



**St Leonard's College**  
An education for life.

# Prep

## 2024 Handbook





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# Introduction

**Welcome to the St Leonard's College community, where we are dedicated to making your child's introduction to formal schooling a positive and joyful experience.**

The transition to school is a significant milestone in your child's life, and we are here to support you every step of the way. Our team of passionate educators is committed to creating an environment where your child can not only learn and grow academically but also feel comfortable to be themselves and discover their passions.

In this handbook, we have provided valuable information to assist you and your child in adapting to the new and exciting routine of school life. We believe that a strong partnership between home and school is essential for your child's success and this handbook serves as a guide to help you navigate this journey together. You will find insights into our program as well as practical information about school routines and requirements. Our goal is to ensure that both you and your child feel well prepared and confident as you embark on this educational adventure with us.

At St Leonard's College, we take special care in supporting children as they begin their school journey. We understand that each child is unique, with their strengths and needs. We also recognise that you, as parents, are their first teachers, and what they learn at school builds upon the foundation you have already laid.

Starting school is an important step toward independence, and effective communication between teachers and parents forms the foundation of your child's learning experience. We value your insights and work together to nurture not just academic growth but also character development and a lifelong love for learning. Together, we empower your child to reach their full potential, knowing that our partnership is key to their success.

# 2024 Key Dates

## Term 1

**Tuesday 30 January – Thursday 28 March 2024**  
(9 weeks)

Australia Day Public Holiday – Friday 26 January  
Designated Prep Rest Days

- Wednesday 31 January
- Wednesday 7 February
- Wednesday 14 February
- Wednesday 21 February
- Wednesday 28 February
- Wednesday 6 March

Labour Day - Monday 11 March

During Term Break

Good Friday - Friday 29 March

Easter Monday - Monday 1 April

## Term 2

**Monday 15 April – Friday 28 June 2024**  
(11 weeks)

Anzac Day - Thursday 25 April  
King's Birthday - Monday 10 June

## Term 3

**Tuesday 16 July – Friday 13 September 2024**  
(9 weeks)

Curriculum Day – Monday 19 August

## Term 4

**Monday 7 October – Friday 6 December 2024**  
(9 weeks)

Mid Term Holiday – Monday 4 November

Melbourne Cup Day – Tuesday 5 November

## School Attendance Times Prep to Year 4

Classrooms open: 8.20am

Classes commence: 8.30am

Recess: 10.45am - 11.15am

Lunch eating: 1.20pm - 1.35pm

Lunch: 1.35pm - 2.10pm

Dismissal:

Prep to Year 2 - 3.15pm

Years 3 and 4 - 3.20pm

Out of School Hours Care (OSHC) run by TeamKids

Before School Care – 7.00am - 8.20am (ELC3 to Year 6)

After School Care – 3.15pm - 6.00pm (Prep to Year 6)



# 2024 Commencement

## The First Day

**Tuesday 30 January, 8.30am - 3.15pm**

The 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.

Classroom doors open at 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 their blazer and place their bags.
3. Help your child settle at an activity they enjoy.

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, please seek guidance from 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 be more inclined to do the same. We encourage you to 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 wonderful opportunity to connect with other Prep parents.

Please dress children in their summer uniform for the first day of school. On days where children have Physical Education, sport uniform can be worn for the entire day.

## School Times

<b>Arrive:</b>	8.20am
<b>Classes Start:</b>	8.30am
<b>Recess:</b>	10.45am – 11.15am
<b>Lunch:</b>	1.20pm – 2.10pm (supervised eating from 1.20pm – 1.35pm)
<b>Finish:</b>	3.15pm

After school at 3.15pm, children will be in their class groups, ready to be collected. The teachers will walk the class to designated collection areas. Please ensure you signal to your child's teacher to allow them to take 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 taken to After School Care.

## Staggered Start

Based on experience and understanding of young children's needs, we have observed that many students benefit from a gradual transition to the demands of a full-time school schedule. The start of the school year can be both overwhelming and exhausting for our young learners. To support a smoother transition, we have established Prep rest days.

These rest days are designed to help students adjust to the school environment, easing into the routines and expectations of a full-time schedule.

The following dates are designated rest days where children do not attend school:

- Wednesday 31 January
- Wednesday 7 February
- Wednesday 14 February
- Wednesday 21 February
- Wednesday 28 February
- Wednesday 6 March

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.



# The Program

## The Prep Program

The Prep Program is designed to create a nurturing and enriching educational experience for your child.

The Prep Program emphasises:

- **Social and Emotional Development:** We focus on social interaction, positive conflict resolution, resilience, and self-esteem. These skills are essential for your child's holistic growth.
- **Collaborative Learning:** Children have opportunities to work cooperatively, encouraging teamwork and a sense of community.
- **Exploration and Risk-Taking:** We encourage children to be risk-takers who learn from their experiences, both successes and mistakes, as they explore and seek answers.
- **Self-Regulation and Respect:** Our program fosters the development of self-regulation and respect for oneself and others, fundamental values for personal and social growth.
- **Independence:** We provide opportunities for children to become independent problem solvers, nurturing their confidence and self-reliance.

Our curriculum encompasses a wide range of subjects, including English, Mathematics, Science, Humanities, Chinese, Technology, Arts, and Health and Physical Education. The curriculum is designed to foster inquiry and is underpinned by the International Baccalaureate Primary Years Curriculum framework.

Our dedicated team of professionals is committed to integrating key curriculum areas and providing a logical sequence of learning opportunities. We will provide more detailed information about the Prep curriculum during an information evening in 2024.

We eagerly anticipate welcoming you and your family to our community. We hope that your association with St Leonard's College is not only stimulating but also deeply rewarding, setting the stage for a fulfilling educational journey for your child.

# Communication

To foster your child's engagement and communication about their school experiences, we encourage you to express interest by regularly inquiring about their favourite school activities. Listen attentively to what your child has to share about their day, but keep in mind not to press for too much information. It is important to remember that providing "correct" answers can be challenging for children in this age group.

If there are any matters you would like to discuss with your child's class teacher, we encourage you to request an appointment. Your active involvement in your child's education is greatly valued, and we are here to support and collaborate with you at every stage of the journey.

## 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

The College magazine, *Network*, is distributed three times a year to all members of the College community. This publication contains feature articles about the latest innovations at the College and our students' achievements. The Annual Report is available on the College website. All College families enrolled in 2024 will receive access to the daily St Leonard's College Digital Calendar on STL Link which includes specific events relevant to your child's activities. Please refer to the Information Handbook for Families for further information about the College Calendar. Families will also receive a digital copy of our annual yearbook *The Leonardian*. A complimentary printed copy of *The Leonardian* can also be ordered.



## Reporting to Parents

The College communicates student progress in a continuous manner via STL Link. Regular feedback is provided on each student's learning and growth, as well as actionable steps to move forwards. This allows parents to gain insight into their child's current progress at a particular point in time. Students also understand what they know, what they can do and the direction in which they are heading. It empowers them to be active participants in their educational journey, fostering a sense of ownership and motivation for their ongoing development.

The following opportunities are provided each year:

- Pastoral parent/teacher interviews with class teacher
- Parent teacher/interviews with class and specialist teachers

At the conclusion of each semester, parents will have access to an Academic Transcript that consolidates all the feedback provided throughout that 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.



# Classroom Routines and Requirements

## Stationery

Students entering Prep to Year 4 will be provided with a stationery pack at the start of term 1 containing all necessary items for the upcoming academic year.

The stationery packs will be supplied by Champion Books direct to the College and teachers will oversee their distribution and set-up in the first week of classes. Families will be invoiced for the cost of these stationery packs in the December fee statement. Any additional applications or resources used in the classroom will be billed to the fee account.

## Technology

St Leonard's College operates on a Bring Your Own Device (BYOD) model of student technology provision.

Students in Prep are required to bring their own iPad to school each day. Installation of all apps listed on the St Leonard's College App list is also required.

More information about device requirements and app lists can be found by [clicking here](#).

## Physical Education

- St Leonard's College sports bag
- Swimming cap
- Bathers
- Goggles for swimming program in terms 1 and 4

## Library

- St Leonard's College Library Bag

The sports bag and library bag are available from the Uniform Shop. Please ensure all articles are clearly named on the outside in a prominent place for easy recognition.



## Routines

Establishing consistent routines is key, including preparing for the morning and organising the school bag.

During the initial days, accompany your child into the classroom, gradually allowing them to become more self-reliant. Encourage them to carry their own bag, place it in the space provided and follow the classroom's daily routine.

Display the weekly schedule, which includes Art, Physical Education, Chinese, Library, Music, Drama, after-school activities and other special events, on the fridge or bedroom door. The class timetable will be provided during the first week of school.

## Punctuality

Being punctual is vital right from the start of school to establish positive habits for the future. Frequent lateness can lead to a child feeling embarrassed and experiencing unnecessary discomfort. It can also disrupt the class and those already seated.

Classrooms will be open from 8.20am. Kindly ensure that your child arrives in a timely manner to allow them ample time to get organised for the day before the bell rings. Your cooperation greatly contributes to a productive and comfortable learning environment for all.

## Birthdays

Celebrating children's birthdays is a cherished and eagerly anticipated tradition. Treats are often sent to school to share with the class on a child's birthday, however we kindly request that icy-poles be considered as the preferred choice, as they are easier for both teachers and children to manage.

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.

## Class Lists

Lists with parents' and children's names 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, iPad) must be clearly labelled. 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 to 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 to practice 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 in the Junior School.

## Canteen

Canteen facilities will be available to all children. Please note lunch orders are delivered to the Junior School. Students in Prep to Year 4 do not visit the canteen. Lunch orders can be made online via [www.flexischools.com.au](http://www.flexischools.com.au).

## Reinforced Learning at Home

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 handwriting practice, sound/word practice and preparation for share time.

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 Prep students 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 throughout the year.

## Absentees

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

Please notify the school by telephone on the absentee line 9909 9599 or via email to [absenteejs@stleonards.vic.edu.au](mailto:absenteejs@stleonards.vic.edu.au) if your child will not be attending school for any reason. Please include your child's classroom teacher.



# Parental Involvement and Support

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 provides 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 [bit.ly/STLVolunteering](https://bit.ly/STLVolunteering).

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

## Events for 2024

### Junior School Prep Parent Information Evening and Cocktail Party

Monday 5 February

### Junior School Picnic (ELC to Year 4)

Monday 4 March – 5.00pm to 6.30pm

### Community Day Fair

Saturday 16 March – 10.00am to 4.00pm

### Junior School House Music

Friday 24 May - 9.00am to 10.00am

### McMillan House End of Year Concert

Monday 2 December and Tuesday 3 December



# Supporting Your Child

The following experiences will support your child with their learning and 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 having the dexterity to open and close containers and 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 themselves – 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 themselves, 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 e.g. 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

# Health and Attendance

Before starting school, it is important for your child to have their health and immunisation check with your family doctor. Regular attendance is important for a child this age to assist with developing security and a consistent 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 during the year 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, polio-myelitis, measles and mumps.

## Medication

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

- Complete the appropriate paperwork from the College nurse
- Medication will only be administered once this has been completed and signed
- 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 by authorised staff
- 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.

## Absentees

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 [absenteejs@stleonards.vic.edu.au](mailto:absenteejs@stleonards.vic.edu.au) if your child will not be attending school for any reason. Please include your child's classroom teacher.



# Out of School Hours Care

TeamKids Out of School Hours Care (OSHC) programs are run by committed and caring staff and are available to children in ELC to Year 6. OSHC takes place in a dedicated space in the Junior School.

## Out of School Hours Care

All families must register with TeamKids to access the OSHC program, even if not planning to use the OSHC service. In the case of emergency, students can be taken to the OSHC program for supervision. The OSHC program cannot accept a student without current registration.

To register your child, please go to the website [www.teamkids.com.au](http://www.teamkids.com.au), select the program and follow the enrolment instructions.

For more information regarding operating hours and associated costs please consult the [www.teamkids.com.au](http://www.teamkids.com.au) website.

If you have used TeamKids before, please contact their Customer Service Team and they will link your account. You will then just need to add your desired bookings.

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 care program provides a variety of stimulating, creative and recreational activities within a safe and supportive environment. Children can also take the opportunity to spend some of their after school care time meeting homework commitments. Afternoon tea is provided each day.

On curriculum and assessment days a full day program operates for students in Prep to Year 6, and a holiday program operates daily during term holidays and for part of the December/January break.

## Holiday Program

Team Kids provides all programs over the holidays and on pupil free days. Bookings, fees and payment details can be found at Team Kids via [www.teamkids.com.au](http://www.teamkids.com.au).

The Program accepts both internal (students of St Leonard's College) and external children.

TeamKids' local Customer Service team is always there to help. Please contact their Customer Service team via email [info@teamkids.com.au](mailto:info@teamkids.com.au) or phone 1300 035 000, press #1 if you have any questions.

# Uniform

## St Leonard's College Uniform Shop

The St Leonard's College Uniform Shop is located at a new convenient location in Bentleigh.

### Uniform Shop Contact Details

Dobsons Bentleigh

348 Centre Rd, Bentleigh VIC 3204

Phone: (03) 9557 5774

Email: [bentleigh@dobsons.com.au](mailto:bentleigh@dobsons.com.au)

The Uniform Shop sells uniforms as well as College bags and merchandise. Location details and opening hours can be found on *STL Link*. Holiday opening hours are advertised on *STL Link* and in *STL News*.

Our uniform provider is Dobsons, please visit their website for further details and to order uniform items online - [dobsons.com.au/schools](https://dobsons.com.au/schools) (School name: St Leonard's College, password: STL5315).

A secondhand uniform sale is run by a parent group and is held twice a year. Details are distributed to parents via email.

For more information about expectations of students and uniform guidelines, please [click here](#) to view our Information Handbook for Families 2024.



# Key Contacts

## Junior School Administrator

Leonie McKernan

9909 9551

[leonie.mckernan@stleonards.vic.edu.au](mailto:leonie.mckernan@stleonards.vic.edu.au)

## Head of Junior School

Felicity Hutton

[felicity.hutton@stleonards.vic.edu.au](mailto:felicity.hutton@stleonards.vic.edu.au)

## Deputy Head of Junior School

Nicole McGrath

[nicole.mcgrath@stleonards.vic.edu.au](mailto:nicole.mcgrath@stleonards.vic.edu.au)

## IB PYP Coordinator

Alex Treloar

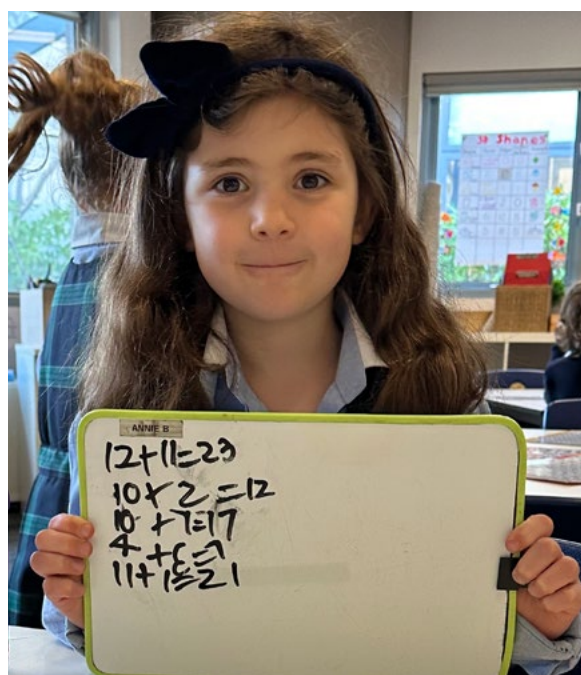
[alex.treloar@stleonards.vic.edu.au](mailto:alex.treloar@stleonards.vic.edu.au)

## Office Hours Over the School Holidays

The College will be closed from 4.00pm on Thursday 21 December 2023 until 8.00am on Tuesday 2 January 2024.

The Junior School Office will be closed from 4.00pm, Friday 15 December 2023 and will reopen on Wednesday 24 January 2024. 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 8.00am to 4.00pm.





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