CLONCURRY STATE SCHOOL P-12

PREPARATORY YEAR

31 Daintree Street
CLONCURRY QLD 4824
Prep Classroom: 4742 8321
School: 4742 8333
Fax: 4742 8300

Maths
Science
Literacy

History
Social and Personal Learning

HANDBOOK
2014
**The Prep Program – What does your child learn at Prep?**

**LITERACY**
By the end of Prep they will be reading and writing at a high level using a range of strategies so that they are on their way to being independent readers and writers. As well as participating in many oral language activities and learning the alphabet names and sounds, your child will be exposed to a range of literature and will partake in modelled, shared, guided and independent reading and writing activities.

**LEARNING IS FUN!!**
For a young child, learning should be fun. We endeavour to develop your child’s love of learning by providing them with educational activities and experiences that cater to their individual needs. The Prep classroom is designed to be non-threatening and supportive. We aim for all children to take on challenges and experience success. This promotes a life-long love of learning and a positive attitude.

**MATHS**
During maths activities the children will investigate numbers, patterns, space, chance and data and measurement. They will learn to recognise numbers by name and be able to count with one to one correspondence.

**HISTORY**
Students will be provided with opportunities to develop historical understandings through the key concepts of continuity and change, cause and effect, perspectives and significance.

**SCIENCE**
Students will engage in activities incorporating Science from the five contexts of learning - play, real life situations, investigations, routines and transitions and focused learning and teaching.

**INDEPENDENCE**
Over the course of the year, we aim to increase your child’s independence by allowing them to take responsibility for their belongings. You can help a great deal with the development of your child's independence by assisting your child to organise themselves.
# Learning Areas in the Prep Classroom

Here are some of the learning areas that your child will participate in at Prep, including a brief rationale on the educational values of each area:

<table>
<thead>
<tr>
<th>Area</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERACTIVE WHITEBOARD</td>
<td>Hands on learning using technology</td>
</tr>
<tr>
<td>PUZZLES AND GAMES</td>
<td>Visual discrimination; hand-eye coordination; visual memory; turn taking; cooperating; fine motor development</td>
</tr>
<tr>
<td>COMPUTER</td>
<td>Hand-eye coordination; turn taking; cooperating with others; independent learning; computer familiarity and awareness; literacy – pre writing and reading skills.</td>
</tr>
<tr>
<td>BLOCKS AND MANIPULATIVE EQUIPMENT</td>
<td>Hand-eye coordination; mathematical concepts (size, weight, balance, number); social play; turn taking cooperating with others, decision making.</td>
</tr>
<tr>
<td>ART AREA (Including paint easels)</td>
<td>Fine and gross motor development, pencil grip; creativity; language development; colour recognition; visual discrimination.</td>
</tr>
<tr>
<td>COLLAGE</td>
<td>Fine motor development; decision making; creativity; pencil grip; scissor control; hand-eye coordination.</td>
</tr>
<tr>
<td>READING CORNER</td>
<td>Visual discrimination; visual memory; development of a positive attitude to books and reading; left to right progression; language development.</td>
</tr>
<tr>
<td>DRAMATIC PLAY</td>
<td>Fine and gross motor development; role playing; creativity; social play – cooperating with others; language development.</td>
</tr>
<tr>
<td>OUTDOOR PLAY</td>
<td>A wide variety of activities are provided to aid physical (perceptual gross motor skills), social, emotional and intellectual development. This includes – sandpit, water play, obstacle courses, climbing equipment, swings, balls etc.</td>
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</table>
Dear Parents

We would like to take this opportunity to welcome you and your child to Cloncurry State School Preparatory (Prep) Year. We hope your year here will be both pleasant and educationally satisfying. Our aim is to provide a partnership with parents in developing your child for the future.

In this booklet we have endeavoured to provide you with some background information on what we do at Prep and some of the regulations regarding hours, illnesses and other issues, as set down by Queensland Education. Please keep the Handbook in a safe place as you may need to reference it any time.

We will be available and happy to talk to you about your child’s progress throughout the year.

If you have any problems or questions regarding your child please do not hesitate to talk to us about them.

There are four main functions that Prep Education seeks to fulfil.

- To promote the learning of reading, writing and numeracy skills and competencies that will assist the child to move forward easily and smoothly into Primary School.

- To provide a bridge by which the young child can make a smooth transition from the relatively closed world of the home to the wider world of school. Prep assists the child to increase in confidence and self-reliance/independence so that he/she can settle into school life.

- To encourage parents to participate in the education of their children. This function is especially important as research is telling us that parents are one of the most important influences upon the child’s education.

- To provide a service by which children with special needs can be identified so that early remedial support and intervention can be undertaken.

Nijole McClafferty (Prep Teacher 2013)
A Child’s Thoughts on Starting Prep

* Please don’t rush me there, plan the morning so that I’m not worried, confused, irritable or anxious.

* Don’t push me inside the door and run. It makes me feel unhappy, as if you want to get rid of me. Come and look with me at all the interesting things I can do.

* Please don’t slip away without saying goodbye or I will be afraid that you may leave me for good. When you leave, tell me when you will be back, and try hard to be on time or I will worry.

* Sometimes I spend a lot of time making something and I am proud of it. Please value my work as it makes me feel happy, successful and ready to tackle more difficult tasks.

* Put your name down to visit the prep classroom. When you come for your turn I will feel proud to say to my friends “That’s Mummy and Daddy”. Please don’t talk about me when I’m in earshot. I don’t miss much and I worry about what I hear. My teacher will always be happy to talk in a more private place.

* Send a spare pair of clothes in my bag in case I get dirty or have an accident. Put a T-shirt under my jumper for when I get hot from playing.

* What makes me feel good is if you show that you are really pleased to see me and are ready to look if I have something to show you.

BUT MOST OF ALL…..JUST LOVE ME
The First Day

Here are just a few hints to make the first few days go smoothly.

- Be positive. Talk about new things in a happy way.
- Familiarise children with staff names.
- Always tell your child when you are leaving and that you will be back at the end of the school day when all other parents come back.
- Once leaving, go as quickly as possible – children in most cases settle down after that initial departure from Mum or Dad.
- Don't tell your Prep child if you are taking your toddler to the park or the pool – all those great places you used to go together…..That way they don't think they’ve missed out on anything (this often causes the sudden case of “I don’t want to go to school today!”)

We Welcome You!

Do not hesitate to discuss any queries or worries that you may have regarding your child's education with us. We will try our best to help you.

We look forward to sharing a happy and beneficial year with you and your child.

Our First Days at Prep 2013 - Happy Learning!
Prep Information

Prep is for all children who will be entering Year One the following year. It is a requirement that the child turns 5 years of age by the 30th June, on the year they enter Prep. The Centre operates in association with the Cloncurry State School. The hours of operation are between 8:25-2:30 Monday – Friday.

Your child will attend Prep 5 days a week.

We will be starting our sessions promptly when the door opens at 8.25 am. We realise that things don’t always go as planned but, where possible, please ensure that your child is at Prep on time. This is to ensure your child does not miss out on any valuable group learning experiences and does not hold up the progress of the rest of the group.

**IT IS IMPORTANT YOUR CHILD LEARNS TO BE ON TIME!**

When each session finishes please be on time to pick them up at 2:30pm

A child quickly becomes distressed when it’s time to go and no one is there to pick them up.

**Transportation**
Children are to be brought to, and collected from the prep classroom by a responsible adult/sibling known to the teacher. For the sake of your child’s safety please notify us of any change in the usual plan for collecting your child. Where possible, Parents are asked to bring their child into the classroom at the beginning of the session, and at the end of the day collect them from the classroom.
Requirements

Please ensure all of your child’s property is clearly marked.
On the first day your child will need to bring:

- 4 Scrapbooks
- 1 Set of coloured pencils
- 1 Plastic Wallet
- 4 Glue Sticks
- 1 Ream of Photocopy Paper
- 2 Boxes of Tissues
- 1 Pencil Case
- 1 pencil Sharpener
- 1 Manilla Folder

1 Queensland Targeting Handwriting book (1)

School Bag
Children will place their school bags in their lockers each day. School bags should be large enough for the children to place lunch boxes, drink bottles, hats, art & craft and other items in securely.

Library Bag
A drawstring bag or pillowcase is required. We borrow books from our library once a week and the bag ensures that the book will be protected. Children will be required to return their library book each week.

Hat
In this hot climate hats are essential. It is a school rule that children without full-brimmed hats are not permitted outside. We have a ‘No hat, no play’ policy.
Drinks
Prep is very thirsty work. Please ensure that your child brings a clearly labelled, large drink bottle each day with enough water for the whole day.
*Please Note: Soft drink or juice is not permitted. Please encourage your children to drink water.*

Clothing
It is a requirement that your child wears the Cloncurry State School uniform.

A *spare pair of clothes* for your child needs to be kept in your child’s bag every day in case of messy play or accidents.

Lunch
Prep lunches are timetabled in conjunction with Cloncurry State School. First lunch starts at 10.15am and 2nd lunch is timetabled for 12.45pm. Children must have adequate food for the whole day.

We promote healthy eating practices at Prep and ask that no lollies, chocolate or soft drink is packed for your child. Your child will be encouraged to eat healthier lunch box items first.

Tuckshop is available to your child for first and second lunch. Please write your order on a paper bag with your child’s name, class and lunch order and place it in the tuckshop box. If you order tuckshop please tell us as we only send the tuckshop box over when we know there is an order.

Shoes
Closed in shoes are essential for school. For the safety of your child it is essential that he/she wears shoes at all times.

*LABEL SHOES AND SOCKS WELL*
General Information

‘Open Door’ Policy
We encourage parents to be actively involved in their child’s learning, so please come in and spend some time in the classroom to find out how your child / children are progressing.

Excursions
From time to time, we may go on educational outings which will entail a change from the normal routine. We will let you know in advance and will welcome your company and assistance on these occasions.

P & C Committee (Parents’ & Citizens Association)
The school’s P & C Committee meets once a month at the school library at 5pm. The P & C aims to improve the education facilities for the school and Prep. All parents, family members and citizens are encouraged and welcome to participate.

Absence
If your child will be absent from Prep please notify the teacher either by writing a note or email, or by telephoning the Prep classroom or Cloncurry State School office. If your child becomes ill please let us know, particularly where a child has contracted a contagious illness – eg measles, mumps, chicken pox, flu. We can then let other parents know that this illness is present. This way we can help each other. Children who are ill must stay at home for the period recommended by their doctor or school health regulation. If your child becomes ill at Prep we will contact you to enable your child to be taken home.

SOME CHILDHOOD ILLNESSES AND RECOMMENDED ISOLATION PERIODS:

<table>
<thead>
<tr>
<th>Illness</th>
<th>Isolation Period</th>
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<tbody>
<tr>
<td>CHICKEN POX</td>
<td>Exclude for at least 5 days AND until all blisters have dried</td>
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<tr>
<td>CONJUNCTIVITIS</td>
<td>Exclude until discharge from eyes has ceased.</td>
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<tr>
<td>HEAD LICE</td>
<td>Students with head lice need to be excluded from school until it has been cleared. Constant checking by parents is extremely necessary.</td>
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<tr>
<td>IMPETIGO (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Exclude for at least four days after onset of rash.</td>
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<tr>
<td>MUMPS</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
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<tr>
<td>RING WORMS</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>SCABIES</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
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<tr>
<td>WHOOPING COUGH</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
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Medication
It is important that Prep staff administer medication to Prep children during school hours only when absolutely necessary i.e. medication required to be
taken 3 times per day can usually be given before school after school and before bed.

If it is necessary for us to administer medication to your child, the details of the medicine, the dosage and time, along with parent permission must be in written form by the parent. The medication must be bought to the Prep in the original pharmaceutical packaging showing dosage instructions.

Please note that by law we are only able to give your child medication prescribed by a doctor.

Sharing Information
Events in family life such as visits from relatives, major illnesses, accident or death of relatives, friends or pets can be of major concern or excitement for children and markedly affect their behaviour. It is important for the home and school to share information which may affect children, and it is appreciated if parents inform the teacher of any unusual happenings of this nature.

Newsletter
A school newsletter will be sent out each Wednesday informing you about events happening in and around the school community. You are able to subscribe to this newsletter and receive it on-line. From time to time you will receive notes informing you about what is happening at Prep. Please check your child’s school bag regularly for these newsletters and other important notes.

Birthdays are special!
Your child is welcome to bring along a cake to share with his/her friends on this important day for him/her. Children whose birthdays fall in the holidays may share their birthdays before or after the holidays.