



# St Albans East Primary School

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Prep Information Booklet 2022





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## *We welcome your child and family to St Albans East Primary School*

This booklet is intended to provide you with information about our school, and to assist in making your child's start a positive experience.

St Albans East Primary School has a strong transition program from pre-school to the preparatory year, including our First Steps Pre-Prep Program. We aim to support your child in their transition to school through a variety of activities. The Prep students all have an older buddy to provide support and pastoral care.

We recognise that the primary years lay the foundations for your child's future education.

Here at St Albans East Primary School, we are guided by our values of Respect, Responsibility, Learning and Co-operation in creating a caring and engaging learning environment. We encourage a sense of self-worth and self-awareness within our students to enable them to contribute as confident, community minded lifelong learners.

We look forward to working in partnership with you and your family in the education journey of your child.



Paul Busuttill  
Principal



Ricky Potter  
Assistant Principal



Esma Bala  
Assistant Principal

# Prep Goals

The Prep year supports the students' academic and social development. The key aims for students working at this level include:

- Building a sense of belonging to school and their peers.
- Understanding classroom values and practices.
- Making connections between school and home.
- Building positive behaviours.
- Mastering foundational skills in English and Maths
- Engaging behaviourally, emotionally and cognitively with others.
- Developing curiosity and intrinsic motivation through play and inquiry in the world around them.
- Expressing ideas and feelings through a variety of artistic forms.
- Mastering technical skills, such as basic IT skills.
- Developing physical capacities and an awareness of their own health needs

*I wondered and I wondered,  
When I could go to school  
They said I wasn't old  
enough,  
According to the rule.  
I waited and I waited,  
I was patient as could be.  
And now I'm all excited...  
It's time for school for me!*





# Before Starting School - How Can You Help?

## **You can help your child by:**

- Talking about school in a positive way.
- Developing consistent bedtime routines.
- Practising walking to school by the safest route and discussing road rules.
- Visiting the school to familiarise the child. (If you feel more visits are needed please contact the school to arrange suitable times.)
- Discussing the routine for the first few days both at home and at school and talking about any fears your child may have.
- Planning a time for your child to be with family or friends without their parents. This may be helpful if your child is a little apprehensive about leaving you.

## **Help your child to practice these things before starting school:**

### **Role playing is a useful activity.**

- Eating a packed school lunch; ensuring they can open plastic wrap, drink bottle lids, yoghurt lids etc.
- Managing independently in the toilet, washing hands with soap etc.
- Knowing their full name, address and phone number.
- Tying their own shoelaces (Velcro or elastic secured shoes are a great alternative)
- Dressing or undressing. Being able to identify and be responsible for their clothing and belongings.
- Blowing their nose.
- Understanding the need to stay within school boundaries.
- Understanding school crossing procedure.
- Basic manners such as 'please', 'thank you', waiting for your turn etc.
- Social interaction skills E.g. Playing with friends in appropriate ways; sharing; winning/losing and assertive behaviours.
- Asking for help from a teacher.

## **Vision and Hearing**

We strongly encourage parents to have their children's eyes and hearing checked before starting school, if it hasn't been done in the last 12 months.

Problems with vision or hearing can make learning difficult. (Please provide the school with copies of any reports/recommendation where necessary).

We also need to know if children have had speech or physical therapy or any other support programs so that teachers can be aware when planning learning programs. It is helpful that we are made aware of any special family circumstances that may impact on your child.





# Settling into School

Starting school is an important milestone in a child's life, and a major event for the parents too.

Some aspects of the school routine, which may cause some anxieties, are:

- The long day - separation from parents and siblings.
- Noise and the size of the playground.
- Large numbers of children of different ages and sizes.
- Restrictions on their choice of activities.
- Unfamiliar toilet routines.
- More adults imposing values/rules.
- School not quite the same as the child expected.
- Lacking a special friend.
- More structured program

## Recommendations

Listen to any problems your child may have. Try to solve it, keeping it in perspective. It is important to inform and discuss any ongoing concerns with the class teacher so they are aware of the problem. Contact the school before the problem becomes a major one.

Remember both the school and home need to work harmoniously, to ensure children settle happily into school.

## Talking to Your Child's Teacher

Our teachers are always willing to speak to you about your child; however, this needs to be at an appropriate time.

It is not possible for teachers to talk with parents whilst supervising a class. As you understand, their priority must be with the students in their care. If you wish to discuss an issue, please do so before or after school. If you would like you may also arrange a suitable time with the teacher, or speak to our Welfare Coordinator, Vanessa Forster. A phone call or message via the office is most welcome.



# Starting off Term 1, 2022

School commences for Preps on Friday 4<sup>th</sup> February. The children in years 1-6 will be starting on Monday 31<sup>st</sup> January. The first four days of the year, the prep students will attend school only during their allocated Prep Entry Assessment time.

On the first day, we will have tea and coffee available in the staffroom if you would like to go there and meet some other parents or manage your nerves with a cup of tea.

On the first day please meet the teacher at the classroom door with your child. The teacher will be on hand to greet your child and to show them where to place their belongings. It is now time to say a cheery goodbye with the assurance you will see them very soon.

## The First Days of School

Starting school is a huge step for most children and many find it a tiring and daunting experience. To assist them in this journey the introduction into the full school day and week is a gradual one. The calendar on the following page outlines their schedule for first term.

## What your child needs for school

### **School Booklists and Subject Levies**

In your Prep Information Pack you will receive a request for our school 2022 levy. This includes a booklist with costing for personal requisites, an information technology levy, shared materials and equipment levy and a school improvement levy. The cost of the Prep Book Pack for 2022 will be \$90 per student.



# Term 1 Prep Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	24 <sup>th</sup> January School Holidays	25 <sup>th</sup> January School Holidays	26 <sup>th</sup> January School Holidays	27 <sup>th</sup> January School Holidays	28 <sup>th</sup> January Whole School Curriculum Day – Teachers Only (No students)
Week 2	31 <sup>st</sup> January Years 1 – 6 Students Only (Prep Entry Assessment)	1 <sup>st</sup> February Years 1 – 6 Students Only (Prep Entry Assessment)	2 <sup>nd</sup> February Years 1 – 6 Students Only (Prep Entry Assessment)	3 <sup>rd</sup> February Years 1 – 6 Students Only (Prep Entry Assessment)	4 <sup>th</sup> February First Day of School for Preps 9:00am – 3:15pm
Week 3	7 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	8 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	9 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	10 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	11 <sup>th</sup> February Normal School Day 9:00am – 3:15pm
Week 4	14 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	15 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	16 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	17 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	18 <sup>th</sup> February Normal School Day 9:00am – 3:15pm
Week 5	21 <sup>st</sup> February Normal School Day 9:00am – 3:15pm	22 <sup>nd</sup> February Normal School Day 9:00am – 3:15pm	23 <sup>rd</sup> February Normal School Day 9:00am – 3:15pm	24 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	25 <sup>th</sup> February Normal School Day 9:00am – 3:15pm
Week 6	28 <sup>th</sup> February Normal School Day 9:00am – 3:15pm	1 <sup>st</sup> March Normal School Day 9:00am – 3:15pm	2 <sup>nd</sup> March Normal School Day 9:00am – 3:15pm	3 <sup>rd</sup> March Normal School Day 9:00am – 3:15pm	4 <sup>th</sup> March Normal School Day 9:00am – 3:15pm
Week 7	7 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	8 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	9 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	10 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	11 <sup>th</sup> March Normal School Day 9:00am – 3:15pm
Week 8	14 <sup>th</sup> March Labour Day Public Holiday	15 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	16 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	17 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	18 <sup>th</sup> March Normal School Day 9:00am – 3:15pm
Week 9	21 <sup>st</sup> March Normal School Day 9:00am – 3:15pm	22 <sup>nd</sup> March Normal School Day 9:00am – 3:15pm	23 <sup>rd</sup> March Normal School Day 9:00am – 3:15pm	24 <sup>th</sup> March Normal School Day 9:00am – 3:15pm	25 <sup>th</sup> March Normal School Day 9:00am – 3:15pm
Week 10	28 <sup>th</sup> March Normal School Day 9:00am – 3:15pm  Prep-2 Swimming Program	29 <sup>th</sup> March Normal School Day 9:00am – 3:15pm  Prep-2 Swimming Program	30 <sup>th</sup> March Normal School Day 9:00am – 3:15pm  Prep-2 Swimming Program	31 <sup>st</sup> March Normal School Day 9:00am – 3:15pm  Prep-2 Swimming Program	1 <sup>st</sup> April Normal School Day 9:00am – 3:15pm  Prep-2 Swimming Program
Week 11	4 <sup>th</sup> April Normal School Day 9:00am – 3:15pm	5 <sup>th</sup> April Normal School Day 9:00am – 3:15pm	6 <sup>th</sup> April Normal School Day 9:00am – 3:15pm	7 <sup>th</sup> April Normal School Day 9:00am – 3:15pm	8 <sup>th</sup> April Last Day of Term 9:00am – 1:30pm



# Key Dates and Times

## Term Dates for 2022

- Term 1: See calendar on previous page
- Term 2: Tuesday 26<sup>th</sup> April – Friday 24<sup>th</sup> June
- Term 3: Monday 11<sup>th</sup> July – Friday 16<sup>th</sup> September
- Term 4: Monday 3<sup>rd</sup> October – Tuesday 20<sup>th</sup> December

## End of Term Dismissal

On the final day of Terms 1, 2 & 3, the children are dismissed at 1.30pm following a brief whole school assembly. The last day of the school year will be confirmed later in the year.

## Pupil Free Days

Please note that there will be four curriculum days (pupil – free days) each year. Children do not attend school on this day, to enable staff to participate in Professional Development. These dates will be confirmed early in the year. Please check the newsletters for information regarding the final date.

## Assembly

On alternating Friday afternoons at 2.30pm we have a whole school assembly in the school hall. Parents are warmly invited to attend these assemblies.

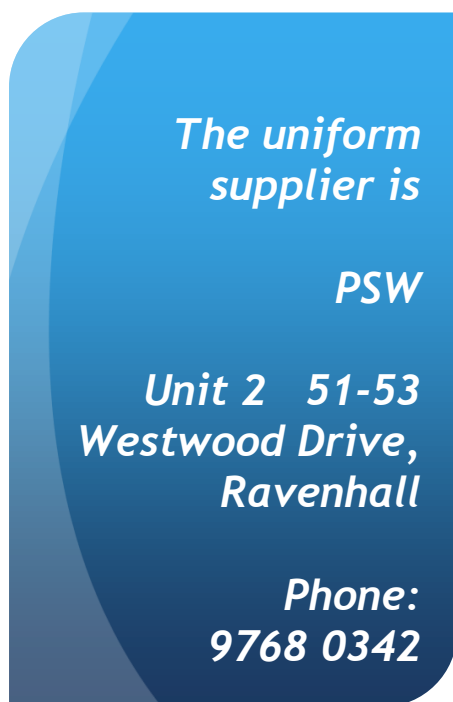
## Normal School Day Timetable

The routine is usually the same each day, except for on occasional special days.

8:50am – 9:00am	Students Arrive and Enter their Classroom
9:00am – 11:00am	Classroom – Sessions 1 & 2
11:00am – 11:30am	Recess
11:30am – 1:30pm	Classroom – Sessions 3 & 4
1:30pm – 1:40pm	Lunch Eating Time
1:40pm – 2:15pm	Lunch
2:15pm – 3:15pm	Classroom – Session 5
3:15pm	Dismissal

# School Uniform

It is expected that **all** children wear correct school uniform each day. For more information please check Compass where you can access the school's uniform policy.



## Our Uniform options include:

- Fleece Rugby Top or Bomber Jacket- navy and sky blue with logo
- Short Sleeve or Long Sleeve Polo Shirt – sky blue with navy colour and logo
- Shorts or Skorts– navy
- Trousers or Track pants– navy
- Winter Pinafore / Skirt – navy blue check
- Shoes must have covered toes (no sandals, thongs or high heels)
- School bags with logo are available (but are not compulsory)
- Hair accessories should be minimal and in school colours

Please note that **school hats must be worn** from September to April.

## Additional Items Required:

- A school bag large enough to hold a home reading cover, coat, sun-hat, lunch box and library book.
- Lunch and a drink.
- A substantial morning snack, wrapping this separately to his/her lunch food makes it easier for him/her to recognise.
- A water bottle for the classroom with a pop top, labelled and only containing water.
- An Art Smock – long sleeved (this may simply be an old shirt).

**PLEASE ensure you have ALL items labelled clearly.** This will help lost items return safely and quickly to their owners. Also, show your child where to look for their name, especially on jumpers and jackets so that they are able to check their own clothes.



# School Routines

## Specialist Programs:

- Visual Arts, Performing Arts, Physical Education, STEM and LOTE (Auslan – Australian Sign Language) are our specialist classes operated by specialist staff for all students in years Prep – Two.
- Library sessions will be taken fortnightly allowing children to select and borrow their own books.
- PMP (Perceptual Motor Program) is conducted fortnightly to further develop students gross motor skills.

## Deaf Facility:

We have a Deaf Facility at our school with specialised Teachers of the Deaf. There are a number of deaf students that attend our school so there are amazing opportunities for students to learn and develop their Auslan communication skills.

## Allied Health Centre:

Our Allied Health Centre has specialised services to support our students.

These include:

- Speech Pathologist
- Student Wellbeing & Engagement Officer
- Counsellor

## Lunch and Recess Arrangements

**Lunch** - The teacher will supervise lunchtime eating. Please pack your child an interesting and nutritious lunch in containers that are easily opened. Insulated containers are ideal when the weather warms up to keep food and drinks cold. Children are encouraged to take uneaten food home so that you are aware of what they are eating.

**Recess** - Most children need a substantial morning snack, as they are often quite hungry by recess. Please wrap snacks separately and discuss which food is for recess with your child.

## Canteen



The school has a canteen that offers a variety of snacks and lunch items students can purchase for recess or lunch. If students wish to order anything from the canteen, it needs to be ordered on the QKR App by 9:00am on the day of the order. The canteen does NOT accept any cash.



# School Routines

## Buddies

Early in the school year your child will meet his/her 'buddy'. This will be an older student in who will be a special friend. Your child may look for his/her buddy when they need help in the grounds. Sometimes, they work together in 'cross age' activities, learning from each other. Buddies quickly become firm friends promoting our school's supportive atmosphere.



## Parental Involvement

Our school sees itself as working in a partnership with parents to support their children's growth; so that they are able to make responsible choices throughout their lives and make meaningful contributions to the community. We use teaching methods, which emphasise hands-on, practical experiences, allowing each child to experience success.

St Albans East Primary School encourages parents to become involved as much as possible in the education of their child at this school.

There are many opportunities to participate both in and out of the classroom, such as:

- Becoming a Classroom Helper to assist during Literacy or Numeracy.
- Becoming a Perceptual Motor Program assistant on one morning a fortnight.
- Attending excursions, helping with the swimming program and / or special event days.
- Working from home with book covering or making resources for the classroom.
- Becoming a member of the School Council or a member of a sub-committee, where you will have the opportunity to contribute to the school at a practical level.

## Oral Language Program

Research shows that children learn best when they are in an engaging environment that is challenging, hands on, inquiry based and safe. The Oral Language Program is a specialised program run by classroom teachers. This program aims to build your child's communication skills to interact effectively within the classroom and day to day life.



# Vision Statement

“We are committed to providing a safe, inclusive and engaging learning environment that nurtures personal and academic excellence as community-minded life long learners.”

## Our School Values

At St Albans East Primary School our school values include:

### Respect

*Respect of self and others. We believe in diversity by valuing differences. We foster respect for property and our environment, both at school and within our broader community.*

### Cooperation

*Relationships. We believe in teamwork and cooperation. We foster understanding, honesty and tolerance while demonstrating compassion and empathy for others.*

### Responsibility

*We strive to be responsible citizens who can make a positive contribution to our community. We believe in taking responsibility for our actions, resolving differences and developing resilience.*

### Learning

*Long learners. We strive for success and excellence. We believe that everyone has the potential to demonstrate leadership skills, building confidence in ourselves in a positive manner.*

## Parking

There is parking available in the surrounding streets. Families are not permitted to park or drop off students in the staff car park

## Student Pick Up

In term one it is expected that the preps will be dismissed near their classroom and must stay there until you arrive to ensure their safety. However, from term 2 we encourage our preps to develop independence and other meeting places can be negotiated.



## Communication



**Compass Manager** is an online communicator program for all parents, students and staff. You will receive a letter with your individual log on and temporary password details. Upon receiving this, please login as soon as possible and choose a password you will remember. Record these somewhere as you will use this website/app regularly.

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Using compass, you will be able to use many features including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- Download and view your child's semester reports

## Seesaw



**Seesaw** is an app that we use at our school to allow teachers and students to share work and what is happening in the classroom with families.

You will need to download both **Seesaw CLASS** and **Seesaw FAMILY** apps. You will receive an individual log on and password from the school to give you access to your child's account.

**Newsletters** are produced each fortnight and will be sent out via Compass.

Special event **notices** and excursion notices are issued during class and will be put in the take-home-folders.

# School Attendance & Punctuality

It is important that once your child commences school, their attendance is regular and punctual.

It is expected that children attend school every day unless they are sick or injured, have an infectious disease or a genuine and acceptable reason for absence is provided (Birthdays or shopping days do not fit into this category). If possible, every attempt should be made to make medical appointments outside school hours.

If it is necessary to take a child out of school prior to the end of the school day, parents are required to visit the office and fill in the early leave pass book. They will then be directed to the child's grade. To ensure maximum participation in the school program it is essential that children arrive at school punctually. Students who arrive AFTER the 9.00 am bell will be recorded as late. It is paramount that we teach our children punctuality and time management skills from an early age.

*Absences, lateness and early departures are tracked closely and any unexplained or excessive absences will be followed up.*

*If an absence is unavoidable, please remember that you are required by the Department of Education to supply the school with a written explanation. The easiest and best way to do this is via Compass.*

## Out of School Hours Care:

### Camp Australia - Hours of operation:

- Before school care: 7:00am – 8:45am
- After school care: 3:15pm – 6:00pm

For more information call 1300 105 343

or visit [campaustralia.com.au](http://campaustralia.com.au)



