



**WELCOME TO PREP**

*Your guide to starting at*

**ST PAUL'S  
LUTHERAN PRIMARY SCHOOL**



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# Welcome to Prep

*thank you*

Thank you for choosing our school as your child's learning environment.

We trust that you will be very happy during your time here with us over the next seven years.

This handbook has been designed to be a guide in helping you and your child settle into our school and for your understanding of our policies and practices.

It contains a lot of valuable and useful information about St Paul's Lutheran Primary School, specifically in relation to our Prep Program. Please keep this book as a reference.

We look forward to sharing the coming years with you and your child and the partnerships those years will bring.



# The School Setting

## Our School

St Paul's Lutheran Primary School is owned and operated by the Lutheran Church of Australia, Queensland District. It is open to persons who support the philosophy of the school, without discrimination as to class, race or belief. St Paul's is managed by a School Council, which consists of elected members. The Principal is appointed by the Council and Lutheran Education Queensland and is responsible for the operation of the school and employment of staff.

## Our Mission Statement

St Paul's Lutheran Primary School equips our community of learners with a Christian world view for living through sharing the love of Jesus. Our inclusive community provides a quality future-focused education in an ever-changing world, encourages excellence and inspires a love of active lifelong learning.

The strategic intent at St Paul's Lutheran Primary School is:

**RESPECT • EXCELLENCE • SUCCESS**

## School Policies

As Prep is the first year of schooling at St Paul's Lutheran Primary School, all existing policies of the school apply. The policies cover all aspects of the operation and management of the school in accordance with State and National Government, as well as Lutheran Education Australia. Please contact the Principal or Deputy Principal if you have any questions regarding the school policies. School policies can be viewed on our school's website [www.stpaulslps.qld.edu.au](http://www.stpaulslps.qld.edu.au) or at our School Reception.

## The Prep Facility

Our Prep facility has two classrooms, including an early intention room, and includes extra activity areas and verandahs. Classes share art areas, outdoor activity areas and play areas. Toilets for Prep students are located at the end of the facility.



## **Staffing**

Each Prep class has its own qualified and professionally trained Classroom Teacher. The Classroom Teacher's role is to provide and oversee the educational environment of the students. He or she will monitor and guide student development and be responsible for student welfare and behaviour management. The Teacher will plan the curriculum, activity programs and oversee the work of the Learning Assistant.

A Learning Assistant is provided in the morning and middle sessions to support literacy and numeracy development. The role of the Learning Assistant is to assist and implement teaching opportunities as designed by the Classroom Teacher. He or she will help facilitate and supervise student activity, prepare resources and materials, assist small group activities and interact with the students to encourage cognitive, social, emotional, physical and spiritual development.

On occasions, we receive requests from universities to host pre-service teachers from relevant teaching courses. Parents will be notified if a Student Teacher will be assisting in the learning environment. The Prep Teacher will always be present during these times.

## **Volunteers and Visitors**

All those who volunteer to help with school activities are required to report to reception to sign in when arriving and sign out when leaving the premises. Volunteers may be sought for whole school events, excursions and classroom activities.

## **Parent Involvement**

Parents are encouraged to become involved in the life and activities of the school. Fundraising and 'friendraising' activities are an ideal way for our parents to make friends and connections in our school. Parents are also encouraged to volunteer to help in the Tuckshop and other events which will be advertised during the year.

## **Fees and Payments**

Families will receive an annual statement with BPAY details included. There are also Direct debit payment arrangements available. Families who choose to pay the year's fees upfront, will receive a \$150 discount per student. All new families will receive a letter from the School's Business Office with details of the options for payments in the coming weeks. Teaching staff do not handle or collect money for fees or school events.

## **Illness and Student Medication Procedures**

Normal school procedures apply in regard to Prep students who become ill during the school day. These students will be sent to Reception where they will be monitored and then either sent home, or if their condition improves, sent back to class.


All medications (as prescribed by a Medical Practitioner) must be signed in and stored at the School Reception. Students who require medication during the school day, will be escorted to Reception at the appropriate time. Over-the-counter medications, such as Panadol, must also be presented to the School Reception with Pharmacy label details.

Please do not send your child to school if unwell, as the risk of infecting others is high. Please consider allowing a 24-hour delay in sending your child to school after episodes of diarrhoea or vomiting.

## **Toileting**

As Prep is an exciting time of social interaction and learning, it is understood that occasionally a child may experience a toileting accident, wetting or soiling their uniform. These incidents are dealt with sensitively, discreetly and in a respectful routine manner.

All Prep students are expected to be toilet-trained and be able to clean themselves and change into their spare set of underclothes and uniform independently. As this is a very sensitive concern, the child's parents will be notified if the child has had a toileting accident.



If the Prep child is unable to clean themselves independently or becomes unduly distressed, the parent will be contacted to come to the school to attend to their child. Due to the health and safety risks, staff are not expected to 'clean' a child who has had a toileting accident.

## Parent-School Communication

### The School Newsletter

The school newsletter is emailed to every family fortnightly. It is also available on our school website.

### Facebook

St Paul's Lutheran Primary School has an active Facebook page that is strongly followed by the school community. Make sure you 'Like us' at [www.facebook.com/StPaulslps](https://www.facebook.com/StPaulslps) to ensure you are kept up-to-date on what's happening at the school. There is also a P&F Facebook page to keep you up-to-date with fundraisers, events and general parent updates.

[www.facebook.com/groups/SPLPSPandF/](https://www.facebook.com/groups/SPLPSPandF/)

### School Website

Please visit our website at [www.stpaulslps.qld.edu.au](http://www.stpaulslps.qld.edu.au) – it contains information such as Tuckshop Menu, School Calendar, News and Events, Parent Lounge and much more.

### Seesaw

Seesaw is a digital portfolio that is used across all year levels at St Paul's Lutheran Primary School. This platform allows students to showcase what they are learning/doing at school and share this with their families. Students can add photos, videos, drawings, voice recordings, notes and much more to their learning journal. Families will be able to see their amazing work on their phone or computer.

Seesaw also allows you to write simple comments and messages to your child or Classroom Teacher. Messages to the Classroom Teacher are private messages that are best suited to for positive affirmation. For questions, concerns or more in-depth discussion about your child's progress, please arrange a face-to-face meeting where possible with your child's Classroom Teacher. Alternatively, you can communicate these concerns via email, rather than via Seesaw.



To access your child's portfolio on your phone or tablet, download the Seesaw Family App and scan your child's QR Code that will be provided to you in the first couple of weeks of Prep. Alternatively, if you prefer to work on a computer, log onto Seesaw's website to gain access is:

<https://app.seesaw.me/#/login>

We hope that this digital platform allows you to be connected to your child's learning and their classroom.

### **Parent Lounge**

You will be given a username and password at the beginning of Term 1 in order to access Parent Lounge. This is where you can view your child's School Reports, medical information, parent details, addresses, all school communication, etc.





## Daily Routines and Procedures

### Daily Requirements

Each day, your child will require:

- **School Hat**
- **School Uniform** (including all white Velcro shoes)
- **School Bag** – please place a distinctive tag on the ring near the zip to help your child recognise his or her bag.
- **Lunch Boxes** with 'crunch and sip', morning tea and lunch packed (ice bricks to keep food cool are recommended)
- **Drink Bottle** with water in it.
- **Spare Underwear** – to be kept in school bag.
- **Spare Uniform** for spills.

*Please clearly name all of your child's belongings.*

Toys are required to stay at home, unless they are being used for a special 'talk' session. Toys brought to school can easily become lost or broken.

## **Lunches, Tuckshop and Nutrition**

Please make sure your child's name is on all containers sent from home. It is best if children are able to open all food containers and packaging to promote independence.

Enjoy a wide variety of nutritious foods from these five groups everyday:

- Plenty of vegetables, including different types and colours, and legumes/beans.
- Fruit
- Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa and barley.
- Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans.
- Milk, yoghurt, cheese and/or their alternatives, mostly reduced fat (reduced fat milks are not suitable for children under the age of 2 years).

Plus, drink plenty of water. Please refer to the Healthy Eating Guidelines poster in your parent pack.

We encourage:

- Fresh or dried fruits
- Vegetables
- Cheese
- Health sandwiches/wraps
- Yoghurt
- Crackers

### **8:45am (approx.)**

Crunch & Sip (fruit/vegetables packed separately)

### **10:15am**

Morning Tea (Play followed by Morning Tea)

### **12:30pm**

Lunch (Play followed by Lunch)

A sample lunchbox for a day at Prep:

**Crunch & Sip:** Cut apple, grapes or carrot sticks

**Morning Tea:** Piece of fruit, cheese and crackers or vegetable sticks, water.

**Lunch:** Ham and salad sandwich, yoghurt, water.

**Please avoid sending these items to school:** Chocolate, chips, lollies, roll-ups, cordial, as well as cans of food or drink as the edges can be very sharp and dangerous to young children.

### **Tuckshop**

Operates from Wednesday to Friday each week and offers students a selection of healthy choices for morning tea and lunch. A current menu is available via the Flexischool's app, the school app or the Flexischool's website.

Orders can be processed via the Flexischool's website or school app by 9:00am Tuesday mornings for the full-menu, or by 8:30am on Wednesday – Friday for a smaller selection of the day items.

Special menu items may vary term to term for example, Hot Chocolate in Winter and Ice Blocks in Summer.



## School Uniform

In Prep, the school Sports Uniform is to be worn each day. This includes the following items (which, except for shoes, are available at the Uniform Shop):

UNIFORM REQUIREMENTS	
<b>Shirt</b>	Unisex School Sports Shirt
<b>Shorts</b>	Unisex school Sports Shorts
<b>Shoes</b>	Plain White leather/vinyl Velcro sport shoes (no Mary Jane style shoes permitted)
<b>Socks</b>	White Socks with Green and Gold Trim
<b>Hat</b>	Wide Brim School Hat
<b>School Bag</b>	St Paul's School Bag
<b>Green Satchel</b>	Communication & Home Readers
OPTIONAL & WINTER ITEMS	
<b>Sports Jacket</b>	School Jacket (optional)
<b>Pants</b>	School Sports Pants
<b>Hair Items</b>	School hair ties, headbands or scrunchies (school colours)

## School House Names and Colours

Each child will be allocated a Sports House at the beginning of the year.

**Gregor** (Green)

**Jeffreys** (Blue)

**Archer** (Red)

You can check our Uniform Shop opening hours on our school's website. Orders can be placed online via Flexischools.





### **Arrivals and Departures**

Each day, students are to be brought to and picked up from school by an adult. Prep students are not encouraged to arrive on their own either by walking to school or by bus. Students who attend Before or After School Care, will be escorted between the St Paul's Outside School Hours Care and the Prep facility.

### **Dropping Off and Picking Up**

Students can arrive at school from 8:00am and are to sit in the Main Undercover Area (near Tuckshop) [Prep – Year 2] and Senior Undercover Area [Year 3 – 6]. At 8:20am, the classrooms open and students can walk to the Prep classrooms. All students are to be ready for class by 8:30am. At 8:30am, parents need to leave the classroom, so that teachers can start the formal day of learning.

At 3:00pm, students will be walked to the waiting area where they will be supervised until collected. Students need to be collected by 3:30pm or enrolled at the St Paul's Outside School Hours Care.

## **Parking**

There are two car parks; the main car park in front of the Admin Building and Church and beside the Church (drop-off/pick-up zone). These carparks can become very busy before and after school. When parking in the drop-off/pick-up zone, please always reverse into car parking spaces to ensure student safety at all times. Students are to be walked to and from the school's Main Undercover Area by an adult.

## **Late Arrivals and Early Departures**

Students arriving late for school (after 8:30am) are required to collect a late slip at Reception before joining their class. Failure to do so may result in parents being contacted, as the child may have been marked absent on the roll.

Students leaving early (before 3:00pm), are required to contact Reception prior to pick up and must be 'signed out' at Reception by a parent or guardian. Students will meet with their parent/guardian in Reception before leaving the school. Learning time is highly valued and as such, parents are encouraged where possible, to make appointments outside of school hours.

## **Absences**

Please contact us before 8:30am if your child will be absent. Messages can be left on the School Absentee Line, 07 5495 8350 or you may choose to complete an absentee form on the school app. It is important for staff to keep a record of absences.

## **St Paul's Outside School Hours Care**

Operates Monday to Friday for before and after school, as well as on School Holidays and Pupil Free Days. To find out more, please contact OSHC on:

PH: 07 5428 0322  
E: [stpauls.oshc@qlecs.org.au](mailto:stpauls.oshc@qlecs.org.au)

# Weekly/Fortnightly Procedures and Events

## Chapel

Students will participate in a weekly Chapel time with the School Pastor or Chaplain. Prep students will be attending Chapel held each week on a Friday morning at 8:35am and parents are warmly welcome to join us.

## School Assembly

Fortnightly, an Assembly is held in the Church. Prep students will attend each Assembly and parents are warmly welcomed to join us.

## Specialist Lessons

Each week, Prep students will attend the following specialist lessons:

- Physical Education
- Library
- Japanese
- Music

## Library

Students will need to bring along their St Paul's Library Bag in order to borrow books.



## The Program

Curriculum programs will be written for each school term based on the Australian Curriculum. These will include learning experiences in the areas of English, Mathematics, Integrated Students (including History and Social Sciences [HASS], Technology, Media Arts, Visual Arts, Science and Technology, Christian Studies, based on Lutheran Education Australian Christian Studies Framework, Health and Physical Education, Performing Arts (Visual Art, Media Arts, Dance & Drama), Japanese and Music are the specialist subjects at St Paul's.

### Term Overviews

At the beginning of each term, a welcome to term parent email with a Curriculum Overview will be sent home via email. These overviews give families an outline of concepts/content/skills that is planned for the term ahead. The curriculum followed in Prep is the Foundation strand of the National Curriculum. It can be found at [www.australiancurriculum.com.au](http://www.australiancurriculum.com.au) . Version 9 of the Australian Curriculum will be rolling out from 2023 onwards.

### Reading

As children begin to develop their reading skills, books will be sent home. This will occur in stages over a period of time as children exhibit understanding of some basis concepts of print and are able to recognise sounds and some words. As the children's skills increase, reading from as many sources as possible, is encouraged to develop positive attitudes and refine skills.

In Term 1, we send home Wordless Readers. We encourage you to model reading aloud, asking questions and looking closely at the pictures to support your child in their oral language and pre-reading skills.

### Reading Tips for Parents

Home reading is essential. It is important that reading is done with your child, to your child and by your child. Once home reading has commenced, your child should be reading with another person for at least 15 minutes each day outside school hours. Your Classroom Teacher will send home videos to support you in understanding the Read Write Inc approach to reading through the year. Please watch the videos carefully to ensure a consistent message for your child as they begin their reading journey.



## **Read Write Inc**

Students in Prep – Year 3, participate in the Read Write Inc program. All of our teaching and learning support staff have received training in this program and we run a range of groups across the school where we explicitly teach phonics, phonemic awareness, spelling, grammar, reading, comprehension and writing. Students are placed into groups based on their developmental level and are taught lessons based on where they are at in their reading development.

In Term 1, Prep students will learn the initial parts of the Read Write Inc program in their classrooms, and from Term 2, Prep children will begin working in smaller groups for focused lessons based on their developmental stage in reading.

## **Mathematics**

At St Paul's we strive to encourage mathematical curiosity and reasoning in our students through rich tasks, problem solving, investigations, hands on learning, real-world scenarios and explicit teaching. We have daily routines to build number sense (Number Talks), we reinforce counting and number concepts throughout the day in the classroom and we give the students time to explore mathematical concepts in a range of ways. We want mathematics to feel exciting and feel that it is important to connect numeracy to students every lives.

## **Christian Studies**

Christian Studies is delivered according to the Christian Students Framework developed by Lutheran Education Australia. Christian beliefs are taught within Christian Studies lessons.

## **Circle Time**

Circle Time is a strategy used in our classrooms as a part of our overall Relational Development program. It is facilitated by the teacher and provides students with the opportunity as a class to solve problems, ask big questions, discuss playground and friendship concerns and develop empathy for their peers. Students develop a sense of pride and ownership around behavioural choices and an understanding of what it means to work as a team within our school environment.



## **Integrated Studies**

In order to build conceptual understandings and transferrable skills, the subject areas of Science, HASS (History and Social Sciences) and Technology areas are combined into units of work that we call, Inquiry Units. This allows our students to access the curriculum in a way that connects disciplines in a meaningful way with depth of understanding being the focus. Throughout the year, students study 3 units of inquiry. Concepts are the focus of the unit, with essential questions guiding the inquiry for students. More information on each Integrated Students unit is shared with families via the termly curriculum overviews posted on Seesaw at the beginning of each term.

## **Fine Motor and Gross Motor Program**

Prep children are involved in a variety of fine motor activities. These are often carried out in small group rotations. Each class may vary their program dependent upon the needs of the students.

Prep students are engaged in a Gross Motor Program which is carried out across the year level. Children are involved in a variety of activities and games designed to build and develop their gross motor and social skills.

## **Learning Support**

At St Paul's, it is our aim to help all children develop to their full potential. To help us to fulfil this aim, we need to identify any learning needs of children in our care and plan support programs that take into account learning styles, as well as academic needs. We ask you to make us aware of any learning support you feel your child may have, or if there are any other factors which may affect your child's learning. Please speak with your child's Classroom Teacher who may then refer you to other staff.

## **Parent-Teacher Communication**

We greatly value parent input. We encourage parents, whether they have joys concerns or suggestions, to contact the Classroom Teacher at the appropriate time. Your child's Classroom Teacher should always be your first point of call for any matters at school relating to your child. Please try to contact your child's Classroom Teacher either via School Reception, in person or via email. There are often short moments in a day when teachers are happy to have a chat,

however, please be aware that if the Classroom Teacher is accompanied by their class, the students are their priority and a suitable time will have to be arranged. If the matter requires a longer period of discussion, or is of a personal nature, please book an appointment time with the Classroom Teachers.

Teachers are not able to talk on the phone during class time. For urgent communication during the school day, the Reception Staff are able to pass on a message to the Classroom Teachers. The school phone number is 5495 5899.

### **Class Notes and Updates**

Teachers will regularly communicate information to families. This is usually via email with brief reminders shared on Seesaw.





## **Home Folder**

Your child will require a green communication satchel that must be brought to school each day. This satchel is used for some communication between home and school. During the year, it will also include home readers, etc. We ask parents to check these folders on a daily basis.

## **Parent-Teacher Reporting Conversation & Student Reports**

All parents will be provided with the opportunity to meet with their child's Classroom Teacher once a year in the format of a parent/teacher conversation. The designated day is at the end of Term 1. It is by appointment only. Parents will receive information and be able to select a preferred time for this day. During this conversation, student progress will be discussed in detail.

Please note: A formal, written Academic Report will also be provided at the end of each Semester through the 'Parent Lounge' portal.

## **Pastoral Care of Students**

It is essential at St Paul's to ensure that the physical, spiritual and social emotional care of students is a priority. First and foremost, we acknowledge the parents as primary caregivers and educators. It is our endeavour to work with you in partnership to ensure the safety and wellbeing of every young person in our care. Our Relational Development policy is centered around a Restorative Practices model where our approach to behaviour is to be supportive and respectful of all people. The classroom teacher is the first point of contact and knows your children the best! All communication and concerns should first go through your child's teacher. Our school Chaplain works within our community and meets with students through a referral process. The Pastoral Care team, along with the Deputy Principal, meet regularly to oversee the needs of our school.

## **Special Events and Occasions**

Prep students are encouraged to be involved in a variety of special events throughout the year. These include:

- \* Excursions
- \* Sports Days
- \* School Concerts
- \* Special Chapel Services
- \* School Fair (bi-annually)
- \* Performances and Expos (e.g. Performing Arts)

# COMMENCING THE *prep year*

## **Parent Information Session**

All parents are encouraged to attend the initial information session held early in Term 1.

## **Books and Stationery**

All book and stationery requirements for Prep students will be delivered to school. This cost is included in the school fees. Keep an eye out for further details of pick-up times for book packs in January.

We look forward to a positive partnership with you as your Prep child/children begin their educational journey at St Paul's Lutheran Primary School.

<b>Reception:</b>	07 5495 5899
<b>Postal:</b>	55 Smiths Road, Caboolture Qld 4510
<b>Absentee Line:</b>	07 5495 8350
<b>Email:</b>	postmaster@stpaulslps.qld.edu.au
<b>Website:</b>	stpaulslps.qld.edu.au
<b>OSHC:</b>	07 5428 0322

*Check out our socials*



@StPaulsLutheranPrimarySchool



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THE LORD GIVES WISDOM