



**2018**

# **Information Booklet for Prep**



**ORMISTON  
COLLEGE**



## ORMISTON COLLEGE

# MISSION STATEMENT

Ormiston College is an independent, co-educational, non-denominational Christian school seeking to achieve academic excellence.

Ormiston College aims to nurture and encourage enthusiasm for and commitment to the pursuit of lifelong learning. The College is committed to providing holistic, integrated educational programmes which develop problem-solving, decision-making, critical and creative thinking skills to enable students to participate as confident and contributing members of society, capable of meeting the demands of a rapidly changing world.

The College affirms individual differences and actively promotes cultural and intellectual understanding and the development of physical skills of each member of the school community. The provision of challenging opportunities for development of character, responsibility, initiative and integrity, social awareness and good citizenship is a priority in the College.

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# ORMISTON COLLEGE

## THE ORMISTON COLLEGE EXPERIENCE: SEEK TO ACHIEVE



Ormiston College is committed to providing a safe and supportive school environment where teachers, as the pastoral carers, interact positively with the children in a caring and nurturing manner. The College promotes academic excellence and at this early stage in Prep strives to develop a child's love of learning. The partnership between home and school is an important one and communication is a vital key to ensuring success.

Prep is now the first formal year of schooling in Queensland and with this change comes a slightly more structured program. Children will be encouraged to collaborate and negotiate. They will learn to solve problems and construct knowledge together. We place a great deal of importance on providing a setting which enriches these experiences. This means learning within surroundings which are visually pleasing and intellectually stimulating both indoors and out.

Much of what is learnt in Prep will be through teacher-directed learning times, group work and play-based activities. Play facilitates all development and is an invaluable means for initiating, promoting and sustaining learning. Throughout the Junior School emphasis is placed on active, hands-on learning. The students will engage in meaningful, relevant learning experiences and will learn basic skills that are necessary for the years ahead.

Emphasis is also placed on teaching children how to socialise with one another at this early age. An explicit social skills program used throughout the College assists in this important area of the child's development.

Our pastoral care program, which centres upon Program Achieve, is aimed at providing all children with the foundations for achievement and success and social-emotional-behavioural well-being. Our aim is to develop a child's full potential (academically, intellectually, interpersonally and emotionally) by empowering them to develop a positive mindset. Children will have many opportunities in the Junior School to develop the foundations of Confidence, Getting Along, Persistence, Organisation and Resilience - the keys to success.

Children will have many opportunities to reinforce these aspects through our extensive curricular and co-curricular programs. I encourage all children to 'Seek to Achieve' by taking every opportunity offered to them. In doing so, they will develop a stronger sense of belonging and pride within the Ormiston College community.

**Travis Goulter**  
Head of Junior School

# JUNIOR SCHOOL MANAGEMENT STAFF

HEADMASTER	Mr Brett Webster
DEPUTY HEAD OF COLLEGE	Mrs Lee Catterall
HEAD OF JUNIOR SCHOOL	Mr Travis Goulter t.goulter@ormistoncollege.com.au
DEPUTY HEAD OF JUNIOR SCHOOL	Ms Amanda Bowker a.bowker@ormistoncollege.com.au
DEPUTY HEAD OF JUNIOR SCHOOL	Mrs Erin Ware e.ware@ormistoncollege.com.au

## TERM DATES FOR 2018

Student Free Days:	Monday, 15 January Tuesday, 16 January Wednesday, 17 January Thursday, 18 January Friday, 19 January	
<b>TERM 1</b> (10 weeks)	Monday, 22 January Tuesday, 23 January Thursday, 29 March	Year 7 Orientation Day Students Return End of Term
<b>TERM 2</b> (10 weeks)	Monday, 16 April Tuesday, 17 April Friday, 22 June	Student Free Day Students Return End of Term
<b>TERM 3</b> (10 weeks)	Monday, 16 July Tuesday, 17 July Friday, 21 September	Student Free Day Students Return End of Term
<b>TERM 4</b> (8 weeks)	Monday, 8 October Friday, 23 November Thursday, 29 November Friday, 30 November	Students Return Secondary School Student Free Day End of Term Staff Day
<b>PUBLIC HOLIDAYS</b>	Friday, 26 January Friday, 30 March Monday, 2 April Wednesday, 25 April Monday, 7 May Monday, 13 August Monday, 1 October	Australia Day Good Friday Easter Monday ANZAC Day Public Holiday Labour Day Redland City EKKA Public Holiday Queen's Birthday

# CURRICULUM

Ormiston College aims to nurture and encourage enthusiasm for and commitment to the pursuit of lifelong learning. Moreover, our Mission statement clearly indicates that Ormiston College is an academic school, seeking to achieve academic excellence. Through the implementation of the Australian Curriculum and the adoption of a comprehensive teaching and learning framework, we aim to create a seamless curriculum focused on developing transferable skills. Learning across all year levels and subjects throughout the College is further supported by our strong focus on achieving high levels of literacy and numeracy.

Teachers at all year levels ensure that there is continuity of learning by using our Teaching and Learning framework, as it provides a common language that students, teachers and parents can use to communicate and share their understanding of quality teaching and learning. This framework supports students in acquiring thinking processes which can be used in any subject and used meaningfully in real life situations. Our aim is to move beyond traditional approaches of reproducing knowledge and equip our students with the ability to choose the best strategies to help them solve problems, make decisions, generate explanations and create new understandings. The framework, along with our strong emphasis on using Information and Communication Technologies (ICTs) to improve learning outcomes, assists our students in embracing new ways of thinking in the 21st century.

## LITERACY

Our aim in this first year of schooling is to develop a love of reading and writing. We immerse the students in a world full of words and literature.

Our Prep English Curriculum is based upon the Foundation Year of the Australian Curriculum. We provide focused teaching of the alphabet and phonemic principles such as rhyme, syllabification, initial and final sounds, blending, and segmenting words and sentences. The children are taught concepts of print such as recognising front and back covers, title, author, blurb and table of contents. Comprehension is a constant focus and the children learn a range of strategies to make meaning from texts. The students enjoy sharing this knowledge at home and are encouraged to practise their sight words and read nightly.



All efforts in children's writing are encouraged as they progress from the scribble stage to writing recognisable letters, words and then sentences. We recognise that children are individuals and develop their knowledge and skills at different rates, so our major focus at this level is developing rich oral language and listening skills. This is achieved by Show and Share activities, voice recordings using different technology and creative play.





## NUMERACY

Mathematical learning begins naturally in each child's interactions and explorations of daily life. Our Mathematics program is rich in concrete materials, mathematical language and vocabulary. We include a lot of "doing" and "saying" because it is important to develop a positive attitude towards Mathematics at an early age. In Prep we aim to provide interactive learning experiences to assist young children's mathematical learning.

We provide experience with manipulating real objects in order to develop a sense of space and shape. We collect, arrange, present, interpret and communicate data in order to make sense of events and relationships in our daily lives. In addition, children will use concrete materials to copy, build and extend repeating patterns. They also identify and describe patterns in the world around them. Early thinking about measurement starts with conservation, comparing and ordering objects and using specific vocabulary.

All these elements of Mathematical development lead towards developing number sense and the ability to solve problems using appropriate skills and strategies that support learning in all subject areas.

## SCIENCE AND HUMANITIES

Students at this age love to explore the world around them. In our Science and Humanities programs we build upon their natural curiosity and encourage them to question and investigate using the process of inquiry.

In Geography and History the children discover more about their own family's history and develop an understanding of their local environment.

Our Science program uses the 'Primary Connections' resource to support students in working collaboratively and further enhance their literacy skills. Through word walls and literature, Science continues the enhancement of student vocabulary and the ability to extend learning beyond the classroom.



## DIGITAL TECHNOLOGIES

The use of Seesaw allows us to capture the students' thinking and share their understanding with others. A range of digital applications support students in representing data collected through inquiry in a range of ways. The use of Beebots and 'unplugged' activities encourages our learners to develop computational thinking as they start their Junior School programming journey.

# SPECIALIST LESSONS



## MUSIC

Prep students engage in a range of fun musical activities and games based around nursery rhymes and folk songs.

They explore speaking and singing voices, high and low sounds, beat keeping, listening, improvising and playing instruments.



## ART

Children are encouraged to experiment with different tools and media, developing their fine motor skills and visual art awareness.

The focus is on colour mixing, recognising different shapes and identifying different types of lines.



## LIBRARY

In the early years teachers introduce their students to reading through a variety of methodologies, but the real gift for any child is to develop the love of reading.

It furnishes the child with the key to a magical kingdom of stories, adventure and explorations found in the wondrous world of books.



## PHYSICAL EDUCATION

Prep students improve their fine and gross motor skills and coordination through ball games, dance, gym and swimming practice.

Using creative play they learn to work co-operatively in small groups, have fun and improve their fitness.



# CULTURAL ACTIVITIES

## MUSIC TUITION PROGRAM

The Ormiston College Music Department provides one of the most comprehensive and high quality Music Tuition programs available in Queensland. The College's Music Tuition program has long had a reputation for producing outstanding results and engaging our students as lifelong musicians. The Music Tuition program is a very important part of the Music Department and provides the opportunity for all students from Prep to Year 12 to be engaged with our Music program and learn an instrument.

## MUSIC FOR LITTLE MOZARTS PREP MUSIC PROGRAM

Enrolments are now being taken for Piano/Keyboard and Violin lessons for Prep students specifically designed to bring out the musician inside every child. Commencing in Term 1 2018, this exciting course of music study will lay a foundation for your child for a lifetime of musical enjoyment.

### HOW DO I ENROL FOR LESSONS?

If your child would like to be part of the Music Tuition program and learn from one of the College's expert Tutors, please complete the Music Tuition Enrolment Form which is included in your enrolment pack. For more information, please contact the Music Administrative Assistant on (07) 3488 6753 or [music@ormistoncollege.com.au](mailto:music@ormistoncollege.com.au).

## SPEECH AND DRAMA TUITION

The structure and discipline of Speech and Drama promotes lifelong learning, an appreciation of literature and self-confidence. Drama in schools is as much a social practice as a discipline. During classes, we create a social atmosphere where students feel comfortable to express themselves creatively in a supportive, fun environment. The aim of Speech and Drama is for all participants to be heard and understood. Each student will develop listening, speaking and performance skills, all while building confidence. Drama is enjoyable, fun and creative but most importantly, Drama is for everyone. Private, paired or individual lessons as well as group classes are offered.

**Private tuition** takes place within school hours for Prep to Year 6 students and is conducted as an *individual* or *paired lesson*.

**Group Drama** lessons for Prep students are conducted during school hours on a Friday. Tuition is focused on collaboration and learning through dramatic exploration, creativity and the art of improvisation.

### HOW DO I ENROL FOR SPEECH DRAMA LESSONS?

If your child would like to be part of the Speech and Drama Tuition program please complete the Speech and Drama Tuition Enrolment Form which is included in your enrolment pack. For more information, please contact the College on 3821 8999.



# PREPARING YOUR CHILD FOR STEPPING INTO PREP

Stepping into Prep at Ormiston College is a wonderful time and can be a really positive experience for you, your family and, importantly, for your child.

This Information Booklet gives you lots of information about Prep and what it will be like, but here are a few tips for getting ready for Prep.

While your child has probably attended a child care or a play group and you coped with this separation, somehow it is going to be different sending your child to Prep. While your child is still 'little', you know that this is the step into his or her learning journey which will take him or her to Year 12.

**TIP 1:** Your emotions and your anxieties are valid and understandable, but do not transfer them to your child.

**TIP 2:** In the fortnight or so before school starts, talk the positive talk; celebrate this step into Prep through positive words and actions.

**TIP 3:** Take photographs of your child particularly in their uniform. Drive along Dundas Street. Stop and take a photograph of your child in front of his or her Prep building.

**TIP 4:** Be prepared and practise. Try to avoid last minute purchasing of uniforms, clothes, lunch-boxes etc. Buy early and practise beforehand, so your child can confidently use buttons and zippers and open their lunch-box etc.

Check and practise toilet protocols, including flushing the toilet and washing hands.

Encouragement and positivity will build confidence.

**TIP 5:** Aim to be organised. Some really good things for you and your family, including your child in Prep to do are:

- (a) establish the routines you will follow during each weekday of Prep;
- (b) practise those routines during at least the last week of holidays, ie the week before school begins;
- (c) understand the minimum length of time it will take you to drive to school and factor that into your organisation. Practise so you are going to be ready to arrive between 8.10am and 8.30am.

The value of this is that everyone in your family is in back-to-school OR starting-school mode before 'The Day!' So, the first and second and third .... and twenty-sixth days are as organised and as calm as they can be.

Calm, happy starts to school days mean so much for your child's emotional readiness to start the day positively and successfully.

# STARTING THE PREP YEAR: THE FIRST WEEKS OF SCHOOL

## SETTLING YOUR CHILD INTO PREP THE THREE-STEP SEPARATION PROCESS

Establishing a regular morning routine even before the school year begins will make life easier on you and your child. The following three steps should make separating in the mornings painless for adults and Prep children alike.

### STEP 1

Prepare your child for the fact that you will be leaving and tell them that you will be returning in the afternoon after lunchtime. This preparation should start days before Prep commences. See page 10.

### STEP 2

Encourage your child to walk into Prep, to carry their own bag, greet the teacher and put their things away. At the start of the day you may wish to read your child a story to help them settle in. A signal will be given from the class teacher for the students to meet on the mat ready to start the day.

### STEP 3

At this time it is recommended that you say goodbye to your child and **PLEASE LEAVE PROMPTLY AND CONFIDENTLY**. This will help with the separation process.

Remember that **establishing a calm routine** for arriving at Prep will help ease your child's transition enormously and put them in a positive frame of mind for their school day.

You need to demonstrate confidence so that your child will feel confident.

Children generally settle very quickly once their parents leave for the day. **PLEASE BE ASSURED THAT THE TEACHERS WILL CONTACT YOU IF YOUR CHILD IS DISTRESSED OR HAS DIFFICULTY SETTLING.**

# EXAMPLE OF DAILY ROUTINE

- 8.10AM PREP DOORS OPEN**  
**OUTSIDE EXPLORATION AND PLAY**  
This is a time for children to settle in and get organised for the day. Encourage your child to greet their teacher politely and organise their own belongings – hat, bags, shoes etc. Once they are organised, the children are able to enjoy outside play and are encouraged to interact with their peers during this time.
- 8.40AM MAT TIME – CLASS DISCUSSION**  
This is when we mark the Rolls and the first group session of the day starts. This may include rhyme time, singing songs or ‘Show and Share’. Please be aware that late arrivals disrupt this important settling time, so please PLAN to be on time. We discuss the daily routine and prepare for the day.
- 9AM LITERACY SESSION**  
Children move into groups for literacy activities such as reading, writing, phonics, handwriting and computers.
- 9.45AM TUTTI FRUTTI (FRUIT SNACK)**
- 10AM PHONICS ACTIVITIES**  
Phonics activity reinforcing concept for the week through hands-on activities.
- 10.45AM MORNING TEA AND PLAY**
- 11.05AM MATHS SESSION**  
Children move into groups for activities such as number, measurement, space, patterns and shape. Computer activities are also available during this time.
- 12PM HISTORY/GEOGRAPHY SESSION**  
Children complete tasks focused on the work they are exploring in History/Geography through investigation and art activities.
- 12.45PM SPECIALIST LESSON**  
Activities such as Art, Music, Physical Education or Library with a specialist teacher.
- 1.05PM LUNCH**  
This is a quiet time where children are encouraged to eat using appropriate manners such as saying “May I leave the table please?”
- 1.20PM OUTSIDE PLAY**  
Children play in the Prep and Year 1 area.
- 1.50PM AFTERNOON SESSION**  
Shared reading, quiet activities, circle time, motor program or outdoor games, listening games or fine motor activities.  
Science: Hands-on investigations using the Primary Connections program.
- 2.35PM GETTING ORGANISED TO GO HOME**  
Putting on shoes and socks, (we encourage children to put their own shoes and socks on), checking hats and bags, giving out newsletters and home readers etc.
- 3PM HOME TIME**  
Pick up time is no later than **3.10PM**. We endeavour to be at the pick-up zone by 3pm in order to alleviate traffic congestion.

# EXPECTATIONS FOR STUDENT BEHAVIOUR IN PREP

The Prep Year resides within Ormiston College Prep to Year 12 and particularly within the Junior School. Of course we realise that the Prep year brings our youngest students into the College and that this is their first full year of learning. Throughout this year the focus will be on supporting the children to develop an understanding of the expectations of formal schooling and you can be assured that the College does have behaviour expectations which we work with our students to develop. In summary, they are:

<b>LEARNING:</b>	Be prepared to learn and respect the right of others to learn.
<b>RESPECT:</b>	Respect others, their property and the College environment.
<b>COURTESY:</b>	Be polite and courteous at all times.
<b>PUNCTUALITY:</b>	Be on time.
<b>INSTRUCTIONS:</b>	Follow the instructions given by staff.
<b>SAFETY:</b>	Behave in a manner that will not endanger yourself or others.
<b>DRESS:</b>	Adhere to the dress code at all times.

In Prep, it is important for the girls and boys to be listening attentively; to be sharing gear, toys and equipment; to be getting along with each other; to play and work safely; to be able to look after their property and the property of others, including the College's; to be ready to do what he or she is asked to do, in a willing and positive spirit; to be polite, friendly and kind.

In Prep, it is our policy for parents and teachers to work together to help children develop social skills and understand these values. If any behavioural issues arise in Prep, the teachers will contact parents directly. It is important for you, as parents, to understand what has occurred in order to discuss it with your child. Bear in mind that sometimes these issues are minor ones, but we will inform you of any situations that affect your child. Should your child engage in more serious anti-social behaviour we will contact you.

As you and the College work in partnership, we are looking for you to assist us to manage your child's behaviour towards positive outcomes within the expectations. In this, your role is very important for your child to establish effective social, inter-personal and behavioural skills, even at their young age.

It is our professional duty to work closely with you at all times, to create a happy and warm environment for all of our children. Please support us by reinforcing these values, dealing positively with these issues and maintaining consistency between home and school environments.



# PREP POLICIES AND PROCEDURES

## ARRIVALS AND DEPARTURES

**All children must be accompanied to Prep and collected by a parent or responsible adult, whose details are recorded on the child's Student Record Form.**

The Prep Program commences at 8.40am and finishes at 3pm. Prep doors will open at 8.10am. We ask parents to encourage children to organise their own belongings; to read a story to their child, to help them with table activities and then sit on the mat or at their table ready to start the day at 8.40am.

The Ormiston College Outside School Hours Care (OSH Care) facilities are available on the school premises. Information regarding both before and after-school care is included in your enrolment pack from the Registrar. Alternatively, you can collect the information from the Junior School Office.



### ARRIVALS

#### ON ARRIVAL AT PREP PLEASE:

- Encourage your child to **take responsibility for organising his or her own belongings, eg hats in lockers and bags on bag racks.**
- Encourage your child to greet the staff members appropriately. **Good manners are expected.**
- A Roll call will be taken once in the morning. If you arrive late (after 8.40am), please sign in at the Junior School Office and collect a green late slip to be handed to the teacher, before bringing your child to Prep.

### DEPARTURES

#### AT DEPARTURE TIME PLEASE:

- Remember children need to be **collected promptly at 3pm.**
- Prep children will be taken by their teachers to the front of the Junior School office for collection by parents. Parents are asked either to park nearby or to drive through the 'pick-up zone' to collect their children.
- Parents must remain in their cars in the pick-up zone. Please display your child's name on the visor for easy recognition. We will give you a name card to display on your visor.
- It is useful for your child to practise strapping themselves into their car seat and for the child to sit on the left side of the back seat, to avoid him or her having to walk behind the car and around to the other side on the actual road.
- **Say farewell** with your child to the teachers.
- Make sure you **accompany and supervise your child** from the time you take him or her from the care of the teachers until you depart the school.
- Please ensure that your child and any siblings stay off the climbing equipment and out of the gardens. Children must remain in full school uniform while waiting with parents.
- When older children are dismissed they are allowed to collect their younger Prep siblings at the 'pick-up zone' to await collection by parents/carers.

**It is extremely important that your contact details are kept up to date with the College. The Prep staff may need to contact you quickly if an emergency arises.**

### ALTERNATIVE ARRANGEMENTS

If alternative arrangements for collecting children are made please ensure that the teachers are notified. **It is essential that parents provide the name and a detailed description of the adult who will be collecting the child from the premises.** If the person collecting your child is unknown to the staff, they may be required to identify themselves. If unforeseen circumstances delay you from picking up your child **a phone call is essential as children become anxious when there is no explanation for late collection.**

**Information about emergency contacts and alternative arrangements for dropping off and/or collection of students must be kept up-to-date.** Any change must be notified to the teachers and the College in writing. You must also update your College records on Parent Lounge using your login and password.

# PARENT COMMUNICATION

Parents play the most important role in the education of their child, so we welcome parental involvement in Prep. You are an important member of the three-way partnership of parents-student-College.

Parents can share and participate by:

- Helping with special events such as Prep parties and celebrations.
- Helping with Prep project work, particularly if you have skills to share such as sewing, gardening, woodwork or knowledge in an area applicable to the project.
- Collecting interesting materials for collage and box construction.
- Discussing with the teachers any concerns you may have about the program or your child's progress.
- Reading to the children upon arrival and then helping with table activities.
- Participation in Parent Information Evenings.

Please remember that we prefer **all parent communication to be addressed directly to the teachers**. If it is not possible to speak to the teacher directly, please write a note; send an email or leave a phone message and the teacher will get back to you as soon as they possibly can.

Please feel welcome to discuss any other matters, particularly those of policy, procedures, family information and any major issues or concerns with either the Head of Junior School or the Deputy Heads of Junior School. Please arrange a meeting time through Mrs Cassandra Nayef, Executive Assistant to the Head and Deputy Heads of Junior School on 3821 8965.

The College aims to communicate effectively with our families, increasingly via digital communication tools. The main channels of community communication are:

1. The Parent Zone website
2. The College App
3. What's on Weekly (issued weekly, via email)
4. The College News and Headmaster's Blog

With the College's growing use of email communication, it is important that families maintain correct and current contact details with the College, including email addresses. This can be managed on Parent Lounge which may be accessed from the Parent Zone website.

Login links to Parent Zone and Parent Lounge are provided at [www.ormistoncollege.com.au](http://www.ormistoncollege.com.au). Look for the PORTALS button in the top right hand corner. Access to Parent Zone is via secure login requiring your log in and password. Please contact the College ICT Services Support Desk on 3488 6790 if you require assistance.

**Ormiston College Parent Zone:** Through the Parent Zone website all parents can access College communications, including information on Sport and Co-Curricular programs, College events, notices and publications. You can also search for other OC parents through the Parent Directory and search for businesses associated with Ormiston College. New families are encouraged to opt in to the Parent Directory which provides a link to the College community. To review your listing and update your particulars click on the 'Maintain My Directory Details' link on the front page of Parent Lounge.

**The College App:** The Ormiston College App is designed to allow parents quick access to information about events and daily activities at the College. It is updated daily to ensure that the information provided is the most current and up-to-date available. You can view notices, upcoming events, the College News, sport information, staff contact information and much more. Simply type 'Ormiston College' into the App Store or Google Play search engine to download the free App.

**What's on Weekly Email:** The 'What's on Weekly' is a weekly email that is sent to parents each Friday. The email communication outlines important information and events for the following week. The 'What's on Weekly' will also highlight for families relevant documents that have recently been uploaded to the Parent Zone and will include links to access important information. As this communication will be sent weekly via email it is important that the College has the correct email address for your family.

**The College News and Headmaster's Blog:** The College website features a News page, filled with stories sharing the happenings around the College. To access the News page please visit <http://www.ormistoncollege.com.au/news-events/college-news>.

From the Headmaster's Desk, this blog style communication piece will provide not only College messages of note but also a glimpse into my life in and around Educational Leadership.

**Ormiston College Facebook Page:** The official Ormiston College Facebook Page is updated regularly with important notices, information and College news. We encourage you to 'Like' the official Ormiston College Facebook page and feel free to 'Share' upcoming events and important information.

# CONFIDENTIALITY

Throughout the year we encourage our parents to be involved in a range of different activities. This may include assistance during reading groups, craft activities, excursions or swimming lessons. When assisting in the classroom it is essential that all helpers abide by our Privacy Laws and that our students' confidentiality is protected. We ask that you do not discuss the progress of other children outside of the classroom.

## PREP UNIFORM

All uniform requirements must be purchased at the Ormiston College Uniform shop. You will need to make an appointment in order to purchase uniforms prior to commencement in Prep. Detailed information is contained in your enrolment pack from the Registrar.

### MINIMUM UNIFORM REQUIREMENTS

#### BOYS

- 2 x short sleeve shirts
- 2 x grey shorts
- 1 x jumper
- 4 x short ankle grey socks
- 1 x dress hat
- 1 x play hat
- 1 x pair black leather Velcro joggers
- 1 x Art smock
- 1 x small backpack

#### GIRLS

- 2 x dresses
- 1 x jumper
- 4 x pairs white ankle socks
- 1 x dress hat
- 1 x play hat
- 1 x pair black leather Velcro joggers
- 1 x maroon Art smock
- 1 x small backpack
- Flesh-coloured tights may be worn in Term 2 and Term 3

#### PHYSICAL EDUCATION

- 1 x maroon shorts
- 1 x sports shirt
- 1 x tote bag
- 2 x sports socks
- Black leather Velcro joggers for Sport

#### SWIMMING (TERM 1 AND TERM 4 )

- 1 x bathing cap (House colour)
- 1 x swim brief
- 1 x rash shirt
- 1 x pair thongs
- 1 x towel
- 1 x pair swimming goggles

It is essential that a change of clothes is supplied as a precaution. Please include socks and underwear in a large named snap lock bag. Students should always wear the Ormiston College wide brimmed hat for maximum sun protection. The College enforces a 'no hat, no play' policy.

# LOST PROPERTY

Lost property is always a source of tension for children, parents and staff alike. One way of reducing the incidence of lost property is to **clearly name every item of clothing or equipment your child wears or brings to Prep. This includes even small items such as socks and shoes.**

While this is a tedious task for parents, it is worth the effort in the long run. Please be aware that the children's uniforms are identical and easy to confuse so we can not stress enough how important labels are.

**The black leather Velcro joggers and the maroon play hat must be clearly named. It is advised that names be written directly on to clothing as glued labels often come off.**

# TOYS AT PREP

**We do not allow children to bring their toys to Prep.** We ask that children bring items reserved only for 'Show and Share' that stimulate interesting discussion. Examples might include factual or story books, photographs, interesting tapes/CDs, natural or historical objects etc. Any topic that your child is interested in could be used as a stimulus for projects in Prep. We also give children homework activities throughout the term, and this is another opportunity for them to develop language, confidence and learn to speak to a group of people.

There will be many stimulating items provided for your child's learning at Prep.

# BIRTHDAYS

As you can imagine, birthdays are a time of great excitement and are something the children love to share with each other. Providing lemonade ice blocks for Prep children is a nice way of including everyone in the birthday celebration. If you wish the birthday to be celebrated at school, please send thirty small treats to share.

Some families prefer to donate a book to the Prep Library to celebrate a birthday. This is always welcome.

# HEALTH, SAFETY AND MEDICATION

Ormiston College has a full time Registered Nurse and a modern, well-equipped Health Centre to assist in the care of College students, Prep to Year 12. The Health Centre is located within the Junior School Administration.

## MEDICATION

Medication is to be given to the Registered Nurse in the Health Centre where it will be stored in accordance with medication guidelines, and manufacturer's instructions for storage. Parents will be required to fill in a Medication Administration Consent Form prior to medication administration. All medication must be in a container labelled by a health care professional or pharmacist showing:

- Name of the drug.
- Use by date of the drug.
- Name of the medical practitioner prescribing the medication.
- Name of the student.
- Dosage.
- Frequency of administration.

If 'over the counter' medication or prescription medication is required for a medical condition the following procedure should be followed:

- A letter from a doctor or health care professional.
- The name of the medication.
- The dosage required.
- Frequency of administration.
- The medication should be labelled accordingly by a pharmacist.
- A Medication Administration Consent Form will need to be completed.

Drug administration times will be recorded in Ormiston College's administration system together with any medical history or episodes of illness.

Parents will need to collect medication at the end of the day (if necessary) to take home. Children are not permitted to carry medication, except for personal EpiPens or Ventolin (encouraged from Year 3 to Year 6 and managed by teachers and staff from Prep to Year 2). In Prep, a plan needs to be made with your child's teacher and the Registered Nurse to manage your child's increased health needs or should your child require an Emergency Action Plan for a life threatening condition such as anaphylaxis or asthma. Herbal preparations will not be administered at any time.



## FIRST AID AND NURSING CARE

Parents are asked to be aware that the following medications, lotions, sprays and creams may be used during first aid or emergency treatment on camps and excursions by teachers and other staff, and that the Registered Nurse in the Health Centre may use these and other items in the course of administering first aid or emergency care at the Health Centre and on the College Campus. Some items may change due to availability and best practice guidelines and may not be limited to the items listed below.

MEDICATION	REASON FOR USE
Paracetamol	Pain or fever
Ibuprofen	Pain or fever
Stingose/Stopitch	Relief of irritations/bites
Sunscreen	Prevent sunburn
Insect repellent	Prevent insect bites
Antihistamine	Reduce the effects of allergens i.e. insect bites
Savlon cream	Antiseptic cream for wounds
Betadine liquid	Antiseptic liquid for wounds
Burnaid	Antiseptic ointment for superficial burns
Ventolin	Treatment of asthma/respiratory illness
Solosite	Antiseptic ointment for deeper burns/grazes
EpiPen	Anaphylaxis
Glucose/jelly beans	Hypoglycaemia-low blood glucose

## SUN SAFETY POLICY

The health of Ormiston College students is shared by parents, students and staff. Australia has the highest rate of skin cancer in the world, with two out of three people experiencing some form of skin cancer during their lifetime. It is acknowledged that skin cancer is a preventable disease and it is our shared responsibility along with parents and carers to put in place measures that act as preventative strategies during Ormiston College activities.

### SUNSCREEN

- One **solid or roll-on sunscreen stick**, clearly named (no squeeze bottles). **We expect parents to apply sunscreen before school** and we encourage re-application throughout the day. These should be replaced as necessary.
- It is essential that your child's play hat comes to school with them each day as we have a strict **no hat, no play** policy.
- Sunscreen should be supplied by parents and applied by students.
- Students should apply sunscreen every two hours irrespective of the product application instructions.
- Students should apply sunscreen at the beginning of each break. (Sunscreen is most effective if applied at least 15 minutes before exposure to the sun).
- Where applicable, students should wear a wide brimmed hat for maximum sun protection, such as the Ormiston College play hat (no hat, no play).
- A College rash shirt, should be worn during all water activities.
- Upon exiting the water, students should apply sunscreen immediately.
- Students without the necessary sun protection must be excluded from any activity that has them exposed to the sun. These students should be placed in a shaded area within sight of a staff member.
- Where possible and appropriate activities, events and training sessions will be scheduled within the Somerset Sports Centre, or similar resources, such as Amphitheatre, swimming pool etc.
- The use of natural shade provided from buildings, trees and other structures will be utilised where possible.
- Where natural shade does not exist, Ormiston College will endeavour to provide portable shade structures for use by players, spectators and officials, eg. Interhouse Athletic Carnivals.
- Individuals will be encouraged to bring suitable shade structures to events, such as hats and umbrellas.
- Sunglasses to protect eyes can be worn whenever practical.

# FOOD POLICY

Young children need fresh, nutritious food and well-balanced meals.

Three meal breaks are scheduled across the school day:

9.45am Tutti Frutti (Fruit Snack)

10.45am Morning Tea

1.05pm Lunch

Parents have the option of ordering lunch from the Tuckshop for Prep students. Orders must be submitted online by 8am on the day required. The online ordering system may be accessed from the College App, Parent Zone and College website.

Parents are asked to provide Tutti Frutti snacks and a packed healthy Morning Tea each day.

- Morning tea and lunch including fresh fruit/vegetables should be packed in a **clearly named, insulated** lunch box/bag with an icepack. We do not refrigerate or heat food.
- Please do not pack lollies, chocolate or food high in sugar.
- Please ensure any containers can be opened easily by your child.
- Please provide cutlery if necessary.
- Please do not pack canned food with ring pulls.
- Please pack lunches thoughtfully, maximising health benefits and minimising rubbish and plastic wrap.
- We encourage students to drink as much water as possible and ask that **each child has a clearly named drink bottle filled with water** (cordial, juice or milk are not permitted).

**PLEASE SUPPORT YOUR CHILD'S HEALTH BY ELIMINATING THE INTAKE OF JUNK OR CONVENIENCE FOOD DURING YOUR CHILD'S TIME AT PREP.**

## Some healthy lunch box ideas:

- Vegetable sticks with dip
- Cheese and crackers
- Fresh pieces of fruit
- Chopped fruit or fresh fruit salad
- Dried fruit and or nuts
- Healthy fruit muffins
- Pikelets or scones
- Healthy muesli or fruit bars
- Air-popped popcorn
- Sandwiches or wraps with healthy fillings (eg: salad, ham, egg and lettuce, cheese and tomato, vegemite)
- Fruit yoghurt (can be frozen and eaten with a spoon)



Please be aware that many children do not eat as much at Prep as parents might expect. This may be due to the fact that the child is busy socialising and learning and eating is not a priority for them. **We will attempt to encourage all children to eat a substantial amount throughout the day. If you have a specific dietary request please inform us.**

Children are discouraged from throwing food away at Prep. They are instructed to keep leftover food in their lunch boxes so that their food intake can be monitored by their parents. During the day children are also encouraged to drink a healthy amount of fresh water.

This image shows a single page from a notebook or ledger. It features approximately 20 evenly spaced horizontal blue lines across its entire surface. The lines are thin and consistent in color. There are no vertical margin lines, headers, footers, or other markings present on the page. The background is a uniform off-white or light cream color.

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**ORMISTON  
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