Bundamba State School

Prep 2019

Information Booklet
Welcome

We extend a warm and hearty welcome to you, as parents of our Prep year children. We look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

School Details

Address: 221 Brisbane Road
          Bundamba Q 4304

Phone Number: 07 3816 6666
Fax Number: 07 3816 6600

Email Address: admin@bundambass.eq.edu.au

Bell Times:
8.30 am     First morning bell
8.40 am     Children prepare for learning sessions
10.45 am - 11.30 am  Mid-morning recess
1.30 pm - 2.00 pm  Afternoon recess
2.45 pm     End of school day

Administration Staff

Principal         Jordan Burke
Deputy Principal/s Ross Hill
                  Belinda Grose
Deputy – Student Services Lisa Partridge
Business Manager  Robyn Burnett
Absences
Learning happens 5 days per week. Please make sure your child attends regularly and is on time and ready for learning at 8:45am. Parents are asked to advise the school of absences. It is preferable to ring the school on the day of the absence, however if this is not possible, a note must be sent to the teacher on the child's return to class. Absences without advice will be marked as 'Unauthorised' on the school roll. A record of all absences is held at the school. Please attempt to keep appointments outside learning hours. It is not okay for students to have days off to 'go shopping', ‘birthdays, ‘sleep in’. Every day counts!

Behaviour
Prep should be a safe, friendly environment for the children and staff. We have a time-out chair for children having difficulty following Prep rules. Parents may be contacted if behaviour becomes disruptive or unsafe for others.

Blue Card
If a parent volunteers to support the school in any way, it is advisable to have a Working with Children Blue Card. This is a check of suitability many sporting and education facilities now expect. Application forms are available online at www.bluecard.qld.gov.au

Birthdays and other Celebrations
Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. Children are welcome to bring in a birthday cake to share with the class. Please see your child's teacher about arrangements. Please notify the Prep teacher if your child has allergies to food that would prevent them from participating in shared food experiences.

Book Packs
A list of stationary requirements for each student is included in the enrolment pack. To make purchasing the pack more convenient for parents the '2019 Back to School Book Pack' is available for purchase from www.backtoschoolbooklists.com.au and the code for Bundamba State School is: BUNDAMBA19. The pack can be home delivered. Alternatively the list of requirements can be found on the school website www.bundambass.qld.edu.au

Class Requirements
Your child will need:

- school bag (big enough to carry belongings eg large scrapbook and lunch box)
- healthy morning tea and lunch in a lunch box
- water bottle
- library bag
- a 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 at school.
• all items on the school booklist. Only the scrapbooks need to be named. All other items will be shared by the class.
• each child requires a Bundamba SS school hat purchased from the uniform shop. This must be labelled with the child’s name. These hats may be used by the students during the break times, however we recommend the hat remains at school at all times.

Communication
Messages: Please check the message pockets regularly to keep in touch with the children’s activities, items of interest and generally, what's happening at school. Notices sent home in newsletters need more attention. It is your child’s and your own responsibility to check that you are receiving messages within an appropriate time frame.

Newsletters: Newsletters are available via email, through the QSchools App or directly from the school website www.bundambass.eq.edu.au. For instructions on downloading the QSchools App to a mobile device please ask at reception.

School Facebook Page: A social media communication tool to assist in keeping parents and caregivers informed on school events. Please note the comments are not enabled. Please like and share our page. https://www.facebook.com/BundambaSS/

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

Early Years Curriculum
Prep teachers use the National Curriculum for English, Mathematics, Science, Geography and History, and the Early Years Guidelines to plan learning experiences for your child. The Early Years Curriculum Guidelines are utilised to incorporate the following:
• Supporting play as a context for learning;
• Understanding each child as an individual;
• Developing supportive partnerships;
• Providing flexible learning environments; and
• Assisting children in exploring the world around them and the ways in which they learn.

Prep teachers recognise that effective pedagogies in the early years of schooling is important in supporting children to be actively engaged, creative and successful learners.

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;
• Active learning process with a focus on thinking, investigating, imagining; and
• Responding to positive dispositions to learning.

We believe that successful 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 talk to us.

Early Years Prep Program

By the end of prep your child is expected to be able to read short, predictable texts with familiar vocabulary and supporting images, drawing on their developing knowledge of concepts about print and letters and sounds.

While your child will be engaged in a variety of reading activities at school, it is also important to encourage your child to read outside the classroom.

Here are some ideas that may help you support your child’s reading development:

• Talk with your child about reading, point out all the things you can read - picture books, books about our world, 'how-to-make' instructions, catalogues, signs, computer games
• Become a story teller, ask your child to retell their favourite stories
• Read with your child each day if you can - before bed, first thing in the morning, whenever it is convenient for the family
• Ask questions while reading to your child to check they understand what they are reading such as Why do you think that happened? What do you think will happen next?
• Read and write with your child in their first language
• Visit the local library and encourage your child to choose reading material that they will enjoy
• Point out printed words found at home and in your child's local environment including long, short, funny or interesting words
• Create a special place for your child to read, write or draw
• Make a message board or space at home and encourage your child to read and leave messages for other family members

Excursions

Educational excursions may mean a change from the normal school day routine. We will let you know in advance as these happen.

Health Issues

We advise you to keep your child at home if she/he 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.
The National Health and Medical Research Council has determined the periods of exclusion in relation to infectious diseases. The council recommends that we observe its instructions. Your doctor will advise you in these matters, but if you require further information, please contact the School Reception.

If your child has a toileting accident at Prep, particularly soiling, we may need to call you to take care of him/her.

In the event of illness or accident the current contact details of the family are required. Please advise the school office of any changes. If your child suffers any known allergies to food or insects please inform the teacher.

**Links within the School**

Children at Prep attend specialist lessons such as music, library, history and physical education. They also take part in whole school activities such as assemblies and sports days. Please read the newsletters to find out when these activities will be happening.

**Medication**

As instructed by Department of Education, we will administer medication at school only if absolutely necessary and then only if the following guidelines are satisfied:

- Parents must complete an Official School Medication Form - available at the School Office or from the school website [www.bundambass.qld.edu.au](http://www.bundambass.qld.edu.au)
- Before any medication can be administered, it must be clearly labelled with child’s name, dosage and time to be given

A **Doctor’s Letter** must accompany all Medication Forms. Medication must be brought to school by the parent, and must be in the original packaging from the chemist.

**NB** Classroom teachers will not administer medication. It is administered through the school office only.

**Money**

The payment counter is open for the collection of all monies from 8:15am. The office does not keep change - please ensure the correct amounts are placed into the envelopes. With credit card payments over the telephone, it is recommended that parents call the BPOINT telephone number (1300 631 073) to make the payment. EFTPOS facilities are available at the school office. Cheques are not accepted at Bundamba State School.

**Names and Labels**

As young children often do not recognise their own belongings, we cannot emphasise enough the need to label absolutely everything – school bag, shoes, lunch boxes, hats, library bags, and clothing.

**Operating Hours**

Prep hours are the same as school hours. The first bell rings at 8:30am and children can be dropped off then. Parents are welcome to stay until the school day begins.
When the next bell rings at 8:40am. Children are required to come through the office when arriving late for class or departing early. School finishes at 2:45pm and children can be collected from outside the classroom. Parents are welcome to wait in the undercover area after 2pm. If students arrive before 8:30am they must sit quietly and wait in the undercover area next to the junior playground. Play forts are out of bounds before school. The school contact phone number is 3816 6666.

Open Door Policy
Teachers generally open the door at 8:30am. Please do not enter before the doors are opened. Parents are encouraged to stay until the 8:40am bell. This is a valuable time to catch up and share information with the teacher and to see what your child has been doing at Prep. If you have specific concerns about your child’s progress you may need to make an appointment.

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 into their locker
- placing their water bottle into the appropriate place
- going to the toilet before the starting bell rings at 8:40am
- moving to the carpeted area and completing a puzzle
- or reading a book while they wait for the teacher to start

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 classroom.

Playgroup
Playgroup Queensland runs a program for pre-Prep children each Wednesday from 9am to 11am in the Sports Hall. We welcome everyone with children aged 0-5 (including babies) to join this program as it provides an essential link between parents and the school community. Parking is available at the front of the school on Brisbane Road (beware of council bus zone). No parking is permitted in the staff car parks.

Student Banking
Student banking is available before school on Friday outside the Activities Hall. Application forms to open student bank accounts with the Commonwealth Bank are available in the enrolment pack or from the desk on Friday morning.

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. Sunscreen is also available in the classrooms. Children must wear a hat at all times. Hats are available for purchase from the Uniform Shop. (see class requirements) Wide-brimmed hats are the most appropriate for our climate.

We strongly adhere to the school rule – **No Hat, No Play**

**Travel to and from the Classroom**

Ideally children should be dropped off at their Prep classroom by an adult no later than 8:45am. This provides an opportunity for teachers and parents to share important information about their children. It is also important for teachers to know about the arrangements for children being picked up in the afternoon. Young children can become very upset if they are not picked up when the bell rings. Please wait in the undercover area until the 2:45pm bell. This ensures minimal disruptions to learning.

Please notify us, personally, by phone or in writing, when someone other than you will be collecting children from the school. We will not let children go with anyone not identified through this process. School finishes at 2:45pm. If you know that you are going to be late, please contact reception and notify them of your delay.

The Bundamba State School P & C Association operates a School Age Care (SAC) facility which is available for Prep children. To arrange before and after school and/or vacation care please contact the School Age Care Co-ordinators on 3816 0833.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and parking areas outside of the school grounds. There is no parent parking in the school car park.

To avoid interruptions to the classes please avoid standing near rooms in full view of children. The school prefers parent/care givers to wait in the covered areas near the rooms.

Please remember:
- children are to be collected from outside the classroom at 2:45pm
- do not park in the school grounds
- please use pedestrian crossings

**Treasures from Home**

Toys and trinkets from home often become lost or broken at school, so it saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for by the teacher until the end of the day. Staff cannot assume responsibility for any loss or breakage. Please check with the classroom teacher about show and tell arrangements.

**Tuckshop**

Tuckshop operates 3 days per week. All children ordering meals write their order on a paper bag with the correct money inside. These orders are to be taken at the tuckshop before school commences. Tuckshop meals are delivered to classes before each break. **Prep children are not to take**
money to the tuckshop during lunch breaks, all meals and treats etc must be pre ordered.

What to Wear

Children at Bundamba Prep will wear the Bundamba State School uniform. Uniforms are available for purchase from the Bundamba State School P & C Uniform Shop. Please ensure all clothing eg. Uniforms, hats, jumpers are labelled with your child’s name. Uniform Shop operates Tuesday and Friday 8:15 am to 9:15am by volunteers. EFTPOS facilities are available.

Sometimes a child may have an accident, which means that the clothes are not suitable to remain on the child. In anticipation of such accidents, we ask you to leave a marked plastic bag containing an old set of clothes (including underwear) at school. Please remember to label each piece of clothing.

Shoes must be worn to school and children will develop the responsibility for taking shoes and socks off and putting them away in the correct place. Sometimes it may be necessary for the children to remove their shoes for activities. Parents should notify the staff if there are medical reasons why a child should not remove their shoes.

The School Year 2019

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<tr>
<th>Semester One</th>
<th>Term 1</th>
<th>Monday 29 January to Friday 5 April</th>
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<tr>
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<td>Term 2</td>
<td>Tuesday 23 April to Friday 28 June</td>
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<td>Semester Two</td>
<td>Term 3</td>
<td>Monday 15 July to Friday 20 September</td>
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<td>Term 4</td>
<td>Tuesday 8 October to Friday 13 December</td>
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Student Free Days

Thursday 24 and Friday 25 January
Monday 21 October (week 3 Term 4)

Public Holidays

Australia Day Friday 28 January
ANZAC Day Thursday 25 April
Labour Day Monday 7 May
Ipswich Show Day Friday 17 May
Queen’s Birthday Monday 7 October

We hope you have an enjoyable and rewarding year with us. We 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.
Number chart — 0 to 10

0  1  2
3  4  5
6  7  8
9 10
aA  bB  cC  dD  eE  fF  gG
hH  iI  jJ  kK  lL  mM  nN
oO  pP  qQ  rR  sS  tT  uU
vV  wW  xX  yY  zZ