



# Fernvale State School

*Attitude ~ Action ~ Achievement*



I love Prep

## PREP HANDBOOK

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Dear Families,

## **WELCOME TO FERNVALE STATE SCHOOL!**

The time has arrived for your child to attend the Prep Year. This often creates change and challenges for your child and family. You will no doubt have many questions and we aim to give you the information you will need through this handbook, our school website and most importantly through your communication with our friendly staff.

A sincere welcome is extended to you and we trust that your child's learning experience in our school will be an exciting and positive one supported by all members of our school community. We look forward to sharing in your child's learning journey and celebrating their successes together.

### ***Fernvale State School – Attitude Action Achievement***

#### *School Mission Statement*

***To maximise the potential of all members of the school community within a happy, safe, secure and stimulating environment so they may fulfil a positive role in society.***

***The individual child is the focal point of our concern.***



## Fernvale State Schools - Early Year's Philosophy

As teachers at Fernvale State School...

Our classrooms are warm, friendly and supportive environments where we value:

- Diversity
- Care and pride in oneself
- Tolerance and mutual respect
- Courtesy

As a school community we recognise our strengths are in our children, staff and families.

It is our aim to:

- Build partnerships with parents, community and schools in order for children to develop, learn and make an easy and successful transition to school.
- Provide a programme that is both challenging, and responsive to the diverse needs of the young child.
- Continue to foster good and appropriate early childhood practices in all that we do.

Prep provides the foundation for your child's success at school by developing: -

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy foundations
- physical abilities, including gross and fine motor skills



### ***The Prep Program***

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Our Prep classes successfully implement the Australian Curriculum. These curriculum documents provide us with knowledge and guidance to differentiate and meet the individual needs of children while supporting your child to reach their potential.

Using research-based Age-Appropriate Pedagogies in the early years of schooling is vital in supporting children's success in being courageous, resilient lifelong learners.

Each class engages in hands on, inquiry learning to develop the foundations of their future schooling success. Each day you will see the children involved in focussed learning and teaching experiences, inside and outside activities, on their own, in small groups and with the whole class.

Our teachers will meet regularly with you throughout the year to discuss your child's progress. At these meetings you will have opportunities to discuss your child's progress. Meetings are held in Term 1 and Term 3. If you have any questions between these times please make an appointment to speak with your child's teacher at a time convenient to both of you.

Our Prep children are encouraged to:

- Participate meaningfully
- Have a sense of humour
- Use language to communicate
- Increase their vocabulary
- Develop self-confidence
- Develop physical skills
- Negotiate and problem solve
- Develop a positive attitude to learning
- Use a variety of ICT's
- Form basic concepts in literacy and numeracy
- Make friends
- And so much more...



## ***The Journey of the Prep Child***

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To be a Prep student at Fernvale State School your child will turn 5 years old before 30<sup>th</sup> of June. Over the coming school year your child will grow, develop and mature in many ways. The change from the first day of Prep in Term 1 to the last day of Prep in Term 4 is tremendous.

Children of this age actively build on their knowledge. Their memory and powers of observation increase and their ability to learn is better now than it will ever be. They will explore, investigate, problem solve and predict as they engage in their learning. They will make many friends and learn to be tolerant and get along. Your child will try many new things and take risks in their learning. They will learn to be confident, resilient, persistent and organised. Your child will set their own learning goals and celebrate their achievements.

This journey is one we will take together as we work as a team to support your child to reach their individual potential.

## ***Expectations of Starting Prep***

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Please be sure your child is....

- Well rested, well nourished, and well prepared.
- Hearing you talk positively about school and discussing your new routines.
- Gaining confidence in their own growing independence.
- Able to toilet themselves.
- Being responsible for regular household tasks which teach reliability and responsibility (such as - setting the table, wiping up, folding clothes, putting their own toys away etc).
- Able to manage their lunch box independently. Have your child practice eating their lunch from their lunch box over the holidays. This way you can help your child learn to open packets, unwrap glad wrap on food items or put straws into poppers.

## ***The First Day***

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We aim to make the first day at Prep a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. We will have lots of smiles, fun and laughter. Our routine will be simple and consistent, allowing the children to feel confident and happy in their new classroom.

Here are just a few hints to make the first day go smoothly:

- The school day starts at 8:55am, please be on time.
- Be positive. Talk about new things in a happy way.
- Familiarise children with staff names.
- Don't "sneak" away. **Always tell your child when you are leaving and that you will be back at the end of the day.**
- Once you have said 'good bye' and are leaving, please go as quickly as possible - the few upset children invariably settle down after that initial departure from parents and carers.



Please do not hesitate to discuss any concerns or worries that you may have regarding your child's education with your child's teacher.

## ***Prep Teacher Aides***

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Our Prep Teacher Aides are an integral part of our team. Our Teacher Aides are experienced with children and families and work closely with all members of our Fernvale State School Prep team. Prep just wouldn't be the same without them!

## ***Parent and Caregivers at Prep***

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Parents, caregivers and relatives play a vital and valued role in the education of each child. We encourage your involvement. You can assist by:

- Visiting the classroom and joining in with our experiences
- Reading the weekly electronic newsletter
- Supporting excursions and special events
- Reading to your child daily
- Supporting us by talking with your child about their day
- Supporting our values and expectations
- Informing us of any concerns, ideas or suggestions that you have
- Reading all the information in order to be familiar with our policies, routines and practices
- Clearly labelling **ALL** your child's belongings
- Discussing any concerns or questions with your teacher
- Notifying the office of any changes related to address, phone numbers, emergency contact phone numbers and student absences



## **Parents in the classroom**

- Confidentiality within the classroom is vital. It is not appropriate to discuss happenings within the classroom with any person.
- It is important to encourage your child's independence and self-reliance in the classroom

## ***Arrival***

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- The classroom will usually open from 8.50am. If you arrive before the classrooms are open you are required to wait with your child.
- Class rolls are marked at 8.55am. If your child arrives after this time you are required to sign your child in at the school office and obtain a late arrival slip before going to class. This will ensure your child's attendance record is adjusted accordingly.
- If you are helping in any sessions please make sure that you sign in at the office as a VISITOR.
- Encourage your child to unpack their schoolbag and complete their morning tasks.



## Departure

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- To help children stay focussed on the teacher, the door will often be closed when you arrive. Please wait outside until we open it.
- For safety reasons children will be asked to stay on the carpet until you arrive. Please come right up to the door area to collect your child.

## Late Arrivals

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- Please telephone the student absentee line by 9am on 5427 1360 if your child will be arriving late to school. If you do not phone the absentee line you will receive an SMS notification requesting you to provide a reason for your child's absence.
- Upon arrival please attend the School Office to sign in and obtain a late arrival slip before going to class. This will ensure your child's attendance is correctly recorded on the class roll.

## Early Departures

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- Please attend the School Office to sign out your child and obtain an early departure slip before collecting your child from class. Children will not be released from class without an early departure slip.

## Daily Routine

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This is an approximation of your Prep child's daily routine:

|           |                          |       |                   |
|-----------|--------------------------|-------|-------------------|
| 8:40-8:55 | Arrival, morning routine | 11:30 | Middle session    |
| 9:00      | Morning session          | 1:15  | Lunch/Play        |
| 10:00     | Fruit snack/Brain Break  | 2:00  | Afternoon session |
| 11:00     | Lunch/Play               | 3:00  | End of school day |

## Specialist Sessions

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Prep children will attend weekly Music, Physical Education and Library lessons with specialist teachers throughout the year.

## Support Services

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A number of support services are available to help our children develop.

- Guidance Officer
- Speech Language Therapist
- Head of Special Education and specialised support teachers
- Learning Support Teacher
- Specialist Teacher Aides
- School Psychologist

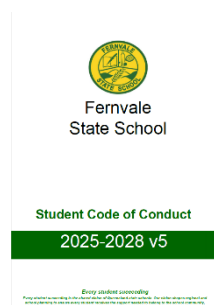


## Student Code of Conduct

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At Fernvale State School we:

- Respect the rights and property of others
- Take pride in ourselves, our school, our belongings and our achievements
- Act and play safely and sensibly
- Think before we do and before we speak
- Are kind, honest, helpful and considerate
- Strive to improve
- Smile and enjoy each day



All classroom expectations are based on our Student Code of Conduct. Visit our website for more information.

## Book lists

A list of resource requirements will be provided at the Prep Practice Sessions in November. These resources may be purchased from your choice of supplier. Resources are stored in Prep so please name your child's items.

## High 5 Strategy



At Fernvale State School we use a problem-solving strategy called the 'High 5' to help develop problem-solving skills and independence in solving social issues. The strategy can be used in the classroom or the playground, or at home with brothers and sisters. We practise the strategy and the words to use at school and in the playground with role plays, modelling and coaching, however, you may also like to practise at home.



|                      |   |
|----------------------|---|
| <b>Ignore</b>        | <ul style="list-style-type: none"><li>• Pretend you didn't hear it</li><li>• Take deep breaths</li><li>• Do not make eye contact</li><li>• Count to five in your head</li><li>• Think positive self-esteem statements</li><li>• Practice - Use role play to show what ignore - looks like, feels like and sounds like</li></ul> |
| <b>Friendly Talk</b> | <ul style="list-style-type: none"><li>• Use a calm voice</li><li>• Redirect to the game, a positive activity/behaviour</li><li>• Maintain eye contact</li><li>• Use confident body language</li><li>• Use "I" statements – I feel . . . . when you . . . . because....</li></ul>  |
| <b>Walk Away</b>     | <ul style="list-style-type: none"><li>• Do not look back. Walk confidently, do not run</li><li>• Look confident - stand tall, head up high</li><li>• Do not make eye contact</li><li>• Walk away to a busy area or towards a staff member</li></ul>   |
| <b>Firm Talk</b>     | <ul style="list-style-type: none"><li>• Use an assertive, loud voice</li><li>• Re-state your "I" statement. e.g. I said I feel . . . . when you . . . . because....</li><li>• Tell them to stop</li><li>• Look confident - stand tall, head up high</li><li>• Walk away to a busy area or to a staff member</li></ul>           |
| <b>Report</b>        | <ul style="list-style-type: none"><li>• Walk away and tell a staff member</li><li>• Bystanders also need to support and report</li><li>• Report, report, report until somebody listens</li><li>• Reporting is helping/getting yourself out of trouble</li><li>• Dobbing is trying to get someone in trouble</li></ul>           |



## Zones of Regulation

At Fernvale State School we believe it is important for our children to become more aware of their emotions and realise it's okay to discuss how they feel. We are empowering our children with the tools/strategies to problem-solve and support the regulation of their emotions and their behaviours. We believe it is vital for our children to understand that looking after ourselves mentally is just as important as looking after ourselves physically.

*Life is 10% what happens to us and 90% how we react to it. Charles Swindoll*

### What is self-regulation?

Self-regulation is the ability to manage your emotions and behaviour within the demands of any situation. It includes being able to resist emotional reactions to upsetting events, to calm yourself down when you get upset, to adjust to a change in expectations and to handle frustration without an outburst. It is a set of skills that includes problem-solving, planning, self-control and perseverance. The ability to self-regulate enables children, as they mature, to direct their own behaviour towards a goal, despite the unpredictability of the world and our own feelings.

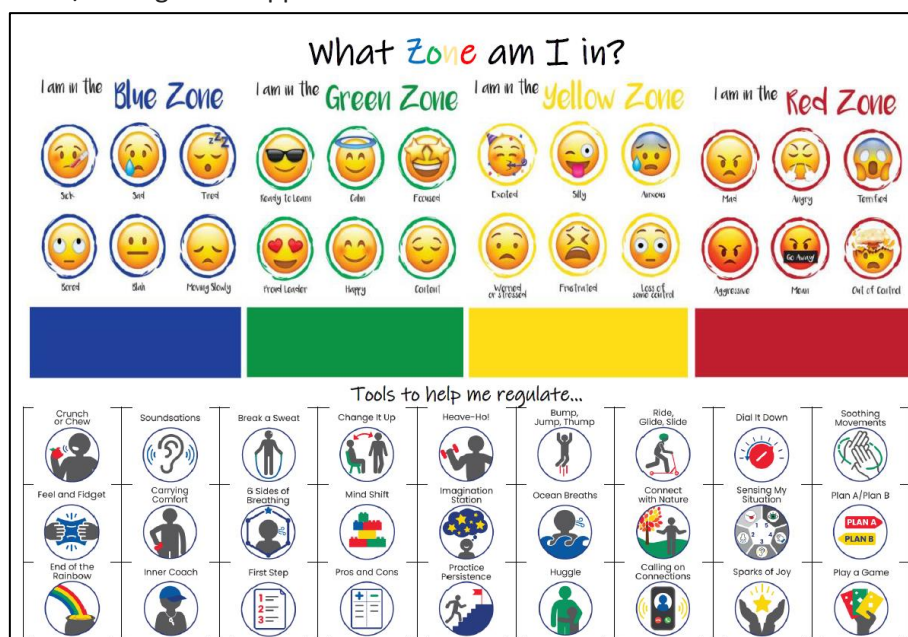
### Why implement The Zones of Regulation Program?

The Zones of Regulation® is a way of teaching children self-regulation. The program is designed to support children to:

- identify their feelings and levels of alertness
- build a vocabulary of emotional terms
- build an insight into events that trigger their behaviours
- use effective regulation tools/strategies
- know when and how to use tools/strategies
- problem solve positive solutions
- understand how their behaviours influence others' thoughts and feelings



All classes at Fernvale State School will use the Zones of Regulation to help children identify their emotions and support children in being able to recognise strategies that can support them in each zone. In addition, all staff have been trained and model the language of the zones every day across our school. You will see the posters below in our teaching and learning areas across our school. All children will participate in the explicit teaching of each Zone and tools/strategies to support them.



## Prep Children's Requirements

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Prep children will require:



- All items from the booklist
- School Uniform - please dress your child in the Fernvale State School uniform available at the tuckshop.
- A school hat is provided by our P&C in Prep. Our school has a 'no hat no play' rule.
- School bag - large enough for your child to place all their belongings in and easily manage. A bag that is too small makes it difficult for your child to be responsible for all their belongings and develop their independence.
- Library bag
- Fruit break/brain break (fruit/vegetable), lunch and a healthy afternoon tea daily
- Excursions and Arts Councils are an important part of our curriculum. Please discuss any financial difficulty with your child's teacher.

## Medication

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Should your child require medication while at school an *Administration of Medication at School Record Sheet* must be completed and strict medication labelling requirements must be fulfilled. Full information is available from the school office.

## Lunch Suggestions

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Planning interesting and different school lunches can be difficult! The following are some suggestions and ideas for you.

- A piece of fruit will often cost less and has more nutritional value than pre-packaged items such as potato chips, chocolate yoghurts and other junk foods.
- Children usually find raw vegetables fun to eat, and they have more vitamins than when you cook them
- Teacher's notes:
  - Please **NO** canned goods (the contents of tins can be transferred to plastic containers, or a thermos, as the metal ring has been known to snap).
  - Please note that we are unable to heat **ANY** food (as per WPH&S regulations)
- Sandwich Ideas:
  - Egg: chop hardboiled egg and mix with salad dressing. For variety, add one or a combination of the following: onion, celery, raisins, bean sprouts, lettuce, grated carrot, chopped spinach, grated cheese, chicken.
  - Cheese: sliced or grated with salad dressing. For variety add: chopped onion, dates, crushed pineapple
  - Fish: tuna with salad dressing: add chopped celery, apple slices or raisins.
  - Meat: chicken sliced or chopped with salad dressing and shredded raw greens. Beef sliced with salad dressing, mustard and shredded raw greens. Turkey sliced with celery, pineapple or apple slices or chopped prunes.



## ***Birthdays***

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We like to celebrate each child's birthday at Prep. Please feel free to send along ice blocks, cake or cupcakes on your child's birthday, or the closest day to it. Please check with your teacher regarding allergies and the number of children in your class to ensure we have enough for everyone to celebrate.

## ***Parking***

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**School gates** no parents are to pick up or drop off within the school gates without a Fernvale State School parking permit—there is **no parking** available for parents in the school grounds.



There is a **school crossing** on the Brisbane Valley Highway which is supervised by a Crossing Supervisor in the mornings between 8.00 am and 9.00 am, and in the afternoons between 3:00pm and 3:45pm.



No standing areas and bus zones. It is important for the safety of our students that these **are kept free of vehicles, as per signage.**

## ***Sick Children and Absences***

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Even though the child may want to come, school is not the place to be when your child is sick. Runny noses, temperatures, cold sores, open sores or discharge from ears or eyes are all indicators of possible infectious conditions. As well as risking the health of others, your own child is placed at risk of further infection at a time when immunity is low. Please keep your child at home during such times. Please phone the student absentee line 5427 1360 by 9am to report an absence. If you do not phone the student absentee line by 9am you will receive an SMS notification to advise your child is not in attendance and you will be required to phone the office to explain the absence.

## ***Hygiene***

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Viruses and bacteria spread very quickly and easily amongst children in close contact. To minimise cross infection:

- Children will wash hands before eating and after toileting;
- Children **will** be sent home if they appear unwell.

## ***Infection & Communicable Diseases***

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These can occur from time to time and parents are asked to inform the school once your child's infection has been confirmed by a doctor. Medical recommendations would then follow.

## ***Immunisation***

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Fernvale State School advocates for immunisation programs for young children as recommended by the National Health and Medical Research Council. Please ask if you are unsure of the recommended immunisation schedule.

## ***Sports House***

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Inter-house sports carnivals are held prior to the inter-school District and Zone carnivals. The students are divided into one of three sports houses. Siblings are generally allocated different houses.

**Oxley (green)**

**Cunningham (blue)**

**Logan (red)**

## ***Toys/Treasures***

PLEASE **do not bring toys and treasures to school**. On special occasions you will receive ample notice as what items are appropriate to bring to school.

## ***School Year Dates 2026***

| 2026 School Year Dates |  |          |
|------------------------|--|----------|
| Term 1                 | Tuesday 27 January – Thursday 2 April  | 10 weeks |
| Term 2                 | Monday 20 April - Friday 26 June       | 10 weeks |
| Term 3                 | Monday 13 July - Friday 18 September   | 10 weeks |
| Term 4                 | Tuesday 6 October - Friday 11 December | 11 weeks |

## ***And finally,***

We look forward to building productive partnerships as we learn and grow together. We are here to provide quality Prep education for your child. Please do not hesitate to discuss any questions or concerns you may have. We are looking forward to our association with you and your child as they begin their Prep journey at Fernvale State School.

Kind regards,

*Fernvale State School Prep Team.*

