



Runcorn State School

We are all learners



PREP 2025 HANDBOOK

Every Child

Every Lesson

Everyday



Mains Road, Sunnybank, Qld 4109
Telephone: 3323 8777
email: principal@runcornss.eq.edu.au
Web address: runcornss.qld.edu.au

Postal Address:
PO Box 3185, Sunnybank South, Q 4109

Principal: Meg McClure
Deputy Principal: Roberta Matlock

Dear Prep Parents and Carers,

It is with great pleasure that we welcome you to Runcorn State School. There are a number of opportunities and activities outlined in this enrolment pack to ensure a smooth transition for your child into Prep in 2025.

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 life-long 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 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 engage in best practice curriculum and pedagogical professional development. We are all learners.

Our priority is to improve student learning in the areas of Reading, Writing and inquiry. Our focus areas are research 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 encourage learning through intentional play and an awareness of the natural world around us.

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 two 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 your child and his/her education.

Regards,

Meg McClure
Principal

Roberta Matlock
Deputy Principal

WHAT TO EXPECT ON THE FIRST DAY OF SCHOOL

Tuesday 28th JANUARY 2025



- Children must arrive at school no later than 8:45am.
- Children must be dressed in their full school uniform including black shoes and white socks.
- If you are unsure which class your child is in, please check the class lists outside the Prep classrooms or go to the Administration Building.
- Please help your child find their 2 name tags and assist them to put 1 on their shirt and 1 on their hat.
- School bags, lunch boxes and water bottles can be placed on the outside shelves as indicated.
- Please bring with you all items on the booklist; there will be an area inside the classroom for these to be placed.
- Please ensure all clothing, hats, lunch boxes, water bottles and back packs are named.
- Have a look around the classroom and the activities that are set up with your child and encourage them to settle at an activity.
- Once your child is engaged in an activity, give a quick kiss and cuddle and let him/her know who will be picking them up. A quick goodbye is a good goodbye. Please do not linger as this can unsettle your child.

We request that your child is picked up from the classroom. Please refer to each individual class teacher's instructions for your child's specific pick-up routine.

School Times:

8:45 am	School begins (children who arrive after 9.00am must sign in late via the office)
8:50am – 10:00am	Literacy Block 1
10.00am – 10.10am	Fruit Break
10:10am – 11:00am	Literacy Block 2
11:00am – 11:55am	Lunch
12:00am – 1:30pm	Middle Learning Session
1:30pm – 1:50pm	Afternoon Tea
1:50pm – 3:00pm	Afternoon Learning Session
3:00pm	School ends

PARENT / CARERS GUIDE TO PREP

A – Z



Absence – If your child is absent from school, it is essential that you notify the office. Please call **3323 8777** and follow the prompts to leave a voicemail after option 1. If your child is not at school and their absence is unexplained, you will receive an un-explained absence text message from the school and you must respond to this providing a reason for your child’s absence.

No student is allowed to leave the school during school hours without being collected and signed out by a Parent/Carer. If you need to collect your child during the day, please report to the school office, not the classroom. 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 Administration Building.

Accidents - Please provide your child with a spare set of underwear, socks, shorts/skorts/dress in the event of toileting accidents. If your child vomits you will be phoned by the school to take your child home.

Bags – School bags should be big enough to fit all of 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 every single personal item. At this age, belongings often have a way of ending up in someone else’s bag. If they are labelled they can be returned.

Buddies – Prep classes are allocated a Year 5 or Year 6 Buddy class who will work with them on different activities throughout the year. This program enables your child to engage with older students for support and modelling of appropriate school behaviours.

Celebrations and Special Events – Children will participate in many special events and celebrations during their time in Prep. These may include: Under 8's Day, 100 Days of School, Junior Athletics Carnival, Parades, Incursions and Excursions.

Communication – Emailing class teachers is the best way to communicate. A 24 hour response time is considered reasonable. If you require a lengthy discussion, teachers are happy to make a mutually suitable time to meet. Teachers are busy in the morning preparing for the school day, so please try to make time to see them other than before school.

Confidentiality – If helping in any classroom as a Parent/Carer Helper, it is expected that we treat all matters that occur in the classroom with confidentiality. Parent/Carer Helpers should not inform other Parents/Carers of what they observed. At times your child may inform you of things occurring in the classroom regarding other children's behaviours; again we ask that you do not approach another child or their Parents/Carers. Please report any concerns about other children to the class teacher who will deal with the matter.

End of the day – School finishes at 3:00pm. If you arrive at school before this time, please wait under Girraween 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 follow your class teacher's pick up procedures. Teachers will be there to assist children as they leave the classroom. Children will not be allowed to leave their Prep room until a Parent/Carer or After School Care Staff are sighted.

Equipment – Playing on the playground equipment before school is not allowed. Children are never allowed to play on the playground equipment unsupervised.

Excursions – Teachers organise an excursion for Prep students each year. Parents will always be notified in advance through the class newsletter and written consent will always be sought for students to attend. Parents will be advised of the clothing requirements for the excursion.

E-mail – Parent/Carers 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. School newsletters are emailed to families each fortnight. Families who don't have email can pick up a paper copy of the newsletter from the office.



First Aid – If children are injured or become ill at school they will receive treatment within the classroom or in the Health Room. Parents/Carers will be contacted if necessary. Please note that staff must give Parents/Carers a courtesy phone call for all head related injuries (no matter how minor).

Food and Drink – We encourage you to discuss with your children their preference for their fruit break, lunch and afternoon tea. It can be very difficult for us to encourage children to eat if they do not like their lunch for the day. Please ensure children can open their packaged food independently. 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 provide water only in drink bottles. Don't forget to provide cutlery for food such as yoghurt, pasta, rice etc.

Fruit Break – Fruit Break provides time for a short break in the morning session. Our goal is for children to have a healthy, fresh, small fruit or vegetable snack that will provide energy to sustain them until lunch time. We strongly discourage fruit in jelly or tinned fruit.

Hats – A hat must be worn whenever outside and we prefer the school hat. We have a “no hat – no play” policy. If children do not have a hat, they cannot play outside. Caps are not permitted.

Independence – It is important that your child learns to participate in all activities independently at school. You can help by gradually allowing them more responsibility for tasks. Children should also be able to dress and undress themselves.

Library – Students will visit the library weekly to borrow books. To keep the school 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. A Runcorn State School library bag is provided free of charge for all Prep Students.

Lost Property – All lost property items are placed under B block ... 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.

Medication – Medication must be prescribed by a doctor or dentist and may only be administered to students by school staff. The medication must be taken to the school 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. Parents/Carers are required to deliver the prescribed medication to the office and collect after school or before weekends as needed. [A school register of all medicines administered is kept.](#)

Music – Children attend one Music lesson per week. During these lessons, they learn about rhythm and beat through song, movement and playing 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, Health & Wellbeing, swimming and gross and fine motor programs.

Outdoor Inquiry Play – Prep students participate in Outdoor Inquiry Play. This is an engaging learning time that takes place outside and in a natural environment. It is linked to the curriculum through play and hands on experiences with a strong focus on oral language and children's social, emotional and motor development.

Parents and Citizens Association (P&C) – P&C Meetings are held twice per term. P&C involvement is an excellent opportunity in fundraising and other activities to support the school.

Parade – Is held Monday afternoon from 2.30pm in Girraween place.

Outside School hours Care (OSHC) - Is provided on site by Jabiru, please contact the office for their contact details. Whilst the school liaises with Jabiru, they are an organization independent to the school.

Physical Education – Children attend weekly PE lesson and learn a variety of skills. In the lead up to events such as the Athletics Carnival, children learn and practice the relevant track and field activities, gross and fine motor skills, coordination and stamina building activities.

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 with your child every day! Prep students will take home picture books and home readers throughout the year. More information regarding this will be forwarded by the classroom teacher.

Reporting Process – Three Way Sharing is a 15-minute discussion between Parent/Carer, teacher and student and are held in Term 1 and Term 3. Students receive a formal report card via email in Term 2 and Term 4.

Rest Time – In the first few weeks of Term 1 children will have a short 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. This time is not used for napping.



School Newsletter - The school newsletter is published fortnightly and can be accessed through Schoolzine. Please take the time to keep up to date with school events. Newsletters are translatable through Schoolzine into a number of languages.



Student Resource Scheme (SRS) – Each year, families are asked to contribute to the cost of additional resources. The scheme is voluntary. Please note that only those students paying the SRS will have home access to our school Mathletic and Reading Eggs.

Subjects – Students are taught as per the Australian Curriculum. Subjects covered include: English, Mathematics, Science, HASS (Humanities and Social Sciences), Health, Physical Education, Music, The Arts and Technology (Design and Digital). Students from Year 4-6 participate in a weekly Japanese lesson.

Sun Safety – We ask that you ensure your child has sunscreen applied before arriving to school.

Swimming – As the school has its own heated swimming pool, all students participate in weekly swimming lessons in terms one and four.

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’. This will be outlined in the Show and Tell roster which commences later in the year.

Tuckshop – In order to establish our eating routine, we request that for the first few weeks of Term 1, children bring their lunch from home. An email will be sent home during Term 1 which will advise Parents/Carers when Prep students will be able to order from the tuckshop using online Flexi Schools website or app. To sign up to flexischools please go to <https://www.flexischools.com.au/>

Tuckshop orders will be delivered to children at lunch in their eating area.

The Tuckshop is open 3 days (Wed/Tues/Fri) and employs a convener on these days. We love to have volunteers on these days, contact our convener on tuckshop@runcorns.eq.edu.au

Uniforms – We are a uniform wearing school. This means that students are expected to wear their full uniform every day. Black shoes are worn at all times, with plain non logoed black or white socks, velcro shoes help children to be independent. Hats must be worn outside at all times.

Uniform Shop – Please contact the office for updated uniform purchasing details.

Valuables – Children should not bring anything valuable to school e.g. jewellery, toys, money and games, electronic devices or smart watches.

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!



NOTES



CNR Mains & Beenleigh Road,
Sunnybank QLD 4109

(07) 3323 8777

www.runcornss.eq.edu.au
pretransitions@runcornss.eq.edu.au



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