Dear Prep Parents/Guardians,

Welcome to Flemington Primary School and congratulations to both parents and children on a smooth start to school. The Preps are settling into the school routine quite well! School is very different to what your child has been used to, as they are required to participate in more structured activities and concentrate for longer periods of time. Naturally the children will be tired so they will need plenty of rest and relaxation when at home. Don’t be surprised if the novelty of the first week wears thin when they realise that school is an ongoing event, we will certainly strive to maintain their interest.

There are a few important reminders about Prep events over the first few weeks of school. Please read the following information carefully and if you have any queries, don’t hesitate to contact your child’s teacher.

- **Prep Information Evening** – The prep information evening is on the 10th of February at 6pm in the Prep Learning Neighbourhood. This is an excellent chance for you to find out what happens in Prep and what is expected of the children at school and the support that is required at home for a successful year.

- **Prep interviews** - Interviews with your child’s teacher have commenced on Wednesdays. Both you and your child are required to attend. The purpose of the interview is not only for parents to meet the teacher, but for the teacher to gain some understanding of your child’s learning needs through their participation in set activities. The interview schedule is displayed outside the Prep Learning Neighbourhood. Please see your child’s teacher if you do not already have an interview time. If the scheduled time is not suitable, please see class teacher to arrange a more suitable time.

- **Preps starting school full-time** - Preps will have Wednesdays off until Wednesday the 12th of March. **Wednesday the 12th of March will be the children’s first Wednesday of school.** They will continue to attend full time from this date onwards.

- **Specialist classes** - Preps will attend a one hour session of Art, Music and Physical Education each week. Please send a clearly named art smock to school as soon as possible (this can be an old shirt). Children will also attend Library and ICT weekly with their classroom teacher. Teachers will have their class timetable displayed so that you know which day your child has their specialists.

- **Dropping off children** – Children have learnt to line up each morning outside their classrooms. We ask that parents please continue to say their good-byes briefly. This helps your child to settle quickly into the daily routine. We strongly encourage the children to begin taking some responsibility for their own belongings now, by putting their bags and satchels away in the mornings.

- **Picking up children** - When picking up your child at the end of the day, we ask that parents please wait outside the building for children. The teachers will walk the children to the doors of the building where they can be collected by parents. **Children finish at 3:30pm.** If you are running late children will be taken to the office or After School Hours Care after 3:45pm.

- **Whole School Assembly** – Monday the 3rd of March will be the Prep’s first whole school assembly. On this day, please drop your child off at their classroom line as usual. The class teachers will then take the whole grade to assembly. From this day, the children will be attending whole school assemblies on Monday mornings.

- **Allergies** – Please notify the school (class teacher and office) if your child has any allergies. We have several children within the Prep area and the wider school community who suffer severe life-threatening reactions to some foods. As part of our management of these students’ allergies, we ask for the co-operation of all parents in providing a safe environment at school. We ask that all **nut products** including peanuts, peanut butter, Nutella, bars or biscuits with nuts in them and all tree nuts such as cashews, are not part of any child’s lunch at any time. We also ask that you reinforce our policy of not sharing food at school. You can do this by discussing the importance of this issue with your child at home.

- **Perceptual Motor Skills Program (PMP)** - Perceptual Motor Skills Program (PMP) will begin on Wednesday mornings from 9am – 10am starting from the 12th of March. This program promotes movement, coordination, general fitness and spatial awareness and the related vocabulary (up, between, left, etc.) through group activities and set games. The program runs with the highly valued assistance of committed parents. If you are available and would like to assist in the running of the PMP program please fill out the attached form and return it to your child’s teacher as soon as possible.

- **Parents Helpers** - If you are interested in helping with anything that is happening at school (swimming, excursions, classroom helper, special activities, PMP) please make sure you have completed the necessary parent helper training and
have a current Working with Children Check (obtained from the Post Office). If you have not attended the classroom helper training it will be held on Tuesday the 25th of February. Keep an eye on the school newsletter ‘INTOUCH’ for more information. If you are interested in helping, please fill out the attached form and see your child’s teacher to organise a time that is suitable to help in the classroom.

- **Homework** - Homework will commence in the form of a Knowledge Book, shared & independent reading and M100W word lists. These activities will suit your individual child’s needs and will be introduced at different stages during the term. The Knowledge Book, M100W word list and home reading books will be sent home for the first time on Friday the 14th of February. In Term 2 students will receive Mathletics and Reading Eggs logins so that they can access their accounts from home.

- **Birthdays** - We are very happy to celebrate your child’s birthday at school with treats such as cakes or lollies. To maintain the sanity of the prep teachers, please provide individual treats such as Freddo frogs, small lolly bags or cupcakes rather than whole cakes as we are unable to cut these in the classroom. If your child has any allergies please see your child’s teacher to discuss options regarding birthday food.

- **Play equipment** - To maintain the safety of all children, the play equipment in the yard is designated age appropriate. Children in Prep to 2 are permitted to play in the sandpit and the P-2 playground area. They are not permitted on the oval or in the amphitheatre during school recess and lunchtimes. Please remind your child of these rules when playing in the playground after school.

- **Hats** – In Terms 1 and 4 the children are to wear a broad brimmed hat when outside. If your child does not have their hat they must stay under the cover of the outdoor learning area during recess and lunch time. NO HAT, NO PLAY.

- **Labels** – Please ensure all your child’s belongings (bags, hats, jumpers, lunchboxes, drink bottles etc) are labelled. It makes our job so much easier!

- **Notices** – All classroom notices will be sent home in your child’s satchel. Notices requiring parent/guardian signatures are to be returned by the due date to the classroom teacher.

- **Bedtime** – In the interest of our students getting a good night’s sleep and being able to learn and develop to the best of their ability, you are encouraged to turn off all screens an hour before bedtime (e.g. tv, x-box, computer, iPhone, tablet, iPad, etc.).

- **Punctuality** – Just a reminder that the first school bell rings at 8.55am ready for the children to start class at 9am. The start of the year has been busy and the pace continues to be non-stop for all of us. Getting to school in the morning can be delayed with traffic and all the other daily issues. These things give us even more reason to be organised the night before. When your child has finished their reading or homework get them to put it straight back into their bags. If they need anything for the next day such as sports clothes, that should also be placed with their bag. **Organisation** is the key here! It is something we stress as parents and teachers.

It is important that the children begin to pack their bags from an early age as it gets them into the habit of getting their school things ready themselves. This also develops independence. Missing a few minutes each day may not seem like a big deal but your child will be missing more than you realise if he or she is continually late. Current research shows that mornings, for most children, are the most productive time of the day with 10.00am the peak period for productivity. When children arrive late and take time to settle, as they inevitably do, precious minutes are lost. A child who is fifteen minutes late to school each day misses more than one week of school every year.

- **Rubbish Free Lunch** – Flemington Primary School is a ‘Rubbish Free Lunch’ School. Please assist us with this and refrain from sending unnecessary packaging in your child’s lunch box. We have an eating bell at recess as well as an eating bell at lunch time. Students will be given 10 minutes to eat recess and 15 minutes to eat lunch, before outdoor play. Please help us to achieve this by packing as little ‘rubbish’ as possible. In the first few weeks until the students get into the school routine, eating times are extended.

**Some Ideas for a Rubbish Free Lunch**

**Include:**
- Sandwiches in reusable containers (clearly named)
- Whole fruits without packaging
- Drinks in containers that can be reused, such as a thermos or reusable drink bottle
- Snacks purchased in bulk and placed in reusable containers
- Cut up fruit and vegetables

**Don’t Include:**
- Individually wrapped snacks
- Plastic bags that are not reusable
- Disposable forks and spoons
- Straws

We look forward to an exciting and rewarding year in 2014. Please remember, if you have any concerns, queries or questions throughout the year, feel free to make contact with your child’s teacher by seeing them before or after school or by making an appointment that suits you both.

Kind regards,
The 2014 Prep Team

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Please return the following to your child’s teacher if you are available to help:

Perceptual Motor-skills Program (PMP)

Parent Helper

I am available every Wednesday morning from 9am – 10am and would like to assist with the setting up and running of the Perceptual Motor Skills Program in 2014

Parent’s name ____________________________________________________________

Child’s name ____________________________________________________________

Class ____________________________________________________________________

Working with Children Check Number ________________________________________

Classroom Helpers Program

I would like to assist in the classroom throughout 2014. I have completed the Classroom Helpers program and have a current Working with Children Check.

Parent’s name ____________________________________________________________

Child’s name ____________________________________________________________

Class ____________________________________________________________________

Preferred day/time _______________________________________________________

________________________________________________________________________

(Teachers will try to accommodate all parents where possible)

Working with Children Check Number ________________________________________

Give Me Five – In the Prep Learning Neighbourhood the Prep and Specialist teachers use Give Me Five to gain student attention. The actions of give me five are, legs are crossed, hands are still, ears are listening, eyes are watching and lips are zipped. Please use these at home so that students can be supported in their learning at school.
Give Me Five

- Hands are still
- Legs are crossed
- Ears are listening
- Eyes are watching
- Lips are zipped