MILLCHESTER STATE SCHOOL

Getting your child PREPared

A QUALITY EDUCATION IN A CARING ENVIRONMENT
MILLCHESTER STATE SCHOOL
Dear Families,

The time has arrived for your child to attend Prep. This often creates change and challenges for your child and your family. You will no doubt have many questions and we aim to give you the information you will need through this handbook, our school website and most importantly through your communication with our friendly staff.

A sincere welcome is extended to you and we trust that your child’s learning experience in our school will be an exciting and positive one supported by all members of our school community. We look forward to sharing your child’s learning journey and celebrating their success together!

Yours Sincerely,
The MSS Prep Team

Welcome
Millchester has a proud history of caring and catering for children within the Charters Towers area for over 140 years. At Millchester we aim to provide every student with opportunities for success in many areas including academics, The Arts (music, drama, visual art and dance) Sport and extra curricula activities. The school is the oldest school in Charters Towers, being opened in 1874. The school was not always on the site it now occupies and was moved to its present location in 1947. The school existed as a one and two teacher school for many years, but in the last 15 years, the school has grown to over 200 primary school students. In 2016 we will cater for students in Prep to six.

Part One – Curriculum focus

Millchester State School Early Year’s Philosophy
We understand that all children grow and develop at different rates, and that all children have a range of varying skills and abilities. Our aim is to provide a variety of learning experiences that cater for each individual’s needs whilst still meeting the academic demands of the Australian Curriculum.

Prep and the Australian Curriculum
At Millchester State School our Prep teachers use content from the Australian Curriculum in the subject areas of English, Mathematics, Science, History and Geography. The Australian Curriculum sets high expectations for what students should know by the end of their Prep year.

We deliver this content through the five contexts for learning:
  - Focused teaching and learning
  - Routines and transitions
  - Investigations
Real life situations
Play

**English**

In Prep, children will be:

- Learning letters and sounds from the alphabet
- Finding letters and words in meaningful contexts
- Learning concepts about print, such as –
  - Holding a book the right way
  - Recognising the title, front and back covers
  - Knowing the pictures convey a message
  - Knowing the difference between letters and words
  - Displaying one to one correspondence between spoken and written words
- Developing metalinguistic skills (rhyming, syllables)
- Developing oral language skills, such as –
  - Responding verbally when spoken to
  - Making eye contact
  - Speaking using a clear voice
  - Following directions
  - Responding to instructions
- Retelling and sequencing events from stories
- Writing sentences using known words
- Writing a variety of texts (letters, postcards, birthday cards, signs)

**Mathematics**

In Prep, children will be:

- Developing counting skills
  - Counting with one to one correspondence
  - Counting forwards and backwards
  - Counting from different starting points
- Developing number awareness
  - Writing and identifying digits
  - Ordinal numbers (e.g. 1st, 2nd)
  - Performing simple addition and subtraction
  - Subitising and Partitioning
  - Developing patterning skills
- Developing measurement
  - Exploring length, height, weight
- Developing shape awareness
  - 2D – e.g. squares, circles
  - 3D – e.g. cube, pyramid

**Science / History / Geography**

In Prep, children will observe and describe the behaviours and properties of everyday objects, materials and living things. They will explore change in the world around them, including changes that impact them, such as the weather. Children will learn about their own history and that of their family. This may include stories from different cultures and other parts of the world. Children will build on their knowledge and understanding of how the past is different from the present. Children will focus
on developing their understanding of place. Students explore the place they live in and belong to, and learn to observe and describe its features. The emphasis in Prep

Part Two – Getting your child ready for school

As a parent/caregiver, you play a vital role in your child’s education. By getting involved in the school you can help your child make a smooth and happy start to their education.

You can do this by:
- Introducing yourself and sharing information
- Keeping the teacher informed of changes
- Attending parent/caregiver information sessions
- Volunteering in class times
- Asking your child what they have learnt today
- Meeting other families in your child’s class
- Reading the school newsletter

Let’s work together to make your child’s first year at school successful and enjoyable!

Starting school can be an exciting but stressful time for you and your child. Here are some tips for supporting your child before their first day –

1. **Eyes and Hearing Test**
   Getting your child’s eyes and hearing tested before starting school can ensure you have all the information ready for your child’s teacher to support their learning from day one. Please inform your child’s teacher on the results of these tests.

2. **Oral Language and English**
   - Read to your child everyday. *(THIS IS THE MOST IMPORTANT)*
   - Ask questions about what you have seen in the pictures of the book.
   - Model appropriate speaking and listening skills.
   - Encourage your child to identify and write their name.
   - Begin to identify letters of the alphabet e.g. start with ones from their name.

3. **Mathematics**
   - Count with your child.
   - Talk about numbers and shapes in your everyday environment.
   - Practise sorting objects by colour, shape and size.
   - Use positional language – under, over, in, out, between, through.
   - Use mathematical language in everyday situations.
     - Big/small
     - Longest/shortest
     - Heavy/light
     - Empty/full
     - More/less
4. Motor Skills
   - Practice experimenting with drawing and writing.
   - Practice using scissors safely.
   - Have fun using play dough and outside playing equipment.

**Part Three – Routines at Prep**

In 2016 Millchester State School has 1 Prep Class and 1 multi age Prep class mixed with year One students. Mrs Cara Loiwick, Mrs Narelle Newnham and Ms Leah Pollard are the teachers. Mrs Mary Moxham and Mrs Tanya West are the teacher aides.

Prep students will have specialist lessons each week in the subjects of Health and Physical Education with Mrs Allison Miller and Music with Mrs Robyn Dietrich.

Parade is held every Friday at 9:00am. Each week two students are awarded Student of the Week and parents are encouraged to attend and celebrate student success as well as learning about what is happening around the school.

**Daily Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Supervision under B Block for early arrivals. No play allowed.</td>
</tr>
<tr>
<td>8:30am</td>
<td>Supervision at Prep for early arrivals.</td>
</tr>
<tr>
<td>8:55am</td>
<td>First bell rings&lt;br&gt;- To commence the day.</td>
</tr>
<tr>
<td>9:00am</td>
<td>Second bell rings&lt;br&gt;- All students are to be in classrooms.</td>
</tr>
<tr>
<td>9:00 - 11:00am</td>
<td>Morning Session&lt;br&gt;- Literacy Block and Reading Groups</td>
</tr>
<tr>
<td>11:00-11:15am</td>
<td>Morning Tea&lt;br&gt;- Students are supervised eating for 15 minutes</td>
</tr>
<tr>
<td>11:15-11:45am</td>
<td>Outside Play&lt;br&gt;- Students are supervised in Prep play area or at the library</td>
</tr>
<tr>
<td>11:45-1:15pm</td>
<td>Middle Session&lt;br&gt;- Numeracy Block</td>
</tr>
<tr>
<td>1:15-1:25pm</td>
<td>Lunch&lt;br&gt;- Students are supervised eating for 10 minutes</td>
</tr>
<tr>
<td>1:25-1:45pm</td>
<td>Outside Play&lt;br&gt;- Students are supervised in Prep play area</td>
</tr>
<tr>
<td>1:45-3:00pm</td>
<td>Afternoon Session&lt;br&gt;- Science/History/Geography Block</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Children are dismissed.</td>
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</tbody>
</table>
**Arrival**
If you arrive before 8:30am students are required to sit at B Block where there is supervision from 8:00am to 8:30am. Students are then released at 8:30am. **PREP STUDENTS MUST GO TO THEIR CLASSROOM, NOT THE PLAYGROUND.**

When you bring your child to the classroom, encourage them to unpack their school bag and complete their morning tasks by themselves (it is important to encourage this independence!)

If your child arrives after the 9:00am bell, you will need to take them to the Office and sign them in. They will then receive a blue slip and this is to be given to the Teacher.

**Breakfast Program**
There is a breakfast program that runs every morning from 8:00am-8:20am from the Tuckshop. It is important your child has breakfast at home before coming to school. Breakfast Club is to give something extra if hungry.

**Departure**
To help children stay focused on the Teacher, the door will be closed when you arrive. Please wait outside the classroom until the bell has rung as this will minimise distractions.

If you need to collect your child before the end of the school day, please go to the office **FIRST** and sign your child out. You will be given a blue slip to give to the Teacher when collecting your child.

**Absences**
If your child is sick, or you know that they will be away for any period of time, please phone the Absence Line on **(07) 4754 6660**

**Communication**
**Newsletter**
Please read the class notice boards and check your child’s information pocket everyday so that you are up to date with the children’s activities, items of interest and what is happening in the school. School newsletters are emailed fortnightly on Thursdays and posted on the school website and via our SkoolBag App. If it is not convenient for you to receive the newsletter via email, website or the app, please advise the office and we will arrange for you to receive a paper copy.

**Family/Teacher**
Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at school and/or at home. It is important for the home and school to share information that may affect the children, we would appreciate if parents would inform us of any unusual happenings of this nature. The Prep teachers are happy to have quick discussions with you before or after school. If you require a longer discussion, please make a time with your child’s teacher so they can give you their undivided attention.
Special Items
In the interest of keeping precious things safe, bringing in special belongings is discouraged. For special occasions, please speak to your child’s teacher to arrange a special time to bring the item in.

Part Four – Millchester Incentive Programs

Behaviour Incentive Program
Our three major school rules are:
- I am safe
- I am respectful
- I am a learner

In 2013, a new behaviour incentive program was established at Millchester State School to reward and encourage great behaviour. Students earn weekly credits which then go towards a prize. There are three reward levels: Bronze (7 weeks of good behaviour), Silver (14 weeks of good behaviour) and Gold (21 good weeks of good behaviour). At the end of each term, there will be a celebration for those who are at each of these levels. Please check with your child’s teacher to see their progress and if there is anything that needs to be followed up or encouraged at home.

A behaviour contract will be sent home early in the year which outlines the class behaviour system. This is your opportunity to discuss the contract with your child which both you and your child will need to sign and return to the school.

Reading Incentive Program
At Millchester, we value reading. Prep’s will begin taking home library books in Term 1 and 2 and home readers in Term 3 and 4. This will be sent home with a recording sheet. When students read for a certain amount of nights, they will receive a certificate on parade to recognise their hard work.

The reading awards are:
- **Bronze**: 50 nights of reading
- **Silver**: 100 nights of reading
- **Gold**: 150 nights of reading
- **Platinum**: 175 nights of reading

Part Five – Additional Information

Millchester P & C Association
Our P & C needs people just like you – parents, carers, grandparents, staff, past parents and community minded people who want to get involved to help our school. The P & C works closely with our school Principal towards building a stronger school community where all our children benefit!

We hold monthly P & C meetings (2nd Monday of each month), organise various fundraising activities throughout the year, operate the school Tuckshop and Uniform shop.

If you would like to get involved in your child’s school community and help fundraise for much needed resources and/or facilities please come along. Our Meetings are parent friendly in a relaxed meeting environment. If you cannot make it to our meetings
and would like to help out at P & C events please contact the school office PH4754 6666 to register, any help is always appreciated!

**Tuckshop**
Our school Tuckshop is open every Monday, Wednesday, Thursday and Friday. Volunteers are vital to the successful running of the school’s Tuckshop. Working in the tuckshop is a great way to meet your children’s friends, teachers and the school community.

If you can volunteer one day a week or even one day a term – WE NEED YOU! Please contact the school office or Tuckshop convenor to register your details. We will then contact you with roster details.

**Tuckshop Menu** – Please place your order via the tuckshop from 8.30am. Children’s names and class are to be written on the paper bag. All orders will be delivered to the classroom at break times. Paper Bags are available to purchase from the Tuckshop for 10c each.

**Stationery Items**
A variety of stationary items are available for sale at the Tuckshop.

**Uniform Shop**
The P & C Association also runs a uniform shop which sells Millchester State School shirts and hats. It is operated solely by members of the P & C Association and is located at the Multi-Purpose Area (MPA) – the large covered area to the right of the Administration Building.

If you require uniforms or hats outside the opening hours, please feel free to leave an envelope in the schools Administration Office with payment and details of your purchase. A P& C representative will then fill your order and deliver to your child’s classroom as soon as possible.

**Uniform Price List**
- Shirts $27.00
- Hats $20.00
- Jumpers $35.00

**House Teams**
We have three sporting teams: Cape (Green), Fletcher (Yellow) and Flinders (Blue). Students are allocated a house when enrolments are processed. Students are asked to wear their supporting colours on special athletic events. Parents are encouraged to attend, have fun and support their child on these events.
**Sun Safe Policy**
We are very conscious of sun safety and recommend you apply sunscreen prior to your child’s arrival at school. A bottle of sunscreen is available in the classroom if needed. Children must wear a wide brimmed hat (no caps) when outside. We strongly adhere to the school rule- **No Hat No Play**

**Part Six – Book Lists and 2017 School Dates**

Prep children require books as part of the program. On the first day of school please bring all requirements of the booklist.

**PREP BOOK LIST FOR 2017**

**Stationery & Equipment**
- 8 scrapbooks (96 pages)
- 2 Tudor A4 exercise books 25mm ruled (48pgs) Ref E254- **not 5mm ruled**
- 2 wallet style plastic folder
- 1 Display Book
- 1 box tissues
- 1 library bag with drawstring
- 2 ream A4 photocopy paper
- 1 packet wind up crayons
- 1 packet colouring in pencils
- 4 triangular lead pencils
- 3 large glue sticks
- 1 roll kitchen towel
- 6 whiteboard marker
- 1 Year 1 botany book

**ALL BOOKS SHOULD BE LABELLED WITH YOUR CHILD’S NAME.**
- Please **do not** label felts, pencils and crayons with student’s name as these items may become shared resources.
- Please note a pencil case is **not** required.

*In Prep there is a $40 levy to cover playdough, cooking ingredients, other consumables, food colouring, pasta, beads, fathers day gifts and mothers day gifts. This can be handed into the office. This is a voluntary payment but is valuable in supporting your child’s learning.*
## Queensland Term Dates 2017

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>23(^{rd}) of January – 31(^{st}) of March</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>18(^{th}) of April – 23(^{rd}) of June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>10(^{th}) of July – 15(^{th}) of September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>3(^{rd}) of October – 8(^{th}) of December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>

**Finally**

We look forward to building productive partnerships as we learn and grow together. We are here to provide quality Prep education for your child. Please do not hesitate to discuss any questions or concerns you may have. We are looking forward to our association with you and your child next year in Prep at Millchester State School.