Northgate State School
‘Every Student, Every Day…..Thinking and Learning Together’

128 Amelia Street, Nundah
(Just off Melton Rd)
Ph: 3370 2333

Prep Information Booklet
2014

Email: admin@northgatess.eq.edu.au
Website: www.northgatess.eq.edu.au
Welcome to Northgate State School

Welcome to Northgate State School. When it comes to schools, Northgate is truly Nundah’s best kept secret! Situated at the end of a quiet suburban street, if you peek between the trees you’ll find something very special.

Northgate State School caters for students from the Preparatory Year to Year 6. Approximately 200 students proudly call Northgate State School their home away from home. Congratulations on making the decision to join us.

With excellent facilities, large open spaces in which to run and play, you’d hardly believe you’re just minutes from the CBD.

We’re committed to providing quality teaching and learning experiences, where we know your child and their learning needs. We are also committed to maintaining our supportive school in a safe, productive and caring environment, one that offers your child the very best. Above all else, what we continue to focus on, is preparing your child for their future: to grow and learn, to take on new skills which will become the strong foundations, based on our Vision for Learning; ‘Every Student, Every Day, Thinking and Learning Together,’ to take into the broader environment, as our future leaders and members of society.

I urge you to read this booklet as it contains information on the procedures employed within our school. We are here to help. I strongly encourage you to talk directly with the people that matter. Your child’s teachers will be more than happy to discuss issues or queries you have.

I am also here to assist in any way I can. Don’t hesitate to contact me should you require assistance or have any concerns about your child’s education.

I look forward to meeting you and your family and welcoming you to our school community, where you will soon belong.

Regards
Carol Scriven
Principal
Contact Personnel

Principal
Mrs Carol Scriven

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Website address
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Administration Officer
Mrs Sue Guymers

Office Hours
8.30 am - 3.30 pm

School Hours

<table>
<thead>
<tr>
<th>School Commences</th>
<th>8:50 am</th>
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</thead>
<tbody>
<tr>
<td>First Recess</td>
<td>8:30 am - 11:45 am</td>
</tr>
<tr>
<td>Second Session</td>
<td>11:45am</td>
</tr>
<tr>
<td>Second Recess</td>
<td>1:15pm - 1:45 pm</td>
</tr>
<tr>
<td>Third Session</td>
<td>1:45pm</td>
</tr>
<tr>
<td>School Dismissal</td>
<td>3:00 pm</td>
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Note: From 8:30am, each Monday, Tuesday and Friday, students may participate in our Get Active Program, coordinated by our staff and Year 6 House Captains, for a fun, fitness focussed House group start to the day. Parents are encouraged to participate. From early in Term One, most Preppies
are fully involved in these sessions and supported by their buddies and senior students.

PREP INFORMATION BOOKLET

The 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. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

Entry to Prep marks the beginning of your child’s ‘at school’ experience which will last for many years. Research shows that children often experience a culture shock when they begin school – the unspoken rules, the organisation of time and a new set of expectations that are very different from anything previously experienced, despite attendance at day care or kindy.

The following practical information will help to ensure a smooth transition from home and other settings to school.

NATURE OF THE PROGRAMME

The Early Years Curriculum Guidelines provide the basis for our Prep programme, incorporating 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 in the ways by which they learn.

Young children construct personal understandings through active exploration of their environment and interactions with people, objects and representations, hence the emphasis in Prep on play and interactions.

Learning in Prep occurs in five contexts

- Play
- Real-life situations
- Routines and Transitions
- Focused learning and teaching
- Investigations

And across five learning areas

- Social and personal learning
- Health and physical learning
- Language learning and communication
• Early mathematical understandings
• Active thinking processes

The Prep year allows your child to develop all the abilities, skills and dispositions needed for a successful transition into Year 1.

AUSTRALIAN CURRICULUM

The Australian Curriculum areas of English, Mathematics and Science were introduced in 2012 in all Queensland schools, from Prep - Year 10. In 2013, History was added and in 2014 Geography will commence. Education Queensland has provided a wealth of materials to support this transition through a web-based Curriculum to the Classroom (C2C) resource for all teachers.

SPECIALISTS

Prep students attend a Music lesson and a Physical Education lesson each week with specialist teachers. Prep classes visit the Library on a weekly basis for borrowing with their class teacher and attend another lesson with the Teacher Librarian focussing on the development of Information Communication Technologies linked to the students Prep curriculum programmes.

APPS FOR PREP

Out and About Sight Words app - level 1
Available @: iTunes

This fun and free app will give your child a flying start in literacy by helping them practise their sight words when they are 'out and about'. Out and About has been designed for parents to give to young children when they are in transit or waiting and want to fill the time in a fun and educational way.

UNIFORM

We are proud to be a Uniform school and these are worn with pride. These are available from the school uniform shop, located in our school hall and our Uniform Convenor, a volunteer parent, will assist you. We have both a formal uniform, including a blue checked shirt or dress, as well as school polo shirts which are worn frequently by the students, including for sporting days. As a Sunsafe school, we particularly emphasise the need for a school hat to be worn at all times outdoors, and for black shoes that are both safe for climbing, running etc. and easily managed (Velcro fasteners are ideal).
ARRIVAL AT PREP

The Prep programme is a full school day, 5 days per week. The school day commences at 8.50 am. As part of the enrolment agreement for all students from Prep onwards, students attend for the full five days to gain full benefit from the program.

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.

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.

OPEN DOOR POLICY

School starts officially at 8.50 am. Being on time is a great routine builder and important part of the day for building confidence in your child. This helps to start the day off positively.

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 belongings, including bag, hat, and water bottle away, in the appropriate places, in readiness for a successful start to the school day.

We believe that regular contact with parents or caregivers adds significantly to the sharing of information to provide for the safety, learning and development of your children.

PUNCTUALITY

Being punctual for both before and after the school day is very important. Arriving on time allows your child the best opportunity to participate in collaborative planning for the day ahead, build friendships with their peers and assists in continuity for all involved in the learning process. It also assists in developing your child’s sense of security.

Should you be delayed collecting your child for any reason please telephone to let us know, so that we can reassure your child.

DEPARTURE FROM SCHOOL

School finishes at 3.00 p.m. It is important that the Prep teacher knows who will be responsible for collecting the children – Outside School Hours Care, older sibling, parent, carer, etc. Please provide this information to your child’s teacher. The Prep ‘pick up zone’ is the paved area in front of the Prep building where your child will meet you for collection at 3pm. Please ensure your child says good-bye and advises their teacher of whom they are leaving with.
TRAVEL TO AND FROM THE CLASSROOM

Please notify us, personally or in writing, when anyone, other than yourself, will be collecting children from the school. Your child’s safety is paramount.

WHAT YOUR CHILD WILL NEED

- A washer/handtowel with a loop attached on one corner
- A bag large enough to hold a library book
- A water bottle - (named)
- Spare clothes in case of accidents
- A school hat – (named)
- Morning tea and lunch in a named lunchbox

IT IS ABSOLUTELY ESSENTIAL THAT ALL CHILDREN’S BELONGINGS (INCLUDING CLOTHING) ARE NAMED WITH A PERMANENT MARKER

A lost property box will be kept outside the classroom door to collect items we cannot find an owner for. Please check it on a regular basis.

At Prep we encourage independence. You can help by preparing for the school day together – e.g. packing school bags with lunch, hats, etc. and by allowing your child (with assistance at first) to put these in the appropriate places on arrival at school.

ILLNESSES

Understandably, children with an infectious illness must be kept at home. This includes vomiting, diarrhoea, flu and severe coughs and colds, which are extremely contagious.

We are not allowed to administer non-prescription medicines (e.g. Panadol, cough mixture). It is necessary to complete a permission form for prescription medicines and these medicines must be in their original containers. Often, though, if a child is ill enough to be on medication, they are ill enough to be at home.

If your child becomes ill during the day, every attempt will be made to contact parents. If this fails, we will notify a nominated emergency contact person to collect the child.
ABSENCES

Please notify us if your child is sick or will be away for any other reason. It is preferable to contact the school on the day of the absence either by email, phone, fax or a written note. If it is known in advance that an absence is absolutely essential, the teacher should be advised. Absences are recorded on the school database as part of an Education Queensland requirement. If a child is absent for three days or more without appropriate reasons, the school is obliged to notify the parents and request an explanation. Attendance rate at Northgate is very high at 94%, meaning that students attend at least 94 days out of 100 days (approximately 1 semester).

FAMILY INVOLVEMENT

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

You can help by -

- Volunteering to assist in the classroom when requested by the teacher
- Sharing any particular skills or hobbies you may have – e.g. playing a musical instrument, gardening, cooking, collecting
- Keeping informed of classroom happenings by reading the School Newsletter, Notice Boards, notes left in information pockets
- Discussing any problems or concerns with teachers
- Collecting appropriate junk materials
- Completing small jobs at home – e.g. covering books

TREASURES FROM HOME

As toys and treasures from home are easily lost or broken and may well cause unnecessary conflict, please use your discretion before allowing them to come to school. A very special birthday present or a beetle, ant farm or other item of interest can provide opportunities for sharing ideas and discussion. It would be appreciated if you could wait until we have seen really precious treasures and then take them home immediately. Each child will definitely not need to bring something more than once or twice a term.

LIBRARY

There are a number of books for borrowing on a weekly basis. Borrowing will begin when the children have settled in. Books can only be taken home in a library bag for protection and when the previous book is returned.
BIRTHDAYS and other CELEBRATIONS

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We have found that patty cakes are the most ideal and fair way for children to share their special event with their friends.

It is important to advise us of any allergies your child may have. We are happy to accommodate these needs with alternative foods which you provide so that they do not feel isolated from the birthday or other celebration. Having an alternate supply in the freezer means no child will miss out!

SHARING INFORMATION

Events in family life, such as illnesses, visits of grandparents, other relatives or friends not often seen, or accident or death in the family, can sometimes be of major concern or excitement for children, and can markedly affect their behaviour.

It is important for the home and school to share information that may affect children, and we would appreciate it if parents could inform the teacher of any unusual happenings of this nature.

Particularly with very young children, there are often matters which teachers and parents need to discuss. If this can’t be done ‘on the run’ a mutually suitable time can be arranged especially so that we may give our full attention to the matter. We look forward to working with your child and yourself in building a positive and supportive partnership.

BUDDIES

Prep students participate in our School Buddy program. The program utilizes the potential of students to support and befriend other students. Through a series of structured meetings and activity sessions the children share friendship, responsibilities, knowledge and trust. The Program develops and improves student assertiveness, confidence and tolerance.

VISITORS

All visitors and volunteers to our school are required to register at the ‘Sign In’ desk located in the main office. Please collect the appropriate ‘Visitors’ or ‘Volunteer’s’ badge from this same location and wear this badge, clearly displayed, whilst on site. Before leaving school please sign out and return the badge. The children know to look for these badges as a symbol to authorize unfamiliar faces in the school facilities.
NOTES HOME

Information about school happenings is available via the school website and the school newsletter which is sent home each Thursday via email or a hardcopy. Additional Prep notes will be necessary from time to time. All printed material will be placed in individually named pockets hung outside the Prep room. These pockets need to be checked daily.

We will also put reminders on notice boards near the room. It is a good idea to check the board at the school gates on a regular basis.

HEAD LICE

Every school, kindergarten and day care centre in Australia will, from time to time, need to put out a head lice alert. Where children gather, so do head lice. There are steps we can take to prevent an epidemic.

- Tie back long hair – plaiting is best
- Check children’s hair very regularly
- Keep a spare hat in his/her bag to use when hats are forgotten
- Advise your child’s teacher of any infestation so other parents can be warned
- Keep children home until the lice have been treated.

MORNING TEA AND LUNCH

Morning tea commences at 11.00 am and lunch at 1.15 pm during which time we will all sit together in an allocated area outside.

Learning about healthy eating and drinking is an important part of our curriculum, so please keep this in mind when buying for and packing children’s lunches. Sandwiches with healthy fillings, fruit, cut up vegetables, cheese, etc. are good examples of suitable food. These can be kept cool during the summer months with an ice pack or a frozen popper.

*Please DO NOT send nuts or nut based products e.g. Nutella, Peanut Paste etc. with lunch. While some children may eat these at home, when sitting in a group talking and laughing, they may not take the care required to eat nuts safely.*
Children must be able to manage their own lunches without scissors, knives, etc.

From time to time, a child in the class may have a severe reaction to a particular type of food – e.g. nuts. If this is the case, we will let all parents know and ask for their co-operation in minimising the risk of severe reactions occurring at school.

**WATER BOTTLE**

Particularly during the very hot summer months, it is important that children have an adequate intake of fluid throughout the day. For this reason, each child will need to bring a water bottle marked with his/her name every day. Children can place this on the table at the door to the Prep room. They will then be able to access their water bottle at most times during the day.

As the children become more confident and able, Prep procedures and timetables will be the same as those used throughout the school. This includes specialist lessons, use of the school playground, attendance at assemblies and special events, tuckshop etc. Parents will be informed as these occur, meeting the individual needs of each group.

A special sporting house will be allocated to each child on enrolment.

**OUTSIDE SCHOOL HOURS CARE**

Parent information packs will be available from the Outside School Hours Room. Phone 3266 9973 before 8.45am or after 3.00pm for direct contact and further information.

Prep children will be picked up and escorted to the room by Jabiru staff.

We are looking forward to an enjoyable, rewarding and productive year ahead as we work together to ensure the best possible start in education for your child.