



**Starting School**

**2026 PREP HANDBOOK**

**Greensborough Primary School**

*Cooperation, Achievement, Respect, Empathy*

# Welcome

Dear Parents and Guardians of Prep 2026 children,

Thank you for choosing us as partners in the ongoing education of your child.

We are pleased to welcome you and your family to Greensborough Primary School. We look forward to building a positive and rewarding relationship with you over the next seven years.

At our school we nurture the individual child, aiming for every student to develop their full potential in a safe, friendly, and stimulating educational environment.

We actively foster a friendly, caring community spirit across the school where our students and their families get to know each other well and establish great relationships.

You are invited to become involved in the operation of the school by participating at a level that best suits you. There is a broad range of opportunities and activities available for you to choose from, including social activities, School Council and Subcommittees, Parent Helpers in the classroom and the Parents' and Friends' Group

This booklet is intended to provide some practical guidance for those families with a child starting school for the first time. Of course, other families may also find it of interest.

Please don't hesitate to contact the school if you have any queries or concerns.

*Angela Morritt*

Principal



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## Before Prep Starts

- Take your child to school by your expected regular route.
- Walk around the school grounds. Talk about the buildings. Point out the Prep classroom and toilets. Take some time to play together on the playground equipment. Where possible join in with other parents and their children on these activities.
- Talk about the school routine - school begins at **9:00am** (Classroom doors open at 8:45am so students can enter the classroom and settle in before class), brain food is at **10:00 am**, morning recess is at **11:00am**, lunch at **1.30pm** and the day finishes at **3:30pm**.
- It is important that your child can visit the toilet without help, refasten clothes, flush the toilet, and then carefully wash his/her hands. Boys should also be familiar with using a urinal, as well as a toilet bowl. It would be great if children could also take their windcheaters off independently.

## When Prep Starts

- On Wednesday 28<sup>th</sup> January Prep students start at **9.00 a.m.** and finish school at **1:00 p.m.**, please arrive at **8:45 a.m.** to allow time for students to hang their bags and get settled before school begins. Thursday and Friday of the first week will be full days **9 a.m. – 3:30 p.m.**
- From Monday 2nd February, Prep students will attend Monday, Tuesday, Thursday, and Friday from **9:00 am – 3:30 pm** (Classroom doors open at 8:45am so students can enter the classroom and settle in before class).
- **Wednesday** will be a day in which Prep Entry Assessments will be completed on an appointment basis. So, children will not attend school on the **4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> of February**. Appointment dates and times will be sent out later on.
- Every Friday there is a Whole School Assembly at 3:10 pm either in the Hall (Term 2 + 3) or in the outside Amphitheatre (Weather Permitting Term 1 + 4). All parents are more

than welcome to come to Assembly. It is a great opportunity to hear the great things that are happening at GPS.

- Be punctual in arriving at school in the mornings and in collecting your child at the end of each school day. **The Early Years Literacy Block runs from 9:00am for 2 hours each morning. It is vital that your child is at school on time so that no important learning time is lost. Being punctual ensures that your child can enter the classroom and complete the tasks they need to, before learning time commences.**
- **PLEASE LABEL ALL BELONGINGS** very clearly with your child's name. Check frequently washed articles for faded or washed off names. There is a Lost Property area at the school office. Please ensure that you check this regularly if any of your child's belongings are misplaced.
- All Prep children are allocated an older child as a Buddy. Your child's buddy will help him/her to become familiar with the playground and general aspects of school life. Students are also involved in cooperative learning with their buddies regularly throughout the year.
- Please provide your child's classroom teacher with any details of an ongoing medical condition that your child may have. The school office must also be notified and provided with medication to keep on school grounds.
- You are advised to keep 'expensive' toys and precious items at home. It is a real learning challenge for Preps to learn to be responsible for their belongings so while we are learning, please keep the special items at home.

## The First Few Weeks

You will quickly realise that your child may be very tired after a day at school. Give your child time to talk about the day's experiences. It may be wise to provide a quiet activity in a cool atmosphere. A cool drink, healthy afternoon snack and a rest period would be worthwhile.

It is beneficial to have a regular bedtime for your child and create a calm bedtime routine. This will ensure that they have enough rest and will aid their learning and concentration at school.

If any problem arises, contact your child's teacher to make an appointment. Teachers care about how their new students are settling in, and any concerns are better addressed immediately.

# School Lunches

A healthy well-balanced diet is very important. For children to learn and concentrate effectively, they require a nutritious diet which will sustain them during the school day.

Give your child a nourishing play lunch for recess – salty chips, chocolate bars and the like are discouraged. Light snacks, fruit and vegetables are great for recess.

Lunch can be packed with nourishing food that your child enjoys. In warm weather, we suggest you pack a frozen drink box or a chiller block with the lunch so that it will store well until eaten. Please ensure that your child has a sandwich (or similar nutritious item) and a bottle of water every day at school.

**At GPS, we encourage parents to pack nut free products in their children's lunchboxes, as we remain cautious of students with severe allergies and anaphylaxis, and endeavour to keep all students safe in the school environment. It is crucial that students eat from their own lunchboxes, sharing is discouraged to ensure safe hygienic practices.**

At 10 am each morning the children will have a Brainfood break. During this short session, children are given a few minutes to fuel up on a healthy snack such as sultanas, a small piece of fruit, celery, carrots sticks or an alternative healthy food mini snack.

**Lunch boxes and drink containers are to be clearly marked with your child's name.**



Teachers supervise children eating lunch and play lunch inside, but on some fine, sunny days, lunch may be eaten outside (Sunscreen and a school hat are needed).

# Safety at School

Teachers are on yard duty every recess and lunchtime and provide Basic First Aid in the yard. For First Aid incidents requiring further treatment, children are sent by the yard duty teacher to the First Aid room (in the office area) where a first aid qualified member of staff will administer further treatment. In the event of your child being treated by a first aid teacher, **a notification will be sent through Compass for parents to view.** It is school policy that if a bump to the head occurs, parents are notified by phone. It is then at your discretion as to whether you collect your child from school immediately or wait until the end of the school day.

Please be aware that when treating cuts and abrasions we do not use antiseptic creams or liquids. The school also does not provide Panadol-type products for students at school.

If your child requires medication to be administered during school hours, this must be brought in a labelled container with a measuring device. It is to be accompanied by a note outlining the dosage, time to be dispensed or administered and the reason for the medication. Please hand the medicine into the office staff for recording and safe storage.



During learning time, whenever children move around the school independent of their class, they move in pairs.

When collecting your child at the end of the school day, please arrange to meet your child just outside the Prep classroom door. To ensure safety, please do not ask your child to leave the school grounds without an adult.

## Dressing and Clothing

Continue to encourage your child to dress him/herself. This is particularly important when swimming lessons take place later in the year when your child will be expected to dress him/herself with minimal assistance.

Choose shoes that are easy to put on. Shoes with velcro tabs are useful if your child cannot cope with tying laces or using buckles. Please see that shoelaces are a safe length, as small children can easily trip over their own laces. Sandals, thongs or slip on runners are not suitable for school.

Expect your child to put belongings on his/her hook without your help and ensure that your child recognises their own bag. It is very important to promote this independence from the very first day.

Items of clothing that your child will require at school:

- A sports type shoe is required for Physical Education activities. Children should wear these on the day of PE lessons with their classroom teacher.
- A bomber jacket/windcheater should be left in your child's school bag on days of uncertain weather. A raincoat or light parka could be handy for unexpected wet weather.
- A school hat to comply with our Sunsmart Policy.

## Sunsmart Policy

A Sunsmart Policy is followed at Greensborough Primary School. Children must wear a wide brimmed school hat from September 1st to April 30th, use sunscreen and play in shady areas. Greensborough Primary School hats are available from the office.

Please apply sunscreen to your child before they get to school. Each classroom has sunscreen for students to apply later in the day – if your child has

skin allergies please let us know suitable brands to supply or send some along in their bag.

Please give your child a water bottle each day so that they remain hydrated throughout their learning time.



## Learning is Fun

Starting school is exciting for children. It will, however, mean changes in your child's life such as:

- Separation from home and family during the daytime
- Learning to be independent
- Meeting new people: children, teachers and other parents
- Many new learning experiences
- Understanding new rules and routines.

Reinforce school learning experiences with interesting activities at home. Play games with colours, numerals and days of the week. Read books and magazines together. Starting school should be a positive experience for both students and parents. Teachers care about their students and are there to support you wherever possible.

Help your child to develop listening skills. Children need to be able to follow instructions and cooperate quickly. You could do this by giving your child simple jobs on a regular basis. This develops organisational ability as well as reliability. It also enables children to get along with others in learning situations. A caring, sharing and helpful attitude is desirable and will help your child to settle in happily.

Establish a regular routine. Children should go to bed early enough to get a good night's sleep as this really contributes to physical alertness. Keep to a regular bedtime during the school week. Tired children struggle to concentrate and apply themselves during the day. A good night's sleep will have a huge influence on your child's learning.

### **Share the excitement of starting school.**

- Give your child some time to share school experiences. Visit your child's classroom. Remember your child will probably need four weeks or more to adjust to school life. Some children may need longer.

### **Take an active part in school life.**

- If you'd like to be actively involved in fund raising, join the Parents' and Friends' Group
- Read your fortnightly copy of the school newsletter, "Borough Bulletin" (distributed via Compass every second Thursday).
- Greensborough Primary School uses 'Compass', a web-based school software, which enables better communication in our school community. More information about this system will be available at Transition sessions and moving into 2026.
- Please look out for our grade's newsletter and read it carefully. It is designed to help you enjoy your first year at Primary school.
- Attend scheduled programs and parent information nights at Greensborough Primary School
- Consider joining the Greensborough Primary School Council. Elections are held in February.
- If time permits, consider becoming a volunteer helper in your child's classroom for the Literacy Program, Numeracy Program in the Library, Art Room.
- Keep in touch with the school. If you have any questions please ask your child's teacher, Assistant Principal or our Principal. Your comments and queries are important to us, so please understand that if a teacher is unable to discuss your concern straight away, an appointment will be made.
- Show your support by encouraging your child to discuss his or her feelings about school with you and their favourite part of each day.



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