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ALWAYS STARS
S—SAFE
T—TEAM
A—A LEARNER
R—RESPECTFUL
Welcome from your Proud Principal

Welcome to the Gracemere State School Prep. Enjoy exploring this resource and finding out more about our exceptional school.

Exceptional is certainly true of the wonderful, dedicated staff members who work here. As Principal I am always proud of the exciting work achieved each and every day, as we strive to achieve our vision, “Our Best - Always”. We recognise the individual learning needs and styles of each and every child and aim to provide differentiated learning opportunities to cater for these requirements. Further, we recognise the need to develop the whole child and respect that every student has a diverse range of talents. Our students are striving every day for Our Best – Always.

The greatest resource we have at Gracemere are our students! Our students are tolerant, respectful, committed to learning and attend every day as they know it is not ok to be away. Expectations of our students are high, and we are pleased that so often these expectations are reached and then exceeded.

We are delighted that our successes are shared with, and in many cases the result of partnerships with our wonderfully supportive community. In 2015 we aim to work even more closely with school community organisations including the Parents and Citizens Association and ATSIC committee. The Gracemere State School Improvement Agenda reflects key priorities identified by the school and the community. We are eager to see that shared vision enacted for the benefit of all.

As we continue to implement the National Curriculum with the introduction of Geography in 2014, we also aim to enhance the integration of Information Communication Technologies (ICTs). With interactive white boards in every classroom, Laptops and iPads available in every classroom and increased opportunities for ICT interaction, we are confident we can continue to deliver an exciting and engaging curriculum.

Looking forward we eagerly await the ongoing improvement of broader school facilities. I encourage all parents to take an active role in your school. All the very best for 2015!

Gracemere exceptional Teaching and Learning!

Yours in education,

Liz Bailey
Proud Principal
What will my child learn in the Prep Year?

The learning experiences in the prep year will help your child to:

- Take on responsibilities and become more independent
- Respect other people, respect their own belongings and those of others
- Cooperate with others
- Make sensible choices about their health and safety
- Develop their physical skills
- Develop their oral language
- Develop their understanding of literacy and numeracy
- Learn how to be thinkers and problem solvers
- Use their imagination and creativity
- Learn about their environment
- Learn how to function in a structured environment and follow rules.

Specialist Lessons

Prep students will be involved in specialist lessons throughout the school year. These include -

- Music
- Physical Education
- Swimming in Term 4
- Library
- Technology
- Religious Education—OPTIONAL
What to do before Prep begins

Starting Prep full time is a huge step for children. To ensure your child feels confident and comfortable from day one, here are a few things that you can to help!

- NIGHT ROUTINES ~ Establish a consistent night time routine. A well rested child will cope better with the changes that occur during the Prep day.

- MORNING ROUTINES ~ Develop a routine to include the eating of a healthy breakfast and time to talk with your child about drop off and pick up arrangements, after school activities etc. This will help your child feel informed and prepared.

- LUNCH PACKAGING ~ Teach your child to open their lunch box and any other storage containers they may encounter in their lunchbox.

- DRESSING ~ Ensure your child can manage any clothing that he/she will wear to Prep.

- TOILETING ~ Ensure that your child can manage their toileting safely and cleanly eg. Urinals

- EARLY LITERACY/NUMERACY ~ Begin encouraging your child to write their name, sing nursery rhymes together, practice holding a pencil, reading stories together, exposure to alphabet and counting to 10, recognising colours and basic 2D shapes.
Handling their excitement, their enthusiasm... and their nerves

Now your child is going to be a big Prep student, there will be much excitement and enthusiasm, although there will still be nerves. After Christmas, most children think they will be attending school, the very next day. To assist with this confusing/exciting time, a countdown calendar is a great way to visually show your child how many days it will be until they ACTUALLY will be going to school.

Your child will go through a whole range of emotions during their Prep year (and so will you!). Some days they will say goodbye happily and other days there will be tears!

Every day your child will come home tired and by about Week 6 it is very normal for them to tell you “I don’t like school” or “I don’t want to go!”. By this point of the school term they have had to learn a whole range of routines and rules and are simply tired! The novelty and excitement of beginning something new may simply be wearing off.

Your child will learn to mix with a variety of personalities and may experience some social challenges. During the year your child will learn how to resolve conflict peacefully, to express their needs and understand the needs of others and develop an understanding of friendship. If your child has any difficulties, listen to them, give them suggestions on how to resolve it and feel free to talk with your child’s teacher if you are concerned.

Prep is a very exciting year of growth and change for your child and hopefully they will be very eager to share with you all of the things that they have learnt.
Prep Room 1 (above)
Prep Room 2 (below)

School Grounds

Pick up and drop off routine

Morning Drop Off
During the first few weeks, please walk your child to their classroom to ensure they are ready to start the day. While you are welcome to drop and go (from 8:30am a teacher will be on duty in undercover area), you may like to bring them into the classroom and settle them into an activity. Parents will be able to do this for the first week. Children are reminded to go to the toilet prior to the first bell.

School begins at 8:50am. It is important to arrive on time to allow your child and the rest of the class time to settle into their morning routine without disruption.

If you arrive late (after 8:50am), you must stop via the office to ensure your child is marked as present.

We ask that parents and younger siblings do not play on the playground equipment for safety purposes.

Afternoon Pickup
Please collect your child from the classroom. If you are unable to personally collect your child, please notify the office/class teacher who will be collecting your child. Children going to Outside School Hours Care (OSHC) will be collected from the classroom by one of the OSHC staff from the relevant day care provider. If your child is travelling by other bus providers, they must be collected by an older sibling.

If you are running late, please call Jan or Vicki at the office and they will let the class teacher know so they can reassure your child.

Leaving Early
Whilst Prep is a full time program and the children attend for the full school day, there may be times when you need to pick your child up early (eg. for an appointment). To do this you must sign your child out at the office before coming to the classroom to collect them.
Attendance

Once your child is enrolled in Prep, it is expected that they attend 5 days/week. Although prep is not compulsory at this stage, once your child is enrolled, you are making a commitment to your child’s attendance.

EVERY DAY COUNTS!

Education Queensland states the following: “Absenceism and truancy from school can impact significantly on a child’s learning and wellbeing. Research shows that in QLD, higher attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. Under the law, you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse. Schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences.”

Absences will be monitored and tracked and you will be contacted to explain all unexplained absences.

Please ensure you contact the school to inform of any absences as soon as possible, either by phoning the school office—49317555 or via text message on 0418708322, stating child’s name, date of absence, reason for absence and expected return to school date.

QLD Public Holidays 2015

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Thursday, 1 January 2015</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Monday, 26 January 2015</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, 3 April 2015</td>
</tr>
<tr>
<td>Easter Saturday</td>
<td>Saturday, 4 April 2015</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, 6 April 2015</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Saturday, 25 April 2015</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday, 8 June 2015</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday, 5 October 2015</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, 25 December 2015</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>Saturday, 26 December 2015</td>
</tr>
<tr>
<td>Boxing Day (additional holiday)</td>
<td>Monday, 28 December 2015</td>
</tr>
</tbody>
</table>
## QLD School Terms 2015

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>Finish</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 27 January, 2015</td>
<td>Thursday 2 April, 2015</td>
<td>10 weeks</td>
</tr>
<tr>
<td>School Holidays</td>
<td>Friday 3 April, 2015</td>
<td>Sunday 19 April, 2015</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 20 April, 2015</td>
<td>Friday 26 June, 2015</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 13 July, 2015</td>
<td>Friday 18 September, 2015</td>
<td>10 weeks</td>
</tr>
<tr>
<td>School Holidays</td>
<td>Saturday 19 September, 2015</td>
<td>Monday 5 October, 2015</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 6 October, 2015</td>
<td>Friday 11 December, 2015</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>

## When Is My Child Eligible For Prep?

<table>
<thead>
<tr>
<th>Child born</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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</thead>
<tbody>
<tr>
<td>1 July 2007 to 30 June 2008</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
<tr>
<td>1 July 2008 to 30 June 2009</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
</tr>
<tr>
<td>1 July 2009 to 30 June 2010</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
</tr>
<tr>
<td>1 July 2010 to 30 June 2011</td>
<td>Kindy/Pre-Prep</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>1 July 2011 to 30 June 2012</td>
<td>Kindy/Pre-Prep</td>
<td>Prep</td>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>1 July 2012 to 30 June 2013</td>
<td>Kindy/Pre-Prep</td>
<td>Prep</td>
<td></td>
<td>Prep</td>
</tr>
</tbody>
</table>
**What To Wear**

Uniform
Prep shirt
Navy blue School shorts or skorts
White socks
Black Shoes (Velcro are preferred)
Navy School wide brimmed hat
Navy blue jumper/tights or tracksuit pants during winter

Please ensure you name your child’s belongings clearly.

**Wearing shoes**
At times, the children may remove their shoes during the day—eg emptying sand out of shoes after play time. Please ensure your child’s socks and shoes are clearly labelled and have velcro, if they are unable to tie their own shoe laces.

**Hair**
Hair should be neatly tied up at all times.

Uniforms can be purchased from:
Y’s School Uniforms
113 Denham Lane, Allenstown
Ph—49279322

Gracemere state school has a long proud history of 100% uniform compliance. We are proud to wear our uniform as we are proud to belong to Gracemere State School.

Please endeavour to keep uniform clean, are neat, tidy and free from holes, tears, stains.

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**Pre-Prep**

**What is Pre-Prep?**

Gracemere State School is running a FREE Pre-Prep program for children turning 4 before July 30, starting Prep the following year. Children are able to attend one day per week from 9am-3pm until the end of the year. Throughout this time, children will develop skills that will help to prepare them for Prep year. This includes an oral language program to develop speech and language, early literacy focusing on nursery rhymes, letter names and phonograms (sounds) as well as developing important fine motor concepts - such as pencil grip, pencil control, hand-eye co-ordination as well as scissor skills.

**Importance of Pre-Prep**

The first five years of life form the foundations of developmental milestones in both the mind and body. A child grows at a phenomenal pace that is unequalled at any other time of life, from the first day of life to the first day at school. Studies have shown that during the first 5 years of life, the brain undergoes its most dramatic growth. Language evolves, basic motor abilities advance, thinking starts to become more complex, and social/emotional development occurs.

Pre-prep focusses on nurturing, expanding and building upon children’s prior learning through play and structured learning experiences to help them become ready to be successful learners. At this age, it is vital that we create a lifelong love of learning in children, so they can find school enjoyable and achieve their full potential.

The aim of Pre-Prep is to create a stepping stone from home/kindergarten/daycare, to nurture and support these children into the school environment, taking as much of the stress out of beginning Prep the following year as possible.
Enrolment Management

Gracemere State School is well known for a nurturing, small school environment. Due to our size restrictions, our school has an enrolment management plan, so to be enrolled in our school you need to be living in our catchment area, or have a sibling that is already attending the school.

To find out which school catchment zone you fall in, please follow the link below.

At times, we may 'lift our catchment net' to allow students in that don’t fall into our zone, ONLY if we have vacancies after catchment students are enrolled.


Compliments, Complaints & Concerns

We welcome any type of feedback whether it be a compliment on something that we are doing great or an area we can improve.

The first point of call is the classroom teacher. Please make a time to discuss your concerns first with what you believe to be an appropriate course of action and problem solve with the teacher. Teachers unfortunately don’t have a magic wand to fix issues immediately. Please allow time for problems to be solved, as teachers care about the wellbeing of your child.

If you are still unhappy with how the situation has been handled, please make a time with the principal to have further discussion. The first point of call is always the teacher.
**Lunch Times and Food**

**Fruit snack (10am daily)** - small piece of fresh fruit (if possible) that is easy to eat—eg cut up apples, bananas, grapes, sliced oranges etc.

**Lunch** - 11am—11.45am

We encourage all children to eat their sandwiches first, then something else if they are still hungry.

**Afternoon Tea**—1:30pm-2pm

Packing your child’s lunch should be about quality of foods, rather than quantity and they should be healthy.

And remember: Treats like chocolate or chips should only be included occasionally, not every day. Water is the only drink kids need.

Some handy recipe ideas for something healthy & different—

**Prep Year Requirement List**

The following list contains all the necessary requirements for your child’s participation in the 2015 Prep program.

All items need to be supplied on the first day of school and MUST be clearly named.

- $85 Prep resource levy—Covers the provision of all paints, glue, pencils, scissors, paper, paint brushes, books, folders, pens, pencils, crayons, markers and scrapbooks, subscriptions to programs including Reading Eggs.
- Library bag—available from Y’s uniforms
- 1 box of tissues
- 1 bottle of liquid hand wash
- Insulated lunch box & water bottle
- Spare set of clothes & underpants in plastic bag
- Headphones—Not the ear bud type.
- A good sized backpack
What to pack!

- Fruit snack, lunch (1st break) and afternoon tea (2nd break) in one lunch box
- School Hat
- Spare uniform (inc. underwear) in case of accidents
- Water bottle
- Library bag
- School bag big enough to fit all of the above
- Communication/homework folder ~ as pictured below
  (Available from Y's Uniforms)

PLEASE NAME EVERYTHING THAT IS BROUGHT TO PREP!

NB: Lunchboxes: Lunchboxes will need to be insulated with a cold pack as we do not have fridges available for children's lunch. With our hot climate, it's imperative anything that needs to be kept cool—yoghurt, meat, cheese etc is packed with a frozen item!
What else do I need to know?

Contacts
Please ensure your contact details are up to date including postal address, phone number and email address. It is advised to have at least 3 emergency contacts NOT including parents in order of preference to contact so we can get in touch in case parents are unavailable.

Parenting Arrangements
Please advise us if there are any custody/court orders/parenting arrangements in place so we can contact the appropriate parent when required.

Newsletters
Newsletters will be emailed fortnightly. If you require a paper copy, please notify the school office. Class newsletters will be sent out at the beginning of each new term.

Birthdays
Birthdays are special and we love to celebrate them in Prep! If you wish to bring a cake, please inform the teacher and arrange a convenient time.

Special Items From Home
Children should not bring toys, games, large sums of money, valuables and sporting equipment to school. They cause great concern to the owner if lost, broken or stolen. If your child wishes to bring something special to school, please pre-arrange this with the class teacher for a show and tell item.

Keeping Up To Date
There are many digital ways to keep up to date with happenings in our school including our Website, Facebook & Twitter.

Contact Information

Principal: Elizabeth (Liz) Bailey
Email: theprincipal@gracemeress.eq.edu.au

Admin Team—Jan Fraser, Vicki Meloni
Email: admin@gracemeress.eq.edu.au
Phone: 49317555
Mobile: 0418708322
Fax: 49317500
Website: www.gracemerss.eq.edu.au
Twitter: @Gracemere_SS
Admin Hours: 8am—4pm
School Hours: 8:50am—3:00pm
Special Days

Throughout the year, we have many special events and we encourage you to come and see your child in action. These are just some of the events you will be invited to:

- Under 8’s day—celebrating being young!
- Cross country Fun Run
- Athletics Day
- School swimming program
- Gracemere Gala
- Free dress days
- Book Week
- Book Fair
- Swimming Carnival
- Ball Games Carnival
- NAIDOC Day
- A variety of fundraising dress up & free dress days to raise money for various organisations.

Parade

Every Friday morning at 9am whole school parade is held which parents/grandparents/carers are invited to attend. The parade begins with our national anthem, important upcoming events and principals messages. Each class teacher awards a certificate to a Student Of The Week and a Merit certificate. When a student receives a certificate, they are invited to attend a Principals morning tea with their family, to celebrate their achievement immediately after parade.

How can I get involved?

Parent helpers in the classroom

A morning in Prep is a wonderful way to interact with your child, join in activities, meet their friends and see what your child does at school each day. Parent helpers are most welcome in our classrooms/school. Please let your child’s teacher know if you are able to help out for an hour or on a regular basis.

Home/School Communication

It is essential to ring the office for any urgent messages or if you need to make an appointment to meet with your child’s teacher before or after school hours. Please inform us of any changes that may affect your child’s emotional wellbeing that may impact of their school lives.

Excursions and Incursions

Throughout the year we will be participating in incursions (in school excursions) and excursions. A note will go home before any excursion requesting permission and, if possible, an invitation for parents to accompany us.

Parents and Citizens Association (P&C)

All parents are welcome to join our P&C committee to assist with putting forward new ideas, event organisation and fundraising. A great way to get involved with the school community.
Tuckshop

Tuckshop operates on a volunteer basis and is always looking for helpers.

Our tuckshop operates at FIRST LUNCH on FRIDAYS (Subject to change) only. Orders are to be pre-ordered by placing your child's name, class, teacher and chosen food items on a paper lunch bag. Orders are to be placed in the tuckshop order box located in front of the tuckshop.

Health and Medication

A child suffering from a contagious complaint—mumps, chicken pox, colds, flu etc. MUST not attend school but remain home for the period of time specified by the Health Department or family doctor. This allows your child to fully recover and prevents the spread of disease and subsequent relapses/infections. Contagious sores—eg school sores, cuts and fungal infections—ringworm, must be covered and treated.

In the event your child becomes ill, we will notify parents so the child may be taken home as soon as possible. If parents are not contactable, we will ring the emergency contacts provided.

There are STRICT guidelines under which medication can be administered

- Prescribed medication by doctors that is to be administered while the student is at school must be presented in its original packaging with pharmacists instructions to the office.
- Student medication is to be kept in the office at all times. The exemption to this is asthma inhalers. A student may be responsible for their own inhaler with written permission from the parent with the approval of the parent.

The school WILL NOT administer -

- Panadol—unless prescribed,
- Medication in another persons name
- Medication that is out of date.

Head lice ~ If your child has head lice, they will be excluded from school until their hair has been treated.

Special Needs

Melanie Christmas is Gracemere State School's Special Education Program Teacher—also known as SEP Teacher.

Her role includes the following:

- Collaborate with teachers, parents and specialists to identify student needs and develop Individual Support Plans for all students verified with a disability.
- Design & resource programs to improve learning & personal outcomes.
- Work with teachers and teacher aides to make the adjustments to content, teaching strategies, learning environment and assessment which will allow these students to access the curriculum.
- Support an amazing group of students and their teachers within and outside the classroom.
- Liaise with parents, health professionals and specialists on a regular basis.
- Request and co-ordinate support from Guidance Officers, Speech Language Pathologists, Occupational Therapists and Advisory Visiting Teachers
- Support a range of specialist intervention programs.
- Attend to the mandated processes for all students with disabilities, including verification, profiling, validation and other AIMS data.

"If a child cannot learn in the way we teach....we must teach in a way the child can learn."

- Author unknown