TRANSITION

- All children have had the opportunity to attend school as part of our transition program and have been able to work with members of the Prep team for next year.
- Teachers have visited the local kindergarten and day care to observe children at play and to liaise with the teachers. These teachers have also visited school to pass on relevant information.
- Children have had a chance to do some work, listen to some stories, participate in movement activities and play in the playground.

GRADE STRUCTURE

Your child’s grade allocation slip has been placed in your information folder. Grades are determined by a number of factors including:

- Advice from kinder and day care teachers
- Observation of children during the Transition Program
- Numbers of boys/girls
- Parent information where academically relevant

The teachers have spent time interacting with and observing your child. We have used this information to create what we hope are balanced grades. We have aimed to create the best learning environment where students can learn to the best of their ability. Friendship groupings are not always the best method for creating classes – we believe children will have plenty of time to play together outside and after school. Our grade structures allow for children to develop new friendships.

SCHOOL HOURS

Monday, Tuesday, Thursday and Friday for February 9am – 3.30pm
Each Wednesday in February is a Prep free day.
The rest of the year children attend from Monday to Friday 9am -3.30pm.

Prep children can be picked up after school from the playground outside the Prep Rooms during Term 1. We ask you not to congregate in the Prep Gallery as it becomes too crowded and can be quite daunting for our Prep children to come out to a sea of adults.

REASON FOR THE WEDNESDAY PREP FREE DAY

It is all about making a good start.
There is a big emotional difference between kindergarten, day care and school, although not all children coming to school have been to kindergarten. Each year parents tell us how tired/grumpy their children get in the first few months, especially if it is hot. Having a day off from school during this emotionally demanding time helps our children feel fresh and happy about starting school.
Teachers don’t have the day off. When the Preps aren’t attending, teachers use the Wednesdays for gathering vital information about your child to better inform their teaching. Each child will be invited to come to school to work with their teacher during one session on a Wednesday during February.
A time table will be put up in your child’s class during the first week for parents to choose a preferred time for their visit.
OUR DAY

9:00 – 11:00  First Session (With brain food at 10 o’clock)
11.00 – 11.30  Recess (children sit in a designated eating area where they are supervised for the first 10 minutes of recess whilst eating snack)
11.30 – 1.30  Second Session
1.30 – 2.30  Lunch (Eating is supervised until 1.40pm, followed by play time outside)
2.30 – 3.30  Third Session

HEALTHY EATING

Parents need to pack brain food, a snack and lunch each day for their children. We encourage healthy eating at Bannockburn. Brain food consists of cut up fruit, carrot sticks, nuts etc. This is just a small handful, not a meal. Please see the Healthy Lunchbox Checklist in this pack for some great snack and lunch ideas.

Lunch orders are available. Please see Parent Information Handbook for New Enrolments for details. If lunches are ordered from the shop please ensure brain food and a snack is still sent with your child.

Children are not to share lunches with others, so please only pack enough for your own child.

At various times throughout the year the PFA will provide special lunches which are part of the student payment. During inclement weather, children will be supervised indoors during lunch and recess.

BEFORE AND AFTER SCHOOL CARE

The school playground is supervised by at least 3 teachers at all times during school hours.

Before school the playground is supervised by teachers from 8.45 – 9.00am and after school from 3.30pm – 3.45pm.

There is a lollypop supervisor at the crossing on High Street before and after school (8.30am – 9.00am and 3.30pm – 4.00pm). Parking is available for dropping off and picking up children in High Street, Burns Street and Milton Street.

Children do not leave the school grounds unsupervised for any reason.

After school care is offered by our school through Extend. See folder for details.

TOILETS/DRINKS

Dehydration can be a problem and certainly affects learning ability. We encourage children to drink water whenever they feel thirsty. The Preps are given a drink bottle to use in class.

Children are taken regularly to the toilet at the beginning of the year and then they are free to go whenever they need to. Students attend in pairs when going to the toilet during class time.
ATTENDANCE
- Attend every day unless ill
- Be punctual – class begins at 9.00am. Late comers need to report to the office for a late pass. It is important that children be punctual as tuning in and the focus for lessons is explained during the start of the session.
- If children are absent, you need to notify the classroom teacher or office staff with the reason by phone, or send a note when the child returns. This then becomes an approved absence.

ILLNESS
- Do not send sick children to school
- If children become ill at school, the office will contact you or your nominated emergency contact.

PROCEDURE ON THE FIRST DAY
- Bring your child to the room, settle him/her in, reassure him/her you will be back, take a photo for your album then say goodbye and leave.
- Teachers will bring children to the playground outside the Prep rooms to be picked up at the end of the day.
- We must know who will be picking up your child each day, if it is not the parent.

NAME TO BE KNOWN AS
Please tell us as soon as possible, if you have a preferred name for your child, i.e. different to the enrolled name. (Name tags, locker names etc. will be done ready for the first day)
Inform the teacher if your child’s name is spelt incorrectly.

UNIFORM
See the Parent Information Handbook for New Enrolments.
Please note, a broad brimmed hat must be worn during Terms 1 and 4, when children are playing outside.

BUDDIES
Our school is what we call a Tribes School. You will hear a lot about this from your children this year. Linked with our Tribes is our Buddy Program. Each child is given a buddy at the start of the year. This person will be your child’s buddy for the rest of the year. Younger children can identify with this older child in the yard. We have one scheduled buddy activity per week. We also have whole school buddy activities for special occasions. Children develop a strong bond with their buddy.

During buddy time the schools’ Tribes Agreements are reinforced. These agreements are
- Mutual Respect
- Attentive Listening
- Appreciations/No Put Downs
- Participation/The Right to Pass
- Personal Best

If you have any questions regarding school, please come and see your child’s classroom teacher or Tracey Rowe (Prep Coordinator).

We are looking forward to working with you and your child next year
The Prep Team