



Allora P-10 State School



Prep Handbook 2021

'Always Our Best'

WELCOME TO PREP AT ALLORA

We are looking forward to sharing a happy and rewarding year with you and your child and hope it is the beginning of a wonderful educational journey here at Allora State School.

Our school is a safe, engaging and rewarding educational facility where your child can learn and grow in a caring and supportive environment. We are a PBL School (Positive Behavior for Learning) and seek to provide a proactive and supportive approach to embedding our school values in everyday learning.

Always Respectful
Always Responsible
Always Safe
Always Learning

We have high expectations for our facilities, educational programs and services. We instill these high expectations in ourselves as educators and in our students. Our school motto, 'Always Our Best', emphasizes the importance we place on participating and achieving to the best of our ability in all facets of school life.



**A tradition of caring and capable early year's educators.
Mrs Linda Sharman-Bowman, Mrs Joyce Gibson, Mrs
Cate Hinshelwood**



Miss Carmen Hentschel



Our School Principal, Mr Shaun Kanowski

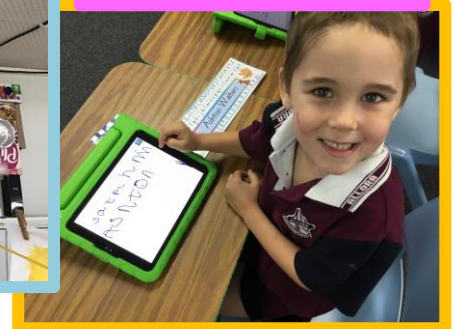
GET SET FOR PREP AT ALLORA

CURRICULUM

Our Prep program aligns with the Australian Curriculum with an added focus on early literacy, numeracy and social and emotional development. Teachers and teacher aides involved in our early year's program incorporate these important educational focuses to ensure that your child has the best possible start to schooling. The Australian Curriculum will guide the content to be taught and achievement standards expected of students in Prep.

Australian Curriculum learning areas are:

- Maths
- English
- Science
- Health and Physical Education
- HASS (Humanities & Social Science)
- The Arts
- Technology (Digital and Design)



WHAT YOUR CHILD WILL NEED FOR PREP

- **All items on the Prep booklist**
- A school hat
- A lunch box with enough healthy food for snack break and first and second breaks. For snack break, students may have fresh fruit or vegetables, yoghurt, cheese, egg, meat. A fridge is available for Prep lunches.
- Drink bottle – this will be available throughout the day in the classroom (water only in the classroom please)
- A school bag big enough to hold their lunch box, folder, a library bag on library day and school clothing.
- A spare change of clothes and underwear (in a plastic bag).

Please label **EVERYTHING** – bags, shoes, lunch boxes, drink bottles, hats, library bags, all stationery, books, clothing, so that students know if an item belongs to them, and lost items can be returned.

PREP UNIFORM

School uniform items can be purchased from the Administration Office. Our footwear requirements are white socks and black leather jogggers. All students must wear a hat when outside, including when leaving our school grounds after school. The school offers sunscreen, however, if a certain brand is required; please provide this for your child. Please refer to the Dress Code in the School Enrolment package for further information.



SCHOOL HOURS

Allora State School Prep operates five days a week from 9.00am to 3.00pm. Children who arrive early (before 8.30am) are required to wait at the main Admin Office until dismissed by a staff member on duty. Classroom doors generally open from 8.30am and children are permitted to enter when a teacher is present. Teachers and parents may communicate during this time and develop partnerships for a successful transition to school.

ARRIVAL PROCEDURE

When students arrive in the morning, they will be expected to do the following things:

- Put their bag on the bag rack
- Put their lunch box in the fridge
- Put their water bottle onto the table beside the fridge
- Return folders, homework, library bags to the correct location
- Place tuckshop orders in the box
- Go to the toilet before Prep starts



Students quickly develop independence with before school routines and will be encouraged to take responsibility for this process. Your support in helping your child develop this independence is greatly appreciated.

COLLECTION TIME

At the end of the day, students will exit the classroom at the front of the Prep building (Raff Street entrance) and await collection by a parent, caregiver or older sibling. The teacher must sight the person collecting your child before they will be allowed to leave. Bus children will be directed to their respective buses. It is important to ensure that your child knows who will be collecting them from school each day, and advise the teacher if it will be someone who may not usually collect them. Please call the office (4666 7222) to advise of unexpected lateness or changes to collection details before the end of school to allow information to be passed on efficiently and to minimise any confusion or stress for your child

LATE ARRIVALS OR LEAVING EARLY

The Prep program starts promptly at 9.00am so please ensure that your child is at school on time. This way, your child does not miss out on any daily routines or valuable group learning experiences. If your child arrives late to school, they need to collect a late slip from Administration before coming to the classroom. If your child is leaving school early, please go to the office to have them signed out. Admin staff will contact the classroom teacher to have your child sent over.

OPEN DOOR POLICY

You are always welcome into the Prep classroom from 8:30am to view your child's book work and artwork, or to have a general conversation with the teacher. If you wish to discuss a matter that is private or requires further time, please make an appointment at a mutually convenient time.

SHARING INFORMATION

Please inform the teacher if any "out of the ordinary" things occur at home that may affect your child's behaviour. We can work together to offer support, guidance and/or advice when and where it is required to have the least impact on your child's schooling.

TREASURES & TOYS

Toys and trinkets from home very often become lost or broken at school. To save time and heartache, please leave these at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.

EXCURSIONS

Occasionally excursions and activities will be organised for educational interest and rewards for the students. Local outings around the community, travelled by foot, do not require written permission and are covered in the enrolment form. Parents/carers will be notified of any other excursions requiring written permission and any costs involved.



LOST PROPERTY

As much as we try and keep belongings safe, unfortunately things get lost or misplaced. Please make regular checks of the lost property bins located Under 'A' Block.

TUCKSHOP

Our school provides a great tuckshop facility with a healthy menu. You may order through the brown paper bag system (please state which break the food is for) and place it in the tuckshop box in the Prep room. You can also order directly at the tuckshop before school. When sending loose money, please only send the minimal amount for the items that your child is wanting to purchase to reduce the risk of money being lost and excessive purchases.

PREPARING FOR PREP

We hope that starting school will be an enjoyable and positive experience for you and your child. They will have the opportunity to make new friends and learn new things. Beginning school is a big step in both a child's and parent life but there are some things you can do to make the transition easier.

DEVELOPING INDEPENDENCE

At Prep your child will learn gradual autonomy from adults. This can be greatly assisted with your support. How can you help?

* Assist your child to be independent with:

- Putting on and taking off clothes and shoes
- Opening a lunch box and unwrapping/opening food packaging
- Eating and drinking without help
- Knowing what to eat for lunch and snack break
- Caring for and putting away play items and equipment
- Using a handkerchief or tissue
- Going to the toilet and washing their hands by themselves
- Packing, unpacking and carrying their own bag



* Prepare your child for separation:

Talk to your child about being at school without you and that it is okay. If your child is not used to being away from the family, if possible, organise for them to spend time at a friend's or relative's house without you before school starts. Bring your child to visit the school before the first day; Bright Start mornings and Pre-Prep afternoons are perfect for orientation and transitioning to school.

* Encourage appropriate communication skills

- Respond when spoken to
- Follow simple instructions [ask your child to help you around the house. Give one direction to begin with, gradually build to two, then three].
- Ask for help

- Greet staff and students upon arrival
- Use manners

*** Help your child to build necessary social skills**

- Share and take turns
- Talk to other students during play/activities, break times
- Invite students to play/sit with them or ask if they may join
- Practice asking for equipment that is out of reach or requires sharing
- Practice asking for a turn with a toy if someone is playing with it
- Play cooperatively with others
- Wait quietly and patiently for brief periods
- Cope with not getting what they want and not winning
- Be truthful about events and/or words spoken. Trust is very important when building friendships and relationships with others



***Help your child to accept “no” as a response and to take responsibility for their behaviour and actions**

- Be okay with “no” as a response
- Understand that there are consequences for unacceptable or inappropriate behaviours, and that a consequence is generally immediate but does not last forever

ORAL LANGUAGE

Talk to your child! Engage them in conversations about things, anything, real or nonsense. Let them be a part of discussions that are appropriate. The development of oral language skills is vital for the successful participation and achievement at school. Children with well-developed oral language skills can join in curriculum areas with increased confidence and success. They understand what is being asked of them and can express themselves to other students and adults. Students can communicate their needs and wants and are able to relay their understanding about what they have learnt or ask for assistance when necessary.

The importance of early identification of students with oral language difficulties is paramount and is supported by significant educational research. Students with oral language difficulties are at increased risk of literacy and general academic difficulties, which in some cases, can lead to behavioural difficulties. If we have any concerns about your child’s oral language development, we will consult you.

Please note that oral language is different from speech. Speech is the mechanical process, involving co-ordination of the brain, nerves, muscles and breathing to produce sounds. Oral language and speech are not necessarily related.

IT'S THE FIRST FULL DAY OF PREP - WHAT DO WE DO?

Relax! Be positive! Be calm! Be excited!

Arrive at school and go directly to your child's classroom. Doors open at 8:30am, so please give yourself and your child enough time to come in and get settled before the first bell. Assist your child to place their bag on the bag rack and unload their belongings. They may place their lunchbox in the fridge and drink bottle on the table. All books and stationery can be left on an empty desk. Greet the teacher and teacher aide who will help your child get settled with an activity on the carpet or tables. The start to your child's day must be positive and supportive and we need your help with quiet reassurance and positiveness. When it's time for parents to leave, ensure that you say goodbye with a cheerful smile and reassure them that you will return at 3pm. Staff will support your child to settle and let you know if there are any issues or concerns.

Children come to Prep with different experiences, interests and learning needs. Teachers plan programs that aim to promote the achievement of every student. Do not compare your child, their learning, and their growth and development to others. It's their journey...it's your journey... enjoy it!



We hope to see you in our Prep classroom

Allora P-10 State School

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