



# Prep Information

**Elanora State School**  
KP McGrath Drive,  
Elanora, QLD, 4221

**07 5559 9222**

**[principal@elanorass.eq.edu.a](mailto:principal@elanorass.eq.edu.a)**  
**[elanorass.eq.edu.au](http://elanorass.eq.edu.au)**



## **WELCOME**

We extend a warm and hearty welcome to you, as parents of our Prep year children. We look forward to sharing in your child's learning journey with you, as we work together to provide the best possible learning opportunities for your child. This booklet covers many of the day to day aspects of Prep. Please feel free to contact one of the administration staff if you have any further questions.

Robyn Diaz

**Deputy Principal**

## **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 **Australian Curriculum** to 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

We provide both formal and informal learning environments where the children learn through their inquiry into the materials provided, their play, and their contact with the school staff, parents, other children and community members.

## **THE PREP PROGRAM AT ELANORA STATE SCHOOL**

### **Operation Hours**

The prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the full length of the school day. Our school hours are 8.50 to 2.55pm. These hours will be in operation at the commencement of the school year.

The **Australian Curriculum** is designed for a weekly program. Therefore, parents and carers should be encouraged to have students attend for the entire five days to gain full benefit from the program.

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:

- 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 and fostering a love for maths
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning

### ***School Procedure – Morning & Afternoon***

Prep classrooms are open from 8.45am. Prior to this, Teachers and Teacher-Aides prepare their rooms and attend any meetings that are scheduled. The first bell sounds at 8.45am and children are to be in the room ready to work when the second bell sounds at 8.50am.

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 bag hooks or port rack.
- placing their water bottle into the appropriate storage container
- going to the toilet before the starting bell rings at 8.50am.
- moving to the carpeted area and reading a book while they wait for the teacher to start.

**N.B.** There is no playground supervision in the Prep precinct prior to the bell ringing at 8.50am. Prior to 8:30am, students are seated in the Tuckshop Area. The Junior Adventure Playground is supervised from 8:30am until the first bell.

### ***Late Arrivals / Early Departures***

- Students who arrive after the school bell in the mornings are required to collect a Late Pass from the school office.
- When students leave before 2.55pm, they are also required to be signed out at the school office.
- Please provide a note for your child's class teacher, or telephone the school if your child is absent from school. It is important that you can provide the reason, so that the school records are accurate e.g. illness, holiday, Doctor's appointment, family reasons. The Elanora State School app is useful for advising of a child's absence.

### ***Parent Meetings/Interviews***

- Teachers will conduct parent information sessions early in Term 1.
- Formal Parent teacher interviews are conducted twice a year.
- For any other interview times, please speak with your child's teacher to make an appointment.
- Students receive a formal Report Card which is emailed at the end of each Semester.

## ***Travel to and from the classroom***

Please notify us, personally or in writing, when anyone other than you will be collecting children from the school. School finishes at 2.55pm. If you know that you are going to be late, please contact the school office and notify them of your delay.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and designated parking areas outside of the school grounds.

All gates have teacher supervision after school. When the front gate teacher's duty time is over at 3.30pm, he or she will take any students who haven't been collected to the office to wait for their parents.

### ***Please remember:***

- children must be collected from inside the Prep classroom at 2.55 pm. Those students going to the Elanora After School Care Centre are collected by their staff at each classroom
- do not park in the school grounds
- use pedestrian crossings

## ***Illness***

We advise you to keep your child at home if he/she is not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

## ***Medication***

Medication can only be dispensed at the school office. Parents must complete an Administer of Medication Form with details of medication, dosage and frequency. All medication must be labelled with the doctors details and have the child's name on it.

Some asthma medications are an exception and students may keep them at the classroom. An Asthma Action Plan needs to be completed by a Medical Practitioner, these forms are available at the Administration Office.

Please make sure you talk to your child's teacher about any specific medical conditions.

## ***Absences***

All absences from school are required to be coded and recorded in the class roll by the teacher. Please assist your child's teacher by providing a note or telephoning the school office if your child is absent from school. Our Elanora State School app has a tab for reporting your child's absence to the office. Education Queensland now requires all schools to notify parents of any unexplained absence via SMS on the day.

## ***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. All notes for excursions or special in school activities should come home well in advance. Payments can be made at the Cash Window on Monday, Thursday and Friday mornings from 8.00am

to 10.00am. Payments not received by the due date on the notice may result in the child not being able to participate in the activity.

### ***Money Collection***

Invoices for sport / excursions etc. should be paid online, via bank transfer, BPoint, QKR or QParents.

Our preferred method of payment is as above however EFT or Credit card payments will be accepted at the school payment window. Our payment window hours of operation are 8.00am – 10.00am, Monday, Thursday and Friday.

If payment for excursions is not received by the due date students will not be able to participate in the excursion or event.

Our school also uses an internet based ordering system for tuckshop called QKR. It is preferable that the Prep students use this system for purchasing orders at first break and second break. There are no “over the counter” sales at morning tea. Children are not to bring money/wallets to school.

### ***Sun Safety Policy***

The outdoor learning environment is perfect for children to explore their large muscle 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. Our Elanora school hat is compulsory and is available for purchase at our Uniform Shop.

***We strongly adhere to the school rule – NO HAT, NO PLAY***

### ***Accidents***

Our school has a designated sick bay located in the administration building. During break times, there is always a first aid certified staff member on duty to attend to incidents and accidents. The office staff will contact parents to advise them if their child has been involved in an accident that might require following up.

### ***Behaviour Management***

Elanora State School has a very clear and concise Student Code of Conduct which is provided in your enrolment pack for your perusal. All staff members strictly adhere to the guidelines in this policy and it is important that you are familiar with its messages when you sign the Enrolment Agreement.

At Elanora we have a trained Guidance Counsellor and a Student Wellbeing teacher who conduct a number of support programs throughout the school. Contact can be made with our Guidance Counsellor via a referral form which can be obtained from the classroom teacher or Deputy Principal.

Our school Chaplain offers social and emotional support for students and families and is at school Monday to Friday each week.

## ***Treasures from Home***

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home.

Staff cannot assume responsibility for any loss or breakage.

## ***Birthdays and Other Celebrations***

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. Please check with your child's class teacher if there are students with food allergies before you send in any food with which to celebrate. Many types of confectionery and processed foods are not able to be shared at school due to their high sugar or fat content. Birthday treats are able to be ordered from the Tuckshop.

## ***Communication***

**Messages:** Please read the noticeboards regularly to keep in touch with the children's activities, items of interest and generally, what's happening at school. Notices emailed home in newsletters need more attention. Please check that you are receiving messages within an appropriate time frame from your child.

**Phone Messages:** Parents will not be able to talk directly to the class teacher or child if they telephone through to the school. The office staff will pass on all messages to the teacher. Sometimes parents need to make alternative arrangements for the collection of their child. It is important to try and keep these changes to a minimum to prevent the child becoming confused or distressed about how they are getting home.

**Newsletters:** Newsletters will be emailed out informing you about events happening in and around the school community. Our school newsletter is emailed to parents every Thursday.

**Parent Reps:** Each year a parent representative is chosen to communicate important information to the whole class. This is done through email and text messaging. Please ensure you complete the P & C and Parent Rep permission form in the enrolment pack.

**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 child's teacher that you may have about their progress, the school or the program. We look forward to working with you and your child in building a supportive partnership.

## ***Parents in the Prep Class***

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classrooms.

You can help by:

- sharing ideas and any special expertise
- Visiting the classroom and joining in the program (from March to December)
- offering to share hobbies or interests
- discussing any problems or concerns with the teachers
- collecting junk, doing small jobs at home (e.g. cutting up collage)  
see your child's teacher to find out how you can help.

## ***Student Resource Scheme***

Elanora State School has a Student Resource Scheme, endorsed by the P & C Association annually. The scheme has many benefits for students, parents and the P & C. It provides a uniform level of supplies for all students, cost savings due to bulk purchasing and saves time spent purchasing classroom resources.

Included in this scheme is the student stationery pack and essential classroom resources such as IT program and license fees, work books.

All families will be asked to complete and sign the Participation Agreement Form for each student. Families will indicate their intention to participate or not to participate by selecting YES or NO in the relevant box.

Please Note: If you choose not to participate, the school will provide you with a Student Resource Scheme list. This list sets out the year level stationery requirements to be purchased and payment amount to be made to the school for essential classroom resources. These lists can also be found on our website. All items on the lists; stationery items and payment for essential classroom resources **MUST** be purchased and be available to the student on the first day of the school year.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$164.00	\$164.00	\$164.00	\$164.00	\$164.00	\$164.00	\$164.00

## ***Voluntary Contribution Scheme***

The funds from this voluntary scheme will be used to enhance our air conditioning, information technology, classrooms and grounds care programs throughout the school. These additional funds will be of valuable assistance in the development and enhancement of these programs. The Principal appreciates all families supporting the school by contributing to this scheme.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00

## ***Class requirements***

Your child will need:

- the Elanora State School backpack can be purchased at our Uniform Shop. It is large enough to easily fit a lunch box, drink bottle, extra clothes and jumper, and comes with extra-large zipper for little fingers to handle more easily.
- the Elanora State School hat is compulsory for outdoor play (hats may be kept at school)
- healthy fruit break, morning tea and lunch in reusable containers. Elanora is a Clean and Green school with a strategy for minimising food packaging.
- Elanora State School library bag
- spare set of clothes including two pairs of underpants in a named plastic bag, with each item of clothing clearly named also, to be stored in their school bag

## ***Break Periods***

### **Morning Tea**

11:00 – 11.15 Eating Time

11.15 – 11.45 Play Time

### **Lunch**

1.30 – 1.40 Eating Time

1.40 – 2.00 Play Time

We encourage healthy eating habits as part of the **Education Queensland Smart Choices Policy**. Foods with high sugar or fat content such as chips lollies and sweet drinks are considered “Red Foods” and should be a rare treat.

The Prep teachers and the teacher aides have the same break times as for the rest of the school. During that time, they may be on playground duty in an alternative area of the school. Other staff members may also have a duty in the prep areas. Wherever possible, we will endeavour to keep the number of different people on duty in the prep area to a minimum.

## ***Play Time***

Prep students have special areas for play time which include the front Prep playground, the middle Prep precinct and the enclosed rainforest playground. The students will be introduced to the Junior Adventure Play area which is near the tuckshop later in the year.

## ***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, washers, lunch boxes, hats, library bags and clothing.

## ***What to Wear***

Prep students at Elanora State School will wear the same school uniform as the rest of the school. These can be purchased at the Uniform Shop at Elanora State School.

***The regular opening days are Monday, Wednesday & Friday from 8.00am – 10.30am.***

Sometimes a child may have an accident, which means that their clothes are too dirty to wear. In anticipation of such accidents, we ask you to leave a marked plastic bag containing a spare uniform (including underwear) in their bag. Please remember to label each piece of clothing.

While plain, all black shoes are compulsory, we encourage parents to purchase black shoes with Velcro closures. Sometimes students take their shoes on and off throughout the day and need to be able to do this independently.

### ***Links within the school***

Prep students will participate in specialist lessons just like those in the rest of the school. Lessons will be of 30 minutes duration and include: The Arts, Spanish, Science and Health and Physical Education.

Prep students will attend a fortnightly parade (commencing in Term 4) in the Performing Arts Centre. Parents are very welcome to attend. Day and time to be advised.

The annual Junior Sports Carnival is usually held in Term 2 and is always a colourful day.

## **School Calendar - 2022**

<b>Student Free Days</b>	19, 20 and 21 January
<b>Students Commence</b>	Monday 24 January Prep to Year 6
<b>Australia Day Holiday</b>	26 January
<b>Easter Vacation</b>	2 April ~ 18 April
<b>ANZAC Day Public Holiday</b>	25 April 2022
<b>Labour Day</b>	2 May 2022
<b>Winter Vacation</b>	25 June ~ 10 July
<b>Student Free Day</b>	2 September 2022
<b>Gold Coast Show Holiday</b>	TBA
<b>Spring Vacation</b>	17 September ~ 3 October
<b>Queen's Birthday</b>	Monday 4 October 2022
<b>Summer Vacation</b>	10 December ~ 24 January 2023

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.

**From the Prep Team**