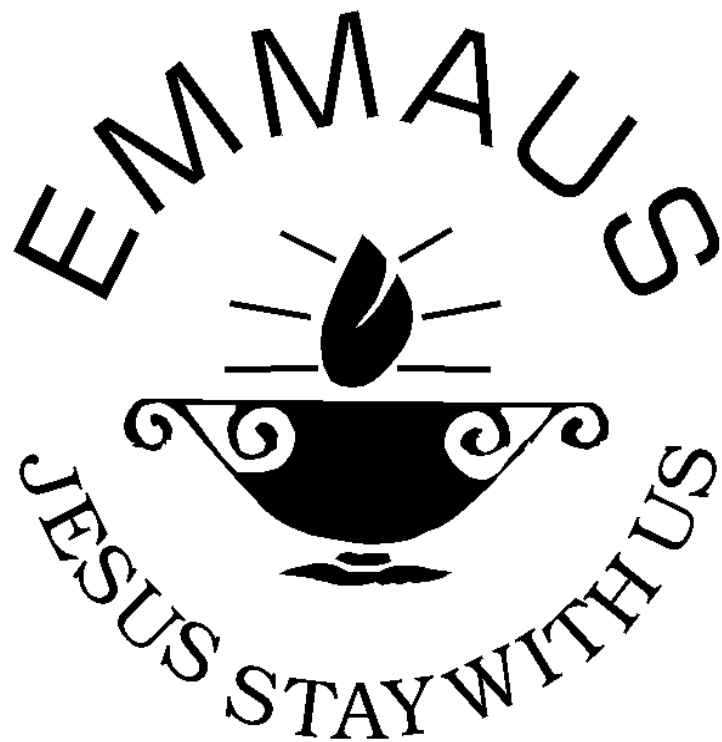


EMMAUS
CATHOLIC SCHOOL
BEGINNERS BOOKLET



Dear Parents,

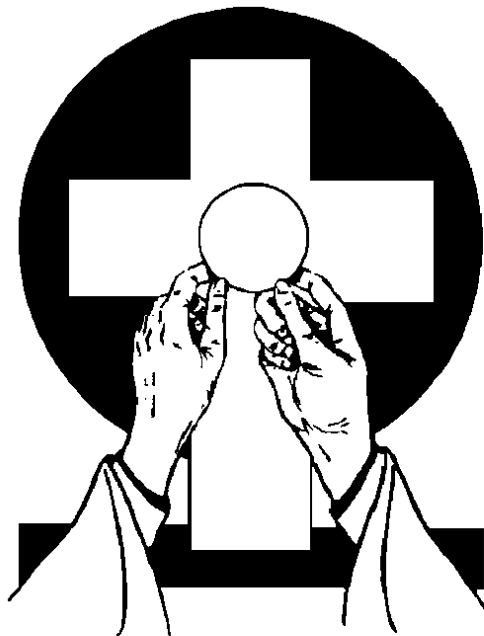
We welcome you and your family to Emmaus Catholic Primary School.

The Preparatory year is a most important year for your child, as it sets a firm foundation for the years that follow.

Educating your child is a cooperative process involving your child's school and teachers, your family and our Parish.

By working together and supporting each other we can ensure that your child has the opportunity to enjoy school and develop to their maximum potential.

We hope that the information and suggestions contained in the following pages will assist you in preparing your child for a smooth and enjoyable start to school life.



SET OUT ARE THE TERM DATES FOR 2012

TERM 1	Wednesday	1 st February	-	Friday 30 th March
TERM 2	Monday	16 th April	-	Friday 29 th June
TERM 3	Monday	16 th July	-	Friday 21 st September
TERM 4	Monday	8 th October	-	Friday 21 st December

Your child has been given a specified time to meet with his / her teacher. This will happen on either Thursday 2nd, Friday 3rd or Monday 6th February.

The Prep children will begin school on **Tuesday 7th February 2012**

- Your child's first week at school will be from **8.45 a.m.** to **12.30 p.m.**

From Monday 13th February all Prep children will attend school full time.

In the first week of school you are required to bring to your child's classroom the following:

1. A large box of tissues
 2. An Art smock with long sleeves, with your child's name on it. (e.g. an old shirt, the thicker the better).
The Art smock is to be taken home at the end of each term to be washed and returned on the first day of each new term.
 3. **A library bag** labelled with your child's name (available from our office for \$5.00).
 4. A small plastic bottle of hand sanitizer.
- **Please note that on Wednesday and Friday school finishes at 3.00 p.m. for all children and on Thursday we have Mass in the Church at 8.25 am.**

Each child is also required to have a school bag capable of holding:

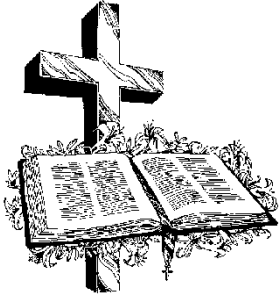
- Lunch box
- Book box
- Jumper etc.
- Spare underwear & socks
- A clean handkerchief **everyday**
- **Roll on** sunscreen during hot months that will be kept at school
- School hat that will be kept at school and sent home on the holidays for a wash

PLEASE NOTE: That all clothing, bags, books and other belongings must be **clearly marked with your child's name on them.**

A high priority at Emmaus is the children's Religious Education!

This priority will be seen in our *everyday* activities with the children as well as formal lessons everyday in their classroom. It will be very obvious at our Thursday morning Mass where the school community comes together to celebrate the Eucharist.

Some of the things we will be teaching your child include:



- *Prayers
- *How to bless themselves
- *To add *May God Bless You* when they greet an adult

Each of our classrooms has a crucifix and a prayer table with a cloth, bible, candle and other religious symbols on it. Children will say prayers each morning and afternoon and before they eat their lunch. We will also be teaching your children the importance of being at Mass on weekends and on Thursday mornings.

Yes, you can help by:

- ❖ Setting aside some time during the day to pray together as a family
- ❖ Being at Mass on Saturday night or Sunday
- ❖ Bringing the children to Thursday morning Mass on time every week
- ❖ Praying before meals



SETTLING IN

It is unwise to make too much of the fact that the child is now ready for school, as though this is a big step into the unknown. Rather, it should be treated as a natural course of events, without emphasis on the change. Because of the adjustment to a new situation, meeting new friends, and the school being more structured than Kinder, Prep children usually become more tired than usual. The weather is usually very hot too, so it is most unwise to expect your child to go shopping with you after school. They should be taken home for a rest. If they don't feel like talking about what they have done at school, they should not be asked questions.

If you are concerned about your child settling into school and being away from home, a visit to grandparents or someone well known for an overnight stay could help the homesick feeling. It is important for children to become independent early in the year.

SCHOOL ROUTINE

The first year is important (as important as Grade 6,) because it is in the child's first year at school that habits and patterns of behaviour and learning are formed, that may stay with the child for the rest of their school life.

Regular attendance is essential ... This will ensure that they will not miss any work they may later have difficulty in understanding.

Be punctual... We begin school at 8.45 a.m. Do not cause your child embarrassment by sending them late. Late entry to class will also interrupt the rest of the group.

Problems Preps have wonderful imaginations. If you hear a tale which disturbs you PLEASE CHECK PERSONALLY (notes can cause misunderstandings) with staff for details.

Even the most reliable child can get the facts mixed up.

The staff are available after school for discussion. During school is not appropriate (unless an emergency) to see staff as they are "working" and cannot leave the children to talk to parents. Before school, teachers are generally preparing for your child's school day. Staff are most willing to discuss any issues with you after school. Please be aware that teachers need to be at a meeting on each Monday afternoon and a staff meeting on Wednesdays when school has finished. We do have special interviews during the year for you to discuss your child's progress confidentially with staff. If you feel other visits are necessary, we would appreciate it if you would make an appointment. PLEASE REMEMBER NEVER TO TALK TO OTHER PEOPLE'S CHILDREN ABOUT PROBLEMS, FIGHTS, ETC. SEE YOUR CHILD'S TEACHER!!

HOME ROUTINE

The Prep year is a very busy, productive one. Children can get very tired. It is very important that you establish a regular bedtime (7.30 to 8.00 p.m.) to ensure your child gets a good night sleep in order to be alert the next day.

It is beneficial to your child if you can establish a set time when you and your child can read together in a quiet atmosphere and away from TV if possible. This is a worthwhile contribution to your child's education. We suggest that you join your local library and make "story time" part of your nightly routine in the home. *Recommended reading for all parents on the importance of reading to your children is a publication by Mem Fox "Reading Magic".

YOUR CHILD IS STARTING SCHOOL

You should prepare yourself for the day your child goes to school as well. Just as you soothe their anxieties, soothe your own. Think of the event in positive terms: This child you have nurtured and continue to nurture is going to be growing, not just physically, but socially and intellectually, in their new environment. Growth is what you want for them, isn't it?

One of the most important things your child will be learning is that there are all sorts of relationships in life - their relationship with you, their very first; a relationship with God, a relationship with each friend, another with their teacher, and they need to know that these relationships can be happily interrelated.

A parent who insists on clinging to their child, not allowing that essential separation to take place, is giving them the message that all other relationships in life are threatening.

BEGINNING SCHOOL

As the time gets closer for the child to start school there are a number of things which parents can do to help the child settle in easily.

1. Teach your child road safety.
2. Children line up outside the hall each morning.
3. Once school starts, make sure your child knows where to meet you at the end of the school day.
Pick up areas are: the tables near the Mary garden and Pecks Road.
4. Please let them know who is collecting them each day. It is important that they are met **on time**.
5. Discuss "safety in the car park". Children are not allowed to go to the car park without an adult.
6. Children may only go from school with parents or friends known to the teacher. Please do not take a child from the school grounds without the permission of the teacher and the Principal. (A form from the office must be signed.)
7. Teach the child not to accept rides from strangers.
8. If you do require your child to leave school at any time during the day, please go to the office to fill in an "early departure" form and then inform the class teacher. These interruptions should be kept to a minimum.
9. Your child should be expected to take their own bags and coats into their classroom from Day 1.
10. Please do not congregate in the corridor / outside the classroom during school time as this distracts the children from their daily school routine.

MEDICINE POLICY

1. When children have to bring medicine to school it should go to the office and be given to a staff member.
2. The medicine should have with it a note with the child's name, the date, the time and dose to be given and storage details.
3. The child's teacher needs to know these details also, so please tell them. (A note will do)
4. Medicine measuring cups and spoons should be included.
5. After school, ask a staff member to get the medicine for you so it can be taken home.

ILLNESS / ABSENTEES

It is unfair to the sick child, the other children and to the teachers if a child who is not well is sent to school. The place for a sick child is at home.

If your child contracts an infectious disease please notify the school and seek advice on exclusion requirements. If your child is absent from school because of illness or any other reason please send a note to the teacher when the child returns to school. There is no need to phone unless it is 3 – 4 day illness.

HERE ARE SOME OF THE SKILLS A CHILD WILL NEED TO HAVE BEFORE COMING TO SCHOOL

AT SCHOOL CHILDREN WILL NEED TO:

- * Feed themselves.
- * Unwrap a food packet.
- * Open a lunch box.
- * Unscrew a drink container.
- * Drink with a straw.
- * Know how to use snap-lock lunch bags.
- * Peel a piece of fruit.
- * Get a drink from a tap.
- * Put sunscreen on their arms, legs and face before going out to play.
- * Attempt to tie shoelaces.
- * Know how to fold a piece of paper into halves and quarters.
- * Cut with scissors.
- * Recognise their name.
- * Write their name.

NOSE BLOWING - Children should be able to blow their own noses.

TOILET TRAINING: CHILDREN WILL ALSO NEED TO

- * Go to the toilet by themselves and undo and do up any buttons and zips.
- * Flush the toilet.
- * Wash their hands.
- * Manage the taps.

Toilet training is usually accomplished over a period of years, and most children are competent by the time they start school. However, “accidents” can happen at this age. Prep teachers try to prevent these by programming regular visits to the toilet during the first weeks.

Parents should send spare underclothes in the child’s bag as accidents do happen all year. Boys should be familiar with public toilets i.e. (urinals).

Covering toilet seats with toilet paper before sitting on them is not a good idea. It makes a horrible mess and blocks our toilets.

SCHOOL READINESS

There are a few simple things you can do to help improve your child's readiness for school, and which you can continue to do after he/she has started.

For better speech and expression:-

- * Use the right names for everything and use a variety of words. For example, a dish might also be called a bowl or a basin.
- * Simple instructions, such as "Put the bread onto the plate" and "Put the cushion behind you" teach different positions.
- * Include comparisons in conversations, like "Let's share the biggest apple" or "Try on the darkest T shirt."
- * Watch out for past tenses, "I runned home" is common with young children, but correct them gently by saying something like "So you ran home, did you?".
- * Use lots of descriptive words when talking.
- * Games of "I spy" and "I am thinking of an animal that starts with..." help a child to learn and recognise letters and sounds.

You can help continue to develop fine motor and number skills in following ways:

- Ask them to count the number of forks, spoons, etc they will need to set the table.
- Give them crayons to draw with. Encourage them to draw at a table, not on the floor.
- Provide old magazines and a pair of blunt nosed scissors to cut out pictures - they might like to paste them into a scrapbook.
- Provide a variety of puzzles as well as mosaics, pegboards and building sets.
- Play board games and card games with them.

DRESSING

Sometimes children feel too hot or too cold, so they must be able to cope with jumpers and art smocks by themselves. The best way to help children learn these skills is to encourage them to dress themselves.

They should be able to recognise their own clothing by reading their name.

PLEASE LABEL ALL CLOTHING AND POSSESSIONS CLEARLY

SOME CHARACTERISTICS OF THE FIVE YEAR OLD

1. Very active, hardly ever still.
2. Interested in many things at the same time.
3. Likes to start new things, but often loses interest in them before finished.
4. Enjoys the company of other children.
5. Likes to play in small groups.
6. Independent in dressing themselves and able to do simple tasks and errands.
7. Begins consciously to know right from wrong.
8. Likes to be approved of and beginning to assume responsibility for their own actions.
9. Brave in imaginary play and likely to be afraid in new situations.
10. Needs security and love.
11. Needs a regular bedtime (7.30 – 8.00pm).

WAYS IN WHICH PARENTS MAY CONTRIBUTE TO THEIR CHILD'S PROGRESS AT SCHOOL

1. It helps if your child is able to separate easily from you, and you are cheerful and encouraging about the things the child will be able to do at school.
A child who enjoys school should not be made to feel guilty about this by parents frequently asking questions such as “Didn’t you miss me?” or “Don’t you love mummy/daddy anymore?”
2. Encourage your child to talk to you by being a good listener.
3. Allow some time to look at the work brought home from school. Praise good efforts. Give paintings and handiwork a place of honour, for a few days at a time.
4. If the teacher or the child has written some words on their paper let them “read” them to you. This is their first reading experience. Later, as books come home, enjoy this new adventure of reading with them. Let them tell you about the pictures, talk about the story with them, then...read the story to / with them.
5. Develop the habit of a family bedtime story and prayer time.
6. If your child does not want to talk about school, don’t expect them to do so, as forced answers achieve little.

7. Children develop a sense of security when there is consistency in the way they are brought up, and when they feel they are loved. A sense of security is also developed when parents “set limits” on a child’s behaviour, and make sure these limits are kept e.g.
 - “Bed time is 7.30 p.m.”
 - “No lollies before dinner.” – NO means **NO**
 - “Come straight home after school.”
8. Self-control is developed at home, for example:
 - When parents don’t give in to a temper tantrum, and do not always let children have their own way.
 - When the child is asked to wait, while the parent finishes some activity before attending to the child, or
 - When parents don’t give children everything they ask for.
 - If the answer is no keep it as no.
9. Develop in children a sense of confidence and responsibility, by encouraging your child to keep their room tidy, by putting away toys, clothes, etc. thus preparing them for the same experience at school.
10. Keep in close contact with the teachers so that school & homework come together for the child.
11. Let the child carry their own school bag and belongings. This promotes independence.
12. Monitor your children’s TV viewing and computer games – both the amount and the content.

Children need discipline at home and at school:

- * We ask for your support and loyalty as we direct and guide your children.
- * The hardest word for some children to learn is “NO” – please help us teach it to them.
- * Do not expect big brother/sisters to baby-sit on the playground.
- * There is always a teacher/teachers on playground duty and your child needs time to develop friendships with their peers just as older brothers and sisters have done.
- * Teachers are always willing to help sort out problems. Some problems only surface at home and unless the teacher is told we can’t eliminate any problems.
- * Let your child become independent. They must learn slowly to look after their own belongings (For example, you, as parents are blamed if they forget books. - “My mum forgot to put my book in my bag”). Encourage your children to pack and unpack their own bags.
- * Check bags daily for work done at school, school letters, etc.

OUR SCHOOL RULES ARE:

- Follow instructions.
- Keep hands, feet and objects to yourself.
- Speak appropriately.
- Listen to the speaker.
- Move safely.
- Treat all property with care.

Prep activities may include some of these:-

- LANGUAGE:** Stories, poetry, rhymes, finger plays, songs, discussions, excursions, drama, writing, handwriting, listening games, writing stories, reading, learning letter sounds, simple words and writing their own stories.
- MATHS:** Counting and number rhymes and songs, oral counting, constructional activities, discussions, sorting and classifying, jigsaws, dominoes, sand and water play, number, space and measurement activities and other games.
- ART:** Painting, drawing, threads and textiles, playdough, constructional activities, cutting and pasting.
- PHYSICAL EDUCATION:** Outdoor play, running, jumping, climbing, skipping, use of simple equipment, ball handling skills and simple gymnastics.
- MUSIC:** Listening/appreciation, singing, using musical instruments, clapping or moving to rhythm and beat.
- INTEGRATED CURRICULUM:** Class work, asking questions and investigating answers, excursions, incursions, guest speakers, videos/films, stories and songs.
- RELIGIOUS EDUCATION:** Daily Religion lessons, visiting the Church or Parish community, singing, attending 8.25 a.m. Mass on Thursday morning, taking part in simple Liturgies, meeting the Parish Priest.
- SCHOOL TRIPS & EXCURSIONS:** These are an **IMPORTANT** part of your child's education. The children are taught to READ and WRITE through experiences. The things the children see and do on these trips are used in the teaching of these subjects. A child cannot fully participate in subsequent learning tasks if they did not attend an excursion/incursion. The types of excursions - visit to the local library, zoo, park, theatre etc. Parents can go on **some** - not all - excursions with the children to help look after the class.

GENERAL INFORMATION

LUNCH: Children eat under the direct supervision of their teachers - outside if the weather is fine, otherwise inside the classroom. **EMMAUS IS A PEANUT FREE SCHOOL.** We have children at our school that are very allergic to nuts. Please make sure that nuts are not part of your child's snack or lunch. This includes peanut butter, nutella, snickers etc. Thank you for your support. Please pack a small lunch for Preps that may be increased if necessary. Please no yoghurt tubes and tins of fish (too difficult to open without making a mess). Please don't send drinks in glass bottles. Your child will be taught to choose their lunch for lunchtime and their snack for recess. We encourage the children to have a water bottle with their lunch / snacks.

- * If your child is celebrating their birthday and you would like to bring a treat for the class to share, we would encourage that it be in the form of individual portions rather than a whole birthday cake e.g. cup cakes. Please check with your child's teacher first.

CATHOLIC DEVELOPMENT FUND

The Catholic Development Fund is a Financial Institution which offers investors competitive interest rates and up-to-date financial services.

Since 1956 investors' funds have enabled the Schools Provident Fund (the CDF's original name) to provide more than \$200 million towards vital school building projects for Melbourne's Catholic Education System. Emmaus School has benefited greatly through borrowing money from CDF. The building of both our school and church would have been impossible if not for the CDF.

You can take advantage of Catholic Development Fund whether you're a student, parent, teacher, worker, homemaker or retired. CDF's range of services helps you to save, to budget, to finance your children's education and to pay your bills without fuss.

A CDF Savers Club will operate weekly in our school offering our students the opportunity to save regularly with the Catholic Development Fund.

Information and literature is available at the school office or ring the Catholic Development Fund on **9411 4200**