

## General Prep Information

Welcome to Assisi Catholic College. We are looking forward to a wonderful year of discovery, excitement, and fun. To make the start of the year a smooth transition for all, please refer to the following information.

### Absentees

If your child is away from school please contact Student Reception to notify the office, and on your child's return to school please provide a written note that states the date of the absentee. There are absentee slips available in the back of the Communication Book.

### Behaviour

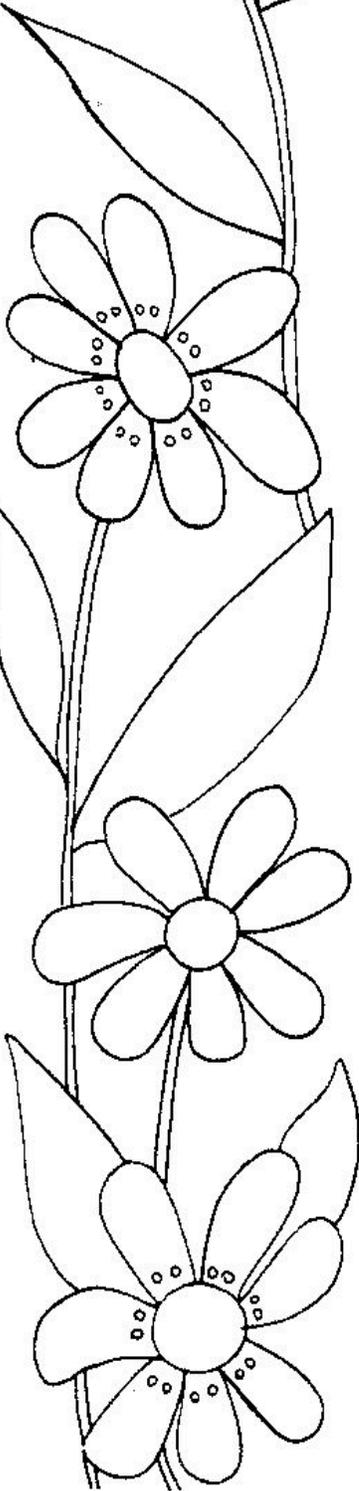
In Prep we use the following timeout methods;

When a student demonstrates a behaviour that has been explained as unacceptable, the child will be asked to sit on the "Time Out Mat" or the "Red Thinking Chair". If it is an issue that we feel needs to be followed up at home, the child will complete a Behaviour Sheet upon which he or she will draw and explain the event and their actions. This Behaviour Sheet will be sent home for parents to sign and return the following school day.

If the behaviour continues, the parents will be asked to attend a meeting with the class teacher to plan for the child's success in this area. Parent input is highly valued in situations where the child requires assistance to make consistently good choices.

### Birthday Celebrations

When your child celebrates his or her birthday in Prep, we ask that if you are supplying a birthday cake for the class to share, please either send in cup cakes or ice blocks. As you can imagine it is very hard to cut a small cake twenty-six ways!



## **Birthday Invitations**

If your child is having a party and you cannot distribute invitations after school hours, please place all invitations in your child's Communication Folder. We will discreetly distribute the invitations in order to save any child the unnecessary sadness if he or she is not invited to a party.

## **Book Packs**

If you have not already brought in your book pack on the interview day please return your book pack on your child's first day of school. We ask that these resources be stored at school and that they are not labeled.

## **Communication Folder**

This folder must be brought to and from school every day and placed in the Communication Box which will be in front of the classroom every morning. Inside this folder will be a Communication Book. If you need to make an appointment to request a meeting or to inform the class teacher that your child has been unwell, or you have a concern, please use this book to relay any message you may have. If you do have a reason to write a note in the Communication Book, please leave it open on the page inside the folder so that it can be seen with ease. As you can imagine it is very time consuming to open every book to check for any notes, therefore if it is open to the page on which you have written we would very much appreciate it. This folder is also the place where money for special events needs to be placed so as to prevent any loss.

## **Drink Bottles**

Please provide your child with at least one drink bottle every day. This drink bottle needs to be clearly labeled. There will be a table placed outside the classroom where children will need to place their drink bottles for quick access to water. We also ask in Prep that the students only have water in their drink bottles. You are welcome to send poppers to school in lunch boxes, however for the majority of drinks at school we encourage the students to drink water.

## **Hats**

There is a 'No hat, no play' policy in Prep. In order for your child to play outside they must have their own hat every day. Due to health factors and to encourage organization and responsibility, we will not provide children with spare hats. If you have not yet labeled your child's hat please use liquid paper on the inside of the hat. Liquid paper will not wash off

and cannot be lost or removed as easily as other labels can. The children attach their hat to their bag using their carabineer to stop hats from flying away.

### **Head Lice**

If your child does at any stage of the year come home with head lice, please notify the class teacher as soon as possible. This can be simply noted in the Communication Book. We will then notify the other parents in the class. Your child's name of course will not be revealed, this is just a method of precaution for other parents to treat their child's hair.

### **Library**

Your child will go to the library to borrow a book once a week. In order for your child to borrow a book they must have their school library bag. This is a school policy that is enforced. On library mornings there will be a box outside the classroom for your child's library bag to be placed. Please ensure that this bag is clearly labeled.

### **Lunch Boxes**

All children must remain seated until they have eaten. Please do not place letters to your child inside his or her lunch box as this can be upsetting for children who may be having separation issues or for those whose mum or dad has not placed a note in their lunch box. We also ask that there is to be no tins of any kind in lunch boxes as these are very dangerous for little fingers. We are unfortunately unable to heat food for children due to facility and time constraints, so please ensure that you do not pack any foods that would require heating. Yogurt is an excellent lunchbox treat - please ensure that you include an ice brick/pack in your child's lunch box to keep yoghurt and other lunch items cool until the first break. If your child has an item of food that requires them to use a spoon or a fork please provide one. It is a good idea that you practice opening food and the different packaging with your child. Your child will love the independence that they gain from being able to do this as well as the ability to help their friends that are not able to open their own items of food. Finally, please do not send new items of food for your child to school to try, this can be upsetting for children if they don't like it or are unsure. Please experiment with new foods at home before including them in your child's lunch.

### **Munch and Crunch**

At 10.15am everyday we stop and have Munch and Crunch. Munch and Crunch is either fruit or vegetables. It is not yoghurt, fruit bars, poppers, processed baby foods or any food that is bought in a wrapper.

## **Newsletters**

Assisi Catholic College newsletters are available online on the school webpage, as are the Prep information pages. Please check both of these regularly as your source of important information relating to changes in routines, reminders, excursions, events etc.

## **Parent Help**

Parent help will begin in Term Two. We feel that Term One is a time for settling and establishing routines with your child. In Term One the school will provide a Parent Helper Course. If you wish to assist in any way in the College throughout the year, or to assist on excursions, the parent course must be completed first as this is school policy. In the first week of Term Two, a roster will be placed outside the classroom for parents to place their name next to a date. Parent help will be required for three afternoons a week from 2.30pm. Parent help in Term Two will be utilized for teaching and playing games, and in Terms Three and Four it will be used for listening to reading. We certainly value and appreciate the assistance that parents can provide.

## **Readers**

In Term Two, your child will be given a folder for reading. Each week your child will be given a new homework reader. These need to be returned on Monday, Wednesday and Friday's and a new one will be sent home the same day if the reading log in the folder has been signed. More information will follow at the start of Term Two.

## **Rest Time**

In Term One, children are given a rest time prior to Second Break. We ask that every child has a cushion that is clearly labeled. Due to storage constraints, please ensure that the cushion you provide is not larger than a standard cushion size.

## **Recyclables**

In Prep we constructively consume a large quantity of recyclables for creative construction. At times in the year we will we ask we ask for donations of these items to be brought to school to top-up our supplies. It would be greatly appreciated if you could keep and store some of these items at home and send them in to school when requested. Due to hygiene regulations we are unable to use empty toilet rolls.

## **School Bags**

Please use an identity tag or tags on your child's school bags. There will be twenty six bags on the port racks and therefore if your child can easily identify his or her own bags they will feel much more confident and independent, and it will simplify the task of collecting things from their bags and packing their bags. We also ask that your child packs his or her own

school bag every day. Prep is about independence and learning some responsibility - by packing and unpacking their own school bags, children become increasingly more independent and capable people.

## **School Uniform**

Please refer to the Assisi Catholic College uniform policy. If your child is unable to wear a particular item on a school day, please notify the teacher through the Communication Book, otherwise a pink uniform card will be sent home to be signed and returned to school. When washing your child's uniform please regularly check that the labels are still clearly visible and that your child has brought home their own clothing items.

## **Separation**

If you or your child is having difficulty separating in the morning when the bell rings, please take your child to the teacher or to the teacher assistant for assistance and leave straight away. Generally, providing that 'just one more' cuddle or that 'one more' kiss can at times make the situation more difficult and upsetting for the child. Please be assured that if your child remains upset for long periods of time you will be contacted. In most cases, by the time you get to the gate out of Greccio your child will be calm, having a drink of water, and playing with his or her friends at an activity. If the separation difficulty continues, please feel free to make an appointment time with your child's class teacher to discuss ways to minimize the distress to your child and to help them be confident in saying 'goodbye' each morning.

## **Show and Tell**

Your child will be given a set Show and Tell day. This is the only day that they will have Show and Tell for the week. It is important that sensible choices are made for Show and Tell, and items are ones that your child is familiar with and is able to discuss with his or her friends. All items must fit in the Show and Tell box under the chair at the front of the class. Please note the following schedule for Show and Tell:

Term One - Child's choice

Term Two - Class theme related

Terms Three and Four - Home readers - read to the class

## **Siblings**

In Prep, we ask that siblings who are students in the school do not come to Greccio to visit their brother or sister throughout the day or at break times. This can be upsetting when it is time for the older child to leave and puts enormous responsibility on the older sibling if they feel that they have to visit their brother or sister and then settle them if they become upset. This also puts the older child in a situation where they are not in the correct area for break times.

## **Spare Clothing**

Please ensure that any spare clothing you supply in your child's school bag is clearly named. Spare clothing including underwear is a wonderful idea to have in every child's school bag whether you think that your child is likely to experience toileting concerns or not. Spare clothing is often used after water play, painting, spilled drinks etc. If you are providing spare clothing in your child's bag please ensure that you monitor the sizes of these clothes as from the start of the year to the end of year your child will grow dramatically.

## **Specialist Lessons**

In Prep, children participate once a week in the following specialist lessons:

- Health and Physical Education
- Music once a week
- Italian once a fortnight.

## **Swimming**

Swimming for Prep will begin in Term Four. More information will follow at the end of Term Three.

## **Tuckshop**

The tuckshop is open five days a week. In the first week of school a tuckshop menu will be sent home. If you wish your child to have tuckshop, you need to order on line through Flexischools and clearly specify for which break you wish your child to receive their order ie: First Break is lunch and Second Break is afternoon tea. Your second break order must be delivered at first break. If your child has tuckshop for both breaks please ensure that they still have Munch and Crunch.

## **USB Sticks**

A USB stick has been included in your child's school book pack for digital portfolios and photos of your child which you will receive at the end of Semester One and Semester Two.

## **Wet Weather**

Please provide your child with a rain coat to be stored in their school bag. This needs to be clearly labeled. Please note that umbrellas are dangerous for Prep children and are not allowed to be used.

We are thoroughly looking forward to working with you and your children for a wonderful, creative and challenging learning journey in Prep this year.

If you have any questions that have not been answered in the information on these pages, or in the Prep Booklet, please feel free to contact your child's class teacher or to enquire at Student Reception.