



**2020**

**Altona College  
Prep Information Handbook**



## Some General Information

School Address:	Altona College 103a Grieve Parade, Altona 3018
Postal Address:	Altona College Private Bag 9, Altona 3018
Phone Number:	9250 8050
Email:	<a href="mailto:altona.co@edumail.vic.gov.au">altona.co@edumail.vic.gov.au</a>
Website:	<a href="http://www.altonacollege.vic.edu.au">www.altonacollege.vic.edu.au</a>
Principal:	Ms Julie Krause
Assistant Principal:	Mr Mathew Kelly (Primary)
Assistant Principal:	Mr Nathan Guthridge (Secondary)
Student Wellbeing:	Mrs Julie Giles
School Improvement:	Mrs Amanda Elmer
Prep Teachers:	Ms Casey Paten / Ms Caitlin Walker
Business Manager:	Mrs Wendy Jennings
Administration:	Mrs Simone Mathews

## **Our Daily Timetable: School begins at 9am and finishes at 3:05pm**

Breakfast Club: 8:30am

Yard supervision commences: 8:45am

Session 1: 9:00 – 9:57am

Session 2: 9:57 – 10:54am

Recess: 10:54 – 11:19am

Home Group: 11:19 – 11:34am (Personal Learning)

Session 3: 11:34 – 12:31pm

Session 4: 12:31 – 1:28pm

Lunch break: 1:28 – 2:08pm

Session 5: 2:08 – 3:05pm

NB: Lunch and snacks are eaten in classrooms prior to the children being dismissed to play outdoors.

## **Student Drop-Off and Collection Arrangements**

### **Students**

ALL students enter and leave our school at the Grieve Parade gate. There is a supervised children's crossing situated adjacent to the entry and buses leave from the nearby dedicated town bus stop.

Students are NOT permitted to ride bikes, scooters, rollerblades, etc in the school grounds. They must walk through the school in a sensible and respectful manner at all times.

## **Families**

Families of Prep to Year 3 students are asked to farewell their children at the start of the school day and then leave the Early Years Learning Centre, unless they have a specific role on that day.

Families of Prep to Year 3 students are also asked to wait outside the Early Years Learning Centre at the end of the day. Children will be dismissed by their teachers and will then meet you outside.

## **Parking**

Families should follow all road and crossing signs outside our school and drive carefully at all times. There are many young children around at arrival and dismissal times.

**Parking is NOT permitted in the new Altona Early Years Hub carpark (next door) or the staff carpark, as these spaces are required for staff and users of the facilities.**

## **Before and After School Care:**

Before and After School Care will be available on-site. We are currently changing providers and seeking expressions of interest for 2020 and beyond. As soon as confirmed please check the college website for details.

The program operates Monday – Friday. Students who attend the program are provided with a snack and a range of activities until they are collected by their parent/carer.

## **Student Absences**

Students are expected to be at school every day. If however, your child is sick, please inform the school. The best way to do this is to use the Compass App. If this is not possible, please call the office to report the absence as early as possible on 92508050.

This will prevent the need for you to receive a phone call or text message from our office to clarify whereabouts.

# Beginning School

Beginning school can be a daunting time for both children and parents. How can we best prepare young children for this experience?

By the time they enter school, children have already developed key communication, learning and thinking skills; learned to build and maintain relationships and formed a strong sense of their own identity. These skills and knowledge are the foundation for learning at school, and for lifelong learning.

Parents are their child's first teacher and have assisted already over many years in preparing children for school by:

- Reading with them! We can never provide enough reading opportunities for children. Talking with their child about books, about different sorts of texts and reading to them often.
- Encouraging confidence in oneself and a willingness to take reasonable risks
- Developing their questioning skills, encouraging them to seek help
- Developing communication skills and an ability to interact with adults and other children
- Teaching flexibility and a strong sense of self
- Developing resourcefulness, perseverance and resilience
- Encouraging a sense of curiosity
- Supporting a sense of achievement
- Developing an appreciation of Literacy and Numeracy as it occurs in everyday life such as cooking, writing cards and shopping with children. Modelling reading and writing behaviours every day.

*Children with these developing characteristics are easily able to integrate and negotiate the people situations and tasks that face them during the transition to school and throughout their school life. A happy and successful transition into Early Years provides a solid foundation for the many challenges and awards that lie ahead.*

# Our First Week Together

Our 2020 Prep students will commence on **Thursday, 30<sup>TH</sup> January 2020 at 9:00am**

Student dismissal is at 3:05pm

**Prep children are NOT required at school on Wednesdays for the first month.**

This is a rest day for the students as they settle into school life. On **ONE** of these days you will be invited to bring your child to meet with their teacher for our initial assessment program. This will ensure that the learning program is matched to your child's needs.

## **NON-ATTENDANCE DAYS:**

**Wednesday 5<sup>th</sup> February 2020**

**Wednesday 12<sup>th</sup> February 2020**

**Wednesday 19<sup>th</sup> February 2020**

**Wednesday 26<sup>th</sup> February 2020**

## **Fees & Charges:**

College fees and charges will be posted out to families when they are finalised in the coming weeks.

# Getting Started – Prep Students

## The best start:

- Participate in the kinder / Prep Orientation Program – Steps to Prep
- Ensure that your child has enough sleep by establishing a set bed time and working to that routine in the week prior to school
- Have your child dress themselves so that they can manage things like taking jumpers and shoes on and off at school
- Label all your child's clothing
- Show your child where these labels have been placed and help to recognise their name
- Encourage your child to take care of their belongings
- Be sure your child has a balanced breakfast
- Place a healthy snack, like a piece of fruit, and lunch and explain when they should be eaten. Have trial runs. The College promotes healthy eating.

## Music plays at 8:55am / Class begins at 9:00am

- Arrive at school in sufficient time for your child to line up with the rest of the class in the designated assembly area
- Be ready to say a fond farewell and leave in order for your child to start their school day
- Seek assistance promptly from your class teacher if transition procedures are causing undue difficulty for your child
- Be on time collecting your child from school and notify the college if you are unavoidably detained
- Make time to encourage your child to share their school day experiences with you
- Reinforce codes of behaviour and school procedures

*Your positive attitude and supportive guidance will foster your child's confidence in their own ability to negotiate their new experience.*

## Notes:



We do hope you enjoy being a part of the Altona College community. If you have questions, queries or concerns your first contact is classroom teachers Ms Casey Paten or Ms Caitlin Walker.

If the concern is a matter for college leadership, please contact the college on 92508050 and ask to speak with Mr Mathew Kelly (Assistant Principal: Primary).

**Tel: (03) 92508050**

