Welcome to our Prep Classroom

Welcome to Norfolk Village State School Prep. We are looking forward to working with you and your child to provide a wonderful year of learning and development. Please consider volunteering some time in your child’s class so you can participate in an exciting journey of discovery.

Here are some tips to help the first day go smoothly:

- Be on time
- Let your child carry their bag and put it on the port racks
- Introduce yourself and child to the teacher and teacher’s aide
- Pre-warn your child that you must go when the teacher says
- Tell them you will be back to pick them up in the afternoon

Operating Times

The Prep rooms will open at 8:45 am. At this time you are encouraged to spend time with your child reading a book or solving a puzzle until the program begins. Class commences at 8:50 and concludes at 2:50 pm.

If you arrive before this time please wait outside the Prep Precinct Area or in one of the covered areas away from the class doors to avoid children being distracted from their learning when they see their parent or carer arrive.

After 2:50pm staff will be involved in meetings and class preparation and will therefore not be able to supervise children. Children remaining after 2:50pm will be taken to the office for collection.

Children must be accompanied to and from the room by a responsible adult.

If you arrange for someone else to collect your child please inform the Prep Teacher or Teacher Aide. Please inform daycare staff of these safety arrangements.

Communication

To facilitate the smooth running of the Prep year, we look forward to open communication between staff and parents. Please discuss any concerns, however small they may seem. If you wish to discuss your child at length please contact the teacher to book an appointment.

Classroom communication is usually by way of

- Notices placed in each child’s folder or tray
- Regular school newsletters
- Newsletters from the teacher
- Notice boards outside classrooms
- Norfolk Village S.S. Facebook group
- Norfolk Village S.S. text messages
- Emails from the class teacher
The Prep Program

The Prep program is designed to cater for each child’s interests and needs as well as fostering the development of abilities, attitudes and skills that will assist the child’s educational development.

In Prep, children are assisted to:

- Communicate confidently
- Form basic concepts that help them understand their world
- Develop self-confidence
- Make new friends
- Share and co-operate with others
- Develop physical skills
- Develop a positive attitude to learning
- Participate in literacy and numeracy activities
- Be responsible for themselves and their belongings
- Be responsible for their behaviour and make sensible choices

These areas are developed through play experiences, discussions, stories, drama, role play, music and dance, and access to educational resources.

The Australian Curriculum in Prep

Prep students will participate in the following key learning areas from the Australian Curriculum:

- **English**
- **Mathematics**
- **Science**
- **HASS**
- **Health & PE**
- **Arts**
- **Technologies**

These learning areas will be explored through:

- **Play**
  - Dramatic Play
  - Games with Rules
  - Free Choice
  - Outdoor Play

- **Routines and Transitions**
  - Transition Games
  - Tidy Away Procedures

- **Real Life Situations**
  - Cooking
  - Café
  - Special visitors
  - Gardening

- **Focused Learning and Teaching**
  - Whole Group
  - Small Group
  - One to One

- **Investigations**
  - Science
  - Program
  - Internet
  - Searches
  - Term Units
Assessment involves the purposeful, systematic and ongoing monitoring of children’s learning. The information gathered is used to:

- Plan for future learning
- Make judgments about a child’s learning and development
- Inform conversations with the child, parents, carers, specialist teachers, year one teachers and other colleagues

Assessment is an integral part of the learning-teaching process and is not a separate activity.

**Lunch Times**

9.50 am (approx.) Brain Food snack - Fruit/Veg/Water only  
10:45 am Morning Tea  
1:20 pm Lunch

Tuckshop can be ordered any time before school through the Tuckeroo or on-line Mon –Fri.  
www.flexischools.com.au  
Preps do not go to the tuckshop to purchase. All items are ordered and delivered to rooms.

**Toilet Access**

Toilet facilities are located near all prep classrooms and it is expected that children will be independent in their use of the toilets.

**Uniform**

Prep children are expected to wear the school uniform. This includes wearing a uniform hat during outside play times. Shoulder length hair must be tied back with hair ties in school colours. Shoes should be predominantly black or white with Velcro or elastic. School uniforms should be named.

Please refer to NVSS Uniform Policy - picture page found in Enrolment Package.

School Uniforms are available from our uniform shop Tuesdays and Thursdays 8:15 – 10:00.

**Specialist Lessons**

Prep children receive weekly lessons from specialists in music and physical education. All children will be able to borrow from the school library on a weekly basis.
Children’s Requirements

The following list contains all the necessary requirements for Prep. All belongings should have your child’s name on them.

- One bag large enough for your child to manage his/her belongings
- One lunch box large enough to hold food for lunch and morning tea
- A small fruit or vegetable snack. (These need to be labeled, apples should be cut in small pieces and oranges should be peeled)
- One Library bag (Provided in the Resource Scheme)
- One uniform hat
- A spare set of clothes in case of accidents
- A drink bottle (Water only)

Attendance

Regular attendance at school is essential so that your child can achieve the intended benefits from the program. If your child is unable to attend please notify the school so your child’s absence can be recorded on the roll.

Absentee Line:  5549 4266
Absentee Email Address: absent@norfolkvillagess.eq.edu.au

Please ensure that your child arrives on time as lateness can stress young children and disrupt the program.

Toys

We ask that toys and trinkets remain at home. Toys and treasures can be lost and broken at school. However, for learning purposes your child is encouraged to bring in items to enrich our program eg. insects, books, photographs, plants, shells etc.

Health and Hygiene

If your child becomes ill, the staff will contact you first. If this fails, a nominated emergency contact person will be notified to collect your child. A child who is unwell will not enjoy or benefit from school and may spread illness to the other students.

Medication will only be administered if it is prescribed by a doctor and all details of dosage and times are clearly stated on prescription medication. Over the counter medication may only be administered with a doctor’s letter. You must complete a medication form at the office for the staff to administer any medication.
Parent Involvement and Responsibilities

Parents, caregivers and relatives play an important and valued role in the education of each child.

We welcome your involvement in:

- Reading newsletters and noticeboards
- Volunteering to help in the class
- Collecting materials for collage and art
- Assisting with the maintenance of equipment
- Supporting excursions and special events
- Reading to your child daily
- Supporting us by talking about your child’s day
- Supporting our rules and consequences
- Informing us of any concerns or ideas that you have
- Being familiar with our policies, routines and practices
- Complying with health and hygiene policies
- Notifying the staff of any changes related to address, phone numbers and emergency contact phone numbers

Finally

We are excited to be working with your child and look forward to building productive partnerships as we learn together. We are here to provide quality Prep education for your child.

If you wish to discuss your child’s progress, please arrange a time with your teacher as it is very difficult to have productive discussions ‘on the run’ at the start or end of the school day.

We hope you enjoy your association with Norfolk Village Prep.