



# **Prep Parent Handbook**

## **2018**



# Prep Parent Handbook 2018

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## **Welcome from the Head of Primary School**

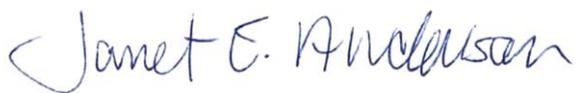
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We warmly welcome you and your children to their Prep year at Hillcrest Christian College. This is a very precious and influential time in your child's life, being the first formal year of education. We are committed to providing a safe, welcoming and stimulating environment for each child in order to develop self-esteem, resilience, imagination, curiosity and the motivation to become a lifelong learner.

We ensure that all children are entrusted to dedicated Christian teachers, who strive to work together as a team with parents and carers. Involving parents and carers in shared experiences with their children at school yields great rewards for all.

When your children commence Prep they bring with them a history of relationships, a natural curiosity and desire to learn. We are excited by the potential in each child and aim to provide a variety of rich learning experiences to meet their individual needs.

We look forward to building a strong relationship with you and your family as we journey with your child. May this be a successful and exciting year of discovery and learning.



Mrs Janet Anderson  
Head of Primary School

## **Our Vision, Mission and Philosophy**

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### **OUR VISION**

To be a leading provider of quality Christian Education delivered by Christian Staff, ensuring the Gospel message is an integral part of all we do.

### **OUR MISSION**

The mission of Hillcrest Christian College is to partner with parents, carers and the wider community to help develop within each student the ability and desire to find and fulfill the will of God for their lives.

The College offers human and practical resources, a unique environment and opportunities to develop the gifts and talents God has given to each member of the College community. Specifically, each student will be encouraged to develop Christian character as they pursue excellence at an academic, creative and practical level, all of which are valuable.

### **OUR PHILOSOPHY**

Hillcrest Christian College offers students an educational opportunity established on a Christian foundation. The basis of this foundation is God (Father, Son and Holy Spirit) as Creator, Redeemer and Sustainer.

As students prepare to take their place as young adults in Australian society, the College seeks to instill in them high standards of Biblical morality, an understanding of social justice and respect for others. The acquisition of knowledge, understanding and wisdom, are desired spiritual and educational outcomes for each student.

Our curriculum recognises the Lordship of Christ and the Bible as the inspired Word of God. The Scriptures reveal God's desire for everyone to be in a personal relationship with Him, developing their gifts and talents in service to Him as they grow in Christian character. This relationship is considered to be a model for all other relationships, and a basis for the building of self-esteem and a fulfilling way of life.

## Prep Handbook

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This Handbook contains information of particular relevance to the Prep year.

The College **Parent Handbook** should also be consulted for further information regarding the day-to-day operations of the College.

### The First Days of School

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Monday, 29<sup>th</sup> January 2018 - Thursday, 1<sup>st</sup> February 2018 - 9:00 am – 12:45 pm

Students are to wear summer uniform.

8:45 am Arrive around 8:45 am. Don't be too early. A long wait might be stressful.

8:55 am Come into the classroom and help your child settle.

9:15 am Leave cheerfully. Letting go can be hard we know, but be positive and reassuring. This will help your child to feel confident about this new school world.

Move away from the classroom reasonably quickly to reduce congestion which can be quite claustrophobic for some children. If you wish to chat with other parents and carers join school staff and other parents for a morning tea in the Junior School. Please resist the temptation to stare through the windows.

12:45 pm Dismissal time is at 12:45 pm. Please be there on time as it can be distressing for a Prep child if you are late.

Prep Rest Days            Friday, 2<sup>nd</sup> February  
                                  Friday, 9<sup>th</sup> February  
                                  Friday, 16<sup>th</sup> February  
                                  Friday, 23<sup>rd</sup> February

Prep Conversations      On one of the Prep rest days, parents and carers will have the opportunity to bring their child into school for a 30 minute conversation with the teacher. This conversation will be an opportunity for parents to share about their child and for the teacher to get to know the children and families.

## Daily Program

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Recommended arrival time - <b>8:45 am</b>	Students should go to the toilet and have a drink when they arrive at school.
Bell Times <b>8:55 am</b>	Students leave the playground to come into the classroom to read a book to an adult.
<b>9:00 am</b>	Classes commence. Shared reading time. Parents and carers are encouraged to come in and listen to children read (at the very beginning you will read to them).
<b>9:15 am</b>	Shared reading time concludes
<b>10:55 am to 11:25 am</b>	Recess
<b>1:05 pm to 1:50 pm</b>	Lunch
<b>3:30 pm</b>	Classes conclude

## Absences

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In the event of an absence please notify the college before 9.00am emailing [absent@hillcrest.vic.edu.au](mailto:absent@hillcrest.vic.edu.au) or phone dedicated absentee number **9707 7474**, informing

- Name of child
- Class of child
- Reason for the absence

It is requested that information known in advance for future absences be notified by email prior to the date, and also that the class teacher be informed.

## Additional Needs

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Teachers constantly monitor the progress of students and if concerns arise, will refer the student to the Learning Support Coordinator who may arrange screening assessments. If more formal professional educational assessments are deemed necessary the Learning Support Coordinator will be in touch with you to outline the steps that need to be taken. Referral to a wide range of professional practitioners is possible

## **Assemblies and Chapel**

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Assemblies are held in the Primary School courtyard. Parents and carers are always welcome to attend.

Chapel is held every fortnight in the Performing Arts Theatre. Parents and carers are also welcome to attend any Chapel service. Teachers will inform you of Chapel days and times.

## **Bus Travel for Prep Students**

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Parents are advised to consult with the Prep Team Leader and the Bus Coordinator to determine when it is appropriate for Prep children to begin travelling by bus. The following factors will be taken into account:

- Time of travel (morning or afternoon)
- Position of stop in the bus route
- Whether any siblings travel on the bus
- Child's level of independence and ability to follow instructions

## **Classroom Helpers**

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Teachers welcome your assistance in the classroom and will have a roster system to organise mutually convenient times. You will have the opportunity to select a task and a time.

All parent helpers are required to have a Working with Children Check, registered at College Reception as well as sign the Volunteer Declaration Form.

Be mindful of confidentiality issues especially if you find yourself with knowledge about the progress of other students. It is **never** appropriate to discuss such matters with parents and carers or students. The teacher is the **only** person to consult regarding academic or other progress. Each child learns at a different rate and the progress of a student at any point in time varies greatly.

Alternative care needs to be made for siblings whilst a parent is helping in the classroom.

## **Communication**

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A positive working relationship with your child's teacher is a strong indicator of school success. You will contribute to this by always speaking positively to your child about the teacher and the school. If you have any issues or concerns, please communicate these to the class teacher.

In the morning be sensitive to the teacher's need to set up for the day as there are many demands on teaching staff at that time of the day. Discussions in the morning, before school has commenced, should be very limited.

We are interested in you sharing information about what is happening in your family that may affect your child at school. A few short words at the end of the day are appropriate. If a longer conversation is required ask the teacher for an appointment and he/she will be happy to set aside time for you.

In order to promote open communication between school and home, please use the Diary to write information to teachers as necessary. Ask your child to give the Diary to his/her teacher at the beginning of the day, or place it in the tub outside the room to ensure your message is read promptly.

The Reception Staff will assist with matters relating to finance, enrolment and bus travel and will refer you to appropriate people.

## **Curriculum**

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### **English**

English incorporates reading, writing and speaking & listening. All children will participate in the RWI (Read, Write, Inc) program to give them a strong foundation for building future English skills.

### **Mathematics**

Mathematics incorporates hands-on learning with concrete materials in the areas of number & algebra, measurement, geometry and statistics & probability.

### **Humanities**

Students learn foundational concepts and skills in History and Geography.

### **Science**

Students learn foundational concepts and skills in Biological Sciences, Chemical Sciences, Earth and Space Sciences and Physical Sciences.

### **Digital Technologies**

Students have iPads in the classroom to use as tools for learning. Each class also visits the Computer Lab in the Discovery Centre from Term 2. A specialist teacher develops skills working with traditional, contemporary and emerging technologies.

### **Physical Education**

A Specialist Teacher develops motor skills, coordination, fitness, game skills as well as increasing children's awareness of the need to lead a healthy lifestyle.

## **Art**

A Specialist Teacher assists students to explore various media and materials and begin to use them to express ideas artistically.

## **Music**

A Specialist Teacher guides students in developing musical awareness and begins to open the world of producing music. Each year children have the opportunity to perform to an audience (concerts, chapel, drama productions).

## **Christian Living**

As a Christian School, one of our aims in the Prep year is for children to develop their understanding that God loves them and wants a special relationship with them. The children will listen to Bible stories, engage in daily prayers and participate in weekly Christian Studies lessons based on the “Beginning with God” program which is implemented from Prep to Year 4.

## **Personal and Social Learning**

The Junior School follows the ‘Bounce Back’ program for social and emotional learning. Students explore values, courage, bouncing back, emotions, relationships and bullying.

## **Discovery Learning**

The Discovery Centre staff will encourage a love of books and reading in the students and will train students in the effective use of the Centre.

## **LOTE – German**

Students are immersed in activities related to their immediate environment and self. They are exposed to appropriate cultural icons, basic geographic features and cultural practices of Germany.

## **Establishing Routines**

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Teachers are on yard duty from 8:25 am. **However we highly recommend that children are not dropped off at school until 8:45 am.** Under no circumstances should students be at school before 8:30 am unless they are involved in a school activity.

The first 15 minutes of each day are very important to set up learning so punctuality is essential, particularly as your child settles into the routines of schooling. Students arriving after 9:00 am are marked absent and need to be signed in at the main Administration Office or Junior School Administration Office to obtain a late pass.

Please make sure that your children are clear about after-school arrangements: who is meeting them or whether they will be going to After School Care. Please notify teachers in writing of changes to routine.

Please remember the importance of a good night's sleep and keep your child to a regular early bedtime. The first term of school is often tiring, so good bedtime routines will help prepare children for learning.

Teach your child to look after his/her own belongings so this routine is established for school. Teachers will support children by establishing routines for taking care of belongings. We have a place for reclaiming lost property but can't guarantee the reappearance of lost items.

Please do not allow valuable items to be brought to school.

## **Food**

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We encourage healthy eating at school and ask that you provide nutritious recess and lunch items. Avoid chocolates, sweets or chips. Tell your child which food items are for recess and which are for lunch.

In addition to recess and lunch, children are asked to bring two pieces of fruit to have during morning and afternoon fruit break. These need to be in named containers and placed in the tubs outside the classroom each morning.

Preps will be supervised to eat recess and lunch. This helps staff to monitor whether students are eating appropriately.

The preferred drink in class is water. It is not appropriate to send cans of soft drink. Drinking taps are available should children forget their own water bottle.

We ask that families refrain from sending peanut butter or other nut-based products (such as Nutella) to school. We have a number of students who suffer from severe allergies which can be life-threatening. Thank you for your cooperation in this to ensure a safe environment for them. To support this, there is to be no food sharing at all at school. Please reinforce this message with your child.

## **Canteen**

From Term 2 children can order a lunch online from our Canteen. Canteen lists and prices are provided online. Lunches are delivered to the courtyard of Junior School at lunchtime and distributed by members of staff. Please allow Term 1 for students to become familiar with routines before introducing lunch orders.

## **Homework**

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We encourage your child to read every day to you and with you as part of their home activities.

Children need time to play and relax for proper development so homework tasks are limited to 10-15 minutes per night and should always be a positive experience. If you have concerns about homework please speak to the teacher.

## **Parking**

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Spaces are provided to the north and west of the Primary School in the designated carparks, entry via Gate 1 and exit via the roundabout.

Discuss with your children that you expect them to wait until you collect them from their classroom. Students will not be allowed to wait on the roundabout or near the Secondary School.

If both carparks are full do not double park in any location – this is extremely dangerous! Park in the spaces on the south of the entrance road and walk across to Primary School.

All drivers should take extreme care anywhere in or near the College grounds.

## **Partnership between Home and School**

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Psalm 127:3 New International Version (NIV)

Children are a heritage from the Lord,  
offspring a reward from him

In choosing to send your children to Hillcrest Christian College you are entering into a partnership with us in their education and development. We acknowledge that as parents, you are the primary educators in their lives. We have the opportunity to participate in their learning and development within the unique context of school. We consider it a privilege to contribute our expertise and work with you in the education of the children God has given you.

## **Specific Programs**

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### **Better Buddies**

A buddy system assists the new Preps settle into the school routine in a caring and supportive way. All Prep children are allocated a buddy who is in Year 4. The Buddy Program operates throughout the year to support the Prep children and includes buddy lunches/morning teas as well as regular cross-age learning activities.

## GymbaROO

Prep children participate in weekly activities to enhance their balance, movement, hand-eye coordination, body and spatial awareness.

## Uniform

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All students are expected to keep their appearance neat and tidy, especially while wearing the college uniform.

### Primary School

#### Prep to Year 4

##### **GIRLS SUMMER** (Terms 1 and 4)

Hillcrest Summer Dress  
Hillcrest Jumper (woollen or synthetic)  
Black lace up or velcro school shoes (Prep to Year 1)  
Black lace up (Years 2 to 4)  
White Socks – knee high only  
Hillcrest slouch hat or polypropylene hat  
Prep – option of Legionnaire Cap  
Hillcrest two way bag

##### **GIRLS WINTER** (Terms 2 and 3)

To Be Confirmed

##### **GIRLS SPORTSWEAR**

Polo Shirt – Black/Gold Cool Fit with Logo  
Black Cool Fit Shorts with Logo or Black Netball Skirt and Sports Briefs  
Black fleecy Track Pants with gold piping  
Black / gold fleecy Rugby Top with logo  
Hillcrest waterproof Jacket (wet weather)  
White sports socks (not anklets)

##### **BOYS SUMMER** (Terms 1 and 4)

Dark grey school shorts or trousers  
Black belt (optional)  
Hillcrest Pullover (woollen or synthetic)  
Hillcrest white short sleeve shirt with Logo  
Black lace up or velcro school shoes (Prep to Year 1)  
Black lace up school shoes, not runners (Years 2-4)  
Hillcrest grey socks  
Hillcrest slouch hat  
Hillcrest two way bag

##### **BOYS WINTER** (Terms 2 and 3)

To be Confirmed

##### **BOYS SPORTSWEAR**

Polo Shirt – Black/Gold Cool Fit with Logo  
Shorts - Black Cool Fit with Logo  
Black fleecy Track Pants with gold piping  
Black / gold fleecy Rugby Top with Logo  
Hillcrest waterproof Jacket (wet weather)  
White sports socks (not anklets)

## **What to do if you have a Concern**

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Your child's teacher is always your first 'port of call'. You can write a note or email, leave a phone message through the College Office or arrange a time with the teacher to meet and discuss the issue. Staff Meetings are held on Tuesday and Thursday so staff will usually be unavailable on these afternoons.

If the concern is not resolved, it may be referred to the Prep team Leader, Mrs Alison Jakimiuk, who will be more than happy to deal with your concerns.

If the concern remains unresolved, Mrs Jakimiuk will direct you to a senior leader in Primary School. This may be the Primary Wellbeing Coordinator, Primary Learning and Teaching Coordinator, Primary Learning Support Coordinator or Head of Primary.

If you have concerns about general College issues, the Head of College, will be happy to speak with you. Staff at Reception will arrange an appointment for you.