

Prep B 2024





Catholic Education
Diocese of Rockhampton



Prep B Parent Teacher Information Session

2024

St. John's
CATHOLIC PRIMARY
SCHOOL



WALKERSTON

God our Father,
bless the community of St John's:
students, staff, parents and friends.
Help us to grow in strength as
Christians and be a good example to
all.
Encircle us with your loving care.
May we grow in faith, and may Jesus'
commandment of love, to:
'Love one another as I have loved you'
become deeper in our daily lives.

Amen.

Welcome to Prep B

I begin our session by acknowledging the the Traditional Owners and Custodians of the land on which we are gathering today. I pay my respects to the Elders past, present and those emerging leaders. I extend that respect to Aboriginal and Torres Strait Islander peoples here this afternoon.

The Prep B Team



Mrs Gayle Frank
Teacher



Mrs Carmel Scrika
Inclusive Curriculum
Officer



Mrs Rachelle Paton
Inclusive Curriculum
Officer



Volunteers

If you wish to volunteer at any point during the year, it is important that you have completed the Induction for Volunteers. This might be for classroom activities, sports carnivals, excursions, or in the tuckshop etc.

Parents and carers have been emailed a copy of the *Induction of Volunteers*. If you intend on being a volunteer in any capacity we ask you read the Induction of Volunteers guidelines and complete the Google Form acknowledgement that you have read and understand your duties as a volunteer (all included in an email from our school office 25/01/2024).



Before and After School arrangements

Before School:

Students should not be on school grounds before 8 a.m., unless they are with a parent/carer. Students are to gather at the covered area (Prep/Yr1 eating area) or under the sails near the Mercy Garden. Hats should be worn at this time.

Parents, students and younger siblings are **NOT** to:

- **Gather outside of the Prep classrooms or sit on the window seat.**
- Play or sit around the prep or senior playground area.
- Wait near the flagpoles.
- Wait outside of classrooms/on verandahs with their child unless you have a scheduled appointment with your child's teacher.
- **Go directly to classrooms to drop bags off prior to 8:15 a.m.**

At 8:15 a.m. the school office opens and the teacher on duty will let children head off to classrooms. Students and parents can then head to classrooms (and enter if their teacher is present). Prep children do not go outside to play before school. The only exception will be if I am on before school duty which may be next term.

Where to wait before school



Where not to wait



Before school....

- Help your child unpack their bag. Your child puts their bag away.
- Remind them of their morning jobs if they forget.
- Please put your child's hat in the pocket. Children tend to be a little rough and pockets have been torn in the past.

Brain Break Snacks


These must be fruit, vegetables, yoghurt or cheese and must be in a separate container or zip lock bag.

Please do not give your child cakes, biscuits, roll ups, popcorn or custard for this snack. They can definitely have these for lunch.

After School

- **Parents/guardians and toddlers must wait in the Prep/Yr. 1 eating area.**
- **I will keep the children with me in the front of our room and you can walk over to collect them or if your child sees you they walk over to you.**
- **Do not stand at the end of our building and block the children's view. They are only little people and can't see past you and it overwhelms the children with so many people walking up to them.**
- I will wait outside our room with children until 3:10p.m. on most days to be collected. After that time children left waiting will be brought to the school office and parents will be contacted.

Students travelling to and from school by bus:

- Please let me know if your child is catching the bus to or from school or attending PCYC after school.
 - Mrs Scriha or an adult will walk any Prep children catching the bus to the MPA. The teacher on bus duty checks children off on the roll and then watches them board the bus.
 - If your child has to pay to catch the bus, please make sure the money is in a wallet, purse or a snap lock bag and is in a spot that they know about. If the child knows where it is this saves Mrs Scriha the time of having to look in all pockets on the backpack.
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Prep Student Uniforms

What to wear in Prep:

- Prep shirt with blue shorts or blue skorts. Shirts must be tucked in.
- Shoes (must be all black)
- Hair styles (particularly boys - no mullet or long lengths on the back)
- Jewellery - plain sleepers or studs only unless otherwise communicated i.e. Christmas)
- **Prep children do not wear watches. They are a distraction, can get lost or disappear if taken off and put down.**
- Necklaces can be a chain with a cross or some type of religious symbol. I don't recommend Preps wearing chains as they could get caught on something or accidentally pulled during playtime.

If for some reason your child is wearing the wrong shoes or hat etc please let me know then I can inform the admin team if they question a child's uniform during the day.

The school uniform policy and guidelines are on our school website with accompanying images of the correct uniform.

Shoes are to be all black, with no white at all.



Shoes not permitted



ICT Code of Practice

Every student, under the guidance of their parents or school staff, can use Catholic Education IT resources – hardware and software.

The ICT Code of Practise agreement must be signed by all users – staff and students.

This document sets clear guidelines for the user and what they can/ cannot do when using Catholic Education devices. Please support your child with the signing and return of these guidelines. Every student across the Diocese is expected to abide by these expectations.

A copy of the Code was emailed to parents in Week 0. Permission slips were sent home at the end of Week 1 and were due by 2nd February.

Reporting

Formal reporting and meeting times are scheduled throughout the year to discuss student progress with their parents. These times are:


- Parent / Teacher meetings: scheduled Term 1 Weeks 8 & 9 and in Term 3 towards the end of the term.
- Report Cards: issued in the last week of Term 2 and Term 4.



Meeting and communicating with me

Arranging a meeting:

The best way to arrange a meeting is to:

- **Email me directly, that way I can respond to you after I've checked my diary and I can allow enough time for our meeting.**
 - I may not respond immediately as our day at school is very hectic. I will, however, reply to you as soon as I am able.
 - It is important to understand that calling the school and asking to be switched through to the classroom is not ideal because I am teaching. Also, trying to speak with me when I am on duty is not advisable as I have a duty of care to supervise the students under my care at that time. **Particularly at pick up time I am not able to give a run down on each child's day as I do need to ensure that all children are picked up safely by their parent or caregiver.**
 - *If you would like to know how your child is going please send me an email and I will only be too happy to let you know how their day was.*
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The school strongly discourages grievances being aired in a “Carpark Committee” style or through social media/messenger groups.

It is also important to respect that all staff have the right to ‘switch off’ outside of work hours, therefore, emails to staff outside of normal working hours may not be responded to immediately. I will not reply to any emails after 7pm; however, I will reply promptly the next morning.



The Prep B Classroom:

Prep classrooms open at 8:15 a.m. to allow students time to prepare themselves for the day of learning. This also gives you time to pop in to the classroom and make brief contact with the Prep B team; supervise your child doing their morning jobs, looking at their amazing artwork, do an activity with your child and settle them before the bell goes.

For a variety of reasons, it is not always possible to have an in depth conversations at this time. Don't forget if you wish to speak with me by all means touch base with me, give a brief outline of the situation or concern you wish to discuss, and follow it up with an email and we can make a time to meet.


If your child has a tendency to get upset when you leave. Please don't hang around. Settle your child, say your goodbyes, then make a discreet exit. This avoids your child getting upset because it tends to set other children off as well. Mrs Scriha will come to the rescue if need be.

Support of this process would be appreciated.

Homework

In Prep B, homework will go home each Friday and is due back the following Wednesday to allow time for it to be corrected and the new homework sheet to be glued in.

Homework will consist of:

- A homework sheet with a letter and number activity. This revises and consolidates the learning from the previous week.
 - A small card with the letter of the week and the number of the week will also be sent home each week.
 - Each child tracing their name on the laminated card. A texter is also sent home and is to be kept in the homework folder for the tracing. (Please reinforce the correct way to hold the texter with your child).
 - Reading is the most important part of homework, and we encourage you to read with and to your child each night.
 - To begin the year students can enjoy books from home or their library books that they borrow each Friday. Please record the books read with your child on the reading sheet at the back of the homework scrapbook.
 - **Home readers will be sent home in Term two. Sight words will begin next term.**
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Supporting Learning at Home

Parents play an important role supporting student learning at home. Consistent routines need to be established for this to be successful.

It is important that parents:

- Provide lots of encouragement and remind children that it's ok to make mistakes.
- Take the time to help your child and check their work when they are done.
- Model and reinforce the correct way to hold their pencil.
- Get children into the routine of completing their homework.
- Let children complete the work themselves.

Chester the Travel Buddy

Throughout the year our travel buddy, Chester the raccoon will be visiting your homes. Each Friday someone will take Chester home in his black folder and **he must come back the following Wednesday when homework is due.** A diary will also be in the folder, and you can write about your child's adventures with Chester (please encourage your child to tell you about what they would like you to write).

Chester's adventures will be read to the class each week before he goes home with his next friend. I would love a photo of your child with Chester. If you can't print the photo, please email it to me and I will print and glue it in with your child's entry when the folder comes back to school.



Key Curriculum for Prep in 2024

Literacy/Handwriting:

- Recognising and writing our names.
- Weekly letter focus – recognizing the letter and saying the sound it makes.
- Practising our pencil grip. (Which hand do I write with?)

Mathematics:

- Number – Weekly focus on a number. What does it look like? Representing that number in different ways.
- Patterns – AB ABC
- Colours and Shapes

Religion:

Who is Jesus? Where did he live?

HaSS: (Humanities and Social Sciences)

My Family and I (Our Show and Share topics cover some of the subject content)

Science:

Weather and Change

Specialist Areas:

STEM, Physical Education, The Arts – Music, Drama



Inclusive Curriculum



Our Inclusive Curriculum (IC) team are lead by Mrs Tanya Hamilton and Mrs Helen Baisden.

Along with our APC (Mrs Shae Saunders), classroom teachers and IC Support staff, our IC team work together to create learning environments that support inclusion and differentiation for all learners.

NCCD:

The Nationally Consistent Collection of Data (NCCD) on School Students with Disability is an annual collection of information about Australian school students who receive adjustments due to a disability.

- *Does it affect our child?*
If your child has a diagnosis; receives speech, physiotherapy or occupational therapy; and has a health issue, then we can support them if it impacts their learning at school.
- *What do we do then?*
Talk to your child's teacher, Inclusive Curriculum teacher and bring along any reports from specialists you may have.
- *What is the support that our child might receive?*
- Depending on the needs of your child, adjustments or modifications may be made to assist your child to access the curriculum in different ways, provide social and emotional support, and even make changes to the school environment.

Please approach Shae, Tanya, or Helen if you have any questions regarding the process.

A decorative graphic consisting of two overlapping, wavy blue lines that curve across the bottom of the page.

Student behaviour and expectations

Developing a positive school environment is about an attitude, which focuses on how one person interacts with another to develop right relationships.

At St John's, for effective teaching and learning and for positive relationships to occur, three key understandings must exist:

- Teachers can expect to teach;
- Students can expect to learn and play in a safe environment.
- Students are responsible for their own actions.

At St John's, we have high expectations and clear boundaries to assist with “promoting student success for social behaviour” (BBBL).

Social success requires structure and opportunities for students to learn how to engage effectively, reach their goals, and not disturb or disrupt others.

Our *School Rules* reflect this vision and have been developed using our school Vision Statement, Mission Statement, Motto and aligned with our School Virtues as a guide.

School Rules



BE RESPECTFUL

Everybody has the *right* to be treated with respect.
Everybody has the *responsibility* to act safely and respect others,
the environment, their property and the property of others.

We demonstrate **LOVE** when we...

- Act safely
- Speak politely and act courteously
- Keep our hands and feet to ourself
- Look after everyone's belongings

BE RESPONSIBLE

Everybody has the *right* to feel safe and accepted by others.

Everybody has the *responsibility* to be honest,
show forgiveness, be tolerant and learn from mistakes.

We demonstrate **HONESTY** when we...

- Are a Bucket-Filler
- Accept the consequences of our actions and behaviours
- Love one another and show forgiveness
- Be honest with yourself and others



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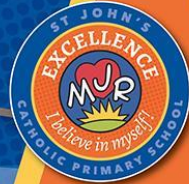
BE AMAZING

Everybody has the *right* to learn and achieve their personal best.

Everybody has the *responsibility* to work hard, feel valued and
accepted, allow others to succeed and be part of the team.

We demonstrate **EXCELLENCE** when we...

- Listen to teachers and follow their instructions
- Be proud and learn to our highest potential
 - Wear our uniform with pride
- Work together as a team: be enthusiastic and encouraging
- Ask for help: never give up because mistakes are valuable



BE THANKFUL

Everybody has the *right* to be treated fairly and with mercy.
Everybody has the *responsibility* to love, be loved
and try to be like Jesus in everything they do.

We demonstrate **THANKFULNESS** when we...

- Love one another: Show the spirit of Jesus in all that you do
- See and act on the needs of others before our own
- Are a good role-model
- Support and engage with the faith-life of the school
- Show gratitude





Reflection Room

If a situation arises where these three basic assumptions are compromised, it is possible for teachers to refer a student to our lunch-time Reflection Room. Possible behaviour redirection may include but not limited to:

- Consistent disruptions to teaching or learning.
- Not listening to a teacher/staff member or following their instructions.
- Unsafe behaviour, either towards themselves or others.
- Off task behaviour – walking around the room/out of seat, not working on a set task, talking to others, listening to others.

If a student is referred to the Reflection Room, it means that they will spend their play at second break working with a member of the Leadership Team or a teacher to discuss:

- What they were doing.
- How this is not in line with class/school rules.
- What they need to do better next time.

Reflection Room

Our referral form (right) outlines reasons why students are referred to the Reflection Room.

If your child is referred to the Reflection Room you will be notified by their classroom teacher or specialist teacher, via email.

While any referral of a student to the Reflection Room might be distressing for a parent, it must be understood that this opportunity for the student to talk about what has happened and identify ways for growth. Parent support of the school when referrals occur is appreciated so we can work together to support the child.

Further information about our Behaviour Management Process is available on our website.

2	<p>Not following agreed School Rules:</p> <p><input type="checkbox"/> Be Respectful:</p> <ul style="list-style-type: none"> o <i>Not acting safely</i> e.g. swinging on chairs, throwing things in the classroom, running on cemented areas; o <i>Not keeping hands, feet and hat to self</i> e.g. Rough play – using hands, play fighting; hitting others with hat <p><input type="checkbox"/> Be Responsible:</p> <ul style="list-style-type: none"> o <i>Not being truthful</i> e.g. o <i>Being a Bucket Dipper</i> e.g. being mean, spiteful, rude etc. to staff or peers. <p><input type="checkbox"/> Be Amazing:</p> <ul style="list-style-type: none"> o <i>Not listening to staff and/or following instructions</i> e.g. Off task classroom behaviour; walking around /out of seat; o <i>Not learning to our highest potential</i> e.g. Incomplete homework or set classroom tasks; not working on a set task o <i>Incorrect uniform</i> e.g. no hat – no play, shirts worn tucked in, correct uniform e.g. hair, accessories, shoes, socks. o <i>Not working as a part of a team</i> e.g. Talking over others; Not sharing; Disrupting teaching and learning; calling out. <p><input type="checkbox"/> Be Thankful:</p> <ul style="list-style-type: none"> o <i>Not acting on the needs to others</i> e.g. Deliberately being a bystander;
	<p><input type="checkbox"/> Persistent and ongoing Level 2 behaviour (following repeated addressing of behaviour with student AND parents)</p> <p>Not following the agreed School Rules:</p> <p><input type="checkbox"/> Be Respectful / Be Responsible:</p> <ul style="list-style-type: none"> o <i>Not looking after belongings</i> e.g. Taking, moving, tampering with and/or damaging property; o <i>Not acting safely</i> e.g. Deliberate rough play e.g. pushing/shoving, tripping, kicking, kicking/throwing objects at others, tackling, slide tackling o <i>Not speaking politely</i> e.g. Intentional swearing at another student; Teasing, harassing, putting others down o <i>Discourteous</i> e.g. Disrespecting teachers e.g. swearing at them, speaking rudely, constantly ignoring instructions/ questions/ directions. <p><input type="checkbox"/> Be Amazing:</p> <ul style="list-style-type: none"> o <i>Not working as part of a team</i> e.g. A consistently disobedient attitude; arguing with others
4	<p><input type="checkbox"/> Persistent and ongoing Level 3 behaviour</p> <p><input type="checkbox"/> Four or more Level 2 behaviour for the week</p> <p><input type="checkbox"/> Theft</p>

Prep B Student Expectations

1. We speak to please not to tease.
2. We help our friends and teachers.
3. We are bucket fillers.
4. We make good choices.
5. We are thankful for everything we have.



General Information

- **Signing students in an out of the office if students are:**
 - Late to school. Class starts at 8:35 a.m. and students are expected to be present and ready for learning by this time. Consistently being late to school does not set your child up for a successful day,
 - Leaving early or going to an appointment please sign your child out at the office and Mrs Spina will ring the classroom and we will pack up your child and Mrs Scriha or two responsible children from our class will walk your child to the office.
- **Sports uniform/specialist lessons**
 - Specialist lessons for Prep B are on Tuesday and Friday.
- **Prep B Library Day**
 - We borrow 4 books each Thursday. 2 books stay in the book box. 2 books go home with your child.
- **Medication**
 - Must be through the office with the correct forms filled out. Teachers do not administer antibiotics or panadol.

Special events on the Prep calendar

Teddy Bear or Soft Toy Picnic

Pyjama Day

Mother's Day Morning Tea

Father's Day Liturgy

Other whole school events also take place throughout the year



**Thanks
Mum and
Dad for
coming
along to my
Prep
information
afternoon.**



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Thank you very much for your support.
The Prep B team look forward to working with you and
your child this year.