



*Strength Through
Understanding*



Starting School Information Booklet For Foundation/Prep students

2020



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School Council President: Matthew Bowker

TSPA President: Sharon Cotton

WELCOME

To all families beginning their Primary School experience, I say a very warm welcome. Our school community is a proud school community with a long and decorated history in student and school community achievement.

Timboon P12 is committed to education innovation and excellence. We will challenge all students and staff to strive for personal excellence; providing the curriculum, challenge, instruction, assessment, support and time needed to meet high academic standards. We will encourage each other to think creatively and independently and develop leadership skills. All aspects of our school will be focused towards personal and organisational success through accommodation of individual learnings styles, so that all have the opportunity and the passion to travel the path of life long learning.

We are a united learning community and we are committed to attaining exceptional levels of achievement. We are responsible for our own learning and actions we are respectful of ourselves, other people, their cultures and our shared communal interests

Timboon P12 school teachers are committed to ensuring the best educational possible for every student within the school. Our teachers are enthusiastic, approachable and they understand the need to engage students in their learning through catering for different learning styles, considering student interests, individual learning goals and encouraging students to be independent thinkers. We have a strong collaborative approach, teachers plan together, review curriculum, attend professional development, teach together and support each other

Our school is based on the values of Respect, Empathy and Commitment. These are the values we live every day. The programs at Timboon are stimulating, rewarding and forward looking. We focus on whole student development by embracing academic progress, the building of characters, self-determination, confidence and a sense of self-worth. Timboon P12 is an academic school which combines traditional values of excellence with innovation

I am very proud and excited to be Principal at Timboon P12. I look forward to working with families to ensure that the school is part of the community and that as a community we can be proud of the values, academic program and extracurricular program on offer.

Mr Davin Reid (Principal)



TERM DATES & PUBLIC HOLIDAYS 2020

Term 1	Student Start Thursday 30 th January Teachers back Tuesday 28 th January	Friday 27 th March 2:30pm Finish
Term 2	Tuesday 14 th April	Friday 26 th June
Term 3	Monday 13 th July	Friday 18 th September
Term 4	Monday 5 th October	Wednesday 16 th December Final Assemblies

Date	Day	Holiday
1 Jan	Wed	New Year's Day
27 Jan	Mon	Australia Day Holiday
9 Mar	Mon	Labour Day
10 Apr	Fri	Good Friday
11 Apr	Sat	Day following Good Friday
12 Apr	Sun	Easter Sunday
13 Apr	Mon	Easter Monday
25 Apr	Sat	Anzac Day
8 Jun	Mon	Queen's Birthday
TBA		AFL Grand Final Friday
3 Nov	Tue	Melbourne Cup Day *
25 Dec	Fri	Christmas Day
26 Dec	Sat	Boxing Day

BEFORE SCHOOL STARTS

As the time gets close for your child to start school, there are a number of ways you can help them. Here are some ideas:

- Familiarise your child with their route to school. If by bus, talk about where the bus will go and how long it may take. If they are walking to school, walk it with them a few times.
- Encourage a routine of getting up, having breakfast and being ready at the appropriate time for them to get to school, or meet the bus.
- Talk about how long the day will be in terms your child can understand, e.g., “You will have play time, then lunch, then a bit later I will pick you up”.
- If your child has not attended Pre-school, ensure that he/she has had times away from you for 2 or 3 hours. The knowledge that a parent can leave the child and will come back needs to be learned by experience. If a child comes to school with that knowledge, separation is so much easier.
- Talk about the difference between snack and lunch. When you are packing their lunchbox, show them what food you have packed and when you expect them to eat it.
- Make sure your child can open the lunch box and drink container easily and unwrap their lunch – maybe have some practice picnics during the holidays.
- **Label all clothes and possessions.** Add a ribbon or key ring to assist your child to find his/her school bag.
- Ensure your child is able to attend to their own toilet needs. Boys need to become familiar with the use of urinals. Please pack a spare set of clothes for any accidents.
- Stranger Danger talk – whilst we do everything to ensure everyone is safe at school, it is advisable to talk to your child about strangers.

THE FIRST DAY

A parent meeting will be held at 9:15am in the library, straight after classes start.

Getting off to a good start is a joint effort. It is natural for children to experience the excitement and some concerns about school. If you have a positive attitude and look forward to the first day of school, your child is likely to feel that same way.

Here are some tips:

- Ensure your child knows what is in his/her school bag – let them help you pack it.
- Bring your child directly to the Prep classroom for the first morning. Locate your child’s named bag hook and assist them to hang their bag up before entering the classroom.

What to bring:

- Lunch in a lunch box (named) and drink of water in a plastic container (named)
- Art smock. This can be an old shirt with the sleeves shortened and elastic at the wrists.
- Spare underwear. Please pack spare underwear and a change of clothes in a bag for use in an emergency.
- Hat – wide brimmed school hats must be worn from September 1st to April 30th. They are to be left at school in the child’s tub. They will be given out on day 1.

WHAT PREP/FOUNDATION STUDENTS LEARN?

The following information will provide you with some ideas about how the curriculum will be covered and some of the teaching strategies used in the Prep classroom.

Year Prep (referred to as Foundation in the Vic Curriculum) is an amazing and exciting year at school, as your child's formal education begins. As educators, it is important that we are aware of your child's learning needs and to do this each child in the first few weeks of school will be individually assessed in both the areas of literacy and numeracy. The results of these assessments enable us to group like children to ensure that their learning is based on their individual points of need. As in all year levels, we want the students to enjoy school and to find it both challenging and exciting.

The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling, and is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The curriculum is delivered using eight Key Learning Areas: the Arts, English, Health and Physical Education, The Humanities, Languages, Mathematics, Science and Technology. In Primary, some of these key learning areas are integrated.

ENGLISH

The literacy block consists of reading, writing and a Sounds Write session each morning.

READING:

While some children are able to read before they come to school, other children need more than a year at school before they begin to read.

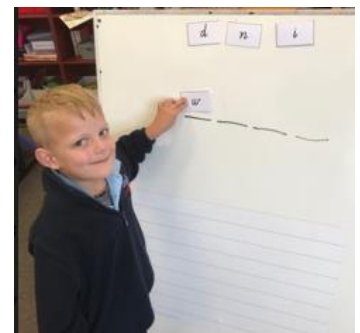
At Timboon P-12 School, we focus on the teaching of comprehension, accuracy, fluency and expanding vocabulary. In the Prep classrooms, teachers use a range of books to introduce these strategies and improve each student's knowledge and skills through games, small focus groups and modelling.

SOUNDS WRITE:

The Sounds Write program is a phonic approach to the teaching of reading, spelling and writing. It begins with the sounds in the language and moves from sounds to the written word.

The conceptual knowledge and understandings are:

1. All sounds are represented by symbols we call letters.
2. Each sound may be represented by a 1-, 2-, 3- or 4- letter spelling.
3. Sounds may be spelled in more than one way. (eg the sound /ae/ as in 'Rachel', **play**ing and **the**y)
4. Many spellings represent more than one sound. (eg the letter <e> in 'jelly', 'we')



Students are taught the following skills:

1. Blending – the ability to push sounds together to build words, eg. /c/./a/./t/ cat
2. Segmenting – the ability to pull apart words – eg dog - /d/./o/./g/
3. Manipulation of sounds within the words – eg take the word 'bat', if we replace the sound /a/ with the sound /i/ the word becomes 'bit'.

Handwriting

The specific aim of the writing program (which is incorporated in Sounds Write) in Prep is to:

- Develop fine motor co-ordination
- Learn to hold the pencil correctly
- Learn the letter shapes
- Learn other basic shapes (ovals, horizontal and vertical lines)
- Develop correct posture
- Write in Victorian Modern Cursive script

Written Expression

Students begin by drawing pictures and dictating their stories. This is usually followed on by their own attempts to write by doing 'string' writing, which is a lot of letters/numbers/shapes and they 'read' their writing to their teacher, who will write down what they say. The next stage usually has the students writing the initial sounds of each word that they want to write and eventually they begin to hear and write the final and middle sounds. There are a number of cut and paste activities that help the students develop an understanding of a sentence, through ordering, reading and copying it. Through reading, games and class word lists, children build up a bank of commonly used words which they use in their writing. Teachers do a lot of modelled writing, where there is a focus on introducing punctuation.



PHONICS:

As previously mentioned, we have adopted the Sounds Write program into our teaching of literacy. This is a phonics based program.

Alphabet lists will be in the students take home reader bags to practice and become familiar with. It is intended that Term 2, all Prep students will have learnt each letter of the alphabet and its sound.

Cued Articulation is used to help the children develop a greater awareness of how and where sounds are produced by in the mouth and are supported by using hand signals.



MATHEMATICS

A major part of the Prep Mathematical Program is based on learning and understanding concepts that are used throughout life. Many of the daily maths sessions involve using materials to count, sort and group, and learning through discussion of their findings and through play. A large part of the early number work is done using numbers 0-20. As the year progresses simple addition, subtraction and larger numbers are introduced. Measurement areas including length, volume, capacity, mass, time and money are explored through 'hand-on', real-life activities.

SCIENCE AND HUMANITIES



Science and Humanities are integrated into aspects of the curriculum, with specific focuses each term. Below is a sample of the themes that are covered each term and are usually taught in the afternoon sessions each day.

- My Family (History)
- Weather in My world (Science)
- Healthy, Safe and Active (Health)
- Places and our Connections (Geography)

All students at Timboon P-12 School are involved with the TAP (Timboon Agricultural Project). In Prep, students have many local excursions, such as visiting Berry World, Bullen's Nursery and Landcare. Where possible agricultural links are made to the theme work and guests are invited to come in and present. Students then link their learning back to writing or drawing pictures. An annual highlight of the year is TAPs ON! All students across the school share their learnings from TAP and special guests attend to showcase their business or hobby.



PHYSICAL EDUCATION

Physical Education (PE) is taught by a specialist teacher for one hour per week. The program includes:

- Fundamental motor skills
- Ball handling skills
- Minor games
- Fitness skills
- Team building

In terms two and three we introduce the PMP (Perceptual Motor Program) to the Prep students for 30 minutes twice a week. This is an exciting program that assists with the development of fine and gross motor skills, which are essential in the learning of reading and writing. It helps develop coordination, balance and spatial relations. Parent helpers will be greatly appreciated to help with this program.



ART

Art is also taught by a specialist teacher for one hour per week. The program includes:

- Painting, printing, drawing
- Construction and modelling
- Collage
- Elements; line, texture, colour, shape, form
- Artist studies, eg Van Gogh, Mondrian, Monet, Kordinsky, Davinci



LANGUAGE (JAPANESE)

Timboon P-12 offers Japanese to all students across the school, and is taught by a specialist Japanese teacher for one session a week for a semester. The program includes learning how to pronounce colours and numbers in Japanese. Students also learn about the Japanese culture and traditions.

STEAM (Science, Technology, Engineering, the Arts, Mathematics)

At Timboon P-12 School, STEAM will be taught by a specialist teacher for one session a week for a semester and supported by further focuses in the classroom throughout the whole year. STEAM is designed to allow students to develop their creative thinking skills, through exploring themes linked into Science, Technology, Engineering and the Arts (Music and Drama). We will also have a focus on teaching Information Technology (computer and coding skills) as part of this program.

LIBRARY



Timboon P-12 school is very fortunate to have the expertise of a Librarian teacher. Students visit the library for one session a week and learn how to use the library, including the expected behaviours, find books and broadens their knowledge of text.

Along with this formal program, we have special events such as Book Week and the Premier's Reading Challenge.

TECHNOLOGY

Digital technology is integrated into all aspects of the curriculum. Students have access to I-Pads in the classroom, and they are taught how to use various apps, such as Reading Eggs and Math Seeds.



HOMEWORK

In the early years, homework should not be seen as a chore. Homework will mainly consist of:

- Reading to or with an adult or older sibling
- Practice of the letters and numbers
- Reading Eggs and Mathseed's set tasks
- Discuss the day – What did you learn? What did you enjoy?

Assembly

Each fortnight, the P-6 school has a share and celebrate assembly. Each class takes turns in hosting the Assembly and all students are given a piece to read out. Student awards for each class are presented, based on the School Values of Respect, Commitment and Empathy. Parents and community member are always welcome to attend.

HOW CAN YOU HELP YOUR CHILD?

- Children often work in groups in school and this means they will need to take turns, share materials and cooperate. They need the same skills in the playground.
- Playing games with adults helps teach children how to take turns and how to cope with success and failure.
- Children should be encouraged to pack up and tidy away their toys and belongings, as they are expected at school.
- Give your child small jobs at home. This will help to foster confidence in the performance of small tasks.
- Allow your child to stay with friends for short periods so he/she will accept the fact that it is not always possible to be with parents.
- Talk to your child about positive aspects of school, for example making friends, learning new tasks and playing games.
- Check the school bag for notes sent home.
- Often a small problem takes on major proportions with children. Talk to your child, listen to what is said and comment constructively. Your teacher is always available and willing to assist and clarify any issues.
- Encourage your child by admiring work when it is brought home. Give paintings and handwork a place of honour for at least a few days. Take a photo of it.
- Be careful not to expect all children to begin reading, writing or developing mathematics skills at exactly the same age. It is important that you do not compare your child with brothers and sisters or with other children.
- Accept that most foundation children are eager and keen to please and are anxious to show you their “work”. Praise effort and achievement.

PARENT INVOLVEMENT

Parents play a vital role in the day to day running of our school. Parents are always welcome in our classrooms, and their assistance is greatly appreciated. Due to Department regulations, all parents who support any program in our school needs to have a Working with Children’s check. As volunteers, it does not cost you anything and can be done online. This is compulsory and details must be provided to the school before any involvement within the school starts.

If you have the time, we would encourage your support with:

- Classroom helpers (A formal introduction to this will take place in Term 1)
- PMP (Terms 2 and 3)
- School swimming
- Excursions

Requests for assistance will be made in the School and Prep newsletters.

SCHOOL COUNCIL & TSPA (Timboon School Parents Association)

TSPA meetings are held once a month and alternate between night and day. All parents are welcome and encouraged to attend these meetings. They are always looking for support on their 'big events' such as Mothers and Father's Day stalls, Kidsmatter and TAPs On, whole school sporting events and their major fundraiser – the Colour run. Watch the school newsletter for details.

School Council is the official decision-making body of the school. School Council meets at 7:30pm on the 2nd Thursday of each month. Parents are welcome to attend but are unable to vote. If parents wish to address Council on a matter, approval of the School Council President must be sought.

SCHOOL EXPECTATIONS & GENERAL INFORMATION

School Hours

Students should not enter the school grounds before 8:30am and should leave promptly following dismissal at 3:30pm. Teachers are not on duty outside these times and are not expected to provide supervision. Mornings are often busy for teachers, so if you need to speak with your child's teachers, please keep it brief or ask to make an appointment. Also, be mindful of privacy when staff are speaking to each other or to a parent.

Session Times

The P-6 classes have five, one hour sessions each day, including three specialist classes (Art, LOTE/Music and PE).

9:00 – 11:00	Session 1 and 2: Literacy block (includes Sounds Write, Reading and Writing focus) Students eat their snack inside at around 10:50am
11:00 – 11:40	Recess Students play outside, unless it is a wet weather day.
11:40 – 12:40	Session 3: Numeracy (maybe a specialist)
12:40 – 1:40	Session 4: Theme/Specialist/Numeracy
1:40 – 1:50	Students eat their lunch in the classroom
1:50 – 2:30	Lunch break Students play outside, unless it is a wet weather day
2:30 – 3:30	Session 5: Theme/Specialist

*The School aims to have minimal to no disruptions to P-2 classes during sessions 1 and 2. Parents can support this by ensuring students arrive at school before 9am, and if messages need to be given to a classroom teacher, calls to the classroom are made after 10:50am.

Late/Early Departure/Absent

All students who arrive late or leave early **must be signed in or out through the General Office.**

Students must report to the office with an adult before going to class or leaving the school grounds.

Timboon P-12 School uses a program called Compass to monitor attendance, and it is vital that correct records are maintained through this program. The last page of this booklet explains how you can log on to approve absence. This is a department requirement and will be followed up by the Assistant Principal if appropriate.

Sun Smart

From September 1st to April 30th, students must wear a wide brimmed hat when outside.

Students are encourage to leave their hat in their tub at school so they are not forgotten and left at home.

NO HAT – NO PLAY



Cafeteria

Students are able to buy their lunch from the school cafeteria by completing a lunch order on the front of a brown paper bag, enclosing the money and placing the bag in the class' lunch order box. Lunch orders are returned to classrooms. A current price list will be printed in the newsletter at the start of the year.

The Cafeteria is coordinated by a manager and assistant, and assisted by parent volunteers. If you are prepared to help please respond to requests regularly published in the school newsletter.

Reports and interviews

Parent-Teacher Interviews are conducted in twice a year. The first interview is designed as an information sharing session to allow greater understanding of your child by the teacher and you the parent.

Interim/progress reports are presented prior to Parent-Teacher Interviews, to provide parents with a snapshot around your child's effort, behaviour and academic progress.

Formal, written reports are provided at the end of each semester (terms 2 and 4). They indicate the academic progress of your child across all curriculum areas, and comment on areas of further improvement.

Parents or teachers can request an interview at any time if there are concerns regarding your child. To make an appointment, please contact the teacher directly, or the P-6 Assistant Principal, Ms Gill Hampson.

Buses

Thirteen buses transport the students to and from school each day. Students are expected to sit quietly during their trip so as not to distract the driver or disrupt other students. For safety reasons, an older child is selected as Bus Captain. This person assists the driver in maintaining discipline and students are expected to obey instructions given by the Bus Captain.

To ensure that students do not miss the bus after school, rolls are maintained indicating which students are travelling on each bus. To keep rolls accurate ***it is necessary for parents to provide written notification to the school if their child will not be travelling home on their regular bus.***

Communication Home

Fortnightly school newsletters are posted on Compass. Adding to this, the Prep teachers prepare a weekly newsletter to keep you informed of what is happening in each Prep class. Again, this is posted on Compass. If you need paper copies of any newsletters, please contact the General Office.

Other notes, such as excursion notes and notes from TSPA, will be sent home as required. Generally, a SMS is sent via Compass to let families know but, it is advisable that you check your child's school bag regularly for these.

Compass is a way of emailing your child's teacher or the Assistant Principal. It is advised that you add the App to your phone, so you are notified of any messages posted to parents. We will hold an information session early next year to show you how to use Compass.

Health & First Aid Register

For students with Asthma and allergies, it is vital that the school has up-to-date management plans. Proformas are available from the office and must be completed by a doctor.

If your child is ill or has been involved in an accident, our First Aide officer (or a teacher) will make contact with you or someone on the child's emergency list. It is very important that you keep your details up-to-date. Please let the office know if you change your address or phone number.

Medication – students who require medication to be taken at school will need to have a Medical Authority Form completed before hand. We do not administer or carry Panadol, or similar, pain relief medication, so parents are called if the child complains of such symptoms.

Technology

Students are not permitted to bring any technology devices to school. This includes I-pods, phones or personal laptops/I-Pads (in years Prep to Year 2).



Dress Code

Our School Council policy of requiring students to wear the school uniform reflects the wishes of a substantial majority of the parents and students of this school. A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

It is challenging to have a uniform policy that matches everyone's needs, however, school council hopes that parents who have difficulty accepting any aspects of the policy, understand that it is developed in the best interests of the whole school community. The school anticipates that parents will support this policy by providing guidance to their children in adhering to the policy.

All of our uniform requirements can be purchased at Lowes, Gateway Plaza, Warrnambool. Second-hand clothing is available from the Timboon Op Shop (TOPS).