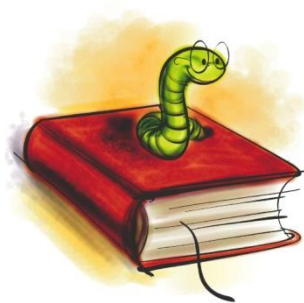




Prep Information Booklet 2023



**Teachers: Laura Facciolo, Anna Cho, Natalie Lorigan &
Melissa Brasacchio**

Dear parents,

Welcome to Birralee Primary School and welcome to Prep 2023.

Assessment (Booking via COMPASS App)

The Prep children stay home from school on Wednesday 1st February, Wednesday 8th February, Wednesday 15th February, Wednesday 22nd February and Wednesday 1st March. Individual assessment will take place during this time. **All children must have this assessment completed.**

General Information

- Please ensure that your home and work details and emergency contact numbers are current. If any details change, let Deb in the office know as soon as possible.
- Please label **all** children's clothing that they bring to school, particularly hats and jumpers, as this makes it easier to return these items to their owners.
- Your child will also need a named art smock for Art that remains in the classroom and a pair of named headphones for I.C.T. These can be purchased from Big W and Target, and need to be headphones, not ear buds.
- Your child's lunchbox is best filled with food that will sustain them for the whole school day. Foods that are high in sugar are best saved for home.
- Please make sure your child wears the correct Birralee school uniform each day. On the days your child has P.E., they should wear their sports uniform.
- If your child is away or sick for a whole day or part thereof, please enter the absence directly onto the COMPASS App.
- Anaphylaxis is a serious medical condition, with affected children being allergic to, most commonly, nuts. If not treated, it can result in death. **Please do not send any nut products to school, particularly peanut butter, Nutella or muesli bars with nuts in them.**
- Please ensure your child has plenty of sleep so they are ready for the day ahead.

School Bell Times

8:50	Students enter their classrooms
9:00	Teaching begins
10:40-11:10	Recess
11:10-12:50	Class time
12:50-1:00	Eating lunch
1:00-1:50	Lunch play
1.50-3.30	Class time
3:30	Home time

Independence

- At home, please encourage your child to be responsible for packing their own school bag. Each day they need to bring their lunch, snack, drink bottle (water only, no juice, cordial or soft drinks), Reader Pouch and hat. This will assist with your child's independence and allow them to feel success when they can do things by themselves.
- Children will enter the building each morning with their teacher, where they will unpack their school bag and get themselves organised for the day. Parents are encouraged to stay outside and allow their child to walk into the classroom independently.

Drop-off and Pick-up

- Prep children line up on the basketball court before school, where their teacher will collect them and take them into the classroom.
- It is at this time that the children will unpack their bags, place their bags in their cubbyholes and put their Reader Pouches in the tub.
- Parents and children should not be in the building before 8:50 as this is teacher preparation time.
- At the end of the day, parents wait on the basketball court for their children and the teacher will bring them out to you.
- It is important that parents wait on the basketball court, not on the steps, ramp or around the door. The Prep staff need to ensure that all children meet their parents safely, and congestion around the door, ramp and steps make this task stressful for the children. Older siblings of Prep children are encouraged to use alternate entrances and exits.

- If it is raining before or after school, there will be an announcement informing parents that the children will be collected or dismissed from the undercover basketball court.
- Parents should only line up at the undercover basketball court when there has been an announcement to do so.

Communication

- Each child will receive a Reader Pouch. This is a plastic pouch with a zipper across the top. Notices will be put into these pouches so please check them daily. Your child will need to bring this to school every day.
- Another form of communication used regularly is the COMPASS App. This should be downloaded onto your phone or tablet via iTunes or Google Play, and checked regularly. You will have received a COMPASS login, but if you have not please contact the office.
- If you need to speak to your child's teacher, you can usually talk to them briefly after school. If the matter needs more than a few minutes, please make a time with your teacher to discuss the issue fully. It is important that teachers and parents communicate and work together, and a longer appointment will allow the teacher time to listen and respond.

Take Home Books (Readers) and Homework

- Take Home Books (Readers) will start in Term 2. However, you should still enjoy reading with your child as often as possible.
- During Term 1, the only home-based learning will be via the websites "Mathletics" and "Reading Eggs". Soon your child will receive a password and username for these sites, and you can also download the apps. We encourage your child to log on and use these websites regularly. It is a classroom expectation that children are able to log on independently. Please allow your child to develop this skill, do not do it for them.

Toys at School

- Please do not send toys to school with your children. Children are very creative and are able to make up games during play times. Toys that come to school risk

being lost or broken, and are not the teacher's responsibility. Precious toys are best left at home where they are safe.

Buddies

- “Buddies” is a program that we run between the Foundation and Grade 5 children at Birrale. Your child will meet their Grade 5 buddy in the first few weeks of Term 1. The children will meet throughout the year to complete activities or have lunch together.

Specialist Timetable

Each week your child will participate in Art, Mandarin, STEM, P.E. and Music. Your child's teacher will send a note home in the first week of school informing everyone about the times of these classes, along with Library times.

Birthdays

- Birthdays are very exciting! When it is your child's birthday, you can bring in something small for your child to share with the class. These treats need to be individual, reasonably small items that your child can hand out with the teacher. A whole cake is not practical. During the day, the teacher will have the grade sing ‘Happy Birthday’ to your child, and they will then hand out the treats. Children do not have a party at school.
- If your child has a food allergy, you can provide the teacher with a separate bag of treats that the teacher can give to your child when birthday treats are being handed out.

Asthma and Epi-Pens

- If your child suffers from asthma, it is important to provide the school with an Asthma Management Plan and Ventolin. The same applies to anaphylaxis and allergies. Please supply a management plan and Epi-Pen and/or medication. Please speak to your child's teacher in regards to this. All staff are trained in the use of such items.

We are looking forward to a rewarding and happy year teaching all your children.

Kindest regards,

The Prep Team

Prep 2023
