Redlynch State College

Prep Information Booklet 2017

Postal Address: PO Box 326
Cairns Qld 4870

Residential Address: Jungara Road
Redlynch Qld 4870

Telephone: 07 4039 9222
Facsimile: 07 4039 9200
Email: principal@redlynchsc.eq.edu.au
Website: www.redlynchsc.eq.edu.au
Office Hours: Term time 8.00 am – 4.00 pm Monday to Friday

Learning in our Valley, Thinking beyond the Hills
# Table of Contents

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>1</td>
</tr>
<tr>
<td>School Hours</td>
<td>1</td>
</tr>
<tr>
<td>Welcome to the Prep Year</td>
<td>2</td>
</tr>
<tr>
<td>Getting Ready for School</td>
<td>2</td>
</tr>
<tr>
<td>Preparing for Prep</td>
<td>2</td>
</tr>
<tr>
<td>First Day of School</td>
<td>3</td>
</tr>
<tr>
<td>Early Years Curriculum</td>
<td>4</td>
</tr>
<tr>
<td>Early Years Program at RSC</td>
<td>4</td>
</tr>
<tr>
<td>- Children’s Portfolios</td>
<td>5</td>
</tr>
<tr>
<td>- Prep Timetable</td>
<td>5</td>
</tr>
<tr>
<td>Prep Requirements</td>
<td>6</td>
</tr>
<tr>
<td>- Bag</td>
<td>6</td>
</tr>
<tr>
<td>- Lunch &amp; Afternoon Tea</td>
<td>6</td>
</tr>
<tr>
<td>- Shoes</td>
<td>6</td>
</tr>
<tr>
<td>- Spare Clothes</td>
<td>6</td>
</tr>
<tr>
<td>- Stationery</td>
<td>6</td>
</tr>
<tr>
<td>Specialist Lessons</td>
<td>7</td>
</tr>
<tr>
<td>General Information</td>
<td>8</td>
</tr>
<tr>
<td>- Absences</td>
<td>8</td>
</tr>
<tr>
<td>- Arrival/departure</td>
<td>8</td>
</tr>
<tr>
<td>- Sunsafe Policy</td>
<td>9</td>
</tr>
<tr>
<td>- Excursions</td>
<td>9</td>
</tr>
<tr>
<td>- Medication</td>
<td>9</td>
</tr>
<tr>
<td>- Head Lice</td>
<td>9</td>
</tr>
<tr>
<td>- Accidents</td>
<td>9</td>
</tr>
<tr>
<td>- Health</td>
<td>9</td>
</tr>
<tr>
<td>- Jewellery</td>
<td>9</td>
</tr>
<tr>
<td>- Lost Property</td>
<td>9</td>
</tr>
<tr>
<td>- Treasures from Home</td>
<td>10</td>
</tr>
<tr>
<td>- Communication</td>
<td>10</td>
</tr>
<tr>
<td>- Parents and Citizens Association</td>
<td>10</td>
</tr>
<tr>
<td>- Uniform Supplies</td>
<td>10</td>
</tr>
<tr>
<td>- Tuckshop</td>
<td>10</td>
</tr>
<tr>
<td>- Parental Partnerships</td>
<td>11</td>
</tr>
<tr>
<td>- Reporting and Assessment</td>
<td>11</td>
</tr>
</tbody>
</table>
**KEY DATES 2017**

<table>
<thead>
<tr>
<th>TERM</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Monday 23 January, Friday 31 March</td>
<td>Term 1 commences 8.45 am, Term 1 ends 2.55 pm</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Tuesday 18 April, Friday 23 June</td>
<td>Term 2 commences 8.45 am, Term 2 ends 2.55 pm</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday 10 July, Friday 15 September</td>
<td>Term 3 commences 8.45 am, Term 3 ends 2.55 pm</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 3 October, Monday 16 October, Friday 8 December</td>
<td>Term 4 commences 8.45 am, Pupil Free Day, Term 4 ends 2.55 pm</td>
</tr>
</tbody>
</table>

**OFFICE HOURS**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>8.00 am to 4.00 pm</td>
<td>Direct Line to Junior School 4039 9284</td>
</tr>
</tbody>
</table>

**SCHOOL HOURS**

<table>
<thead>
<tr>
<th>PREP</th>
<th>STARTING TIME – 8.45 am</th>
<th>FINISHING TIME – 2.55 pm</th>
</tr>
</thead>
</table>

Prep students are asked to arrive at Prep ready to commence school at 8.30 am, please.

Students who attend Before School Care will be delivered to the Prep classroom by the Outside School Hours Care Staff by 8.40 am.

Students who attend After School Care will be collected from the Prep classroom by the Outside School Hours Care Staff at 2.55 pm.

**All dates are draft only at the time of printing and may be subject to change.**
WELCOME TO THE PREP YEAR

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. There will be lots of new things happening for your child; new routines, new clothes, new friends (and some old ones), new teachers, new rules, lunches, tuckshop and learning to take care of personal belongings.

GETTING READY FOR SCHOOL

Talk positively about school and all the great things your child will be doing. If you feel your child may become anxious about school, please attend our Open Afternoon on Wednesday 29th November from 1.30 pm to 2.45 pm. This is a chance for your child to come into their classroom and spend a little bit of time with the teachers and get to know their way around.

We also offer transition sessions in Term 4 where you and your child can attend a range of activities at the College during school time. Please check the transition program in your enrolment pack.

You may also like to book your child in for a general health check-up over the holidays – including a vision and hearing test. This will eliminate any possible health issues that may hinder your child’s learning at school.

PREPARING FOR PREP

We all want our children to grow up to be confident people who can do things for themselves. In Prep, often for the first time, children are expected to be independent in new ways such as putting shoes and socks on, getting dressed, looking after clothes and belongings, putting sunscreen on, following instructions and making decisions. As with other changes, we need to prepare children for what will happen and what to expect at school.

As a parent you can support your child in becoming confident, independent and feeling happy at school by taking a few steps to prepare them.

- Use shoes with Velcro fasteners until your child can manage laces
- Practice getting dressed for school
- Make sure lunches and snacks are easy to unwrap or open
- Label everything and teach your child to recognise the labels
- Practise packing and unpacking their school bag

At school children will be socialising with large numbers of children. For some children this is the first time they have had to deal with this situation. You can prepare your child for this by practising some social skills at home. Social skills include knowing how to behave in particular situations, how to relate to the needs of others and how to follow rules and routines. Children will do better in all aspects of their schooling if they are able to:

- follow instructions and ask for help when they need it
- be persistent – be willing to have a go when things go wrong or are difficult and to persist with tasks until finished
- follow rules and routines
- share and take turns in games
wait for a turn to talk and not interrupt
try new things
express their feelings and needs through ways that don’t upset others e.g. using words, not hitting

**FIRST DAY OF SCHOOL**

The first day of school can be an exciting and nervous time for both children and parents but being prepared and ready can help make the transition smoother for all. Here are some tips:

**At home:**

Have the bag packed, lunches made and uniform ready the night before school so you can spend time with your child having breakfast together and getting dressed. You can then use this time to talk about all the exciting things your child might be doing on their first day of school.

REMEMBER TO TAKE SOME PHOTOS!!

**At School:**

School starts at 8.45am however, on the first day; you may be encouraged to stay a little longer with your child to help them settle in. Arrive early to find your way to the new classroom (and get a car park) – Prep classroom doors will be open a little earlier on this day to give us a chance to spend some time introducing ourselves and showing you around our rooms. Help your child unpack their bag and put their things away.

When it is time to leave, each teacher will generally signal this individually, please make a quick exit. Having lots of unknown children and adults around can be very unsettling for some children. Say a quick goodbye, give your child a kiss and reassure them that you will be back when school finishes at 2.55 pm.

Some children may become upset or unsettled, please remember that they generally settle very quickly once parents have left. Your child’s teacher will comfort them by giving them interesting activities to keep their attention.

School finishes at 2.55 pm. When collecting your child, please wait outside our library in the “Meeting Place” as children find it very distracting seeing parents outside classrooms. When the bell rings please make your way to your child’s classroom. Please make sure your child knows who will collect them after school – all prep children are encouraged to wait inside the classroom for a responsible adult to collect them – please see your child’s teacher if arrangements are different for your family.

**BUILDING PARTNERSHIPS**

In the Early Years these partnerships are crucial in supporting children’s learning and development. Partnerships with the child, parents, teachers and colleagues, other professionals and the Junior School all play a major role in supporting a shared vision in the child’s learning journey.

We encourage parents to attend Parade and keep up to date with school happenings and share in the celebration of wonderful things that are happening in individual classrooms. Classroom teachers will advise you of parade time.

On the first Thursday of the month between 2.30 pm and 3.30 pm we host “Coffee and Conversations” in our outdoor area behind the library. Please join us for an informal chat and some great coffee (gold coin donation). We have guest speakers on a regular basis as well. This will be advertised through our Well-being “Growing Together” newsletters.
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.

A key feature of Prep is that it makes connections between school and children's experiences at home, kindy or childcare.

The Australian curriculum offers Prep students an academic program in English, Mathematics, Science, Geography and History. These programs at Redlynch State College lay the foundation for all students to attain the skills required for success in later schooling.

EARLY YEARS PROGRAM AT RSC

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.

In Prep, your child will have opportunities to learn in many different ways for example through investigation and play. Children are encouraged to develop independence and personal organisation skills. Working with other children and adults is an important life skill that is part of the Prep Program.

In Prep children will be:

- using blocks, creating collages and doing other activities that develop early mathematical concepts and skills
- drawing and painting to encourage oral language, reading and writing skills
- initiating and participating in dramatic play to build an understanding of the world around them
- playing and investigating independently, in pairs, small groups and as a whole class
- participating in outdoor activities
- engaging in academic curriculum in English, mathematics, history, geography and science
- actively making choices about what and how they learn
- investigating and learning how to find out about their interests
- participating in music and language experiences.
These learning experiences will help your child to:

- understand and use language to group, sort and describe objects and to communicate ideas, feelings and needs
- develop early literacy and numeracy skills
- investigate ideas and communicate their thinking
- develop independence and problem-solving skills
- learn how to cooperate with others
- develop physical coordination skills
- listen, respond to and give directions
- increase self-confidence.

**CHILDREN’S PORTFOLIOS**

A record of the child’s learning and development will be evidenced in the child’s portfolio which will be an ongoing dynamic record of learning in the Prep Year. The portfolio may contain:

- objects or artefacts that the children develop or make
- photographs or recordings of what the children have been doing
- personalised checklists with comments
- notes of conversations with children
- anecdotal records
- assessment pieces

The portfolios will focus upon reflecting the child’s understandings and capabilities, and they will assist the teacher in future planning and judgment making for the development of a child’s early learning record.

**PREP TIMETABLE**

The Prep children will be part of the whole school timetable:

- 8.45 am – 11.05 am  
  Morning Session
- 11.05 am – 11.15 am  
  Supervised Lunch eating time
- 11.15 am – 11.55 am  
  Lunch Play time
- 11.55 am – 1.25 pm  
  Middle Session
- 1.25 pm – 1.35 pm  
  Supervised Afternoon Tea eating time
- 1.35 pm – 1.55 pm  
  Afternoon Tea Play time
- 1.55 pm – 2.55 pm  
  Afternoon Session
PREP REQUIREMENTS

BAG

A reasonable sized school bag is best. As we are trying to encourage independence and care of personal belongings, it is often very hard for children to pack their items into their bags if their bag is too small.

LUNCH & AFTERNOON TEA

A healthy lunch and small afternoon tea in a medium sized lunch box (a rectangular Tupperware style lunchbox is great).

Please be aware that while we are lucky enough to have refrigerators in our classrooms, some classrooms only have 1 refrigerator between 2 classes (50 children). Obviously, we cannot fit 50 large cooler-bag style lunch boxes into the fridge. Please just use a medium sized plastic lunchbox as ALL lunchboxes of this size will fit into the fridge, ensuring your child’s lunch stays cool.

Around 10.00 am we have “healthy snack”. Please send fruit or vegetables (cut up) in a separate container of bag labelled with your child’s name.

SHOES

Closed in shoes (Velcro shoes are better for Prep children – and teachers 😊)

SPARE CLOTHES

A spare set of clothes including underpants in a named plastic bag, with each item of clothing clearly named.

STATIONERY

Our College P & C run a Stationery Shop. Back to School Packs will be available from October each year. The Stationery Shop opens during the last week of the Christmas school holidays. Opening times will be advertised on the College sign and on our website. You may also order online at www.flexischools.com.au. If you have purchased your Prep stationery through the P & C the packs will be delivered directly to your child’s classroom at the beginning of the year. Books and stationery items do NOT need to be covered or named as we operate our Prep classrooms on a shared basis. Teachers will give out items as they become necessary. If you do not use our Stationery service please purchase quality stationery (especially the felt pens, pencils and scrapbooks) as these tend to last longer and are more cost efficient in the long term. You will also need to purchase a Redlynch State College “blue” book bag.

Please make sure ALL your child’s belongings are CLEARLY named including school bag, lunchbox and drink bottle, uniforms, shoes and hats – please sew an appliqué onto your child’s hat or decorate with puff paint etc. This ensures that your child’s hat is clearly recognisable amongst the other 125 Prep hats 😊 See photos below:
SPECIALIST LESSONS

JUNIOR SCHOOL LIBRARY

1 x 30 minute visit to the Junior School Library per week. The children may borrow 2 books from the Library on a fortnightly basis. They will have story telling sessions with the staff of the Junior School Library or their own Teacher. In the second lesson the children will work with our Librarian on text conventions to support their reading program.

MUSIC

1 x 30 minute lesson per week with the RSC Junior Music Specialist Teacher.

PHYSICAL EDUCATION

1 x 30 minute lesson per week with the RSC Junior Physical Education Specialist teacher.
1 x 30 minute lesson per week with the RSC Sport Fit Specialist teacher for gross motor and skill development.

SWIMMING

An eight week block of swimming lessons is conducted by the RSC Junior Physical Education Specialist teacher and Swim Instructors in Term 4.

LANGUAGES

1 x 30 minute lesson per week in Japanese.

TRANSITION to YEAR 1 PROGRAM

In order to promote familiarity with the Junior School surroundings, the Prep children join with the Years 1 to 3 at appropriate times throughout the year. The Prep children will also participate in the Junior School Cross Country and Athletics carnival. Prep children use specialist facilities around the junior school including; computer labs, resource centre, sports facilities and music rooms.
GENERAL INFORMATION

ABSENCES
Phone 24 hours a day to advise of the reason why your child will be or was late/absent from school.

The absentee phone line is 4039 9294

Please give their full name, form class, date and the reason for the absence.

If your child is absent for a day, we need a call, a note from parents or an explanation to be given to the Student Support Services (admin building) – preferably before the absence. Parents who do not notify the school of their child’s absence before or on a particular day will receive a text message asking them to contact the school with a reason for their child’s absence. Please ensure your mobile phone contact details are up-to-date at ALL times. If your child will be absent for longer than ten days you must advise student services and fill out the appropriate paper work.

ARRIVAL / DEPARTURE
Prep hours are from 8.45 am – 2.55 pm. The first bell will ring at 8.45 am to signal that it’s time for instruction to begin. The Prep rooms will be open at around 8:30 am to allow children some time to organise their belongings. We STRONGLY encourage parents to have children at school by 8.30 am. It can be very daunting for a young child to have to enter the classroom after class has begun.

We encourage parents to wait with their child outside the classroom until the doors open. Parents are able to spend a few minutes in the classroom reading a book or doing a puzzle.

If you arrive after 8.55 am, please report to the Student Services block for a late slip as the teacher may have already marked the roll.

If your child needs to be collected during the school day for a visit to the doctor or dentist, you MUST sign them out at the Student Services block. Please notify us, personally or in writing, when anyone other than you will be collecting children from the school. If you know that you are going to be late, please contact the school office and notify them of your delay. Your child will be taken to the school office if teachers are unable to wait with them. Please ensure your contact details are always up-to-date if an emergency should arise.

For the safety of your child, there are pedestrian crossings and a Kiss and Drop Zone located outside the school grounds. It may be wise to park in a designated parking area and collect your child from the classroom for the first couple of weeks – especially if they do not have older siblings to help them make their way to the Kiss and Drop or parking area. Please ensure that you use the Kiss and Drop Zone, crossings and parking areas appropriately.

We ask for your co-operation, please, in the matter of arriving and leaving punctually.

SUN SAFETY POLICY
The outdoor learning environment is perfect for children to explore their gross motor skills, e.g. running, climbing and hopping. It also promotes body strength, balance, coordination, and supports growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child’s arrival at school. The Redlynch State College rule is that ONLY bucket or broad-brimmed hats are allowed to be worn. NO CAPS!! We strongly adhere to the school rule – NO HAT, NO PLAY
EXCURSIONS
Educational excursions may mean a change from the normal school day routine. We will let you know in advance and will welcome your company on these occasions. Any permission forms and money will need to be taken to the Student Services block in a clearly labelled envelope with your child’s name and class.

MEDICATION
Any students who require medication during the day must have their parents complete a consent form to allow administration staff to administer medication. Only medication prescribed by a medical doctor can be administered. All medication is kept at the student services building.

HEAD LICE
Almost every year, schools are plagued by head lice. Most parents readily treat their child’s hair thus ensuring the pests are quickly eradicated. If head lice are found in a child in your class, you will be contacted via letter and asked to check and treat your child’s hair if necessary.

ACCIDENTS
Whilst children are well-supervised in their out-of-class activities, accidents do occur. Most of these are minor and are treated by school staff.

Should a serious accident occur, we will:
• Make the child comfortable and give necessary first aid
• Contact the parents or emergency contact (please ensure ALL phone numbers are kept up-to-date at all times)
• Call the ambulance

HEALTH
It is best that children remain at home when they are unwell. Colds, flu and stomach complaints spread quickly amongst young children. If your child contracts a vomiting or diarrhoea bug, it is recommended that they do not return to school until 24 hours after the last attack. If your child has an infectious disease e.g Measles, Chicken Pocks, Mumps, Hepatitis, please notify the School and enquire about any exclusion period. In Prep we will follow the recommendations of the National Health and Medical Research Council.

JEWELLERY
Jewellery (e.g. rings, bracelets or necklaces) is not recommended. If ears are pierced, sleepers or small studs are to be worn.

LOST PROPERTY
As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – bags, shoes and socks, washers, lunch boxes, hats, library bags and clothing. If any items are lost, please check with your child’s teacher.
TREASURES FROM HOME

The Prep program has a strong emphasis on early literacy. For this reason, Prep classrooms will be having “Show and Tell”. This is where children bring a small (non-expensive) item from home to share with their classmates. This encourages and builds confidence, self-esteem, oral communication, listening skills and early literacy (as we draw/write about our show and tell). We do encourage all children to bring something small but we ask you to acknowledge that “Show and Tell” is about “show” and “tell”. Children may have something important to “tell” their classmates and we suggest that you encourage your child to share oral news items from home (it can be as simple as what they did when they got home the previous afternoon). It often helps your child if you discuss this “tell” item on the way to school in the mornings i.e. have a practice in the car/while you are walking. Your child’s teacher will give you more information about this at the beginning of the year.

COMMUNICATION

Messages: Please read the noticeboards outside the classrooms every day to keep in touch with the children’s activities, items of interest and generally, what's happening at school. Notices sent home in newsletters need more attention. It is your child’s and your own responsibility to check that you are receiving messages within an appropriate time frame.

Newsletters: Year level/class newsletters will be sent out informing you about events happening in and around the school community. If you have any information you wish to share or contribute, please let the staff know... special visitors... new babies... so that the information may be included. Our College newsletter is an eNewsletter. You can subscribe by going to our website and clicking on the link at the bottom right of the home page. https://redlynchsc.eq.edu.au

Sharing information: Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child’s progress, the school or the program. We look forward to working with you and your child in building a supportive partnership!

PARENTS & CITIZENS ASSOCIATION

The Redlynch State College Parents and Citizens Association provides financial assistance for many large projects which substantially benefit our students. The P&C meets at 6.30 pm on the second Tuesday of the month (except in vacation time) in the Staff room on the P-6 campus.

UNIFORM SUPPLIES

New College uniforms are only available from the Uniform Shop. This is located on the 7-12 campus and is open Monday to Friday from 8.15 am to 9.30 am. They will also be open during the last week of the Christmas school holidays. Dates will be advertised on the College sign and on our website. Hats and book bags are also available.

TUCKSHOP

Our Tuckshop is open every day of the week. If you can help out in the tuckshop, please see our tuckshop convenors, Vicki and Anne-Marie. If your child is having tuckshop, you will need to write their orders for Lunch (11.05 am) and Afternoon tea (1.25 pm) on separate BROWN PAPER BAGS clearly marked with their name, class, food order and amount enclosed and place in the tuckshop basket in your child’s Prep classroom. An even easier option is available at Redlynch State College, with ONLINE ORDERING. Just go to www.flexischools.com.au and set up your account. All orders need to be placed by 8.30 am on the day. You can do this the night before!
**PARENTAL PARTNERSHIPS**

At Redlynch State College we value the contributions that parents make and the development of strong partnerships between parents, students and staff. We actively encourage parents to become involved in all aspects of the Prep program. Please notify the Prep Teacher if you are able to spend a few hours or a day in the classrooms. Parents are invited to share their talents with us at any time. Offers of help to read stories, cook, sing, sew or play an instrument are always welcome. Parents can also help by collecting various items of scrap materials for the collage area and help to maintain the cleanliness of our prep refrigerators.

**REPORTING and ASSESSMENT**

Parent Teacher Interviews are held in Term 1 and Term 3.
Written reports will be sent out at the end of Term 2 and Term 4.
Information on interviews will come directly from your child’s teacher.

We hope 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.