PREP 2015
Parent Information Booklet
**BOOKS AND SUPPLIES**

Collection of all book list supplies will be on Wednesday, 28th January 2015 between 12 and 2pm at the school. Please bring all books and stationery supplies with you to your Meet the Teacher interview time in Rooms 1 or 2 on Thursday, 29th January (**These items do not need to be named**). This allows us to start labelling books and organising stationery, making it one less thing we have to worry about on your child’s first formal day of school, as everything will already be in their lockers!

As well as the book list supplies each child needs to have a Multi-Purpose bag (for Library), a blue Book Bag (for the take home book reading program) and an Art Smock. **Please name these 3 items clearly.** The Book Bag can be purchased at PSW 21 Playne Street Frankston.

**GRADE ROUTINES**

Children are expected to:
- Be lined up with their grade in Shadowlands (undercover area) by 9.00am. Music is played at 8.57am just before the bell. After 9.00am your child must enter through the office door and collect a late pass.
- Come into school independently.
- Leave independently (your child will exit from Shadowlands door).
- Unpack their bag.
- Give any notes to teachers.

Parents please:
- Send a note if your child is out of uniform or leaving early etc.
- Notify us of all absences using either pink slips or a note, and returning to your child’s teacher. You can also use the email notification forms available on the website. This can be found under the administration tab on the home page.
- If visiting the school building between 9.00am and 3.15pm please sign in and get a visitor’s badge from the office. This procedure is for safety reasons.
- Drop your children in a safe area. Parents are not permitted to enter the staff car park or the delivery/disabled parking area. Please do not let your child walk through the car park to get to their classroom.
UNIFORM & SUPPLIES

- Uniform items **must** be named, especially jumpers and hats.
- It is expected that children will wear school uniform every day. If your child is out of uniform please send an explanatory note to the classroom teacher.
- Children will need a Book Bag (for reading), an Art Smock and Multi-Purpose Bag (for Library) - all clearly named please.

CLASSROOM HELPERS

We invite all parents, grandparents and friends to assist in the classroom throughout the year, particularly for hearing the children read. You are welcome to offer your services on one or more occasions per week. We need at least one helper for reading each day. To be a classroom helper you will need to attend a short training session with our Principal, Julie Braakhuis, who will explain everything you will need to know about helping! We will notify you when these sessions will be held. On occasions we will also ask parents to help with excursions and other activities.

P.M.P

Children will be doing P.M.P. (Perceptual Motor Program) in Terms 2 and 3. We will need helpers for these 1/2 hour sessions that are held once a week. More information will be sent home in Term 1.

HEAD LICE

Long hair should always be tied back and children are encouraged not to take their hair out. We also encourage regular checking for head lice by parents to help keep this problem at bay! If your child unfortunately has head lice you will be contacted and asked to return a slip indicating that the hair has been treated. Children with live lice will be separated from other students until they are collected from school.

SUNSMART

Children are required to wear a school approved broad brim hat in at least Terms 1 and 4 as part of the uniform policy. This may be extended depending on weather patterns. Children are encouraged to wear sunscreen but it must be applied at home.
APPOINTMENTS

Appointments can be made with teachers to discuss any questions or concerns you might have. If teachers have concerns they will contact you, as a shared approach to a problem is usually the most effective.

FOOD & SNACKS

- Each day at 10.00am we have our fruit or vegetable break. We encourage all children to have a piece of fresh fruit or vegetable to eat at this time. If you are to send a whole apple please have this pre cut for convenience. Oranges are not advisable as little hands become very sticky. Each Friday the school will supply a fresh fruit/vegetable platter for the class to share.
- Play lunch should be nutritional and of a reasonable quantity, as lunch is at 1.00pm and children will need the correct food to keep them going!
- Water is the only liquid permitted in water bottles. Children are free to drink water at any time during the day to maintain hydration which assists with concentration.
- Lunch orders are available from Subway on Fridays only. Please remind your child to put their lunch order into the basket on Thursday morning in a named envelope. Order forms are available from the office and the school website. If your child has a lunch order they will still need a snack for recess.

NOTICES AND NEWSLETTERS

Included in the book list you purchased are blue and red plastic envelopes. These will be named and used for children to bring home their newsletters/notices (red) and homework (blue).

It will be your child’s responsibility to bring these home to show you and to bring them back the following day and return the folders to the tubs in the classroom where they will be kept. Please check your child’s bag every night for correspondence.

Newsletters are posted on the website and you can subscribe to receive it by email. If a notice requires you to send money to school, please place the money in a named envelope and the event that the money is for. On most occasions a Seaford Park money envelope is attached to any notice requiring a payment. Notices are also accessible on the website if another copy is required.
PHOTOGRAPHS

NO photographs or media devices can be used at school functions due to media restrictions for some students throughout the school. Please be respectful of this at all times to avoid any awkward circumstances.

EXCURSIONS/INCURSIONS

During the year there will be special events for the children to attend. These are generally related to the integrated topics we are learning about in the classroom.

SPECIALIST TIMETABLE

A timetable will be sent home when specialist lessons commence.

CLASS BEAR

Each week a child from each grade is chosen to look after our class bears Cuddles and Mr Ted. When they come to your house please write a brief entry into their diary to share with the class. Please encourage your child to take good care of them so that they stay ‘fit and healthy’ for the whole year. A list is kept in the classrooms to ensure that everyone gets a turn.

TAKE HOME BAGS – BOOK BAG & SHOW AND TELL

These bags go home with two different children each day. If your child brings the book bag home please choose one book for your child to share with the class the following day. The Show and Tell bag also requires one item. It may be a toy or anything else of interest to your child. To avoid disappointment, please remember to return these bags with your child, as it is a highlight of the day for all children.

MEET THE TEACHER INTERVIEWS

These will be held on Thursday, 29th January. They will be for fifteen minutes each where you and your child will come into the classroom and share information with the class teacher. This will give your child a chance to be familiar with the room and you a chance to talk with your child’s teacher in a relaxed environment. This should make their first day of school less stressful for them and for you! You will be notified of your time by mail early next year.
ENGLISH INTERVIEW

At the beginning of the year we conduct this interview to establish your child’s literacy knowledge. They are conducted individually and take around 45 minutes to complete. Each child will be allocated a time in February to attend. You will be notified of your child’s time by mail early next year. Please make sure that you are aware of the time. If it proves to be inconvenient we will need to be informed as soon as possible.

FIRST DAY OF SCHOOL

The first day of school for the Preps will be Friday 30th January. On this day we have staggered starting times so that we can ensure your child has a positive and happy start to their schooling. You will be notified of your time by mail early next year.

FINISHING TIMES

Week 1: Friday 30th January AND Monday 2nd to Friday 6th February – 9.00am to 1.00pm.

Week 2: Monday 9th to Friday 13th February – 9.00am to 2.15pm.

Week 3: Monday 16th to Friday 20th February – 9.00am to 2.15pm.

Week 4: Monday 23rd to Friday 27th February – 9.00am to 2.15pm.

Week 5: Monday 2nd March onwards – full time – 9.00am to 3.15pm.

It is important that you collect your child promptly during weeks 1 to 4 as the English Interviews will be conducted on these days. On each of these afternoons the children will be brought to the Shadowlands door to be dismissed. Children will be able to leave when we see their parent or carer. When children are attending full time they will also exit from the Shadowlands door.

We hope that these explanations are clear and look forward to your support in these matters. If you have any questions about these issues or anything else, please come and see us.

Thank you,

Julie Braakhuis
Principal

Kathy Lloyd and Jane Bennett
Prep Class Teachers