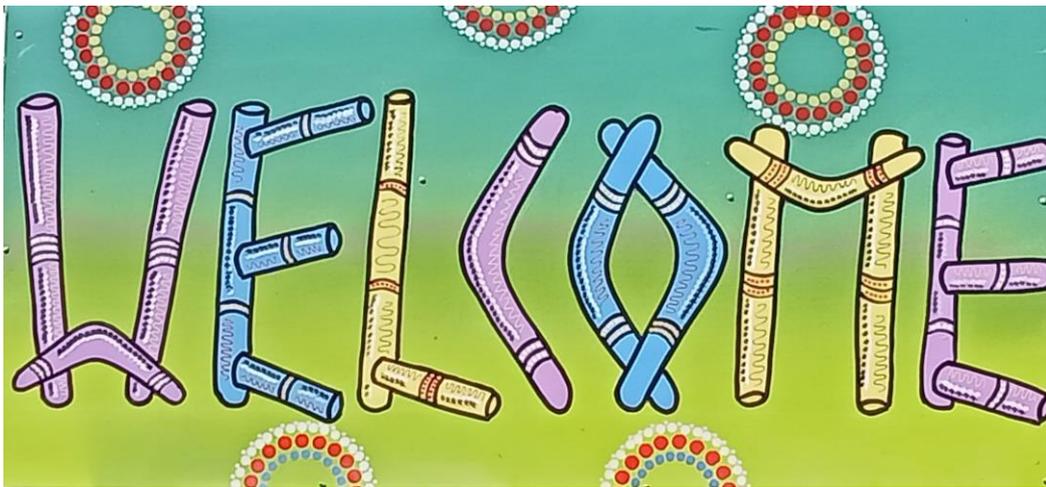


Kingaroy State School

Prep Handbook



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All enquires most welcome: Phone for an appointment to view our school, visit our Facebook page Kingaroy State School or visit on the web at <http://www.kingaroys.eq.edu.au>

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Welcome to Kingaroy State School

Welcome to the school community of Kingaroy 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 drawback to a child when learning to read and speak.
- ❖ Talk to your child encouragingly about school. - 'School is a friendly, interesting place where you will meet friends and learn a lot of new things.'
- ❖ Having your child equipped with all the items from the booklist and dressed in school uniform assists the child to feel a part of the school family. Please ensure that all belongings including clothing are clearly named.
- ❖ Allow your child to be responsible for carrying and unpacking his/her school bag, notes to the teacher and message box.
- ❖ Practise opening lunch box, food packets, unwrapping plastic wrap and self seal bags.
- ❖ Discuss the two eating breaks, healthy snack break and that they need to leave some food for the second eating time and that it is OK for them to not eat everything you send.
- ❖ Attend open days, Parades and school events where possible to assist with familiarising them with the school.

Preparing Your Child for Prep

Below are some ideas to assist you in giving your child/ren a head start towards becoming ready, independent, confident and happy for Prep:

- ❖ Name all your child's school items – bag, clothes, lunch box, water bottle, books (saves you time and money).
- ❖ When discussing school be positive, happy, genuine & eager.
- ❖ Foster independence with personal hygiene and toileting, self-help skills and requesting help when required.
- ❖ Have a substantial breakfast each day, as the children will find it a long time before Healthy Break and First Break (11am).

- ❖ Pack all food into a lunch box, pack separate packages in the lunchbox to assist in ensuring all food isn't eaten at First Break. Cut up any fruit that your child would like cut.
- ❖ We are not able to heat food for children or store food in a refrigerator.
- ❖ If food needs to stay cool please include an ice brick or frozen popper.
- ❖ Please send a named water bottle each day.
- ❖ Please send packaged food / containers your child can open. To assist this allow time on the holidays to explore how to use a lunchbox and how to open:
 - Lids
 - Poppers/straws
 - Yoghurt and diced fruit (children find particular tricky)
 - Drink bottles
 - Muesli bar wrappers (perhaps cut the top off at home)
 - Sandwich wrappers
- ❖ Include spoons if needed
- ❖ Talk about which food to choose for Healthy Snack Break eg: fruit, vegetable, yoghurt or cheese and water.
- ❖ Shoes – allow children to practice putting them on and taking them off. Begin teaching them how to tie shoe laces or have Velcro fastenings.
- ❖ Broad brim hats – place a distinguishing tag, ribbon, picture, iron-on motif on the hat to assist your child to easily identify their hat. Please also name.
- ❖ Provide a big school bag. Perhaps attach a bag tag to make the bag easy to identify for your child. Consider putting a tag on all bag fastenings to assist your child opening zips.
- ❖ Include a spare set of clothes in a front pocket for “unforeseen accidents”.
- ❖ Involve your child in the:
 - Shopping for and covering of books
 - Naming of school items
 - Packing/unpacking their own school bag

The Big Day Has Arrived

What should you do?

Have a positive attitude! If you do, your child will! Act confidently and happy about the big day.

Prior to the start of the school year, you will receive a personal letter in the mail informing you of your child's class, room number and teacher. Take your child to the classroom and leave him/her with the Teacher. After saying goodbye, please leave promptly. A map of the school is included in the school prospectus)

Children settle when parents are out of sight!

First Day of School

- ❖ Be on time.
- ❖ Be positive and calm.
- ❖ Try to have all your child's items (bring everything on booklist as we will collect and store)
- ❖ Let your child carry their bag, if not too heavy with their belongings.
- ❖ Introduce yourself and your child to your Teacher and Teacher Aide.
- ❖ Find out from your Teacher or Teacher Aide where to place your child's belongings and have them unpack their bag. Look for signed boxes to put items in.
- ❖ Settle your child at an activity.
- ❖ Some children will cry when you go to leave. To make separation from your child easier, remind them of the fun they will have and remind them that you will be back at 3:00pm to collect them.
- ❖ Pre-warn your child that you must go when the Teacher says. Say goodbye and leave. **Don't delay or stay.**
- ❖ Some children will cry, but usually stop in a short while.
- ❖ Collect your child from the classroom at the advised time (3:00pm).
- ❖ Please wait in covered area outside Prep to collect your child– not on the ramps, play area or verandas. This allows the children to move safely from the classroom to you.
- ❖ If in case of an emergency, you need to change your child's usual going home arrangements, please phone the office prior to 2pm and they will forward the message to class Teacher.
- ❖ Alterations to going home arrangements that are known in advance can be communicated in person or by a note to the Teacher in the Communication Book.

Dropping and Collecting your Child

Parents are encouraged to drop children off around 8.30am. For the first week of school however, parents may bring their child to the classroom or playground after 8.30am, and help them settle. **After the first week your child may be left in the Prep Playground after 8.30am, when staff come on to supervise their play. The staff member will be wearing a bright orange vest.** Children who arrive at school before 8.30am assemble and sit in the covered play area, in the middle of the school, until 8.30am.

At the end of the school day for the first week of school, the staff will take the children to meet parents, buses etc. Please meet your child at the Prep classroom.

Explain to your child if they travel by bus that they must wait in the school grounds under the bus shelter until the bus comes. Staff will be on bus duty and supervise until children board the buses. Please ensure that your child's Teacher is aware of transport arrangements e.g. bus number, daycare etc. Attach a tag to school bag with bus number to assist staff to ensure they board the correct bus.

Please ensure that your child is not waiting for a long period after dismissal time. Standing alone is not safe. Let the office know if you are going to be late. Children will be taken to office at **3.05pm** if not collected.

Encourage your child to use the school gates. Hopping over the fence is not permitted.

If you drive your child to school please note that in the interest of safety, cars are not allowed in the grounds, this includes the circular driveway beside Prep. **This is for authorised vehicles and Child Care Buses only.** Please also obey the drop, stop & go area at the front of the school.

What to do if my child gets sick

When a child is too sick to come to school ring the school student absence line 41604360 or reply to the school's text message.

If your child becomes sick at school we will contact you. If you are not available your emergency contact person will be phoned. Please keep all contact (home, mobile telephone) numbers up to date.

If medication must be taken at school please take special note of information in the School Prospectus. Departmental Policy is very strict and must be followed.

Departmental Policy:

First Aid Officers 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 has the pharmaceutical directions stating the exact time for the medication to be administered
3. the medication is oral, not injection
4. the pharmaceutical label showing the exact dosage is indicated on the container, as well as the name of the child.

Medication which have not been prescribed by a doctor can not be administered at school.

Medication, prescribed by a medical practitioner, may be administered at school. Before medication can be administered at school, a parent/guardian is required to complete medication form, and return it, with the medication (complete with chemist label attached), to the office (See Prospectus).

A list of the infectious diseases with minimum exclusion periods for Schools and Child Care Centres is also located in the Prospectus.

General Information

Once at school, children are not allowed to leave the school grounds without permission. If children need to leave school during school time the policy is that parents must come to the office to sign their child out.

First Lunch Break is 11-11:45am. During the first 15 minutes children eat their lunch. A bell will ring to release them and they may continue to eat or play. A warning bell will ring at the close of play so they can visit the toilet, wash hands, have a drink and line up. Please discuss this procedure with your child.

Between 9.00am and 11.00am children will have a Healthy Snack Break which can include: piece of fruit, vegies, an egg, cheese etc.

Children are encouraged to bring a nutritious lunch in a named lunchbox.

A similar system is used for second break 1:30pm to 2pm. It is best if first and second break lunch is wrapped separately so there is no confusion. Due to the length of time between breakfast and first break many children eat most of their lunch at first break.

Broad brimmed hats must be worn when playing. In the interest of health and safety the school policy is – No Broad Brimmed Hat, No Play! Kingaroy State School hat orders can be placed on Tuckshop QKR app.

At School

Once children commence school a real partnership is formed between parents and teachers. You can strengthen that partnership by:

- ❖ Communicating regularly with your child's teacher - through notes, arranged appointments or informal discussion out of school hours. Please ring to make an appointment. Making an appointment will ensure the teacher can provide their full attention. Teacher time before and after school is very important and is often used for preparation and professional development.
- ❖ Join the P&C. Meetings of the Association are on the 2nd Wednesday of each month in the Resource Centre at 5.30pm, unless otherwise stated. All parents are invited to attend meetings. The P&C plays an invaluable role within the total school organisation, giving advice on school matters, debating educational purchases and providing a forum for parental input into curriculum issues.
- ❖ Assist at the Tuckshop.
- ❖ Attending parent in-service programs held from time to time at the school.
- ❖ Attending student-led conferences, and Parent/ Teacher meetings.
- ❖ Helping in the classrooms if or as required by the Teacher.

Prep children take part in many whole school activities and events including Under 8's Activities, weekly parades, library, Health, The Arts, Technologies and Physical Education lessons, book week, sports carnival and the end of year concert.

Library

Children borrowing from the library in Prep to Year 3 must have a named library bag to be able to borrow. Prep students will borrow on a weekly basis. Please include a Library Bag to keep Library books safe.

Supporting your Child's Early Literacy Development

At home it is very important for parents to continue to foster their child's reading development through a love of literature. The focus of reading to children is on the sharing of a text for pleasure, not for teaching reading. Parents can support their child's love of literature by:

- ❖ Reading to and with your child each night. This shows that daily reading and spending time together is important.
- ❖ Talking about books you read & the people, things & animals in them.
- ❖ Asking Questions about and discussing the stories.
- ❖ Talking about everyday print, e.g. "We are going in here now, see the sign, it says Woolworth's., "Look at the Stop Sign, it means Stop."
- ❖ Talk about & involve your child in your everyday jobs, e.g. "Today I am going to make a cake, let's read the recipe."
- ❖ Encourage children to choose favourite books for you to read.
- ❖ After reading a book, talk about the story. Discussing the pictures and the main ideas in a book helps develop understanding. Retelling the story in their own words.
- ❖ Spend time with your children talking, telling stories and singing songs. These are fun and important activities that help children get ready for reading.
- ❖ Accept & praise your child's attempts to read.