Vienna Woods State School

Prep Information Booklet 2017

‘You can teach children a lesson for a day; but if you teach them to learn by creating curiosity, they will continue the learning process as long as they live.’

~Clay P. Bedford~

Vienna Woods State School – the right school

‘Vienna Woods - The right school’
Welcome to Vienna Woods State School. We are pleased you have chosen to join our wonderful school community.

Schools play a significant role in the lives of children as they grow and develop. Students, parents and staff at Vienna Woods State School are actively involved in the life of the school and share a commitment to its future development and growth. Our school aims to provide students with a high quality education that equips them with the knowledge, skills and attributes needed to be successful in the future; an education which enables students to participate in and contribute to an economically culturally, and socially vibrant society.

Our dedicated staff are committed to the achievement of high standards in learning and teaching. They continuously strive to improve their knowledge and skills as educators and co-learners in a dynamic and stimulating teaching environment. At our school, staff are highly motivated and skilled to help all students achieve their very best.

Programs in Technology, Music, Physical Education, Library, LOTE (Italian), Instrumental Music are delivered by specialist teachers. Our school also offers literacy and numeracy support, Special Education Program support, speech therapy, support for English as a Second Language and a Guidance Officer.

Our vision is for every child, every lesson, every day to achieve their full potential.

Jacqueline Fiedler    Principal

<table>
<thead>
<tr>
<th>Term One</th>
<th>Monday January 23 - Friday March 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Two</td>
<td>Monday April 18 — Friday June 23</td>
</tr>
<tr>
<td>Term Three</td>
<td>Monday July 10 - Friday September 15</td>
</tr>
<tr>
<td>Term Four</td>
<td>Tuesday October 3 - Friday December 8</td>
</tr>
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While children may know how to count, know the alphabet and recognise colours, they need skills in all aspects of their development. Here are some questions that may help you get your child ready for school.

**Physical**
- Does your child still need an afternoon nap?
- Can they use both hands to manipulate toys and equipment?
- Can they hear adequately in a classroom environment?
- Can they see things up close and in the distance?
- Can they sit quietly for periods of time to listen to a story or the teacher?

**Self-Care**
- Can they recognise when they are thirsty, hungry, hot or cold?
- Can they open their school bag, lunch box or drink bottle?
- Do they know how to take their jumper off when hot or put it back on when cold?
- Are they able to toilet themselves and wash their hands afterwards?
- Are they able to blow their nose properly?

**Social**
- Are they able to share and take turns?
- Are they able to relate to other adults such as teachers and parent helpers?
- Are they able to play with other children?

**Emotional**
- Can they separate successfully from you?
- Are they positive about school?
- Are they able to ask for help when needed?
- Can they accept teacher directions without refusal or tantrums?
- Can they work independently?

**Language**
- Can your child be understood by other adults who do not know your child well?
- Can they make eye contact when speaking and listening?
- Can they use greetings and social conversation, such as please, and thank you?
- Can they join in and retell rhymes, songs etc?
Before we start...

What can I do to make school the best it can be for my child?

One of the most important things you can do for your child is to encourage thinking, talking, reading, writing, viewing, problem solving and exploring as you go about your everyday life. This gives your child a strong and solid foundation for future success.

Here are just a few pointers...

Read, read and read some more...

Read lots to your child - stories, labels, signs, everything. Help them to understand words have a message. Have fun with it, make up voices for characters when you read. Read curled up together, read in bed, read on the couch, read at the table!

Have your child:
- Look at the front cover of the book, predict what will happen in the story
- Tell you what the story is about

Play games...

Children everywhere enjoy games. Board games are excellent for teaching lots of skills, particularly social ones such as taking turns, winning, losing graciously and playing fairly. Outside games are excellent for coordination and balance.

Join the public library...

Teach them a habit of a lifetime and join the public library.

Above all talk to your child!

If you want to have a great impact on your children and their learning, talk to them.
- Ask them questions
- Describe things
- Tell them stories
- Let them talk to you

Research has shown that great learners are usually great talkers and have a wide understanding about lots of things around them.
Beginning School...
Preparing your child for the big day....

There are a number of things you can do to support your child to prepare for the first day.

Talk about the school day in a way that your child can understand.

“It is longer than kindy, you will have time to do some activities, have a snack and a play outside. Then you will go inside and do some more activities. Later you will have another snack and play. After that you may have a story, play a game or draw, and then it will be time for me to pick you up.”

• Explain that school is a place like kindy (only bigger). They will learn to do things over the year such as writing stories, reading books, and playing new games. They will find all types of children at school. They will know some and they will meet new children. They will like some more than others. Explain that the teachers are there to help them, just as their kindy teachers helped them.

• Some children find the build up to school to be too much. Relatives and friends of the family may start making comments, hoping to be supportive. This however might be stressful to your child. It may be helpful to leave preparation, such as the trialling of wearing the uniform, conversations about the classes until the week before they start school.

• Pick up arrangements are very important for children's sense of security.

• Please make sure the children know who will be picking them up each afternoon.

While we may appear to be stating the obvious and a number of these ideas may not apply to your child, we have found that parents have appreciated a list of points to consider prior to the rush of starting school.
Prep is the first year of school in Queensland. Prep provides the foundation for your child's success at school by promoting:

* A positive approach to learning
* Independence and confidence
* Thinking and problem solving skills
* Language skills

* Early literacy and numeracy
* Physical abilities, including gross and fine motor skills.

The Prep program is guided by the Australian Curriculum in English, Mathematics, Science, Geography and History as well as the Queensland Studies Authority's Early Years Curriculum Guidelines.

Prep classrooms are designed to be fun and to offer challenges for children through a mix of play based learning and focused teaching and learning tasks. Our program incorporates both child initiated and teacher initiated experiences. It is flexible in design to include spontaneous learning situations.
It is essential that children develop habits of punctuality. By having your child at school 15 minutes before classes commence and collecting them punctually at the end of the day, will help support both your child and the staff. Children are often distressed if they appear to be doing things differently from other children, such as arriving late or being left at school after other children have been collected.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 am</td>
<td>First bell rings</td>
</tr>
<tr>
<td></td>
<td>Teachers are in classrooms</td>
</tr>
<tr>
<td></td>
<td>Students are encouraged to go to their class, unpack their bags and get ready for the day.</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Bell rings</td>
</tr>
<tr>
<td></td>
<td>Teacher marks the roll</td>
</tr>
<tr>
<td>8:30 - 10:30 am</td>
<td>First learning block. Short stop for brain break.</td>
</tr>
<tr>
<td>10:30 - 11:00 am</td>
<td>Recess - outdoor play</td>
</tr>
<tr>
<td>11:00 - 11:15 am</td>
<td>Student eat snack outside their class</td>
</tr>
<tr>
<td>11:15 - 12:45 pm</td>
<td>Second learning block</td>
</tr>
<tr>
<td>12:45 - 1:00 pm</td>
<td>Recess - outdoor play</td>
</tr>
<tr>
<td>1:00 - 1:10 pm</td>
<td>Students eat snack outside their class</td>
</tr>
<tr>
<td>1:10 - 2:30 pm</td>
<td>Third learning block</td>
</tr>
<tr>
<td>2:30 pm</td>
<td>Dismissal from classroom to parent/caregiver.</td>
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At School...

Lots of things happen at school, here is an alphabetical list of information you might need...

**Absenteeism:** If for any reason your child is absent from school, a letter, email or telephone call is required. We strongly encourage all children to be at school if they are well enough to do so. The school absenteeism phone number is 07 3820 0766.

**Accident Pack:** Sometimes children may be so engaged in an activity they forget to ask to go to the toilet. Sometimes a child may slip in mud, get wet at the drinking taps, or may be sick. Having an accident pack in your child's bag is most helpful at these times. Each child needs an accident pack their school bag containing:
- Underpants and socks
- Shorts, skirt or tracksuit pants (does not have to be uniform)
- T-Shirt (does not have to be uniform)
- Plastic bag for soiled items.
- Small packet of wet wipes

**After School Care Program:** The Redlands PCYC School Age Care runs a fully supervised before and after school care program at Vienna Woods. It is located next to the Middle Covered Play Area and all inquiries should be directed to:

Redlands PCYC Age Care

**Phone:** 3245 4639
**Mobile Phone:** 0408 521 808
**Email:** Redlands@pcyc.org.au

**Allergies:** We have children in our school who suffer from anaphylaxis, which is a severe allergic reaction to some foods. We have a school policy that requests parents do not send any nut products to school with their children.
At School

continued...

**Asthma Plans:** If your child has asthma you will be required to fill in an asthma plan which is kept at the school and records your child's needs. Your child's asthma medication will need to be kept at school also.

**Attendance:** Enrolment in prep is non-compulsory, though highly encouraged. **Every day counts in Prep.**

**Breakfast:** A nourishing breakfast before they begin school is very important for great learning and concentration.

**Banking:** This is a great fundraiser for our school. We receive $5.00 for every Activated Account via the School Banking Program (i.e. For each student who banks through the schools program for the very first time). Also 5% of every deposit made at school (up to a maximum of $10.00 commission per individual deposit). For more information visit www.Commbank.com.au/schoolbanking or contact the office staff.

Bank books are handed in every Friday morning.
Buddies: Each prep class is paired up with older grade students throughout the school for help during playtimes. This helps the preps feel comfortable with older students and provides a big brother/sister role for older students.

Behaviour: Vienna Woods has a very comprehensive behaviour management policy throughout the whole of the school. The Responsible Behaviour Plan can be viewed on the school website.

Birthdays: Children love to celebrate their birthday at school with their friends. Feel free to bring along a cake or small cupcakes. Please let your teacher know if you do not celebrate birthdays so they can make arrangements for your child.

Classes: Education Queensland's target class size is 25 children. Where there are not enough children to form a separate class, children may be in a composite or multi-age class.

Communication:

Newsletter/Notices: Communication between the school and home is vital. A school newsletter is given out to the youngest child every fortnight (electronic version can be emailed). Please let the office know if you would prefer this. Newsletters and notes are usually placed in your child's pocket out the front of the class or placed in your child's bag. Please check these frequently.

Parent/Teacher Meetings: Formal parent/teacher meetings occur twice a year. Notices will be given out so you can make arrangements for a meeting.

All other communication: If at any time you have any questions, your first port of call is your child's class teacher. If further support is required our Principal Mrs Jacqueline Fiedler is available to assist you. However, it is necessary to make an appointment.
Community: Vienna Woods has a very strong community spirit. The prep teachers encourage lots of parent participation. Parents are always very welcome at our school. During the prep year there is lots of fun to be had: Day, Easter Bonnet Parade, Under Eights Day, Sports Day and lots more!!!

<table>
<thead>
<tr>
<th>Birthdate</th>
<th>Eligible for Prep in</th>
</tr>
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<tbody>
<tr>
<td>Child born 1 July 2011 – 30 June 2012</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 July 2012 – 30 June 2013</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2013 – 30 June 2014</td>
<td>2019</td>
</tr>
</tbody>
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Early entry to Prep

Children who are younger than the prescribed age for Prep may be enrolled in Prep if:

- they turn 5 years by 31 July in the year of proposed attendance; and
- the principal is satisfied the child is ready for education in Prep, having regard to their attributes (including ability, aptitude, social and emotional competence, physical development, and level of knowledge and understanding).

Enrolment:

All prep students and parents will be invited to an interview in the latter part of Term 4 in 2016. The purpose of this interview is to gather information about your child. This ensures the best possible class placements and smooth start to their prep year.
**Excursions and Money:** It is important that all children are an active part of their community and engage in real life experiences. Excursions and visiting guests are a wonderful way to bring the real world to the classroom. If you are asked to send money or signed notices to school please send them in the envelope provided for this purpose, marked clearly with the child's name, class teacher and the amount, enclosed in the envelope. Office days for payment of money are Wednesday and Friday.

**Illnesses:** In case of illnesses (colds etc) parents are asked to keep their child at home (even if they plead with you to come.) It is important for us to know of any illnesses your child has had in case it is contagious, or if it may affect his/her behaviour on returning to school.

**Jewellery:** Studs or sleepers are acceptable for earrings. Please leave necklaces, bracelets and rings at home.
At School continued...

Library: Each student is able to borrow from the school library and is encouraged to do so in their library lesson. Once school has commenced your child's teacher will let you know library borrowing day. Please make sure your child has a cloth drawstring bag to borrow a book.

Lost Property: Very often children have the same lunchboxes, shoes etc. Please make sure you clearly label these with your child's name so they don't end up in lost property. Any lost items will be displayed in the classroom or may be placed in the lost property bin outside the office.

Lunch Boxes: Children need a sturdy lunch box/satchel and drink bottle which is clearly marked with their name. The recommended drink for drink bottles is water as it is easy to wipe up when spilled and is a healthy alternative to cordial. A suggested lunch box could contain:

- Snack - fruit, cheese, vegetables, dry biscuits, yoghurt etc.
- Lunch - sandwich, fruit, drink
- Brain Break - fruit or vegetables.

Please Note: Sometimes parents give their child too much food in their lunch box. If you put treats in the lunchbox as well as healthy food they will nearly always fill up on treats and not eat the healthy food. Treats are good for home when you can give them out.

Medication: Medication prescribed by a medical practitioner may only be administered if a permission form has been completed. All medication is kept at the school office and is administered by personnel authorised by the Principal. Analgesics such as Panadol and cough mixture can only be administered if they have been prescribed by a medical practitioner.
Parade: Every Friday afternoon at 2pm the whole school meets in our new hall for parade. It is the one time of the week when we all meet to celebrate successes, present awards, sing our National Anthem and share information. All parents are welcome to attend.

Shoes: Children need to wear closed in shoes to school. Due to the age of the children it is very strongly recommended that children wear either slip on shoes or velcro closure shoes. Independence is encouraged.

Specialist Lessons: Prep children attend music, PE and library lessons every week.

Student Consumables Contribution Scheme: The student consumables and resources scheme has been implemented to ensure that all students have the necessary resources to support their educational needs.

Tea and Tissues Morning Tea: Parents are invited on the first day of school for a Tea and Tissues get together in the staff room. Come along to meet the administration team and other prep parents.

Travel To and From Prep: Children must be brought to and collected from school by a responsible adult known to the teacher. If at any time you arrange for someone else to collect your child please inform the teacher of the arrangement. Parents must accompany their child to and from the room.

Treasures From Home: Please leave toys and trinkets at home as they very often become lost or broken at school.

Tuckshop: Prep children are able to access the tuck shop on Thursday and Friday. Orders need to be placed at the tuckshop by an adult prior to 8:20am. A tuckshop menu will be supplied in the first few days of school.
School Supplies

What will my child need to bring to school?

^- A bag big enough to carry all belongings.
^- A hat is needed everyday. Please note: no caps
School policy is - “no hat no outside play’
^- A plastic cup with a handle - to stay at school during the year.
^- Prep uniform
^- A drawstring cloth library bag
^- Take home bag

Please name all items with a waterproof pen.