Runcorn State School
Information for Parents
Prep 2017

Every Child, Every Lesson, Every Day
Dear Prep parent,

It is with great pleasure that I welcome you to Runcorn State School. The information provided has been put together by our dedicated Early Years Team to assist with ensuring a smooth transition for your child into Prep in 2017.

Our goal is to enable your child to have a highly successful first year at school, to support and nurture them on the journey of lifelong learning.

Our aim at this school is to create a happy, caring and secure environment in which opportunities for all children are provided to facilitate their maximum potential development.

Our staff are highly trained and have clear teaching and learning priorities which focus on Every Child, Every Lesson, Every Day. They are passionate about learning and are engaging in best practice curriculum and pedagogical professional development.

At present our priority is to improve student learning in the areas of Reading (staff professional development occurs regularly with our school based Reading coach), Writing and Problem Solving in Mathematics. Our focus areas are data driven and the school sets learning targets and individual goals for students to ensure high expectations and high quality teaching and learning in every classroom.

Our school focus on early learning and early intervention enables us to provide a number of programs in the early years to support your child. These include programs to support Literacy and Numeracy, Phonemic Awareness and Vocabulary, gross and fine motor programs as well as social and emotional support programs.

We believe in keeping up with current technologies and all our learning areas are fitted with ICT equipment, computers and peripherals. At present our school has three computer labs which can cater for whole class lessons with individual student access.

The Runcorn State School Community want you to regard this as your school and ask that you take an active interest in its activities and in particular that you be vitally interested in your child and his/her education.

Our School Motto: “Honest Endeavour” typifies the ethos of all members of our school community. To parents looking for a vibrant and progressive learning community or parents who have children at Runcorn for the first time, we extend a warm welcome.

Regards

Michelle D’Netto                  Roberta Matlock
Principal                        Deputy Principal
What to expect on the First Day of School (Monday 23 January 2017)

- Children should be brought to school between 8:30 a.m. and 8:45 a.m., dressed in their full dress uniform.
- Class lists will be placed on the notice boards in the Administration Building and also on the windows of the Prep classrooms.
- Please help your child find their name tag and assist them to put it on.
- School bags can be placed on the bag racks as teachers will assist children throughout the morning to put lunchboxes and drink-bottles within the classroom area required by their teacher.
- Please bring all items on the booklist; there will be an area inside the classroom to place these.
- Please take your child into their classroom. With your child, have a look around the classroom and discuss what you see with them. The teacher will be in the room at this time if you need to speak with them. There will be activities set out on the tables.
- Sit down with your child and have a play and a chat about what you are doing. This will be something that you can do each morning for the first 2 weeks.

At approximately 9:15 a.m. the teacher will call all the children together. **This is the cue for parents to leave.**

- Say goodbye to your child and tell them who will be picking them up. Please do not linger as this can unsettle your child.

We request that your child is picked up from the classroom each day during Term 1. When you hear the music you can make your way to the classroom. From Week 4 children will be picked up from Girrawheen Place.

### School Times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:45 am</td>
<td>First Bell</td>
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<tr>
<td>8:50 am-11:00am</td>
<td>First learning session</td>
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<tr>
<td>10:00am-10:10am</td>
<td>Fruit break</td>
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<tr>
<td>11:00am-11:50am</td>
<td>First break (First 15 minutes supervised eating time)</td>
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<tr>
<td>11:55am-1:30pm</td>
<td>Middle learning session</td>
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<tr>
<td>1:30 pm-1:45pm</td>
<td>2nd break</td>
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<tr>
<td>1:50pm-3:00pm</td>
<td>Afternoon learning session</td>
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What to expect in the first weeks of Prep

Starting prep is an exciting time and may be a little overwhelming for some children. Our experience shows that if your child should become upset, they are more likely to settle if you leave in a timely manner. The teachers are used to handling this. A firm but kind farewell and an assurance that you will be waiting after school time usually works.

A lot of learning and adjustment takes place in the first weeks of Prep which can be quite exhausting for children. You may find that your child is very tired, throwing tantrums or saying that they don’t want to come to school. Support them through this period of adjustment by listening to them and acknowledging what they have said.

Children may also come to you saying they have no friends or they got in trouble. Please remember that these issues are seen through a child’s perspective. Often what is perceived by a child to be a big issue is not actually the case. The children frequently play and eat alongside one another in the first weeks and may take some time to form a friendship group. Children may see that they got into trouble; but in the eyes of the classroom teacher, we are assisting children in developing appropriate behaviours that enable themselves and others to attend to learning activities. This may not be an issue that needs to be addressed with you, the parent, if it is being effectively managed in the classroom. We again encourage you to listen and acknowledge what has been said by your child. At times it may be helpful to assist them in focusing on something else, rather than maintain focus on a small problem that can be perceived as a larger issue if it is discussed at length.
Absence – If your child is absent from school, it is essential that you notify us. Please leave a message on the Absentee Line (Ph: 33238777/Option 1).

No child will be allowed to leave the school during school hours unless picked up and signed out by a parent. If you need to collect your child during the day, please report to the school office, not the classroom. You will be required to sign him/her out. This is a security measure to ensure the safety of all our students.

If your child arrives at school after 9:00am they are required to get a late slip from the Office.

Accidents – If your child wets their pants at school, their wet clothes will be put into a plastic bag and placed in their school bag. If your child soils their pants, you will be phoned by the school and asked to assist them; in most instances a shower is required.

Banking – Students at Runcorn State School can participate in banking each Thursday through the Commonwealth Bank. Further information regarding this, and setting up an account will be available in the first few weeks of school.

Bags – School bags should be big enough to fit all the essentials for school; lunchbox, drink-bottle, hat, spare clothing, and when needed, a folder, library bag and jumper.

Belongings – Please write your child’s name on everything! At this age, belongings often have a way of ending up in someone else’s bag. If they are labelled they can be returned to the appropriate owner.

Buddies – Prep students are allocated a Year 5 or 6 Buddy who will help them throughout the year. This program enables your child to engage with older students for help, support and modeling of appropriate school behaviours. Buddies assist your child at eating times, in the playground and during set Buddy time.
Communication – Please feel free to approach us in the mornings. Even when we look busy please don’t hesitate to talk to us about issues or concerns. However, if you require a lengthy discussion we are more than happy to make a time with you after school. E-mailing questions to class teachers is also a good way to communicate. A 24 hour response time is appreciated.

Confidentiality – When helping in the classroom as a Parent Helper, we expect that you treat all matters that occur in the classroom with confidentiality. Parent Helpers should not inform other parents of what is observed, in particular, regarding any child’s behavior or skill. At times your child may inform you of things occurring in the classroom regarding other children’s behavior; again we ask that you do not inform that child’s parents. It is the role of the class teacher to determine if and when a parent is informed of such matters related to their child. If you are concerned about anything you observe at school, particularly in the classroom, please let us know directly.

End of the day – School finishes at 3:00pm. If you arrive at school before this time, please wait under Girrawheen Place. This area is least distracting to all other classes who will be finishing their learning for the day. When the bell rings, we ask that you come to the classroom. We will be there to assist children as they leave the classroom. Children will not be allowed to leave the Prep room until a parent or caregiver has arrived.

Equipment – Playing on equipment before school is not allowed due to a lack of teacher supervision. After school, children are permitted on the playground only if they are being supervised by their parent. These rules are in place for the safety of all children.

Excursions – Periodically students are taken on education trips or visitors come to the school. You will always be notified through the school newsletter or via a special letter for these events. Written parental permission is required for all students participating. All students must wear full school uniform to participate in any excursions unless otherwise advised.

E-mail - Parents should ensure they provide an email address to the school. This enables the classroom teacher and administration to send information home in a timely and environmentally friendly manner.

First Aid – If your child is injured or ill at school they will receive treatment within the classroom or in the administration office health room. If an incident
occurs during lunchtime, children will be treated in the health room. Parents will be contacted if necessary.

**Food and Drink** – We encourage you to discuss with your children their options for lunch and fruit break daily. It can be very difficult to encourage children to eat if they do not like their lunch for the day. Please ensure children can open packaged food. If they cannot, may we suggest that you put a small slit in the packet and show your child where you have cut it. Please only put water in drink bottles. Don’t forget spoons for yoghurts also!

**Fruitbreak** – Fruit break provides time for a short break in the morning session. Our goal is for children to have a healthy, fresh, small snack that will provide energy to sustain them until lunchtime.

**Hats** – The school hat must be worn whenever outside. We have a “no hat – no play” policy. Therefore, if children do not have a hat, they cannot play and must remain seated near the library or go into the library during lunchtime. Hats, other than the school one, and caps are not permitted.

**Independence** – It is important that your child learns to function independently at school. You can help by gradually allowing them more responsibility for tasks such as unpacking their bags at school in the morning. Children should also be able to dress and undress themselves.

**Library** – Students will participate in a weekly library lesson and will also be allocated a time in which their class will visit the library to borrow a book. To keep the school’s library books in good order it is necessary for all Prep students to carry their books to and from school in a library bag. Please mark clearly with your child’s name and class and return this bag and book to the classroom on the day of the library lesson.

**Lost Property** – All lost property items are placed in a container that is located near the Uniform Shop.

**Lunch Times** – At both lunch time and afternoon tea time children must remain seated for the first 15 minutes to ensure they eat before playing. They are able to remain seated if they have not finished eating within this time frame, and can then play when ready.
Lunchtime play – At the start of the school year children are encouraged to play together on the adventure playground, at the top of the oval near Girrawheen Place or the school library. As the year progresses and children become more confident they will be allowed to play in the rest of the school.

Medication – Medication, prescribed by a doctor or dentist may be administered to students by school staff. It is necessary to complete the medication form available from the office or forward a letter, including the child’s name, the type of medication and dosage. This must be signed by the doctor. The medication must be sent to the office in its prescription container and administered according to the doctor’s instructions.

Non prescribed oral medication such as Panadol and cough mixtures cannot be administered by school staff. Education Queensland prohibits students from carrying their own medication to school. We require that parents deliver the medication to the office and collect after school or before weekends as needed.

A school register is kept of all medicines administered.

Music – Children attend one music lesson per week. During these lessons they learn about rhythm and beat through song, movement and playing some percussion instruments.

Non-contact time – All teachers receive Non-contact time each week for the purpose of planning and preparation. During this time, children participate in music, physical education and library lessons.

Parents and Citizens Association (P&C) - P&C Meetings are every 3rd week of the month in the P&C room (next to the staffroom). This is an excellent opportunity for parents to participate in their child’s school life.

Parade – Every Monday afternoon a whole school parade is held starting at 2:30pm. Parents are welcome to attend these parades.

Parent Helpers – When we are settled into Prep we will be asking for parent helpers. Some help will be required in our classrooms with reading or working
with small groups, as well as with laundering our hand-towels and washers. All helpers must sign in at the office or classroom and must wear a Visitors badge.

**Physical Education** – Children attend a P.E. lesson each week during which time they learn a variety of skills. In the lead up to events such as the Athletics Carnival children learn and practise the relevant activity. We also have an outdoor program that occurs and focuses on gross motor skills.

**Plastic Folders** – A plastic folder, containing school notes, will be sent home each day in your child’s school bag. Please read all notes carefully as they inform you of upcoming events within the school, as well as information about what is occurring in the Prep classrooms. Emptied folders are to be returned to the box each day.

**Reading**
Read to your child everyday!

**Reporting Process** – There will be two three way reporting, student, parent and teacher interviews held throughout the year, as well as two written report cards.

**Rest Time** – Each day in Term 1 children will have a rest time, to help calm them from lunch and to give them a short break before finishing the day. Relaxing music or a CD story is played. As the year progresses, children often require less rest time and different activities occur during this time.

**School Newsletter** - The school newsletter is published fortnightly and is emailed on Thursdays. Please take the time to read the information it contains. Due dates for payments and up and coming events are included.

**Spare Clothing** – Please ensure your child has a spare pair of underpants, socks and change of clothes in their bag in case they have an accident. It has been found that in the early stages of Prep, even children who have been toilet trained for years can
have an accident as they become so engrossed in the learning taking place or attempt to “hold on” until lunch.

**Student Resource Scheme** - Each year, the school asks parents to contribute to the payment for classroom consumables and other resource items as deemed necessary by the teacher and school. The cost for 2016 is $70.00 per student but could increase in future years. The scheme is voluntary. However, please be aware that books, materials and consumables required under this scheme are not funded by school grants. Therefore if you do not wish to join the scheme you are still responsible for providing your child with the items that would otherwise have been provided by the scheme. Please note that only those students paying the SRS will have home access to our school internet based Maths and English programs (Mathletics, Reading Eggs, Accelerated Reader etc.) and access to printing from computers at school.

**Sun Safety** – To protect your child’s skin from the sun, we ask you ensure they have sunscreen on before arriving at school.

**Swimming** - As the school has its own heated swimming pool, students from Years 1-6 receive lessons at the pool a week in terms one and four. Prep students receive one lesson per week in term four only.

**Toileting** – Children are encouraged to use the toilets during fruit-break, morning tea and lunch. If children need to go to the toilet during class they are able to go with another child. We ask that you ensure that your child has been to the toilet at school before coming to class each morning.

**Toys** – Students are not to bring toys to school unless it is for a specific purpose like ‘Show and Tell’.

**Tuck Shop** – In order to establish our eating routine, we request that for the first few weeks of term, children bring their lunch from home. A letter will be sent home during Term 1 which will advise parents when Prep students can start ordering from the Tuck Shop. Prep students will be able to order from the tuck shop on Fridays; ordering from the Prep menu using the bag system.

During Semester 2, tuck shop can be ordered on any day using the same menu. There is no purchasing directly from the tuck shop until Term 4.

The lunches are collected in a basket prior to the lunch bell and taken to Girrawheen Place where they are handed out.

The tuck shop is manned by volunteers. Any assistance you are able to give in this way will be greatly appreciated. A current price list will be sent home during the first week of school.
**Uniforms** – We are a uniform wearing school. This means that students are expected to wear their **full uniform every day.** Black or white shoes are worn at all times as is the school hat if outside (Velcro shoes helps the children to be independent).

**Uniform Shop** – The uniform shop is open Monday, Wednesday and Friday mornings from 8.30am until 9.00am.

**Valuables** - Children **should not** bring anything valuable to school e.g. jewellery, expensive toys, money and games etc.

**Variety** – Students will spend the day participating in a variety of activities with a variety of students and staff.

**You Can Do It** – Runcorn State School students participate in the You Can Do It program. This is a social, emotional well-being program based on five keys of Confidence, Resilience, Persistence, Organisation and Getting Along.

**Zzzzzzzz** – A good sleep routine is vital for all of us.