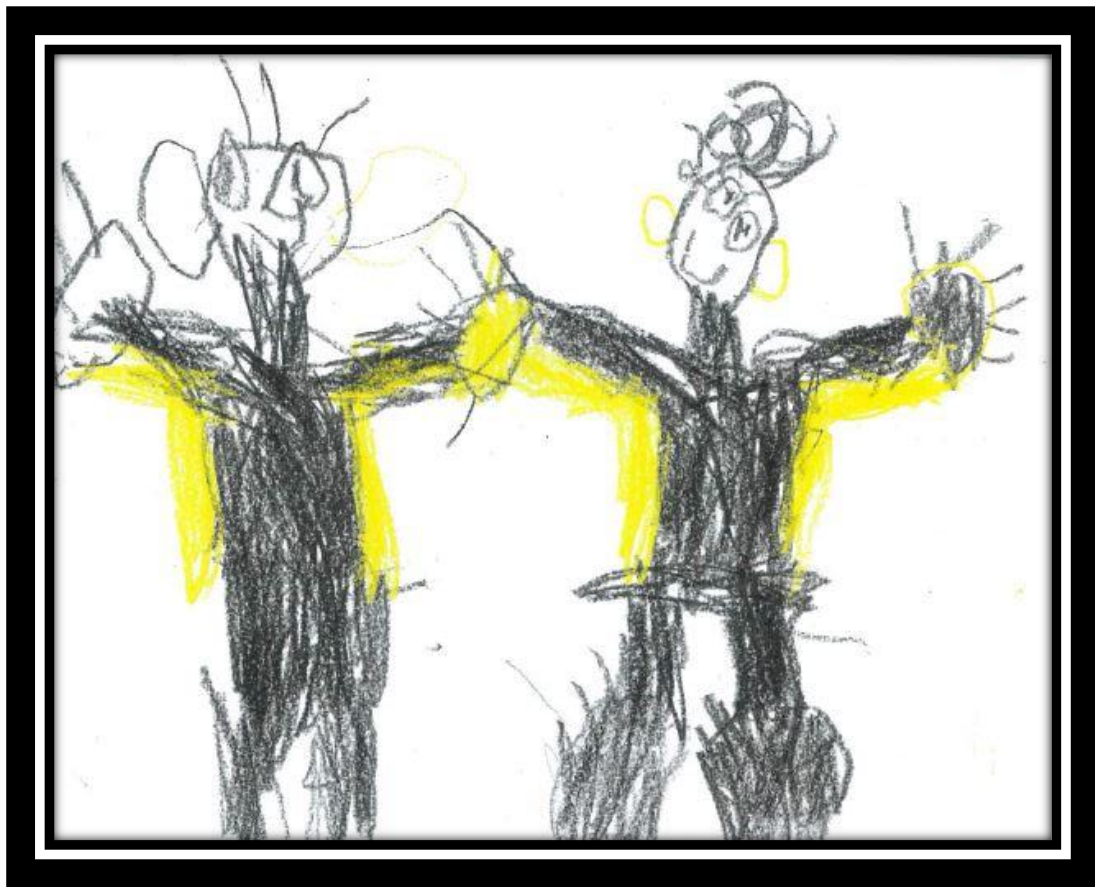




# Tivoli State School



## *PREP HANDBOOK*

07 3813 7444

[principal@tivoliss.eq.edu.au](mailto:principal@tivoliss.eq.edu.au)

[www.tivoliss.eq.edu.au](http://www.tivoliss.eq.edu.au)

108 Mt Crosby Rd, Tivoli 4305  
PO Box 2295, North Ipswich 4305



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## *Tivoli State School – Principals Welcome*

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Dear Families,

### **WELCOME TO TIVOLI 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.

Tivoli State School is a small school with a big heart.

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.

*Kylie*

Kylie Wells  
Principal



## *Tivoli State School - Early Year's Philosophy*

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As teachers at Tivoli State School:

Our classrooms are warm, friendly 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 thus, developing the optimum opportunity 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 the children while supporting your child to reach their potential.

Tivoli State School uses research based, age appropriate pedagogies in the early years of schooling is vital in supporting children's success in being courageous, resilient and 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
- Increase their vocabulary
- Use language to communicate
- 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 much more

### *The Journey of the Prep Child*

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To be a Prep student at Tivoli 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, your child's 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, well prepared
- Talk positively about school and discuss your new routines
- Encourage your child's independence
- Able to toilet themselves
- Being responsible for regular household tasks teaches reliability and responsibility (such as- setting the table, wiping up, folding clothes, tidying their own toys away)
- Have your child practice eating 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'll 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 8:45am 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 Mum, Dad/caregiver.

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 Student Engagement Officers (Teacher Aides)***

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Our Prep SEOs are an integral part our team. Our SEOs are experienced with children and families and work closely with all members our Tivoli State School Prep team.

### ***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 rules and consequences
- Informing us of any concerns, ideas or suggestions that you have
- Read all the information in order to be familiar with our policies, routines and practices.
- Clearly label **ALL** your child's belongings
- Discuss any concerns or questions with your teacher
- Notify the office of any changes related to address, phone numbers, emergency contact phone numbers and student absences

### **Parents in the classroom**

- Confidentiality with in the classroom is vital. It is not appropriate to discuss happenings with in 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 always have the door open from 8.30am. If you arrive before the classrooms are open you are required to wait with your child.
- Class rolls are marked at 9am. If your child arrives after this time you are required to attend at the school office to sign in 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 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 3813 7466 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 at 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 at 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

8:30-8:45	Arrival, morning routine	11:30	Middle session
9:00	Morning session	1:15	Play/Lunch
10:00	Fruit snack/Brain Break	2:00	Afternoon session
11:00	Play/Lunch	2:45	End of school day

## Specialist Sessions

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The children will attend weekly Physical Education, Drama, AUSLAN and other 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 towards their potential and can be accessed in their Prep year.

- Guidance Officer
- Speech Therapist
- Inclusion Teacher
- Social Worker
- First Nations Student Success Liaison

## Student Code of Conduct

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At Tivoli State School

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All classrooms expectations are based on our Student Code of Conduct. For more information [Tivoli State School Student Code of Conduct](#)

## Zones of Regulation

At Tivoli 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 in to 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 Tivoli 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. All children will participate in the explicit teaching of each Zone and tools/strategies to support them.

What Zone am I in?

Blue Zone	Green Zone	Yellow Zone	Red Zone
REST AREA 	GO 	SLOW 	STOP 
 SAD	 CALM	 BILLY OR WIGGLY	 MAD / ANGRY
 TIRED	 READY TO LEARN	 FRUSTRATED	 HITTING OR FIGHTING
 SICK	 HAPPY	 UPSET	 YELLING
 BORED	 OK	 HYPER	 RUNNING AWAY

Tools to get you back in the green Zone...

 get a drink	 COUNT TO 10	 TAKE DEEP BREATHS	 snack	 DO WALL PUSH-UPS	 think good thoughts	 DRAW	 read a book	 ask for help
 ASK FOR A BREAK	 talk to a friend	 go for a walk	 Lazy B Breathing	 DO STRETCHES	 LISTEN TO MUSIC	 jumping jacks	 head on desk	 THINK OF CALM PLACE



## Prep Children's Requirements

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Prep children will require:

- School Uniform - please dress your child in the Tivoli State School uniform available at the office.
- A school hat. 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 to develop their independence.
- Library bag
- Fruit break/brain break (fruit/vegetable), lunch and a healthy afternoon tea daily
- Excursions are an important part of our curriculum if you experience financial difficulty please discuss this with your 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 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.

## *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 3813 7466 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:

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

## *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 two sports houses.

**Cockatoos**

**Lorikeets**

## *Infection and Communicable Diseases*

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These can occur from time to time and parents are asked to immediately contact the school if your child has a contagious disease. Medical recommendations would then follow.

## *Toys/Treasures*

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**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 2025

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2025 School Year Dates		
Term 1	Monday 28 January – Friday 4 April	10 weeks
Term 2	Monday 22 April – Friday 27 June	10 weeks
Term 3	Monday 14 July – Friday 19 September	10 weeks
Term 4	Monday 7 October – Friday 12 December	10 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 this year in Prep at Tivoli State School.

Kind regards,

*Tivoli State School Prep Team*

