Comet State School

Prep Information Handbook
2017
COMET STATE SCHOOL

SCHOOL DIRECTORY

ACTING PRINCIPAL: Miss Kate Priddle

ADMINISTRATION OFFICER: Ms Terry Moy

SCHOOL ADDRESS: Off Capricorn Highway COMET 4702

POSTAL ADDRESS: Off Capricorn Highway C/- Post Office COMET 4702

SCHOOL PHONE NUMBER: (07) 4984 5142

SCHOOL FAX NUMBER: (07) 4984 5105

SCHOOL E-MAIL ADDRESS: principal@cometss.eq.edu.au

OFFICE HOURS:
Mon 8:00am – 11:00am
Tues 8:00am – 11:00am
Thurs 8:00am – 4:00pm

SCHOOL HOURS:
9:00 am - 3:00 pm

PERCEPTUAL MOTOR PROGRAM:
8:30am – 8:50am daily

BRAIN BREAK:
10:00 am - 10:10 am

MORNING TEA:
11:00 am - 11:40 am

LUNCH:
1:15 pm - 1:45 pm

SCHOOL STAFF

Acting Principal Miss Kate Priddle
Year 3 to 6 Teachers Miss Kate Priddle & Mrs Katie Hutton (Thursday)
Prep to Year 2 Teacher Miss Stephanie Conroy
Learning Support Teacher Mrs Leisa Shuttleworth
Administration Officers Ms Terry Moy
Teacher Aides Mrs Jenny Lucas, Mrs Kym Ash
Groundskeeper Mr Larry Ponton

SPECIALIST SCHOOL STAFF

Arts Teacher Mrs Mellissa Chick
Physical Education Pak Joseph
LOTE Pak Joseph
OUR SCHOOL MOTTO

“Aim High”

OUR MISSION STATEMENT

‘To create a positive and effective learning environment so that the natural potential of each child is nurtured.’

OUR BELIEF STATEMENT

We believe that for the Mission Statement to succeed, learners need to be willing to learn, be co-operative, express ideas and interests freely and openly and gain competence in basic literacy and numeracy skills.

Teachers should endeavour to be receptive to new ideas, develop a good relationship with the community, parents and students, be encouraging and positive and cater to individual needs of children.

Our school will endeavour to provide a positive and secure environment, be welcoming and open, and communicate effectively any new initiatives. We will access community resources, both human and material.

The community should endeavour to be willing to participate in school functions, be aware of the needs of the school, be caring and supportive and participate with school staff in the decision making process.
Dear Parents,

Welcome, and thank you for choosing Comet State School for your child’s primary school education. Starting school is an exciting milestone in a child’s life – a cause for celebration. Parents and children alike may feel some anxiety about the many new experiences that school offers.

We aim to make the transition from home, kindergarten or childcare to school as smooth as possible. This booklet provides basic information about children’s school needs. Our Prep classroom teacher and the Principal are happy to talk to parents.

The Foundation Year, or Prep as it is known in Queensland, is an important event in the life of a child and also for that of a parent. Research shows that parental engagement with schools improves student outcomes. Foundation is a year where friendships can be formed and there are many opportunities for parents to meet, socialise and get to know other parents and their children.

It is our hope that your child is happy at school and experiences many successes. Your child can expect to develop confidence and a sense of achievement and responsibility.

Once again, thank you for entrusting your child’s education to Comet State School.

Yours in Learning,

Miss Kate Priddle
Acting Principal
Comet State School
UNIFORMS
It is requested that all students wear the correct uniform. Undoubtedly, the wearing of a school uniform builds school pride and respect in our appearance. School uniforms and SunSmart hats are available for purchase from the P&C.

Girl's School Uniform
T-shirt – Red and Black Comet School shirt (available from P&C)
Shorts/skorts/skirts - Black
Black shoes, white socks
SunSmart Red broad brimmed hat (available from P&C)
Long hair tied back or clipped off the face.

Boy's School Uniform
T-shirt – Red and Black Comet School shirt (available from P&C)
Shorts - Black
Black shoes, white socks
SunSmart Red broad brimmed hat (available from P&C)

Winter Uniform
Comet School shirt with black tracksuit pants or black tights with skirts.

Girls Sport's Uniform and Boys Sport's Uniform
As per Girls and Boys School Uniform

ENROLLING YOUR CHILD IN THE PREPARATORY YEAR
The Preparatory (Prep) Year is the first year of school for your child. It is a non-compulsory, full-time program that runs five days per week, from 9am to 3pm each day. Your child is expected to attend full-time to experience all aspects of the Prep Year. Age is the only criterion for enrolment in the Prep Year for Queensland children. Your child must be five by 30 June in the year they begin Prep. To find out when your child is eligible to enrol in the Prep Year, see the table below:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July 2009 to 30 June 2010</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
</tr>
<tr>
<td>1 July 2010 to 30 June 2011</td>
<td>Kindy</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
</tr>
<tr>
<td>1 July 2011 to 30 June 2012</td>
<td>Kindy</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>1 July 2012 to 30 June 2013</td>
<td>Kindy</td>
<td>Prep</td>
<td>Year 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 July 2013 to 30 June 2014</td>
<td>Kindy</td>
<td>Prep</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NEW ENROLMENTS**

The Principal is required to sight proof of age (birth certificate) before admission and a copy will be taken to keep in your child’s confidential file. A parent or legal guardian is required to accompany new pupils and fill out an admission form.

**AFTER HOURS CONTACTS**

It would be appreciated that all matters concerning school are dealt with during school hours. For after hour emergencies, please call the school mobile or leave a message on the school answering machine.

**ALLERGIES**

If your child has any allergies, please make sure it is recorded in the medical details section of their enrolment form. We will make every attempt possible to cater for their requirements.

We currently have students at the school with severe allergies to wasp stings. As a school we are prepared and ready for students with severe allergies. We also ask, that if you require your child to have medication at school, that a permission form is signed by a general practitioner.
ARRIVAL/DEPARTURE

Children should arrive at school after 8.30 am. Mornings are important preparation times for teachers and staff are unable to supervise children who arrive before this time.

After school, children are to be collected or make their way home as soon as possible. There is no supervision for children after school and as safety is our priority, children are requested not to play in the school grounds after this time.

ASSEMBLY

Assembly is held each Monday at 8.50 am. On some occasions, we may have school assemblies to welcome guests and/or present special awards. Details of such assemblies will be made known in the newsletter. Parents are welcome and encouraged to attend assembly and participate in these events.

ATTENDANCE

Class rolls are marked at 9am and 1.45pm daily. We do understand that at times your children may have reason to be late or need to leave early. If your child is late, please inform the teacher of a valid reason so we can mark it on the roll. If you need to pick up your children early, there is a Sign Out form in each classroom that needs to be filled in. In these circumstances, for safety reasons, the parent/guardian is to sign them out.

Here at Comet SS we encourage regular attendance to ensure your child reaches their potential. We ask that appointments, if possible are made outside of school hours to not disrupt their learning. If your child is absent from school, it is Education Queensland policy that a reason is given. This reason must be given by the parent/guardian either in written form or verbally to a staff member.

In the case of an unexplained absence, a staff member will be in contact with you before 9.30am on the same day. This is in line with our Same Day Absence Notification policy that protects the well-being of our students.
BEHAVIOUR MANAGEMENT

We encourage all children to develop their own internal behaviour management monitors. We believe in positive reinforcement and reward students with positive praise, gestures or smiles for doing the right thing. It is the school culture to learn and to behave appropriately.

There are some instances, where students may be reminded of the rule and choose to disobey it. On these occasions, students will be given ‘time out’ to enable them to 1. Cool down and 2. Reassess the appropriate behaviour. If these instances are frequent, parents will be called for a case conference to discuss appropriate measures.

Please refer to the school’s Responsible Behaviour Management Plan for further information regarding student behaviour.

PREP

In line with other Queensland state schools, students engage in the Australian Curriculum developed by ACARA (Australian Curriculum and Reporting Authority). Prep teachers are registered teachers, with professional knowledge and expertise in the early years. A full time teacher aide assists with the implementation of the Prep program.

The Early Years Curriculum is about:
- Supporting play as a context for learning
- Understanding each child as an individual
- Developing supportive partnerships
- Providing flexible learning environments
- Assisting children in exploring the world around them and the way in which they learn

What your child will work towards in Prep:
- Early mathematical and literacy understandings
- Independence
- Imagination and creativity
- Co-operation and social skills
- Oral language skills
- Health and safety skills
- Respect
- Gross and fine motor skills

In Prep, children will be:
- Developing early reading skills through the use of stories and technology
- Using blocks and other manipulative equipment to develop early mathematical concepts and skills
- Drawing and painting to encourage oral language, creativity, reading and writing
- Playing and investigating independently, and in small and large groups
- Participating in music and language experiences
- Initiating and participating in dramatic play to build understanding of the world
- Participating in outdoor activities to develop strength, coordination and flexibility.
Play is a very important part of Prep and children learn when they play. You may see the following types of play in Prep.

- Socio-dramatic
- Children setting up and running a flower shop
- Exploratory
- Using blocks to investigate weight, height, number, shape and balance
- Manipulative
- Doing puzzles, making necklaces from collage materials
- Physical
- Running, hopping, skipping, obstacle courses
- Games with rules
- Board games, outdoor games, child created games with rules

STUDENT PROGRESS

Prep report cards will be provided in Terms 2 and 4 with interviews held if required. Parent-teacher interviews will be held in Terms 1 and 3 and in those terms will receive an interim progress report. Teachers will contact parents if they have any concerns with a student’s progress.

FIRST DAY

The Prep – Year 2 classroom will open at 8:15am. Upon arrival, children will be asked to put away their lunchboxes, drink bottles and bags in the designated areas. Parents are then invited to sit down with their child and participate in a quiet activity, such as reading a book together or completing a puzzle.

The bell will sound at 8.50am and this will be the time to say goodbye and leave. We encourage “one kiss, one cuddle”, please do not linger as it may extend the anxiety period for your child. Discuss with your child what they should eat at brain break, morning tea and at lunchtime, as well as how to make healthy choices. The staff at Comet State School will ensure your child is supported throughout the day and will contact you if they do not settle.

HOMEWORK

Children in Years Prep – Year 6 will be given homework on a weekly basis. Prep homework will be given on a Friday and then is to be returned the following Thursday morning. Homework will consist of a home reading book (levelled appropriately for students), a math or literacy activity and sight words.

Please note: If you feel your child has made a legitimate attempt with the homework activity, but cannot do it, please instruct them to leave it and inform the teacher the following day. It is not the school’s intention to have children labouring over homework for hours, but should be a revision of content taught in class.
LIBRARY

Our library contains a considerable number of books in both the fiction and non-fiction areas. The children are acquainted with the various types of literature and are taught required skills for the usage of resources. We encourage all children to borrow from both our library and the Emerald town library whenever possible. Library bags, such as the students’ red ‘Home Reading’ folder is essential for borrowing to protect library borrowed books.

Should a book become lost or damaged please let your child’s teacher know in order to see if it can be repaired.

LOST PROPERTY

Parents should ensure that all property is clearly marked. Parents are welcome to inspect lost property at any time. Any lost property that has not been claimed at the end of the school year, will be donated to charity.

LUNCH

There will be two lunch breaks each day plus a small brain break at 10 am. Sufficient food is required for meal times. Research has shown that a brain requires healthy food and lots of water to function at its optimal performance. Lunch is asked to be of a nutritious nature.

Please note the following when packing your child’s lunchbox.

1. A simple rectangular lunchbox is best as it is stored in the fridge for freshness- no esky bags are required.
2. A sandwich and plenty of fruit or veggies are recommended.
3. Provide food in gladwrap or packets that children are able to open.
4. Include a spoon if needed.
5. Leftovers can be packed.
6. Try to avoid food that is high in fat and sugar. We would prefer that chips, lollies and chocolates are not included in the lunchbox.
7. For lunchbox ideas or suggestions, please see the school staff.

Please note students have the use of a pie warmer and microwave at the school. The students may choose to bring their lunch item, wrapped in alfoil and clearly named, and place it in the pie warmer at the beginning of the day. Tuckshop is also available on Fridays through the Comet Rest.
NEWSLETTERS

A parent information newsletter is published once a fortnight. The newsletter contains details of upcoming events and what we have been learning about in the classroom. It is an important means of school-home communication and parents are encouraged to read it each week. The newsletter is emailed out or a hard copy is sent home with your child. Please see school staff if you would like to be added to the email list.

A community newsletter is published each month. If you have any articles to include, please give them to Miss Terry or email admin@cometss.eq.edu.au

ADVISORY VISITING TEACHERS

Advisory Visiting Teachers – Other visiting teachers (eg Speech-Language Pathologists, Gifted and Talented, Guidance Officer, Occupational Therapists) will visit the school by appointment to assist teachers with their preparation and planning for students with special needs in the classroom.

TUCKSHOP

School Tuckshop is organised by the Comet Rest on Friday, first break, at 11 am. A Tuckshop menu is available at the school.

Please place your order on a paper bag, clearly labelled with the student's name and order details. All orders are to be received at the school on Thursday morning, prior to 9am. If you have already submitted your tuckshop and your child is unexpectedly absent, please contact the shop to cancel the order.
PRIOR TO PREP ACTIVITIES

Activities for Little Hands

During a child’s first few years, fine motor development relies on many different skills and experiences. These are just a few examples of the types of activities that may be helpful. To help your child’s fine motor skills to develop, have a range of things for them to play with and try out. If they are reluctant, encourage just short attention to an activity and follow their cues about what they enjoy doing. Remember to keep it fun!

Games that help to develop hand strength;
Games that help to develop more fine manipulation:

Games that help to develop cutting skills:
The Tripod Grip

The pencil should be positioned so that there is equal pressure between the thumb, the side of the middle finger and the tip of the index finger. All fingers are bent slightly. This is called a "tripod grip" or "tripod pencil grasp".

Be Consistent – Keep it Short

Practice daily, if possible, or three times a week, and keep the lessons short. Five minutes of writing is enough for a child who is five years old.

Stress the tripod grip while you do the drawing and writing lesson together, but be patient. It takes time to establish new habits.