

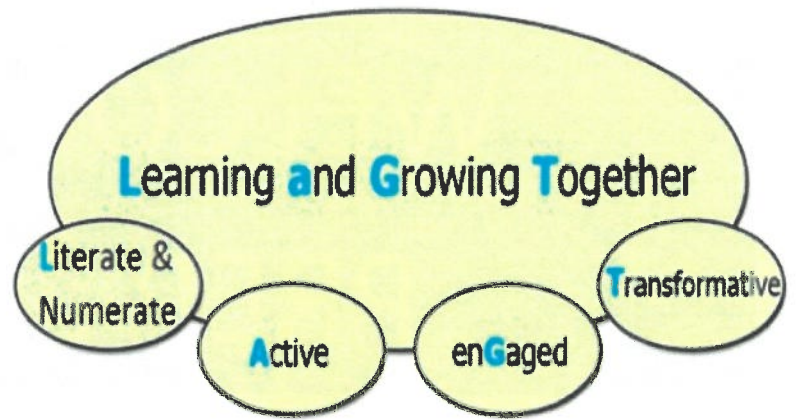
WELCOME TO
PREP 2024



INFORMATION
HANDBOOK

Our School

At Park Lake State School, we foster a caring and trusting school community within which the individual members of the school community are provided with quality education, support, challenges and technology aimed at developing their full potential.



Mission Statement

The mission of our school is based on our motto:

Learning and Growing Together

Our Students

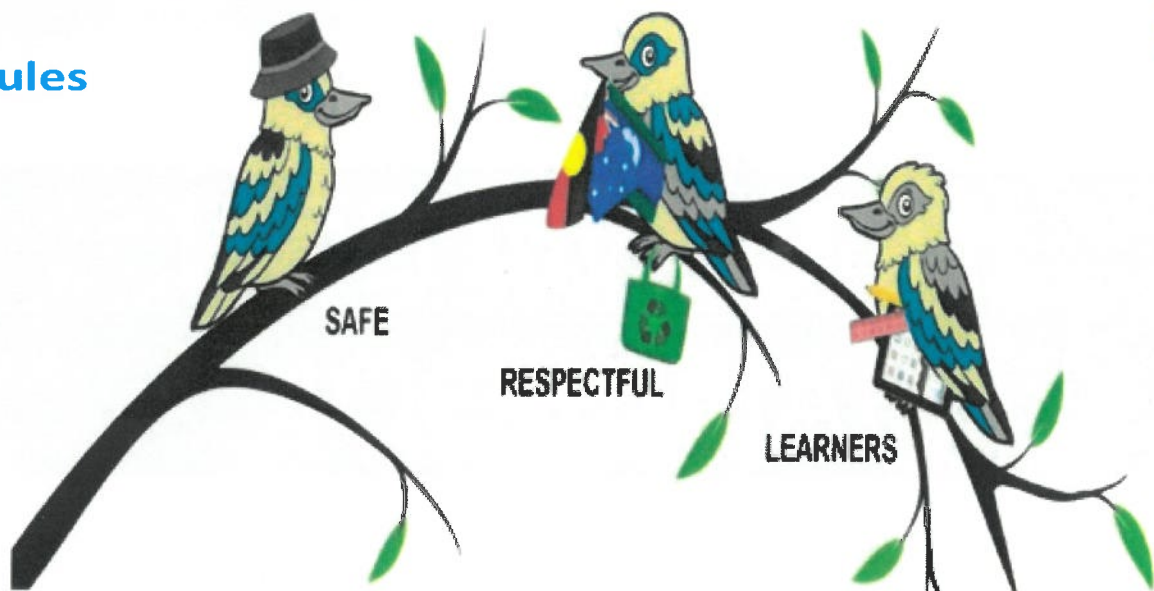
Literate and Numerate - high performing multi-literate and numerate individuals who interact with their world confidently and appropriately.

Active – confident, healthy and physically active individuals who take risks with their learning and responsibility for their actions as a global citizen.

enGaged – persistent, creative, critical thinkers who show initiative, set realistic goals for personal achievement and fully participate in the learning journey.

Transformative – independent, efficient life-long learners who access and generate knowledge, transforming it into new learning and applications.

Our Rules

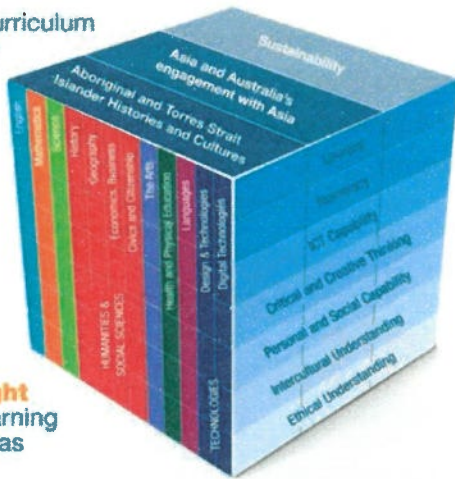




Curriculum

The Prep year is a vital and important step in your child's education. It is well documented to be the most significant time in a child's life, where their experiences not only affect cognitive, social and physical development, but also deeply influence dispositions to learning, and importantly how the children view themselves as learners.

Three
Cross-curriculum
Priorities



Seven
General
Capabilities

Eight
Learning
Areas

Our Aim

The Prep Curriculum at Park Lake State School aims to:

- * develop Australian Curriculum knowledge and understandings;
- * help children learn how to be thinkers and problem solvers;
- * develop and use a child's imagination and creativity;
- * teach children about the world around them;
- * develop a positive disposition towards learning and a positive sense of self.



Early Years teachers at Park Lake apply a balance of teaching approaches and characteristics that align with age-appropriate pedagogies. The Australian Curriculum clearly defines what is to be taught and teachers use their knowledge of children's interests, strengths and capabilities to identify the most effective way to teach curriculum content.

WE ARE PARTNERS WITH YOU

We send home unit overviews each term so you are aware of the teaching and learning occurring in your child's classroom.

We are in partnership with you as co-educators to give your child the best start

Class Times

Late Arrivals and

Class Times

8:40am	First bell - doors open
8:45am to 10:45am	First session
10:45am to 11:30am	First break
11:30am to 1:15pm	Second session
1:15pm to 1:50pm	Second break
1:55pm to 3:00pm	Third session

Late Arrivals and Early Departures

Students who arrive after the school bell in the morning are required to collect a Late Slip from the school office. When a student leaves before 3:00pm, a Parent or Guardian will need to collect an Early Departure Slip from administration and give this to the teacher when collecting your child from the classroom.



Absences

If your child is unwell or absent from school, you are required to provide a reason to the school. This can be done via QParents, the absence line 5519 5252 or an email to the office. The Department of Education requires all schools to notify parents of any unexplained absences via SMS the same day. If your child becomes ill at Prep, care will be overseen in the sick bay (situated in the Administration Building), and you will be contacted as soon as possible.

Every Day Counts

Attendance at school is compulsory as per the Queensland Education Act. There is a direct link between school achievement and attendance. Ensure your child has the best opportunity to succeed at school by attending every day. Take note of the term dates for 2024 and make sure you advise your child's teacher of absences that take place during terms. Be aware you will need to contact the Principal for extended time off which is 11 days or more.



Library

Prep students will have access to the school library once a week. Students will therefore need a strong, waterproof library bag that they can independently open and close.

Library bags can be purchased from the uniform shop if you do not already have one. Each student will have the opportunity to borrow home readers and a picture book.



Reading at Home

The best thing you can do to help develop your child's literacy skills is to set aside 5-10 minutes a day to read with them. This can be you reading a story to your child or your child reading to you. Encourage the students to look at the pictures and talk about the story as you share the book together. This quality time with your child will have a powerful and positive impact on their first year of formal education.

















2024 QUEENSLAND SCHOOL HOLIDAYS AND TERM DATES			
Period	Start	Finish	Length
Term 1	Monday 22 January, 2024	Thursday 28 March, 2024	10 Weeks
School Holidays	Friday 29 March, 2024	Sunday 14 April, 2024	
Term 2	Monday 15 April, 2024	Friday 21 June, 2024	10 Weeks
School Holidays	Saturday 22 June, 2024	Sunday 7 July, 2024	
Term 3	Monday 8 July, 2024	Friday 13 September, 2024	10 Weeks
School Holidays	Saturday 14 September, 2024	Sunday 29 September, 2024	
Term 4	Monday 30 September, 2024	Friday 13 December, 2024	11 Weeks
2024/2025 Summer School Holidays Saturday 14 December, 2024 – Tuesday 28 January, 2025			

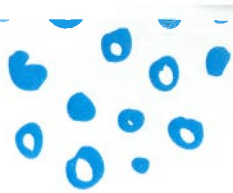
Park Lake State School encourages pride in the presentation of our school uniform and students are expected to adhere to the Uniform Standards. This policy has been endorsed by our P&C.

Try to purchase shoes that have velcro straps as opposed to laces, as we find these easier for Prep students to manage themselves.

Please ensure you label uniform items effectively including name and class on hats, bags, shoes, clothes, socks etc. as young children quite often misplace items. The school's 'lost property box' is outside the tuckshop and can be checked if your child has lost any items.

HELP TO MAINTAIN OUR UNIFORM STANDARDS

	✓	✗
<p>Shoes to be worn with all uniforms on a daily basis</p> <ul style="list-style-type: none"> • ALL black leather or leather like shoes (NO canvas, volley or slip-on) • Lace-up, buckle or velcro (no coloured laces or markings) <p>Note: Slip on canvas and ballet-type shoes do not provide students with sufficient protection when students are participating in learning experiences or in the playground, hence students wearing incorrect shoes may be excluded from activities.</p>	 	 
<p>Hats</p> <ul style="list-style-type: none"> • Our sunsafe rule is "No Sunsafe Hat, No play" • Students are required to wear broad brimmed hats – school logo or all black 		
<p>Uniform</p> <ul style="list-style-type: none"> • Shirts must be school issued check or polo • Shorts / skorts must be at least mid-thigh length • No bike pants, crop leggings allowed • Note: The definition of skorts is that they are shorts with a skirt flap across the front. Bike pants under skirts do not class as skorts 		
<p>Winter Uniform Additions</p> <ul style="list-style-type: none"> • School jumper or school jacket • All black jumper or jacket (NO hood) • All black full-length trackpants • Black footed leggings under socks, Black full length tights – may ONLY be worn under skorts/shorts • No undergarments or undershirts should show outside or through uniform 	 	 
<p>Jewellery</p> <ul style="list-style-type: none"> • The only jewellery to be worn at school is a watch and earrings (studs or sleepers only and one per ear) • Upon written request outlining significance, the principal will give considerations for religious, cultural and medical needs. 		
<p>Hair and Make-up</p> <ul style="list-style-type: none"> • No extreme hairstyles permitted – Mohawk, tracks etc • Hair colour is to be of natural tones – no streaks • All hair that is collar length or longer is required to be pulled back and secured away from the face and shoulders with school issued ties, band, clips, or plain hair ties, ribbons matching school colours (No head bands, Jojo bows, coloured hair clips). • No nail polish or make-up is to be worn at school 		



Food

We encourage healthy eating habits as part of the Education Queensland Smart Choices Policy. Please keep packaged items to a minimum. Send in plenty of whole foods that will support your child's mental stamina and ensure they have the optimal nutrition and energy they need to get through the day. We request that you do not send **nut-based foods** to school due to some students having severe allergies.

Eating

Your child will have three times to eat:

10am – Munch and Crunch. Please ensure your child has a healthy piece of fresh fruit or cut up vegetable sticks to enjoy at 'munch and crunch time' during session one.

10:45am – First Break. Prep students have 15 minutes of eating time. This is when we encourage students to eat any cold items and sandwiches/salads.

1:15pm – Second Break. Prep students have 10 minutes of eating time to eat anything else in their lunchbox.

After the eating times, students who have not finished can continue eating if they wish. Eating and playground areas are fully supervised throughout break times.



Tuckshop

The tuckshop menu is designed to meet the required Smart Choices Policy at a reasonable cost to parents. Tuckshop lunch orders are available Monday to Friday and are to be placed on our online ordering system, Qkr!, by 8:30am daily. Our tuckshop does not accept cash.

Playgrounds

The school playgrounds are **out of bounds** outside of school hours. Please ensure your child stays off the equipment during these times to support our school safety rules. Our Prep play area is all located within the area between our Prep classrooms.

Sun Smart

All students are required to wear school hats during outdoor playtime throughout the year. Our school policy is – **No Hat, No Play.** Please apply sunscreen to your child prior to arriving at school.

School Readiness

Eating

As you help your child prepare for school, please provide them with opportunities to practise opening their own food, containers, drink bottle and lunch boxes. It is helpful to pre-cut any packet food that is difficult to open. It is essential to label everything with a permanent marker including name and class on hats, lunchboxes and drink bottles.

Accidents

It is not uncommon for a student to have an accident, spill something or slip in mud and soil their clothes at school. In anticipation of this happening, we ask that you pack a plastic bag containing a spare uniform or shorts including underwear and socks in their bag. When this is provided, a quick change in the Prep bathrooms will rectify the situation.

Fine Motor Skills

You will receive a laminated card with your child's name on it. Encourage your child to practise tracing it over the holidays. We always encourage a capital letter for the first letter of names, followed by lower-case letters. Please try to start modelling this way of writing your child's name if you are used to writing in block capitals.

Provide opportunities for your child to use scissors so they are familiar in using these before school. We use scissors every week in Prep.

Make time to be active on the holidays and visit playgrounds where there are monkey bars and climbing equipment. The strength in shoulders and upper body directly supports the strength and control in hands and fingers.

Encourage your child to help with some jobs around the house- pegging out clothes, cooking, wiping down tables, dressing themselves, sweeping the floors etc.

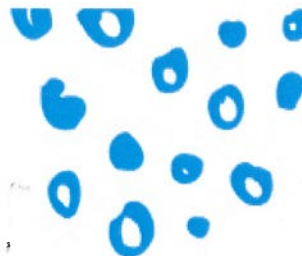
Independence

When students come into the classroom, they are expected to be independent and responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher. This routine may include:

- * Placing their bag on the bag rack
- * Placing their water bottle and healthy snack into the appropriate container
- * Going to the toilet before the bell rings at 8:40am.

Home Treasures

Toys, balls and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home. There will be occasions throughout the year when your child can bring in items from home to share. Your child's teacher will notify you of those times.



Assembly/Awards

Prep and Year 1 students attend an Assembly once every three weeks. This takes place on a Monday afternoon from 2pm. Parents will be notified by your class teacher if your child is receiving a special award/certificate at assembly and if your child's class will be performing. Parents are welcome to attend these Assembly events.



Classroom Helpers

As parents, you play a vital role in the education of your children and therefore we will provide opportunities to become involved in our classrooms throughout the year. However, during the first term we would appreciate time to settle the children into the classroom routines. Please see your child's teacher to find out how you can help.

Specialist Lessons

Prep students will participate in PE, Music, Digital Technology and Japanese lessons throughout the school week. Some extra-curricular activities outside of school hours are offered by external providers and vary from term to term. Information can be found in the newsletter at the beginning of each term. There may be some costs associated with extra-curricular activities which are payable by parents.

Cross Country and Athletics

Students will participate in both of these events. They are to wear their sporting house colours, which you will be informed of early in the year. Our school house teams are below.

Kangaroo

Goanna

Lorikeet

Barramundi

Parent Teacher Communication

Term 1 Interview – late Term 1
Student-Led conferences - Term 3

Semester 1 Report Card – emailed end of Term 2
Semester 2 Report Card – emailed end of Term 4

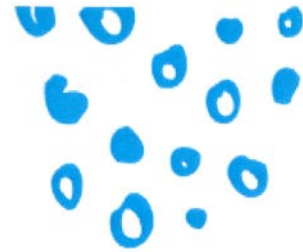
Parents are encouraged to discuss any aspects of their child's progress with their class teacher. In order for this to happen effectively, an appointment should be made via email directly with the class teacher.

The Park Lake Newsletter is emailed directly to you on Thursday of week 4 and week 8. Please ensure you read this carefully as it contains important dates and information regarding school events and activities.



QParents

QParents is a user-friendly portal, accessible via app or web browser, providing parents with secure online access to information about your child's schooling.



You can access and manage information about your child online:

- Attendance details
- upcoming events – online consent forms
- report cards and assessments
- invoices and payment history

What are the benefits of using QParents?

You will benefit from:

- Greater transparency with online access to your child's information
- Ease of viewing and updating your child's details including address and medical conditions
- Anytime, anywhere access on a smart phone, tablet or computer

How do you register for QParents?

During the first few weeks of term 1, you will receive an email inviting you to register for QParents. You will then be able to register via the secure QParents website: qparents.qld.edu.au using the unique invitation code contained in the email. You will require each child's unique EQ ID, which will be provided to you, and you must verify your identity by providing 100 points of ID.

If you need assistance using QParents, you can:

- Check the help page at qparents.qld.edu.au/#/help
- Call 13 QGOV (13 74 68)
- Contact the school office

Qkr! (pronounced Quicker)

Qkr! is a secure payment system that allows you to make easy payments for your child's needs. You can register each of your children at school on it, and then make payments for events that come up during the year along with tuckshop and uniform shop orders.

To make payment via your mobile phone, you will first have to install the Qkr! App. Go to your App store, search for 'QKR by Mastercard' and download. Contact the school office if you require assistance.



What Will Happen?

The starting date for Prep will be Monday 22 January, 2024.

On the morning, leave plenty of time to get ready and ensure your child has a nutritious breakfast. Please do not arrive at school too early. The first day will already be a long one for them! It is important to foster a feeling of independence right from day one, so allow your child to carry their own bag into school.

Your child may get upset initially, but prolonging your departure is often harder. Parents often feel the break more than the child and your feelings may overflow to the child. Tell your child when you will be back to collect them and say goodbye once, then leave. Your child may feel guilty that he/she has gone to Prep and left you at home, so try to refrain from remarks like "I'm going to miss you". When you collect your child try not to bombard him/her with too many questions of what he/she has done at Prep. Sometimes children cannot verbalise all that has happened or how he/she is feeling. Perhaps you could greet your child with, "Did you have a good day?", "Tell me about what you have made and learned!" or "Tell me the best thing about your day."



And finally...

Please remember that children's ears are as sensitive as our ears when it comes to someone talking about them. Try to refrain from talking negatively about your child within their hearing. Often what we say about children is what they become – so be positive.

Please feel free to approach your child's teacher with any problems or queries you may have about your child at Prep.

