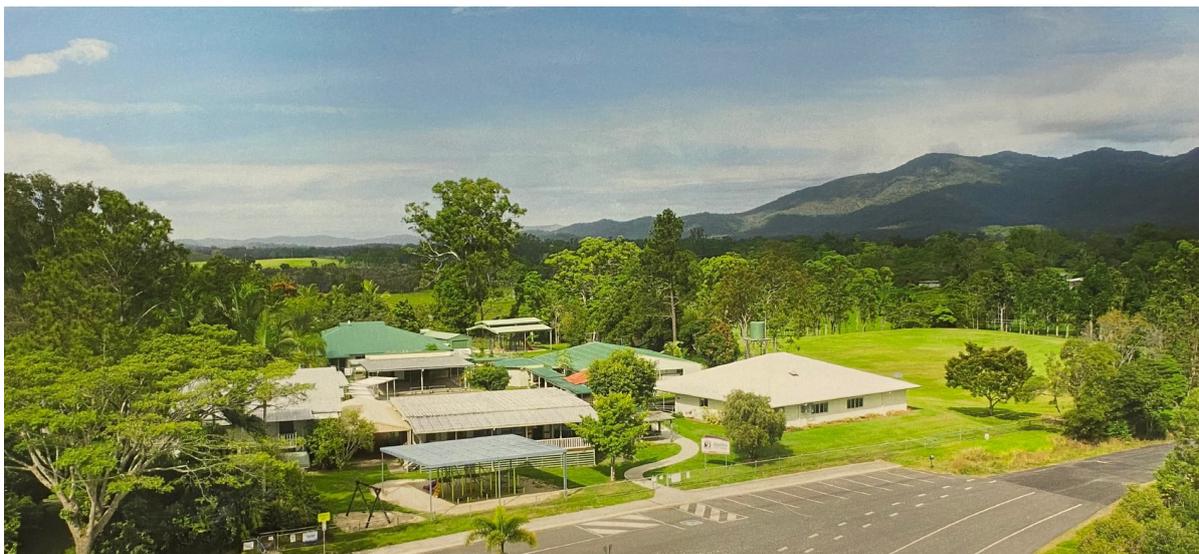




JULATTEN STATE SCHOOL



Prep Handbook 2022

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Foreword

From the Principal

Dear Parents and Carers,

We would like to welcome you and your family to Julatten State School. We trust that your involvement in Prep will be both rewarding and enjoyable. The Prep Year is an important step in your child's education and it is well-documented as one of the most significant times in a child's life. Personal experiences during a child's early years impact on cognitive, social and physical development and can positively influence attitudes to learning and how children view themselves as learners.

At Julatten State School, we utilise a range of teaching approaches, referred to as Age Appropriate Pedagogies, to ensure that every child is learning every day in every classroom. In the early years, play-based learning is often the approach used however we expand the range of teaching approaches to include inquiry learning, explicit instruction, direct instruction, project and events based or a blend of all of these. At the core of these approaches, we ensure that our Prep students are developing skills, knowledge and understandings aligned to the Australian Curriculum.

We explicitly teach our Prep students to read and write, to develop early mathematical concepts. We expect that our Prep students will be reading, writing and working with numbers by the end of their first year of school. We use the 'Big Six' to teach reading. The 'Big Six' are the skills and knowledge that all good readers have i.e. phonemic awareness (that sounds make up words and parts of words), phonics (that these sounds can be represented by letters), oral language (good speakers), vocabulary (range of words), fluency (speed and accuracy) and comprehension (makes meaning from what has been read). We timetable a numeracy session every day to develop mathematical skills and concepts. Prep students have class and personal goals to work towards in each of the areas of literacy and numeracy.

We believe our school shares common values with parents by offering:

- Friendly and supportive environment to enable children to gain confidence
- Teaching and learning based on the Australian Curriculum
- Committed and dedicated staff who value every child
- Positive Behaviour for Learning
- Interaction with the school community
- Effective communication for information sharing with families and community
- Multiple opportunities for parent involvement

Julatten State School caters for students in Prep to Year 6 and is committed to providing a supportive and creative environment that offers quality educational experiences connected to real life. We welcome you to our inclusive school and look forward to building positive relationships and long-term partnerships with your family.

Yours sincerely,



Sarah Mason
PRINCIPAL

From the Prep Teacher

Dear Parents and Guardians,

WELCOME TO JULATTEN PREP!

Preparatory Year is an important and formative time for young children. Our Prep staff are committed to providing an educational program that:

- reflects a warm and supportive environment in which a child can grow in confidence
- recognises the needs and competencies of young learners
- develops students' learning potential to the fullest
- offers positive interactions with the rest of the school community
- encourages opportunities for parent involvement
- promotes a love of learning and prepares children for a happy and fulfilling life

Early Childhood learners have special characteristics. They are **hands on** learners who require many relevant and meaningful experiences to develop knowledge, skills and understanding. By using age-appropriate pedagogy, teachers in the Prep classroom encourage and promote learning to ensure students personal development. Classroom lessons and activities are designed to be creative and fun to help enforce this learning.

We look forward to sharing a happy and beneficial first year of schooling with you.

Regards,



Caitlin Markham
Prep-1 Teacher

General School Information

2022 TERM DATES

Term	Dates	Length
Term 1	Monday 24 January – Friday 1 April	10 weeks
Term 2	Tuesday 19 April – Friday 24 June	10 weeks
Term 3	Monday 11 July – Friday 16 September	10 weeks
Term 4	Tuesday 4 October – Friday 9 December	10 weeks

PREP HOURS

School Hours – 8.55am – 3:00pm

CONTACT DETAILS

 Julatten State School, 1141 Euluma Creek Road, Julatten QLD 4871
 07 4094 1130
admin@julattenss.eq.edu.au
principal@julattenss.eq.edu.au

OFFICE HOURS

Monday - Friday 8.30am – 3:15pm

First Day of Prep

It is our wish that the first day of Prep will be happy for your child, and we will be working hard to make sure that everything goes as smoothly as possible. We'll have lots of smiles and lots of time to get to know your child. Our routine will be consistent and predictable so children feel confident.

Here are just a few hints to make the first few days go smoothly.

- Be positive. Talk about new things in a happy way.
- Familiarise children with staff names.
- Always tell your child when you are leaving and that you will be back at the end of the day when all the other parents come back.
- Children with anxiety separation mostly settle after parents depart
- Parental separation anxiety will promote feelings of sadness for children
- Best to keep quiet about any fun activities happening during the school week so children are not feeling that they are missing out

You are always welcome to discuss any concerns regarding your child's education. We will always try our best to help you.

On their first day, your child will need to bring:

- ✓ A waterproof drawstring **library bag**
- ✓ **A school hat** - as a Sun Safe school, our rule is **no hat, no outdoor play**, caps are NOT permitted
- ✓ **A school bag** that is big enough for the children to manage independently
- ✓ **Spare clothes** - One set of spare clothes (including underwear) in a plastic bag
- ✓ **Booklist items**- clearly labelled
- ✓ **Fruit break, morning tea, lunch and a water bottle with water** (please avoid cordial or fruit juices as they contain excess sugar).

Our Prep program encourages healthy food, and we ask that you support this by only sending healthy food to school with your child. Children need good food to help them learn, and for all the energy they use in an active day at Prep.

Here are a few "Healthy Food" lunchbox ideas - sandwiches, rolls or wraps, cracker biscuits, fruit, dried fruit, boiled eggs, vegetable sticks, cheese, or yoghurt. Please avoid chips, lollies, chocolate, sweet biscuits or other overly processed foods - these are best saved for treats at home.

Please also be aware that we aim to develop independent eating habits, so please send along a plastic spoon/fork if your child requires one. Also, please be aware that some containers, lids and packages are difficult for children to open. We ask that any tinned items (eg. tuna, baked beans) be decanted into a container at home to prevent accidents at school. Please also provide a water bottle that can be kept in the classroom.

Please ensure all personal items (hats, lunch boxes, jumpers etc) are named

Policies and Procedures

Attendance / Absentees – ‘Every Day Counts’

The Prep day begins at 8.55 am sharp and finishes at 3pm.

Please make an effort to arrive prior to 8.55am so that your child has time to put their bag away. A teacher or teacher aide is on duty from 8:30am to 8:55am and students are encouraged to play before school. Please, also make the effort to collect your child promptly at 3pm as no after-school supervision is provided.

‘Every Day Counts’ when it comes to school attendance; missing even one day of learning places students at a disadvantage to others. Students miss valuable work and time spent, catching up.

If your child is absent, please phone the school office on (07) 4094 1130 or email admin@julattenss.eq.edu.au

Education Queensland and Julatten State School have an ongoing responsibility to ensure the safety and wellbeing of all children enrolled. All unexplained absences will be recorded and reported to the principal. Admin staff will contact you to ensure that your child is safe and record the reason for absence. After three days of illness, absence is unauthorised, parents are advised to visit a medical practitioner for support to ensure your child's health is restored.

The following policy applies at Julatten State School:

- All children MUST be present in their classroom for roll marking at 9.00am.
- Teachers will mark the roll online to inform of children missing from class.
- Any LATE ARRIVALS need to present to the office for a Late Slip to hand to their class teacher so that the roll is amended.
- Please phone or email the school office if your child is absent.
- When parents know in advance of an absence due to appointments or family commitments, please let your child's teacher know. School work at home can be provided for lengthier periods of absence however notice is required.

Behaviour Management

In Prep, we implement and support the Student Code of Conduct. We actively teach Positive Behaviour for Learning, where children are rewarded for appropriate behaviour - Good Ones, stickers and class prizes.

Natural and fair consequences are set for inappropriate behaviour.

Our school rules for safety, respect and learning are:

I am Safe, I am Respectful, I am a Learner

Please refer to the website for further information. We have very high expectations of student behaviour inside and outside the classroom. This ensures a safe and positive learning environment.

Birth Certificate

An original birth certificate must be sighted by the office staff on enrolment or before your child commences Prep. This is an essential requirement so that information is accurate. Please also bring any official documentation relating to custody, medical or family issues which we need to be aware of.

Birthdays

We understand that birthdays are special! You are welcome to bring a cake (or small cupcakes) to Prep for the class to share in the celebrations if you wish. Please talk to your child's teacher to check for a suitable time and if there are any allergies in the class.

Curriculum

Teachers will use the Australian Curriculum – Foundation to develop engaging units of learning.

The Australian Curriculum - Foundation includes:

English	Language, Literature and Literacy
Maths	Number & Algebra, Measurement & Geometry and Statistics & Probability
Science	Biological Sciences, Chemical Sciences, Earth and Space Sciences, & Physical Sciences
HASS	Personal & Family Histories, Historical Knowledge & Understanding and Historical Skills Geographical Knowledge & Understanding and Geographical Inquiry & Skills
The Arts	Visual Arts, Dance, Drama, Media Arts and Music
Technology	Design Technology and Digital Technology
HPE	Health and Physical Education: Personal, Social & Community and Health Movement & Physical Activity

Preparatory Year is regarded by Education Queensland as the first formal year of schooling.

What will my child learn in the Preparatory Year?

Your child will learn to:

- Express themselves using oral language in Standard Australian English
- Increase personal vocabulary
- Read fluently and understand what is being read
- Write letters, words and sentences
- Develop phonemic awareness and understanding of phonics
- Develop early mathematical understandings
- Be responsible and more independent
- Respect other people and co-operate with others
- Make good choices about personal health and safety
- Develop physical skills
- Learn about environments on Earth
- Learn how to think and problem solve
- Use imagination and creativity
- Learn about Aboriginal and Torres Strait Islander histories and cultures

What will I see my child doing?

Your child will be:

- Speaking
- Interacting with adults and peers
- Asking and answering questions
- Listening to and reading stories
- Writing
- Counting, calculating, measuring, predicting, identifying, classifying & reasoning
- Making choices
- Designing and making things
- Singing, dancing and painting
- Playing games indoors and outdoors
- Planning and sharing in imaginative play
- Using iPads and computers
- Gardening, cooking and tidying up
- Learning about size, shape, weight and measurement

Our goal is to ensure that children enjoy learning and continue learning into the future.

Excursions

During the school year, we will organise trips of educational value and interest.

Written parental permission and medical forms must be completed before any student can participate in activities away from school grounds.

Parents are most welcome and are encouraged to come along and share the day, and also assist with supervision. For safety and legal reasons, younger siblings are unable to accompany the class on school excursions.

Information Sessions and Parent Communication

Opportunities for parents to visit the Prep class will be available during the year. Parents are encouraged to attend 3-Way Conferences (Parent/Teacher/Student Interviews in Term 1 and 3) and P&C Monthly Meetings. Open communication between parents and teachers facilitates positive home-school relationships, based on mutual respect, trust and co-operation.

- A Meet and Greet Information Afternoon is held early in Term 1 (2022), which allows a chance to learn more about what is expected of your child and to ask any questions.
- Semester Report at the end of Semester 1 and 2.
- 3-Way Conferences (Parent/Teacher/Student Interviews) twice yearly or on request.

Any questions about your child's learning progress or other topics should be referred to the class teacher. You can organise a time with the class teacher to negotiate a suitable time. Appointments need to be scheduled outside of school hours. Teachers are always happy to meet and discuss your child's education.

Some events in family life can be of major concern or excitement for children and can markedly affect behaviour - a new baby; major illness or death of family, friends or pets; visiting relatives; holiday plans. Please let us know of any happenings of this nature.

Recycling your Rubbish

Junk is transformed when it finds its way to Prep! Most recyclables can be used on our collage trolley.

- ◆ cardboard rolls (no toilet rolls)
- ◆ cotton reels
- ◆ string/ ribbon/ lace/ wool
- ◆ aluminium foil bottle tops / plates
- ◆ cotton wool / knitting wool / feathers / corks
- ◆ cereal boxes / buttons / paddle pop sticks and bottle tops
- ◆ plastic bottles /ice-cream containers /takeaway food containers
- ◆ old costumes, shoes, props suitable for dress ups
- ◆ scrap material /scarves
- ◆ lids and containers
- ◆ magazines
- ◆ small boxes and egg cartons
- ◆ greeting cards & wrapping paper

Student Resource Scheme

A **Student Resource Scheme (SRS)** is a scheme provided for families to ensure your child has textbooks at a less expensive cost to families. We will invoice and request payment in Term 1. The total amount can be paid through a payment plan if preferred. This scheme is not compulsory and families may choose to purchase textbooks themselves. A Book List for all classroom essentials will be sent home in the Enrolment Pack.

Library

Prep children will be able to borrow books from the Resource Centre during their weekly library time. Your child/children will need **a durable library bag** to protect books. Please note that lost books or books damaged beyond repair must be explained and replaced before students are allowed to re-borrow. Please see class teacher or the office.

Medication

Education Queensland only approves medication to be given at school in accordance with medical practitioner advice and with written consent of a parent. No naturopathic medication or painkiller can be administered by staff, unless prescribed by a doctor. Please request a letter from your doctor in this situation.

Should your child require medication of any kind, during the school day **PLEASE INFORM** the administration and complete the appropriate documentation.

WE WILL NEED:

- ✓ Your written permission to administer the medication
- ✓ The medication with the pharmacy instructions noting the exact dosage
- ✓ Specific time at which medication is to be administered

When a student requires ongoing medication (e.g. inhaler therapy for asthma, or emergency medication (e.g. allergies) the requirements are:

- ✓ Written permission from the parent
- ✓ Letter from the doctor detailing what the medication is specifically for, with exact dosage and specific time for administration

It is a legal requirement that staff be trained in administering asthma medication including inhalers. Please provide the office with a copy of your child's current Asthma Management Plan available from your GP.

****Please note that all medication is to be kept in the Administration Office, and to be administered by trained first aid staff.**

Health Policy

Children are best kept at home if they are ill or unwell. If your child becomes ill at school, they will be escorted to sick bay in the office and parents contacted immediately. If we are unable to contact you directly, we will contact your emergency contacts with our concerns.

Please notify the office immediately if your emergency contact details change.

Children with infectious diseases must be excluded from school for specific times. Parents are asked to contact the Administration Office to report any contagious illnesses. In the case of a minor ailment, parents are asked to use their own judgement about whether a child is fit to attend school.

If your child has a specific health problem, please discuss this with the class teacher.

Head Lice – We recommend you regularly check your child's hair and treat if required. Please advise your classroom teacher if you find head lice. A note will be sent home to all families so that hair can be checked and treated as required.

Money

All money needs to be handed in at the office. If you are required to pay for an excursion, place the correct money in a sealed envelope and place inside the Resource Centre door on the left (Orange table).

On the front of the envelope please write your child's name, class, amount enclosed and reason for payment.

Newsletter

The school newsletter is sent home by email in weeks 2, 5 and 9, a paper copy can be requested. Please check for important dates and happenings on our school website calendar.

Volunteering at Prep

We would love to encourage you to visit Prep (please be aware of current Covid19 Guidelines available from EQ). The children enjoy seeing a member of their family or a caregiver, where they can spend time together in their classroom. Class teachers do ask for volunteers to help with reading, art, and special events. We would prefer that younger siblings did not come into the classroom during school hours. Parent visits will commence after children have settled into school routines – please see your Prep teacher if interested in volunteering.

To support our security and safety initiatives, parents are required to visit the school Administration Office and sign the Visitor Register. This is a Workplace Health and Safety issue for safety and information.

Punctuality

We will greatly appreciate your efforts to be on time. **Our Prep mornings start at 9:00am sharp.** It is crucial your child does not miss any of this optimal learning time.

Shoes

Students are encouraged to wear appropriate footwear at Julatten State School. Shoes **must** be worn on all excursions outside the school grounds and for Health and Physical Education.

Specialist Lessons

Prep children participate in specialist lessons including LOTE, HPE and Music. There is some variation in what specialist lessons are offered depending on staff availability.

Treasures from Home

While we do not wish to dampen your child's enthusiasm we would appreciate it if **all** toys, jewellery and other valuables are left at home. Toy weapons are not permitted in school grounds.

Opportunities to share special belongings will occur each week as part of the oral language 'Show and Tell'. Notice will be given when it is your child's turn. Your child is encouraged to bring interesting specimens or objects – photographs, nature items, rock, shells, flowers or insects, favourite toys, books or games etc. Tame friendly pets are welcome visitors, but only on pre-arranged days.

Uniforms

Julatten State School has a standard of dress to be worn by all students at the school. All students are expected to wear the school uniform of a school shirt, blue shorts/skort and a sun safe hat. These items can be purchased from the P&C through the Uniform Shop open (on request). Please contact them on email pandc@julattens.eq.edu.au or call the school administration to help organise.

Only children wearing a broad brimmed bucket hat will be allowed to play in outdoor areas. We are a Sun Smart School and strictly enforce the 'No Hat, No Play' policy.

The wearing of school uniforms by students at Julatten State School assists the school community to:

- ✓ Define an identity for the school within its community
- ✓ Develop students' sense of belonging to the school community
- ✓ Provide an opportunity to build school pride
- ✓ Enhance the health and safety of students when involved in school activities
- ✓ Promote a sense of inclusiveness, non-discrimination and equal opportunity

- ✓ Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school
- ✓ Eliminate the risk of peer pressure to wear fashionable or expensive clothes

We would appreciate your support by having your child dressed in school uniform, at all times, with a neat and tidy appearance. Please keep jewellery to a minimum as it is easily lost or broken. It is not appropriate to wear large earrings, necklaces or bracelets that can cause injury if pulled during play or physical activity.

When Can I Start?

The following chart shows when children are eligible to start Prep.

Birthdate:	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2015 – 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 - 30 June 2018	2023	2024
Child born 1 July 2018 - 30 June 2019	2024	2025

2022

School calendar

Queensland state schools

DECEMBER 2021	JANUARY 2022	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
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OCTOBER	NOVEMBER	DECEMBER		
S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		

- School terms
- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 194 school days in 2022.

Semester 1, 2022 commences for teachers on 20 January and for students on 24 January 2022.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 20 and 21 January, 13 and 14 April and 2 September 2022. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

18 November is the final date for Year 12 attendance for receipt of a Senior Statement. 25 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 2 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au

