

# PREP | 2024

HANDBOOK



# S T E P I N T O P R E P C O N T E N T S

Welcome to Primary.....	2
Is your child ready for school?.....	4
Oral Language.....	4
Preparation for beginning school.....	5
Step into Prep Transition Program.....	5
Enrolment.....	6
2024 Term Dates.....	6
Your child's first day at school.....	7
What your child should bring.....	7
What does a day in Prep look like?.....	8
Specialist Programs.....	8
School hours.....	8
Uniform.....	10
Playgrounds.....	10
Canteen.....	10
Driving your child to school.....	11
Extra information.....	11
Notes.....	12

## Welcome to Primary

### **What an exciting time for you and your children as they commence their journey through primary school!**

All practices within the school are driven by our vision statement 'Getting the best from and for our students'. At Narre Warren South P-12 College we have high expectations for all, with students given equal opportunities to reach their full potential and succeed. We respond to students individual needs through a personalised, precise approach to learning. Our vibrant and energetic staff work in Professional Learning Teams with a focus on improving student learning. Staff, students and the School Community are committed to and proud of our school. Throughout our curriculum we work to develop the whole child and build within students the passion for learning and a sense of citizenship. During the school day students gain essential knowledge and skills as well as a positive attitude to learning by making many of their own decisions. They also develop their knowledge and understanding of the attributes for learning such as resiliency, empathy, critical thinking, open-mindedness and reflection.

A wide range of exciting learning opportunities are provided for all students and delivered in a supportive and engaging atmosphere. Competency in Literacy and Numeracy are a key learning focus and our comprehensive curriculum offers an innovative approach to their delivery through the implementation of the Victorian Curriculum. Our Literacy and Numeracy teaching and learning is supported and enhanced by three coaches and a team of intervention staff. These experts in their field support teachers to monitor and improve student learning in literacy and numeracy. EAL (English as an Additional Language) students also work closely with EAL teachers to improve their understanding, expression and use of the English language.

The development and expansion of the integration of information and communication technologies within the curriculum is being supported through either electronic whiteboards or SMART TVs in all of the primary classrooms. All classrooms have access to laptops and/or iPads which provide students with the ability to connect globally. Mobile technologies and "tablets" have revolutionised the way we live, communicate, learn, access the Internet and conduct day-to-day tasks and activities.

Our Wellbeing Program, led by a dedicated, student wellbeing staff member, provides support for students and their families and connection to local community support services. On Monday and Wednesday students across Prep to Grade 6 are invited to participate in breakfast club, to start the day off with a free nutritious breakfast.

Our Education Support staff work to support teachers in the development and implementation of modified Individual Learning Plans to support personalised literacy and numeracy intervention and to develop important life skills. Students have immediate access to psychologists, counsellors and a speech pathologist.

Specialist programs are offered in Performing Arts, Physical Education, STEM (Science, Technology, Electronics, Mathematics) Indonesian, and Visual Arts. The Visual Arts program celebrates and displays the creative art work of students across the College. Students are able to enter their art work into the annual school art gallery event which showcases many artists. Physical Education host numerous sporting carnivals throughout the year.

The Stephanie Alexander Program is led by qualified staff. Please book a tour to see our talented Grade 1 and 2 gardeners in action. The garden is located between the Grade 5 OLC Centre and the Soccer Pavilion. Grade 3 and 4 students work with our cooking teacher in our Stephanie Alexander Kitchen to transform their garden produce into a culinary delight.

Our innovative Student Leadership Program centres on building leadership capacity in our students. It involves leaders from Years 3 - 6 working collaboratively to respond to school student and local community needs. Student Voice Leaders conduct many activities throughout the year to raise money for a number of charities. Student Voice has raised the profile of and respect for our students and their contributions to major community events.

Camps and Excursions form part of our well-rounded curriculum with multiple incursions and excursions offered throughout the year to support the learning of all students in Prep to Year 6. Camps are offered yearly for students in Years 3-6. A combined camp experience is run every second year for students in Grades 5 and 6.

Our Primary school assemblies run once a fortnight on a Friday afternoon at 2.15pm in the College gymnasium. All parents and families are invited to attend and help celebrate our student achievements.

Our hard working primary reception staff, our Primary Administrator and our Receptionist are more than happy to assist you and answer any questions you may have relating to your child or the school.

We look forward to an exciting year in 2024 with lots of learning for all.

Yours sincerely,



*Laura Sammut*  
Primary Principal

## Is Your Child Ready for School?

### Emotional Skills

- Is able to express needs and feelings
- Displays increasing independence and separates easily from parents
- Solves some problems independently without resorting to tears as the solution

### Social Skills

- Accepting and considers other's feelings
- Sharing and taking turns
- Listening skills
- Interacts through playing with peers
- Has some understanding of appropriate behaviour – right vs wrong

### Physical Skills

- Dressing themselves independently
- Going to the toilet independently
- Feed themselves independently
- Function effectively during the day without a sleep

At home give your child challenging and interesting things to do. Puzzles, games and sorting activities will all make school work so much easier. Recognising shapes of jigsaws will one day help your child to recognise shapes of numbers and words. Give your child blunt-nosed scissors, paper, play dough, paints, crayons etc. Teach them how to use them.

Books, books and more books!! Research shows that children who grasp literacy skills the quickest are those who have been read to at home. One of the best ways to prepare your child for school is simply read to them each day and talk about the books you read. Ten to fifteen minutes is all it takes.

This all helps your child to be a more independent learner in the classroom.



## Oral Language

### The best foundation for successful Literacy Learning

Developing oral language (speaking) is very important to your child's success in literacy development.

It's great to read stories to your child, but often as parents we forget to talk about the stories we read. Have conversations asking your child what they liked about the story, if they remember themselves having a similar experience to characters in the story.

Encourage your child to ask and answer simple questions for information and clarification. Talking about the books you read will help to build your child's general knowledge.

### The Importance of Speaking

Good talkers lead to better readers! Read books and talk about them.

#### Ask questions

- Was it a good story?
- What happened in the story?
- Should we read the story again?

#### Re-read favourites together

- Repeat some of the best parts... "I'll huff and I'll puff and I'll blow your house in."
- Just talk about the pictures.
- Find all the things in the pictures that were fantastic.
- Leave books in places for children to read and share.

## Preparation for Beginning School

Pre-school is the ideal preparation for school, however if attendance at pre-school is not an option, providing opportunities for children to learn social skills and independence is essential for transition to school.

- Talk with your child about their expectations regarding school and help them to understand what school will be like.
- Talk about all the fun activities your child will participate in at school.
- Develop responsibilities around the home: making their bed, getting dressed, packing their bag etc.
- Give your child simple instructions / directions to follow and praise them for achievements
- Develop and follow routines.
- Offer many different experiences for your child and talk about these experiences.
- Give your child the opportunity to play with others which helps them to come to understand the need for sharing, taking turns and co-operating.
- Model appropriate behaviour and language.
- Clearly label all belongings, especially removable clothing and assist your child to recognise their name using a special symbol.
- Practise the skills together needed to take care of themselves at school. For example, doing the buttons up on school jackets and tying shoelaces. If your child struggles to do their shoelaces independently, shoes with Velcro and buttons can be a good alternative.
- Introduce your child to the College by taking a tour of our Primary School.
- Enrol in our Step into Prep transition program which provides the opportunity for your child to be involved in class activities towards the end of the school year.

### **Step into Prep our Kinder to Primary School Transition Program**

All children enrolled at Narre Warren South P-12 College starting Prep in 2024 are invited to register for our Step into Prep program which will begin in Term 3 2023. This provides your child with classroom experiences through fun activities with our Prep teachers and leaders. We will also run parent information sessions which focus on being a classroom helper, tips for assisting your child to settle into school, information about book lists, uniform, what the prep day looks like, and various speakers to answer any questions you may have.

(It is a legal requirement that parents stay at the College during these sessions as the children are not officially attending our College until the start of 2024)

We will contact you during Term 3 2023 to book you and your child in for our Step into Prep program.

Whether it is your first child off to school or one of many, our Step into Prep program will assist your child to feel settled and confident to start Prep at Narre Warren South P-12 College.

If you would like further information regarding transition or to organise a personalised tour of our Primary School please contact our Enrolment Officer on 9704 3333.



## **Enrolment Information**

Should you select Narre Warren South P-12 College for your child's education, you will need to complete the following information:

### **Enrolment Form**

Please ensure that all sections of the Enrolment Form are completed, signed and that the required legal documentation is presented at the time of lodging your form with the Enrolment Officer as soon as possible.

### **Medicare Immunisation Certificate**

Phone the Australian Childhood Immunisation Register (ACIR) on 1800 653 809 or contact Medicare to obtain your child's School Entry Immunisation Certificate or Exemption Certificate. Unfortunately we cannot accept the Birth and Immunisation Record booklet.

### **Birth Certificate or Extract**

We will photocopy this for our records. To start Prep, the first year of primary school, your child needs to turn five by 30 April of that year. Your child must be at school in the year they turn six, which is the compulsory school-starting age.

### **Residency Status**

If your child was not born in Australia we require a Certificate of Citizenship or Passport with Visa showing residency, which we will photocopy for our records.

### **Custody Documentation**

If there are any custody restrictions applicable to your child we require the current court documents, which we will photocopy for our records. Please ensure you continue to provide us with copies of any custody documentation updates.

### **Medical Information**

If there are any medical conditions relating to your child that we should be aware of such as Anaphylaxis, Asthma, Cystic Fibrosis etc, please provide a medical management plan signed, dated and completed from your doctor for our Registered Div 1 Nurse.

It is important that you keep the school informed of changes, such as contact phone numbers, addresses, work contact details and access restrictions. Always notify the class teacher and the administration office of any temporary or new arrangements.

We encourage you to contact our Enrolment Officer on 9704 3333 if you have any questions regarding the enrolment process.

## 2024 Term Dates

**Term 1:** 30 January (school teachers start 29 January) to 28 March \*

**Term 2:** 15 April to 28 June

**Term 3:** 15 July to 20 September

**Term 4:** 7 October to 20 December

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school. DET, Term Dates. Available from <https://www.vic.gov.au/school-term-dates-and-holidays-victoria>

Our College will publish student-free days on [www.nwsc.vic.edu.au](http://www.nwsc.vic.edu.au) after the first School Council Meeting of the year.

*\*The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.*

## Your Child's First Day at School

Your child will commence school at the end of January 2024. A letter from your child's Prep teacher will be mailed home during December 2023 providing further detailed information regarding the first day, including finalised dates and times.

Each morning your child will need to line up outside their classroom until the teacher opens the doors at 8:45am. At the end of the day, 3:00pm, parents/guardians will need to wait outside until the classroom teacher dismisses children one by one. All Prep students need to be collected from their classroom each day.

After the first day of school, discuss the day with your child to maintain the positive focus on school, your child may even want to draw you a picture. Encourage enthusiasm and confidence in your child on their first day at school by assuring your child that you are excited and happy about their transition.

At first you might stay a while to ensure that your child feels secure at school. Once he or she has settled, a short and reassuring goodbye encourages independence.

Always tell your child that you are leaving. When you leave make sure your child knows where to meet you. In the first month we require Prep students to be picked up from the classroom. If children are to feel secure it is important that they are met on time.

If your child is distressed, follow the teachers' advice and know that you will be contacted if your child does not settle.



## **What your child should bring**

### **Booklist Supplies**

All school equipment should be purchased according to the College booklist (books, pencils etc). Please bring all of your child's books and supplies on their first day. Teachers will store these materials and will distribute them to your child throughout the year. Only blue Reader Bags, Covers and Reader Diaries need to be named.

### **School Uniform**

All students are required to be dressed in full school uniform. Ensure all parts of your child's uniform are clearly labeled with their name and grade.

### **Wide brimmed hat**

In keeping with the "SunSmart" campaign it is College Policy that Primary students wear a wide brimmed, or bucket style hat. Bucket style hats can be purchased at the Primary Reception. Don't forget to clearly write your child's name inside their hat.

### **A school bag**

A distinctive key chain will also help your child easily identify their bag. Don't forget to label your child's bag.

### **Spare clothing**

Kept in their school bag in case of accidents or wet weather.

### **A snack, healthy lunch and a drink container filled with water**

Please select containers that your child is able to open and close independently. We encourage the use of containers which can be reused to help the environment. Please label drink bottles and boxes clearly ensuring your child is able to identify theirs.

### **A box of tissues**

Teachers will store these and distribute to students as required.

### **Medication**

If your child is on permanent medication or is required to take medication for a short while please complete the relevant paperwork at our Sick Bay Office and talk to your child's teacher. We are unable to administer medication without your consent.

### **Leave your child's personal belongings at home**

Your child's favourite belongings (games, toys, etc.) are very precious to them. They are best left at home or if they come to school they are not to be taken outside. Accidents and breakages do happen.

### What Does A Day In Prep Look Like?

It is an essential part of our teaching and learning to ensure students feel comfortable and welcome at school. In the morning there will be time for a discussion between the class teacher and students to ensure positive relationships are being built and modelled. Following this, the morning session is dedicated to Literacy learning – including Reading, Writing, Speaking and Listening, where the individual needs of each student are catered for.

After morning play, we focus on Mathematics – including learning about number, measurement, chance, data, time and space. After lunch play it is time for developmental activities related to the current topic being explored.

### What Specialist Programs can you offer my Child?

At Narre Warren South P-12 College, we are delighted to offer all students the opportunity to excel in their own individual style of learning.

On a weekly basis students are provided with one hour of Physical Education, Visual Arts, Indonesian, Respectful Relationships and Performing Arts. Students also participate in a weekly Library session. By participating in these curriculum programs, students are immersed in a variety of learning opportunities, ensuring we enable each child to experience success at school.

### School Hours

Remember: punctuality is important! School starts at 8:50am

Music plays just prior to class time before school, at recess, lunch and the end of the school day at 3:00pm.

### Scheduled School Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Homegroup	8:50 - 8:55	8:50 - 9:20	8:50 - 8:55	8:50 - 8:55	8:50 - 8:55
Period 1	8:55 - 9:53	9:20 - 10:14	8:55 - 9:53	8:55 - 9:53	8:55 - 9:53
Period 2	9:53 - 10:51	10:14 - 11:08	9:53 - 10:51	9:53 - 10:51	9:53 - 10:51
Recess	10:51 - 11:16	11:08 - 11:28	10:51 - 11:16	10:51 - 11:16	10:51 - 11:16
Period 3	11:16 - 12:14	11:28 - 12:22	11:16 - 12:14	11:16 - 12:14	11:16 - 12:14
Period 4	12:14 - 1:12	12:22 - 13:16	12:14 - 1:12	12:14 - 1:12	12:14 - 1:12
Lunch	1:12 - 2:02	13:16 - 14:06	1:12 - 2:02	1:12 - 2:02	1:12 - 2:02
Period 5	2:02 - 3:00	14:06 - 15:00	2:02 - 3:00	2:02 - 3:00	2:02 - 3:00

### College Office hours are from 8:20am to 4:20pm.

Our friendly office staff provide help, assistance and support to staff, students and parents. All visitors to the College (including parent/guardian helpers) are to sign in at the Primary School Reception before visiting classrooms or participating in activities conducted at the College.

### Remember: punctuality is important! School starts at 8:45am

Please ensure that a note is sent to school to explain your child's absence, as schools are required by the Department of Education and Training (DET) to retain these records for a number of years.

### Just a little bit late doesn't seem much but...

He/she is only missing just	That equals	Which is	Over 13 years of schooling that is
10 minutes per day	50 minutes per week	Almost 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour and 40 minutes per week	Over 2.5 weeks per year	Nearly 1 year
half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

**Did you know that your child's best learning is at the start of the school day?**

**That's when every minute counts the most**

#### Arriving late to school:

- Students will need to go to Primary School Reception to sign in for a Late Pass.
- Parents/guardians will need to provide a note to the teacher with the reason for the lateness.
- Alternately parents/guardians can contact the Student Absence Line 9704 3358 to permit their child's lateness or enter details via the parent portal of Compass.

#### Leaving early from school:

- Parents/guardians are required to provide a note to the teacher with the reason for the early departure.
- The teacher will then send your child with their bag to the Primary School Reception at the time specified for early pick up.
- Upon collection of your child, students will be signed out at the Primary Reception.
- Students must not leave the College without permission.

#### Returning to school after an absence:

- Parents/Guardians are required to provide a note to their child's teacher on day of return explaining absence.
- Alternately parents/guardians can contact on the Student Absence Line 9704 3302 before or on the day of absence or enter details via the parent portal of Compass.



## Uniform

It is expected that all students attending Narre Warren South P-12 College wear the full College uniform at all times during College activities in and outside of school hours. (Approved Casual Dress Days are excluded.)

The purpose of the Narre Warren South P-12 College Uniform is to:

- Create a sense of collective and individual pride in Narre Warren South P-12 College students and the identification with our school.
- Assist in individual student safety and group security when travelling to and from school and on school excursions.
- Promote active and safe participation in school life.
- Minimise issues of equality, health and safety, and expense which are also factors that contribute to the establishment of the Uniform Policy.

In keeping with the “SunSmart” campaign it is College Policy that Primary students wear a navy blue wide brimmed or bucket hat.

It is part of our school Uniform Policy that all students wear correct school uniform every day. Ensure all parts of your child’s uniform are clearly labelled with their name and grade.

Beleza School Uniforms are our uniform supplier with stores located in Cranbourne and Hallam. A factory outlet is also located in Hallam. Please refer to the pricelist in our enrolment pack or visit their website [www.beleza.com.au](http://www.beleza.com.au)



## Playgrounds

Prep students have access to their own play equipment and sandpit in their designated area within the primary school grounds.

Older primary students also have designated play areas. Secondary students, Year 7 to 12, have access to the school grounds on the other side of the campus.

All students are supervised by staff in the playground during morning and lunch play and before school from 8:30am and after school until 3:25pm.



## **Canteen**

We offer the opportunity for our Primary School children to purchase a lunch order from the canteen. Lunch orders need to be placed in a brown paper bag and given to the child's teacher at the start of the school day. Their lunch order will be delivered to the classroom. Primary students are not allowed to purchase directly from the canteen.

## **If you drive your child to/from School**

Mornings and afternoons are busy times around schools. If you drive your child to/from school please use the parking available along Amberly Park Drive and Ormond Road. A Drop-off Zone is located along Amberly Park Drive. Dropping off or picking up students or parking in car parks on the College campus is not permitted due to safety concerns.

Please observe the 40km/h speed limit. Police and the City of Casey regularly monitor speed and parking around the school. It is also very important children enter and leave school by the gates and use one of the many City of Casey supervised crossings. This will ensure all members of our community remain safe.

## **Extra Information for a Smooth Start to Prep**

### **Adjusting**

In the beginning, your child may find adjusting to the school day exhausting and therefore may be tired and irritable after their first few days at school. It would be a good idea to allow them some time to relax. Try to establish a routine with a set bedtime to ensure your child is well rested.

### **Friendships**

It may take some time for your child to establish a bond with their new teacher and new friends. Be reassuring and positive as these bonds will develop as a result of the teacher's hard work. When your child is ready to make friends, no doubt you'll be the first to be told. If you have any concerns, talk to your child's teacher.

### **Good food choices**

Be sure that your child has a balanced breakfast. Pack a healthy lunch and snacks and explain when they should be eaten. Make sure your child can manage to unwrap any food wrappings.

### **Be on time**

Try to leave home on time. It is important to arrive at school before 8:45am to allow time to say goodbye and for your child to join others at play.

### **Check your child's school bag or reader bag each night**

Your child will place any notices from school in their bag. Newsletters are emailed and available on our web site [www.nwsc.vic.edu.au](http://www.nwsc.vic.edu.au)

**Notes from home**

Make sure your child knows when you place a note/permission slips/money in their bag and what needs to be done with it.

**Take home books**

Ensure students read their take home books and practise their word lists EVERY NIGHT with an adult. This will help to assist your child in making links with their learning between home and school.

**Shared care**

If your child is in a shared care situation, both parents are encouraged to communicate with the school; however you will need to nominate a primary contact. If there are any custody restrictions applicable to your child we require the current court documents, which we will photocopy.

**Establish a quiet time for reading together**

Quiet reading could be part of the bedtime routine. Let reading together be a pleasurable activity. Your child's teacher can assist you to find books which are both interesting to your child and developmentally appropriate.

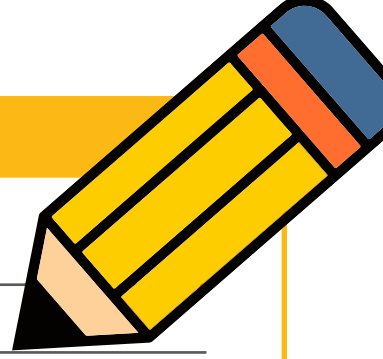
Your child's first year of Primary School is one of the most important ones.

We want your child to build on positive attitudes and supportive relationships, which will last throughout their school life.

Together families and teachers can provide the support and encouragement needed to help make your child's introduction to primary school both enjoyable and successful.



## Your Notes



Lined writing area with 25 horizontal lines for notes.

### **School Office**

Monday-Friday: 8.20am - 4.20pm

School Holidays: Closed or as advertised

Narre Warren South P-12 College

A: 79-125 Amberly Park Drive, Narre Warren South, VIC, 3805

W: [www.nwsc.vic.edu.au](http://www.nwsc.vic.edu.au)

T: 03 9704 3333

E: [narre.warren.south.p12@education.vic.gov.au](mailto:narre.warren.south.p12@education.vic.gov.au)