

Helensvale State School



Ellie Barnett-Manzone - PA (2015)

2016 Prep Handbook



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When do children start Prep in Queensland?

To be eligible for Prep, children must be five years of age by 30 June in the year they intend to commence Prep. Early entry to Prep is only available if a child meets certain criteria (such as having previously been enrolled in an equivalent program interstate or overseas, or if the child will turn five years between 1 and 31 July and is considered by the principal as being ready for education). Parents have the flexibility to delay their child's entry to Prep by one year if they are concerned their child is not ready for Prep.

Enrolment management

Helensvale State School has a School Enrolment Management Plan, however parents or carers whose principal place of residence is out of the catchment area are welcome to put their name on our waiting list for a possible placement. If placements are available, offers will be made in order of names on the waiting list. To determine if you are in catchment, please go to <http://www.qgso.qld.gov.au/maps/edmap/>



HELENSVALE STATE SCHOOL Information at a Glance

| | |
|---------------------------------------|--|
| A/Principal: | Mrs Samantha Donovan |
| A/ Deputy Principal Prep -1 Sector: | Ms Nancie Brown |
| A/ Deputy Principal Years 2-3 Sector: | Mrs Renee Austin |
| Deputy Principal Years 4-6 Sector: | Ms Kim Ona |
| Office staff: | Mrs June Northall and Mrs Tracey Smith |
| Office phone number: | 55 561 333 |
| Office hours: | 8:15am – 3:45pm |
| Class times: | 8:50am - 10:55am session 1 (includes munch & crunch) 10 mins eating, 25 mins play 11:35am – 1:35pm session 2 10 mins eating, 25 mins play 2:15pm - 3:00pm session 3 |
| School address: | 8 Lindfield Rd, Helensvale QLD 4212 |
| School website: | http://helensvaless@eq.edu.au |
| Tuckshop hours | 8.15am to 2.15pm |
| Contact number: | 55 733 794 |
| Online ordering: | https://www.flexischools.com.au to register |
| Uniform Shop Convenor: | Mrs Chris Jupe |
| Phone direct line: | 55 735 210 |
| Hours: | Monday, Wednesday & Friday 8.15am - 10.30am |
| School email address: | admin@helensvaless.eq.edu.au |
| Absentee line: | 55 561 370 |
| Absence email: | 1929_absence@eq.edu.au |
| Payment window: | Mrs Tracey Smith Tuesday, Wednesday, Thursday 8am – 9:30am Internet banking/B point available |
| Assemblies: Prep-Year 1 | Monday at 2:15pm - weeks 2,4,6,8,10 |
| Years 2-3 | Tuesday at 2:15pm - weeks 2,4,6,8,10 |
| Years 4-6 | Wednesday at 2:15pm - weeks 2,4,6,8,10 |
| Whole school | Wednesday at 2:15pm - weeks 1,3,5,7,9 |
| After school care: | Daycare centres in the area offer afterschool care |
| School buses: | <i>Surfside</i> – contact company directly for current information |
| P&C: President: | Lisa Rae and Karl Wall (vice president) |
| Secretary: | Sharon Wilson |
| Treasurer: | Julie Toope |
| P&C meetings: | 3rd Wednesday of each month in the Admin block at 7.00pm. |
| Email address: | pandc@helensvaless.eq.edu.au |

| Term | QLD Term Dates - 2016 | Length |
|--------|---------------------------------------|----------|
| Term 1 | Monday 25 January - Thursday 24 March | 9 weeks |
| Term 2 | Monday 11 April - Friday 24 June | 11 weeks |
| Term 3 | Monday 11 July - Friday 16 September | 10 weeks |
| Term 4 | Tuesday 4 October - Friday 9 December | 10 weeks |

Welcome to Helensvale State School. This booklet has been compiled to assist you and your child with preparing for the transition into Prep. We wish you a wonderfully exciting year and look forward to having you and your family join our school community.



Getting Your Child Ready For Their Prep Year

All children start school with different skills, abilities and expectations. You can help make the transition successful by:

Improving your child's independence by helping them to practise:

- ✓ packing and carrying their own school bag
- ✓ putting on their shoes and tying laces
- ✓ eating and drinking without help
- ✓ going to the toilet on their own
- ✓ using tissues to blow their nose
- ✓ recognising their belongings

Daily routines

Help children understand what they need to do, when to do it each day and why it's important. To help prepare your child for school, get them into a routine which includes:

- ✓ going to bed early
- ✓ waking up at a certain time – leave plenty of time to get ready
- ✓ having a healthy breakfast – needed for energy and concentration
- ✓ preparing and eating lunch
- ✓ making time for physical activities



Before your child starts school, make sure you talk to them about what to expect. Remember to be flexible, as it may take them some time to understand their new routine and adjust socially.

Getting to know our school

- ✓ Ensure you and your child attend Helensvale Parent Information session which includes a walk around the school and a visit to Prep classrooms
- ✓ Drive past and walk around our school, especially during school hours, so your child gets used to the number of children and their movements within the school grounds. Check-in with our administration before walking around.

- ✓ Ensure your child attends the Helensvale Prep Transition afternoon – an invitation will be sent with details in Term 4. Children will meet Prep teachers and other children who will be attending Prep in 2016. They will sample some exciting Prep activities, see where they will be putting their belongings, where they will be able to play and where they will have food breaks.
- ✓ Ensure your child has all requirements and make sure all possessions are named so they can be readily returned if lost at school.
- ✓ Encourage your child to ask a teacher if they need help in the classroom or playground.

Getting involved with our school

- ✓ Meet your child's teachers
- ✓ Keep the teachers informed of any changes that may affect your child, including allergies or medical conditions such as asthma, anaphylaxis and epilepsy
- ✓ Meet other parents
- ✓ Volunteer (e.g. in the classroom, tuckshop)
- ✓ Read the weekly *Helensvale Homelines*, our newsletter which has all the school news and upcoming events
- ✓ Attend our school events like assemblies, P&C meetings and sporting carnivals

Family activities at home

You can also help your child's progress at school by doing family activities together, including



- ✓ reading aloud (develops concentration and awareness of language patterns) and writing with them, e.g. shopping lists, letters and emails
- ✓ stimulating their imagination and natural curiosity – e.g. visiting a zoo, beach, park, art gallery, museum or airport
- ✓ playing sports, cards or board games – helps develop language and social skills, mathematical skills and problem solving
- ✓ shopping, walking, biking and gardening together
- ✓ singing their songs and nursery rhymes together
- ✓ saying the alphabet and counting together
- ✓ playing games like *I spy* to reinforce colours, letters, sounds, shapes

Most children who have attended a day care centre prior to Prep, will already:

- know their first and last name
- recognise and write their name using lower-case letters and an upper-case letter for the first letters of their name
- know their colours, shapes and numbers to at least ten
- count to ten with one-to-one correspondence
- be able to say the letters of the alphabet; know some of the letter sounds

What to pack in my child's schoolbag

- ✓ Our rule is *No Hat! No Play!* Please make sure that your child's hat is named and packed in their bag every day.
- ✓ Healthy eating is part of good child development. Please pack fruit or veggies for munch and crunch time, a healthy lunch, a snack and a drink bottle of water.
- ✓ A change of clothing is a good idea. Pack some spare underwear, shorts and socks in the school bag.
- ✓ Raincoat for wet days, school jumper/jacket for cool days
- ✓ DON'T allow children to bring toys or expensive items to school. Home toys need to stay at home.



What to pack in my child's school lunchbox

Students have 2 breaks for food and a Munch and Crunch time which is a short break mid-morning for a snack of vegies or fruit.

When packing your child's lunch:

- ✓ provide healthy and filling food and water (not sweets, soft drinks or chips) in realistic quantities for morning tea and lunch
- ✓ make sure any wrapped items in their lunch boxes are easily opened
- ✓ provide a variety of smaller items instead of 1 or 2 large items
- ✓ provide a water bottle every day and encourage your child to use it



*Check our website for the healthy food menu offered by our Tuckshop

Uniforms

Our school uniform is to be worn on all occasions with the only jewellery being studs, sleepers and a watch. Makeup, including nail polish, is not permitted. All children must wear a hat outdoors. Unlike other students at Helensvale who wear the green logo hats, students have a red hat with the school logo so they are easily identified in our playgrounds.

Once my child starts prep

- ✓ Make sure that you share important information with your child's teacher.
- ✓ Arrive on time as this helps your child to settle and they don't miss out on essential learning.
- ✓ Always say goodbye to your child and let them know that you will be back at the end of the school day – don't slip away.
- ✓ Avoid jumping to conclusions about events or incidents – children at this age are egocentric so they see things only from their viewpoint. Always ask the teachers about what has happened at school.
- ✓ Talk to your child about what they are doing at school in a positive way.
- ✓ Ensure you have given the school your email address and read online newsletters and classroom notices in a timely manner to remain informed.
- ✓ Visit classrooms whenever you are able to and attend parent teacher interviews.



- ✓ Children thrive when the school and home work together, so make sure that you stay in touch with the school.
- ✓ READ lots of stories to and with your child!
- ✓ Remember that your child's school journey is a partnership with parents, teachers and students working together.
- ✓ Book an appointment to meet with your teacher if you have any concerns.

What to expect from the Prep curriculum

Curriculum is all the planned learning that is offered and enacted by a school. It is dynamic and encompasses:

- ✓ the learning environment
- ✓ teaching styles, methods and strategies
- ✓ assessment methods and procedures
- ✓ the values and ethos of the school
- ✓ the relationship and behaviours amongst the students and teachers



These are all interconnected and provide the experiences that contribute to student learning. At Helensvale State School, we strive to ensure that all students' needs, talents and abilities are respected and encouraged both in the classroom and in our extra curricula programs. Prep classrooms will have early literacy and numeracy experiences. Literacy activities will expose children to a range of oral, visual, written and electronic texts. Students will listen, speak, read and construct written texts. Numeracy activities concentrate on number awareness, exploring patterns and developing the language of mathematics, solving problems and investigating concepts.

Teachers will use a variety of contexts for learning – play, real-life situations, investigations, routines and focused teaching, and learning episodes. In all these situations, children will be challenged to construct new meanings and develop deep understandings. They will also access the Science, History, Health, PE, Geography and the Arts (Music, Drama, Dance) curriculum through classroom and specialist teachers.

In prep, children learn in many different ways including play, organised games and investigations. They develop important life skills by working with other children and adults. Prep makes connections between school and what your child learns at home and in early childhood education and care. Prep helps your child develop a positive approach to learning, independence and confidence, thinking and problem-solving skills, language skills, early literacy and numeracy and physical abilities.

Play

You will see your children playing in Prep. Play is central to the way in which young children learn. When your children play, they integrate their learning, practise skills, increase their oral language capabilities and increase their creative and physical skills.

Types of play used to help Prep children learn may including:

- ✓ manipulative – doing puzzles, making necklaces or puzzles
- ✓ games with rules – playing board and card games or outdoor games with rules
- ✓ exploratory – using blocks to investigate weight, height, number, shape and balance
- ✓ fantasy – children creating props for space adventures
- ✓ physical – moving through the obstacle courses, climbing, jumping and running

Reports and parent teacher interviews

Parents and Caregivers will be emailed two end-of-semester reports and invited to attend parent teacher interviews.

What will my child's day look like?

| Bell Times | | | |
|------------|-----------------------------|----------|----------------------|
| 8:15 am | Children move to classrooms | 11.35 am | School resumes |
| 8.45 am | Warning bell | 1.35 pm | Lunch - eating time |
| 8.50 am | School starts | 1.45 pm | Play bell |
| 10.55 am | Morning tea - eating time | 2.10 pm | Warning bell |
| 11.05 am | Play bell | 2.15 pm | School resumes |
| 11.30 am | Warning bell | 3.00 pm | End of school |

Children will get tired when they start Prep even if they are used to Long Day Care. The Prep day is active and requires children to change their established routine so expect them to sleep more at home.

Your children will be:

- ✓ learning about school routines and activities
- ✓ participating in different routines and transition activities
- ✓ making lots of new friends and learning how to get along with others
- ✓ active participants in whole-group activities and small planned focused learning groups
- ✓ listening, talking and singing
- ✓ interacting with specialist staff in Music, Physical Education, Drama, Dance, Visual Art, Health and library lessons
- ✓ learning about numbers, simple addition, patterns, data collection and everyday mathematical concepts
- ✓ learning about letters, sounds and concepts of print
- ✓ developing handwriting and independent reading and writing skills
- ✓ investigating scientific phenomena such as weather, the needs of living things and moveable objects
- ✓ learning about personal history and cultural events and celebrations
- ✓ investigating place and space through maps and models
- ✓ using computers and interacting with our smart boards



- ✓ busy pasting, painting and using craft materials
- ✓ building and constructing with blocks and other materials
- ✓ interacting with others in dramatic and imaginative play events

What else will students access?

Sports Teams: Prep children participate in all school activities during the year. Upon enrolment, they will be allocated a sports team and will be placed in the same team as their older siblings. Our sports teams are Billabong, Coolabah, Gunyah, and Woomera. Preps will be involved in our Fun Run, Athletics Carnival and other school events.

Assembly: Prep children will attend the weekly assemblies. On odd weeks (Weeks 1, 3, 5, 7 and 9), P-6 students attend a whole school assembly in the PAC at 2:15pm. On the alternate weeks (Weeks 2, 4, 6, 8, 10), P-Year 2 students have their own assembly on a Monday afternoon in the PAC at 2:15pm. Parents, friends and family are most welcome to attend.

School banking: In 2015, School Banking is provided through the Commonwealth Bank and collected on Tuesdays.

Tuckshop: Facilities are available for use by our students and food may be ordered online. See our School Website for details.

Library borrowing: All classes have timetabled library borrowing periods. Children can also borrow books independently as often as they wish. Independent borrowing times are during Morning Tea and Lunch breaks. There is always a teacher on duty during these breaks to assist students with their borrowing and to make suggestions. Student library monitors are also on hand to help the younger children. Students in Prep may borrow 1 book at a time from the Junior Fiction section of the library.

Positive behaviour

Children at Helensvale State School are encouraged to Be Safe, Be Respectful and Be a Learner. They are taught to care for each other and use their words as opposed to hands and feet, when they experience difficulties.

They follow the **5Ls:**

Look with their eyes

Listen with their ears

Lips closed

Hands in **lap**

Legs crossed





Helensvale State School prides itself on its support and pastoral care through a range of support services and personnel to assist the Principal and three Deputy Principals, including:

| | |
|---|---|
| Head of Curriculum | 4 Learning Coaches |
| 2 Behaviour Support Teachers | Master Teacher |
| Speech Language Pathologist | Head of Special Education Services |
| 3 Special Education teachers | 4 Special Education Teacher Aides |
| English as an Additional Language /Dialect Teacher (EAL/D) | English as an Additional Language /Dialect Teacher Aide |
| General classroom Teacher Aides | Indigenous Teacher Aide |
| Chaplain 2 days per week | Librarian Teacher Aide |
| 2 Student Support Coordinators | Guidance Officer |
| Visiting Support Teachers (Autistic Spectrum Disorder, Intellectual Impairment, Speech Language Impairment, Visual Impairments and Physical Impairment) - as required | |

Response to Intervention

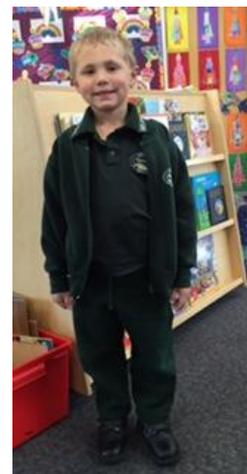
As a school, we acknowledge that to individualise the learning of students we need more support in classrooms to cater for their learning. At Helensvale, you will see teams of staff, including classroom teachers, teacher aides, learning coaches and Deputy Principals, going into classrooms. Each staff member works with students in small groups to specifically target individual needs with a literacy or numeracy focus. As a school we believe individualising the learning for all students is *everyone's core business*. By providing this additional support, each member of the team can either re-teach a concept the student has not yet grasped, consolidate a concept they are learning or extend a concept they have learnt. These teams are timetabled for 3 times/week.

For all other queries, please refer to Helensvale State School Handbook, our website or the Prep-Year 1 Sector Deputy Principal.



School Uniforms

Our school colours are two-tone green with white check and the school offers a choice of uniforms to be worn with black shoes and white socks. This allows flexibility. Many children have both styles of uniform. For special occasions, such as school photos, excursions and whole school assemblies, the preferred option is the check shirt for boys and check dress for girls. The green polo shirt is used for sports. All Prep students wear a red bucket hat outdoors.



Helensvale 2015 Prep students in mix and match uniforms.



Helensvale State School

Is a School Wide Positive Behaviour Support (SWPBS) School
Our School motto, "Strive to Succeed" guides us to:



Be **SAFE**

- Move sensibly around the school
- Follow adults' directions
- Keep your hands & feet to yourself
- Be Sun Smart



Be **RESPECTFUL**

- Respect other people & their property
- Listen when others are speaking
- Use appropriate words & actions



Be a **LEARNER**

- Work to the best of your ability
- Listen carefully & follow teacher instructions
- Co-operate & participate

Mission Statement

Helensvale State School is committed to sustaining a positive learning environment where the whole school community creates a climate of respect & safety.