

---

# *Clover Hill State School*

*Prep 2022*

## *Parent Information Booklet*

---



## ***A Message from the Principal***

We welcome you and your family to Clover Hill State School. We hope that your family's involvement in Prep is both rewarding and enjoyable.

Starting school is an exciting and significant time in every child's life. A positive start to school can lead to children developing a lifelong love of learning.

The *Prep Information Booklet* provides you with all the relevant information you need to know about the day to day aspects of Prep at Clover Hill State School. This resource tool will ensure a smooth and stress-free transition for you and your child as you move into the school environment.

We look forward to working closely with you to provide a positive and enjoyable learning experience for your child.

Martine Gill

**Principal**



## Prep at Clover Hill State School

The Prep year is an important step in your child's education. It is well documented to be the most significant time in a child's life, where their experiences not only affect cognitive, social and physical development, but also deeply influence dispositions to learning, and importantly how the children view themselves as learners.

The Prep curriculum at Clover Hill State School aims to:

- develop Australian Curriculum knowledge and understandings
- help children learn how to be thinkers and problem solvers
- develop and use a child's imagination and creativity
- teach children about the world around them
- develop a positive disposition towards learning and a positive sense of self

At Clover Hill State School, we emphasise and encourage active learning, problem-solving, effective communication, creativity, social adjustment and most importantly, participation.

We work together to build a community of learners, enhanced by open communication between teachers, parents and caregivers, colleagues and other professionals. When planning for children's individual needs, we welcome and value all of the information that families can contribute about their child.

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whichever school they attend. Download [The Australian Curriculum: an overview for parents](#) to learn about how the Australian Curriculum is organised, including information about the learning areas, general capabilities and cross-curriculum priorities.

We look forward to developing a partnership with your family on this educational journey, and are excited in adding our own school motto of "EXPECT EXCELLENCE" into well planned practice.

## School Motto

“Expect Excellence”

## School Vision

“At Clover Hill State School we believe in providing a future focused learning journey that empowers our students to be confident, capable and curious problem solvers within an environment that nurtures and values relationships and individuals.”

## School Sport Houses

Dingo – Yellow Jabiru – Blue Koala – Green Wallaby – Red

## Clover Hill State School Five Pillars



## Drop Off and Pick Up

Students are to be at their classroom by 8.50am to start lessons at 9:00am. The school day finishes at 3.00pm.

Prep classrooms are open from 8.50am and parents are required to supervise children outside the classroom. They are not permitted in the playground area before or after school. Prior to this time, teachers and teacher aides prepare the rooms and attend any scheduled meetings.

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

This routine may include:

- Placing their bag on the bag hook or bag rack
- Placing their water bottle into the appropriate container
- Going to the toilet before the bell rings at 8.50am
- Putting their hats away

**Please remember** - Prep children are to be collected from the classroom at 3.00pm by a parent or other responsible adult approved by the parent. Children must not be left unattended in front of the classroom.

## Outside School Hours Care

Helping Hands is located on the school grounds in the Hall and offers before & after school care and vacation care.

For more information, visit their website at [helpinghandsnetwork.com.au](http://helpinghandsnetwork.com.au) or phone 1300 612462

## Late Arrivals / Early Departures

- Students who arrive after the commence of school are required to collect a **Late Pass** from the Administration Office.
- If you need to collect your child before 3.00pm, a parent/guardian will need to collect a **Leave Pass** and give this to the teacher before collecting your child from administration.
- The school requires notification in writing of anyone other than parents or caregiver's collecting your child from the school.

## School Pedestrian Crossing

The safety of children travelling to and from school is the most important issues for school communities. Please use the school pedestrian crossing located outside the school grounds and follow the road rules to keep children safe.

## First Day Requirements - Prep Book Pack

The supplier for the 2022 Student Stationery packs is *Selbies Gold Coast Office National*. Please visit the school website at [www.cloverhillss.eq.edu.au](http://www.cloverhillss.eq.edu.au) for details of your child's requirements and instructions on how order online in Term 4 2021.

## Daily Routine

|                            |         |
|----------------------------|---------|
| Line up for class          | 8:50am  |
| Session 1 – Lessons begin  | 9.00am  |
| First Break                | 11:00am |
| Session 2 – Lessons resume | 11:45am |
| Second Break               | 1:30pm  |
| Session 3 – Lessons resume | 2:00pm  |
| School Finishes            | 3:00pm  |

## Eating and Play Times

We encourage healthy eating habits as part of the Education Queensland Smart Choices Policy. Please ensure your child has a piece of fruit or vegetable sticks to enjoy at Healthy Snack Time during session one approx. 10.00am.

|                    |                  |
|--------------------|------------------|
| Healthy Snack Time | 10.00am          |
| Eating Time        | 11.00am -11.15am |
| Play Time          | 11.15am-11.45am  |
| Eating Time        | 1.30pm-1.45pm    |
| Play Time          | 1.45pm-2.00pm    |

Prep students have a designated Prep playground and sandpit area and are supervised at all times during eating and play time.

## Playgrounds

The school playgrounds are out of bounds outside of school hours.

## Every Day Counts

Attendance at school is compulsory for all students including Prep as per the Queensland Education Act. There is a direct link between school achievement and attendance. Ensure your child has the best opportunity to succeed at school by attending every day.

## School Uniforms

Clover Hill State School encourages pride in the presentation of our school uniform and students are expected to adhere to the dress code standards. Prep students wear their formal uniform every day except when the student has a Physical Education lesson and they are required to wear their sports uniform. Prep students have two Physical Education lessons each week. Your class teacher will advise you at the beginning of the school year which uniform should be worn on which day.

## The School Locker

Our uniform shop is open **Tuesday & Thursday 8.15am-10.30am**. A complete list of uniform requirements can be downloaded from the school website.

Orders can be placed online at <https://theschoollocker.com.au/schools/clover-hill-state-school>

## Helpful Tip

For Prep students, parents to purchase all black leather like school shoes and all white sports shoes that have Velcro straps as opposed to laces as we find these easier for Prep students to manage themselves.

## Label Belongings

It is essential to label everything with a permanent marker including name and class on hats, bags, shoes, clothes, socks, lunch boxes and drink bottles etc.

## Lost Property

The school's 'lost property box' is situated outside the Administration Officer and should be checked regularly if your child has lost any property.

## Little Accidents

It is not uncommon for a student to have an accident and soil their clothes at school. In anticipation of this happening, we ask that you pack a plastic bag, containing a spare uniform or shorts as well as underwear and socks in their bag.

## Sun Smart

All students are required to wear school hats to and from school and during outdoor playtime throughout the year. Parents are asked to apply sunscreen prior to your child arriving at school and adhere to the school policy of - **NO HAT, NO PLAY!**

## Clover Hill Absentee Number - Text 0437 891 272

We advise you to keep your child at home if he/she is unwell.

If your child is unwell or absent from school, you are required to email [absences@cloverhillss.eq.edu.au](mailto:absences@cloverhillss.eq.edu.au) or text the school on 0437 891 272. Education Queensland requires all schools to notify parents of any unexplained absences via SMS the same day. Should your child be absent and we have not been notified, you will receive a text by 10:00am.

## Sick Bay

If your child becomes unwell whilst at school, care will be overseen in the sick bay (situated in the Administration building), where you will be contacted as soon as possible. If you are uncontactable, we will phone your emergency contact with our concerns.

## Extended Leave Application

Parents need to apply in writing to the Principal, in advance, for anticipated absences of 11 school days or more. Unsatisfactory or unexplained absences are recorded on a child's attendance record (attendance is a condition of enrolment) and recorded on your child's report card.

## Medication

At Clover Hill State School, managing student's health conditions and ensuring we provide the best and most appropriate medical care is essential to promote and support the health and wellbeing of students when at school or involved in school activities.

If your child requires any medication, the following is required:

- Medical Plan (eg Anaphylaxis/ Asthma) or doctors' letter must accompany ALL medication.
- Medication expiry date is viable for the required period
- Medication must be clearly labelled with a chemist label detailing student name and dosage in accordance with the plan or doctors' script.
- Parent Consent form authorising the school staff to administer this medication must be completed annually.

Some asthma medications are an exception and students may keep them in their bag or in the classroom. Please talk to the school office about any specific medical conditions.

For more information regarding managing students' health and wellbeing in school visit <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health>

## Head Lice

If you discover your child has head lice, we request you advise the school immediately and ensure effective treatment is carried out before your child returns to school.

## Specialist Lessons

Prep students will participate in specialist lessons. Lessons will be 30 minutes duration and include Music, Science, Physical Education and Languages as part of the Prep curriculum.

## Outside of Hours Programs

Some extra-curricular activities outside of school hours are offered by external providers and vary from term to term. Information will be emailed home to families at the beginning of each term and may have some costs associated with these activities and are payable by parents.

## Parent / Teacher Communication

Parents are encouraged to discuss any aspects of their child's progress with their class teacher. In order for this to happen effectively, an appointment will need to be made via email or a note directly with the class teacher. Teachers are not always available for discussions during the busy periods immediately before and after school. Appointments with teachers are generally made after school and we appreciate your understanding.

## Home Readers – Chatter Books

Reading with children is a proven way to promote early literacy. As children start to learn to read at school, you can play an important role in helping to keep them interested in books. Help your child find books that will be engaging and fun, and spend time reading the books they bring home from school together.

## Library

Prep students will have access to the school library once a week. Students will therefore need a strong, waterproof library bag with a drawstring top. Library bags can be purchased from the uniform shop - The School Locker.

<https://theschoollocker.com.au/schools/clover-hill-state-school>

Each student will have the opportunity to borrow books appropriate to their year level. If your child loses or damages a book from the library, you will be informed and payment will be required for the replacement resource before they are able to resume borrowing.

## Classroom Helpers

As parents, you play a vital role in the education of your children and therefore we welcome you to become involved in our classrooms. The children enjoy seeing a member of their family or caregiver, where they can spend time together in their classroom. However, during the first term we would appreciate time to settle the children into the classroom routines. Please see your child's teacher to find out how you can help.

## Partnership with Parents

In Prep, we implement and support the school's *Behavioural Management Plan*. Please refer to the website to download a copy of our guiding principles. At Clover Hill State School, we consistently involve parents when student welfare or behaviour management issues that may arise. Students benefit most when there is a strong partnership between the school and the family. Behavioural change is most likely to occur where parents and the school have shared expectations.

## Excursions/Incursions

During the year Prep classes participate in specialised education excursions (outside the school) and incursions (inside the school) that are specifically designed to enrich the classroom learning experience. Your teacher will let you know in advance when these are scheduled. The permission notes and medical forms will be emailed to families along with an invoice should there be a cost involved with the activity. Payments are required by the due date as outlined on the permission note and are strictly adhered to enable the booking of the venue and bus hire. Students will not be able to attend the activity if payments and permission forms are not returned by the due date.

## Birthdays/Celebrations

Children love to celebrate birthdays and special occasions. Please check with your child's teacher if you wish to send in any food with which to celebrate a special occasion. There may be some children with allergies that needs to be taken into consideration. Please make sure you provide enough celebratory food to cater for the whole class so no child feels left out. Please note, we do not recommend ice blocks as we do not have freezer space available for these to be stored.

## Assembly/Awards

Prep to Year 1 students will attend assembly every fortnight. Parents will be notified by your class teacher if your child is receiving a special award/certificate at assembly and you are more than welcome to attend and share this special moment.

## Clover Cafe

The Clover Cafe is open **Tuesday to Friday** providing a variety of fresh and healthy lunches, snacks and drinks. The canteen is not open before or after school. Our canteen accepts online orders through *Munch Monitor* <http://www.munchmonitor.com>. Orders for morning tea and/or lunch must be made through Munch Monitor and the cut off time for ordering is **8.30am each day**.

## Administration

The office is open between the hours of 8.00am and 4.00pm each day. Please email [admin@cloverhillss.eq.edu.au](mailto:admin@cloverhillss.eq.edu.au) if you have any enquiries.

## Payments

Preferred method of payment is *Bpoint*. *BPoint* is a secure card payment portal which allows payments to be made with an invoice number provided by the school. For enquires regarding your students accounts please email [finance@cloverhillss.eq.edu.au](mailto:finance@cloverhillss.eq.edu.au)

## Communication at Clover

There are a number of different platforms we use to keep parents up to date and informed with all the events happening at Clover Hill. These include:

- School Newsletter
- School Website
- School Calendar
- Clover Hill Facebook page
- Parent/Teacher Interview
- P&C Meetings
- School Reports
- Child's folder
- Notes sent home with your child
- Email
- QParents
- P&C

## Term Dates 2022

| Queensland Term Dates - 2022 |                                       |          |
|------------------------------|---------------------------------------|----------|
| Term                         | Dates                                 | Length   |
| Term 1                       | Monday 24 January – Friday 1 April    | 10 weeks |
| Term 2                       | Tuesday 19 April - Friday 24 June     | 10 weeks |
| Term 3                       | Monday 11 July - Friday 16 September  | 10 weeks |
| Term 4                       | Tuesday 4 October – Friday 9 December | 10 weeks |



## Contact Us

- Phone: 5559 4111
- Administration: [admin@cloverhillss.eq.edu.au](mailto:admin@cloverhillss.eq.edu.au)
- Website: [www.cloverhillss.eq.edu.au](http://www.cloverhillss.eq.edu.au)
- Finance: [finance@cloverhillss.eq.edu.au](mailto:finance@cloverhillss.eq.edu.au)
- Absences: [admin@cloverhillss.eq.edu.au](mailto:admin@cloverhillss.eq.edu.au)