



St Leonard's College

An education for life.

Prep Handbook 2019





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Introduction

Welcome to the St Leonard's College community. We aim to make your child's start to school a positive and happy experience. We have provided the following information in the hope that this will assist your child in adapting to the new and exciting environment of a school routine.

The staff of St Leonard's College give particular care and support to children starting school. We recognise that each child is an individual with unique strengths, needs and attitudes. We also recognise that you are your child's first teacher. What your child learns at school will build on the skills and knowledge you have already helped your child to develop.

Starting school is a part of a child's progression from dependence to independence. Communication between teacher and parent builds a strong foundation for your child's learning.

The Prep Program

This will:

- encourage the active involvement of parents
- allow children to be risk takers who experience success and grow from their mistakes as they seek to find answers
- pose problems that can be solved in different ways
- provide opportunities for children to become independent problem solvers
- foster concepts of self discipline and respect

- emphasise social interaction, positive conflict resolution, resilience and self-esteem
- provide learning situations for children to work cooperatively
- encompass the curriculum areas of English, Mathematics, Science, Humanities, Chinese, Technology, Arts, and Health and Physical Education
- be underpinned by the International Baccalaureate Primary Years Curriculum Framework
- foster inquiry

We provide a varied program resulting in a rich educational experience for all students.

This highly professional team aims to integrate key curriculum areas and provide a logical sequence of learning opportunities. Information evenings in 2019 will outline the prep curriculum.

We look forward to welcoming you and your family to our community and hope that your association with the College is both stimulating and rewarding.

Term dates 2019

Term 1

Thursday 24 January – Friday 5 April (11 weeks)

Australia Day - Monday 28 January

Prep rest days - Wednesday 31 January, 7 and 14 February (see page 8)

Labour Day Holiday - Monday 11 March

Term 2

Tuesday 23 April – Friday 28 June (10 weeks)

ANZAC Day - Thursday 25 April

Queen's Birthday Holiday - Monday 10 June

Term 3

Tuesday 16 July – Friday 13 September (9 weeks)

Curriculum Day - Friday 9 August

Term 4

Monday 7 October – Tuesday 10 December (9 weeks)

Mid Term Holiday - Monday 4 November

Melbourne Cup Day - Tuesday 5 November

Office hours over the school holidays

The College will be closed from 4.30pm on Friday 21 December 2018 and will reopen on Wednesday 2 January 2019.

The Junior School office will be closed from midday, Wednesday 12 December 2018 and will reopen on Monday 21 January 2019. Please feel free to contact the Junior School office on 9909 9551 if you have any questions prior to the commencement of school.

Normal office hours during term time are 8.15am to 4.00pm.



Transition sessions

Tuesday 13 November 2018 1.30pm – 2.45pm

This session will help children and families become familiar with:

- prep classrooms
- playground area
- teachers
- peers

Activities will be provided for the children in the prep classrooms between 1.30pm and 2.45pm while Pat Kenny Felicity Hutton Head of Junior School and other key staff, speaks to the parents in the Marjorie Menzies Hall.

Tuesday 20 and 27 November 2018 1.30pm – 2.45pm

On these days the children will have further opportunities to meet with peers, classroom teachers and some of the specialist teaching staff. Only children will stay for these sessions.

Friday 30 November 2018 9.00am – 10.45pm

Children will spend this time with their prep teacher and peers.



2019 commencement

The first day

Thursday 24 January, 8.30am - 3.20pm

Children will need a fruit or vegetable snack for 'brain break', a snack for morning tea, and a packed lunch. Please separate these meals clearly and discuss them with your child, so your child knows what to eat at each break.

Parents should take children to the classroom shortly before 8.20am.

Letting go can be hard, but don't let your nervousness dampen your child's enthusiasm.

The teacher will greet you and your child and:

1. provide a name tag for your child
2. show your child where to hang blazers and place bags
3. help your child settle at an activity he/she enjoys

Parents should leave when their child is settled.

Reassure your child that you will be returning soon and that school will be a happy place. If there are tears, be advised by the teacher. Very rarely do tears continue for more than a few minutes. Children soon feel safe and comfortable in their new surroundings.

If you have a positive attitude and look forward to the first day of school, your child will probably do the

same. Do all you can to help make your child happy and confident about entering the school environment.

On your child's first day of school, we will be serving morning tea in the Marjorie Menzies Hall. This is a good opportunity to meet other prep parents.

Please dress children in their summer uniform for the first day of school. Sport will commence in week 2 and a timetable will be sent home on the first day.

School Times

Arrive: 8.20am

Classes start: 8.30am

Recess: 10.45am - 11.15am

Lunch: 1.20pm - 2.10pm (supervised eating from 1.20pm - 1.35pm)

Finish: 3.20pm

After school at 3.20pm, children will be in their class groups, ready to be collected. The teachers will walk the class to the undercroft area outside the main steps/entrance to the Junior School Reception. Please ensure you signal to your child's teacher to allow them to make note of each child. This ensures all children are collected and safe.

Please do not stand outside the classroom as this impedes the dismissal of the children. Children not collected by 3.30pm will be placed into After School Care.

The first four weeks

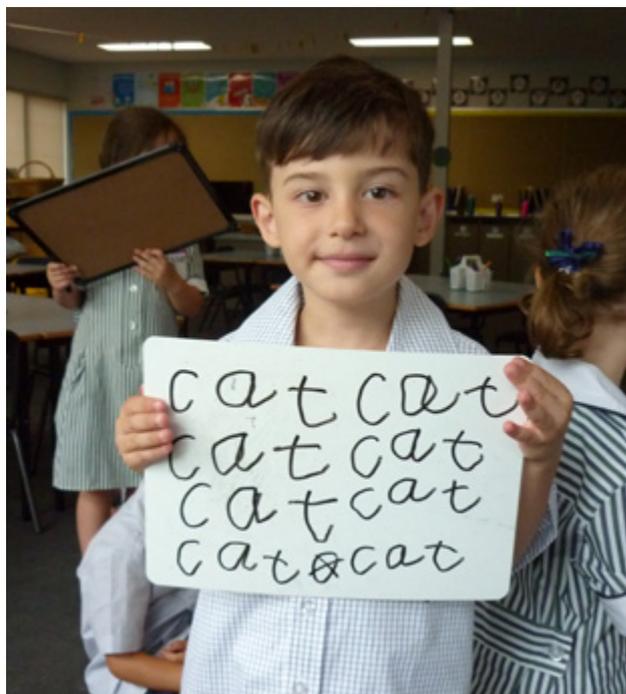
A date to remember: Friday 1 February 5.00pm,
Prep Picnic

The prep picnic is held at Black Rock Beach Park on Beach Road. This enables parents and children to socialise in an informal setting. Parents are responsible for their child's care. Bring along a picnic to enjoy.

A note will be sent home at the start of the school year as a reminder.

Staggered start

Past experience has shown that many children benefit from a staggered start to the busy demands of a full time school schedule. The beginning of the school year can be an overwhelming and exhausting experience for young children. It is with this experience and understanding that prep rest days have been set to assist with the students' transition to school. The first three Wednesdays of school – Wednesday 31 January, Wednesday 7 February and Wednesday 14 February – are designated rest days where children will not attend school. These days will be used by prep teachers as an opportunity to gain further information on the prep children during a one-on-one assessment session. A schedule for booking in an assessment time for your child will be made available at the beginning of the school year.



Classroom requirements

Physical Education

St Leonard's College sports bag, swimming cap, bathers and goggles for swimming program in terms 1 and 4

Library

Library bag

Please ensure all articles are clearly named in a prominent place.

The sports bag and library bag are available from the Uniform Shop. It is best to name these items on the outside for easy recognition.

All stationery and texts will be issued by the class teachers during the year as required.



Health and attendance

Before starting school, it is important for your child to have their vision screened by an optometrist in addition to a health and immunisation check with your family doctor. Regular attendance is important for a child this age who feels secure with routine. However, a child who is ill recovers best at home. If your child contracts an infectious disease, please let us know, as we will inform you of the length of time your child is required to stay at home.

It is the responsibility of parents to ensure the College has up-to-date medical information for students, prior to commencement and ongoing. This information should be provided and updated at any time via STL Link under College Data > My Details. Knowledge of medical complaints and early detection of any problems is extremely important in the learning process.

Immunisations

Protect your child's health by visiting your family doctor or health clinic to get required immunisations and boosters. These include diphtheria, tetanus, poliomyelitis, measles and mumps. A certificate of immunisation is to be provided prior to transition sessions. This can be obtained from your local Council health department.

Medication

If your child needs medication to be taken at school, please note the following:

- Inform the school in writing of the medication, dosage and time it is to be taken
- The medicine needs to be in its original container with the label clearly displaying the child's name and required dosage
- Medicine will then be stored in the Junior School fridge or sick bay and administered from there
- Medicines must not be left in children's bags to be self-administered. This includes paracetamol and asthma medication.
- This procedure is designed to ensure the correct dosage is administered at the right time.

If your child is sick at school, you will be contacted. Please make sure the school has your current home/business addresses and phone numbers and an alternative emergency number in case parents are unable to be contacted.

Children who are sick should be kept at home. Please notify the school by telephone on the absentee line 9909 9599 or via email to absenteesjs@stleonards.vic.edu.au if your child will not be attending school for any reason.

Communication

Show interest by regularly asking about favourite school activities and listening to what your child has to say about what is happening at school. Try not to press for too much information. Remembering and providing 'correct' answers can be difficult for children of this age group.

The children's book bundle/plastic pouch is an important means of daily communication. This pouch is used for carrying their reading books, work and notices home. It is very important that it is checked and returned to school each morning.

If you wish to discuss any matters with the class teacher, please ask for an appointment. Teachers are happy to conduct interviews with parents before and after class times.

Newsletter

Each Friday, you will receive the College newsletter, *STL News*, via email. It will include the latest College news as well as information from teachers and the College pertaining specifically to prep parents.

Year Level Information

Each year level has an information page on STL Link, our parent portal. This will provide information about learning activities within each year level, as well as useful links and home learning tasks.

Publications

Twice a year, our magazine, *Network*, is distributed to members of the College community. The *Annual Report* is available on the College website, and current families receive *The Leonardian*, our College yearbook. All school families receive a copy of our full colour St Leonard's College calendar.



Reporting to parents

The College communicates student progress in a continuous manner via STL Link. The Junior School provides regular feedback on the actual learning and growth of each student and what they can do to move forward. Parents and teachers are able to see where the child sits with their learning at a particular point in time. Importantly the student will understand what they know, can do and where they are heading.

The following opportunities are provided each year.

- Pastoral parent teacher interviews with class teacher
- Parent Teacher interviews with class and specialist teachers
- Student-led conferences
- Open mornings and afternoons

At the end of each semester an Academic Transcript will be made available to parents which provides a compilation of all feedback reported throughout the semester.

There are also opportunities to see teachers during other times. Please make an appointment with your child's class or specialist teacher if you have any concerns.



Organisation and routines

Routines

It's important to develop good routines, including getting ready in the morning and packing the school bag.

Walk into the classroom with your child for the first few days, then gradually let your child become more independent. Ask him/her to carry his/her own bag, put it in the space provided and follow the classroom's routine.

Display the weekly routine showing Art, Physical Education, Chinese, Library, Music, after school activities and other special events on the fridge or bedroom door. The class time-table will be sent home in the first week of school.

Punctuality

Punctuality is important from the onset of school to set good standards for the future. Often if late, a child will feel embarrassed and have cause for unnecessary discomfort. It also disrupts the class and children already seated. Classrooms will be open from 8.20am. Please ensure your child arrives in time to get organised for the day before the bell rings.

Birthdays

Parents sometimes like to send a cake to school to help celebrate their child's birthday. Small cakes or biscuits or icy-poles (in summer) are preferable, as they are much easier for both teacher and children to handle. We make a conscious effort to reduce the amount of sugar being offered to children, so healthy treats are our preferred option.

We do not hand out birthday invitations or become involved in after school parties as this can cause anxiety with other students who are not invited. The most enjoyable parties for children and parents are those where a small number of guests are invited and which are held at home or in a local park for an hour or so.

Class Lists

Lists with parents' and children's names, addresses and phone numbers will be distributed to each family in the first few weeks (with the consent of parents). These are helpful when organising children's parties and visits with your child's friends.

Clothing

All items of clothing including shoes and school possessions (school bag, art smock, etc.) must be clearly labeled. Please show your child where their uniform is named.

Hot Days

As we are concerned with all aspects of safety for your child, the children will be required to wear a school hat every day in terms 1 and 4, regardless of cloud cover. Please apply sunscreen on your child prior to coming to school. Sunscreen can be sent in your child's bag to be applied before lunch on hot days, however, students are responsible for applying it at school. The policy of 'No Hat No Play' applies during term 1 and term 4. The children are also encouraged to drink plenty of water throughout the day.

Food

Children will need a fruit or vegetable snack for 'brain break', a snack for morning tea, and a packed lunch. Allow your child to eat a school packed lunch during the holidays in order to practise opening their lunchbox, unwrapping food and closing drink bottles securely. Parents are encouraged to cut up fruit ready to eat. Striving for sustainability, St Leonard's College encourages 'nude food' or rubbish-free snacks and lunches.

Children tend to eat small amounts in one sitting. Children are seated and supervised by class teachers whilst eating their lunch from 1.20pm – 1.35pm. Make sure lunch boxes and drink containers are clearly named. Sending anything to school in glass containers should be avoided.

Please do not include any food with nuts as there are children with serious nut allergies.

Canteen facilities will be available to all children. A list of food available and the prices will be sent home with your child. Lunch orders can be made online via www.flexischools.com.au

Home Learning

At this level, developing the home/school partnership is of prime importance. Reading to and with your child each night is essential for language development. Both children's literature and take home books can be shared each night. There may be special tasks for preps to do at home from time to time, for example letter or word detective activities, high frequency words, interviewing relatives or collecting resources.

We encourage you to set up a regular time to read at home to help establish routines.

Buddies

A buddy system is in place to assist the new preps in settling into the school routine in a caring and supportive way.

The children will be introduced to their buddy in term 1. The Buddy System will operate through the year.

Absentees

If your child is absent, late or leaving for an appointment, you must notify the College.

This can be done either via email absenteesjs@stleonards.vic.edu.au (please copy the child's classroom teacher into the email) or via the Absentee line on 9909 9599.



Out of School Hours Care

St Leonard's College is committed to offering quality Out of School Hours Care (OSHC) for students in the form of before and after school care and holiday programs. Before and after school care programs are available to children in ELC to year 6. Holiday programs are available for prep to year 6 students. Care is available on a permanent, casual or emergency basis.

Before school care prepares children for the day ahead by creating an informal but well supervised environment with a variety of quiet activities. The after school program provides a variety of stimulating, creative and recreational activities within a safe and supportive environment. Children are provided with afternoon tea each day.

It is vital that all parents of students in prep to year 6 fill out an OSHC Enrolment Form (available on STL Link) at the beginning of each year, even if they do not intend to use the service. In the case of an emergency, children can be taken to the OSHC program for supervision, provided they have a current enrolment form. The program cannot accept children without a current enrolment form, even in the case of an emergency.

On curriculum and assessment days a full day program operates for students in prep to year 6. A holiday program operates during term holidays and for part of the end of year break. Information on these programs will be available prior to each holiday period on the College website.

Fees

- Before school care (from 7.45am to 8.30am): \$20.00
- After school care Early session (3.15pm to 4.30pm)
- ELC 3.00pm to 4.30pm): \$20.00
- Late session (3.15pm to 6.00pm/ELC 3.00pm to 6.00pm): \$28.00
- Student free days (7.45am to 6.00pm): \$70.00
- Holiday program full day (7.45am to 6.00pm): \$70.00, additional costs are incurred for excursions
- Should parents collect their child after 6.00pm, an additional charge of \$1.00 per minute is applicable.

All parents of students in prep to year 6 using the OSHC program are entitled to claim child care benefits, which may be in the form of a reduced fee or a 50% tax rebate. Please contact the Family Assistance Office or Director of OSHC for more information.

A comprehensive St Leonard's College Out of School Hours Care Program Family Handbook is available from the OSHC office for families using the program. For more information on the program please contact us at oshc@stleonards.vic.edu.au or on 9909 9408 or 0409 906 991.

Parental participation

There will be numerous opportunities for you to meet with your class representative and attend social functions so that you can get to know the parents of the children in your class. Parental help is also requested for other special occasions such as sports days, swimming, cooking, and excursions. Parental involvement is appreciated by the staff and allows a valuable opportunity for parents to work with their child and others in an educational setting.

All parents will be required to supply a Working With Children Check (WWCC) and complete a volunteer registration form online at:

<http://bit.ly/STLVolunteering>

A class picnic for prep children and parents will be held at Black Rock Beach Park on Friday 1 February at 5.00pm. Further information will be forwarded closer to the date.

Seminars and workshop sessions are also organised for parents to find out more about the learning process in the early years of schooling:

Prep parents' meeting Tuesday 29 January, 7.00pm – 8.30pm

The teachers will discuss the day-to-day routine and expectations of children, and provide an overview of the year's program.

'How to help at home' workshop Wednesday 27 February, 7.00pm

This evening is designed to inform parents on how they can best foster their child's learning at home.

Parents and teachers as partners

The better the bridge between home and school, the better the education: that's the message of recent research. We look forward to our partnership with you and hope that you will really become involved in the life of the school. We will do our best to communicate with you about what we are doing in our school and why. We will try to answer your questions as honestly and completely as we can.

Please remember, you were your child's first teacher, and even though he or she is now entering formal education you still retain that important position.



Helping your child

The following activities will promote learning and help your children to be more independent at school.

Independence

- write their name
- count orally up to 10
- be able to care for personal property - e.g. put own bag in locker, hang blazer on a hook, use a zip
- sharing and taking turns
- know that it is important to care for school property
- be able to eat a school lunch and snack including the dexterity to open and close containers, packaging and remove any disposable rubbish
- be able to use a handkerchief and/or tissues
- be able to flush the toilet and fasten clothing. If possible, boys should have some experience using a urinal
- be able to follow simple directions
- be responsible for packing up after themselves
- respect others and their belongings, sharing and taking turns at speaking and joining in activities

Social

- have other children to your house and allow your child to visit other children's homes
- encourage your child to make decisions and choices about behaviour, dress, etc

- teach social conventions: being polite, asking to be excused, not interrupting, eye contact and greetings
- allow your child to entertain him/herself – don't always provide materials

Gross Motor

- playing on large equipment in parks
- throwing and catching balls/soft toys or bean bags
- skipping with a rope
- dribbling balls using feet or hand
- moving to music

Fine Motor

- cutting and pasting
- construction from old boxes, using tape and paste
- play dough and plasticine
- sewing cards with punched holes
- jigsaw puzzles
- drawing and writing
- helping with cooking - cutting, rolling, shaping
- bead threading
- lego
- dressing him/herself, e.g. doing up buttons, zips
- being able to put on shoes and socks and if possible tie shoe laces
- helping to hang out washing
- water play and sand play - filling and emptying containers

Auditory

- clapping to songs
- listening for different sounds when outside
- discussing sounds – high/low, loud/soft, pleasant/unpleasant
- give instructions clearly and expect your child to follow through
- leave out words when telling stories or reading from a well-known book allowing your child to fill them in
- play 'eye spy', or 'I hear with my little ear' and focus on the sound, not the letter
- repeat sounds, words, rhymes
- retell stories in own words
- listen to and sing nursery rhymes

Language

- discuss body parts, clothes, street name and number, birthdays, age, days of the week, months of the year
- give instructions orally, but don't give too much at once. Children of this age generally can handle one or two at a time
- talk about concepts such as top, bottom, over, under, beside

Visual

- jigsaws
- drawing
- sorting into size, shape and colour
- recognising name
- looking for letters
- tracing
- copying patterns
- copying/writing numbers and letters

- give careful instructions for finding things, e.g. get the big spoon from the table
- reading environmental print e.g. road signs, safety signs, number plates

Numeracy

- promote an awareness of mathematics in the environment
- recognising numbers eg number plates, telephone numbers, street numbers
- concepts such as long/short
- counting objects
- include your child in day to day activities which involve maths concepts, for example cooking, shopping
- grouping and sorting
- following maps









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