



Prep Handbook

2023

Western Cape College

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Welcome to Western Cape College

I welcome you and your family to Western Cape College and in particular to our Prep Program. “The purpose of Western Cape College is to provide consistent high-quality schooling that develops the talents and capacities of all students – socially, emotionally and academically. We will equip our culturally diverse student body to meet the challenges of a rapidly changing world. Staff, parents and community will work together, guided by the principal, to provide students with opportunities to achieve their full potential in learning. Students will develop resilience, self-confidence, respect for others, and the achievement of personal excellence. It is our vision that all of our students have every opportunity to develop as active and informed citizens; as lifelong learners who positively contribute to Australian society.”

We strongly believe that:

- A positive workplace allows for every child to access quality schooling in a safe, inclusive, disciplined and supportive learning environment.
- Every WCC student is capable of learning and succeeding – and this is the basis of their sense of belonging at our College.
- Quality teacher instruction and feedback are the greatest influence on student academic achievement.
- Education is a tool for change, and any change process needs to be inclusive of creativity and innovation, as well as a sense of wellbeing for all.
- Parents/caregivers are a child’s most influential teacher, and the critical role of any school is to support them in educating their children.
- Sophisticated data sets should be used to inform the College improvement agenda.
- Our strong business and university links, together with our community partnerships, enable our students to access a wide range of opportunities and pathways that genuinely connect schooling with real world experiences and pathways.

This guide has been developed to provide helpful information about the WCC Prep Program. Families can also access information and support by participating in our Prep Transition Program.

Welcome to Prep!



Craig Law
Head of School – Primary

Important Information

Important Phone Numbers:

School Administration Office:	07 4090 6444
Facsimile:	07 4090 6400
Outside School Hours Care:	07 4069 9272
Top End Tuckshop:	07 4090 6377

Our Team

College Principal	Mr Peter Linnehan
Head of School - Primary:	Mr Craig Law
A/Deputy K-1:	Mrs Fiona Dyer
Deputy 2-4:	Ms Danielle Ross
Deputy 5-6:	Ms Danielle Phillips
Primary Guidance Officer:	Mrs Melissa Maher

Important Dates for 2023

Term 1	Monday 23 January – Friday 31 March
Term 2	Monday 17 April – Friday 23 June
Term 3	Monday 10 July – Friday 15 September
Term 4	Tuesday 3 October – Friday 1 December

There are Public Holidays throughout the year and a Student Free Day on Friday 1 September.

Prep Timetable:

8.20 am	Prep Classroom Opens
8.30 am – 9.30 am	Block 1
9.30 am – 10.30 am	Block 2
10.50 am – 11.05 am	1 st Lunch
11.05 am – 12.05 pm	Block 3
12.05 pm – 12.35 pm	Block 4
12.35 pm – 1.05 pm	2 nd Lunch
1.10 pm – 1.30 pm	Block 5
1.30 pm – 2.30 pm	Block 6
2.30 pm	Day Concludes

Enrolling in Prep



Welcome to Prep at Western Cape College.

The Preparatory (Prep) Year is the first year of school for your child. A full-time, compulsory program runs five days per week. The school day begins at 8.30 am and concludes at 2.30 pm. Once enrolled, your child is encouraged to attend every day to get the most from the 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, see the table below

Date Born	2023	2024	2025
Child born 1 July 2017 to 30 June 2018	Prep	Year 1	Year 2
Child born 1 July 2018 to 30 June 2019		Prep	Year 1

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 *Parent Information Sheet – Early Entry to the Preparatory Year* <http://education.qld.gov.au/strategic/eppr/students/smspr007/pieepy.doc>. Contact the school/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 is 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. If you have access to the internet, visit their website at <http://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 on (07) 3552 5333 or by email on info@candk.asn.au.

Birth Certificates

Parents should try to avoid the back-to-school rush for birth certificates – an essential document to enrol your child.

All children need current birth certificates to enrol in Prep or Primary school. By applying for birth certificates 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 birth certificates 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 their child is already registered, their child's birth certificate can be collected 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.

The Weipa Magistrates Courthouse (also known as QGAP) can be found across the road from the P-4 Campus, in Memorial Square, phone (07) 4069 9999. Parents and legal guardians are advised to bring proof of identity/custody.

For information including pricing and certificate access policy, visit the website: <http://www.justice.qld.gov.au/> (and follow the links to information regarding birth certificates).



Teaching & Learning

The quality of learning experiences in a child's earliest years play 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 skills development.

Western Cape College's Prep year 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 approach focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity. Prep at Western Cape College provides children with a seamless transition into formal education.

Various teaching approaches may be considered age-appropriate for teaching the Australian Curriculum in the early years of school. The teacher's role in enacting a range and balance of age-appropriate pedagogies involves deliberate, purposeful and thoughtful decision making and actions to promote children's innate drive for independent learning.

When selecting an approach, teachers need to consider:

- children's interests and capabilities
- their own interests, skills, capabilities and philosophies
- the curriculum
- evidence of children's learning
- school and community contexts.

Inquiry learning

It involves children in planning and carrying out investigations, proposing explanations and solutions, and communicating their understanding of concepts in a variety of ways.

Event-based approach

Children plan and enact events in real-life contexts drawing on their experiences and knowledge. An event-based approach may include investigations, problem-solving and play.

Project approach

A project approach is an in-depth exploration of a topic that may be child or teacher-initiated and involve an individual, a group of children, or the whole class.

Explicit instruction

A structured and systematic approach to teaching academic skills. There is an emphasis on checking for understanding, and achieving active and successful participation by all children.

Play-based learning

Provides opportunities for children to actively and imaginatively engage with people, objects and the environment. As children re-create experiences and enact new play possibilities narrative and oral language skills are developed.

Direct teaching/instruction

Direct teaching/instruction is a step-by-step, lesson-by-lesson approach to teaching which is scripted and follows a pre-determined skill acquisition sequence.

Blended approach

Elements from more than one approach are combined in response to the teaching and learning intent within and across learning contexts.

Curriculum

Prep provides the foundation for your child's success at school by developing:

- The knowledge, understanding and skills detailed in the Foundation Year of the Australian Curriculum
- A positive approach to learning
- Independence and confidence
- Creativity and problem-solving skills
- Physical abilities, including gross and fine motor skills

In Prep, your child will have opportunities to learn in many different ways. This includes explicit teaching, active learning and inquiry-based approaches. They make decisions, solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self.

Prep children also learn about:

- negotiating rights, roles and responsibilities and developing social skills for working and playing with others
- diverse social and cultural practices of people in their community
- technology in everyday life
- their environment



Australian Curriculum - end of year achievement standards

English

By the end of Prep, children can:

- Listen to texts, interact with others and create short spoken texts, including retelling stories.
- Share thoughts and preferences, retell events and report information or key ideas to an audience.
- Use language features including words and phrases from learning and texts.
- Listen for and identify rhymes, letter patterns and sounds (phonemes) in words.
- Orally blend and segment phonemes (sounds) in single-syllable words.
- Read, view and comprehend texts, making connections between characters, settings and events, and to personal experiences.
- Identify the language features of texts including connections between print and images.
- Name the letters of the alphabet and know and use the most common sounds (phonemes) represented by these letters.
- Read words including consonant-vowel-consonant words and some high-frequency words.
- Create short written texts, including retelling stories using words and images where appropriate.
- Retell, report information and state their thoughts, feelings and key ideas.
- Use words and phrases from learning and texts.
- Form letters, spell most consonant-vowel-consonant words and experiment with capital letters and full stops.

Mathematics

By the end of Prep, children can:

- Make connections between number names, numerals and position in the sequence of numbers from zero to at least 20.
- Use subitising and counting strategies to quantify collections.
- Compare the size of collections to at least 20.
- Partition and combine collections up to 10 in different ways, representing these with numbers.
- Represent practical situations that involve quantifying, equal sharing, adding to and taking away from collections to at least 10.
- Copy and continue repeating patterns.

Science

By the end of Prep, children can:

- Group plants and animals based on external features.
- Identify factors that influence the movement of objects.
- Describe the observable properties of the materials that make up objects.
- Identify examples of people using observation and questioning to learn about the natural world.
- Pose questions and make predictions based on their experiences.
- Engage in investigations and make observations safely.
- Represent observations and identify patterns, with guidance.
- Compare their observations with their predictions, with guidance.
- Share questions, predictions, observations and ideas about their experiences with others.

HASS

By the end of Prep, children can:

- Identify significant people and events in their own lives, and how significant events are celebrated or commemorated.
- Recognise the features of familiar places, why some places are special to people and the ways they can care for them.
- Pose questions, and sort and record information from observations and provided sources.
- Share a perspective and draw conclusions.
- Use sources and terms to share observations about places and the past.

Specialist Teaching

Our students have access to a number of specialist teaching lessons, throughout the year. These include Physical Education, Music, Art, Drama and Dance.

Physical Education

Our physical education program engages all students in fun, active skill development across a number of sports.

Assessment

Assessment helps teachers make 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, which is aligned with the Australian Curriculum's achievement standard. Students are assessed in on learning areas and the types of assessment that students will undertake, will be communicated with families.

Parent Information Sessions

At times throughout the year, Western Cape College will host both formal and informal parent sessions. The focus of these events may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home to open discussions about an important, emergent topic. All events are advertised in our newsletter, school noticeboards and the WCC Facebook page.

Reporting to Parents

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

Student Progress Interviews (Term 1 & 3)

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

Student Report (Term 2 & 4)

Formal reporting is completed for all students at the end of each semester. Results are based on a portfolio of student work which is collected over the year.

Report cards are sent home via email. It will be very important to provide the school with your email address and keep the school up-to-date if there are any changes to your contact details.

5-Point Scale

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

Applying

Evidence in the student's work typically demonstrates a depth of conceptual understanding and a sophistication of skills from the standard that are able to be transferred to new situations.

Making connections

Evidence in the student's work typically demonstrates that they are making connections with the conceptual understandings and skills from the standard and are beginning to transfer them to new situations.

Working with

Evidence in a student's work typically demonstrates that they are working with the conceptual understanding and skills from the standard and are able to apply them in familiar situations.

Exploring

Evidence in a student's work typically demonstrates that they are still developing the required conceptual understandings and skills from the standard and are beginning to apply them in familiar situations.

Becoming Aware

Evidence in a student's work typically demonstrates an awareness of the required conceptual understandings and skills from the standard and these can only be applied with support.

Special Education Program

Western Cape College also offers a Special Education Program (SEP). SEP caters for students who have a verified disability. Verification is the process for students who meet criteria for one or more of the six EAP categories: Hearing Impairment (HI); Vision Impairment (VI); Intellectual Disability (ID); Autism Spectrum Disorder (ASD); Physical Impairment (PI); Speech Language Impairment (SLI).

Western Cape College is proud to provide every child with a high quality education in an inclusive learning environment. Our inclusive philosophy is based on recognition of, and respect for, individual differences. Across all campuses of the college, our experienced team of Students with Disability (SWD) teachers works closely with classroom teachers to ensure that the learning experiences and programs are tailored to meet the individual needs of students.

Speech & Language Program

Communication is essential for learning, literacy and numeracy development, interacting with others, participation in all class and school activities, and positive self-esteem. At Western Cape College, we are fortunate to have a full time Speech-language Pathologist (SLPs) as part of our staff, focused in the early years. Should your child require ongoing supports from this service, consent form will be sent home.

Support Services

Key support services available at Western Cape College include:

- Head of Special Education Services – Miss Kerri Muller
- Primary Guidance Officer – Mrs Melissa Maher
- Speech-Language Pathologist – Miss Kiera McClelland

Library

The Western Cape College library is open from 8.30 am to 3.00 pm. Prep classes visit our library at least weekly to borrow reading material.

Please Note: Students are encouraged to look after any borrowed books, as there is a fixed charge for any lost or damaged library and home reading books. Students must have completed and returned a Student Resources Scheme (SRS) form in order to borrow.



Literacy at Western Cape College P-2

Literacy encompasses a fundamental set of skills that enables us to interact and communicate with the world around us. Literacy plays a crucial role in all areas of learning and disciplines across Western Cape College. At WCC we use a Structured Synthetic Phonics approach. This approach to literacy is heavily researched, developmentally appropriate, and enables teachers to cater to the needs of each and every student. It includes regular tracking of student progress in reading, spelling and oral language to ensure learning is focused and directed.

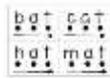
Skills that are required before *reading* and *writing* can occur:

Phonics



Phonics is the identification of sounds within words. Before we teach students the names of the letters, we teach the sounds that letters make. Why? Because when we read and write words, we use sounds instead of letter names. We not only teach the sounds but the way the mouth is held when making these sounds. This is a very important first step to reading and writing and without this skill, reading and writing can become very difficult for students. To teach phonics we use a program called Promoting Literacy Development and encourage parents to practise the alphabetic sounds with students before teaching them the letter names.

Oral blending



Oral blending is when an adult says the sounds in a word and the child blends those sounds to make a whole word. Blending can be practiced at home with lots of fun by playing eye-spy e.g. "I spy with my little eye a....d-o-g (saying sounds in the word) and the child says the word...'dog!'

Letter formation



Letter formation is the skill of writing letter sounds in an automatic and quick manner. Children must know letter sounds before forming letters. Here at Western Cape College, we teach letter formation as the students are learning their sounds. You can practice letter formation with your child at home by writing sounds (not letter names) on concrete with chalk or even paint brushes dipped in water or on easels.

Oral segmenting



Oral segmenting is the ability for a child to listen to a whole word spoken by an adult then be able to verbalise the sounds within that word e.g. "I can see a dog, what sounds can you hear in dog? I can hear a 'd' then an 'o' then a 'g'. With lots of practice this enables a child to then assign letters to the sounds they can hear, thus writing and spelling.

Home reading

Before readers are sent home, students are taught oral pre-literacy skills. Without these pre-reading and writing skills, the students are at risk of developing gaps within their learning and becoming a struggling reader and writer in later years. Readers are only sent home when students have mastered their oral pre-reading and writing skills. Your child's teacher will have discussions with you around this to ensure your child's individual literacy needs are met. When reading with your child, it is important to encourage them to 'sound out' words rather than remembering them as whole words. If your child is not ready for reading it is a nice time to read **to** your child.

High frequency word (sight words)

Research has shown that memorising a set of sight words only allows your child to learn those particular words, whereas learning letter sounds enables your child to identify many words. For this reason, sight words are still learned at Western Cape College, however we teach students to break the high frequency words up into sounds, rather than learning them as a whole word. You can help your child with high frequency words at home by asking them to sound out, then blend the sounds and verbalise the whole word.

Family & Community Involvement

Parents and families are an important part of our school community. Parent participation sends strong positive messages to your child that you support him/ her and are part of the child's care environment. A three-way relationship needs to be nurtured between parents/carers, teachers and each child. Parents will always be the first and the most important teachers of each child and can share their understanding, hopes and any concerns with the classroom teacher. Western Cape College encourages families to become involved in their child's broad education experience with us – by keeping in regular communication with teachers, volunteering in class, participating in excursions and attending special activities and functions. Please be aware that all volunteers must have a current blue card to work with children.

Communication

Open communication between home and school underpins a great school experience for children.

From the School

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

- School Website – www.westerncapecollege.eq.edu.au
- Fortnightly School Newsletter
- School Noticeboard
- Parent Information Sessions and Special Events
- Facebook
- P&C Meetings

From your Family

We encourage you to share any news, concerns or questions with our school.

General events in your family life - such as illness, new babies 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.

Please feel free to discuss any problems or queries with your classroom teacher – especially in regards to your child's progress, the school or the Prep Program.

Teachers will be happy to make appointments for longer discussions.

Contacting Staff

You may contact your child's teacher by leaving a message through the school's Administration 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.

School Newsletter

The school produces a fortnightly newsletter to update parents and students with information of what has occurred across the school the previous fortnight, but also to inform them on what is coming up. A calendar is provided of the events that will occur in the school in the following weeks.

Newsletters are distributed via email and are also available via our Facebook page, website and the QSchools App.

School Assembly

Prep–Year 6 Assemblies are held in the Weipa Indoor Sports Hall (WISH), these usually occur in Weeks 5 and 10. These assemblies are a time to celebrate the wonderful achievements of students and staff at Western Cape College. Parents are always welcome to attend unless COVID restrictions are in place.

Volunteering

Our school welcomes the active support of our parents and community members.

Whether it is volunteering by supporting structured guided reading program in class, supervising a school camp or offering a hand at a working bee – all help is greatly appreciated by your children.

If you are volunteering in our school, it is essential to hold a valid blue card. Please remember to sign in at the school's Administration Office.

P&C Association

The Western Cape College Weipa Campus P&C Association is an integral part of our school and works in partnership with staff, students and community. The role of the P&C is to support the College Community by:

- Being involved in discussion on school policies and decisions, including being an active member of the College Council and having input into the strategic direction of the school.
- Providing additional resources to be used to enhance student learning and recreation, through our fundraising activities.
- Giving parents the opportunities to be involved in their child's education and have a voice in school matters. We also give the school a direct voice to parents.
- Managing Top End Tuckshop as a business to benefit the school.
- Grant writing.
- Building and encouraging a close parent, community and school relationship.

The P&C generally meet twice per term on a Thursday in the Enrichment Centre on Hibberd Drive, with meetings commencing at 7.00 pm. 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 school and contribute to decision making.

If you have any questions, or would like to know more about the Western Cape College P&C, please email pandc@westerncapecollege.eq.edu.au, or contact the school's Administration Office on (07) 4090 6444.

General Information

Healthy Snack

Healthy snack is an opportunity for students to refuel on fruit and vegetables and rehydrate with water. Each day, students bring a piece of fruit or salad vegetables to school to eat during this break allowing the child to get a nutritious snack between Block 1 and Block 2. In addition, each student has a bottle of plain water to drink throughout the day to prevent dehydration.

Refuelling and being hydrated can boost a student's physical and mental performance and concentration in the classroom. At Western Cape College, Healthy Snack Break occurs at approx. 9.30 am each day.

Lunchtime

Preparing your child's Lunch

When preparing your child's lunch, please consider:

- The size of the lunchbox – we have only limited room in our fridge.
- Bulky insulated lunchboxes cannot be kept in the refrigerator - please provide an ice pack.
- Children are not allowed to share lunches.
- Tins and cans are not allowed as they can present safety risks.
- Food packaging – young children can have difficulty opening some pre-packaged foods.
- Please advise us if your child has special dietary needs (in particular please let the office know if your child has any food allergies etc).

Ideas for lunchboxes

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



Student Code of Conduct

Productive learning and positive behaviour are closely linked.

We believe that effective learning takes place when all members of the school community (students, staff, parents and visitors) acknowledge and abide by a set of fundamental expectations.

Western Cape College endorses a whole-school approach intended to promote and support appropriate behaviours in all students. To facilitate this approach, the school has implemented the Positive Behaviour for Learning (PBL) Framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.

Our PBL expectations are:

- We are Learners
- We are Respectful
- We are Safe



Important principles that guide our work under the PBL Framework, include:

- Appropriate behaviour needs to be explicitly taught.
- Acknowledging students for meeting our expectations is a crucial factor in reinforcing their use of positive and pro-social behaviours.
- For some students, extra support will be required in both teaching and reinforcing such behaviour.

Student Records

Individual student records are kept on file at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal.

Keeping us up-to-date

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

- contact details
- medical information
- family circumstances

Custody/Parenting Arrangements

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a Court Order or Custody Order is necessary so that school staff can help ensure the legally designated parent or guardian is the only person who will have access to the student, and any of their school information.

Absences

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

- emailing the school (absences@westerncapecollege.eq.edu.au), or
- calling the school

Before & After School

Children are asked not to arrive at school before 8:00am. It is expected that all children will depart the school grounds no later than 2.45 pm.

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

It is important to arrive at school on time. Where you are able to, we encourage you to stay with your child until the bell rings, or, for them to attend the Morning Movers Program, which happens every day from 8.00 am – 8.30 am on the school oval.

After School

Students, not catching the bus, 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 before or after school.

Arriving Late

Students arriving after 9.15 am should present at the P-4 Administration Office for a late pass.

Leaving Early

If your child needs to leave school early, please report to the Administration Office for a leave pass. On presentation of the pass to the teacher, students will be permitted to leave the school grounds early in the company of the legal guardian only.

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 teachers, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords.

Tuckshop

Our P&C Association operates our "healthy choices" Top End Tuckshop. It opens Monday to Friday. The main tuckshop is situated on the Eastern Campus of the school and a kiosk is situated on the western campus for the P-4 students. All parents are encouraged to volunteer in the tuckshop.

Lunch Orders

P-4 students have access to the Top End Tuckshop for both breaks. Students must pre-order their lunch via www.flexischools.com.au. Tuckshop staff will process these orders and deliver lunches to the western campus. Student orders are then collected from the western campus kiosk by a class representative at 1st break.

An updated Top End Tuckshop menu will be published at the beginning of each term.

FlexiSchools



FlexiSchools is an online ordering and cashless payment system now in place for:

- School Stationery Packs
- School Events
- Uniforms

We hope that by using the FlexiSchools facility we can provide a convenient and more efficient ordering and payment system for our community. By paying online, there is no fumbling around for coins in the morning or sending kids to school with excess cash. Online orders are faster and more accurate giving parents peace of mind that their order and payment is received accurately at the school.

Getting online is easy and only takes a few minutes to register. Simply go to www.flexischools.com.au and click "Register Now". You will be sent an email with further instructions. Once registered, you can start placing orders immediately. If you have any questions, contact FlexiSchools on 1300 361 769, or our Administration Office for further details.

Birthdays

We are very happy to help your child celebrate their birthday with their class friends. If you would like to bring a birthday cake, please check with your classroom teacher for any considerations (such as allergies). Individually wrapped items such as ice-blocks are preferred.

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.

QParents App

The QParents App has been created by the Department of Education to provide parents of Queensland state school students with secure online access to their child's information. QParents provides secure, online access to student information such as:

- Attendance details
- Behaviour
- Report cards
- Timetables
- Invoices
- Payment history

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices. Please contact our Administration Office for further details.

Student Travel

Bus Travel

Napranum Council run a daily bus service from Napranum to Western Cape College. There are currently two bus runs for students in Primary and Secondary. Please see the Napranum Council for further information.

Bicycle Travel

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

- Before starting to ride to school, children should know road safety rules and be competent riders.
- Wearing safety helmets is compulsory.
- Bikes are stored in the bike enclosure on the P-4 oval and the enclosure is locked at 8:30am every day.
- 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 inside the enclosure.



School Zones & Car Parking

School zones are areas around schools where, during certain times, reduced speed limits apply. Speed limits and 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 school grounds are for staff use only. Families transporting students with a disability may use the specially provided parking bay on Central Ave. It is strongly encouraged that car parks along Central Avenue are used short term to drop-off or collect your children quickly.

Getting Prepared

Stationery Lists

Stationery Lists are found in the Enrolment Pack. For parents who wish to pre-order materials, please complete the *2023 Book Pack Order Form* and return your order and payment to the Administration Office.

Uniforms

Uniforms and hats can be purchased from our school Uniform Shop, prior to school commencing.

Uniform Shop hours: Monday, Tuesday and Wednesday 7:30am – 11:30am

Please ensure your child's uniform and hat are labelled. Please do not label their stationery as Prep use communal supplies.

Student Health

First Aid

Members of our school staff are permitted only to render 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 a doctor or hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour 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 administer 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 school by the parent (on the admission form or by note).
- The medication is left at the office for security.
- The medical practitioner's instructions are conveyed to administration in a letter.

All medication to be taken by children at school should be brought to the school's Administration Office to be administered under the supervision of the Administration team. Parents must bring medication to the office and complete the 'Permission to Administer Medication' form.

All medication must be labelled in the name of the child with a pharmacy prescribed label. This includes cough medicines, Ventolin and Aspirin, Disprin, eardrops etc. No medicines can be accepted without a completed 'Permission to Administer Medication' authorisation from the parents/guardian.

Parents of children who suffer from any health conditions are to advise the school's Administration Office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, Diabetes and Epilepsy).

Headlice

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

Infectious Diseases

Western Cape 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:	Re-admit 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 (9) days or until swelling goes down (whichever is sooner).
Rubella/German Measles:	Exclude until fully recovered or for at least four (4) days after the onset of rash.
Impetigo/School Sores:	Exclude until sores have fully healed.
Whooping Cough:	Exclude the child for five (5) days after starting antibiotic treatment.

SunSmart Practices

Western Cape College is 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-brim/bucket hat), protective clothing (shirts with collar and sleeve) and should apply SPF 30+ broad-spectrum sunscreen.

We reserve the right to exercise *Shoes + Hat = Play* policy in the interest of student health and wellbeing.

Uniforms

All students of Western Cape College must uphold our Uniform Policy. This policy not only encourages equity among students but also promotes the school's Sun Smart Policy.

School Shirt	Western Cape College Polo Shirt
Pants/Skirts	Western Cape College Shorts/Skorts
Hat	Yellow bucket hat
Sports Uniform	Sports Shirt in house colour (Duyfken, Flinders and Evans) Black Shorts

Footwear

For personal safety and general health, students must wear their school shoes at all times. Velcro fastening shoes are strongly recommended.

Jewellery & Other Accessories

It is acceptable for Prep students to wear a small and plain pair of sleepers or studs earrings to school.

Hair accessories should be kept to a minimum.

Inappropriate Clothing

Items of clothing with inappropriate wording/pictures, thongs, scuffs, flip flops, slide ons and caps/beanies are not permitted to be worn.

Hats

Students must wear an appropriate hat when working and playing outside the classroom. This includes our yellow bucket hat. Caps are not accepted.



Preparing your child for Prep

Western Cape College promotes that parents and staff work together in partnership to support each child's learning. Starting school can be an exciting but 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

- Reading with your child every night is essential. Your modelling of reading will help to establish a positive attitude to reading and develops an awareness to words in their environment.
- A focus on letter sounds and phonics (the sound letters make).
- Praise all efforts to read and write.
- Talk about everyday items such as signs, letters, catalogues, magazines, food packaging and 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 prepositional terms long/short, wide/narrow, thick/thin, front/behind, next, same/different, full/empty.
- Provide a variety of materials and containers for measuring things - water, grain and sand.
- Discuss quantities and actions while cooking.

Speaking & Conversations

- Encouraging your child to talk to you - and listening so they can tell you how they feel.
- Being able to really listen and respond in a sensitive way to all kinds of things - not just nice things or good news.
- Focusing on body language and actions as well as words, and interpreting nonverbal forms of communication.

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 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 school a few times so that the school becomes a familiar place.
- Attending any information sessions, transitions (2022) or open classrooms (2023) so you can meet your child's teacher and see 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 (most schools will have a list). 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.
- Encourage children to understand that teachers are at school to help them.
- Identifying his or her own belongings.

Preparing your child for their first day

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, 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 bring on the first day

Your child will need to bring the following to school (clearly labelled):

- Morning tea and lunch.
- Fruit break (fruit or vegetable snack, e.g. celery, carrot sticks) in a small container or wrapped separately.
- Drink bottle with water.
- Change of clothes/underwear, clearly labelled in a plastic bag for emergencies.
- School bag (named and with a distinctive tag to help your child identify their bag).
- Bucket hat.
- Book pack.

What to do on the first day:

- Take your child to their designated classroom.
- Greet the teacher and find your child's name tag 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 belonging into the designated areas.
- Encourage your child to find an activity that interests them.
- Talk about how long the school day maybe in terms the 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 difficulties, 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.