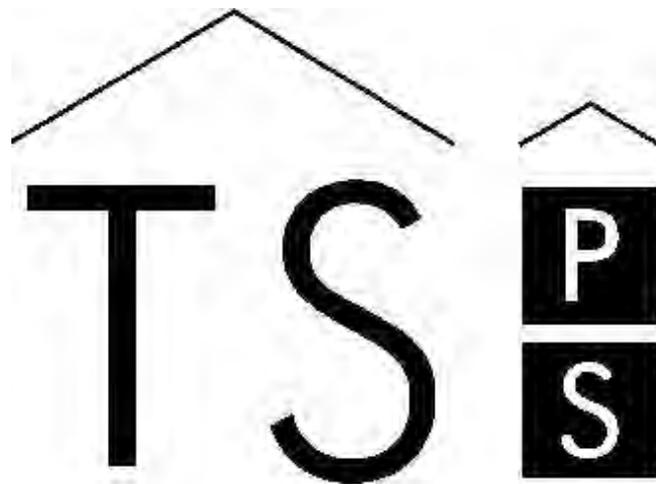


PREP INFORMATION BOOKLET

2013



**Welcome to
Tobruk St Primary School**

WELCOME

Dear Parents,

WELCOME TO OUR FANTASTIC SCHOOL!

Tobruk Street Primary School is a dynamic school that strives to provide the best possible learning opportunities for students. We provide an inclusive, respectful, caring and creative environment for students, teachers, parents and the wider community.

As you enter our school you are met by our school vision and values and a friendly atmosphere that we work hard to achieve. We pride ourselves on providing engaging learning environments, optimistic and caring professional staff and a belief that all students can learn. We encourage personal interests, collaboration, resilience and creativity.

Our students enjoy a wide variety of learning programs including Physical Education, Digital Excellence, Play Based and Inquiry learning, Visual Arts, Athletics and Library. Literacy and numeracy are core learning areas explored daily.

Safe and secure outdoor learning environments allow students to play cooperatively in open spaces. Playground equipment, large oval, fitness track, climbing wall and sandpit areas keep students busy. Secure fencing also surrounds the whole school.

We strongly believe that education is a partnership between the school and home. We encourage you to work closely with the school to motivate and support your child. You may also support the school through fundraising efforts and school activities. Parent participation on School Council is always welcomed. Your continued supports helps to provide stimulating learning spaces for students to learn.

Please don't hesitate to contact the school if you have any questions or feedback regarding your child's educational opportunities. Together we make a difference. I look forward to learning with you!

Melissa Rock

Principal

Starting school is one of the most important events in your child's young life. The staff and School Council of Tobruk St Primary School pride themselves on providing excellent educational programs in a safe, supportive, friendly environment.

A safe, happy, progressive and exciting school where children enjoy and excel at learning is our reputation.

To ensure this the staff and School Council of Tobruk St Primary School have a firm commitment to providing the best educational opportunities for students in our care and we offer a warm and caring learning environment where we have the best interests of your child at heart.

1. *A safe, happy school doesn't just happen, we work hard to ensure it does.*

A well developed student welfare program consistently applied by diligent staff is the secret of our success. We have an excellent Student Engagement and Wellbeing Team that has put a lot of work into developing the program and it works effectively due to total staff commitment.

2. *We offer quality educational programs that cater for the needs of individual children and their abilities.*

This commitment is also evidenced by a professional staff who have a sound knowledge of current educational issues combined with a strong record of curriculum development and implementation.

The community of Tobruk St Primary School is proud of all of its teachers and it is our aim to serve the needs of our students in a welcoming environment where family and community involvement is encouraged. The school actively seeks, values and acts upon input from the staff, students and parents. Tobruk St Primary School is committed to improving the learning outcomes of its students which is reflected in the school's vision, values and beliefs.

The staff and School Council at Tobruk St Primary School are proud to be able to offer the following programs:

- * Early Years – Literacy
- * Early Years - Numeracy
- * Art/ Technology
- * Physical Education
- * Cross Age tutoring within the school
- * Integration
- * Library
- * Intervention
- * Active After School Community Program
- * Buddy Program for new Prep Students
- * Digital Excellence – computing skills program
- * Athletics – On line maths program
- * Reading Eggs and Reading Eggspress

Well developed school policies and programs recognise the need to cater for the uniqueness of each child and to provide the maximum development of their potential.

3. *The facilities that are provided to enhance the student's learning include:*

Extensive access to digital technology including:

- Interactive whiteboards in each classroom
- A dedicated computer lab with 24 desktop computers
- Two trolleys with 48 laptops to be used in classrooms
- **And new for 2013 – 15 I pads for the Prep/One classrooms**

A well resourced Library, an Audio Visual Centre, a well equipped Art/Craft room, gymnasium, intervention space and an Assembly/General Purpose Room. We also have, in conjunction with other local primary schools, a state of the art Performing Arts Centre.

The playing areas include two basketball/netball courts, a huge outside oval, two adventure playgrounds and plenty of quiet shaded areas.

At Tobruk St Primary School we make a personal commitment to the following:

- Provision of a caring friendly, quality and progressive learning environment.
- Provision of a strong focus on maximising the educational outcomes for students.
- Commitment to nurturing the social, physical, and intellectual development and well-being of each child.
- Provision of learning programs that enable all students to perform to the best of their ability.
- Efficient organisation and administration, allowing the teachers and students to get on with important learning tasks.

Tobruk St Primary School highly regards and values working side by side with our School Community in partnership for the future of our children. If at any time you wish to discuss anything with the Principal you are more than welcome, however making an appointment is advised.



Your child will commence school on **Thursday 31st January at 8.45 a.m.**

Days Prep Children Are Required At School

Until Friday March 1st all Prep children will attend school four days per week. The children will have every Wednesday off school. This means that, even though they have four full days each week, they only ever have two days in a row at school before they have an opportunity to have a rest. This day is set aside for testing and Mrs Smith will let you know when your appointment is.

At the start of their Prep Year the children at our school participate in the Prep Entry Assessment Program which is used in Victorian Government Primary Schools.

The Assessment Tasks are designed to assist teachers in gathering information about your child's literacy and numeracy understandings. This information will help us provide the very best teaching and learning programs to cater for the individual needs of your child and to ensure that starting school is a rewarding and profitable experience.

The results of the tasks undertaken during the School Entry Assessment provide a 'snapshot' of your child's performance and are used solely for the purpose of planning your child's teaching and learning programs. They are kept within the school and will be just one part of the ongoing assessment programs used with students throughout their years at school.

The literacy and numeracy tasks your child will complete are administered to each child individually. They have been specifically designed for use with young children and contain an element of fun which makes them enjoyable as well as informative.

To ensure your child has the opportunity to work in a quiet environment, these assessments are scheduled on Wednesdays during February when the Preps don't normally attend school. At the start of next year you will receive notification of a time for this to occur. During the visit you are also invited to discuss with the Prep teacher any relevant information about your child's development and share any matters of concern to you.

After the 1st of March, children will attend school on a full time basis.

REGULAR ATTENDANCE IS VITAL TO YOUR CHILD'S EDUCATION.

Please ensure your child is at school by 8.30 am everyday. If absent your child must bring a note the following day or you must contact the school by phone.

Beginning the day on time ensures that your child does not miss out on vital Literacy activities, beginning at 8.45 am.

Our slogan is we want children at school: '**ALL DAY, EVERY DAY.**'



SCHOOL TIMES

Daily Timetable

First Session	8.45am - 10.45am	Morning Recess	10.45am - 11.15am
Second Session	11.15am - 1.15pm	Lunch Time	1.15pm - 1.25pm
		Lunch Recess	1.25pm - 2.00pm
Third Session	2.00pm - 3.00pm		

2013 Term Dates

Term	Start	Finish
Term One	Wednesday 30 th January	Friday 28 th March
Term Two	Monday 15 th April	Friday 28 th June
Term Three	Monday 15 th July	Friday 20 th September
Term Four	Monday 7 th October	Friday 20 th December

**Please note Preps will commence school on
Thursday 31st January**

Starting School

Discuss any fears about school before the first day. Be positive and loving. Be reassuring – say that everything will be all right. Do all you can to make your child happy and confident about entering the school world.

Show your support by encouraging your child to openly discuss his or her feelings about school with you and by meeting with the teacher to work out any problems. Teachers care how parents and children feel.

Required Immunisations and Booster: parents should have already provided the school with an immunisation certificate. Although your child is not required to have 5 year old boosters prior to commencing school it might be a good idea to get it out of the way before school starts.

Choose the safest route to and from school. Walk it together several times and point out:

School Crossings – “Cross here between the flags. Look both ways for approaching traffic. Walk, don’t run”

Footpaths: “They’re the safest place to walk”.

Driveways: “Watch for cars reversing or turning in”.

Tell your child to go directly to and from school! Don’t stop to play and explore.



Learning through play in the
Prep room.

What Your Child Will Need To Bring On The First Day Of School

Children should have a named school bag that they can manage themselves.

They should have a lunch box and drink bottle (not a glass bottle or can) that are also named and that they can manage.

Talk to your child about their lunch - what foods are for playlunch and what foods are for lunchtime. It may help to wrap/pack them separately at first.

Your child should also bring their library bag, take home book bag, art smock and hat. All of these items should be clearly named.

It is also a good idea to label any items of clothing that are likely to be removed eg: windcheaters, coats and cardigans.

Procedure on the First Day

Arrive on Time

Not too early, though. A long wait for class to begin with other parents and children may add to the strain and tension.

You are welcome to come into your child's classroom and assist them to unpack their bags.

- * drinks and lunches put in lockers
- * art Smocks,
- * the Teacher will help settle your child at an activity then it's time to say "goodbye" and leave.

Leave Cheerfully

Don't linger. Your presence may distract from this new and fascinating world.

Collect your child promptly at the end of day.

Wait outside your child's room on the ramp until they are dismissed. Ensure that they and their Teacher are aware of the arrangements for going home.

Have a positive attitude and look forward to your child's first day in school.

WHAT WILL MY CHILD DO AT SCHOOL?

<p>Get along with others learning to be cheerful, polite, fair and well-mannered.</p>	<p>Express Self with words, clays, crayons, music etc.</p>	<p>Protect Self and know where to go for protection.</p>
<p>Explore new things and ideas.</p>	<p>Listen to stories, to directions, to others.</p>	<p>Count by relating numbers to specified groups of objects.</p>
<p>Plan ahead, ask questions and anticipate future events.</p>	<p>Spot differences in colours, sizes, shapes and sounds.</p>	<p>Care for living things by giving pets and plants food and water.</p>
<p>Use new words learned from people, experiences, slides, films, books, pictures, videos and computers.</p>	<p>Care for self and belongings by going to the toilet without adult help, hanging up clothes, returning toys and tools at pack-up time.</p>	<p>Share things like toys, games and experiences with others.</p>
<p>Be safe by taking part in safety lessons, fire drills, supervised playground activities, etc</p>	<p>Play fair follow rules and take turns during games.</p>	<p>Think of others by making gifts for parents, classmates, etc</p>
<p>AND WHEN READY, your Child will learn to read and write!</p>		

GENERAL INFORMATION

Lunches

Children eat their lunch under teacher supervision in their classroom from 1.15 p.m. until 1.25 p.m. At 1.25 p.m. they are able to have their lunch time break until 2.00 p.m. Children who have not finished lunch at 1.25 p.m. will finish their lunch in the eating area outside.

Please ensure that your child can independently manage their own lunch equipment and wrapping. (eg: If a child has an orange it is easier if it is peeled, or cut into wedges at home and wrapped up.)

Art Smocks

Children should have an art smock, not only for use in the Art Room, but also for when doing painting etc, in the classroom. An old large T shirt is fine. Your child should be able to manage their art smock by themselves. Please label your child's art smock.

Uniform

- Hats are compulsory for students in Term 1 and 4. Hats must be wide brimmed, or bucket style and clearly named. We have a small supply of hats at school available for purchase or they can be ordered via the office from our uniform suppliers. Don't forget to label your child's hat.
- The school has a compulsory uniform. The School Colours are Red and Navy. Please find attached our current uniform policy and order form. All orders can be submitted at the office but must be accompanied with full payment at time of ordering.
- Please label clothing as clearly as possible using script print.
- Encourage your child to look after his/her belongings.

Costs

- School Council Levy for student requisites is \$120 for 2013
- Swimming Program estimated to be \$95.00 on 2013 costs
- An Education Maintenance Allowance is paid to parents by the State Government to holders of current Centrelink/Health Care Cards. EMA applications will be sent home at the start of next year. You will be required to return the application form to the office with your current Centrelink/Health Care Card for us to take a copy of. We encourage you to **sign over** your EMA payment to the school to cover the cost of student requisites with any remaining amounts to be contributed toward payment of swimming, excursions etc. This option is popular as it minimises additional out of pocket costs during the year.