

INGLESIDE  
STATE SCHOOL

*PREP YEAR*



*HANDBOOK*

*2024*

# **GET SET FOR PREP AT INGLESIDE**

Very soon, your child will be starting Prep at Ingleside State School. To ensure that both you and your child have a great start, here are some reminders and messages that you might find useful.

## **STAFF**

Sarah Marks will be teaching the Prep class this year with the support of a teacher aide.

**Teacher:**

**Sarah Marks**

**Teacher Aide:**

**Debbie Shaw**

## **WHAT YOUR CHILD WILL NEED FOR PREP**

- ❖ Student Resource Scheme provides all textbooks and stationery items that the students require. A form, for participation including fees, which can be paid off during first term 2024 will be handed out at the Orientation day in Term 4.
- ❖ A school hat (named)
- ❖ Brain food in a separate container (healthy snack)
- ❖ A lunch box with morning tea and lunch.



- ❖ A school bag big enough to hold the lunch box, a document wallet and a library bag on library day
- ❖ A spare change of clothes and underwear (in a plastic bag). These can be kept in your child's bag at all times.

### **Names and labels:**

**As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything - bags, shoes, lunchboxes, hats, library bags, clothes and drink bottles (no glass).**

## ***WHAT YOUR CHILD WEARS AT PREP***

Prep students wear the school uniform which can be purchased from the school. The preferred footwear is socks and joggers with Velcro straps or laces.

We are very conscious of sun safety at our school and children are expected to wear the school's bucket style hat.

## ***SCHOOL HOURS***

Ingleside State School Prep will be operating five days a week from 8.45 am to 3.00 pm. There is an expectation that children attend school every day.

Children should come to school no earlier than 8.30am.

After school children will be collected by parents at the classroom or pick up area.



Students are only allowed in the classroom when the teacher is present.

## **ARRIVAL PROCEDURE**

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 bag on the port rack
- Placing their water bottle into the appropriate bucket
- Going to the toilet before Prep starts
- Moving to the carpet for marking of the Class Roll
- If you arrive after school has started you must sign your child in at the Office before they go to class

## **COLLECTION TIME**



At 3.00 pm the children will meet parents outside the classroom. Children will not be allowed to leave until the teacher sights the person collecting the child. If any other person will be collecting your child/children other than the parents please contact the office and let us know.

## **CAR PARK**

As our school has grown pick up time at the end of the day is very busy. It would be appreciated if all parents can follow these rules:

1. Please park only in designated parking bays.

2. Children are not allowed to walk through the car park unless they are with their parent.
3. Parking outside the front of the school is not permitted.
4. If you are using the drop off zone you must stay in your car and wait for your child to be brought to your car.
5. If your child is delayed and you are in the drop off zone please move on and re-join the queue. This keeps the traffic moving....and is less stressful on the parents who have their child in the car and are ready to leave.

## ***PUNCTUALITY***

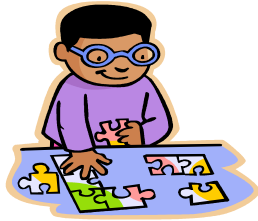
School begins at **8.40 a.m.** so please ensure that your child is at school on time. This way, your child does not miss out on any valuable group learning experiences. "EVERY DAY COUNTS"

When the Prep day finishes please ensure that whoever is collecting your child is here on time. A child quickly becomes distressed when it's time to go and no-one is here to collect him/her.

## ***IT'S THE FIRST DAY OF PREP MONDAY 22 JANUARY 2024, WHAT DO WE DO?***

Arrive at school at approximately 8.30 am. Meet inside the classroom where the teacher (Ms Sarah Marks) will meet with the children, show them where to put their belongings and settle them into a fine motor activity. You are welcome to join the activity with your child until notified by the teacher, Ms Marks, that it is time to leave.

Say your goodbyes and reassure your child that you will be coming back to get him/her in the afternoon. It is best to cheerfully say goodbye and quickly leave rather than dragging out the parting process. As soon as the parents have gone, the children will begin a 'getting to know you' activity. The teacher or teacher aide will support your child and let you know by phone if he/she does not settle.



## **1<sup>st</sup> and 2nd LUNCH BREAK**

First lunch is at 10:45 am to 11.30 am. Children sit to eat for the first fifteen minutes before they are allowed to go and play.

Second lunch time is from 1.00 pm to 1.30 pm. Children play for 15 minutes and then they sit to eat for 10 minutes before returning to class.



All children must wear a hat when outside. If they do not have a hat they will have to stay undercover.

## **BRAIN FOOD**

It is expected that students will arrive at school having eaten an appropriate and healthy breakfast. Parents/Caregivers are asked to support the school's Brain Food policy and provide children with healthy food options to eat at 'Brain Food' time. The food provided for this snack time needs to be separate

from what is provided for lunch breaks and should be stored in a separate container. Appropriate Brain Foods are generally unprocessed and ensure a slow release of glucose rather than a quick fix provided by high sugar/fat filled foods, which do not sustain the consistent glucose input the brain requires.

**Acceptable Brain Foods include:**

- Fresh fruit and vegetables
- Dried fruit (apricots, prunes, raisins and sultanas)
- Seeds (sunflower, sesame, tahini, linseed and pepitas)
- Cheese cubes

We do have children that have allergies to nuts and it would be appreciated if any food that you send in is free of nuts.

**Children must not share their food.** Food needs to be pre-cut ready for eating.

## ***MORE BITS AND PIECES TO REMEMBER***

### ***Visiting the Classroom***

We encourage parent participation in our classroom. Parents are most welcome at any time. This will give you the opportunity to work with your child, meet his/her friends and gain an insight to the daily activities.



**Once a session has commenced it is difficult to speak with the teacher privately as it disrupts the class. If you need to talk to the teacher, please make an appointment at a mutually convenient time.**

We are always happy to discuss any matters to do with your child. This can often be done informally before or after sessions but we may need to make an appointment for a mutually suitable time.

### ***Sharing Information***

Events in family life, such as major illness and visits by grandparents or other relatives, an accident or death of relatives, friends or pets can impact greatly upon children and may markedly affect their behaviour.

It is important for the home and Prep to share information, which may affect your child. We would be most grateful if parents would inform the teacher of any unusual happenings.

### ***Treasures from home***

Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Students will have the opportunity to share something special during 'Show and Tell' sessions. A time for this to happen will be organised by the teacher.

### ***Birthdays and other celebrations***



Birthdays and other special celebrations are wonderful ways to build understanding about one another.

Cupcakes are a great way for the children to celebrate their birthday.



## ***Medical conditions and food allergies***

The school must be aware of any medical conditions or food allergies your child may have, and if medication is required appropriate documentation must be provided.

## ***Excursions***

From time to time during the year we may organise an excursion of educational interest or a performance from the Queensland Arts Council at school. Written permission from parents will be necessary before a child may participate in any such outing or performance. Permission slips are usually included in the newsletter to be signed and returned to school.



## ***Newsletter***

A school newsletter will be emailed to you every couple of weeks. The newsletter contains information on what is happening in the school.

## ***Tuckshop/School Uniforms***

Orders for Tuckshop (Fridays only) and Uniforms are placed online using [www.flexischools.com.au](http://www.flexischools.com.au). Parents need to register and start an online account for this service. Food can either be ordered weekly or for the whole term, but must be ordered before 9:00am on the Monday before Tuckshop day. Uniform orders are filled and are available for collection from the office on Thursday afternoons.

During 1<sup>st</sup> and 2<sup>nd</sup> breaks (on Fridays only) ice blocks, chips, poppers and other baked items will be on sale. If you wish your child to buy something, they will need a small amount of money on the day.

### ***Australian Curriculum***

All children will have access to the Australian Curriculum. They will be issued a report on their progress at the end of Term 2 and Term 4. Their first report will focus on English, Mathematics, Health and Physical Education.

## ***FOOD FOR HUNGRY KIDS***

Please consider carefully the foods you include in your child's lunch box. We encourage children to make healthy choices to eat first and leave the 'treats' for later. Containers need to be easy to open, food should not need reheating or cutting up and spoons need to be included so that your child can independently manage their food.



### ***Suitable health Choices:***

- Bread - sandwiches, rolls, French sticks, pita or lavash bread
- Crackers - rice, Ryvita, Sao, Salada
- Savoury biscuits
- Cheese/salad/olives
- Vegetables - carrot sticks, beans, capsicum
- Boiled eggs

- Baked beans (in a container they can open)
- Fruit - fresh, dried or in a container
- Yoghurt/milk
- Custard
- Tuna (in a container they can open)
- Muesli bars (preferably not chocolate)
- Please respect that we do not encourage peanuts to be brought to school