



NAMBOUR
STATE COLLEGE

Prep Handbook



Junior Campus 70 Coronation Avenue, Nambour QLD 4560 Phone: 5459 0333

Senior Campus 1 Carroll Street, Nambour QLD 4560 Phone: 5450 4111

info@namboursc.eq.edu.au <https://namboursc.eq.edu.au>  Nambour State College



Queensland
Government

LOCAL FOUNDATIONS; GLOBAL OPPORTUNITIES

Contents

- 2 Welcome
- 3 Important Information
- 4 Enrolling in Prep
- 5-7 Teaching and Learning
- 8 Family and Community Involvement
- 9-11 General Information
- 12 Student Health
- 13-14 Preparing for Prep
- 15 Preparing for the first day of Prep
- 16 Who can help?



Welcome to Nambour State College

To the families of our future Prep students,

As Head of School - Junior Campus, it is my privilege to offer you a very warm welcome to our College community. I would like to thank you for choosing Nambour State College for your child's Prep year, and for allowing us to be a part of this very important milestone in their life.

Prep is a compulsory year of schooling and provides the foundation for your child's education in ensuring the very best possible start to their education. Our Prep Program provides children with the opportunity to develop an essential love for schooling, to build important relationships with peers, and to develop the fundamental literacy and numeracy skills identified in the Foundation Level of the Australian Curriculum. At Nambour State College we ensure a range of age appropriate teachings are implemented to support your child including play-based learning, inquiry, project, event-based learning, direct teaching instruction, blended approaches and explicit instruction.

We know that starting big school is a very exciting time and we are committed to ensuring that it is an extremely positive experience for all children and their families.

This guide has been developed to provide you with helpful information about the NSC Prep Program and to give you ideas and tips that will allow you to help prepare your child for this exciting adventure. Families can also access a great deal of information and support by participating in the activities that are offered through our NSC Pathway to Prep Transition Program.

On behalf of Nambour State College, we are looking forward to working with you to support your child's transition to our College and on every school day to follow.



Emma-Jane Marshall
Head of School - Junior Campus

Important Information

Our Team

Head of School - Junior Campus: Mrs Emma-Jane Marshall

Deputy Principal: Ms Beth Stanley

Head of Teaching & Learning: Ms Melissa Radke

Important Dates for 2024

Term 1	Monday 22 January – Thursday 28 March
Term 2	Monday 15 April – Friday 21 June
Term 3	Monday 8 July – Friday 13 September
Term 4	Monday 30 September – Friday 13 December

2024 Public Holidays/Student Free Day

- Friday 26 January – Australia Day
- Friday 29 March – Good Friday
- Thursday 25 April – ANZAC Day
- Monday 6 May – Labour Day
- Friday 16 June – Nambour Show Day
- Monday 7 October – King's Birthday

Special Events

- Prep welcome morning tea
- Cross country
- Mother's Day celebration
- Under 8's Day
- Athletics carnival
- Father's Day celebration
- Excursion to Chambers Island
- Puppet show
- NAIDOC Week
- Grandparent's Day
- School musical
- Parent workshops

Prep Timetable

8:45am - 11:00am	Teaching and learning time (135 minutes)
11:00am - 11:30am	Play time (30 minutes)
11:30am - 11:45am	Eating time (15 minutes)
11:45am - 1:15pm	Teaching and learning time (90 minutes)
1:15pm - 1:35pm	Play time (20 minutes)
1:35pm - 1:45pm	Eating time (10 minutes)
1:45pm - 2:50pm	Teaching and learning time (65 minutes)

Please note: this may be subject to change.

Contact Details

School	
Administration Office:	07 5459 0333
Absentee Hotline:	07 5459 0366
Tuckshop:	07 5450 4142
Address:	70 Coronation Avenue, Nambour QLD 4560
Email:	info@namboursc.eq.edu.au
Website:	www.namboursc.eq.edu.au
Facebook:	Nambour State College



Enrolling in Prep

The preparatory (Prep) year is the first year of compulsory schooling for your child. It is a full-time program that runs five days a week. The school day begins at 8:45am and concludes at 2:50pm. Once enrolled, your child is encouraged to attend every day to get the most out of their Prep year.

Age is the only criterion for enrolment in the Prep year for Queensland children. Your child must be five years of age by 30 June in the year they enrol in Prep. To find out when your child is eligible to enrol in Prep, see the table.

Date born	2024	2025	2026
Child born 1 July 2018 to 30 June 2019	Prep	Year 1	Year 2
Child born 1 July 2019 to 30 June 2020		Prep	Year 1
Child born 1 July 2020 to 30 June 2021			Prep

Legislative provision for early entry to the Prep year

If you are moving to Queensland from another State or country, it may be possible to enrol your child in the Prep year if the Principal in a non-state school or the Principal's supervisor for a state school is satisfied that the child:

- had started education in another state or country that is equivalent to the Preparatory year; **AND**
- is ready for education in the Prep year, having regard to the child's attributes including aptitude and ability, social and emotional competence, and physical development.

If your child meets **both** criteria, you could apply for early entry to the Prep year. You will need to provide evidence to support your application.

The legislation applies to both state and non-state schools. See further information about early entry to the preparatory year: <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep>

Contact the Junior Campus Principal for more information about early entry to the Prep year or Prep year enrolment.

If your child is not ready or is too young for Prep

There are a range of early childhood education options available for children prior to the Prep year. You can contact the Child Care Information Service of the Office for Early Childhood Education and Care on (07) 3224 4225. You can also visit their website at www.education.qld.gov.au/earlychildhood

The Crèche and Kindergarten Association (C&K) prioritise their services towards pre-preparatory programs for children between 3.5 and 4.5 years of age. You can contact them for information about the location and enrolment procedures for C&K kindergartens at (07) 3552 5333 or by email on info@candk.asn.au.

Birth Certificate

Parents are urged to avoid the back-to-school rush for a birth certificate – an essential document to enrol your child.

All children need a current birth certificate to be enrolled in Prep or primary school. By applying for a birth certificate now, parents can avoid the new year rush and the stress of a last minute panic to get their child's certificate before the school term starts.

Queensland parents are encouraged by the Registry of Births, Deaths and Marriages to apply for a birth certificate for their school-aged children before January to avoid the back-to-school rush. Parents can obtain the application form at their local courthouse or by phoning the Registry of Births, Deaths and Marriages on 1300 366 430 to have an application form sent to them.

Forms can be submitted in person at the Registry of Births, Deaths and Marriages in George Street, Brisbane and if your child is already registered, usually you can collect your child's birth certificate on the same day. Parents can also submit the form at any local courthouse or by mail and should receive the certificate within three weeks.

For information including pricing and certificate access policy, visit the website www.justice.qld.gov.au (and follow the links to information about birth certificates).





Teaching and Learning

The quality of learning experiences in a child's earliest years plays a significant role in setting the foundations for lifelong development, including language acquisition, participation and achievement in formal schooling as well as social and emotional wellbeing development.

Nambour State College's Prep Program launches children into a vibrant and stimulating world of active exploration. Children engage in an enriched learning

environment that promotes self-discovery, social awareness and independence.

Our curriculum approach is based on age appropriate pedagogies and focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity. Prep at Nambour State College provides children with a seamless transition into formal education.

Principles for Practice in Prep

Children are capable and competent and have been learning since birth.

We know that with your help and guidance, your child has been learning for a long time. The first eight years of life are the most important – this is when your child will learn the most information that they ever will. No one learns at the same rate as anyone else and for this reason, we value and respect all children as individuals.

Children build deeper understandings when they learn through all senses and are offered choice in their learning experiences.

Children need to know that they are valued. When they feel safe and secure, they are willing to use all their senses to explore the world around them. By sharing their questions, thoughts and feelings with others, they can work together to build a shared understanding.

Children learn best through interactions, active exploration, experimentation and by representing their learning through a variety of modes.

Children need to be active. Research from around the world has shown that children need to see, touch, feel, hear and taste to make connections between what is around them and what they are thinking.

Our Prep Program gives children opportunities to try new things, explore new worlds, build confidence and share their knowledge with others.

Children's positive dispositions to learning, and to themselves as learners, are essential for success in school and beyond.

It is important to feel good about yourself as a learner and a person. As part of our Prep Program, we help the children learn to be confident, capable and willing to try new things. The world around us is changing all the time. When

children learn how to find the answer to questions, work together and talk about what they know, they are able to face any challenge that they meet.

Children learn best in environments where there are supportive relationships among all partners in the learning community.

When parents and educators work together with children, we are able to provide more variety in rich learning experiences. We are all able to share information that can help us understand how your child learns or feels about school. It is important to ask questions and share concerns with one another.

Early childhood programs are most effective when they recognise, value and build upon the cultural and social experiences.

What happens within your home is very important to your child – it is a part of who they are and what they know.

By sharing home experiences with the school, we can see into the 'window' of your child's experiences and get to know them better. As educators, we need to learn about the events and celebrations that are special to your family. We aim to share what occurs within our families and hope that you will help do this too.

Building continuity of learning as children move to and through school provides foundations for their future success.

Moving from home, to childcare, to Prep and then to school can be confusing for some children. By making links between these settings, children, parents and educators can see what is the same and what is different.

Assessment of young children is an integral part of the learning-teaching process and is not a separate activity.

Our Curriculum

Our educators design learning experiences to cater for children as individuals. We aim to foster the development of abilities, attitudes and skills that will progress each child towards greater levels of independence, and ultimately success at school. Prep educators focus on the content and learning objectives outlined in the *Australian Curriculum* and the *Early Years Curriculum Guidelines*.

English

By the end of Prep, children can:

- Read short, predictable text with familiar vocabulary and supportive images, drawing on their developing knowledge of concepts about print, sound and letters
- Identify the letters of the English alphabet and use the sounds represented by most letters
- Listen to and use appropriate language features to respond to others in a familiar environment. They can also listen for rhyme, letter patterns and sounds in words
- Understand that their texts can reflect their own experiences. They identify and describe likes and dislikes about familiar texts, objects, characters and events
- Communicate clearly
- Retell events and experiences with peers and known adults
- Identify and use rhyme, letter patterns and sounds in words
- When writing, use familiar words and phrases and images to convey ideas. Their writing shows evidence of sound and letter knowledge, beginning writing behaviours and experimentation with capital letters and full stops. They can also correctly form known upper and lower-case letters.

Mathematics

By the end of Prep, children can:

- Make connections between number names, numerals and quantities up to 10
- Compare objects using mass, length and capacity
- Connect events and the days of the week, and can explain the order and duration of events
- Use appropriate language to describe location
- Count to and from 20 and order small collections
- Group objects based on common characteristics and sort shapes and objects
- Answer simple questions to collect information.

Science

By the end of Prep, children can:

- Describe the properties and behaviour of familiar objects
- Suggest how the environment affects them and other living things
- Share observations of familiar objects and events.

Health and Physical Education

Nambour State College promotes good health and nutrition through a dental hygiene program, healthy tuckshop choices and our SunSafe policy. Our Physical Education program engages all students in fun, active skill development across a range of sports including swimming.

Music

Prep students participate in weekly class music lessons where they learn about beat and rhythm.

Perceptual Motor Program

A Perceptual Motor Program is embedded into Prep routine. This program contains sequential movement activities to enhance gross and fine motor skills to increase children's opportunities for academic achievement.

Library

The Nambour State College library is open daily. Prep classes visit weekly to borrow reading material. *Please note students are encouraged to look after any borrowed items as there is a charge for any lost or damaged books.*

BYO iPad Program

We believe through technology, students are *engaged, challenged, extended and empowered, providing learning opportunities that meet students' individual learning needs, levels of readiness, interests, aspirations and motivations.*

The Nambour State College BYO iPad program enables:

- Personalisation of student learning through access to rich learning resources
- **24/7 digital access to learning materials** so students can learn when, where and how they want
- **Access to an individual learning device** that connects students to learning materials
- An engaging, interactive environment for learning that supports and **encourages inquiry, innovation, creative exploration and independent learning**
- **The valuing of parents and families as partners in student learning**, allowing educators and parents to share, elaborate and work together in mutually supportive ways
- Relevant, timely, accurate, and quality feedback on **student progress, which is monitored and reflected upon on a regular basis**
- Students to express voice and **choice in their learning**, where practical and with support.

Students will use their iPads in a way that complements learning requirements, and health and safety each day. They will be used as one of many tools for learning. Learning is personalised for each student across a balanced curriculum.

The use of an iPad has not replaced the fundamental early years experiences that children need to develop fine, gross motor and social skills. With our balanced curriculum, iPads provide an important tool for our educators to provide digital age learning experiences, giving added voice and choice for a learner-centered teaching approach.



Information Communication Technology

Classrooms are fitted with information communication technology, interactive whiteboard, wireless access and Apple TV. Classes also have access to 'The Portal' a designated STEAM (Science, Technology, Engineering, Arts and Music) room, offering a range of programs in the technology areas such as Makerspace, coding and robotic clubs.

Assessment

Assessment helps teachers make informed decisions about what your child knows and can do. Assessment in Prep is based on a classroom teacher's direct observations or reflections on students' work and assessment tasks. Throughout the year, all class teachers will complete standard, school-wide testing focusing on literacy and numeracy skills. The results of these tests are used to identify individual students that would benefit from additional support or enriched learning.

Parent Information Sessions

At times throughout the year, Nambour State College will host both formal and informal parent sessions. The focus of these events may vary – from introducing curriculum changes, sharing tips about helping your child's learning at home, to open discussions about an important, emergent topic. All events are advertised on our College website, through social media and class communication.

Reporting to Parents

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of the year when we formally report to parents:

Student progress interviews

Teachers are available for pre-arranged, individual meetings with parents to discuss your child's individual achievement and learning needs.

Student reports (Term 2 and 4)

Formal reporting is completed for all students in late June and early December each year. Results are based on summative assessments. Report cards are sent home via email. Hard copies are available upon request.

5-point scale

In Prep, student achievement is recorded using a 5-point scale:

- AP Applying
- MC Making Connections
- WW Working With
- E Exploring
- BA Becoming Aware

Inclusive Education

All students benefit, academically and socially, when provided with a high quality inclusive education. At Nambour State College, our inclusive philosophy is based on recognition of, and respect for, individual differences. Across our campus, students experience inclusive education when they can access and fully participate in learning, alongside similar age peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Inclusion is embedded in all aspects of our College life, and is supported by culture, policies and everyday practices.

Student Support Services

At Nambour State College, we have a unique team of staff specifically devoted to the wellbeing needs of our students. This includes inclusion staff, guidance officers, specialist advisory teachers, speech therapists, chaplain, occupational therapists and physiotherapists. The services of these specialist teachers are accessed through our Student Support Team who meet on a fortnightly basis.

Family and Community Involvement

Parents and families are an integral part of our school community. Nambour State College strongly encourages families to become involved in their child's educational experiences with us by maintaining regular communication with staff, volunteering, and/or joining our P&C Association.



Communication

Open communication between home and school underpins a great school experience for children and demonstrates the importance of education.

From the College

To ensure that you always know what is happening in our College, we provide important information through the following:

- School website – www.namboursc.eq.edu.au
- Seesaw
- Class newsletters
- College noticeboards
- Parent information sessions and special events
- Facebook
- Instagram
- Compass
- P&C meetings
- Email
- SMS messages

From your family

We encourage you to share any news, concerns or questions with our College staff. General events in your family life – such as illness, a new baby and visitors – can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events.

Contacting staff

Please feel free to discuss any problems or queries with your classroom teacher, especially in regards to your child's progress and education. This can be done directly by contacting your classroom teacher or leaving a message through our Junior Campus office.

Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

Our leadership staff also operate an open door policy.

School Assemblies

Prep to Year 6 assemblies are held in the Junior Campus Hall, every Friday fortnight (odd weeks). These assemblies are a time to celebrate the wonderful achievements of students and staff at Nambour State College. Parents are always welcome and encouraged to attend this assembly.

Every Monday, a Positive Behaviour for Learning (PBL) assembly is also held with an explicit focus on the Junior Campus Matrix and behaviour expectations.

Volunteering

Our College welcomes the active involvement of parents and community members. Whether it is volunteering in our tuckshop, supporting students reading in class, attending an excursion or offering a hand at a working bee – all help is greatly appreciated. If you are volunteering in our school, please remember to sign in at the Junior Campus office.

P&C Association

The Nambour State College P&C Association is an integral part of our College and works in partnership with staff, students and our wider College community. The role of the P&C is to support the College community by:

- Being involved in discussion on College policies and decisions including being an active member of the College Council and having input into the strategic direction of the College
- Providing additional resources to enhance student learning and recreation through our fundraising activities
- Enabling opportunities for parents/carers to be involved in their child's education and have a voice in College matters. The P&C provides a direct voice to parents
- Managing the tuckshop as a viable business to benefit the College
- Writing grants
- Building and encouraging a close parent, College community and relationship.

The P&C generally meet on the third Wednesday of each month in the Senior Campus' Student Learning Centre, with refreshments provided. These meetings provide a great opportunity to share your good news stories, raise any concerns, put forward your ideas for improvement, find out what is planned for the College and contribute to decision making. If you have any questions, or would like to know more, please email our P&C Operations Manager, Shelley Keightley at skeigo@eq.edu.au, or contact the College office on 5450 4111.

Fruit Break

Each day, students bring a piece of fruit or salad vegetables to school to eat during this break. In addition, each student is encouraged to have a bottle of water to drink throughout the day to prevent dehydration.



Refueling and being hydrated can boost a student's physical and mental performance and concentration in the classroom.

Lunchtime

Preparing your child's lunch

When preparing your child's lunch, please consider:

- the size of the lunchbox;
- providing an ice pack;
- children are not allowed to share lunches;
- tins and cans are not allowed as they can present safety risks; and
- food packaging – young children can have difficulty opening some pre-packaged foods.

Please advise us if your child has special dietary needs, particularly if they have any food allergies or dietary requirements.

Ideas for lunchboxes:

- a piece of fresh fruit or vegies cut in small pieces if possible;
- a healthy food bar – easy to open;
- a sandwich, roll or wrap with vegemite, eggs, salad or meat;
- baked beans/spaghetti in a plastic container;
- crackers and dip/cheese;
- dried fruit;
- yoghurt; or
- cheese.

Student Code of Behaviour

Productive learning and positive behaviour are closely linked. We believe that effective learning takes place when all members of the College community (students, staff, parents and visitors) acknowledge and abide by our College Student Code of Behaviour.

Nambour State College endorses a whole-school approach intended to promote and support appropriate behaviours to all students. To facilitate this approach, the school has implemented the Positive Behaviour for Learning (PBL) program, which clearly defines our College behaviour expectations. All expected behaviours demonstrate being a responsible member of the College community and are split into three categories:

- I am a safe
- I am respectful
- I am a learner

(see *Positive Behaviour Matrix* below)

Student Records

Individual student records are kept on file at our College. Copies of student report cards, absence details, behaviour records and contact information are available to parents/carers upon written request.

Keeping us up-to-date

It is important that you inform our College as soon as possible if there are any changes to:

- contact details
- medical information
- family circumstances.

Nambour State College • Positive Behaviour Matrix								
Junior Campus expectations for all students								
	Individual	Relationships	Learning	Digital world	Transition	Break times	Toilets	
As a responsible member of my College community:	I am safe	<ul style="list-style-type: none"> • I remain on the College grounds at all times • I am in the right place at the right time • I protect and take care of myself 	<ul style="list-style-type: none"> • I keep my hands, feet and other objects to myself • I walk away from conflict • I take ownership of my behaviour choices • I report responsibly to a staff member 	<ul style="list-style-type: none"> • I place my bag in the port rack • I wait to be invited into the learning space • I use equipment for the intended purpose 	<ul style="list-style-type: none"> • I think before I send • I walk with my device • I keep my personal information private • I log my phone in at the office 	<ul style="list-style-type: none"> • I arrive at school at 8:30am • I cross the road on the traffic signal • I move quickly to my pickup zone 	<ul style="list-style-type: none"> • I wear my hat at all times • I stay in the same area for the duration of play • I play safely with others • I only eat my food • I use the bubblebers appropriately • I seek first aid if required 	<ul style="list-style-type: none"> • I use, flush, wash and leave • I wait outside for my buddy
	I am respectful	<ul style="list-style-type: none"> • I use positive language at all times • I respect College property • I represent my school with pride • I greet staff, students, and visitors with respect • I follow adult directions, first time every time • I am honest • I follow the NSC uniform code 	<ul style="list-style-type: none"> • I use my High 5 to be a problem solver • I respect myself and others • I think before I speak • I am a positive bystander 	<ul style="list-style-type: none"> • I listen to the ideas and opinions of others • I raise my hand to speak • I work co-operatively with others • I allow staff to teach 	<ul style="list-style-type: none"> • I follow the College digital agreement • I keep my device in my bag before and after school • I am respectful to others online • I seek permission to take photos and videos 	<ul style="list-style-type: none"> • I demonstrate fantastic walking around the College • I carry a pass when out of class • I ask permission to leave the room • I show excellence in behaviour when in the community 	<ul style="list-style-type: none"> • I play fairly with others • I play in the correct area for my year level • I leave the eating area clean and tidy • I report incidents to staff on duty 	<ul style="list-style-type: none"> • I use the toilets for the intended purpose • I give others their privacy • I use an inside voice at the toilet • I leave toilets clean and ready for others
	I am a learner	<ul style="list-style-type: none"> • I focus on my learning • I allow others to focus on their learning • I actively participate in learning • I leave items not related to my learning at home 	<ul style="list-style-type: none"> • I encourage and support others • I respectfully remind others of the College rules 	<ul style="list-style-type: none"> • I am organised and ready for learning • I sit in the 5/6's • I remain on task • I take pride in my work • I complete my work within set time 	<ul style="list-style-type: none"> • I charge my iPad at home, ready for learning each day • I only access educational materials on my device 	<ul style="list-style-type: none"> • I attend school on time as everyday counts • I transition through the office when late to school • I sign out at the office with an adult if leaving early 	<ul style="list-style-type: none"> • I respond promptly to the bell • I make healthy food choices • I return borrowed equipment 	<ul style="list-style-type: none"> • I am waterwise • I use the toilet at break times

Custody/Parenting Arrangements

Information about your family circumstances is essential to help us understand and support your child while at our College. A copy of a court order or custody order is necessary so that school staff can help ensure the legally designated parent or carer is the only person who will have access to the student, and any of their school information.

Absences

If your child is absent from school for any time, we ask that you advise us as soon as possible by:

- emailing the school, or
- calling the school, or
- sending a note to the class teacher, or
- leaving a message on the office absence line.

Before and After School

Children are asked not to arrive at school before 8:30am. Supervision begins at 8:30am in the Junior Campus Hall and doors to our classrooms open daily at 8:40am. It is expected that all children will depart the school grounds no later than 3:00pm.

Please ensure your child is escorted to and from the classroom each day by a family member/carer. This is important for your child's safety and wellbeing.

Before school

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the class teacher. This routine may include:

- putting their bag on the port rack;
- placing their water bottle into the appropriate storage container;
- going to the toilet before the move to class bell rings at 8:40am; and
- finding an inside activity e.g. a puzzle while they wait for the day to start.

After school

Students need to be collected from their classroom at dismissal time. Please ensure that your child's teacher knows who will be collecting them. It is important that children are picked up on time.

Please note: Due to health and safety regulations, children are not permitted to play on the Prep playground or in other play areas before or after school.

Arriving Late

Students arriving late should present at the Junior Campus admin office for a late pass.

Leaving Early

If your child needs to leave school early, please report to the admin office for an early pass. The child will be called down to the office and permitted to leave the school grounds early in the company of a legal guardian.

Outside School Hours Care (OSHC)

Before school care, after school care and vacation care is available onsite in a well equipped, purpose-built facility.

Internet Access

The internet provides our students with valuable learning experiences offering access to information from around the world.

All websites accessed through school computers are filtered through Education Queensland's *Managed Internet Services*. Together with the supervision of our College staff, we aim to minimise the risk of students being exposed to harmful content. Student access to the internet is monitored through individual logins and passwords.

Tuckshop

Our P&C Association operates our "healthy choices" tuckshop. It opens each Wednesday and Friday for our Junior Campus students and orders are pre-ordered through an online system. Parents are encouraged to volunteer in the tuckshop.

Birthdays and Celebrations

We are very happy to help your child celebrate their birthday or other celebrations with their class friends. Please talk to your classroom teacher about suitable foods to bring and share with the class for your child's special day.

Breakfast

Please ensure your child is having a healthy breakfast every day. The benefits of having a healthy breakfast means children can concentrate more on their school tasks and learning.

Treasures From Home

Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these items are left at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Student Travel

Bus travel

A range of daily bus services operate to and from Nambour State College from various parts of the Sunshine Coast.

Bicycle travel

Riding to school is a popular choice for students at Nambour State College. To ensure the safety of our students, we maintain the following expectations:

- Before riding to school, children should know road safety rules and be competent riders
- Wearing safety helmets is compulsory
- Students are not permitted to ride their bikes inside the school grounds.

We recommend that students use a locking device to secure bikes to the racks.



School Zones and Car Parking

School zones are areas around school where, during certain times, reduced speed limits apply. Speed limits, drop-off, pick-up and parking rules exist to keep children, parents and carers safe and to minimise speed and traffic jams around schools.

Car parks located within our College grounds are for staff use only. Families transporting students with a disability may use the designated parking bay on Coronation Avenue. We strongly encourage that car parks along Coronation Avenue be used for short term to drop-off or collect your children quickly.

Getting Prepared

Book lists

Books and stationery resources are included as part of the Student Resource Scheme. Parents / Carers that do not participate in this scheme will be provided with a list of stationery and other resources required for the year.

Uniforms

Uniforms can be purchased before or after school starts from our College uniform shop located on the Senior Campus (located on Carroll Street). The uniform shop is closed on Fridays.

Class lists

Students will be informed of their class placement via a letter in Term 4. Please be advised that depending on enrolments this may be subject to change.



Student Health

First aid

Members of our school staff are only allowed to provide basic first aid. This is immediate temporary treatment given by the staff in case of an accident. Should medical treatment beyond first aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to hospital.

It is understood that it is not always possible to notify parents immediately of action taken. However, every effort is made to contact parents as soon as possible.

Administration of medications

Students are not to bring medication in any form into the school, except under the conditions below. Non-prescribed medicines (e.g. Panadol) are not available in the school, nor will teachers provide them. If it is essential for your child to take prescribed medicine during school hours, the following procedure needs to be followed:

- a request must be made in writing to the College by the parent (on the consent form by note); and
- the medication is left at the office for security.

All medication to be taken by children at school should be brought to the College office. Parents must complete the 'Consent to Administer Medication' form'. All medication must be labelled in the name of the child with a pharmacy prescribed label. No medicines can be accepted without a completed 'Consent to Administer Medication' from the parent/carers.

Parents of children who suffer from any health conditions are to advise the College office of details.

Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important you provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

Requirements for students at risk of asthma

If your child has asthma, it is important you provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance, however, should your child require assistance in an emergency, staff will provide asthma first aid as per their Asthma Action Plan.

Head lice

Like most schools, we face a battle to keep these annoying 'pests' under control. Should an incidence of head lice be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents to check their child's hair.

Infectious diseases

Nambour State College follows the exclusion guidelines provided by the National Health and Medical Research Council.

Chicken Pox	Exclude until fully recovered or for at least five (5) days after the first eruption.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice/ Scabies	Return to school the day after appropriate treatment has commenced.
Ring Worm/ Hepatitis A	Exclude until medical certificate of recovery is received.
Measles	Exclude for at least four (4) days from the onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Rubella/ German Measles	Exclude until fully recovered or for at least four days after the onset of rash.
Impetigo/ School Sores	Exclude until sores have fully healed.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.

SunSmart practices

Nambour State College is a SunSmart College and we are very clear about our expectations for students to practice sun smart behaviours. When not protected by a permanent roof structure during play and sport, all students must wear an appropriate hat (broad-brimmed/bucket hat) and protective clothing (shirts with collar and sleeve) and should apply SPF 30+ broad-spectrum sunscreen.





Preparing for Prep

Nambour State College promotes parents and staff working together in partnership to support each child's learning journey. Starting school can be an exciting but potentially stressful time for you and your child. For some children, it may be the first time that they have been away from their parents. They may be going into a strange environment with unfamiliar people and things around them.

We encourage families to regularly visit their child's

classroom for a brief chat, or to take part in daily activities and special events. We also encourage parents to help their child to become increasingly independent including taking responsibility for their own belongings.

There are some simple steps you can take to help make your child's time at school more enjoyable and relaxed. By practising these things at home you are helping your child's smooth transition into Prep!

Supporting Learning at Home

Writing

- Provide scrap materials for drawing, making patterns, and building things.
- Write notes to family members and encourage your child to write by having pencils and crayons available.
- Arrange fine motor activities such as Lego, puzzles, playdough, cutting, planting, and baking.
- Encourage your child to explore different ways to organise areas, e.g. their bedroom, play area.

Reading

- Nothing beats reading with your child every night. Your modelling of reading will help to establish a positive attitude to reading and words in their environment.
- Home readers will be sent home in Term 1 as well as RaS (Reading and Sight) Words. This will encourage good work routines for your child's schooling life.
- Praise all efforts to read and write.
- Talk about everyday items such as signs, letters, catalogues, magazines, food packaging, number plate spotting.
- Label rooms and things around the house with words and/or pictures.
- Read and talk frequently about storybooks, factual books and rhymes.

Mathematics

- Count everything – pointing with one-to-one correspondence is important.
- Encourage your child to experiment with various materials and equipment and identify shapes and colours.
- Show money to your child and talk about it.
- Talk about prepositional terms such as long/short, wide/narrow, thick/thin, front/behind, next, same/different and full/empty.
- Provide a variety of materials and containers for measuring things – water, grain and sand.
- Discuss quantities and actions while cooking.

Encourage your child to be independent by helping them get used to:

- putting on and doing up shoes;
- eating and drinking without help (opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles);
- caring for and putting away play things;
- using a handkerchief or tissue;
- going to the toilet independently;
- using playground equipment safely;
- carrying his or her own bag; and
- identifying his or her own belongings.

Work with your child to develop his or her communication skills. Help your child to:

- make his or her own needs known;
- use appropriate greetings; and
- respond verbally when spoken to.



Familiarise your child with the school environment and routine by:

- driving or walking by the College a few times so that the College becomes a familiar place.
- attending the transition program or open day so you can meet your child's teacher and view the classroom.
- showing your child where to put his or her things, such as a school bag and hat.
- making sure your child knows how to get home from school safely, where to wait for you in the afternoon or where to go for after-school care.
- visiting the school, if possible, when other children are there, so that your child can get used to the number of children, the playground and the movement of children around school grounds.
- asking the school what equipment and materials are needed, such as school bag, library bag and hat. Make sure all possessions are clearly labelled with your child's name.
- checking with your pre-Prep provider (kindy, childcare) about how they can help children make a smooth transition to school.
- encouraging children to understand that teachers are at school to help them.





Preparing for the first day of Prep

There are some simple steps you can take to make your child's first day at school more enjoyable and relaxed.

Be prepared!

The best thing you can do is to make the first day as stress-free and relaxed as possible. The day before, write a list of all you'll need to do to be organised, such as organising the lunchbox and a change of clothing. Place a list of the things you need to do on the fridge and tick each item off with your child as they are prepared and packed.

On the first day

- leave plenty of time to get ready;
- make a nutritious breakfast — this is essential for sustained energy and concentration;
- talk through the daily routine — start, lunch and finish times;
- talk through a few simple self-help ideas — for example, asking teachers for help or directions;
- be flexible in the early days of school as children may take a little while to settle in;
- be positive and encouraging about your child's attendance at school; and
- show excitement that your child is beginning Prep, and talk about how proud you are of them. Many Prep children will be nervous on the first day and your enthusiasm will be contagious!

What to do on the first day

- Take your child to their designated classroom.
- Greet the teacher and find your child's nametag to put on (these are worn during the first week or two to help teachers and children identify one another).
- Help your child put their belongings into the designated areas.
- Encourage your child to find an activity that interests them.
- Talk about how long the school day may be in terms your child can understand.
- Say a quick 'good-bye' and inform your child that you will be going and will be back to pick them up later in the day.

Please note:

The first few weeks of Prep are physically and emotionally tiring for children. It can also be a very hot time of the year. Your child may need to go to bed early and have a regular routine before and after school to support their transition.

Don't be concerned if there are some hiccups, even after you have done all you can to prepare your child for school. Although some children may become upset at saying goodbye, recovery is swift and the period of adjustment to school is brief. If you have any difficulties, please talk to the class teacher.

What to bring on the first day

Your child will need to bring the following to school:

- Morning tea and lunch (please ensure lunchbox is labelled);
- Brain food (fruit or vegetable snack, e.g. celery, carrot sticks) in a small container or wrapped separately;
- Drink bottle with water (named);
- Change of clothes/underwear, clearly labelled in a plastic bag for emergencies (stored in bag);
- School bag (named and with a distinctive tag to help your child identify their bag); and
- SunSmart College bucket hat.



**Thank you for
choosing Nambour
State College.
We look forward to
learning and working
together with you.**

Who can help?

College Principal

Mr Anthony Green
Email: agree52@eq.edu.au

Head of School – Junior Campus

Mrs Emma-Jane Marshall
Email: emars109@eq.edu.au

- Personal/curriculum-related matters
- Parents – if they wish to discuss any school-related matters
- Enrolments
- Complaints management

Deputy Principal

Ms Beth Stanley
Email: bmsta1@eq.edu.au

- Personal/curriculum-related matters
- Parents – if they wish to discuss any school-related matters
- Student management
- Enrolments

Student Support Services and College Support

- Enrolments of students with disabilities
- Student management
- Individual curriculum plans / differentiation
- Student and family support
- Individual student behaviour assessment/plans
- Interagency support

Head of Department

- Curriculum matters
- Information on work programs
- Grievances related to subject material

Guidance Officer

- Personal and family counselling
- Trauma responses
- Study/exam techniques, stress management

Chaplain

- Support
- Personal concerns

Administration Office

- Late arrival/early departure
- First aid
- Information relating to the school
- General student information
- Student Resource Scheme/excursion payments
- Bus information
- Enrolment forms
- Transfer forms
- Exit forms
- Making appointments

Complaints Processes

The Department of Education has a clear policy and process for schools to deal with any complaint received by parents/carers, community members, staff or students.

Further information about this matter can be found on our website.