

2013 Foundation (Prep) Information Book



School contacts

Principal: Mr Richard Lloyd

Assistant Principal Mrs Sue Palmer

Office: Ms Pauline Kelly

Teachers: Mrs Sumah Allaki
Mrs Sien Araujo
Miss Nicole Newey
Miss Anita Urban

Westall Primary School
Fairbank Rd, Clayton South, 3169
Phone: 9546 8964
Fax: 9546 6834
Email: westall.ps@edumail.vic.gov.au
Website: www.westallps.vic.edu.au

Office hours: 8.45am to 4.00pm on school days.

School Times

Foundation (Preps) begin school on:

- Thursday 31st January 2013

No school for Foundation (Preps) on the following Wednesdays:

- 6th February
- 13th February
- 20th February
- 27th February

School Entry Assessments will be undertaken by appointment during February on Wednesdays.

Start of school day: 9.00am

Recess: 11.00am - 11.30am

Lunch: 1.30pm - 2.30pm

End of school day: 3.30pm

Term 1: 31st January to 28th March

Term 2: 15th April to 28th June

Term 3: 15th July to 20st September

Term 4: 7th October to 20st December

General Information

Absence Notes

If your child is absent, please notify the school by phone on 9546 8964 and send a note with your child on return to school.

Early pick up of students

School finishing time is 3.30pm.

If you need to collect your child before 3.30pm from school, please sign a permission slip at the school office, then collect your child from his or her classroom.

Assembly

Assemblies are held on Friday afternoons in the school hall. They begin at 3pm and finish at 3.30pm. Parents are welcome to attend assemblies. Please pick your child up from outside the hall on these days.

Student Information Forms

Student information forms provide us with vital information so that we can contact you in the event your child is ill or in an emergency.

Please complete the Student Information forms provided yearly.

If the details change, please notify the school immediately.

Please inform the Foundation (Prep) teachers on the first day of school if your child has any allergies , asthma or any other medical condition.

EMA – Education Maintenance Allowance

If you have a current healthcare card please collect an application form from the office, so that you can receive a payment each semester if you are eligible.

School Supplies

Each year your child uses pencils, books, stationery, paper and other school resources such as art and physical education supplies, and computer programs.

The **Materials and Requisites fee** is essential in assisting the school to provide these materials.

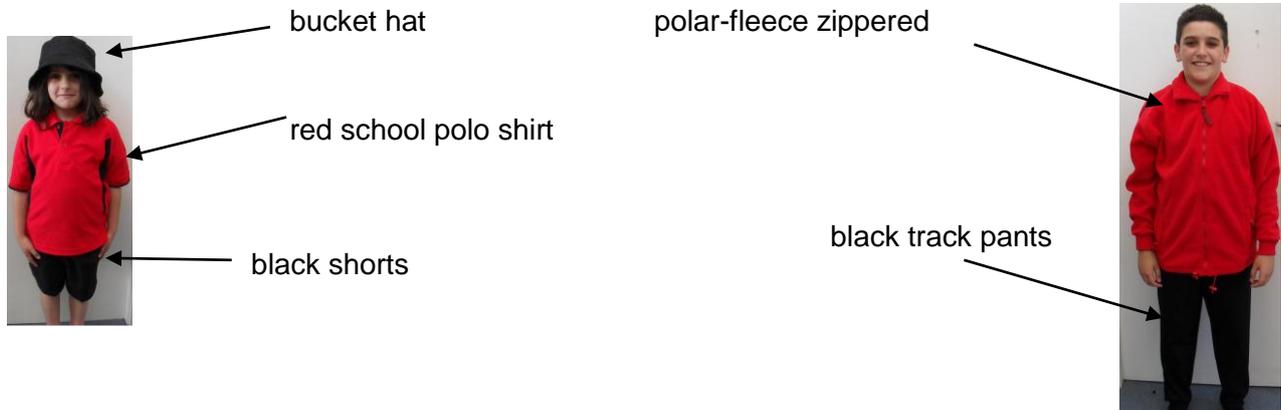
The fee is \$160.00 in 2013, with a reduction of \$10 if paid in full by March 31st.

- *A specific Foundation (Prep) book bag is an additional \$5 and is required for the start of the school year – available from the Uniform Shop.*

School Council

The School Council is comprised of parents and staff. School council meets monthly. School Council performs a vital service to the school community in making decisions which affect your child's education. We encourage parents/guardians to actively participate in their child's education, and this one of the ways in which you can play an important part. If you wish to be selected as a member of the School Council, please contact the Principal, Mr Lloyd, for more information.

Uniform



Not pictured: Red and white checked school dress.
Red and black micro-fibre jacket
Red or black windcheater

Wide brimmed hats and/ or bucket hats are **compulsory** in all Victorian Primary Schools from 1st September until 1st May.

Uniform shop opening hours:

Monday: 8.45 - 9.15am and 3.15 – 4.00pm
Wednesday: 8.45 – 9.15am
Friday: 8.45 - -9.15am and 3.15 - 4.00pm.

Order forms may be left at the office.

Voucher

A uniform voucher is provided to all Foundation (Prep) students which offers a *free* bucket hat and school polo shirt.

To obtain your free items, please present the voucher at the uniform shop as per the 2013 dates on the voucher.

Lost Property

Please ensure ALL items of clothing and property are labelled with your child's name.

Any lost property can be collected from the corridor outside the Staff Room either before, or after school hours,

Healthy Lunch Box Checklist

Is there a food from each of these groups in your lunch box?

Bread – bread roll, a slice of bread, pita bread, flat bread, fruit loaf, scones, rice cakes, pikelets, crisp bread, crackers, noodles, rice or pasta.

Lean Meats – ham, chicken, tuna, salmon, eggs, baked beans or lentils.

Fresh Fruit – banana, grapes, small apples, plums, mandarins, apricots, chopped fruit salad or tinned fruit in natural juice (please make sure your child can open the container).

Vegetables – shredded lettuce or grated carrot in a sandwich, veggie sticks (e.g. carrot or celery) or in a salad (e.g. cherry tomatoes, cucumber, capsicum, green beans or corn).

Dairy Products – fruit yoghurt, cheese stick, cheese slices, custard, milk.

Drinks – plenty of water!

We suggest that you send your child to school with:

- one sandwich
- one snack
- few pieces of fruit
- water bottle

Keep lunches cold by freezing drinks or storing in an insulated lunch box bag.

On Wednesdays, Thursdays and Fridays the school canteen will be available. A menu will be sent home in the first week of school.

www.singlemindedwomen.com & www.sfxns.ie/images/lunchbox.jpg



The First Day...

This will be your child's first day at school, and may be their first whole day without you. We know that parting may be difficult but it is better for your child if you say your 'goodbyes' as quickly as you can – we promise to look after your child!

- Talk to your child about starting school - where he/she will make new friends, play games, sing and make things. Be positive and encourage your child to be positive about school. By showing your child that you value the school and their education, the more successful they will be.
- Please provide your child's class with one box of tissues early in the year. The children use a lot of tissues and our classroom budgets are better spent on resources.
- Organise a 'meeting spot' with your child or with older siblings after school. Ideally this would near the area where the children line up in the morning and are brought out after school. That way your child always knows where to find you.
- If someone other than you will be collecting your child, please let their teachers know.

School Readiness Checklist

Your child will enjoy being more independent and less dependent on adults. Your child may not be able to do all the tasks below but ask yourself the following questions.

Physically

Can your child independently...

- Dress and undress him/herself?
- Open their lunchbox and unwrap their food?
- Unscrew and screw up a drink container?
- Manage a Prima type drink and drink with a straw?
- Manage to turn a tap on and off?
- Go to the toilet, including use of a urinal or toilet cubicle with a lockable door and only removing the necessary items of clothing? Can they manage zips, buttons, drawstring and underwear? Can they clean themselves and flush the toilet?
- Wash and dry hands?
- Use a handkerchief or tissue correctly?
- Manage packing a school bag?
- Manage peeling a banana or a mandarin?
- Put things away after using them?
- Recognise his/her name?
- Hold a pencil and make marks on paper?
- Manage their own Asthma medication?

Emotionally

Does your child...

- Cope with separation from family members?
- Have self-control?
- Have independence?
- Have a sense of responsibility?
- Persist when completing a set task?

Socially

Can your child...

- Following directions?
- Take guidance from adults other than family members?
- Manage as part of a large group?
- Listen to teachers and other children?
- Use proper speech and not baby talk?
- Adapt to changes in their routine?
- Do what is asked?
- Express thoughts, feelings, ideas and needs?
- Share and co-operate with peers?
- Know how to take turns?
- Talk to adults?
- Sit quietly and listen actively for appropriate periods of time?