

# STAINES MEMORIAL COLLEGE



## Prep Handbook

2018

*(To be read in conjunction with  
the Parent Handbook - available in January)*



**STAINES**  
MEMORIAL COLLEGE

227–263 School Road Redbank Plains QLD 4301  
Phone: (07) 3814 8600 | Fax: (07) 3814 7346  
Email: [Info@staines.qld.edu.au](mailto:Info@staines.qld.edu.au) | Web: [www.staines.qld.edu.au](http://www.staines.qld.edu.au)



## Table of Contents

Table of Contents .....	4
Principal's Welcome .....	5
Our Philosophy .....	6
Routines .....	6
Ready for Prep – What to Bring .....	6
Absences .....	6
Allergies .....	7
Change of Details.....	7
College Hours .....	7
Communication .....	8
Dress Code Policy.....	8
Daily Routine.....	9
Excursions .....	9
Food.....	9
Group Times .....	10
Immunisations.....	10
Show and Tell .....	10
Parent Participation.....	10
Quiet Time .....	11
Curriculum .....	11
The Role of Play.....	12
Our Literacy Program.....	13
Our Numeracy Program .....	13
Pencil Grip .....	14
Confidentiality .....	15
And Finally... ..	15

## Principal's Welcome

Welcome to Staines Memorial College. Our College provides a caring, quality Christian education. We are an attractive affordable schooling option for families in Ipswich and the South West Suburbs of Brisbane.



Staines is a small but growing education community. We expect to be a major education provider in the SEQ "Ripley Valley". We provide education from Kindy to Year 12.

Our College is named in honour of Graham Staines and his boys, Philip and Timothy, who were killed in India in 1998 as they served our God in poor and rural areas. Graham and his wife Gladys grew up in the Ipswich – Beaudesert area.

The College commenced in 2005 as a campus of Groves Christian College, Kingston. We started in Springfield on leased land and moved at the end of 2009 to our own site on School Road in Redbank Plains.

We are a Christian Community Ministry (CCM) school and so work closely with sister schools including Groves Christian College and Livingstone Christian College. Additionally we benefit from relationships with a range of training organisations throughout Queensland, and through our membership of Independent Schools Queensland (ISQ).

Our College has a non-denominational Christian ethos and caters for children from a wide variety of Christian backgrounds and traditions. It also caters for families who - though not necessarily Christian themselves desire a Christian school culture and educational experience for their children. All staff are committed Christian people from various denominational backgrounds selected for their professional competence as well as for their sense of calling to the ministry of a Christian school.

We believe that the education of young people is a shared responsibility. We are committed to "Building a Community for Eternity". Parents and teachers are role models and so have the privilege and responsibility to be the best they can. This will involve staff and parents participating in learning to improve their understanding and skills.

At Staines Memorial College we endeavour to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God. We believe it is our calling to help students achieve academic excellence, receive sound spiritual guidance based on a biblical foundation, and to help students develop and use their God-given talents in the service of God.

Each year we attempt to build on the strengths of the year before. I thank you for choosing our College and ask that you continue to support us in prayer and practical ways.

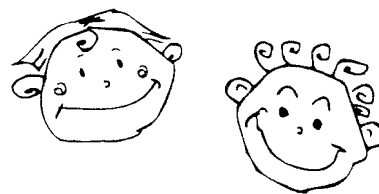
Yours sincerely,

**Norton Sands**  
*Principal*



## Our Philosophy

*Proverbs 21:21* – “Those who pursue righteousness and kindness, find life and honour.”



We encourage the development of the whole child.

We recognise that each child is an individual with different God-given talents that need to be nurtured by providing opportunities for growth spiritually, physically, socially, emotionally and intellectually. By observing, planning and evaluating, we seek to provide for the child's needs while allowing for the child's individual, spontaneous and creative interests to be explored.

Each child is a member of the community and needs to learn to live with and help other members of that community.

## Routines

### *Ready for Prep – What to Bring*

1. A Staines school bag.
2. A Staines hat – bucket hat recommended.
3. Fruit / vegetable snack and lunch in a lunch box. Drink bottles with water. No plastic bags as lunch boxes please!
4. A spare set of school clothes including underwear in a plastic bag. Please label **all** clothing.
5. All items from the Stationery List – Please do not label stationery items (for example, glue, pencils, etc) as we pool these.



Please ensure your child has all of these items ready to start on the **FIRST DAY** of Prep. Please bring all stationery items to school on the ‘Meet the Teacher’ day, usually the last Friday before Term 1 commences.

## Absences



On the day a student is absent, it is a requirement that a parent/carer advise the College Office by telephone on 07 3814 8606, SMS to 0438 593 239 or email [studentabsences@staines.qld.edu.au](mailto:studentabsences@staines.qld.edu.au) by 8:30am. (Voicemail, SMS or Email messages can be left at any time of the day.) An SMS will be sent to parents if a student is absent and notification has not been provided to the office. Please make an effort to ensure that all absences are explained.

## Allergies



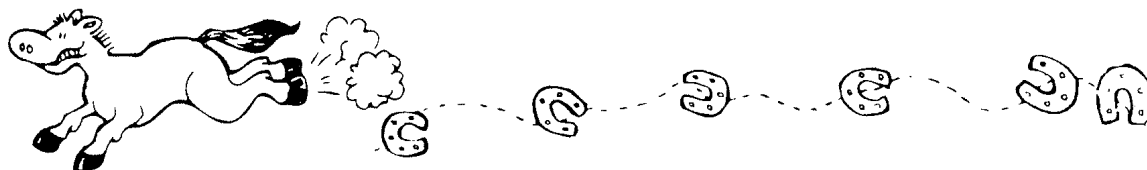
At Staines Memorial College, we have several students and staff in our school with severe life-threatening food allergies to **NUTS** and **SEAFOOD** products (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes.

Although this may or may not affect your child's class directly, please send foods with your child to school that are free from **ANY NUT** products (including, but not limited to: peanuts, hazelnuts, tree nuts, etc.) and **ANY SEAFOODS** (including, but not limited to: tuna, prawns, salmon, etc.)

Staines Memorial College is a **Nut Free School**. Please do not send nut products in lunches as we have students and staff who are highly allergic to nuts. We also have students and staff who are highly allergic to **Seafood**. Please also refrain from sending Seafood products.

## Change of Details

Please inform the College Registrar in writing of all changes to your child's enrolment details. This includes change of address, email, phone and emergency numbers.



## College Hours

The Prep day runs from **8:30am to 3:00pm**. All children need to be at our College during these hours. We have before and after school hours programs, and vacation care, operated by Helping Hands. A separate leaflet is available or just ask at the College office.

When the bell rings, encourage your child to line up with their classmates. Your child will wave goodbye to you and will walk inside with the teacher. Please refrain from walking inside the classroom to settle or observe your child.

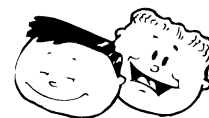
Please try to be on time. Many children find it distressing when they arrive in a room full of busily occupied children or to be the last one left waiting at the end of the day. Please contact the office if you are going to be late in the afternoon, so that we can reassure your child that you are on your way.

The safety of the children is our top priority. Children must be brought to the Prep classroom and picked up by an adult or a responsible sibling. If picking up arrangements alter during the day, please phone to notify the office.

## Communication

Communication is the key to every good relationship and this includes parent / teacher relations. There are many ways we communicate with you. It is very important you read all the information and send back the necessary consent forms etc. as soon as you are able. Effective communication will only work when both parents and staff work together. Some of the ways we communicate with you are:

- Prep Term Newsletters
- College Newsletter – emailed fortnightly
- Communication Folders



## Dress Code Policy

Staines Memorial College is a Uniform school. A condition of enrolment and continued attendance is the wearing of the complete uniform and adherence to the dress code standards.

Following the Dress Code Policy demonstrates students' acceptance of the values and principles of the College. It helps students develop pride in their personal appearance, allows the student body to show in the local community what it means to be a student of Staines Memorial College, and promotes a positive reputation for the College, creating opportunities for students as they move into the wider community. The Dress Code Policy can be viewed on the Staines Website or in the Parent Handbook. The following is an excerpt from the Dress Code Policy stating the Prep Uniform.

### Prep Males (sport uniform only)

SMC Polo Shirt  
SMC Rugby Shorts  
SMC Bucket Hat  
Tracksuit (top & bottom)  
Male Sport Socks  
Black Leather Joggers, with Velcro straps  
SMC College Bag

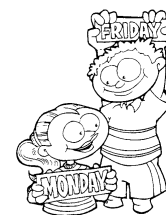
### Prep Females (sport uniform only)

SMC Polo Shirt  
SMC Rugby Shorts  
SMC Bucket Hat  
Tracksuit (top & bottom)  
Female Sports Socks  
Black Leather Joggers, with Velcro straps  
SMC College Bag



## Daily Routine

We have implemented the Australian Curriculum. We can anticipate that children will be able to independently write and read basic, simple sentences by the end of the Prep year. From Term 2, homework will be sent home.



Our day follows a pattern, but allows for flexibility and the opportunity for incidental and spontaneous learning. During our day the following areas will be covered:

- Welcome Group Time – Includes a devotional time
- Learning Rotation Activities – often focus on numeracy, literacy, fine motor and gross motor skills
- Group Learning – Science, Humanities, Health & PE, Literacy, Mathematics
- Rest/Reading/Quiet Activities
- Indoor Play Time

## Excursions



As part of the education of your child, he/she will be required to attend College excursions throughout the year. All excursions planned link to specific curriculum objectives, enhancing classroom learning. Therefore all students are required to attend unless there is a medical reason prohibiting them from attending. Note: Swimming lessons are an essential part of the Physical Education program (Swimming lessons usually occur during Term 3).

In most situations, the excursion fee is covered by the College fees. However, an additional charge may be requested to cover the cost of entry into selected venues. You will be notified by this in writing at the same time you receive the advisory note about the excursion.

All students are expected to follow all College rules whilst in attendance at College events or in College uniform. In most situations travel will be by the College bus fleet.

## Food

Each morning students have a '**munch and crunch**' time. Please pack 1 piece of fresh fruit or vegetable each day. We encourage children to develop healthy eating habits. Statistics show that many children have diets high in fats, sugars and salt. To enable their bodies to gain the essential nutrients for growth and health, we ask that you send along healthy foods.



Here are some suggestions:



- Sandwiches with healthy fillings, such as meat, cheese and salad
- Fruit, dried fruit, cheese, yoghurt, and vegetables



\*Your child's lunch needs to be fully prepared at home and sent to Prep ready to eat. This includes all fruit pre-cut and prepared.

**\* Please do NOT send food to be heated.**

**\* Please do NOT send any food products with NUTS OR SEAFOOD.**

**\*Should your child have food intolerances or special dietary requirements please advise administration staff and the class teacher.**

## *Group Times*

In our group times we will be incorporating LEM Phonics Program, Mathematics Program, Music, Movement, Biblical Living, Science, Social Skills (You Can Do it Program), History and Geography.

## *Immunisations*

We require a verified record of immunisations in case of an outbreak of a vaccine preventable disease. Unimmunised children, including those homeopathically immunised, will be excluded from the College for the duration of the outbreak.

## *Show and Tell*

Show and tell begins in Term 2 and gives the individual child the opportunity to communicate and talk to other children about their world. Where possible, let your child choose his/her items, as this makes it more meaningful to them. Please **do not send any valuables or toys** for show and tell. The children are not allowed to play with their show and tell items during the day. Your child will have a set day to share with the class and parents will be notified of this early in the year. Throughout the year we may request for specific items to be brought in which relate to our theme of learning.



## *Parent Participation*

At Staines Memorial College we invite and appreciate parent/volunteer help. This can be done in various ways around the school:

- Classroom Helpers
- Reading Support
- Resource Centre / Library
- Resource Creation
- Excursions
- Uniform Shop
- "Faith in Action" committee



We hold a Volunteer Orientation at the commencement of every year and as requested throughout the year. Here we explain the procedures and expectations of our volunteers. It is also required by law that all volunteer helpers hold a Suitability Working with Children

Card (*Blue Card*). We can assist in providing the forms for you to apply to the Queensland Government, Children's Commissioner.

Our "*Faith in Action*" team is able to answer any questions you may have about being a volunteer and get you involved in the area where you would like to help out.

Your trash is our treasure – so please send as much of the following for use in art and craft. Items that might be useful to us are:

- paper/cardboard
- wool
- bottle tops
- envelopes
- greeting cards
- used stamps
- egg cartons
- ice-cream containers
- string/lace/ribbon
- computer paper
- cereal/biscuit packets
- plastic containers
- wrapping paper
- paddle pop sticks
- yoghurt containers
- cardboard cylinders
- cellophane/crepe paper
- boxes

### *Quiet Time*



During the day we provide a 'Quiet Time' in Terms 1 and 2. This allows the physical, emotional and cognitive processes to be restored and teaches the children to value rest in the daily routine. We design quiet time to be a pleasant occasion for children. Our Quiet Times can include: quiet reading with soft music playing in the background, listening to story tapes/CDs, viewing a story or worship songs on video, or quiet small group activities at tables.

### **Curriculum**

We use the Australian Curriculum to guide the work we teach and assess. By the end of the Prep year, students will have an understanding of numbers to 100 and be able to read and write simple sentences. We provide a written report for each student in Terms 1, 2 and 4.

Some of the topics investigated throughout the year include:

- Nursery Rhymes and Traditional Tales
- Families
- Taking Care of Australian Wildlife and Pets
- Weather
- Hairy Maclary (Author study)

## The Role of Play



Children in these early years learn actively through play. It is the 'work' of childhood. Block corner is a great place to learn about measurement. Playdough helps develop fine motor muscles and Home Corner is a place where dramatic action and imagination are developed. Children understand best what they can see, feel, smell, taste, and hear; 'active' learning includes all the 5 senses. Our program encourages this 'hands on' learning, giving each child the thrill of self-discovery.

For a child to gain competencies in areas of literacy and numeracy, it is necessary to develop:

- Visual Memory
- Auditory Memory
- Language Acquisition
- Higher Order Thinking and Problem Solving Skills
- Hand-eye Co-ordination
- Positive Body Image
- Spatial Awareness



In order to develop these abilities, a child needs experiences with:

- Classification
- Matching
- Arranging and organising objects
- Patterns and shapes
- Adding and taking away
- Measurement
- Place value
- Verbal communication
- Rhyming
- Isolating sounds in words
- Segmenting and blending words
- Identifying syllables in words

These concepts and skills can be acquired as a child has time and space to initiate activities with open-ended materials such as:

Blocks	Dough	Cubes	Clay	Pegs	Water
Finger Paint	Sand	Paper	Wood	Beads	

All these concepts are enhanced as children learn through play.

As the year progresses, our activities become more 'formal' in order for the children to become more familiar with the structures often used in primary school.

## *Our Literacy Program*



**LEM Phonics Program** – LEM Phonics is a sound based program implemented from Prep to Year 7. LEM Phonics teaches writing, reading and spelling simultaneously to enhance learning through as many of the five senses as possible. The program begins with building students' phonemic awareness. Students are then taught to recognise the written symbols for the sounds of the English language, rather than teaching the names of the letters of the alphabet. The letter symbols representing the sounds are called phonograms. Students are also taught rules that govern our language. Through this program, students will learn fundamental reading and writing skills.

When learning to read, students will first learn the skill of decoding words. In other words, they will learn to stretch out the sounds in words and blend them together. For example c-a-t = cat. Once students have received a strong foundation in decoding texts, we will introduce sight words in order to boost reading fluency. In class, we call decoding 'robot reading' and reading by sight 'rocket reading'.

## *Our Numeracy Program*



Staines Memorial College has adopted a comprehensive numeracy program based on George Booker's well researched approach to teaching mathematics. Students will build their knowledge of hands on mathematical concepts first before moving onto more abstract mathematical ideas. We expect that students entering Year 1 at Staines Memorial College will have a strong understanding of place value, numbers to 100 and a grasp of basic problem solving tasks such as adding, taking away, measurement and patterning.

## Pencil Grip

Throughout this year we will work with the children to develop the correct pencil grip. We also ask that parents continue to remind their children about the correct pencil grip while they are drawing or writing at home.

### “Dynamic Tripod”

Developing a comfortable, relaxed pencil grip ensures that hands do not get too tired when writing for extended periods of time. The recommended pencil hold is the “Dynamic Tripod”. (*Old Targeting Handwriting, 2003*)

You could use the following story to help children develop this pencil hold. Demonstrate the pencil hold as you tell the story.



### Story...

**Your pencil is like a car. Only Mum or Dad can drive the car and they wave as they go past their friends (*hold up index finger to show relaxed flexibility*). Children are too young to drive cars. They have to sit in the back seat (*tuck up the next three fingers loosely*), though the oldest one would like to try, so she’s always sitting closest to the driver (*show positioning of the middle finger*). Here is the steering wheel (*hold up the thumb*) it steers or guides the car.**

*Unknown Author*

## Portfolios

Portfolios are a beautiful way of recording what your child has learnt throughout the Prep year. Your child’s portfolio will become a record of their “Prep Learning Journey”, showing their current capabilities, ongoing improvements and special projects they have been involved in.



We, as teachers, use your child’s portfolio to monitor, assess and evaluate the children, our programs and our teaching. The data included in the portfolios assists us in making decisions when planning for your child’s needs, making judgements for their report cards, communicating with you, as parents, during interviews and conferences, and reflecting with your child on their Prep work.

## Confidentiality

College and Prep staff respect the confidentiality of your family and your child. Any information, which you share with us, will remain confidential. If you wish, we would be happy to pray for family needs and will share these in Staff devotions, but only if you consent.

## And Finally...

We welcome you!

We welcome your interest and your visits. We look forward to meeting you and getting to know you throughout the year. Please do not hesitate to discuss any concerns that you may have regarding your child's education with the teacher. To ensure you get our undivided attention, please make an appointment with them after school.



Please be aware that your teacher may not be able to speak to you in the mornings as they are busy settling students and preparing for the fun day ahead.

If there is any way in which you can share in the Prep program through your own gifts and abilities, we would love to hear from you.

We are excited about the forthcoming year and watching the wonderful development that will occur in your child.