Oakleigh State School

Prep Information Booklet

Growing Oakleigh
School Information

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               Ashgrove   Qld   4059

Administration: admin@oakleighss.eq.edu.au

Absences: absences@oakleighss.eq.edu.au

Administration: 3510 2888

Student Absences: 3510 2860

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Principal: Grant Baker

Deputy Principal: Brian Marsden

Business Services Manager: Belinda Riley

Admin Officers: Wendy Armstrong

Anita Draganidis
Welcome
We extend a warm welcome to you, as parents of our prep year children.
We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

Early Years Curriculum
Our Prep year is a new learning environment with exciting things to do, see, touch and experience. 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. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

We utilise the Early Years Curriculum Guidelines that incorporate the following:
- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn

The curriculum will provide opportunities for children to engage in five contexts for learning on a daily basis i.e. through play, real-life situations and investigations, routines and transitions and short and appropriate focused learning situations.

Planning will incorporate child-initiated and teacher-initiated experiences and be flexible in design to include spontaneous learning situations.

Everything your child does within our school has a purpose for learning.
If you have any questions or concerns, please don’t hesitate to ask us.

The following factors have been identified to contribute to success in learning and form the learning areas of the prep program:
- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, gross motor and fine motor development
- language learning and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning

**What to bring every day to Prep**
- school bag
- hat (wide-brimmed hat or Legionnaire cap)
- food for brain food break, morning tea and lunch in a lunch bag or lunch box
  (It's a good idea to also include a small freezer block in the lunch bag.)
- a water bottle
- a spare set of clothes, including underwear, in a plastic bag inside the school bag.
  (Please replace any clothes which have been used.)
- We suggest that children wear easy to manage shoes such as velcro strapped sports shoes

On Library lesson days, children will need to bring a waterproof library bag available from the school uniform shop for only $6

**Please clearly label everything, including items of clothing that your child brings to Prep.**

**School Hours**
The prep day is a full school day. (8.50 a.m. – 3.00 p.m.)
The Early Years Curriculum Guidelines and National Curriculum are designed for a five days per week program. Parents are expected to have students attend for the full five days to gain full benefit from the program.

**Arrival at school**
We encourage all of our 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. Prep teachers will have specific times when they request volunteers to come and assist in the class and will communicate these requests to parents and helpers.

When children come into the classroom, they are expected 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 brain food into the appropriate storage container in the classroom
- going to the toilet, if needed, before the school starting bell rings

**The End of the School 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 by 3.15 p.m., they will be escorted 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.

**Outside Hours School Care (O.H.S.C.)**
For families who need to bring children to school a significant time before school starting time or who cannot pick them up at school finishing time, our school offers Before and After School Care. If you will need to use this service, please contact Outside Hours School Care to register your child.

Prep children who attend Outside Hours School Care will be accompanied to or from their classrooms by O.H.S.C. staff members.

**Staffing**
Prep class sizes will be up to 25 students. As prep is universal, it is possible for classes to exceed 25 students.

Each prep class will have the equivalent of a full-time teacher; additionally a teacher aide will be with the class until lunch time at least.

Specialist teachers will take prep students for a range of curriculum activities. Students will work with:
- a Teacher-Librarian at various times throughout the school year. Students are able to borrow books weekly from the school library.
- a Music Teacher (weekly Music lesson)
- a Health and Physical Education (H. P. E.) Teacher - Phy. Ed lesson including swimming lessons in Terms 1 and 4

Relief staff will relieve prep staff for non-contact time, illness and attendance at professional development.

Prep staff receive the same lunch breaks as other staff in the school and are also required to perform playground duty. Other teachers / teacher aides supervise prep students during this time.

**Eating (Morning Tea and Lunch)**
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 are encouraging Oakleigh students to have a litter free lunchbox. We also encourage a “brain food” break where students have a small snack of fruit only at around 10.00am each day.

**Tuckshop**
Our school tuckshop operates on Tuesdays and Thursdays. All tuckshop food is ordered through the bag system. Details of this and tuckshop menus will be available from the tuckshop and are on the school website. [http://oakleighss.eq.edu.au](http://oakleighss.eq.edu.au)

**Playtime**
At morning tea and lunch times, prep students will play in a designated prep play area. Staff members will supervise them there at all times.

**Toileting**
Prep classes without toilets attached to their classroom will access the junior toilets under the main school building. These classes will use these toilet facilities as a class group (mainly after morning tea and lunch times) or in pairs or small groups (at other times during the school day).

**Uniform**
Oakleigh prep students wear the school uniform. All items of the uniform are available from the school uniform shop which is open on Thursday mornings from 8.15 – 9.15am.
The outdoor learning environment is an important part of the prep program. For this reason, students should have either the school wide-brimmed hat or legionnaire cap with them to wear outdoors every day at school.

We are very conscious of sun safety at our school and we strongly adhere to the school rule;

“NO HAT, NO OUTDOOR PLAY”

Illness and absences
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. This number can also be found on the front of the school’s weekly newsletter, *The Oakleigh Log*. Alternatively you can email absences@oakleighss.eq.edu.au with your child’s name and class in the subject line.

Newsletter and Notices
Our school newsletter, informing you of events happening in and around the school community, is emailed home every second Tuesday. Past editions can be found on the website – these are password protected – see the office for the password.

Other notices requiring your attention will be sent or emailed home from time to time. Please check your child’s school bag daily so that these are not missed.

Assembly
We have 2 assemblies, P-2 assemblies on Tuesday afternoon in the amphitheatre and a student of the month whole school assembly on the last Tuesday of the month in the undercover area.

Parents are very welcome to join us for these assemblies.

Money Collection
Any monies collected by the office for school events or activities are to be placed by parents into the brown ‘money’ box in the foyer of the school office. Collection days are Wednesday and Friday.

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.

Birthdays and Other Celebrations
Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We have found that patty cakes and ice blocks are the most ideal way for children to share their special event with their friends at Prep.
If your child has an allergy type which may prevent them sharing in this way, please discuss this with your child’s teacher.
Further information for Parents

Information written by prep parents for prep parents is also available on our website.

We hope that you will have an enjoyable and rewarding year with us. We also look forward to working closely with you to ensure the best possible start in education for your child. We are looking forward to sharing a happy and productive year.

The Oakleigh Prep Team