental request during their years at Maryvale.

Homework

Students will take home reading books and sight words each week. Prep students will not have written homework— **BUT**—we do encourage you to read to your student every night.

Library

Children borrowing from the library in Prep must have a library bag to be able to borrow. Books may be changed daily if desired. The maximum borrowing time is 2 weeks. If a book is required longer than two weeks, contact the teacher.

Getting Ready for Day 1 of Prep

It is our wish that the first day of Prep will be a happy occasion for your child. We will be working hard to make sure everything goes as smoothly as possible. We'll have lots of smiles and lots of time.

Our routine will be simple and consistent until children feel confident and at home.

1. Have your child's things organised the night before so that the beginning of the day goes smoothly and you do not have to rush.
2. Plan morning tea and lunch with your child and pack food that is healthy and that your child likes.
3. **Being on time is very important to your child. Coming in late often makes them feel anxious.**
4. Be positive and talk about the new things in a happy way.
5. Don't slip away. Always tell your child you are leaving and that you will be back after a definite event such as lunch time.
6. Be positive when picking children up. Do not ask if they have been good. Ask them about their day, what they've done and with whom they've played.
7. Encourage your child when they make things to show you. They might look like rubbish, but lots of effort went into them.
8. Make sure you work on toileting—if this is an issue. Managing a student with toileting needs is difficult.

9. Practise things your child will need to do on their own, eg dressing, packing their bag, taking off and putting on shoes and socks, managing their lunch box and water bottle.
10. Recognise own name with a capital for first letter only.
11. Understand that school and class have rules and routines that must be followed. (All rules and routines will be specifically taught to students along with clear whole school behaviour expectations.) Respect—Yourself, Others, Things and Places.

Parent Responsibilities Once School Begins

- Give your child a regular bed-time (approx. 7:30pm)
- **Read** to and with your child regularly
- **Have your child read to you**
- **Listen** to your child
- Home Reading and sight words
- Take a proactive role in your child's learning
- **Take a genuine interest** in any work your child brings home. Supervise and ensure that home-tasks are done effectively
- Allow and encourage independence in your child eg **carry own school bag**.

First Day of Prep

The first day of Prep will focus on establishing the routines that your child will learn and follow throughout the year. Below is a schedule of what parents can expect to experience on the first day of Prep for your child.

Time	School Day	Parent Experiences
8:30am		Arrive at school. Help your child to: <ul style="list-style-type: none"> • Place their school bag on the port rack • Put their lunch and water bottle in the fridge • Find a space on the floor to do a quiet activity, jigsaw or construction.
8:55am	First Bell	Buzzer will sound. Children will be asked to pack up their activities and to go to the toilet, get a drink and line up outside the classroom.
9:00am	School starts	
10:00am	Fruit Break	
11:00am	Lunch	
11:45am	Middle Session	
1:00pm	Afternoon Tea	
1:30pm	Last Session	
3:00pm	School ends	Parents pick up children

