



# Prep Parent Handbook



## Important School Information:

School Address  
2156 Gympie Road  
Bald Hills 4036  
Phone 3261 1554

School Website [www.baldhillss.qld.edu.au](http://www.baldhillss.qld.edu.au)  
School email address [admin@baldhillss.eq.edu.au](mailto:admin@baldhillss.eq.edu.au)

School Hours 8.45am – 2.55pm  
Office Hours 8.15am – 3.45pm

## **Welcome from School Principal**

Dear Parents and Caregivers,

We wish to extend a warm welcome to all our new Prep students and their families. At Bald Hills State School we value the partnership between home, school and the broader community. The Preparatory program is the first year of formal schooling, and as such, an important year of education.

This program is designed to cater for each child's interests and needs, and to foster the development of abilities and skills that will assist the child's future educational development. Prep children will have fun making new friends, investigating, solving problems, and exploring their world while growing in self-confidence and developing literacy and numeracy foundations for success at school.

I am confident that your association with Bald Hills State School will be a happy and beneficial one.

Warm regards,

Glen Robertson  
Principal

## Underpinning Knowledge and Beliefs

Our understanding of how children learn in the early years is influenced by two developmental theorists, Jean Piaget and Lev Vygotsky.

Piaget believed “that children construct knowledge as they interact independently with the environment.” Vygotsky theorised that “children make meaning as they actively participate in social and cultural environments.”



At Bald Hills State School our Early Years Phase of Learning (Prep to Year 3):

- Recognises the diversity and complexity of children’s lives
- Utilises the wealth of experiences brought by children to their classrooms
- Supports teachers in developing educationally sound and culturally responsive programs
- Promotes children’s social and emotional competence with a focus on social growth and independence
- Builds positive dispositions towards learning
- Nurtures positive attitudes towards health and physical well-being.

Children in our Early Years:

- Have a rich mix of cultural and religious backgrounds
- Display a variety of social skills and behaviours
- Draw knowledge from a range of prior experiences
- Are inquisitive, enthusiastic and active explorers of their learning environment.

Therefore, to be effective, our Early Years Program must:

- Be thoughtfully resourced
- Incorporate both inside and outside learning opportunities
- Link to real-life experiences
- Create life-like learning situations
- Build community and family ownership
- Focus on achieving curriculum expectations.



Our Early Years Teachers:

- Model positive attitudes towards life and learning
- Identify and utilise a range of learning opportunities
- Value inquiry and focused learning
- Create positive, supportive, safe yet challenging learning environments
- Are approachable and welcome negotiation with students, carers and colleagues.

Our Early Years Program will incorporate:

- Hands-on learning through the use of concrete materials
- A range of structured focused teaching models catering for individual, small group and whole class situations
- Strategies to effectively implement school-based curriculum and behaviour programs.

## **Prep Curriculum**

Research indicates that education in the early years:

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

In line with this research, students in Prep study the Australian Curriculum in the learning areas of English, Maths, Science, History and Geography. Whilst the Early Years Curriculum covers Social and Personal Learning, Health and Physical Understanding and Active learning processes.

The Early Years Curriculum Guidelines focus on building continuities between preparatory and early years settings.

The Preparatory year promotes continuity:

- Between children's diverse prior learning experiences and new learning settings (Prep settings and Year 1)
- By establishing relationships, valuing and expanding cultural resources and managing the transition processes.



2012 saw the introduction into Queensland State Schools of the new Australian Curriculum in the areas of English, Maths and Science. History was launched in 2013, while in 2014 we commenced the Geography component of the Australian Curriculum.

In English, students will engage with a variety of texts for enjoyment. They will listen to, read and view spoken, written and multimodal texts in which the primary purpose is to entertain, as well as some texts designed to inform. They will be exposed to beginning readers, predictable texts that range from caption books to books with one or more sentences per page. Students may create a range of imaginative, informative and persuasive texts including pictorial representations, short statements, performances, recounts and poetry.

Maths in the Prep level involves –

Understanding: includes connecting names, numerals and quantities

Fluency: includes counting numbers in sequences readily, continuing patterns, and comparing the lengths of objects directly

Problem Solving: includes using materials to model authentic problems, sorting objects, using familiar counting sequences to solve unfamiliar problems, and discussing the reasonableness of the answer.

Reasoning: includes explaining comparisons of quantities, creating patterns and explaining processes for indirect comparisons of length.

The Science content will involve the students observing and describing the behaviours and properties, everyday objects, materials and living things. They explore change in the world around them, including changes that impact on them, such as the weather, and changes they can effect, such as making things more or changing shape. They learn that seeking answers to questions and making observations is a core part of Science and use their senses to gather different types of information.

History in the Prep level will involve students exploring their personal and family history. This will include looking at different structures of families and distinguishing between past, present and the children's futures. Eg. How we commemorate special events and milestones.

In Geography, Prep students will explore the place they live in and learn to observe and describe its features. Learning about their own place and building a connection with it contributes to their sense of belonging. It also helps them to understand why and how they should look after places. Students will explore their feelings about places by talking about their own special places and what makes them special. The idea of a location is introduced through drawing story maps and creating models. This shows students where places and features are located. Students will also learn about the globe as a representation of Earth where places can be located.

The emphasis in Prep is on the places in which students live, although they also start to investigate other places that are familiar to them or that they are curious about.



## Homework

It is expected that children will do a small amount of homework each night. This will be in the form of sight words and phonics revision and a reading book. Your co-operation in making sure it is completed and returned promptly will be greatly appreciated.

## Enrolment

Enrolment forms are available from the office or on the school website. It is essential that all enrolment forms are submitted with a birth certificate (and/or passport) and proof of address (eg. Council rates notice, tenancy agreement).

## Operating Times

The Prep day will be the same as for the primary school. Classrooms open at approximately 8:40am. Before this time, children will not be supervised as teachers are preparing for the day or may be attending meetings. If your child is late, please send them up to the office before they go to class so they can receive a late slip. The day finishes at 2:55pm.

We would appreciate regular attendance as this maximises your child's learning.

## Absence from School

Punctuality and regular attendance are essential. Those children who do not attend regularly are disadvantaged in their progress at school. If your child is absent, please advise the office of the reason why by a letter or email at [absence@baldhillss.eq.edu.au](mailto:absence@baldhillss.eq.edu.au). It is a requirement of Department of Education that all absences from school be explained.

### **Before and After School Hours Care – Camp Australia – 0452 247 969**

Before School care:	6:30am - 8:45am
After School care:	2:55pm - 6:00pm
Vacation care:	6.30am - 6:00pm



Camp Australia was granted the licence to provide Outside School Hours Care in mid-2012. Camp Australia Bald Hills is located in a Queensland-style house (the old Principal's residence adjacent to the school office) on the Bald Hills State School grounds. Camp Australia has a licensed capacity for 79 children each day.

More information can be found at the Camp Australia Website [www.campaustralia.com.au](http://www.campaustralia.com.au) or by ringing Camp Australia on 1300 105 343.

## School Routine

Sessions	Commences	Concludes
Morning Learning Session	8:45am	10:50am
Morning Tea (eating period)	10:50am	11:00am
Morning Tea (play period)	11:00am	11:30am
Middle Learning Session	11:30am	12:50pm
Lunch (eating period)	12:50pm	1:00pm
Lunch (play period)	1:00pm	1:30pm
Afternoon Learning Session	1:30pm	2:55pm

Recess times will be consistent with those for students across the school. Children will have their first meal break from 10:50am to 11:30am and a second break from 12:50pm to 1:30pm. During this time the Prep students will have access to play facilities in the Prep playground.

Initially, Prep classes will be taking their meal breaks in the Prep area and staff will work towards familiarising the children with the junior school area so that they can fully integrate with their eating, toileting and play areas.

Bald Hills State School encourages healthy eating. Prep children will require a **water** bottle.

## Healthy Snack Break

As our first session between starting school and their first lunch break is quite long, parents are asked to send a small amount of 'real' fruit (or vegetables) each day. Examples include: half an orange, a handful of grapes, a **small** or half an apple, 2 or 3 cherry tomatoes, carrot sticks.

## Tuckshop

The Tuckshop opens each day of the school week. Orders for morning tea and lunch **must be in the box on the Tuckshop counter before 9:00am**. Tuckshop usually commences in week two of Term 1. A tuckshop menu and price list will be sent home with your child during the first week of school. You will be advised of the exact opening date of the Tuckshop through the newsletter. Volunteers are welcome. Please see the Tuckshop Convenor if you are able to help. Children should not have 'loose' money at school.

## 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. In line with the school's safety policy children will not go to the toilet alone. We do have spare clothes at the office for 'accidents'. Parents must provide spare underwear as the office does not give out underwear.

## Specialist Lessons

Prep children may borrow one book weekly from the Library. A day will be allocated for this and a named library bag is required for borrowing.

## Technology

Each classroom will have computers and appropriate software. Prep classes will also have access to sets of ipads. Access to the internet will be available with teacher supervision.

## Money Collection

From time to time, money is collected for fund-raising, educational experiences, excursions, shows, donations etc. Please ensure that money comes in an envelope clearly marked with the child's name, class and what the money is for. Money is to be handed into the office unless specified.

## Accidents and Illnesses

In the case of an accident or sudden severe illness, every effort will be made to contact parents/caregivers. **Please ensure therefore that all student personal information is kept up to date by notifying the Administrative Officer in writing of any changes to personal details.**

Immediate and temporary treatment for students who experience an injury will be provided by a staff member who has first aid qualifications. After the emergency has been met, responsibilities will rest with the contacted parent/caregiver, ambulance officer or doctor.

Minor injuries involving simple cuts or grazes will be treated in the First Aid Room by the staff member on first aid duty.

## Medication

Before medication is administered DE TE's Policy and Procedure Register (Administration of Medicines in School V 5.0, 2016) require the following:

- A parent/caregiver has completed a permission form – forms available from the office. Specific times, dosage and child's name must be written by a doctor or pharmacist on the medication container. Please ask your pharmacist for this information when the medication is issued.
- Medication must be taken to the office.
- Only medication with a prescription label can be administered.
- **Analgesics, cough mixture etc. will not be administered.**
- Asthma medication, with child's name clearly marked, should be given to the teacher for safe keeping.

Please note that students who contract infectious or contagious diseases must remain at home for certain periods of time. For details regarding exclusions for specific illnesses please refer to the Bald Hills State School Prospectus. In the event of your child contracting one of the illnesses outlined in the handbook, please notify school administration as soon as possible.

## Parental Roles and Responsibilities

It is the responsibility of the parent/caregiver to read all newsletters and any information relating to your child. Children in Prep classes will have a pocket for the purpose of newsletters/notices etc. which will be located near their classrooms.

Parents/caregivers are also encouraged to:

- Comply with relevant school-based policies i.e. behaviour management practices, health and hygiene policies
- Participate in and support our programs
- Make an appointment with the teacher to discuss any issues or concerns
- Notify the school of changes to any personal or family information

## Visiting the School

Should you require access to your child/children during school hours, please make inquiries through the Administrative Officer who will notify the class teacher. In keeping with our security policy, parents/caregivers are requested **not to go** directly to the classroom to collect their child. Children will be sent to the administration office to be collected.

When students are subject to custody orders, it is imperative that the principal be advised in writing with copies of supporting documentation where available.

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

Some ways in which you can assist at school are by:

- Visiting the room and joining in
- Reading the noticeboards and newsletters
- Collecting materials for use in collages and art work
- Offering to share any hobbies, interests or expertise you may have
- Assisting with the maintenance of equipment
- Supporting excursions and special events
- Supporting us at home by talking about your child's day
- Reading and talking to your child daily
- Supporting our rules and any consequences involved
- Informing us of any problems or ideas you have
- Supporting the school P&C as a volunteer for events

## Requirements

Rather than ask parents to continually provide resources, at Bald Hills State School we have a Prep Resources Contribution Scheme. For 2017, you can choose to either contribute to this scheme for books purchased by the school or purchase your own using the booklist provided. More information regarding this will be available towards the end of 2016.

We anticipate the only additional costs throughout the year will be educational visitors e.g. performances/shows/excursions.

Children will also require their own lunch box, library bag, a water bottle, spare underwear and clothes, and a good sized back pack with several zip compartments. **Everything needs to be clearly named.**

## Assessment and Reporting

Assessment involves the ongoing monitoring of children's learning. The information gathered is used to:

- Plan for future learning
- Make judgments about children's learning and development
- RIA program and support in Maths programs
- Guide conversations with the children, parent/caregivers, specialist Teachers, Year 1 Teachers and other professional colleagues
- Provide data for Report Cards.

From time to time, your child's Prep Teacher may recommend the need for vision/hearing tests, an appointment with an Occupational Therapist (for fine motor skills). Please listen with an open mind. We all want the best outcome for your child.

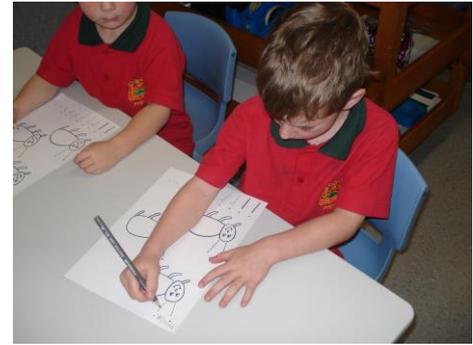
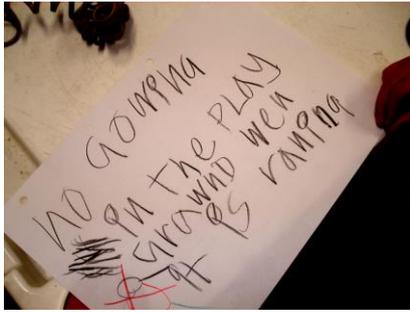
Report cards are sent home at the end of each Semester. **Parent/Teacher interviews** are held twice a year. However, if you wish to discuss your child's progress at any time throughout the year, please feel free to make an appointment with your class teacher. We encourage open communication.

## Uniform

At Bald Hills State School we believe that the wearing of a uniform contributes to the tone of a school and encourages students to take pride in their appearance and in the school generally. It is for these reasons that we request all Prep students wear the Prep uniform available at the school uniform shop. This consists of:

- A broad-brimmed hat (NO HAT - NO PLAY)
- Prep Polo shirt
- Green skorts for the girls and grey shorts for the boys
- Black shoes that children can manage themselves i.e. **Velcro**. Please note, children need to wear shoes and socks

**Clearly mark your child's name on every piece of clothing. This will assist in their return to students.**



## 2017 Calendar

### Queensland term dates - 2017

Term	Dates	Length
Term 1	Monday 23 January - Friday 31 March	10 weeks
Term 2	Tuesday 18 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

### Staff Professional Development Days (Student free days) 2017

- 19, 20 January
- 3, 4, 5 April
- 16 October

### Public Holidays 2017 during school term

- Thursday 26 January – Australia Day
- Monday 17 April – Easter Monday
- Tuesday 25 April – ANZAC DAY
- Monday 1 May – Labour Day
- Wednesday 16 August – Ekka People's Day
- Monday 2 October – Queen's Birthday

**We look forward to meeting you and your child when they start their educational journey with Bald Hills State School in 2017.**