

# STAR OF THE SEA

## CATHOLIC PRIMARY SCHOOL

### GLADSTONE



## PREPARATORY

## 2014

## PARENT

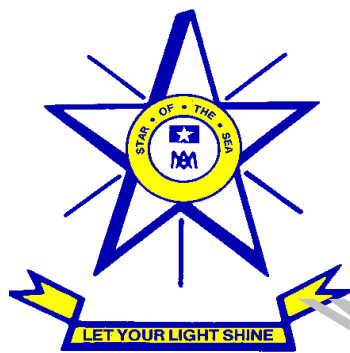
## HANDBOOK

181 GOONDOON STREET, GLADSTONE QLD 4680  
PO BOX 1458, GLADSTONE QLD 4680

**TELEPHONE:** (07) 4972 1305

**FACSIMILE:** (07) 4972 4728

**EMAIL:** [sosg@rok.catholic.edu.au](mailto:sosg@rok.catholic.edu.au)



# WELCOME

*Welcome to Star of the Sea Catholic Preparatory Year. It is our aim to make you and your family's transition into the school community as smooth as possible. Listed below are the staff members for 2014. Our staff is happy to assist you with any queries or information you may require. Should you have any questions or queries regarding the information contained in the handbook please do not hesitate to contact the school.*

## ***Principal***

*Mr Jamie Emerick*

## ***Assistant to the Principal Religious Education (APRE)***

*Mrs Jennett O'Mullane*

## ***Assistant to the Principal Curriculum (APC)***

*Mrs Monica White*

## ***Administration and Financial Officer***

*Mrs Elinor West*

## ***Current Staff***

*Prep Teachers*

Mrs Louise Sisley  
Miss Jenna Gibbs

*Prep Teacher Assistants*

Mrs Amanda Sydes  
Miss Deb Mackay

<b><i>School Office Hours:</i></b>	<b><i>8:00am – 4:00pm</i></b>	<b><i>Monday - Friday</i></b>
<b><i>School Hours:</i></b>	<b><i>8.35am – 2:55pm</i></b>	<b><i>Monday - Friday</i></b>
<b><i>Prep Hours:</i></b>	<b><i>8.35am – 2.55pm</i></b>	<b><i>Monday - Friday</i></b>

# CONTENTS

<i>Welcome To Star of the Sea Preparatory Year</i>	<i>2</i>
<i>Contents</i>	<i>3</i>
<i>Our Mission</i>	<i>4</i>
<i>Principal's Vision Statement</i>	<i>5</i>
<i>Welcome From Your Preparatory Teachers</i>	<i>6</i>
<i>The Preparatory Year</i>	<i>6</i>
<i>Our Philosophy</i>	<i>6</i>
<i>Weekly School Assemblies</i>	<i>7</i>
<i>Safety First</i>	<i>7</i>
<i>School Play Equipment</i>	<i>7</i>
<i>Attendance</i>	<i>7</i>
<i>Sharing Information</i>	<i>7</i>
<i>What to Bring to School</i>	<i>8</i>
<i>News</i>	<i>8</i>
<i>Library Time</i>	<i>8</i>
<i>Birthdays</i>	<i>8</i>
<i>Excursions</i>	<i>9</i>
<i>Tuckshop</i>	<i>9</i>
<i>Technology Education</i>	<i>9</i>
<i>Assessment Techniques</i>	<i>9</i>
<i>Reporting</i>	<i>9</i>
<i>Health Policy</i>	<i>10</i>
<i>Medication</i>	<i>10</i>
<i>General Health Assessment</i>	<i>10</i>
<i>Uniform</i>	<i>11</i>
<i>What Will My Child Learn In The Preparatory Year?</i>	<i>12</i>
<i>What Sort of Activities Will My Child Be Involved In?</i>	<i>12</i>
<i>Please Collect</i>	<i>12</i>
<i>Conclusion</i>	<i>12</i>

# OUR MISSION

***LET YOUR LIGHT SHINE***



*At our school we are called to:*

- ***Love*** God as Mary did
- ***Respect*** ourselves and others
- ***Value*** Learning
- ***Achieve*** our potential
- ***Live*** our faith within our community

*This is our mission*

***STAR OF THE SEA***  
***CATHOLIC PRIMARY SCHOOL***  
*Gladstone Queensland*

# *PRINCIPAL'S VISION STATEMENT*

*As Principal of Star of the Sea Catholic Primary School I hope and believe it to be a place where:*

- All are welcome.*
- Open and honest communication is nurtured and evident at all levels.*
- Shared vision enables the growth and development of the school community as a whole.*
- Members of the community give witness to the message of Jesus through our relationships and interactions with others.*
- Positive support and care is provided for all members of the school community.*
- The achievement of personal excellence is supported and celebrated.*
- The curriculum strives to educate the whole person and meet individual needs.*
- Members of the school community are encouraged and willing to participate in the life of the school and share the responsibility for the education of the children.*
- Gospel values such as respect, faith, hope, love, trust and honesty guide members of the community and are present in all aspects in the life of the school.*
- The community works together to provide children with the facilities, resources, and every opportunity to achieve to their potential now and in the future.*
- Each member of the community is a valued individual and their giftedness and dignity are visibly respected.*
- Professional staff are committed to the provision of a quality Catholic Education and support the educational mission of the Catholic Church.*
- Children's individual achievements are celebrated and encouraged.*
- Children are encouraged to achieve to their full potential and to be responsible learners and members of the community.*
- Children feel safe, happy and supported by those around them.*

**Jamie Emerick**  
**Principal**

## WELCOME FROM YOUR PREPARATORY YEAR TEACHERS

Thank you for choosing Star of the Sea Catholic Primary School.

We offer an educational program, which aims to nurture your child in all areas of their development. That is, emotionally, socially, physically, intellectually, creatively and spiritually. Ours is not a formal learning situation but an informal one where the children learn through exploration of materials provided, their play and their contact with teachers, parents, other children and community members.

We look forward to meeting you and your child and working with you throughout the coming year. We are confident that 2014 will be a fun and enjoyable year at Star of the Sea Catholic Primary School.

Mrs Louise Sisley and Miss Jenna Gibbs

## OUR PHILOSOPHY

The Star of the Sea Preparatory Year staff value:

- A thorough understanding of child development;
- The process of work, as well as the end product;
- Relevant guided and child initiated learning experiences;
- The values and beliefs of the members of our community;
- Education in partnership with parents and caregivers;
- Learning through play;
- Each child as a unique individual;
- Interaction in a safe, challenging and nurturing Christian environment.

## THE PREPARATORY YEAR

While most parents of Preparatory aged children do send their children to school, it is still an optional year of education in Queensland (i.e. the first formal year of schooling for children is still Year 1).

The overall focus of Early Years Education is NOT a time to sit at desks and complete handwriting, literacy or numeracy tasks. It is a developmentally appropriate introduction to structured learning.

Play is a natural, helpful, worthwhile and appropriate method of learning at Prep level. Therefore, an essential feature of our program involves processes based on experiential play activity.



## WEEKLY SCHOOL ASSEMBLIES

*During the year, the Prep children join with the whole school for an Assembly on Fridays. By experiencing an Assembly, the children:*

- *Pray together;*
- *Hear and see the upper school;*
- *Meet the other teachers in the school;*
- *Respond to instructions;*
- *Sing the National Anthem;*
- *Feel a part of the school community.*

## SAFETY FIRST

*It is advisable that the Prep child be brought to and collected from their classroom by a responsible adult (normally the parent/caregiver). If this is not possible, please discuss your requirements with your child's teacher.*

*If at any time you arrange for someone else to collect your child from school, please inform the teacher of these arrangements before they occur.*

## SCHOOL PLAY EQUIPMENT

*We ask that the Prep and Terrace fort and all play equipment are NOT to be used after school or during school functions. Parents are asked to please supervise their children at these times and ensure they remain safely with them.*

## ATTENDANCE

*If you are going on holidays, or your child is ill, please contact the school and let us know – prolonged unexplained absences may mean that your child's position is given to another on the waiting list. If you are leaving permanently, two weeks notice would be appreciated to enable us to contact a replacement.*

## SHARING INFORMATION

*As part of our school family, we encourage you to share your good news (and occasionally sad) with us. The sharing of information helps to create community and an increased understanding of the behaviour patterns of the children. Children's behaviour can be markedly affected by additional excitement or stress. It helps if we are informed.*

## WHAT TO BRING TO SCHOOL?

Parents are requested to provide the following:

- Backpack/school bag (can be purchased from the Star of the Sea School Uniform Shop);
- Wide brimmed school hat;
- Roll-on sunscreen (to stay in bag for personal use only);
- Spare change of clothes (to leave in their bag for emergencies);
- A box of tissues
- Lunchbox containing sandwiches / fruit / crackers and healthy snacks;
- Water bottle(minimum 500ml);
- Star of the Sea School library bag (available from the Star of the Sea School Uniform Shop);

## PLEASE LABEL EVERYTHING CLEARLY



## NEWS

Your child is encouraged to share with us any type of interesting specimen or object from home – rocks, insects, animals, shells, flowers to enrich the Science Program.

Tame, friendly pets would be welcome with pre-arrangement.

Favourite books and stories are encouraged.

Apart from Birthdays, please **NO TOYS**, as these can become lost or broken.

## LIBRARY TIME

The children will be required to bring their library bag to borrow from our school library. Your assistance will be required in the care and maintenance of our precious library books. You will be notified of the time your child's class will be visiting the library.

## BIRTHDAYS

On this special occasion, you might like to send along enough small patty cakes so your child can share his/her birthday with the other Prep students and staff.



## EXCURSIONS

Throughout the year, excursions may be organised for the children's educational interests. Permission slips are a part of the enrolment procedure and may also be sought separately for these occasions. Also, parent assistance will be necessary to maintain a safe student/adult ratio.

## TUCKSHOP

During terms two, three and four Prep children are able to order lunch through the school tuckshop. Children may order their lunches on a Monday, Wednesday or Friday. Please remember there are no over the counter purchases for Prep children including ice blocks.

## TECHNOLOGY EDUCATION

Children are encouraged to learn basic "mouse" skills and become aware of the keyboard. A variety of age appropriate programs are used every day in the Prep classroom.



## ASSESSMENT TECHNIQUES

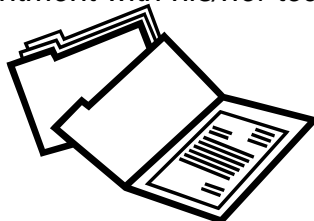
Assessment in the Preparatory Year is conducted in accordance with the developmental goals set out in the Australian Curriculum. As the Prep Year is a play oriented, child-centred environment, assessment will be achieved in a variety of ways including the use of digital photography.

## REPORTING

Parent-teacher interviews are available twice per year.

Often the teacher may speak with parents at the end of a session, usually to tell you of things that have happened during the day.

If at any time you feel that you require a special interview to discuss your child's progress, please feel free to make an appointment with his/her teacher.



## HEALTH POLICY

Children with infectious diseases must be excluded from school for specified times. A Time Out list is included in the back of this book. (Consult with your child's teacher if you need assistance here). If your child contracts German measles (Rubella) please inform the teacher immediately.

In cases of minor ailments, parents are asked to use their own judgement about whether a child is fit to attend.

A child who becomes ill during a session will be removed from the group to rest in a quiet place. A parent or other contact person listed on the records will then be notified. **For this reason it is vital you maintain updated emergency contact details.**



## MEDICATION

Medication will only be administered after parents give written instructions and clearly labelled medication is provided. A medication register is then established for your child in our School Office, even if only one tablet is given once and a parent/guardian signature is required on these forms. Medication must be personally delivered to the Prep Teacher, Teacher Assistant or Administration Staff by the parent or caregiver. Medication includes the use of Asthma medication and all medication is stored appropriately. A copy of the school Administration of Medication to Students Policy is available from the office.

## GENERAL HEALTH ASSESSMENT

A general 4 to 5 year old health assessment is recommended for all children who are preparing to attend school. It is recommended that parents contact the Community Health Centre who are able to conduct tests including – visual, hearing, speech and developmental assessments; or their own doctor in relation to the above.

Routine immunisation is recommended at 4 years. More information can be obtained from Community Health Services.

The School Dental Van also visits the school periodically and will carry out dental work on the children at your request.

## **UNIFORMS**

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code. Our school uniform shop operates as a service to our school families. The student uniform can be ordered and purchased either new or second hand from the School's Uniform Shop. Please ensure all garments have your child's name marked clearly on them.

**GIRLS:** Summer & Winter:

Blue pleated skirts  
Star of the Sea School sports shirt  
Black shoes  
Short plain white socks  
V-neck navy jumper or zipper jacket  
Blue school hat with full brim – **NO CAPS**



**BOYS:**

Summer and Winter:  
Navy shorts  
Star of the Sea School Sports shirt  
Black shoes  
Short plain white socks  
V-neck navy jumper or zipper jacket  
Blue school hat with full brim – **NO CAPS**



- Jewellery should be kept to a minimum: only a cross or other Christian medal on a chain, a watch, one stud per ear lobe (no other visible body piercing is allowed).
- Fingernails should be trimmed to fingertip length and no colours are allowed.
- Long hair should be worn tied back. Coloured hair (fully or partially dyed) is not allowed at all.
- All ribbons, headbands etc worn by girls must always be royal or navy blue, white or yellow in colour.
- School pullovers or jackets are always navy in colour.
- In Winter, boys and girls can wear navy blue tracksuit pants over their school shorts.
- Bicycle pants are not part of the Sports Uniforms.
- It is inappropriate and unacceptable for swimming costumes such as long board shorts to be worn under normal school shorts for boys.
- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- Extreme hair colours (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: tracks, spikes or mohawks) are not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- The only headwear that is acceptable is Sunsmart hats consistent with our Sunsmart Policy.
- If for any reason children are not in correct uniform the class teacher should be informed in writing.

**A full uniform pricelist and order form is included in the back of this handbook.**

## **WHAT WILL MY CHILD LEARN IN THE PREPARATORY YEAR?**

The learning experiences in Prep at Star of the Sea will help your child to:

- Take on responsibilities and become more independent;
- Cooperate with, and learn to respect others and develop socially;
- Use their imagination and creativity to develop early literacy and numeracy skills;
- Develop physical skills and explore their environment.

## **WHAT SORT OF ACTIVITIES WILL MY CHILD BE INVOLVED IN?**

Star of the Sea Prep students will be:

- Designing and making 'masterpieces';
- Talking with teachers and other children;
- Making choices and investigating interests;
- Listening to and creating stories;
- Learning about size, shape, weight and measurement;
- Playing co-operative games;
- Taking part in everyday experiences like singing, dancing and playing;
- Using computers to meet a range of needs and interests.

All parents/grandparents/carers are invited to visit us in our classroom where you will be able to understand more fully what your child is learning and share the enjoyment of their day.

### **PLEASE COLLECT:**

Christmas paper  
ribbon, tinsel, lace  
cardboard boxes  
greeting cards  
gum nuts  
cellophane  
corks  
onion bags  
buttons  
cotton reels

Christmas cards  
wool, yarn  
stamps/envelopes  
pipe cleaners  
wrapping paper  
material offcuts  
straws  
feathers  
paper bags  
shells

magazines  
paper of any size  
Chinese containers  
sandpaper  
string/lace/ribbon  
calendars

**We do not use polystyrene foam at all in our classroom.**



## **CONCLUSION**

Thank you for choosing Star of the Sea Catholic School Preparatory Year. We hope that your time here will be enjoyable, informative and productive for your child and your family.

We look forward to working with you as a member of the school community and sharing in the educational experience of your child.

If you have any further questions or queries regarding the school please feel free to contact us to discuss them.