Year Prep Parent Information 2013

School Vision
To provide a collaborative and dynamic learning environment where students will develop literacy, numeracy and life skills that will assist them in becoming valued and active participants of the Global Community.

Home Learning – as per Policy - see below

Prep home learning will:
- generally not exceed 15 minutes, four nights a week - includes daily reading and number activities.
- sometimes include the (completion of class work or) gathering of extra information or materials.
- allow for optional extension activities.
- not be set during school holidays.

• Parents/caregivers are encouraged to support their child to be organised to complete their home learning.
• In the event of students consistently not completing home learning activities, parents will be contacted to discuss home learning issues.

Red Book Bags – these need to be brought to school every Monday, as this will be where children place notes for teachers, and any other very important documents to be taken home, including their Reading Diary.

Golden Words – Students will learn to read a word list of twelve high frequency words and be presented with a Golden Word certificate once this has been achieved.

Spelling - Students will be taught the following strategy to learn to spell words:

LOOK at the word, so that you have a picture of it in your head
SAY the word
NAME the letters/sounds/chunks of the word
COVER the word
WRITE the word
CHECK the word, letter by letter

Handwriting – focus on correct starting points and correct size and spacing as this enables children to concentrate on the ideas they want to write.

Maths - involves hands on material where possible. The curriculum revolves around the areas of Number, Space, Measurement, Chance & Data, and Working Mathematically (using calculators & thinking processes). To help your child with maths at home – allow your child to handle money, recognise coins, and add coins. When watching TV, talk to them about what time their favourite show is on, check the time on real clocks, talk about the big hand being the minute hand and the small hand being the hour (o’clock) hand. Find numbers in the real world – street numbers, telephone numbers – encourage them to read the numbers.

Library Borrowing –children will use their Red Book Bag for this; see your class timetable for the time. Preps bring home one book per week.

Absences - it is important that children are punctual. That means being in their class and ready to start by 9am. When a child arrives late they interrupt the learning of others and have missed out on key instructions. This often causes anxiety and worries for the student. We do understand that, at times, certain events mean a delay to the start of the school day, but we ask that these be kept to a minimum.
All absences need to be reported. The school has to report to DEECD the number of absences. It is our target to reduce our student absences to below ten per student per year.

Please phone the office by 9.10am on the day of absence or use the absence forms. Advance warning of long term holidays is helpful to our planning and ensuring continuity of student learning.

**Late Arrivals** – Students/Parents must report to the office to sign in, pick up a Late Arrival card, then go to class. If students arrive at class after the bell, they are deemed to be late to school.

**Early Departures** – Parents must report to the office to sign students out, pick up an Early Departure card and take this to the classroom to collect the child.

**Parent Helpers and Visitors** – Must sign in and out at the office before going to a classroom please.

**Parent Helpers Course** – please talk with your own teacher about this. Classroom helpers will need to attend the Parent Helpers Course.

**Asthma & other Medical Concerns** – please talk to your child’s teacher individually about your child’s needs so that we get up to date first hand information.

**Sunsmart** – hats to be worn from September to April. Please have the school hat, not a cap – NO HAT NO GO! Hats are to be worn on all school excursions and camps.

**Sustainable Schools Program** – Lenka Brereton (our Art teacher) and team, have developed a whole school program aimed at developing a Sustainable School. The Prep focus is Water. Throughout the year, students will learn about various aspects of water usage and conservation. We have also committed to investigate the plight of elephants during the year.

**Waste Wise Lunch Program** – this program encourages students to not use plastic wrappers. Tin foil and paper are recyclable. Nude food is highly recommended. Students are encouraged to take all rubbish home. Some extra fruit to enjoy in the middle of the morning is also highly recommended.

If you have any concerns regarding your child or their education please make an appointment with:
1. The classroom teacher. If you require additional support with the issue please see:
2. The team leader: Zoe Richey. If the issue is still not resolved contact:
3. Sue Wearne or if she is not available, Meg Dallas.

Teachers will be in their classrooms from 8:50am each morning and will be in the playground for five minutes at 3:30pm.