

Sacred Heart Catholic Primary School Yeppoon



**Prep Handbook
2021**

**SACRED HEART CATHOLIC PRIMARY
SCHOOL**

14 Barracuda Crescent, Yeppoon

PO Box 241, Yeppoon

Telephone: 49 336288

Facsimile: 49 336470

Email: shy@rok.catholic.edu.au

Website: www.shyrok.catholic.edu.au

**Principal:
Assistant Principal Religious Education:
Assistant Principal Curriculum:**

**Mr Max Martin
Mrs Melissa Collins
Mrs Samantha Suthers**

**Finance Officer:
School Secretary:**

**Mrs Stacey Todman
Mrs Melinda Murphy**

Welcome

Welcome to Sacred Heart, Yeppoon. We are very pleased that you have expressed an interest in enrolling your child for their Prep Year at our school.

An Early Years Curriculum has been developed specifically for use in the Prep Year and is taught in conjunction with the Australian Curriculum.

Our Prep Year classes will be comprised of groups of approximately 25 children.

A teacher and a teacher assistant staff our Prep Year. The teacher is responsible for the organisation, conduct and curriculum of the children attending Prep.

Prep Year Staff

Qualified Early Years teachers staff our prep classes. Prep assistants, one for each Prep group, will be employed for at least 20 hours a week.

Session Times

Prep School Hours

Prep commences at 8.40am

Brain Break (Fruit snack break) at 10am

First Break (lunch) is from 11am until 11.40am

Second Break (afternoon tea) is from 1.40pm until 2pm

School concludes at 3pm

Religious Education

In our program, we plan to develop the Gospel values of community, faith, hope, courage, reconciliation, service, justice and love. The program will cater for each child's interests and needs and will foster the development of certain abilities, attitudes and skills, which will assist his/her education development. It will also nurture the children's knowledge of God.

Broad Aims

What will my child learn in the Prep Year?

The learning experiences in the Prep Year will help your child to:

- become more independent and take responsibility for themselves
- co-operate with others
- learn how to solve problems
- develop early mathematical understandings
- develop their oral language
- identify the letters of the alphabet and their sounds
- recognise high frequency words
- develop early reading and writing skills
- identify numbers up to 20

- develop their physical skills
- solve simple addition and subtraction problems
- develop early scientific knowledge and skills
- become an active investigator

What will I see my child doing?

- interacting with teachers, other adults and other children
- playing indoors and outside
- designing and making things
- discussing and sharing their ideas with teachers and other class members
- investigating the world around them
- sharing stories to develop oral language skills
- using sentence starters to write simple sentences
- sounding out words when reading and writing
- reading stories
- identifying sight words when reading and writing
- identifying numerals, number words and groups of objects
- using mathematical language such as 'longer than' and 'heavier than' to compare and order objects
- making observations and suggesting justifications during scientific investigations
- using computers and iPads to support and extend their learning, draw pictures, write stories, play games
- using technology to design, create and introduce programming skills

Delivering and Collecting Children

1. Your child needs to be brought right into the Prep classroom and collected promptly from the classroom by a responsible adult.
2. Please advise the Prep Year teacher or assistant if there is to be a change to the normal parent/carer collecting your child after school. We also need this information in writing/email for the obvious legal side of this issue.
3. Prep commences at 8.40am. You are welcome to arrive with your child from 8.15am and stay until 8.40am. Unless you are staying for a session, please leave on the bell, so the children can be settled into their daily routine quickly.
4. Please encourage your child to attend to their own morning jobs on arrival. They need to deal with their hat, shoes, lunch box, school bag and perhaps library bag during the course of the day. Tell staff when you are leaving, once you have settled your child. Ring the school office back mid-morning if you had concerns on your departure.
5. It is appreciated if parents and carers wait until doors are opened at 3pm to collect their children. Punctuality when collecting your child is very important. This ensures your child is not worried about you and allows the teacher to have individual discussions with parents/carers at the conclusion of school if required.

Absence from school

If your child is absent from school for any reason, we ask that you contact our office secretary in the morning to inform them of this. An unexplained absence will prompt an SMS message which will be sent to families by 9.30am on the day of your child's absence from school.

Children's Library

Children will be able to borrow books once a week from the school library. In order to do this, each child needs a named library bag. Families will be advised on which day the Prep children will be visiting the library.

Mrs Kerry Sullivan and Mrs Sandi O'Brien are our librarians.

Computers Studies

The children will be exposed to computers, either in the Prep Year classroom or through structured class visits to our school computer room. The children have a structured computer studies lesson each week.

Acceptable School Computer Use For Students Policy

This policy provides the mechanism for satisfactory security ensuring appropriate use and access to the school network and internet while at Sacred Heart. The benefit of students having access to the network, online information and the global community is extremely important. Staff acknowledge and affirm the need for student access to this valued resource and learning tool.

The consent form is attached to the enrolment package. Please read the policy and parental consent forms carefully. The policy clearly sets guidelines for network and internet user responsibilities, what actions are not acceptable, possible consequences for inappropriate use and supervision measures.

Media Consent

Media and Communications consent is needed for not only school based publications, but also for students involved in all forms of media, including newspapers, radio, television and websites. Common methods of publication at Sacred Heart have included brochures, school newsletter publications and newspaper activities. Your consent for these situations is extremely important and it is crucial that the office is aware of any special considerations that you may have regarding publicity of your child.

The consent form is attached to the enrolment package.

Lunch

There will be two lunch breaks each day. Sufficient food is required at meal times and a water bottle is a must. Prep children will be able to use our tuckshop facility from Term 2.

At Prep, we try to encourage healthy eating habits. Lunch is asked to be of a nutritious nature. Please note the following when packing your child's lunch.

- Children need to be able to open food packages independently.
- Include a spoon if needed.
- Our school is nut free – no Nutella, peanut butter or nut products. Thank you.
- A cooler bag is recommended with a frozen popper or ice brick

Initially all Prep students sit with their teacher to eat their lunches. After a period of transition the children will eat and sit under the covered area used by our After School Care at first break. Afternoon tea is generally eaten outside their own classroom.

We also have a 'brain break' at 10am. A small package of food consisting of cheese, yoghurt and/or fruit would be ideal at this time.

Clothing

Our Prep Year children have a special Sacred Heart shirt to be worn each day to make them easily recognisable. This shirt can be purchased from Seaside Embroidery.

A red broad brimmed hat is necessary for the children to play outdoors. Red assists us to easily identify the Prep children amongst the other students in our school.

As Sacred Heart is a 'sunsmart' school, sunscreen will be provided at Prep. If any child has problem with sensitive skin please feel free to provide your own. Please inform the teachers if this is a concern for your child.

All Prep clothing: shirt, skort, school hat, Sacred Heart socks are available from Seaside Embroidery, Yeppoon.

Please ensure all items are clearly named.

Shoes

Soft soled, black covered shoes are best for Prep.

Jewellery

Jewellery is not to be worn at Prep, please. Suitable earrings can be worn.

Prep Requirements for 2021

School bag to hold a jumper, raincoat, artwork, lunchbox, water bottle with an identifying feature on the bag, like a keyring or ribbon.

Water Bottle

Library Bag

Paint shirt

A4 Plastic write on sleeve

1 x Visual Art Diary A4 (110gsm cartridge, 120 pages) – used from week 1

4 x 64 page scrapbooks

1 x A4 plastic document wallet

A3 Plastic document wallet with press stud

Set of headphones (Not the ear bud type) without microphone in a named snap lock bag

Please ensure all items above are clearly named. Thank you.

The following items will be pooled in class and do not require names:

- 4 x Bostik Blu Stik 35g
- 2 x packet 4 whiteboard markers (Different colours)
- 1 packet Texta Zooms (12)
- 1 x 18-25mm x 66m roll sticky tape
- 1 x box tissues – large box
- 1 x Family Photo – unframed 6" x 4" (To be kept at school for the year)
- 1 x Baby photo – as per the family photo

Contacting Teachers

We ask parents/carers that if interviews need to be made with the teacher, that these be timetabled for the afternoon after 3.15pm. Mornings are not good times for interviews as this time is an important preparation time.

Birthdays

Birthdays can be celebrated at Prep by bringing a cake to share with the other children.

'Things' From Home

Children are encouraged to bring any type of interesting specimen or object such as rocks, shells, flowers or insects to enrich the science program.

Crafty objects that the children have made, photographs of special events, items from countries overseas, interesting picture books and so on, are also encouraged for "Show and Tell" group sessions. This sharing provides your child with oral language opportunities which is an important part of our program.

Excursions

During the year, the teachers will organise outings of educational interest. Written permission from parents will be necessary before a child may participate in such outings.

At times, there may be a request for parents to assist on these excursions, depending on the venue and activity involved.

Tuckshop

Our school tuckshop operates each Wednesday and Friday. The Prep children can access this service from Term 2. The child's order is written on a bag (usually brown paper) and placed in the tuckshop basket each morning before school commences. The basket is taken to the tuckshop and collected before first break. We also have online ordering of tuckshop. Details of this are provided on our school website and from our administration office.

A tuckshop food and a price list are provided for all families at the commencement of new school year.

Parents / Carers – How Can You Help?

- Share information about your child with the teacher. This information is always confidential.
- Chat with your child about what they are doing at school.
- Visit the classroom for a brief chat or to take part in daily activities and/or special events.
- Encourage your child to experiment with a range of materials and equipment.
- Encourage your child to explore different ways to organise areas (for example, their bedroom, play area, cubby).
- Read together and talk about a range of everyday items such as signs, notices, letters, catalogues, magazines, TV guides and food packaging.
- Read and talk frequently about storybooks, factual books and rhymes.
- Make available a variety of containers and materials for measuring, such as water, grain and sand.
- Involve your child in family activities that investigate mathematical ideas — such as cooking, setting the table, matching socks, sharing a meal.
- Provide ‘junk’ materials for drawing, making patterns, and building things.

Visiting Prep During The Day

At the commencement of the school year, it is preferable for parents/carers to hold off their visits to Prep for the first three weeks. This arrangement allows the Prep staff to more easily settle children into their new environment, to establish Prep routine and to assist children to cope with separation problems.

Parents are invited to participate during our rotations and a roster is set up at the commencement of each term. Indeed, your support during rotations is invaluable and greatly appreciated. Remember Grandmas, Grandads, Aunts, etc are all welcome to visit our Prep sessions as well.

We really appreciate if toddlers are carefully supervised while in the Prep environment.

Progress Reports

Informal conversations about how your child is progressing are best held after school. Teacher/Parent interviews for delivering progress reports will be held in the second term after the Easter holidays. Each Prep child will also receive a report card at the conclusion of semester 1 and 2.

At Prep, teachers carefully observe children in all the developmental areas and endeavour to keep records of their observations, so individual child developmental profiles can be concluded. Program planning is based on this information and teachers are only too happy to share it with parents/carers.

Health Policies

If it is necessary for your child to take medication during the day, our administration officers and your child’s teacher must be informed and the relevant details provided in a clear and precise written form. A medication form needs to be completed at the school’s office. Administering of medication will be recorded and will be given by one of our first aid qualified administration officers.

All sores, cuts and open wounds should be covered and treated before children come to Prep.

“Accident and Injury Forms” are filled in if first aid is required at Prep.

We would advise you to keep your child at home if he/she is unwell. Children with infectious diseases (measles, mumps, chickenpox, etc.) must not attend Prep and should remain at home until well.

If your child is not well at Prep, we will rest the child and contact you, so the child can be taken home. Please ensure that your current telephone number is available at all times and an alternate contact in case we are unable to reach you.

If your child contracts German Measles (Rubella), please inform the teacher immediately. Thank you.

Sharing Information

As part of our school family, we welcome you and invite you to share your good news with us. Equally, we invite your prayerful support in difficult times. The sharing of information helps to create community and an increased understanding of the behaviour patterns of our children.

Children’s behaviour can be markedly affected by additional excitement or stress. It always helps if we are informed.

Assemblies

Prep children attend our Thursday morning whole school assembly each week at 8.40am. During the year, the Prep class will present an assembly in front of the whole school. Families will be notified when this will occur.

Each week also, Preps to Year 2 meet for an assembly where student awards, birthdays etc are celebrated. Families will be notified of this assembly day early each year.

Transition To Year One

During Fourth term, our Prep children will be involved in various activities to allow for a smooth transition to Year One. Orientation visits to Year One commence Term 4 each year and run for several weeks. Prep children also participate in our school’s athletics, cross country and swimming carnivals.

Non-Contact Time

All teachers are allocated two hours of non-contact time each week for the purpose of planning, preparation and professional development. At these times, each week, the children will have specialist teachers for the Arts including music, STEAM and P.E. lessons.

Parental Involvement

School Board

The functions of the School Board are:

To support the Principal and staff.

To develop School Policies.

To have the widest possible consultation made of school staff, parents, parishioners in working to a policy.

To be responsible for the provision and maintenance of buildings, budgeting and communication.

Parents' and Friends' Association

The Parents' and Friends' Association meets on the first Tuesday of each term at 5.30pm. Dates are advertised in the school newsletter and website. All parents/carers are encouraged to attend these meetings in order to keep informed about school events, as well as discover ways they can assist the overall function of the school.

Tuckshop

Our tuckshop operates with the help of volunteer parents. For the tuckshop to continue to run efficiently, your assistance (if possible) is always appreciated.

Classroom Parents / Carers

Teachers may request the help of parents to assist in the classroom e.g. reading, mathematics groups. This help is valued. Parents are encouraged to become involved where possible.

Heart Parents

A wonderful group of parents form our Heart Parents. This group welcomes new families, helps current families, organises social events This is an amazing initiative operating at our school.

Privacy Act

Information We Collect

Our school collects and records personal, sensitive and health information from children and parents/guardians before and during the course of your child's enrolment at our school.

Purpose of collection

The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to carry out its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Disclosure of information

This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Rockhampton Catholic Education Office, other systemic schools, medical practitioners, people providing services to school, such as specialists visiting teachers and consultants.

Information required

If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your son/daughter.

By completing and submitting the school's enrolment form you have confirmed your understanding of and agreement with the above.

Sacred Heart School Prayer

Thank you God for this new day,
In our school for work and play.
Please be with me all day long,
In every story, game and song.
May all the happy things we do,
Make you our Father happy, too.