



**Bucasia State School**

Live & Learn

# Get Set for Prep 2024



## Handbook

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An old adage states:

**'Tell me and I forget, show me and I remember, involve me and I understand'.**



## Enrolment



To be eligible to enrol in Prep in 2024 at Bucasia State School, your child must be born 1st July 2018 to 30th June 2019.

- Children must be 5 by 30 June in the year they start Prep.

For information on early entry for Prep see <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep>

Please note that you may pre-enrol for the 2024 Prep Year at our Administration Office. You will need to bring along your child's birth certificate for verification of age and their immunisation record. We are enrolment managed so proof of residency is also required (Rates, tenancy agreement, utilities invoice etc).

### Attendance

Bucasia State School has a full day Prep program 5 days a week. Follow the link for prep eligibility <https://earlychildhood.qld.gov.au/early-years/kindergarten/enrolment-and-preparation>

### Important dates and times

<b>OFFICE HOURS:</b>	8:00am to 3:15pm (Monday to Friday)
<b>SCHOOL STARTS:</b>	8:50am
<b>MORNING TEA:</b>	10:50am – 11:30am
<b>LUNCH:</b>	1:00pm – 1:40pm
<b>SCHOOL FINISHES:</b>	3:00pm

- *Class routines will be communicated at the information sessions.*

### Please advise our office staff:

- If you change your address
- If you change your telephone number
- If there is a change in your emergency contact number
- If any significant changes occur with your child's health
- If you feel we should know of any other changes which concern your child
- When your child is absent

### Queensland term dates - 2024

Term	Dates	Length
Term 1	Monday 22 <sup>nd</sup> January –Thursday 28 <sup>th</sup> March	10 weeks
Term 2	Monday 15 <sup>th</sup> April – Friday 21 <sup>st</sup> June	10 weeks
Term 3	Monday 8 <sup>th</sup> July – Friday 13 <sup>th</sup> September	10 weeks
Term 4	Monday 30 <sup>th</sup> September – Friday 13 <sup>th</sup> December	11 weeks

## How to have a successful First Day of Prep:

- ✓ Pack your child's bag the day before. Make sure they have everything they need and that **everything is clearly marked with your child's name.**
- ✓ Remember to pack your child's school hat. If possible have a spare hat as hats get easily lost.
- ✓ **Pack a set of spare clothes with each item named.** Underwear is important. Place the spare clothes in a plastic bag and write your child's name on the outside. Clothes will remain in your child's school bag all year.
- ✓ Leave plenty of time to get ready as rushing can make your child feel anxious and make it harder for them to get a good start to the day.
- ✓ At approx. 9:40am children have a short 'Super Snack'. This snack must be fruit or vegetables. **Snacks do not go in the fridge.** At first lunch we encourage children to eat their cold and **healthy options** first and leave at least one other food item for second break.
- ✓ Make sure that lunch is packed in easy to access containers. In our school we aim to minimise packaging and waste. Your child should be able to open their lunch items by themselves. Make a small cut in packaged items to help them.
- ✓ Send a clearly named plastic water bottle for the classroom. **Water is the only option** – no softdrink, juice or cordial. Thank you.
- ✓ Say goodbye when the bell goes and tell your child you are leaving and that you will be back in the afternoon.
- ✓ Be positive when picking up your child. Ask "Tell me the best thing/something about your day?"



# Curriculum

As with all Queensland State Schools we teach and assess English, Maths, HASS, Technology, Physical Education, The Arts and Science as prescribed by the Australian Curriculum.

## The National Curriculum Information from ACARA (Australian Curriculum and Reporting Authority)

The Australian Curriculum describes a learning entitlement for each Australian student that provides a foundation for successful, lifelong learning and participation in the Australian community. It acknowledges that the needs and interests of students will vary and that schools and teachers will plan from the curriculum in ways that respond to those needs and interests. The Australian Curriculum acknowledges the changing ways in which young people will learn and the challenges that will continue to shape their learning in the future.

## Learning

Bucasia State School Prep Teachers believe in providing a safe, positive and stimulating learning environment that offers rich learning opportunities that consider the learning styles and needs of every child in the class.

## What will my child learn in Prep?

- A positive approach to learning
- Independence and confidence
- Getting along with others
- Thinking and problem-solving skills
- **English** – early literacy skills in reading, writing and oral language
- **Maths** – early numeracy skills
- **Science**
- **HASS**
- **Health and Physical Education** with a specialist teacher
- **Music** with a specialist teacher
- **Technologies** with a specialist teacher
- **The Arts** – Visual Arts, Media Arts, Drama and Dance.



## Age Appropriate Pedagogy (Pedagogy means teaching practice)

Bucasia State School is involved in an Age Appropriate Pedagogy initiative. This ensures that we deliver a balance and range of effective pedagogies such as active, agentic, collaborative, creative, explicit, language rich and dialogic, learner focused, narrative, playful, responsive, blended and scaffolded to make learning interesting and engage students.

## Reporting

Parent / teacher interviews occur at the end of Term 1 and Term 3. This is a time when we set goals for the child that are ongoing for the year. They are discussed and re-evaluated in Term 3.

A report card is sent home at the end of Semester 1 (June) and Semester 2 (December).

# Communication

The staff at Bucasia State School are willing to assist you with any question or concerns during your child's time with us and write a list for your transition meeting and sessions. Your child's teacher will provide their email address for you to contact them with any questions or concerns.

The best form of communication is to make an appointment to speak with your child's teacher – this can be done via email. The teacher aides are fantastic at taking important messages and passing them on to the teachers.

The administration staff are there for you to contact regarding various non-academic matters either in person, by phone or email.

A school newsletter is emailed on a fortnightly basis and can also be found on the school website and QSchools app, and classroom notes and updates are sent home on a regular basis. Please ensure administration staff have a current email address for this to occur.

Parade is held weekly with face-to-face every fortnight. Parents are welcome to attend this parade.

**QSchools** is a free app for all smartphones and using it, parents will have access to the school website, newsletters, news, notifications, tuckshop menu. Please download the app through iTunes or playstore as it is an excellent communication method. Office staff are able to assist you with this.

**QParents** is a free app for smartphones and parents can use this app to access their child's academic, behaviour and attendance records as well as notify the school of absences and pay for school expenses. It is an excellent tool to manage student absences and payments to the school. Office staff are able to assist you with this.

**Facebook** – regular updates/reminders and photos are posted on our Bucasia State School Facebook page.



## Prep Uniform

Prep children wear the Bucasia State School uniform as pictured.



Children are required to wear covered footwear and a wide brimmed hat. Uniforms and hats may be purchased from the school's Uniform shop the hours are as follows:-

Tuesday's 8:00am – 10.00am

Thursday's 2:00pm – 4:00pm

Cash and EFTPOS payments accepted **or** you can order via the FlexiSchools website.

**We recommend that preps wear Velcro shoes unless they can independently tie their own laces.**

### **Long Hair**

Long hair must be tied back whilst at school. Head lice can be an issue in all school settings. Parents are asked to check their child's hair each day and inform the school if present. If we are all vigilant, there will be fewer outbreaks at school. We encourage hair ties to be school colours.

### **Excursions**

Preps attend a number of various excursions or are involved with in-school events throughout the year. Excursions are to extend classroom learning in a real-world environment. Excursion notes will be sent home prior to any event. Parent volunteers are often required on these excursions.

### **Medication**

For medical conditions such as asthma, epilepsy, anaphylaxis, etc, we require an action plan be provided to the school office. Medication is administered by administration only. Please do not give medication to your child's teacher, however please inform them when medication is needed.



### **Money**

When money is due for Prep excursions etc., please put the money in an envelope and mark it with your child's name, class, what the money is for and how much is enclosed. All payments are to be paid to the office – teachers **CANNOT** accept money - or alternatively you can pay using many electronic options available - *BPoint, QParents, Direct Debit, Centrepay*. **BPoint is the preferred payment option by the Department of Education.**

### **Behaviour**

Bucasia State School is a PBL (Positive Behaviour for Learning) school. Please refer to the school Code of Conduct for behaviour expectations.

# Lunches

There is a fridge in most classrooms for the children to keep their lunch cold. Food will not be heated up. If there is no fridge, an insulated lunch bag with ice brick will keep lunches cool.


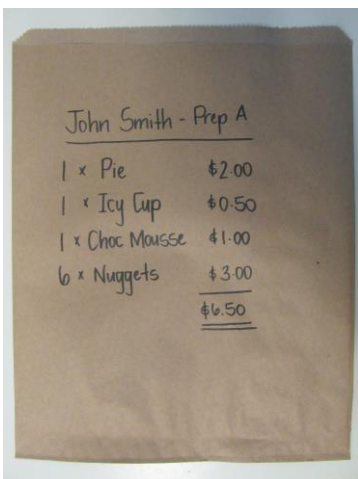
Being at school is hard work, so by lunchtimes your child will be hungry. Your child will need a nutritious lunch. Monitor lunch boxes and talk with your child to see what they want in their lunch and also if they need more or less. Please note, this will change with the weather and their friendships. Most food is eaten at 1<sup>st</sup> break (10:50am-11:00am)

When packing your child's lunch:

- Provide enough healthy food for 2 lunch breaks
- Fruit snack is to be packed separately
- Ensure that your child can open their lunchbox and containers and unwrap all items
- Provide a variety of smaller items rather than one or two large items
- Provide a water bottle every day
- Limit sugary snacks
- Keep sweets and party food for special occasions
- If you send items such as yoghurt, please pack a spoon.

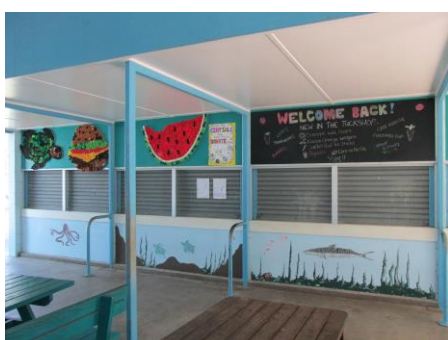

**Tuckshop** is available every day at first break from Monday – Friday (and second breaks on Fridays). A tuckshop list will be sent home.

Prep students **must order** tuckshop via writing their name, class and order on a brown paper bag with the money enclosed **or** via the FlexiSchools website. The order is then placed in a tuckshop box which is located in their classroom. Tuckshop will then be delivered to the classroom in time for first break. Prep students **cannot** have money to order at the tuckshop by themselves. **FlexiSchools is the preferred option for ordering tuckshop. There is also EFTPOS available in the tuckshop for payments before school.**



**Simplifying School Life**  
Pay for a range of school activities,  
lunch, uniforms, fees and more  
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**How to set up your Flexischools account**



- 1. Download our app**  
The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and receive instant notifications from your school.  
 
- 2. Register**
  - Open the Flexischools App and click "register"
  - Provide your email address to create an account.
  - Go to your inbox and open the registration email from Flexischools. Click on the link and follow the registration process.
- 3. Log in to your Flexischools account and enter your child's details**
  - Once your account is set up, log into the Flexischools App.
  - Select the "profile" icon on the navigation bar (under "students"; click "add new"). Enter your child's name, school, year level, and class. Click "submit".



## Prep Sample Daily Routine



<b>8:40 to 8:50am</b>	Arrive at school – classrooms will open at 8:45am
<b>8:50am</b>	First bell rings – goodbye to parents and sit on carpet
<b>8:50am</b>	Learning begins with morning session of roll & phonics, phonemic awareness and articulation activities.
<b>9:00am</b>	Literacy focused lesson & activities
<b>9:40am</b>	<b>Super Snack</b> – Healthy snack and water break
<b>10:00am</b>	Continue literacy activities
<b>10:50am</b>	<b>First Lunch Break is supervised outside in the courtyard with Year 1 and Year 2 students</b>
<b>11:00am</b>	<b>Supervised playtime outside on playgrounds and sandpit</b>
<b>11:30am</b>	Back to class
<b>11:45am</b>	Numeracy focused lessons and activities
<b>1:00pm</b>	<b>Second Lunch Break is supervised outside in courtyard with Year 1 and Year 2 students.</b>
<b>1:10pm</b>	<b>Supervised playtime outside on playgrounds and sandpit</b>
<b>1:40pm</b>	Back to class
<b>1:40 to 1:50pm</b>	Roll
<b>1:50 to 3pm</b>	<b>Science / HASS / The Arts / PE / Technology</b>

### Afternoon Pick Up

In the afternoon we request that you collect your child from the classroom at 3pm. To avoid distractions, please wait outside the Prep rooms in the grassed areas, or on the benches until the teacher invites you to collect your child. Please do not wait on the verandahs as this can become very congested and distracting.

# **BUCASIA STATE SCHOOL STUDENT RESOURCE SCHEME 2024**

The Student Resource Scheme 2024 has been approved by the P & C Association.

Dear Parents,

The fees for 2024 will be \$60 for years Prep to Year 6. This fee supplements materials for art, craft, cooking, construction and other activities conducted as part of classroom programs. It also contributes to the photocopying costs in place of set texts in specific subject areas.

Due to past fundraising, each class has a refrigerator for student use. We encourage students to purchase lunchboxes of a reasonable size so that they can fit in the fridges. Due to class sizes, there can be up to 25 lunch boxes in the fridge. As fridges become older and break down this causes a financial strain on our P & C and may not be replaced. Please check if your child's classroom has access to a class fridge.

