



Empowering
our community of learners
to create a *legacy*
which *redefines* our world



Oakleigh State School



Prep Handbook





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Welcome to Prep at Oakleigh!

Dear Parents

Welcome to Prep at Oakleigh State School!

The Prep year of schooling is an exciting year – for children, their families and our school. It's a year of great learning and good fun. You will be amazed by how your young person grows and learns across their first year of schooling.

We consider it a privilege to introduce your child to formal schooling and to be part of their ongoing learning journey. We will work with you and your child to support their academic, social, emotional and physical growth.

I invite you to participate in the many activities designed to transition your child into the Prep year. This document is just one of the many opportunities you will have to get to know Oakleigh State School and become familiar with the Prep experience.

Oakleigh State School offers your child a fantastic community in which to learn. It is a strong, connected community and we are proud of our strong traditions and achievements.

We look forward to getting to know your prep student and watching them as they navigate their way through primary schooling. If you have any questions at all about Prep at Oakleigh, please do not hesitate to talk with us.

Warm regards

Brian Marsden

Principal





Our Prep

Early Years Curriculum – What we teach

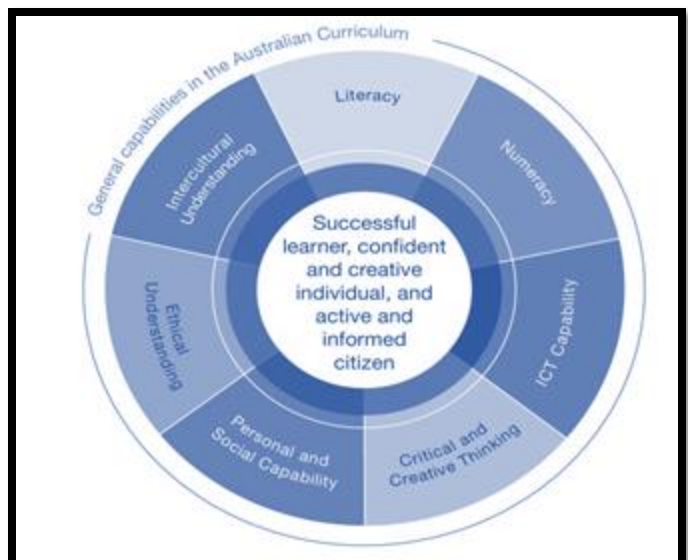
Our Prep students experience a learning environment with exciting things to do, see and touch. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust and we aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore.

Our students' learning is aligned to the Australian Curriculum which identifies key understandings and skills in the learning areas of:

- English
- Mathematics
- Science
- Humanities and Social Sciences (History/Geography)
- The Arts
- Health & Physical Education
- Design & Digital Technologies

The aim for Australian students is to be successful, confident and creative individuals, who can be active and informed citizens. The capabilities underpinning all of the learning areas in the Australian Curriculum reflect this aim, and are - Personal and Social capability, Critical and Creative thinking, Ethical Understanding, Intercultural Understanding, ICT Capability and Literacy and Numeracy.

Woven into our units of work are understandings and attitudes related to priorities for us as Australians and as global citizens. These priorities are - Asia and Australia's engagement with Asia, Aboriginal and Torres Strait Islander histories and culture, and Sustainability.



**General Capabilities of the
Australian Curriculum**

Program

Early Years Pedagogy – How we teach it

Oakleigh early years teachers embrace an Age-Appropriate Pedagogy (AAP) framework for our young students as we believe that pedagogies should be responsive and reflective of our students and their learning needs and result in high quality thinking and learning and wellbeing. Teachers strive to use a range and balance of teaching approaches which are intellectually engaging and challenging, as well as being personally and socially empowering. Our aim is to develop classroom contexts for learners to be fully engaged in learning and knowing themselves as learners.

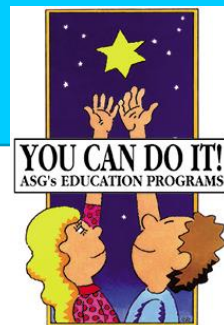
Teachers draw on a repertoire of teaching approaches including inquiry learning, events-based learning, play-based learning, explicit teaching and direct instruction. The approach used will reflect the context and student needs, and always aim to challenge, engage and deepen the learning for our Prep students.



Oakleigh's Age-Appropriate pedagogy framework ensures that effective early instruction for our Prep students includes learning opportunities with the following characteristics:

- ✚ Active – moving, doing, interacting
- ✚ Agentic – includes children's ideas and interests
- ✚ Collaborative – social and co-constructed
- ✚ Creative – encouraging investigation, inquiry and artistry
- ✚ Explicit – goal-focused
- ✚ Language rich and dialogic – dialogue which supports thinking and learning
- ✚ Learner-focused – acknowledge student differences
- ✚ Narrative – acknowledge the role of stories in learning and living
- ✚ Playful – imagination, creativity and fun
- ✚ Responsive – takes a flexible approach with learner and learning at centre
- ✚ Scaffolded – modelling, encouraging, questioning, adding challenge, giving feedback

You Can Do It



Oakleigh State School is a 'You Can Do It!' school. The 'You Can Do It!' program was developed in Australia, at the University of Melbourne, by international consultant school psychologist, Professor Michael Bernard.

It is a program with the goal of fostering the social and emotional development of children, assisting them to develop to their full potential.

The program's core purpose is the development of young people's social and emotional capabilities, including: **Confidence** (academic, social), **Persistence**, **Organisation**, **Getting Along**, and **Emotional Resilience**.

Central to the development of these 5 foundations is instilling in young people 12 Habits of the Mind that support and nourish the 5 foundations, including Accepting Myself, Taking Risks, Setting Goals, Planning My Time, Being Tolerant of Others, Thinking First, Playing by the Rules, and Social Responsibility (includes the values of respect, responsibility, caring, fairness and honesty).



Arrival at school

For the first term or Prep, classrooms at open at 8:30am (8:45am from week 2 onwards), with the school day beginning at 8:50am. We encourage prep families to regularly bring their children to their classroom. This will allow open and regular communication between parents and Prep staff. This regular meeting point between school and home will support the development of effective partnerships. Older siblings may also bring the Prep child to class. Should you need to drop your child before 8.15am, Outside School Hours Care is available on site (ph 1300 612 462). If you arrive after 8:50am you will need to accompany your child the office to collect a late slip from the office before taking them to class.

When children come into the classroom, they are encouraged to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher. This routine may include:

- putting their school bag on to the bag rack
- placing their water bottle and fruit break into the appropriate storage container in the classroom
- going to the toilet, if needed, before the school starting bell rings



The end of the day

At 3.00 p.m. the bell will ring to signal the end of the school day. We encourage parents to pick up their prep students from the door of their classroom. If older siblings are picking up your child from the classroom, please advise the teacher.

If students are not collected from the classroom directly after school they will be walked to the school office and parents will be contacted to clarify going home arrangements. Please notify your child's teacher when anyone other than yourself will be collecting them from school. If you know that you will be late, please contact the school office and notify them of your delay.

Sometimes, students have difficulty remembering what their plans are for getting home each day, particularly if it changes regularly or is out of the ordinary. This can result in feelings of anxiety for children. Please inform the teacher of going home arrangements and clearly explain arrangements to children.

Uniform

Oakleigh Prep students wear the full school uniform. All students can wear either Oakleigh blue polos or house colour polos and shorts. Please see the website for more information. It is recommended that students have closed in Velcro shoes (either sports shoes or black school shoes). The wearing of jewellery is not encouraged due to health and safety requirements. The school bucket hat is reversible royal blue/ house colours and must be worn at all times when outdoors. The school has a 'No Hat, No Outside Play' policy. Therefore children without a suitable hat will be restricted to undercover areas.

[The Uniform Shop](#) is open 8:15 – 9:15am Thursday mornings during school term.

You can also order online through the school website.



Staffing & Specialist Lessons

Each prep class will have the equivalent of a full-time Teacher and Teacher Aide.

Specialist teachers will take prep students for a range of curriculum activities at different times throughout the year. Students will receive weekly lessons with a Music Teacher, PE Teacher and receive HASS lessons from a specialist. Students will also have specialist Art lessons during one term of the year.



Oakleigh Students also have access to other specialists such as a Speech-Language Pathologist, Guidance Officer, SWD (Students with Disabilities) Teacher, Defence Aide and a Learning Support Teacher.

Outdoor Play

For the first year, Prep students at Oakleigh play in the Junior playground and Library during their lunch and morning tea breaks. All play areas of the school grounds are monitored during break times by staff on duty.



Daily Routine

To view a video of what your child's Prep day may look like, please scan this code.



Daily Bell Times

8:30am	First Bell (Term 1 first 2 weeks classroom opens)
8:45am	Second Bell (From week 3 Term 1 classroom opens)
8:50am	Final Bell – School day commences. Rolls Marked.
10:50am	Morning Tea - eating
11am	Morning Tea - play
11:20am	Middle session commences.
12:50	Lunch - eating
1:00	Lunch - play
1:40	Final session commences
3:00	School Day ends



Assembly

Prep Students attend a fortnightly assembly with the junior school from 2:30pm on a Monday, and a monthly whole school assembly which is held from 2:30pm on a Monday. All parents, families and community members are welcome to attend. Please use the following QR code to see a clip of the Oakleigh school song being sung at a whole school assembly.



Parents and Prep

Parents, caregivers and relatives play a vital and valued role in the education of each child. We encourage your involvement. You can assist by:

- Visiting the classroom and joining in with our experiences
- Supporting excursions and special events
- Reading to your child daily
- Supporting us by talking with your child about their day
- Supporting our rules and consequences
- Volunteering in other areas of the school such as P&C, tuckshop, school fair etc.

Parental roles and responsibilities:

- Read all the information in order to be familiar with our policies, routines and practices.
- Clearly label ALL your child's personal belongings *NB: please do not label your child's booklist items*
- Discuss any concerns or questions with your teacher. We are happy to make a time to chat.
- Notify the office staff of any changes related to address, phone numbers, emergency contact phone numbers and student absences



Treasures from home

Toys and trinkets from home can become lost or broken at school, so to save a lot of time and heartache; these should be left at home. Staff cannot assume responsibility for any loss or breakage. However, for learning purposes your child is encouraged to bring in any type of interesting specimens or objects eg, shells, rocks, flowers, insects or animals that support and enrich our curriculum. There will, however, be opportunities for children to show and share items from home as part of an oral language program throughout the school year.



Food & Break Times

Fruit Break

Each day students have a fruit break/brain break in the middle of the first session, at approximately 9:50am. A small amount of fruit or veg is recommended and will give students a boost before morning tea.

Morning Tea & Lunch Breaks

Prep classes will eat on the verandas outside their classroom in the early part of first term but will transition to eating with other early year's classes as the term progresses. So that they will not be rushed with their eating before going to play, they will begin both their morning tea and lunch times earlier than other year levels with the expectation that they will become more efficient as they reach the end of the year. We encourage Oakleigh students to have a litter free lunchbox, and due to allergies we discourage students to bring nuts and eggs.

Tuckshop

Oakleigh Tuckshop currently operates five days a week and uses online ordering. More information including menus and a link to the online ordering portal can be found via the Oakleigh website.



Communication

We value high quality regular communication between parents, teachers and school staff. Teachers will regularly send a class update to parents, talking about the types of learning that has occurred as well as special activities and events, and requests for assistance.

Each fortnight our school newsletter is emailed to all families. This contains information about our school priorities and values, events and activities. All past editions of the newsletter can be found on our [school website](#).

Other forms of communication include our PLR system (Parent Liaison Rep), our school sign and social media (Facebook).



Birthdays

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We have found that ice blocks are the most ideal way for children to share their special event with their friends at Prep. Please speak with your child's teacher about allergies and student numbers.

Parking

Please note that there are a number of parking restrictions in the streets surrounding Oakleigh State School and they are often monitored by BCC. The 'Stop Drop and Go' zone on Ashbourne street is strictly 2 minutes and drivers must remain with their vehicles.

The Buxton street car park and the top of Tweed street car park are for staff only and parents are reminded to park off site to drop students to avoid increasing car traffic in walking thoroughfares for students and families.

The Bus zone on Tweed street is also discouraged as a drop off point, and fines have been issued for this in the past.



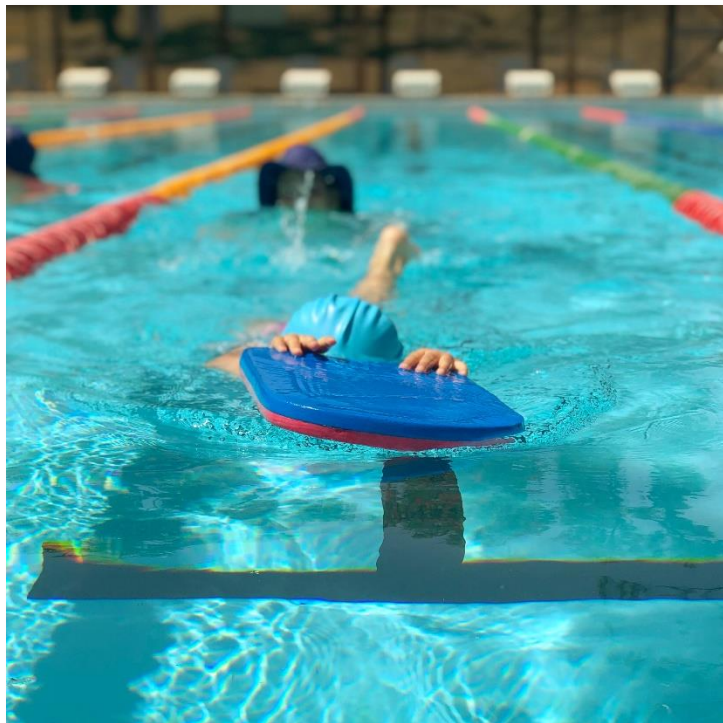
Oakleigh Events

Prep students and their families are encouraged to participate in a number of major school events throughout the year. Some of these include: School Disco, Welcome to Oakleigh BBQ, ANZAC Day ceremony, Book Week, Mothers & Fathers Day, Grandparents Day, Art Show, Cross Country, Junior Athletics Carnival and the Junior Swim Carnival. More information about each event closer to the occasion.



Swimming Lessons

Prep students begin swimming lessons in the school pool in term 4. Our HPE teacher is a qualified swim instructor, and with the help of parent volunteers in the pool there is plenty of assistance available to suit all levels of swimming abilities. Your child does NOT need to be a confident swimmer to enjoy these lessons.



2026 School Dates

Term 1	Wednesday 27 January – Thursday 25 March (9 week term)
Term 2	Monday 12 April - Friday 25 June (11 week term)
Term 3	Monday 12 July - Friday 17 September
Term 4	Tuesday 5 October - Friday 10 December



Illness, Absence and Late arrivals

We advise you to keep your child at home if he/she is not well. Should your child be absent from school for any reason, please ring the school's Student Absences telephone number **(3510 2860)** on the day. Alternatively, you can email absences@oakleighss.eq.edu.au with your child's name and class in the subject line.

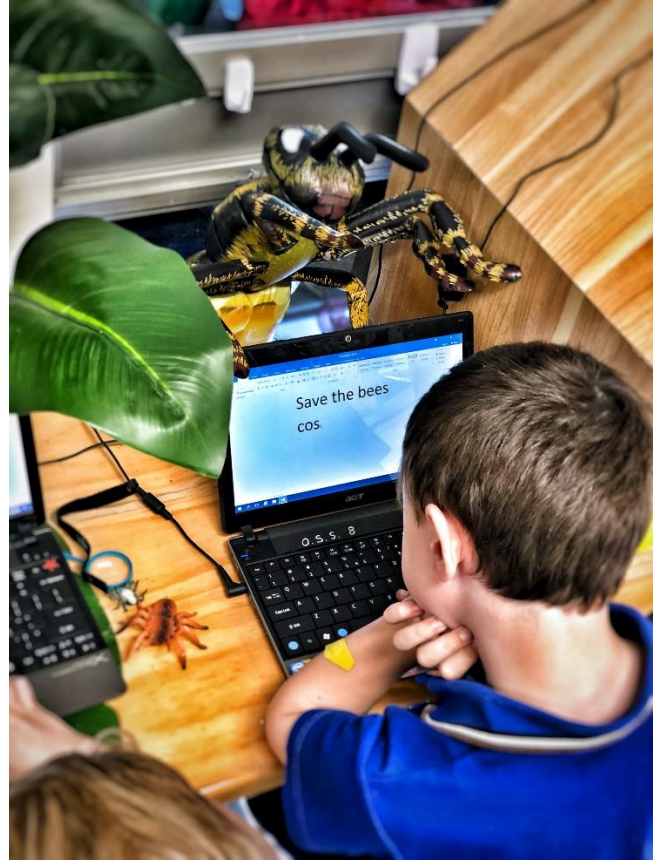
Please note that if you arrive at school after 8.50am you will need to go to the office first to get a late slip. Children also need to be signed out at the office if leaving earlier than 3pm.



Getting ready to start Prep

The following are some things you could do to help your child 'get ready to start Prep.

- **Recognise their own name**
- **Pack own school bags and lunch box** Be able pack their belongings into their school bags. Practice opening and closing their lunchboxes and the lunchbox containers so they can do this as independently as possible.
- **Dress themselves**
Be able to put on their own school uniforms, shoes and socks. They will need to do this after swimming lessons.
- **Toilet themselves**
Be able to independently toilet themselves. This includes boys knowing how to use a urinal.
- **Fine motor**
Help your child to improve their fine motor skills with lots of activities that require the use of their fingers.
- **Oral Language**
Talk WITH your child. Encourage them to answer in sentences.
- **Talk positively about school**
Your child will pick up on your attitude towards them going to Prep, so be as positive as you can. Prep is awesome, its an amazing journey of discovery. Be excited.
- **Practise separating positively from your child**
If your child has separation issues, use this time coming up to the start of Prep to practise leaving them in a positive mindset.



And finally...

The Prep year of school is an amazing year - one of wonder, excitement and incredible growth. Together we will establish a productive partnership in your child's education as we learn and grow together. Please do not hesitate to discuss any questions or concerns you may have. We are looking forward to sharing this wonderful experience with you and your child as they begin primary school at Oakleigh State School.

The Oakleigh Prep Team

