2018 school calendar
Queensland state schools

There are 197 school days in 2018.
Semester 1 2019 commences for teachers on January 24 and for students on January 29.

STAFF PROFESSIONAL DEVELOPMENT DAYS
Staff professional development days for teachers are January 18, 19, April 11, 12, 13, 16 and October 22.
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 a local show are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE
November 16 is the final date for Year 12 attendance for receipt of a Senior Statement. November 30 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 December 7.
The information in this calendar was correct at the time of publication (June 2017) but may be subject to change.

For more information and the latest version of this calendar, visit
www.education.qld.gov.au
Welcome to Oakey State School Prep

A Warm Welcome to all Parents, Families and Children

Welcome to Oakey State School’s Prep Year. We would like to take the opportunity to wish you all the very best for the coming festive season and to say that we look forward to working with you and your child next year.

It is hoped that your association with Oakey State School’s will be a happy and beneficial one. We aim to foster the fact that children are active learners who seek to make sense of the world and explore patterns and relationships. They achieve this through investigating and playing with materials, ideas and people.

Prep, to a child, is a new world full of exciting things to do. Here your child will find new friends to share experiences with and adults who understand and care.

Whilst in Prep at Oakey State School, your child will have the advantage of interactions with the school's specialist teachers- i.e. The Arts, Physical Education, Library Teacher, Guidance Officer, Speech Pathologist and Support Teachers.

We look forward to a fantastic year!

Best Wishes,
From all the Prep team!
CONTENTS

School Curriculum and Programs
- Learning In Prep ........................................................................................................6
- What will I see my child doing? ..................................................................................6
- How does Prep help my child for Year 1 ...................................................................7
- How can I help my child ............................................................................................7
- Insurance cover for students ......................................................................................7
- Lunch box tips .............................................................................................................8

General Information
- Prep Uniform .............................................................................................................9
- Daily Procedures/Routine .........................................................................................10
- Prep Morning Start ....................................................................................................10
- Late arrivals / Early Departures ..............................................................................11
- Bus students .............................................................................................................11
- Lunch Breaks and Play Areas ..................................................................................11
- Lunch and Afternoon Tea .......................................................................................11
- End of the Day Arrangements ................................................................................11
- Parents/Families in Prep ..........................................................................................12
- Attendance ................................................................................................................12
- Communication .......................................................................................................13
- Personal Details ........................................................................................................13
- Birthdays are Special! ..............................................................................................13
- Sick Child ................................................................................................................14
- Medication ................................................................................................................14
- Excursions ................................................................................................................14
- Money/Payment System .........................................................................................14
- Tuckshop ..................................................................................................................15
- Emergency Contacts ...............................................................................................15
- Visitors to the School ..............................................................................................15
- Useful phone numbers .............................................................................................15
Parents and Citizens Association
Joining our P&C .............................................................. 15
Tuckshop ............................................................... 15
Book Club ............................................................... 16

How you can Help us
The First Day/Week ...................................................... 16
A Child’s Thoughts on Starting Prep ............................... 17
Handwriting—Queensland Beginners Alphabet ................ 17
Queensland Beginner’s Alphabet sample ......................... 18
Teaching Correct Pencil Grip .......................................... 19

Appendix One
Exclusion Periods for Infectious Diseases ....................... 20
Infection control in State Schools ................................. 21

Reading
Once upon a time—why reading is important .................. 22
When to read & what to read ......................................... 23

Poem
The Value of Play .......................................................... 24
The Queensland Government has introduced a Prep Year of full-time schooling for children who turn five by June 30 in the year they start school. The Prep Year has been available throughout all Queensland schools from 2007. International research shows the benefits of children taking part in full-time quality programs before they start Year 1. This research also shows that if children start formal schooling when they are a little older, they generally do better than their younger peers. The Prep Year builds on your child’s learning at home and in other places like kindergarten and child care.

**Learning in Prep**

Prep students are taught the Foundation Year Level of the Australian Curriculum.

In Prep, your child will have opportunities to learn in many different ways. This includes active learning such as play-based and enquiry-based approaches. They make decisions, solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self.

**Prep Children learn about:**

- speaking, listening, reading and writing
- mathematics and problem solving
- science, exploring interesting and important questions about the biological, physical and technological world
- history, beginning to examine and enquire about the past to develop curiosity and imagination.
- negotiating rights, roles and responsibilities and developing social skills for working and playing with others
- diverse social and cultural practices of people in their community
- making healthy choices
- experimenting with materials in a variety of creative, imaginative and innovative ways
- technology in everyday life
- music and movement.

**What will I see my child doing?**

Your child will be:

- investigating interests
- making choices
- talking with teachers and other children
- planning with their teacher about the things they might do, and carrying out their plans
- designing and making things
- singing, dancing and painting
- listening to stories
- playing games indoors and outdoors
- climbing, balancing, jumping
- planning and sharing in make-believe play
- using computers to draw pictures, make signs, play games and find out about the world
- taking part in everyday experiences like gardening, cooking and tidying up
- writing and copying signs during their play
- learning about size, shape, weight and measurement as they construct things indoors and outdoors.
How does Prep help my child for Year 1?

The Year 1 curriculum builds on the curriculum in the Prep Year. The curriculum in the Prep Year is designed to provide the foundation that children need for success in later schooling.

International research has identified several factors that influence success at school. These are:

- independence
- social learning
- health and physical development
- language development
- early understanding of literacy and numeracy
- ability to think and solve problems
- imagination and creativity
- a positive approach to learning.

How can I help my child?

- Share information about your child with the teacher. This information is always confidential.
- **Chat** with your child about what they’re doing at school.
- Visit the classroom for a brief chat or to take part in daily activities or special events.
- Encourage your child to experiment with various materials and equipment.
- Encourage your child to explore different ways to organise areas, e.g. their bedroom, play area, cubby.
- **Read** together and talk about everyday items such as signs, notices, letters, catalogues, magazines, TV guides, food packaging and bills.
- **Read** and talk frequently about storybooks, factual books and rhymes.
- Make available a variety of materials and containers for measuring such things as water, grain and sand.
- Involve your child in family activities that investigate mathematical ideas, e.g. cooking, setting the table, matching socks, sharing a meal.
- Provide “junk” materials for drawing, making patterns, and building things.
- Join the Library

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
**Lunch box tips**

Please make sure that your child’s lunch box does not contain dangerous items that may hurt them or someone else in the playground.

Check that your child is able to open and close their lunch box and containers easily on their own, as well as being able to open and handle the food easily. All students need to be able to do as much as possible on their own without too much adult assistance. This also encourages and helps your child to be independent.

If you are going to send food in packaging that may be difficult for your child to open, when packing their lunch box snip the end off the packet or snip the side of the packet so that they can open it easily. (not yoghurts)

Trial new foods at home before sending them in to school to make sure that your child likes the food. It can be unsettling for students to suddenly find new food in their lunch box or food that they don’t like.

We encourage healthy food as much as possible and would prefer foods such as chocolate bars, chips, soft drinks, lollies and energy drinks are kept at home for treats. These are treat foods not everyday foods and are not the best choice for children’s lunch boxes.

Children are very active at school and are often more hungry than at home. A good tip is to pack a bit more than what you would normally give them. An extra sandwich is always a good idea. Children find it hard to concentrate when they are hungry.

Sometimes it is hard to gauge how much food your child may need. We will endeavour to let you know how your child is going with their lunch and if they need a bit more food or if they always have a lot left over. If you ever have any concerns about your child and their lunch, for example, if they don’t seem to be eating anything, please let us know as soon as possible.

If your child has any food allergies/intolerances or you do not want your child to consume certain foods or drinks, please inform your child’s teacher and write it on their enrolment form.
GENERAL INFORMATION

**Prep Uniform**
The Prep Year is another year of school therefore students are required to wear uniform.

**Boys and Girls Uniforms:**
The wearing of uniform to school is strongly encouraged. We like to feel that we are able to act and look like a school and that the tone of our school is truly representative of our student body.

Polo shirts, sweatshirts, tracksuit pants and hats are available from M & M’s Fashions in Oakey. For further information please check with the office.

The school offers boys and girls a choice of uniforms, which allow them to participate comfortably in:

- All curriculum areas
- All sports and recreational activities
- All playground activities

**Girls and Boys:**

Royal Blue bucket-style brimmed shade hat.
Royal Blue school polo style shirt with printed school badge and trim.
Royal Blue shorts.
Short blue socks and enclosed lace-up shoes or joggers.

Please have VELCRO shoes if your child cannot tie up their shoe laces.

**THONGS OR SLIP-ON SHOES ARE NOT ACCEPTABLE.**

**Girls Dress Option:**
Princess line with blue check Terylene. Plain darted with zip in centre seam, double pockets cut on the cross 4” x 4”, rounded at the bottom, gold tie held on by blue school buttons. Material must be cut with the line in check going down the body and sleeves.

**Girls and Boys Winter:**
Royal Blue Tracksuit

**Hats**
We have a “NO HAT, NO PLAY” policy. This means that unless your children are wearing hats they will not be able to go into their play areas.
Sun visors are not considered appropriate for protection from the sun.

**Baseball caps are not to be worn at school, please keep them at home for social use by the children.**

**Jewellery is not to be worn**

All uniforms are available from:
M & M’s Fashions, Campbell Street, Oakey. Phone: 4691 1002.
Oakey Craft & Saddlery, 178 Bridge Street, Oakey Phone: 4691 2311
Lowes—Clifford Gardens Shopping Centre, Anzac Avenue, Toowoomba. Phone: 4659 0326
Please name all items of clothing and equipment except for the items we have asked not to be named as per the book list.

All lost or unclaimed items of clothing or equipment will be placed in the ‘Prep Lost Property’ box located in our classroom. Please check this box regularly for lost items. Any unfamiliar items which arrive at your home may belong to the classroom or to another child. Please assist us by returning these items promptly. Please remember we cannot return lost items to you if you do not name your child’s items.

Toys are not allowed at school unless they are for a special birthday, ‘Show and Tell’ or for a special day requested by the teacher. On these days the toys will be placed on the teacher’s desk. This is to avoid special toys being broken which can be very upsetting for children. Teachers will not be responsible for lost or broken items if they are brought along to school.

Spare Clothes

Please keep a full set of spare clothes, including underwear, in your child’s school bag at all times.

Daily Procedures/ Routines

**Daily Timetable**

<table>
<thead>
<tr>
<th>Bell Times</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am</td>
<td>First bell – Get ready for class</td>
</tr>
<tr>
<td>8:50am</td>
<td>Go into class – Session 1</td>
</tr>
<tr>
<td>10:50am</td>
<td>Eating time – in class</td>
</tr>
<tr>
<td>11:05am – 11:35am</td>
<td>Play time</td>
</tr>
<tr>
<td>11:35am – 11:40am</td>
<td>Get ready for class</td>
</tr>
<tr>
<td>11:40am – 1:10pm</td>
<td>In class – Session 2</td>
</tr>
<tr>
<td>1:10pm – 1:25pm</td>
<td>Eating time – in class</td>
</tr>
<tr>
<td>1:25pm – 1:55pm</td>
<td>Play time</td>
</tr>
<tr>
<td>1:55pm – 2:00pm</td>
<td>Get ready for class</td>
</tr>
<tr>
<td>2:00pm – 3:00pm</td>
<td>In class – Session 3</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Last bell – school is released for the day</td>
</tr>
</tbody>
</table>

**Prep Morning Start**

**FOR FIRST TERM** it is preferred that Prep students are brought into the Prep classroom by their parent/guardian/caregiver or by another adult nominated by you. Please do not leave Prep students alone outside the Prep classroom before opening time. If you do need to drop your child off at school before opening time due to unforeseen circumstances, prior arrangements with the teacher or office staff must be made.

When you bring your child into the Prep classroom please sign them in, leaving a contact phone number for the day, and details of who is collecting them in the afternoon.

Children may enter the classroom when the ‘get ready for class’ bell sounds at 8:45am, the ‘go into class’ bell will ring at 8:50am, this is when we start the learning program. Children are to arrive on time so they do not to miss out on valuable class time.
Late Arrivals / Early Departures:
Students arriving to school late (after 8:50am), must go via the school office to collect a printed late pass. Students leaving school prior to 3:00pm must also collect a leave pass from the school office.

Bus Students:
When bus students arrive they will be walked directly to the under cover area by their eldest sibling at the school or a nominated older student if they do not have an older sibling.

Lunch Breaks and Play Areas
Students in the Prep Year will eat in their classrooms and have play time areas supervised by staff at all times. At the beginning of the year play and eating times will be supervised mainly by Prep staff so that students are with familiar people. Throughout the year, the Prep students will make a transition to playing with other students in the lower school. This transition will be a slow process and will only occur when the Prep students show that they have the necessary independence and social skills required when playing with a larger group of students.

Lunch and Afternoon Tea

Five Most Important Things to Remember:

1. Tins of fruit etc. with ring pull lids and knives should not be packed in lunch boxes, they are not allowed at school as they are very dangerous.
2. We are unable to warm up or cut up food for students.
3. Please send along fruit already cut up or peeled if this is how your child prefers their fruit, especially oranges and apples—there are NO facilities for teachers to cut up food at eating time.
4. Ensure you have packed a spoon or a fork if required.
5. Pack a Healthy Lunch avoiding processed, pre-packaged and sugary foods as much as possible. This will help your child with their concentration, behaviour and learning.

End of the Day Arrangements

Prep students must be collected from the classroom by their parents/guardians/caregivers. If you would like another adult to collect your child, you must inform us yourself (by letter, in person or by phone) prior to them coming to collect them. You may have an arrangement with another parent for them to collect your child on a regular basis and we are happy for these arrangements to occur. Please put such requests in a signed letter to your child’s teacher before the arrangement begins. In the afternoon, whoever is collecting your child needs to sign them out.

We understand that punctuality can sometimes be very difficult when you have a young family. However, we would greatly appreciate your efforts to be on time, especially to collect your child at 3:00pm. Your child will thank you too, as they can get very worried if someone isn’t there to pick them up on time. After this time, staff may be involved in meetings and class preparation. Therefore, any students remaining after 3:00pm will be taken directly to the office for collection from there.

In the interest of supervision and safety, children should not arrive at school before 8:30 am and should be collected/ have left the school grounds no later than 3:15 pm each day.

No supervision of students is offered before or after school.
In the afternoons when you come to collect your child please wait in the undercover/parade area until we open the door. It is not that we don’t want you in our room but it is because at the end of the day students get very excited about seeing you outside the windows and may become distracted whilst we are trying to finish the day. This also helps in sending children off with their parents and helps to avoid children disappearing out the door unsupervised.

If you need to collect your child during the day or before 3:00pm, you must go to the office first and collect a leave pass before coming to the classroom to collect them. You then sign your child out of the Prep class.

Supervised crossings are provided on roads near the school and for safety, these must be used. Please discuss and emphasise issues of Road Safety and Stranger Danger with your children.

Parents/Families in Prep

Parents and families play an important and valued role in children’s education, so we welcome your involvement in Prep.

You can help by:

- Visiting us and joining in the program
- Supporting and encouraging your child to feel good about his/her accomplishments
- Talking with us about your child’s interests
- Sharing your hobbies, interests, and expertise with the children
- Reading all notices and newsletters

Attendance

If your child is going to be absent from school, please contact the school office by phoning the school absence line on 4692 0366. When leaving a message, please clearly leave your students first and surname, roll class, reason for the absence and length of absence (if longer than 1 day). Also, if you are moving away and your child will no longer be attending this school, please inform us as soon as possible.

We encourage your child to attend school everyday, EVERYDAY COUNTS towards your child’s learning. If the school has not been informed as to why your child is absence, a text message will be sent requesting a reason for your students absence.

<table>
<thead>
<tr>
<th>He/She is only missing just...</th>
<th>That equals...</th>
<th>Which is...</th>
<th>and over 13 years of schooling that’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes per day</td>
<td>50 minutes per week</td>
<td>Nearly 1.5 weeks/year</td>
<td>Nearly half a year</td>
</tr>
<tr>
<td>20 minutes per day</td>
<td>1 hour 40 mins per week</td>
<td>Over 2.5 weeks / year</td>
<td>Nearly 1 year</td>
</tr>
<tr>
<td>Half an hour per day</td>
<td>Half a day per week</td>
<td>4 weeks per year</td>
<td>Nearly 1 and a half years</td>
</tr>
<tr>
<td>1 hour per day</td>
<td>1 day per week</td>
<td>8 weeks per year</td>
<td>Over 2 and a half years</td>
</tr>
</tbody>
</table>
Communication

**NEWSLETTER/WEBSITE/FACEBOOK** Our school values and encourages quality communications with you. We produce a weekly school newsletter “Our Weekly Chat” which is available via email, the school website or a copy can be collected from the school office. “Our Weekly Chat” is our most important source of communication and vital information is published in the newsletter. Families are urged to read it carefully.

To arrange to obtain your newsletter electronically via email, please contact our Administration team or email admin@oakeyss.eq.edu.au. The school newsletter can also be accessed from our school website www.oakeyss.eq.edu.au and is posted on Facebook at www.facebook.com/OakeyStateSchool.

Throughout the year you will be kept up to date with what’s happening through the Prep and school newsletters and notices. Each class will also have a notice board with all current events and happenings. Each Prep child will have a take home folder, which they will put all notes in and take home on a daily basis. Please check this folder every day for any new notes and please return any required permission or response slips as soon as possible.

If you have any concerns or queries about what is happening in class or your child’s development the teachers are available for quick chats in the mornings between 8:45 and 8:55am or in the afternoons when you collect your child (if you would like to wait until the children have been sent off with their parents). This is the best time for a quick chat, however, if you need to see us for a more lengthy conversation or if before class is not a good time for you, please feel free to organise an appointment time with your child’s teacher.

If you ever have any concerns or questions feel free to contact us. Please remember that it is always best to talk to your child’s teacher first. Many issues can easily be worked out by doing this first.

**Personal Details**

Please notify the school immediately if any of your child’s personal details change throughout the year. If we need to contact you due to your child being unwell, it is often upsetting to a child if we can’t contact their parents or family.

**Birthdays are Special!!**

It would be appreciated if you could bring cupcakes if you wish to celebrate your child’s birthday with their class. This makes it easier for your child’s teacher to distribute, and for health and hygiene purposes. Please bring enough for every member of the class. Please remember to see your child’s teacher to make suitable arrangements.

Please be aware of children’s feelings when handing out birthday invitations, if the whole class is not invited this may upset some students. If you are only inviting a small group of students and not the whole class we would prefer you hand out the invitations privately or post them out.
Sick Child

As most parents are aware, it is best to keep your child home when ill. A child suffering from an infectious complaint (e.g. Measles etc.), must stay at home for the period specified by the Health Department or the family doctor.

Please see Appendix ONE for Minimum Exclusion Periods for Infectious Diseases.

If your child has HEADLICE, please treat using a head-lice shampoo. Please inform your child’s teacher so that we can send out an alert notice to all parents to check their child’s hair. All information given to the school about your child and head lice will be treated sensitively and with total confidentiality.

All parents should check their children and other family members for head lice regularly as early detection decreases treatment time and helps break the breeding cycle.

The school’s policy adheres to DET directives.

Medication

Children are not allowed to keep any type of medication in their possession at school.

If it is necessary for any child to have medication at school, parents must -

A. Send along a letter of Authority from a doctor clearly detailing dosage and times of administration. A staff member will then give the medication. Medication must be in the original pharmacy container with the official label attached. All medications (including Ventolin puffers or similar treatment for asthma) and authority forms need to be handed in to the office by the parent.

OR

B. Come to the school at the necessary times and administer the medication to their own child. Schools are required to maintain a Medication Register, which is kept in the office.

Panadol, Aspirin, Cough Medicines etc. also need a Letter of Authorisation from the Doctor. Parents are asked to advise the school in writing of any treatment required for Asthma.

Excursions

During the year some excursions appropriate to the children’s age level and interest may be arranged for Prep classes. To participate in excursions, written permission is required from parents.

Excursions details and permission forms will be sent out prior to the event. If there is a fee involved, an invoice will also be sent home, this invoice outlines the various payment options. BPoint is the schools preferred payment method. Permission forms and payment, if applicable, is to be in by the due date.

Money/Payment System

During the year there are quite a few money collections (performances, Book Club, excursions, swimming etc.). The schools preferred payment method is via BPoint, however if paying with cash it would be appreciated that all be money sent to the school in a sealed envelope with the child’s name, class, teacher and amount of money enclosed, very clearly marked on the outside. In this way we can ensure that all money is accounted for. EFTPOS facilities are also available, minimum payment transaction is $10.

Not to disadvantage your child’s participation, please assist by making sure all fees are paid by the due date.

When making cash payments please have the correct amount of money, as the school does not have the facility to have a lot of change on hand.
**Tuckshop**

We currently do not have the tuckshop operating on a regular basis. The P&C does hold special lunch days during the term. A note/order form will be sent home with your child to promote this event. It will also be promoted in our weekly school newsletter.

**Emergency Contacts**

Please keep the school office informed of any change to your phone number, address, alternate contact names or your child’s medical condition. This is vital in case your child is involved in an accident at school. All such information is strictly confidential.

Please also advise us of any custody issues or orders, or any other issues which may affect your child’s security or safety at school.

**Visitors to the School**

At Oakey State School we welcome visitors and people who come into our school to work for or with our students to enhance student learning. To ensure the safety of these people and our students, it is necessary that arrangements for visits be made via the school office.

To maintain student safety and security, all visitors and volunteers MUST sign the visitors register located at the office.

**Useful phone numbers**

Oakey State School Office: 4692 0333  
Oakey S.S. Absent Line: 4692 0366

School Watch: 131788

**PARENTS AND CITIZENS ASSOCIATION**

Oakey State School has an active and supportive P & C Association, which meets monthly (with some changes necessary due to school holidays). Meeting dates and times are publicised in advance in the school’s weekly newsletter. Generally these meetings are held on a Monday of each month between 5:30 – 7:00 pm. Interested parents are most welcome to attend. Meetings also provide an opportunity to contribute directly to all school policies and provide a chance for parents to clarify issues and areas of concern.

**Joining our P and C**

The Oakey State School Parents & Citizen Association aims to improve educational facilities and to work together with the Principal and staff to foster parent/teacher co-operation and local interest in educational matters. The P & C meetings also provide a valuable means of social interaction and information sharing between teaching staff and parents.

Office bearers of the Association are elected at the Annual General Meeting each year in February. Meetings are not long and all parents are encouraged to join and have input into the improvement of their student’s school environment. The minutes from previous P&C meetings from the year are accessible from the school website after they have been ratified at a meeting.

Membership is open to all parents and interested citizens. All members of the P&C Association must be registered yearly. An official register is kept. There is NO COST. Registration fulfils the requirements of our ‘Voluntary Workers Insurance’.

**TUCKSHOP**

The P & C, with the support of volunteers, operates the Tuckshop on special days. This not only provides a service to students, but also raises much-needed funds to assist with school improvements.

Special tuckshop days are held throughout the year. Details regarding tuckshop food available, ordering procedures etc., is will be sent home with your child.
BOOK CLUB
The school participates in a commercial Book Club. A Newsletter/Order form is issued to pupils on a regular basis and orders can be placed before the closing date. These books are usually of good quality and are reasonably priced. The books can be ordered through the school but parents are under no obligation to do so (payments can be made by cash, credit card or cheque / money order made out to “Scholastic Australia”). The school receives a commission in way of free books, which are placed in the school library.

BOOKLIST
A Booklist will be provided outlining the requirements your child needs to enable them to complete the learning tasks.

Please cover and name all books and replace consumable items as required throughout the year.

SPARE CLOTHES
While your child is settling into a new routine, accidents at school sometimes happen. Please ensure that you pack a spare set of clothing, including underwear in his/her bag.

Please ensure you clearly label all your child's clothing including hat, we also ask that their lunch box and water bottle is clearly marked with their name.

HOW YOU CAN HELP US
The First Day/Week
It is our wish that the first day of Prep will be a happy occasion for your child. We will be working hard to make sure that everything goes as smoothly as possible. We have lots of smiles and lots of time. Our routine will be simple and consistent until the children feel confident and relaxed. Here are just a few hints to help make the first few days go smoothly.

- Have your child’s things, including their clothes laid out the night before, so that you are not rushing around trying to find things at the last minute.
- Have lunch packed - it can easily be forgotten.
- Be positive. Talk about the new things in a happy way. If you are nervous and apprehensive, your child will quickly catch it.
- If you feel like crying this is a perfectly natural response, however, try to avoid letting your child see you as they may think, “Gee, if Mum thinks it's that bad, it must be terrible.”
- DON’T SNEAK AWAY. Always tell your child that you are leaving and that you will be back after some definitive event e.g. after quiet time.
- If your child is uneasy, stay a little while until the other parents have left. Don’t prolong leaving or keep coming back to give them hugs. A short stay is best so that your child can start to join in and make friends. Most children settle in quickly and those who may be crying usually stop once you have left.
- If your child is upset when you leave, please remember that we will always call you if your child becomes too distressed to stay.
- Be on time to collect your child. They will be excited to see you and will be looking for you and may get upset if you are even a little bit late.
- If you have arranged for any person other than yourself to collect your child, please notify the office or teacher in writing or with a phone call.
Child's Thoughts on STARTING PREP

1. Please plan the beginning of the day so that I don’t have to be rushed to Prep, as I may become confused, or worried, or irritable.

2. Don’t push me inside the door and run. It makes me feel unhappy, as if you want to get rid of me. Come and look with me at all the interesting things I can do.

3. Please don’t slip away without saying good-bye or I will be afraid that you may leave me for good. When you leave, tell me when you will be back and try hard to be on time or I will worry.

4. Sometimes I spend a long time making something and I am proud of it. If you laugh or call it rubbish, half of it seems wasted, but if you show you value it too, it makes me feel happy and successful and ready to tackle more difficult things.

5. Visit the Prep classroom, and when you come I will feel proud to say to my friends, “That’s my Mum and Dad.”

6. Please don’t talk about me when I’m in earshot. I don’t miss much and I worry about what I hear. The teacher will always be happy to find somewhere out of earshot to talk with you.

7. When you come for me, please don’t ask the teacher if I have been good. I try to be, but sometimes things go wrong and I don’t want to be reminded of my mistakes.

8. What makes me feel good is if you show that you are really pleased to see me and are ready to look if I have something to show you, although I may not have something to show you everyday.

BUT MOST OF ALL…… JUST LOVE ME!

Handwriting - Queensland Beginners Alphabet

We have included a copy of the Queensland Beginners writing that students learn at school. We encourage you to use this when writing your child’s name so that they will learn the correct formation of the letters from the beginning. It is also very important that you do not write in all capital letters, as we do not teach capitals to students until later in school and this is the incorrect way for your child to write their name. Once a child has learnt to write in a certain way it can be very hard to change or correct later.
Beginner’s Alphabet

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

When writing your child’s name, please only use a capital letter for the first letter. Please encourage your child to do the same.

E.g Mary not MARY

Check that your child is holding the pencil correctly.
Teaching Correct Pencil Grip

Many of us find pencil grip difficult to teach. We twist their little fingers but they go back to their old positions once we move away. Try a story so they’ll remember for themselves:

Story:
The driver has to be comfortable so he has the main seat and waves to the other cars.
The thumb is the Driver’s helper. He helps guide the car and does friendly things like warning when a child is running.
The back-seat driver is naughty - he keeps wanting to drive the car, BUT you must put him back in the back seat.
If you hold your pencil too close to the tip you’re in the engine. If it’s too far back you’re in the boot. The driver sits in the front seat.
APPENDIX ONE

MINIMUM EXCLUSION PERIODS FOR INFECTIOUS DISEASES
FROM SCHOOLS, PRE-SCHOOLS AND CHILD CARE CENTRES

*(based on National Health & Medical Research Guidelines)*

Note: The NHMRC recommends that children who are physically unwell should stay home from school and child care centres.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba)</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox (including shingles, which is caused by the same virus.)</td>
<td>Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for his or her own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Excluded until discharge from eye(s) has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand Foot and Mouth</td>
<td>Exclude until blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus Influenza – Type B (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Head lice</td>
<td>Treat immediately</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (Cold Sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection, which requires exclusion in its own right.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving rifampicin.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema in-</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re admit</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis</td>
<td>Re-admit the day after appropriate treatment has</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection</td>
<td>Exclude until the child has received antibiotic treat-</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropri-</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid fever (including</td>
<td>Exclude until approval to return has been given by</td>
<td>Not excluded unless considered necessary by public health authorities.</td>
</tr>
<tr>
<td>W.H.</td>
<td>Whooping Cough</td>
<td>Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Note:** For full details, please refer to the NHMRC’s publication “Staying Healthy in Child Care” available from the Australian Government Publishing Service or phone 132 447.

Cases of Amoebiasis, Leprosy, Poliomyelitis, or Tuberculosis should be discussed with your nearest Public Health Unit.

For further advice and information on these conditions, please contact your nearest Public Health Unit (Toowoomba – 4631 9888).

**INFECTION CONTROL IN STATE SCHOOLS**

**PARENTAL RESPONSIBILITY**

To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your cooperation is sought in this regard.

If head lice is detected in your child’s classroom an Alert Notice will be sent home with each child to be completed and returned. It is advisable to check your child’s hair each day before school for any signs of lice or eggs.

Your are encouraged to consider having your child vaccinated according to Queensland Health guidelines. Information can be obtained from Community Health or your own Doctor.
Once upon a time – why reading is important

Reading aloud and sharing stories with your child is a good way to spend time together and help your child’s development.

Reading with your child from when they are young gives them positive messages about learning to read.

Why read with your child?

Stories help children develop
Sharing stories, talking and singing every day helps your child’s development by letting them become familiar with sounds, words, language and the value of books. This activity builds your child’s early literacy skills, helping them to go on to read successfully later in life.

Stories develop a child’s imagination
Reading stories sparks your child’s imagination and stimulates curiosity. Interesting illustrations and word patterns, such as rhymes, can get your child talking about what they are seeing and thinking; and help them understand the patterns of language. Exploring stories also helps them learn the difference between ‘real’ and ‘make-believe’.

Stories help children cope with feelings
Reading or telling stories can be a safe way to explore strong emotions, which can help your child understand new or frightening events. For example, books about going to the dentist or hospital or starting at child care will help your child learn about the world around them.

Storytelling and songs
Telling stories and singing songs also helps your child develop early literacy skills and have a lot of fun with words.

Consider making up your own stories or sharing family stories. Your child will learn words and develop language skills from shared songs, stories and conversations.

Tips for reading and storytelling

• Read to your children every day, even for a few minutes. Bedtime is a good time.
• Take your children to the library for story-telling sessions and to choose books to borrow.
• Find picture books that don’t have words and make up the story together.
• Be guided by your child about books they like, and read their favourite parts over and over again. Stop when they want to stop, skip the bits they want to skip. Avoid reading stories they don’t like.
• Try out a range of different books and stories.
• After a scary bit in a story, stop and let your children talk about it.
• Pay attention to detail in the book, for example, point out the time on the clock in a picture.
• If you have more than one child, read or tell stories that they all like, for example stories about your childhood. Make time to read to each child individually.
• Talk to your children about the things you read, such as the newspaper, so they can see that reading is important to you.
• When your child reads out words on signs or food packets tell them you are proud of their reading.

Other benefits

Reading stories with children benefits adults too. This time together promotes bonding and helps to build your relationship, laying the groundwork for your child’s later social, communication and interpersonal skills.

By looking at books with your child, you can be a great storyteller and a good role model for using language and books.

Your child will learn by watching you hold a book the right way and seeing how you move through the book by gently turning the pages.
When to read

- Make books part of the daily routine.
- Know when to stop by paying attention to your child’s reaction to the story. You can try another book, song or story at another time.
- You do not need to wait to have a book to enjoy reading with your child, for example, you can look at:
  - packages at home or in the supermarket, especially food packaging
  - clothing – What does it say on the t-shirt? What colour is it?
  - letters and notes – What do they say? Who sent them?
  - signs or posters in shops, or on buses and trains – point out signs that have the same letters as your child’s name
  - menus – these can be fun for older children to look at and work out what they want to eat.

Sharing books with babies and young children

- Turn off the TV or radio, and find a quiet place to read so your child can hear your voice.
- Hold your child close or on your knee while you read, so they can see your face and the book.
- Try funny noises and sounds.
- Involve your child by encouraging talk about the pictures, and by repeating familiar words and phrases.
- Let your toddler choose books when they are old enough to start asking.
- Be prepared to read favourite books over and over again.

What to read

Young children often enjoy books and stories that have good rhyme, rhythm and repetition. You can also vary the things you read.

- Children like stories with happy endings and often enjoy the ending they have been looking forward to rather than surprise endings.
- Stories that explore the unhappy and angry feelings as well as good feelings are important. For example, try a book about a child moving house and feeling a bit worried as well as excited about it.
- Children enjoy a bit of trickery, humour, jumbled words and people getting into trouble – as long as they can see through it.
- Children relate best to stories about things they know, such as characters their own age.
- Magazines, instruction manuals and TV guides can all be interesting and engaging for young children.

More information

The Queensland Government provides families with up-to-date information about approved early childhood education and care services in their local area, and has parent tip sheets on a range of topics.

To access the latest information or to find an early childhood education and care service call 13 QGOV* (13 74 68) or visit www.earlychildhood.qld.gov.au.

For service ratings visit the MyChild website at www.mychild.gov.au or the Australian Children’s Education and Care Quality Authority (ACECQA) website at www.acecqa.gov.au.

Other languages

If you need an interpreter, phone 13 QGOV (13 74 68).

Assistance making a Call

If you are deaf or have a hearing or speech impairment:

- Try users phone 133 677*, then ask for 1374 68*.
- Speak-and-listen users should phone 1300 555 727*, then ask for 13 74 68*.
- Internet relay users should connect to the National Relay Service at www.prelay.com.au/call/index.aspx then ask for 13 74 68*.

Acknowledgement

The information in this publication was sourced from the Raising Children Network at www.raisingchildren.net.au.

Disclaimer

This publication is offered as a guide and should not be considered an exhaustive statement on the subject.

*Calls from mobile phones are charged at applicable rates.
The Value of Play

Play Today?

You say you love your children,
And are concerned they learn today?
So am I- that’s why I’m providing
A variety of kinds of play.

You’re asking me the value
Your children are solving problems.
They will use that skill everyday.

You’re asking what’s the value
Of having your children play?
Your children creating a tower;
She may be a builder someday.

You’re saying you don’t want your son
To play in that “sissy” way?
He’s learning to cuddle a doll;
He may be a father someday?

You’re questioning the interest centres;
They just look like useless play?
Your children are making choices;
They’ll be on their own someday.

You’re worried your children aren’t learning;
And later they’ll pay?
They’re learning a pattern for learning;
For they’ll be learners always.

Leila Fagg