



Clayfield College

# Welcome to Prep





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# Welcome to Prep

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

For most, this is the beginning of their journey at Clayfield College. We welcome you to our community.

## Principal

**Mrs Kathy Bishop**

P: 3262 0229 E: [principal@clayfield.qld.edu.au](mailto:principal@clayfield.qld.edu.au)

## Head of Primary

**Mr Wayne Cross**

P: 3262 0274 E: [wcross@clayfield.qld.edu.au](mailto:wcross@clayfield.qld.edu.au)

## Assistant Head Of Primary

**Mrs Cheryl Malcolm**

P: 3262 0274 E: [cmalcolm@clayfield.qld.edu.au](mailto:cmalcolm@clayfield.qld.edu.au)

# Prep Uniform

## Girls

Green and white uniform	<input type="checkbox"/>
Green school jumper	<input type="checkbox"/>
Panama hat with hat band	<input type="checkbox"/>
Black leather school shoes (velcro-fastened). Mary Jane shoes are permitted until Year 2	<input type="checkbox"/>
Short white socks in summer/long white socks in winter	<input type="checkbox"/>
Green play hat	<input type="checkbox"/>
Green hair bands and green ribbons	<input type="checkbox"/>
Badges	<input type="checkbox"/>

## Physical Education

Green shorts	<input type="checkbox"/>
House t-shirt or blue Clayfield College t-shirt	<input type="checkbox"/>
White joggers (velcro-fastened)	<input type="checkbox"/>
Clayfield College tracksuit	<input type="checkbox"/>
PE uniform to be worn to and from school on days including a PE lesson	<input type="checkbox"/>

There is no formal winter uniform for the boys, and the girls are not required to wear the Clayfield College winter tunic until later years.

For swimming lessons, children require Clayfield College bathers, goggles, cap, sun protection shirt, sunscreen, small towel and Clayfield College PE bag. We recommend that you apply a long lasting 30+ sunscreen, e.g. Ego Sport, each morning. Swimming begins in Term 1.

# Prep Uniform

## Boys

Green shirt	<input type="checkbox"/>
College grey shorts	<input type="checkbox"/>
Black leather school shoes (velcro-fastened); black joggers are not permitted	<input type="checkbox"/>
Short grey socks in summer/long grey socks in winter	<input type="checkbox"/>
Clayfield College boater	<input type="checkbox"/>
Green school jumper	<input type="checkbox"/>
Green play hat	<input type="checkbox"/>
Badges	<input type="checkbox"/>

## Physical Education

Green shorts	<input type="checkbox"/>
House t-shirt or blue Clayfield College t-shirt	<input type="checkbox"/>
White joggers (velcro fastened)	<input type="checkbox"/>
Clayfield College tracksuit	<input type="checkbox"/>
PE uniform to be worn to and from school on days including a PE lesson	<input type="checkbox"/>

### Please Name Everything

School bags are very difficult for young children to recognise. We suggest attaching something to the zip, large and colourful enough for your child to instantly recognise, e.g. a distinctive key ring.

### Requirements for Prep

A Prep Booklist will be sent out to you.

### Other Equipment

One water bottle (to be taken home daily).





# Beginning Prep

## Monday – Friday

The children commence full time attendance i.e. each day from 8:20am – 3:05pm.

The children have a quiet period each afternoon. Children do not have to sleep; however, they are encouraged to rest and relax. Gradually the resting time is reduced.

## Arrival Time

Doors open at 8:15am with school starting at 8:20am. It is most important that children begin their day in a happy, relaxed manner. They need time to greet their teachers and peers, and fulfil their classroom duties. More importantly, they need time to freely chat and play with new friends. Rolls are completed at 8:20am.

## Food at School

At this stage, small children do not require large lunches; however, they do require lots of fluids. No child will be forced to spend the lunch hour eating his/her entire lunch. We would rather the uneaten food be returned home.

Please place morning tea in a separate container, clearly named.

Tuckshop is available through the class ordering system Tuesday through to Friday from Term 1. Ice blocks can not be ordered for Prep children.

Chips, chocolate, lollies are not to be eaten in Prep. Ring pull cans are dangerous and so are not recommended.

## Birthdays

Children like to celebrate their birthday with their friends at school. Patty cakes or ice blocks only, may be brought on this day. In the past, many parents have donated a book to the class to commemorate the birthday. A suitable inscription is placed inside.

Please do not ask the teachers to distribute birthday invitations unless the whole class is invited.

## School Bag

Encourage your child to unpack his/her school bag each afternoon. Please also check the mail pouch daily for notes, and take time to look at any work brought home.

## Sunscreen and Hats

In our climate, it is essential for children to protect their skin. Please apply sunscreen to your child each day before school and ensure that his/her play hat comes to school on the first day. The play hat should then be left in the front pocket of your child's school bag for use each day. A NO HAT, NO PLAY policy applies throughout the school.

## Home/School Communication

Informal Chat – Before and after school.

Email class teacher – Please check these daily.

Parent Teacher Interviews – These are held in Terms 1 and 3. Written reports are provided each semester. Parents may make an appointment outside of these times throughout the year to speak with the class teacher.

## Illness

If your child is ill, please keep him/her at home. If your child has a temperature, is vomiting or requires medication during the night, he/she is too sick to come to school. A sick child does not perform very well and this leads to frustration and unhappiness. It is also unfair to expose the other children in the group to infection. If your child needs to have any prescribed medication at school, a form must be completed at the Health Centre. The medication must be in its original container with the doctor's instructions clearly visible. Children are never to be given any medication to administer to themselves. It must all be handed to the College Nurse.

We strongly recommend that all vaccinations are up to date.

If your child becomes ill during the day, you will be contacted by the College Nurse to collect your child from the Health Centre.

## Late Arrivals

Please take your child to Student Services (Primary) first to sign in.



## Absenteeism

If your child is absent, please contact Student Services (Primary) on 3262 0274.

If there is a change in routine, e.g. going to play with another child and not being picked up by the usual person, it's imperative that the teacher be informed in writing.

(Please note: In the absence of notification, children will be sent to Outside School Hours Care.)

In case of an emergency or urgent message, please call Student Services (Primary).

## Before and After School

Please note: It is a requirement in Term 1 that Prep children are escorted to their classroom by an adult each morning. This is for the safety of all concerned. We suggest you park in the surrounding streets to accompany your child. No parking is allowed in Circular Drive.

### **Prep concludes at 3:05pm.**

Children will be escorted to Circular Drive at 3:05pm for collection by parents and/or caregivers. Those who are attending

Outside School Hours Care will be collected from the Centre at 3:05pm. Children without older siblings who are not collected from Circular Drive by 3:15pm will be taken to Outside School Hours Care automatically, where a fee will be charged.

## Our Philosophy

Throughout the year, it is our aim to encourage your child in the development of independence and confidence in all areas of work and play. We also aim to encourage the development of friendship, tolerance and thoughtfulness, and a feeling of security in the classroom environment.

## An Excellent Start - Term 1 2019 Workshops

As part of the Clayfield College Excellent Start Program, parents are invited to attend a series of four workshops to understand our programs and assist you in the partnership of your child's learning journey.

### **Dates for 2019 are:**

Wednesday 13 February 1.30pm – 2.30pm

Wednesday 27 February 1.30pm – 2.30pm

Wednesday 13 March 1.30pm – 2.30pm

Wednesday 27 March 1.30pm – 2.30pm





# Outside School Hours Care Program

The service operates from the OSHC Centre at 19 Gregory Street, Clayfield.

## Hours

Before School Care	6:30am – 8:20am
After School Care	3:05pm – 6:30pm
Vacation Care	6:30am – 6:30pm
Student Free Days	6:30am – 6:30pm

## Activities

- Art and Craft
- Outdoor
- Computer Access
- Games and Puzzles
- Music and Rhythm
- Homework Supervision is provided upon request from parents

Students from Prep – Year 12 are welcome to attend all services offered by OSHC.

At Before School Care, Prep children are escorted to their classrooms at 8:20am. Children attending After School Care are collected by OSHC staff at 3:05pm.

Accounts for permanent bookings are required to be paid a fortnight in advance preferably on Monday. EFTPOS facilities are available. Cash and cheques made payable to CLAYFIELD OUTSIDE OF SCHOOL HOURS CARE are also acceptable. Casual fees are payable daily on collection.

Information on fees is included in our information book available from the centre or Student Services (Primary).

Children are welcome to attend OSHC before or after a co-curricular activity; however, arrangements should be made with the person in charge of the activity as to how the children are to get to or from OSHC.

Afternoon tea is supplied at After School Care around 4:00pm. Breakfast is supplied at no extra cost in the mornings. Information regarding what children need to bring to OSHC or Vacation Care is available in the Clayfield OSHC Parent Handbook available from Student Services (Primary).

A separate 'booking' form for Vacation Care is released approximately 4 weeks before the school holidays. An excursion is held each week at an additional cost to the fees. All children booked in for an excursion day are expected to attend the excursion – no supervisors remain at OSHC during the day.

Bookings are ESSENTIAL for all parts of the program and can be made by phoning **(07) 3262 0271**.

To enrol, please collect an 'Application for Enrolment' form from Student Services (Primary) and return to:

Outside School Hours Care Program  
The Coordinator  
PO Box 230  
IPSWICH 4305











23 Gregory Street, Clayfield Q 4011  
PO Box 387, Clayfield Q 4011

For general information, please contact:

P: 07 3262 0262 | E: [info@clayfield.qld.edu.au](mailto:info@clayfield.qld.edu.au)

Let your light shine

[www.clayfield.qld.edu.au](http://www.clayfield.qld.edu.au)