

PREP PARENT HANDBOOK

Our Vision;
*Curious learners prepared
with skills to be
active global citizens.*



School Details

Address: 1 – 29 Mayfair Drive
Browns Plains Qld 4118

Postal: PO Box 216
Browns Plains Business Centre
Browns Plains Qld 4118

Email: admin@brownsplainsss.eq.edu.au

Website: www.brownsplainsss.eq.edu.au

Facebook: www.facebook.com/brownsplainsstateschooleq

Telephone: (07) 3809 6222



Administration Team

Principal	Keith Poulter
Deputy Principal (Prep – Year 2)	Emma Webber
Deputy Principal (Years 3-6)	Theresa Kooyman
Head of Special Education	Danielle Hogan
Head of Department - Curriculum	Jane McLaren
Head of Department – Student Services	Jessica Galbraith
Guidance Officer	Keri-Ann Bennett

2023 School Term – Key Dates

Term	Date
Term 1	Monday 23 rd January- Friday 31 st March
Term 2	Monday 17 th April- Friday 23 June
Term 3	Monday 10 th July- Friday 15 th September
Term 4	Tuesday 3 rd October- Friday 8 th December

Welcome to Prep at Browns Plains State School!

Welcome! I am privileged to be the principal of Browns Plains State School and I warmly welcome you to our school community.

Through our unique Browns Plains Way, your child will be *Always Learning, Always Respectful and Always Safe* as they navigate their primary years in our calm and supportive school environment.

Our school community is welcoming and we encourage you to be active members. We hold high expectations in our classrooms, playgrounds and in the wider community and we want to collaborate with you to achieve success.

We really are 'a better place to be' and by enrolling here at Browns Plains State School you will be taking the first step to see why we are a school of choice.



Keith Poulter
Principal



Department of Education

Together, we can help your child enjoy a great start to school

Our school:

- welcomes you as a partner and encourages your involvement
- sees all children as successful learners
- values your child's strengths, motivations and interest
- values your child's prior-to-school experiences
- invites your family to participate in school activities
- is ready for your child and your family.



Be ready to support your child.

Listen to your child's thoughts about starting school.

Make time to talk, read, play and relax with your child.

Share your positive feelings about school.

Practise new routines.

Encourage your child to keep trying when something is hard.

Assist your child to know how to get help.

Meet new children and families before the first day.

Celebrate starting school.

Contact us to discuss your child's positive transition to school.

www.qld.gov.au/transitiontoschool

A Message from the Prep Teaching Team

We are very excited to be welcoming you and your child/ren into Prep! We encourage you to talk and share the excitement of starting Prep with your child and enjoy this time as your child learns and grows!

At Browns Plains State School, we recognise that parents, families, and carers are a child's first and most important teachers. Parents and families play an important role in supporting their child's education. When schools and families work together, children do better, stay in school longer, are more engaged with their school work, go to school more regularly, behave better, and have better social skills.

We look forward to a productive partnership, working with you to support the very best outcomes for your child.

From BPSS Prep Teachers



Starting School

Prep is recognised as the first year of school in Queensland and with the introduction of the Australian Curriculum, full-time attendance in Prep gives students the foundation they need for successful learning in Year 1 and beyond.

To be eligible for Prep, a child must turn five years old by 30 June in the year they start Prep. If enrolling for the first time in a Queensland state primary school, a copy of the child's birth certificate (or alternative document such as passport or visa if a birth certificate is not available) must be provided. In addition, students enrolling who are not Australian Citizens are required to provide proof of their enrolment eligibility through presentation of their current passport and visa.

Prep provides the foundation for your child's success at school by developing:

- the knowledge, understanding and skills detailed in the Australian Curriculum for English, mathematics, science and history (Foundation Year)
- a positive approach to learning
- independence and confidence
- creativity and problem-solving skills
- physical abilities, including gross and fine motor skills

Preparing your child for Prep

*Starting school is an important time in the lives of children and families.
A great start can help your child develop a lifelong love of learning.*

The first year of school is full of new and exciting experiences. Families play a significant role in supporting their child to have a positive transition to school.

All children have different interests, needs and motivations and your child's transition will be unique. You can help your child to feel more comfortable about starting school by engaging in everyday activities that help to build their self-confidence, such as:

- sharing stories
- playing simple family games
- going to the park to play with other children and families
- playing games that help develop their physical skills like ball games

Take time to talk about starting school and the routines your child is likely to experience at school, for example:

- playing with new friends
- going to the library and music lessons
- using the playground equipment
- learning new skills
- letting your child know that teachers are there to help.

You can support your child's independence by:

- helping them choose a lunch box they can open and close
- practise putting on their uniform, socks and shoes.
- If you have older siblings, encourage them to get involved too.

Getting to know your school community also plays a big part in helping your child feel safe, confident and welcome in their new environment.

Remember to support your child's wellbeing during the first term by making sure they have plenty of time to rest, play and relax.



Starting school:

What can families do together?

Families play a big role in supporting their child's transition to school. Follow this map for some great ways to spend time together over the holidays as you prepare for school.

Get started now by making time to chat with your child's kindy teacher as well as your new school principal.



Our home



Share books together



Our last day at kindy



Draw or paint a picture about school



Make friends with someone starting school



Share a lunchbox picnic



Make a map from home to school



Ask questions about starting school and find the answers together



Talk about learning and making friends at school



Practise new routines: get up early, get dressed and eat a healthy breakfast



Our first day at school



It takes time to settle in to school, so make time to rest



Download resources to support a great start to school at www.qld.gov.au/transitiontoschool

Parent and Teacher Communication

Good communication between families and schools is vital and will help children with their transition into school and their learning.

Prep teachers are generally available for informal discussions before or after school times and you can also request a meeting time for longer conversations. Teachers may also be contacted via email or a phone call to the school. Please understand that, once the school day has started, teachers will be engaged in teaching and learning with their class and will not be available for lengthy discussions.

Browns Plains State School has an online newsletter that is sent out once a fortnight to communicate celebrations, events and important information. Other communication includes emails, SMS messages, updates on Facebook and notes/forms sent home with your child.

Morning Routines at Home








Success for your child's learning day begins at home. A consistent morning routine will encourage organisation, encourage independence and create a more relaxed morning.

Encourage your child to be a part of developing the checklist and checking off the steps.

Arrival at School

All students at Browns Plains State School are expected to arrive before 9am every day. Students are to arrive after 8:30am when active supervision begins by our staff. Prep students may also sit with their parents until this time.

The AMAZE before and after school care are located on our school grounds and provides supervision for students who need to arrive prior to 8:30am. AMAZE can be contacted by emailing brownsplains@amazeeducation.com.au

	Wake up <ul style="list-style-type: none">• same time every day
	Eat breakfast <ul style="list-style-type: none">• e.g. toast, cereal
	Brush your teeth Wash your face
	Put on your school uniform
	Do your hair
	Pack your school bag <ul style="list-style-type: none">• lunch• water bottle• fruit snack• homework/reading folder
	Go to school

When inside the classroom, children will have routines for getting their homework, water bottle and brain food out of their bag. We encourage students to develop independent skills for these routines.

Children often settle more quickly when they have a regular school morning routine. Even though you may be tempted to linger, it is your child's best interests to have a short routine for saying goodbye. If your child is late (after 9am), you will need to visit the office. Children will receive a slip that goes to the classroom teacher and this will be recorded on their attendance.

Lunch Breaks

There are two breaks for students at Browns Plains State School. For both breaks, students will eat and then play. Students will be supervised for both eating and play and all prep classes will eat and play together. There are bells for the beginning of lunch and at the end of play, music will start so students know they have to get a drink and go to the toilet before lining up for class again.



Some Prep students may require support by staff during play. This support is focused around how to socialise and play appropriately and safely.



Planning a healthy lunchbox

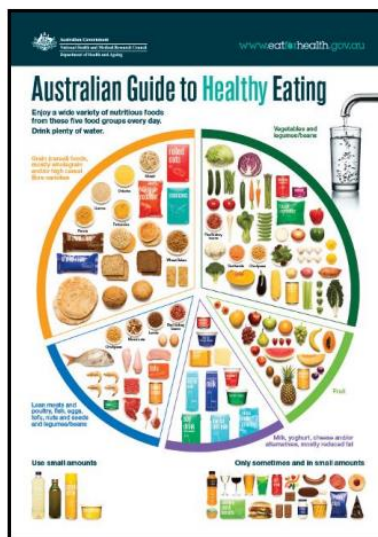
smart
CHOICES

Healthy eating at our school

So your children get the right amount of food and nutrients each day, make sure there is a wide variety of food in their lunchbox. All children, no matter what their weight, height, gender or age, need to eat from the five core food groups every day. To achieve this, include at least one food from each of the *Australian Guide to Healthy Eating* five core food groups in your child's lunchbox daily.

Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties

- Wholegrain bread and bread rolls
- Wholegrain cereals
- Wholegrain pita/pocket bread
- Lavash bread
- Turkish bread
- Fruit bread
- Home-made mini pizzas
- Pasta or noodles
- Rice
- Rice cakes
- Crackers and crispbreads
- Pikelets, muffins and scones



Vegetables and legumes/beans

- Salads – tomatoes, carrots, cucumber, celery, lettuce, sprouts, corn on the cob
- Vegetables – stir-fried, corn on the cob, carrot sticks, capsicum slices, snow peas
- Reduced fat potato salad or coleslaw
- Small can of baked beans¹

Include a bottle of water in the lunchbox every day

Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans

- Sliced cooked lean meats – lamb, ham, chicken, roast beef, turkey
- Boiled eggs
- Tuna/salmon¹
- Legumes including baked beans, chickpeas, lentils, butter beans, kidney beans¹

Milk, yoghurt, cheese and/or alternatives, mostly reduced fat²

- Reduced fat milk
- Soy milk (or other cow's milk alternative) with added calcium
- Reduced fat cheese
- Reduced fat yoghurt

Fruit

- Fresh whole fruit
- Fruit salad
- Canned fruit in natural juice
- Dried fruit (30 g serve, or 4 dried apricot halves or 1 ½ tablespoons sultanas)

¹ When using canned food, choose reduced salt where possible

² The Australian Dietary Guidelines recommend reduced fat dairy products for children over the age of two years

Daily Routine

This is an approximation of your Prep child's daily routine:

9:00-11:00am	Morning Session
11:00am-11:15am	First Break Eating
11:15am-11:35am	First Break Play
11:40am-1:20pm	Middle Session
1:20pm-1:30pm	Second Break Eating
1:30pm-1:50pm	Second Break Play
1:50-3:00pm	Last Session

End of the School Day

School concludes at 3:00pm every day. Students are to be collected from outside their classrooms. We ask that parents wait away from the classroom until the bell rings at 3pm so as not to distract the students. Students may not follow instructions or become emotional if they can see someone they know waiting outside. Parents are asked to wait on the grass area at the front of the school or in the under covered areas.

The end of the day routine involves the students packing up the classroom activities and packing their own bags, with support from both teacher and teacher aides. The door will then be opened and the children will be let out one by one once a known adult or sibling is in the area. After 3:10pm, any children still waiting to be collected will be taken to the office to wait.

It is very important to avoid collecting your child before 3pm unless it is unavoidable. If your child must leave early, you will need to contact the office. Children who are being picked up early will be called to the office with their belongings after their parents have arrived at school to collect them and have signed them out at the office. Remember, early departures should be for emergencies only.

Library

One day a week, students have the possibility to visit the library and borrow a book. Your classroom teacher will inform you about the class' borrowing day. Students who do not bring a library bag will not be able to take their book home until a bag has been brought to school. Bags could include shopping bags, old pillowcases, or other bag options if a library bag is not able to be obtained.



Uniforms

At Browns Plains State School, uniforms are considered important in their role in encouraging a sense of self-esteem, belonging and self-discipline in students as a member of the school's learning community. The uniforms are also designed to cater for elements of safety, comfort, climate, modesty, cost efficiency, social equity and a variety of activities.

Wearing a school uniform can come with challenges for Prep students. Making sure that they have practice doing up buttons and zips, pulling up their pants or shorts and tying their shoes can make them feel more confident and independent at school.

As part of sun safety, it is school policy that all students wear sun safe hats (not caps) when engaged in outdoor activity. No hat, no play! Please make sure that hats are clearly labelled with your child's name and class.

At Browns Plains State School, students are required to wear covered shoes for safety and to suit their activities. This could include shoes with laces or Velcro straps to enable independence if students are unable to tie shoelaces.

Uniforms and additional items are available at the School Locker at Shop 2, 3878 Pacific Hwy, Loganholme QLD 4129.
More information on our Uniform Policy is available in the Parent Handbook.



the
School
Locker

Labelling personal items

Prep students often leave or lose items and we understand that replacing these is expensive for parents! Please **clearly label all of your child's items** with their first and last name and their class. This is especially important with items that are easily lost like hats and jumpers as well as lunchboxes and drink bottles. Labelling insures we can identify who the items belong to and return them to the correct child.

Personal Property

Children become excited by new or special toys and treasures they have at home but we ask that they are not brought to school. These objects could become lost or broken and keeping them at home could prevent heartache if they are damaged.

The Importance of Attendance

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.



Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Late arrival to school or early departures can also have a large impact of learning and a disruption to routines. Whenever possible, appointments should be made after school.

If you have concerns about getting your child to school, please contact your classroom teacher or the school for advice or to discuss concerns. We are here to support you.

Every day counts

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day



OK reasons to stay home from school



sick



natural disasters



It's **NOT OK** to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight

=

Missing more than a year of learning over 12 years



Each day's learning builds on what has been learnt before

Good attendance begins in Prep



It's where good habits begin

ATTEND ALL DAY, EVERY DAY

Each 1% increase in student attendance

may relate to 2-3 NAPLAN scale score points *

*Based on historical data.

What parents can do

Promote the importance of school

Get to know the teacher

Go to school events

Read the school newsletter

Be organised at home

Supervise homework

Ask about your child's day

Volunteer to help at school

Get involved in your child's school

For more information

Go to the **Every day counts** website: <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

Learning about Behaviour Expectations at School

Positive Behaviour for Learning (PBL) is our whole-school framework that promotes positive behaviour across the school and helps develop safe and supportive learning environments.

Students are explicitly taught the expected behaviours and clear and consistent boundaries are established.

These behavioural expectations are communicated to students a number of ways:

- weekly focus behaviour lessons conducted by classroom teachers; and
- reinforcement of learning from behaviour lessons in the classroom and playground as well as on school assemblies and newsletters.



To ensure Browns Plains State School is *a better place to be* we are:

- Always Learning
- Always Respectful
- Always Safe

The Australian Curriculum in Prep

In their first year of school, students learn through teaching interactions with others, experimentation, practice and play in the classroom and school community. Priority is given to literacy and numeracy development as these are the foundations upon which further learning is built.

Opportunities to develop literacy and numeracy are found in all learning areas but particularly in English and Mathematics. Learning in a classroom and belonging to a school community are key to the first year at school.

Prep Teacher Aides

Our Prep teacher aides are an integral part of our team. Our teacher aides are experienced with children in the early years and work closely with all members of our Browns Plains State School Prep teaching team.



THE AUSTRALIAN CURRICULUM

The Australian Curriculum is designed to develop:

- successful learners
- confident and creative individuals
- active and informed young people who are ready to take their place in society.

It sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend.

The Australian Curriculum with its eight learning areas provides a modern curriculum for every student in Australia. Included in the content of learning areas are seven general capabilities intended to help prepare young Australians to learn, live and work in the 21st century. There are three cross-curriculum priorities that are also a focus across the learning areas.

The Australian Curriculum is flexible so that teachers can plan the learning for all their students, also taking into account their local school community.

For more information, see our fact sheet: *The Australian Curriculum – an overview for parents.*



Transition to School

Browns Plains State School offers a transition program for students and their families as they prepare to begin Prep. During this transition time, the students will get to meet some of the Prep teachers and spend time in one or more of the Prep classrooms. Students have an opportunity to become familiar with the school, including a visit to the Prep playground and get to participate in some whole class activities as well as small group activities.

Parents will receive information about the school, what they can expect throughout the Prep year and how they can prepare and support their child. Teachers and members of administration will be available to answer any questions that families may have.

Registering your contact details and intent to enrol will ensure that you are able to be included in events and information to support a successful start to Prep.

What to expect on the first day

We aim to make the first day of Prep a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. We'll have lots of smiles, fun and laughter. Our routine will be simple and consistent, allowing the children to feel confident and happy in their new classroom.

While teachers will be happy to talk to parents, please be aware that their attention will be on the children at this time. If you need a longer time to pass on information, please make an appointment so that teachers can give you their full attention.

Here are a few hints to make the first day go smoothly:

- The school day will begin at 9am - Leave plenty of time to get ready.
- Make a nutritious breakfast – this is essential for sustained energy and concentration
- Talk through a few simple self-help ideas, e.g. asking teachers for help or directions
- Be flexible in the early days of school, children may take a little while to settle in.
- Be positive and encouraging about your child's attendance at school.
- Show excitement that your child is beginning Prep and talk about how proud you are of them. Many Prep children will be nervous on the first day and your enthusiasm will be contagious!

Please note: The first few weeks of Prep are physically and emotionally tiring for children. It can also be a very hot time of the year. Your child may need to go to bed early and have a regular routine before and after school to support their transition.

