Discovering Learning at Chelsea Heights Primary School

2014 Prep Parent
Welcome...

to Chelsea Heights Primary School.

We thank you for making CHPS your school of choice and we look forward to many years of exciting learning and getting to know you and your family.

This handbook has been put together as support to new prep parents, and in conjunction with the CHPS Parent Information Handbook, should answer many queries about starting Prep and school life.

We here at CHPS hope to make the transition to Prep a smooth one.

Term Dates 2014

**Term 1:**
Tuesday 28\textsuperscript{th} January to Friday 4\textsuperscript{th} April

- Tuesday 28\textsuperscript{th} January - Teaching Staff Only
- Wednesday 29\textsuperscript{th} January - Teaching Staff Only
- Thursday 30\textsuperscript{th} January - Grades 1 to 6 students commence
- **Friday 31\textsuperscript{st} January** — Preps *commence* 9:00 *finish* 1:30 pm

**Term 2:**
Tuesday 22\textsuperscript{nd} April to Friday 27\textsuperscript{th} June

**Term 3:**
Monday 14\textsuperscript{th} July to Friday 19\textsuperscript{th} September

**Term 4:**
Monday 6\textsuperscript{th} October to Friday 19\textsuperscript{th} December
During the first month of Prep, the Prep Team will complete a number of assessments to determine your child’s level of understanding of English and Mathematics as they enter formal schooling.

The assessments that will be used are the English Online Interview and the Maths Online Interview. These assessments will inform the curriculum planning undertaken to support your child’s learning.

The English Online Interviews are carried out on a one-to-one basis during February and take approximately half an hour. To facilitate these interviews Prep students do not attend school on Wednesdays during the month of February.

Your child’s teacher will negotiate an interview time with you early in 2014.

**Prep School Attendance Dates & Times for the first week of school.**

- Friday 31\textsuperscript{st} January—9:00 am to 1:30 pm
- Monday 3\textsuperscript{rd} February - 9:00 am to 3:30 pm
- Tuesday 4\textsuperscript{th} February – 9:00am to 3:30 pm
- Wednesday 5\textsuperscript{th} Feb – No attendance due to Interviews
- Thursday 6\textsuperscript{th} Feb – 9:00am to 3:30 pm
- Friday 7\textsuperscript{th} Feb – 9:00am to 3:30 pm

**Please Note:**

- Prep students will attend from 9:00 am to 3:30 pm on Mon, Tues, Thurs & Fri from Monday 3rd of February.
- Preps will attend their 1\textsuperscript{st} full week of school (including Wednesdays) commencing Monday 3\textsuperscript{rd} March
- Preps will attend Specialist Classes from the week beginning Monday the 3\textsuperscript{rd} February
- Preps will play under full supervision in the Prep Playground only until Monday the 11\textsuperscript{th} February. After this date Preps can choose to stay in the Prep Playground or venture into the main play areas.
- Preps will attend their 1\textsuperscript{st} Whole School Assembly on Monday the 3\textsuperscript{rd} March. Parents & siblings are always welcome to attend Whole School Assemblies!
What does my child need on their first day of school?

An organized and calm start to the first day of school has a huge impact on the success of this day for your child.

Ensuring that you have the following will support this:

*Your child’s box of school supplies – please do not label or cover markers, pencils, books etc. as these are shared in Prep.*

Packed in your child’s clearly named school bag:

1. Named Reader Bag from box of school supplies
2. A named Art Smock
3. A labeled drink bottle—preferably filled with water
4. A labeled lunch container including
   - A fruit snack
   - Play lunch
   - Lunch

*It is important that you have either picked up your child’s book order from the school on the date indicated on your order form or arranged for a home delivery.*

Eating Times for Prep Students –

Regular healthy eating supports an active and receptive student. Your child will be eating at the following times whilst at school.

10:00 am – Fruit Break

**10.45** – All students visit the bathroom and wash their hands before eating their “play lunch” in the classroom.

1:15 pm - All students visit the bathroom and wash their hands before eating their lunches in the classroom.
Discovery Learning

**Allows** your child to explore and develop with learning through their own guided investigations.

**Creates** meaningful experiences that your child can relate to.

**Provides** for a variety of learning centres including dramatic play, construction, writing and sensory areas where your child will work in small groups with their peers.

**Promotes** creativity and imagination, encouraging your child to invent, explore and problem solve.

**Has** Literacy and Numeracy embedded in all of the activities and experiences that your child participates in.

**Provides** a rich range of opportunities for your child to converse with other children.

**Uses** investigation as a teaching tool and the basis for further instruction to develop your child’s skills and understandings.

**Makes** use of both internal and external learning spaces.
At CHPS our program currently includes three specialist subjects:

Physical Education
Performing Arts / Music
Art

These subjects are taught in our new “Green Learning Zone,” which is situated on the Thames Promenade / Wells Road corner of the school. Your child participates in a rotating three hour block of Physical Education, Performing Arts and Art, once a week i.e. during the three hour block your child spends one hour in P.E. one hour of Performing Arts and one hour of Art.

The time slot for this program alters each term. If your child has specialist classes for the last three hours of a particular day, he / she will not return to their classroom to be dismissed.

The Prep Newsletter will inform you about your child’s specialist timetable each term. It is important that you make note of these times so that you know the area from which your child will be dismissed and are waiting for him / her when they enter the playground.

Preps have Specialist Classes in the “Green Learning Zone.”
What happens when my child is sick?

Scenario 1: My child is sick what do I do and who do I inform?
Please contact the school office or your child’s teacher. Although verbal notification is acceptable, a short note is preferable. If your child is going to be away for more than a couple of days it is essential that you inform the school prior to your child’s return.

Scenario 2: If my child becomes unwell at school what happens?
Your child will rest in the sick bay. The office staff will contact you and inform you of the situation. Should the office staff be unable to contact you, the emergency contact number that you have provided will be used.

Scenario 3: If my child injures themselves at recess or lunchtime what happens?
Minor Injuries e.g. small fall or graze are treated by the teacher on yard duty.
Moderate Injuries e.g. cut or graze that needs cleaning. A slip is filled in by the First Aid Officer & sent home.
Major Injury/any head injuries will result in a phone call to you or your emergency contact.

How does my child get from ‘Before School Care’ and to ‘After School Care’?

Before School Care: Prep Students attending are taken by the Camp Australia staff to the Prep line up area. The staff remain with your child until 8.50 am when the doors open and his/her grade enters the classroom.

After School Care: Prep Students attending are taken by their teacher to After School Care.

For this program to run safely and smoothly it is ESSENTIAL that you inform your child’s teacher of any changes to your child’s attendance hours at After School Care. This is most effectively done by sending a note. Please DO NOT rely on your child to relay this information.
The Aim:
The Buddy Program at Chelsea Heights Primary School aims to facilitate meaningful connections between students within the School. The main aim is to build social skills, resilience and a pro-social culture.

How does it work?
The buddy program at Chelsea Heights Primary School consists of Prep students paired up with students in Grade 5. The students are paired up in consultation between the Grade 5 and Prep Teachers. The aim is to have the students together who will be of a benefit to each other e.g. a quiet child with one who will converse and interact.

Why have buddies?
Younger children, especially, enjoy the one-to-one attention they receive from their older buddy. They make comments such as, "We do lots of fun things together. She`s my friend." Participation in buddy programs enhances children`s cooperative learning behaviours such as taking turns, listening, sharing knowledge, praising another`s effort, helping one another, and completing a task. Due to the extra attention and assistance, the younger children`s work often improves. As the older students assume the role of the teacher, they are motivated to do their best. They also experience pride in their ability to be helpful.

The younger children bond with the older buddy and friendships flourish as the year progresses. Since the younger children look up to the older students, the older buddies try hard to be of assistance and their feelings of self-worth are enhanced. The older children enjoy the responsibility of caring for their buddy and it is a great start to the student leadership program that we offer at Chelsea Heights Primary School.
**FAQs**

How do I know which grade my child has been placed in and who his / her teacher is?
On Tuesday the 11th of December, your child will attend the Statewide Transition Day. On this day he/she will be taught by their future teacher for 2013. All children – whether they have attended this day or not – will receive a letter from their teacher and their Grade 5 buddy in January welcoming them to CHPS.

Who do I speak to concerning E.M.A (Education Maintenance Allowance)?
Please contact the office at CHPS and Sharon Juriansz, Business Manager, to support you with any paperwork or process around ensuring that your application for E.M.A. runs smoothly and effectively.

What do I do if I have a concern or complaint?
The members of the Education Sub Committee of the CHPS School Council which includes both parents and staff developed our Concerns and Complaints Policy in 2009. A copy of the flow chart which supports parents in their understanding of “who to go to for what” is displayed on all classrooms doors and published on our website. Concerns that result in a need for a change in or development of policy are addressed by the School Council.

Where can I access the school’s policies?
The school’s administrative policies are reviewed regularly by School Council and are published on the CHPS website. Education policies are revisited during the school’s four yearly formal review process which is overseen by a representative from the Department of Education and Early Childhood Development.

How does the school prevent bullying?
Driven by our Values Program our students develop a clear understanding of Respect, Responsibility & Cooperation. They are supported to understand that bullying is defined as repeated incidences of physical or verbal abuse and exclusion. Many strategies are employed by the school to ensure that all children feel safe and included at school e.g. Restorative Justices.

Why should I join a parent committee?
Participating in School Council, the Education Sub Committee, the Buildings and Grounds Sub Committee, the Fundraising Committee or Parent Club ensures that you have a voice in the maintenance, development and improvement of your child’s school.