2016 Parent Prep Booklet
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the Principal</td>
<td>2</td>
</tr>
<tr>
<td>School Information and Organisation</td>
<td>3</td>
</tr>
<tr>
<td>Preparing your child for school</td>
<td>4</td>
</tr>
<tr>
<td>Starting School</td>
<td>5</td>
</tr>
<tr>
<td>Student Safety and Wellbeing – Part One</td>
<td>6</td>
</tr>
<tr>
<td>Eating Arrangements</td>
<td>7</td>
</tr>
<tr>
<td>School Uniform</td>
<td>8</td>
</tr>
<tr>
<td>Student Safety and Wellbeing – Part Two</td>
<td>8</td>
</tr>
<tr>
<td>School Policies</td>
<td>10</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>11</td>
</tr>
</tbody>
</table>
Message from the Principal

On behalf of the current students, parents and staff, I’d like to welcome you to the friendly and caring community of Sunshine Heights Primary School.

We are very excited to have you join us and look forward to sharing many exciting and magical years together.

At Sunshine Heights Primary School we pride ourselves on working together to ensure your child reaches their full potential and builds a love of learning. We want our students to believe that they are writers, readers, mathematicians, artists, athletes and innovators!

We set high expectations for our school community based on our shared ‘Values’ that ensure we are all able to learn, play, create, take risks and inspire in a safe, supportive and caring environment.

As a staff, we willingly accept responsibility for the social, emotional and academic development of every student. Our team of highly trained teachers are committed to working together to ensure students are provided with exceptional learning experiences. We see ourselves as a ‘Professional Learning Community’ that is focused on working together collaboratively. This includes investing in school based English and Mathematics coaches, and expert consultants. The school based coaches and consultants work with teachers both in and out of the classroom to build a strong learning culture.

At Sunshine Heights Primary School, we recognize the importance of establishing positive home school working partnerships. We actively seek and create opportunities where we can engage parents and members of the community.

I look forward to working with my team to ensure your time with us is rewarding and provides you and your child with the best educational experience possible.

Alex Artavilla
Principal
School Information and Organisation

Address: Sunshine Heights Primary School
Mailey Street
West Sunshine Vic 3020

Telephone: (03) 8311 7100
Fax: (03) 9311 8343
Principal: Mr Alex Artavilla
Website: www.sunshineheightspsp.vic.edu.au
Email: sunshine.heights.ps@edumail.vic.gov.au
Follow us on Twitter: @4744SHPS

2016 Prep Arrangements

To assist in the transition of your child into primary school life our prep students will have a staggered entry into school. The students will commence school on Monday 1st of February from 9:00am until 3:15pm. Please ensure your child has a piece of fruit, snack, lunch and a drink.

Prep children will attend school on Monday, Tuesday, Thursday and Friday with Wednesday at home for the first four weeks of the school year. The Wednesday dates that the students do not come to school in the first month: February 3rd, 10th, 17th and 24th. Prep students come to school every day on the week beginning February 29th.

On Thursday the 28th of January at 6:30pm we will be having a Prep Family Picnic at the school. This is a great chance for you to meet your child’s teacher and other Prep families. On Wednesday 24th of February parents will be invited to meet with their child’s teacher between 2:00pm to 7:30pm for a short meeting to talk about how your child has settled in to school. This is also a chance for parents to ask any questions and for the teacher to share any further information.

Term Dates for 2015

Term 1: 27 January (teachers start) to 24 March * Grades 1-6 start on Friday 29th of January
Term 2: 11 April to 24 June
Term 3: 11 July to 16 September
Term 4: 3 October to 20 December

* Each year government schools are provided with student-free days for professional development, school planning and administration, curriculum development and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining student-free days are determined by each individual school.

Curriculum Days at Sunshine Heights Primary School in 2015

- Thursday 27th of January
- Friday 3rd of June
- Monday 31st of October

Students do not attend school on these days. The Out of Hours School Care program will be operating on these days. Please contact ‘World4Kids’ for more information.

<table>
<thead>
<tr>
<th>School Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of school</td>
</tr>
<tr>
<td>Recess</td>
</tr>
<tr>
<td>Supervised Lunch</td>
</tr>
<tr>
<td>Lunch Playtime</td>
</tr>
<tr>
<td>Dismissal</td>
</tr>
</tbody>
</table>
Preparing Your Child for School
Together, parents and teachers can provide the support and encouragement needed to make your child’s introduction to school a positive and enjoyable experience.

Encourage your child to do as many of the following as possible:

✓ To take off and put on outer clothing and where possible to manage their own shoes. This includes being able to tie their own shoelaces.
✓ To carry a handkerchief or small packet of tissues and know how to use them.
✓ To put away toys and materials after using them.
✓ To recognise their own name on possessions, such as clothing or lunch boxes.
✓ To be able to use a lunch box and know the order in which to eat their food. At school Prep children will be allowed approximately ten minutes to eat lunch. All lunch boxes and drink bottles must be named. Children are encouraged to bring a water bottle to school and to drink water.
✓ To encourage your child to play with other children.
✓ To know the safest and most direct route to school and how to use a school crossing. It is very important to teach children not to loiter on the way home, not to visit friends without permission and not to go anywhere with strangers.
✓ To practise packing and unpacking their school bag. This also includes ensuring your child has emergency underwear labelled in a plastic bag. It is important to show your child where the emergency underwear is located in their bag.
Tips for Starting School

✓ Show an interest in your child’s day when they are ready to talk about it. It is important to remember that most prep children are very tired after school and need time to relax, especially at the beginning of the year. Encourage them to display any work that they bring home in a special place.

✓ Understand that through play a child builds up his/her confidence and establishes sound social relationships with other children.

✓ If your child has a problem please come to school to discuss it with us so that together we can eliminate any fears that may worry your child.

✓ If your child is required to bring any money to school please ensure that it is sent in a named sealed envelope.

✓ A good night’s sleep is extremely important, therefore try to ensure that your child has a regular bedtime.

✓ Please notify the school if your child is taking any medication and complete the medication form if medication is to be administered at school. All medication that is brought to school must be handed in at the office where it is kept in a secure place.

✓ Much of the work that your child will do in the first few months of school may be seen by parents as play. However, at this time the child is being gently introduced to school routines and environment through a blend of structured and more open ended activities.

✓ Children develop at different rates and parents need to be aware of comparing their child’s progress with that of older brothers or sisters or with other children of the same age. A child’s progress and behavior may be discussed with the class teacher or Assistant Principal, or Student Welfare Leader by arranging an interview time. Parents may organize an interview with the class teacher at any time to discuss any aspect of progress or learning development.

✓ Learning to read and write is an exciting time for both parents and children. Try to set aside a regular time to read with and to your child. Choose a wide variety of texts and allow the child to talk freely about what they see and how they interpret pictures from all sources.
Student Safety and Wellbeing

At Sunshine Heights we believe that all people have the right to be safe, respected and cared for. Everyone has a responsibility to care for one another and the environment.

The wellbeing and safety of your child is our major priority. If you have any questions and/or concerns regarding the well being of your child, please make a time to speak with your child’s teacher or the Student Engagement and Wellbeing Leader Sharon Noel.

Ways in which we will ensure your child has a successful transition to Sunshine Heights Primary School:

- The school has employed a fulltime Student Engagement and Wellbeing Leader who works closely with families and students on any welfare and wellbeing issues. Please contact the office at any time if you would like a time to meet with Student Engagement and Wellbeing Leader.
- Every Prep child will be allocated a Year 5 or 6 ‘Buddy’ who will spend time with your child to make sure they are feeling safe and happy before school and at recess and lunch time. Our Year 5-6 students are very caring and are looking forward to meeting you and your child.
- Throughout Term One the Prep teachers and their buddies will be supporting the students with playing outside. A play area in the yard has also been allocated for the Prep students so they are able to make a successful transition to school. The school yard is always supervised by teachers between 8:45 – 9:00am and 3:15 – 3:30pm, and at recess and lunchtime.
- A Speech Pathologist and School Nurse will be available to work with students at the beginning of the year.
- Students do not attend school on Wednesday during the first month of school. On these days, teachers will complete assessment tasks with the students to identify their learning level.
- The caring staff and other students of Sunshine Heights Primary School will continually look out for the Prep students to make sure they enjoy their Primary School life!
- At the end of the day, the Prep teachers will walk the students to their line up area and wait for the parents to arrive. If your child needs to attend the Aftercare program, a staff member from the program will meet your child at the line up area. During term one the Before-care staff will also take your child to the line up area, to meet your child’s teacher at the start of the day. The Prep teachers will not leave the area until every child has been collected by their parent.
The lunch period is an important part of every child’s social development. Children spend ten minutes eating lunch in their classrooms after which they go outside to play. The school canteen operates five days a week and offers a range of items at reasonable prices. Lunch orders are sent to the canteen each morning.

The importance of good eating habits is emphasized at every grade level and supported by the school canteen. Please support this concept when you prepare a lunch from home.

All students are able to have water during class time. Please send only water in a plastic bottle. For safety reasons, drinks in cans or bottles, lollies and chewing gum are not to be brought to school.

On wet/extreme hot days children will remain indoors during recess and lunchtime.

**HEALTHY LUNCH BOX IDEAS!**
Busy kids need a healthy school lunch to boost their energy and help them concentrate and learn in the afternoon. Here are some top lunch box tips!

Ensure you include a range of fresh fruit and vegetables and vary the food daily so kids don’t become bored.

**Top tips for a healthy lunch box**
- Always include fresh fruit and vegetables. Vary the selection to keep it interesting.
- Offer a variety of whole grain breads, rolls, pita bread and flat breads. Use avocado as a spread instead of butter or margarine. Use reduced fat dairy foods. Cheese and yoghurt are ideal.
- Kids need a serve of protein at lunchtime. Ensure you include lean meat, chickpeas or tuna.
- Add a chilled bottle of water and limit juice.
- Keep it fresh - packing the lunchbox.
- It’s important to keep food in the lunch box cold to inhibit the growth of harmful bacteria.
- Pack the school lunch in an insulated lunch box and include a small freezer brick or freeze a bottle of water and pop it into the lunchbox to keep food cool.
- Kids like fresh fruit cut and ready to eat. Fruit salad is the ideal lunch box solution; it’s colourful, easy to eat and bursting with vitamins.
- Offer different seasonal fruits each day for a change in flavour, colour and texture.
- Freeze fruits in the summer or for sport days. Simply pop the frozen fruit into a small sealable plastic bag or airtight container.
- If including whole fruit in the lunchbox, select fruit that is a suitable size for a child to easily hold in their hand and eat (this is particularly important for younger children).
- Peel and slice or cut fruit if possible and choose seedless varieties of grapes, watermelon and Imperial mandarins.
- If you’re adding tomato to sandwiches, place the tomato between fillings and not directly onto the bread. This prevents the bread becoming soggy.
- When using avocado, mash and drizzle with a little lemon or lime juice to prevent the avocado from discolouring.
- Mild tasting and crunchy lettuce varieties like Iceberg and Oak leaf and Lebanese cucumbers are ideal for kids.
- Add leftover (or cook extra) roast pumpkin or sweet potato to sandwiches, wraps and roll fillings. Naturally sweet and loaded with beneficial antioxidants, roast vegetables team well with a range of fillings.
- Make salads or salad sandwich fillings interesting by using a range of vegetables like grated carrot, snow pea sprouts, lettuce or rocket or baby spinach, sliced celery, tomatoes, avocado and cucumber.
- Use a vegetable peeler to slice cucumber into thin ribbons for sandwich fillings.
Uniform shop
The uniform shop is located at the school near the main office area. The hours of the uniform shop are:
- Tuesday 8.45 – 9.15am & 3.00 – 3.30pm
- Thursday 8.45 – 9.15am & 3.00 – 3.30pm

Illness at School
Should your child become ill or be injured at school we will contact one of the parents or nominated contacts and ask that they arrange for the child to be picked up. If a situation arose where we were unable to make contact with the parents or any of the nominated people we would take what action was considered appropriate by the fully qualified first aid staff. This could involve calling an ambulance.

Emergency information is provided through the student enrolment form. Please communicate any changes to the office as soon as possible.

Only trained first aid staff administer first aid at the school.

Other Issues relating to illness:

1) Some infectious diseases require a period of exclusion from school. A schedule of common diseases is included below.

2) Children who are unwell before school or have not fully recovered from illness should not be sent to school.

3) Please ensure that the school is made aware of medical conditions such as asthma, epilepsy, anaphylaxis, diabetes.

4) Regulations require parents to forward a written explanation for all absences.

Exclusion from School

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion from school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Children to stay home until fully recovered after the start of the illness.</td>
</tr>
<tr>
<td>Measles</td>
<td>Medical certificate or at least five days from the appearance.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Until receipt of medical certificate.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced</td>
</tr>
<tr>
<td>Ringworm, impetigo (school sores)</td>
<td>Until appropriate treatment has commenced</td>
</tr>
</tbody>
</table>
Asthma Management

If your child suffers from asthma, please make sure the school is aware of his/her condition. A Student's Asthma Action Plan must be completed. It is important that appropriate medication is sent to the school with the child and kept at the sick bay should it be needed.

Acting on the recommendation of the Asthma Foundation, the school does not have an asthma pump. Please ensure that your child brings their asthma pump to school.

Anaphylaxis

The school has an anaphylaxis policy that is in line with the Department of Education and Early Childhood Development policy. To support this policy:

- Parents are asked not to send nut products to school including peanut butter.
- Students are instructed not to share food.
- Eating is supervised.
- If parents intend to send food to school for the class, such as birthday cakes, you are asked to let the teacher know the day before and provide a list of ingredients.
- Parents of students with allergies are asked to provide an alternative snack or treat that can be left at school.
- Parents of children with severe allergic reactions to particular foods are asked to ensure their child understands what foods they can and cannot eat.

Head Lice

We recommend that parents check their child(ren)'s hair regularly. The most effective way to do this is with a fine toothed comb. Following is the method recommended by the Health Department. Checks should be performed on a weekly basis during term time. If lice or eggs are found, treat hair immediately with a commercial head lice product. Head lice treatments are available from your local pharmacy. Treatment must be repeated seven days later.

Department of Education and Early Childhood Development regulations state that children must not return to school until after treatment has commenced.

Step By Step Head lice Check

Step 1  Comb any type of hair conditioner onto dry, brushed, detangled hair. This stuns the lice and makes it difficult for them to grip the hair or crawl around.

Step 2  Comb sections of the hair with a fine tooth, head lice comb.

Step 3  Wipe the conditioner from the comb onto a paper towel or tissue.

Step 4  Look on the tissue and on the comb for lice and eggs.
Step 5  
Repeat the combing for every part of the head at least four or five times.

**Visiting Medical Services**

Prep students have vision, hearing and general health screening examinations performed once a year by a visiting school nurse. Forms are sent home with children prior to this occurring.

**School Policies**

At Sunshine Heights Primary School we are committed to ensuring that we function as a harmonious and supportive community. We have established a number of policies to guide the way we work. Policies are developed in consultation with students, staff and parents to reflect Departmental guidelines and school priorities, and the thoughts, ideas and beliefs of our whole school community.

The policies are available at the school office or on the school’s website. Please take the time to read the policies.

**Issue Resolution Policy**

An important policy that has been developed to ensure that we operate as a respectful and effective organisation is the Issue Resolution policy. This policy recognises that there may be times when issues arise during the year. To ensure that the issues are addressed while maintaining strong positive working partnerships, the Issue Resolution policy outlines a process that parents can follow to raise any questions/concerns.

As a staff we pride ourselves on being approachable and friendly, and encourage parents to contact their child’s teachers if they have an idea, suggestion, question, concern or comment about any issue.
Parent Involvement

We encourage parent support. If you are able to assist in the classroom with reading, computers etc. please see the classroom teacher. A 'Working with Children’ ID card will be required (you can get information on this from the office).

On behalf of the whole Sunshine Heights Primary School Community:

We hope that your journey with us is an exciting and fulfilling experience!

Please visit our school website for more information about our amazing school.