YOUR CHILD’S SCHOOL JOURNEY BEGINS!

Your guide to starting Prep in 2015 at Inverloch/Kongwak Primary School

“We Give Our Best To Be Our Best”

“Every face has a place”
WELCOME

Welcome Parents and Students to Inverloch/Kongwak Primary school.

If this is your first time here, or if you have had children attend before, we would like to thank you for letting us share this part of your child's life journey.

This will be a very big year for your Prep child with new children, adults and routines to get to know, and so much to learn. They may become quite tired as their heads fill with so much new information!

We encourage you to take an active interest in your child’s education. We value your co-operation and support to ensure that your child’s education is truly a team effort. Commencing school is a very big step for both students and parents and builds on the work that you as parents and caregivers have already been doing in teaching your children communication and social skills, and providing them with many learning opportunities. School builds on this foundation and works best for your child when we do this together.

Thank you for choosing Inverloch/Kongwak Primary School for your child. We look forward to you and your child becoming active members of our school community and hope your association with the school will be a long and happy one, as we work together to achieve the best possible education for your child.

We look forward to meeting you all and spending time with the Prep classes in 2015.

Wendy Caple - Principal
Things you might like to know about IKPS:

At Inverloch/Kongwak Primary School “We Give Our Best to Be Our Best” and “Ride the Waves of Success” developing Confidence, Persistence, Organisation, Resilience, and Getting Along skills.

Hub-Annexe Agreement: Inverloch/Kongwak Primary Schools are linked through a Hub-Annexe arrangement. This means that each school retains its own identity and we work closely together so that all children receive benefits of mixing with each other for camps and excursions and through visits between the schools.

Specialist Classes: Physical Education, Art and Music

Uniform: All students are expected to wear our school uniform which is navy and white. Uniform order forms are available at the office. Please find our uniform policy at the back of this booklet.

Sunsmart: In Terms 1 and 4 all students must wear broad-brimmed navy hats when outdoors.
Communications: The school newsletter is sent home with the eldest student in the family, or via email, each Friday. Keep an eye out also for our very own Prep newsletters each term! If you have any concerns please speak to your child’s classroom teacher - the best time to do this is after school (unless it is urgent, please avoid lengthy conversations with the teacher before school.) For longer conversations please call the school office on 56741 253 and make an appointment with your child’s teacher.

Attendance: ‘It is not okay to be away’. It is very important for many reasons that children attend every school day. However, if your child is unwell please keep him/her home, notify the school office and send a signed and dated absence note with your child when he/she returns to school. In the unusual event that your child is late to school or needs to be picked up early, you will need to organise this through the school office.

Lunch orders: Children have the opportunity to have a school lunch order on Wednesday, Thursday and/or Friday. Lunch orders are placed at school and then prepared and delivered by the local bakery. Children are currently also able to order a Sushi lunch order on a Monday.

Curriculum, Teaching and Learning: Prep students at Inverloch Primary School will participate in a developmental based curriculum (Walker Learning Approach) in conjunction with more formal literacy and numeracy programs.

The Walker Learning Approach has an emphasis on children’s oral language, cognitive, physical, social and emotional development. Children are encouraged to actively engage in their learning.

Teachers will direct, scaffold, extend and interact with children during the learning process. We understand and respect that children are individuals who learn in a variety of ways.
The Prep Program supports children to grow in each of the 5 developmental domains:

- **SOCIAL**
  - Getting along
  - Accepting others
  - Working in groups
  - Making friends
  - Seeking help

- **EMOTIONAL**
  - Confidence
  - Persistence
  - Independence
  - Responsibility
  - Decision making
  - Resilience

- **ACADEMIC CURRICULUM**
  - Literacy
  - Numeracy
  - Physical Education
  - Art
  - Music
  - Science and Technology

- **PHYSICAL**
  - Using equipment safely
  - Playing safely outside
  - Fine/gross motor skills.

- **COGNITIVE**
  - Creative thinking
  - Following instructions
  - Extending ideas for investigation
  - Organisation
  - Problem solving

- **LANGUAGE**
  - Communicate effectively
  - Clarity in speech
  - Ask questions
  - Express feelings and wants

The teachers in the Prep team are committed to providing all children with the opportunity to succeed to the best of their ability.

We are all very excited about the learning journey that your child will participate in next year. We can’t wait to meet the newest members of Inverloch/Kongwak Primary School!
2015

Term Dates:

Term 1: 29th January - 27th March

Term 2: 13th April - 26th June

Term 3: 13th July - 18th September

Term 4: 5th October-18th December

Preparing for the first day:

It is natural if your child has some worries about starting school. Parents may also find the first day quite challenging. It is important that you stay as happy and positive as possible about your child starting school because your feelings will be recognised and often also reflected by your child without you realising.

Starting school should be a wonderfully happy and exciting time for children. They have heard about ‘school’ already and have had several opportunities to visit us and see what it is all about.
Tips for preparing your child (and yourself!) for the first day and week of School:

- Visit the school to explore the yard, the play equipment and your child’s classroom and bag area during the holidays. Maybe you might like to have a picnic in the eating area, with your child’s lunchbox packed as it would be on a normal school day, to prepare your child for lunchtimes when school commences.
- Talk about all the exciting things that they have to look forward to including – making new friends, playing games, listening to stories, singing, dancing, drawing and making things just like they have done at kinder and home.
- In the week prior to starting school try to develop a morning routine that models how mornings will be once school commences. This includes waking up at the same time each morning, having a healthy breakfast and getting dressed. Having their bag packed and with everything ready to get to school on time.
- Ensure your child has a routine including a regular bedtime and meal times, as this will give your child a feeling of security and help to maintain their physical and mental well-being.
- Discuss with your child the types of things they have for snack and fruit each day so they are able to determine what to eat and when each day at school. It is helpful to mention this each morning so your child can identify what you intended them to eat for snack/fruit and lunch times.
- **From our experience, the longer you drag out your good-byes in the classroom the harder it is for your child to separate from you, and also sometimes makes it a more difficult experience for yourself.**
- Plan your time while your child is at school for the first day and week. This may make things easier for you!
- We recommend that you have a look at the great resources (including videos and tip sheets) that Kids Matter has online to assist parents in preparing your child/ren for starting school [https://www.kidsmatter.edu.au/families/starting-school](https://www.kidsmatter.edu.au/families/starting-school)
The First Day:

WHAT TO PACK

Ensure your child has everything they need for the day in their school bag—this will include:

- Hat (clearly labelled with name)
- A drink bottle filled with water (clearly labelled)
- A healthy snack
- At least 1 serve of fruit for fruit breaks
- Lunch
- The stationery pack you received from the school
- A small bag at least 30 x 40 cm for your child to take to Library (labelled with name)
- A spare set of underwear and shorts/pants (to be left in school bag) in case of any accidents.

*Please note: We have some children at our school who are severely allergic to nut and egg products, as a result we ask you not to pack any food containing these products in your child’s lunch.

Please also ensure you have returned these items to the school office:

- Enrolment form
- A copy of your child’s birth certificate
- Special medical forms including asthma/ anaphylaxis management plans.
- Immunisation records
## THE STRUCTURE OF THE FIRST DAY:

<table>
<thead>
<tr>
<th>TIME</th>
<th>WHAT WILL HAPPEN/TIPS</th>
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<tbody>
<tr>
<td><strong>9:30am</strong></td>
<td><strong>Drop Off Time!</strong></td>
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<tr>
<td></td>
<td>We have structured the later starting time for our new Preps to avoid too much congestion in the school and so it is not too overwhelming for new students.</td>
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<tr>
<td></td>
<td>On arrival please proceed to your child’s classroom and help your child get settled at an activity in the room.</td>
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<tr>
<td></td>
<td>Once your child is settled with the teacher it is important to say goodbye to your child in a calm, relaxed and confident manner.</td>
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<td></td>
<td>It is important to remind your child that just like kinder, you will be back to pick them up at <strong>3:00pm</strong>.</td>
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<tr>
<td></td>
<td>Once you have said your goodbye, please proceed to the staffroom with the other parents to have a cuppa and some morning tea. Then go ahead with your day as per usual.</td>
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<tr>
<td></td>
<td>Please arrive at school no earlier than <strong>9:25am</strong>, to avoid congestion within the school, and to ensure your child does not feel too overwhelmed with the crowd which will be dispersing after the <strong>9:00 assembly</strong>.</td>
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<tr>
<td><strong>9:30-10:30am</strong></td>
<td>Your child will participate in familiar kinder-like activities for the first part of the morning session until they are comfortable and will then begin to participate in more structured activities.</td>
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<td>The children will be shown around the school and will be made aware of the school boundaries, toilets, and the prep playground.</td>
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<td>The children will explore their lunchboxes and decide what they will eat at the various break times throughout the day.</td>
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<td><strong>10:30-11:00am</strong></td>
<td>The children will eat their snack in their designated eating area outside, and will then play outside while being supervised by the Prep teachers.</td>
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<td></td>
<td>The usual recess time is <strong>11:00-11:30</strong>, however the Prep students will be eased into this and will join the other students when the teachers feel they are ready.</td>
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<tr>
<td><strong>11:00-1:00pm</strong></td>
<td>The children will continue to participate in various activities within the classroom. The children will have their second fruit break during this time.</td>
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<tr>
<td><strong>1:00-2:00pm</strong></td>
<td>The children will be supervised while eating their lunch in the outdoor eating area, and will then proceed outside to play while being supervised by the teacher.</td>
</tr>
<tr>
<td><strong>2:00-3:00pm</strong></td>
<td>The children will participate in more activities in the classroom, they will pack up their possessions and be ready to be collected by you from the classroom at <strong>3:00pm</strong>. Please come into the classroom to collect your child.</td>
</tr>
</tbody>
</table>
TERM ONE ORGANISATION FOR PREPS

THE FIRST WEEK OF PREP: (29th Jan-30th Jan)

THURSDAY: 9:30 - 3:00pm
FRIDAY: 9:00 - 3:00pm

WEEKS 2 and 3 OF PREP: (2nd Feb - 13th Feb)

MONDAY: 9:00-3:00
TUESDAY: 9:00-3:00
WEDNESDAY: REST DAY - YOUR CHILD WILL HAVE TO ATTEND ONLY FOR THEIR ALLOCATED INTERVIEW TIME (APPROXIMATELY 45 MINS - 1 HOUR)
THURSDAY: 9:00-3:00
FRIDAY: 9:00-3:00

WEEKS 4 and 5 OF PREP: (16th Feb – 27th Feb)

MONDAY: 9:00-3:30
TUESDAY: 9:00-3:30
WEDNESDAY: REST DAY - YOUR CHILD WILL HAVE TO ATTEND ONLY FOR THEIR ALLOCATED INTERVIEW TIME (APPROXIMATELY 45 MINS - 1 HOUR)
THURSDAY: 9:00-3:30
FRIDAY: 9:00-3:30

WEEKS 6 to 9 OF PREP: (2nd March-27th March)

9:00 – 3:30 each day. The first bell will ring at 8:45am. It is helpful to have your child at school at this time to drop their bag off and be ready to start the day at 9:00am.

IMPORTANT DATES TO NOTE

Monday 9th March = Labour Day Holiday
Friday 27th March = Last Day of Term 1 2:30pm finish
PREAMBLE

All school councils have the authority to create and implement dress codes for their children. This policy reflects the expectations Inverloch / Kongwak Primary School Council holds regarding student dress and appearance. The main purposes of this policy include the promotion of student safety and group security, and the creation of collective and individual pride in students and their identification with the school. It incorporates guidelines pertaining to the school uniform and student individual appearance.

A sensible and neat appearance reflects a caring attitude and pride in one's self and the school. By reinforcing the importance of sensible dress at primary school, parents are preparing their child for the dress requirements of post primary schooling, as well as developing sound personal habits within their children for later life. (For this reason, students are expected to wear the IKPS uniform)

Inverloch / Kongwak Primary School Council also provides scope for individuality via special days and activities which allow students to make choices about their clothing.

GOALS

1. To ensure all students are dressed in a way that enables them to be safe.
2. To ensure all students are dressed in our school uniform of navy blue and white.
3. To develop and maintain a strong sense of identity with and pride for the school.
4. To provide easy identification of students and to enhance each child's sense of security - particularly when the children are on excursions.
5. To reduce the potential for children to feel peer pressure to wear fashion items at school.
GUIDELINES

1. **School Uniform**

   ~ Wearing of the school uniform is compulsory and all items must be clearly labelled and must be in a neat and clean order.

   ~ The school uniform consists of the following:

   **Tops:** navy crew-neck windcheater, preferably with school logo; navy bomber jacket, preferably with logo; navy polar fleece vest; and for year 6 only, navy commemorative windcheater.

   **Jacket:** navy and white sports jacket with logo to be ordered through school

   **Shirt:** navy blue and or white short-sleeved crew neck T-shirt or polo shirt; navy or white long-sleeved polo shirt all preferably with school logo; or navy blue / white skivvy Grade 6 white commemorative T-shirt

   **Pants:** navy track-pants, shorts or “skorts”, cords

   **Dress:** blue and white check.

   **Tights/leggings:** Navy blue / white, to be worn under school dress or skorts in winter

   **Hat:** navy broad-brimmed hat only to be purchased from the school's Uniform Store

   **Footwear:** - black closed toe shoes, boots or runners (can also be white/predominantly white)

   **Socks:** plain black, navy blue or white only, short or knee-high.

   **School Bag:** It is strongly recommended that children use the navy school back pack available from school.

   **Sport Uniform:** Runners for PE, tops as per house colour for sports days, sports jacket, navy blue and or white T-shirt and blue shorts when representing our school at sporting events

The wearing of hats for all outdoor activities is compulsory in Terms 1 and 4. Children are permitted to wear navy blue beanies on cold days during Terms 2 and 3. Beanies, hats and other head-coverings are not to be worn indoors (except where an exemption has been requested and granted due to religious or cultural reasons).

~ Due to risk of personal injury, scarves and hooded windcheaters are not to be worn at school.

~ The wearing of the school uniform is a pre-condition for every child participating on an out-of-school activity - unless parents are notified of other arrangements.

~ Parents are responsible for ensuring that the correct uniform is worn.

~ School staff will monitor the wearing of the correct uniform. Where children are noted as being continually out of school uniform, a “School Uniform Notice” will be issued to the parent requesting an explanation.

~ Each year the Year 6 children will have the option of purchasing and wearing tops containing a unique and appropriate design to acknowledge their final year at primary school. (To be arranged by Grade 6 teachers in Term 1)

~ Contingency procedures are available to assist families having difficulty meeting the policy requirements due to financial reasons.

~ Parents are responsible for placing the student’s name on all items of clothing.
2. **Individual Appearance**

~ **For safety reasons** the only jewellery permitted at school will be small sleepers or studs in the ears (maximum of two per ear) and inexpensive wrist watches.

~ Students are only to have **a natural hair colour**.

~ Hair styles should not impede the child's vision. As all schools are susceptible to incidences of headlice, to lessen the likelihood of infestation, **children with hair that is shoulder length or longer must have it securely tied back with black, blue and or white hair ties/headbands**.

~ Students are not permitted to wear any makeup. **This includes false fingernails and nail polish**.

~ Students are not permitted to write, draw, colour or in any other way ‘mark’ their skin.

~ Each term there will be a special day/s and/or activities where students will be encouraged to dress **around a theme**. **This must be respectful to themselves and others. The wearing of high heels, open toed or slip on shoes or thongs is not permitted. Shoulders must also be covered**.

3. **Exemptions**

~ Parents may seek an exemption from the dress code on the following grounds:

  - an aspect of the code offends a religious belief held by the student/parent
  
  - an aspect of the code prevents the student from complying with a requirement of their ethnic or cultural background
  
  - the student has a particular health condition that requires a departure from an aspect of the code. **A doctor's certificate must be provided.**

~ To seek an exemption, parents are required to state their request in writing - including the reason(s) - to the **principal who will then take it to the school council**. The school council will then respond to the request in writing.

**BASIS OF DISCRETION**

Where this policy does not provide sufficient guidelines concerning a particular issue in regard to student dress and appearance, the principal will use his or her discretion - based on the goals of this policy - to implement appropriate action, if deemed necessary.