

# Prep Parent Handbook



Lawnton State School

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## Daily Routine:

8.30am	First Bell – classrooms open
8.35-10.45	Morning session (including Fruit Snack)
10.45-11.15	First Break play time
11.15-11.30	First Break eating and post break assembly
11.30-1.00	Middle Session
1.00-1.15	Second Break play time
1.15-1.30	Second Break eating and post break assembly
1.30-2.35	Afternoon session
2.35pm	Home time



## Drop Off and Collection:

### **Before School:**

**Day One:** If you know which class your child will be in, you can head straight to the classroom at 8.15 and help settle your child in. If you are unsure of the classroom allocation, you may head to the tree deck area near the prep playground and there will be a list available to let you know which class your child is in and also staff to help you.

Tea and Tissues will be in the hall in the foyer from 8.30 for those who want to have a chat.

**Day Two onwards:** If you arrive before the 8.30 bell, please wait with your child at the prep tree deck and then at the 8.30 bell you can walk with your child to the classroom and help them to unpack. We will continue this routine throughout term one.

**No children are to play on the playground or with the play equipment before school.**

**Children should have been to the toilet prior to the start of the school day.**

**During School:** You will need to report to the office if you wish to collect your child during school time. Children that arrive late need to be taken to the office for a late slip please.

**After School:** Please collect your child from their classroom at the 2.35 bell. If you arrive before this time, please wait at the tree deck area until the bell.

**No children are to play on the playground equipment after school.**

All Prep children must be collected by a parent or other adult known to the child – prior arrangements must be made for the latter to occur. No sibling is to collect children unless prior approval from administration. Camp Australia OHSC will collect the Prep children from the classrooms for most of the year.

Children who have not been collected once all others have left will be taken to the school office for collection there. Thanks for your support with this.

Prep teachers will have a form for you to complete to advise them of your routine in regard to who is collecting your child each school day. Look out for this at the start of the school year.

## Contacting Us:

In the event you have an issue with anything about school, please contact your child's class teacher in the first instance. If you do not feel the issue is resolved after this interaction, you may get in contact with the leadership team for further support.

Leadership contact details are:

Deputy Principal (P-2):

Mrs Julianne Rogers [jroge141@eq.edu.au](mailto:jroge141@eq.edu.au)

Deputy Principal (3-6):

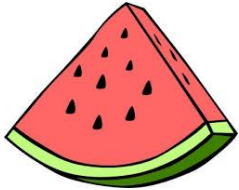
Mrs Leanne Leming [llemi5@eq.edu.au](mailto:llemi5@eq.edu.au)

Head of Support (HOSES):

Mrs Melinda Caldwell [mcald24@eq.edu.au](mailto:mcald24@eq.edu.au)

Principal:

Mrs Michelle Alcorn [malco14@eq.edu.au](mailto:malco14@eq.edu.au)



## Fruit Snack, Lunches and Tuckshop:

'Fruit Snack' takes place sometime during the morning session each day. Please ensure that your child has a piece of fruit or vegetable to eat during this time that is ready to be consumed (e.g. cut up, peeled). This maximises your child's precious learning time. Fruit Snack is to be labelled and placed in the designated place each morning before school. **It helps if this fruit snack is packed separately from your child's lunch (i.e. not in their lunch box) please.** This is just a quick snack, so do not pack anything too large.



Thank you for sending along lunches in containers that children can open independently. Please remember to pack a spoon/fork if required and include a freezer brick to keep food cold (children do not have access to fridges for their lunches at school). All Prep children sit on the veranda to eat their lunch at both breaks. Please be mindful, we have students with allergies, and be considerate when packing lunches. We encourage children to eat their healthy food first and to keep something to eat during the second eating time.



Tuckshop is available daily. Please see the tuckshop directly to order or place your order online using the QKR app. Tuckshop orders will be delivered to the teachers on duty at eating time and handed out to the children. **Prep children are not to order slushies or iceblocks for second break until Term 4. Older brothers and sisters are not permitted to buy slushies or iceblocks for their Prep siblings.**

## Student Resource Scheme (SRS):

Lawnton State School operates a Student Resource Scheme levy to cover the cost of all the books and equipment your child will need for the school year. This can be paid at the school office during school hours if you have not already done so. Plastic mesh bags and oversized pencil cases to be used for library visits and homework packs are included in this levy. Participating in the SRS means not having to buy any books or stationery for your student as the school organises everything your child will need.



## QParents

Once your child begins school, we request that you register for QParents. This is a user-friendly portal that provides you with online access to information about your child's schooling. You can easily access and manage information online about your child using this secure portal which is accessible via app or web browser. Attendance, upcoming events and report cards are all assessable through

QParents. You can readily update the school on changes of address, alert us to new medical conditions and advise of absences using QParents. While this is not replacing direct communication with the school, it is an efficient option for busy parents and provides timely notification of such changes.

Parents who choose not to sign up for QParents will be required to collect permission forms for excursions (and other offered events) in person through the school office.



### Absences:

It is important for Prep children to attend school five days a week, unless illness or other circumstances prevent attendance. We are required to be notified of the reasons for your child's absence or lateness in arriving at school. Please contact the school office (ph. 3481 4888) to advise of any absences.

Alternatively, you may advise of absence through QParents or email the school to let us know of absences. This is a parent/caregiver responsibility. You may receive an SMS from the school if your child is not in attendance and we are not aware of the circumstances.



### Allergies and Health Issues:

We need to be aware of any allergies or health issues that arise during the year. All medications must go through the school office. Please do not send cough lollies or paracetamol to school with your child. Asthma inhalers must also go through the office as we require a Health Plan for any health issues.

### Hats and Sunscreen:

We are a Sun Smart School. Thank you for sending along a Lawnton bucket hat to wear when outdoors. These are worn navy blue side out most days but are flipped to show the house colour during sports days or other special events. Hats must be named – most classes have added a special hat tag for this purpose. Please ensure hats are returned to school when they come home to be washed over the weekends.



Please apply sunscreen on your child before they come to school each day. Teachers do not routinely apply sunscreen but you are welcome to send along a roll-on sunscreen for your child to independently apply on their way to the playground. These will need to be kept in school bags or hat pockets and must be named. We are fortunate that the main play area is quite shaded so many families do not find it necessary for their child to reapply sunscreen during the school day.

### School Belongings:

It is expected that Prep children bring a school bag to school each day. Even if your child is having tuckshop for lunch and fruit snack, a spare set of clothes, homework and other items need to be available each day. Please label everything that your child brings to school. This includes uniform, hats, containers, drink bottles, shoes, jumpers etc. This makes our life easier and lost property can easily be returned.

### Specialist Timetable:

Preps will participate in Physical Education (P.E.), Music, The Arts and Health lessons run by specialist teachers each week. Library borrowing will take place once a week (see individual class timetables) and parade is held every week on a Friday morning.



## Library Borrowing

Prep classes are allocated a set weekly borrowing time at the library from early in the year. Children can borrow one Junior Fiction book from the library each week. Books are to be kept in the waterproof library bag your child has been given and must be looked after as lost or damaged books will need to be paid for. Children are only permitted to borrow a new book if they have returned the one they had previously borrowed and if they have their library bag at school to ensure the book is protected. Please take note of the day your child is to return his/her library book (in the library bag) to avoid disappointment.



## Toilets and Independence:

Prep children access the toilets at the main toilet block at school. This means your child needs to exit the classroom to go to the toilet. Children are always sent in pairs and take an "out of class pass" with them. Prep classes will access the toilets as a group several times throughout the day at the start of the year but we encourage children to use the toilet during playtime right from the first day of school.

Little accidents occasionally happen in Prep and for this reason we ask parents to pack a change of clothes (undies, shorts/skirt, school shirt and socks) to remain in school bags for easy access if needed. Please make sure these items are named. Thanks!

Adults are not to enter the children's toilets. If you wish to assist your child or a younger sibling at the toilets at school, please access the unisex toilet.



## Volunteers / Helpers:

We invite and encourage parent help in the classroom on a regular basis. The children really enjoy having family members come along, and we really appreciate your time. Some of the programs we run really rely on this assistance, so please consider helping us! You will be supervising a small group of children working on a set task. Please see your child's teacher to offer your assistance.

**Mandatory training is a requirement for anyone volunteering at Lawnton State School.** See your child's teacher for more information about mandatory training.



## Water Bottles:

Each child requires a water bottle to access during the school day. Water bottles must be clearly labelled with your child's name and class. Please ensure that only WATER is in this bottle. If you would like your child to drink anything else at school, they may have another drink in their lunch box to access during eating time. Please do not send along cans of drink.

## Birthdays:

Your child's birthday is a special time for them and we would like to acknowledge this in Prep. You are more than welcome to bring in cupcakes (no big cakes that require us to cut them up) or another special treat (chocolate frogs, goodie bags, iceblocks etc.). Tuckshop also provides a birthday bucket at a reasonable cost which you can organise with our tuckshop staff or through the QKR app. We do not do candles at school for health and safety reasons. Our policy is to share treats just before home time, when possible. This way, parents are aware of what children have been given and are able to monitor this. Please advise the class teacher ahead of time if you plan to send along birthday treats.



Birthday invitations can become an issue if some children miss out. To avoid this situation, please advise the teachers and place invitations directly (and discretely) into the homework packs of the children you wish to invite.

Please advise your child's teacher if your family does not celebrate birthdays.



### Homework:

Homework will commence in the second week of school in the form of oral language discussion cards which help to work on their oral literacy and comprehension skills. These will come home Monday, Tuesday, Wednesday and Thursday. Once settled, we will begin formal homework, consisting of reading and recognising high frequency words (HFW).

### Reporting:

Report cards are issued at the end of each semester. Parent interviews will be offered towards the end of Terms One and Three. You are welcome to make an appointment with your child's teacher at other mutually convenient times to discuss any concerns or issues you may have.

### Handwriting - Queensland Beginners' Script:

Attached is a copy of the script we use in Prep. Names are to be written with a capital only at the beginning and the rest of the letters should be in lower case.

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



### Show and Tell:

Each child will be encouraged to participate in Show and Tell on a weekly basis. Each class will organise their own Show and Tell roster. Look out for this and encourage your child to bring something along to talk about on his/her set day. Please wait for these details to be communicated to you before sending anything along.

### Toys:

We request that toys are not brought to school at all, unless they are sent specifically for Show and Tell. In this case, they are not to be played with out in the playground and will be kept in the Show and Tell box.

### Rules / Leader in Me

At Lawnton State School we have our school values of Safety, Respect and Learning which categorise behaviours. Traditional rules readily fall under one (or more) of these values. Each class may develop their own set of rules with the school values in mind.



The Leader in Me Program we have adopted has a focus on positive behaviours. Leadership Passports are used across the school to monitor each child's behaviours over each school term. These are being updated but will look similar to this for Prep in 2024.

Each term, children track their behaviour against the Leadership Passport and at the end of the term, depending on how each child is tracking, celebrations are shared during Leadership Day. Children who achieve Gold or above, participate in this celebratory event.

Parents are informed if their child's behaviour is not at the standard it should be, and these children work on creating goals to improve their behaviour for the following term.

Very few children in Prep will reach "Sapphire" or "Diamond" as these are usually aspirational at this level and need to be consistent across the range of qualities outlined in the Leadership Passport.



The whole school follows the same approach to monitor daily behaviour using "Lasar's Lair" charts, pictured. Children are invited to move their peg up if teachers notice great behaviours and/or work habits being exhibited in the classroom. Alternatively, pegs may go down for poor behaviour choices and work habits. This could mean your child may end up on Thinking Chair to consider how to turn their behaviour around or even to Exit class which impacts on their eligibility for Gold Reward at the end of the term. Parents/Carers will always be advised if their child is exited.

While Prep teachers are still establishing expectations, there may be quite a lot of movement both up and down the charts as this is a learning experience until the Preps have fully understood what is expected of them.

At Lawnton State School...



... We use our HIGH 5

### High 5

Early in the year we teach the children about the High 5. This is a powerful strategy to deal with bothersome behaviour from others. It empowers the children to manage unpleasant experiences independently but also allows for adult intervention only as required.

### Communication:

The wellbeing of your child is of utmost importance in the first year of school. Please do not hesitate to contact your child's teacher to arrange a mutually convenient time to discuss any issues that arise. We share a common goal in wanting what is best for your child and helping your child reach his/her potential.

We are looking forward to a great year of learning and sharing together.

Kind Regards,  
The Prep Team



