



St Gabriel's Primary School

**Beginning of School
Booklet**

2019

St Gabriel's School Prayer



Dear Lord,
Please help us to make
St Gabriel's a friendly place.
Where everyone feels that because
we love and care about you,
we love and care about them as well.
Help us to smile back when people smile at us,
to give help when people need it
and most of all help us to accept
each other as we are.
Amen

Contents

	Page
Prep Hours for Term 1, 2019	6
School Routine	7
Toilet Breaks	7
On the First Day	7
School Map	8
Is Your Child Ready for School?	9
Demands of School	10
Developing your Child's Potential to Learn	10
Preparation for School	11
Food at School	12
Punctuality	13
Confidence and Responsibility	14
What Do I Need for School?	15
Administration & Medications	15
Be Part of Your Child's Education	15
Take an Active Part in School Life	16
Newsletter	16

*A teacher is someone who takes your hand,
opens your mind, and touches your heart.*

Dear Parents,

On behalf of the staff, I would like to welcome you into the life of St Gabriel's School. For some of you, this will be an entirely new experience - your first child commencing school - whilst for others it will be a familiar experience.

We hope that your child will be happy whilst at our school. Our immediate aim is for your child to enjoy school and to look forward to attending.

We see the importance of helping your child to develop in many ways: spiritually, socially, intellectually, emotionally, psychologically and physically. We seek to foster the total wellbeing of every child at St Gabriel's School.

Most children commence school between the ages of four and a half and five years. Although they are the same age, we find there is a wide variation in their reaction to school. This is not unusual; it simply shows that no two children are alike. Upbringing, natural temperament, home environment, attendance at kindergarten, the experiences of their short span of life, all play a part in their reaction to school.

Starting Prep in no way diminishes the very valuable learning experiences your child will gain at home, nor the very real obligations you have, as your child's prime educators. By parents and teachers working together, your child's Prep Year should be happy and profitable.

We recognise that learning will occur only when the child has the desire to learn. With this in mind we plan experiences which, hopefully, will foster positive attitudes towards each other, school, teachers, parents and life itself. We recognise our responsibility to provide an education which will be both fruitful and enjoyable.

The work which we do here at St Gabriel's School, however, amounts to nothing without the support of each parent, for we realise the very important part each parent plays in their child's growth and development. You, as parents, are your child's prime educators and your child will always look to you for guidance, support and encouragement, and above all, love. We must work together harmoniously to maximise the effectiveness of your child's total learning.

Two way communication is very important in achieving this goal. Communication from the school takes place both verbally through personal contact and by way of weekly newsletters.

Communication from parents is encouraged and our policy of keeping an "open door" will continue. If there is ever anything that concerns you about your child's progress, please contact us immediately. Concerns which are dealt with quickly will provide better results. If your child knows that you are concerned about his/her schooling, that you care about his/her progress and welfare, then your child will have a greater chance of succeeding and being happy at school.

We look forward to working with you for the good of our children, with each drawing upon his/her own personal commitment to religious values.

Yours sincerely,

Mark Miatello

Principal

St Gabriel's Primary School

Principal	Mr Mark Miatello
Secretaries	Ms Enza Torcasio & Ms Sylvia Santos
Address	237 Spring Street, Reservoir
Telephone	(03) 9469 3513
Email	principal@sgreservoir.catholic.edu.au
Website	www.sgreservoir.catholic.edu.au
School Hours	8:50am to 3:30pm Supervision by staff of the playground before school begins at 8.30 am. No child should be at school prior to this time due to supervision concerns.
Office Hours	8:45 am to 4.00 pm
Before & After	Program Available. Academy for Kids
School Care	

St Gabriel's Parish

Parish Priest	Fr Shane Hctor
Address	1 Viola Street, Reservoir
Telephone	(03) 9460 6036
Facsimile	(03) 9460 4771
Website	www.stgabrielsreservoir.org
Email	Reservoir@cam.org.au
Office Hours	Friday 8:00 am to 3:00 pm
Mass Times	Weekend – Saturday 9.00am, 6:00 pm (St Stephen's), Sunday 8:30 am (Italian) & 10:00 am Weekdays – Tuesday, Thursday, Friday 9:00 am Wednesday 9:00 am (St Stephen's)

2019 Term Dates

Term 1	Tuesday, January 29, 2019 - Friday, April 5, 2019
Term 2	Tuesday, April 23, 2019 - Friday, June 28, 2019
Term 3	Monday, July 15, 2019 - Friday, September 20, 2019
Term 4	Monday, October 7, 2019 -Friday, December 20, 2019

Prep Hours for Term 1, 2019

Day	Length of Day	Children will require
Friday, February 1	3/4 Day (8:50am-2.00pm)	Lunch and light snack

Monday, February 4	Full Day (8:50am-3:30pm)	Lunch and light snack
Tuesday, February 5	Full Day (8:50am-3:30pm)	Lunch and light snack
Wednesday, February 6	NO SCHOOL	
Thursday, February 7	Full Day (8:50am-3:30pm)	Lunch and light snack
Friday, February 8	Full Day (8:50am-3:30pm)	Lunch and light snack

Monday, February 11	Full Day (8:50am-3:30pm)	Lunch and light snack
Tuesday, February 12	Full Day (8:50am-3:30pm)	Lunch and light snack
Wednesday, February 13	NO SCHOOL	
Thursday, February 14	Full Day (8:50am-3:30pm)	Lunch and light snack
Friday, February 15	Full Day (8:50am-3:30pm)	Lunch and light snack

Monday, February 18	Full Day (8:50am-3:30pm)	Lunch and light snack
Tuesday, February 19	Full Day (8:50am-3:30pm)	Lunch and light snack
Wednesday, February 20	NO SCHOOL	
Thursday, February 21	Full Day (8:50am-3:30pm)	Lunch and light snack
Friday, February 22	Full Day (8:50am-3:30pm)	Lunch and light snack

Monday, February 25	Full Day (8:50am-3:30pm)	Lunch and light snack
Tuesday, February 26	Full Day (8:50am-3:30pm)	Lunch and light snack
Wednesday, February 27	NO SCHOOL	
Thursday, February 28	Full Day (8:50am-3:30pm)	Lunch and light snack
Friday, March 1	Full Day (8:50am-3:30pm)	Lunch and light snack

N.B. Prep Children attend school full time from Monday 4th March.

If you judge your child to be stressed in any way, please discuss this with your child's teacher.

It is possible that some children will need a longer period to settle in and adjust.

PREP READINESS SESSIONS:

- Our 'READINESS Sessions' consist of 3 sessions where the children will be involved in a number of activities. It is crucial for the children to attend all three sessions.
- Parents are encouraged to remain at the school for information sessions.
 - Tuesday 13th November - 9.30 am -10.30 am
 - Tuesday 20th November - 9.30 am -10.30 am
 - Tuesday 4th December - 9.30 am -10.30 am

School Routine

At 8.45 am, the classroom doors will be opened and the Prep children can enter the classrooms.

8:45 am	Children enter the classroom, unpack bags and prepare for the new day. Children are required to remain inside.
8.50 am	Bell: Children commence the day's activities. Punctuality at the beginning of the day is extremely important, as classes commence work promptly at 8.50 am. Children who arrive after 9 am must collect a Late Pass and be signed in at the school office by an adult.
10.00am	Brain Food Snack
11:00 am	Children eat their healthy snack.
11:05 am	Bell: Break
11:40 am	1st Bell Reminder that the break is coming to an end. Children can go to the toilet and are required to line up at their designated spot.
11:45 am	Children move to their classroom with their teacher.
1.40 pm	Children eat their healthy lunch.
1:45 pm	Bell: Break
2:25 pm	1st Bell Reminder that the break is coming to an end. Children can go to the toilets and are required to line up at their designated spot.
2:30 pm	Children move to their classroom with their teacher.
3:30 pm	Bell: Dismissal- Children move to their dismissal point with their teacher.

Toilet Breaks



Children are encouraged to go to the toilet during the recess and lunch time breaks so that interruption to classroom learning time is minimal. Should there be any health problems that make this difficult; parents must address this issue with their classroom teacher.

On the First Day

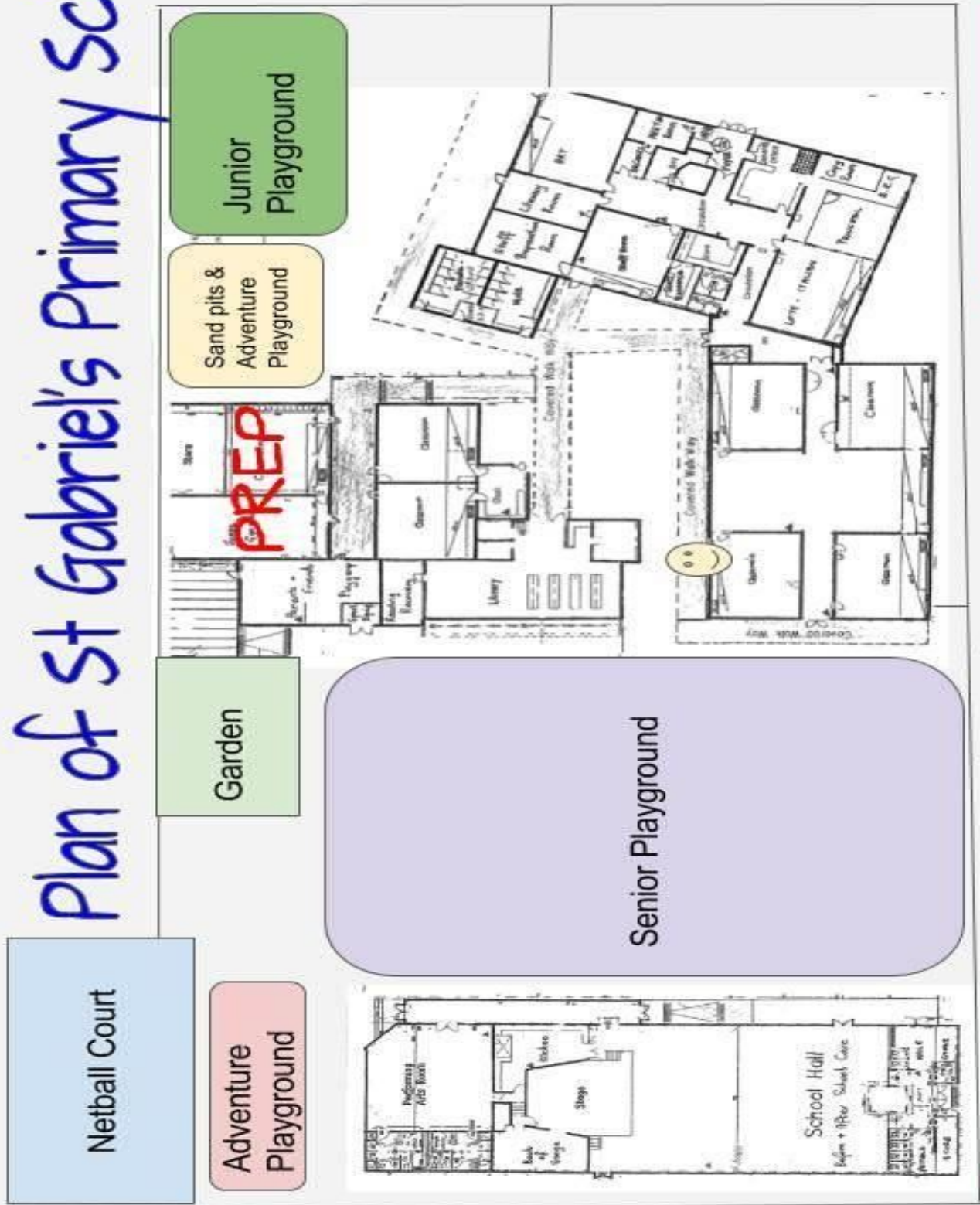
We welcome you into your child's class. Photographs and video on the first day is encouraged as this is a very important day for you and your child. We would appreciate it if you leave the school, once directed by the staff, even if your child is crying.

Experience has shown us that the children settle quickly once the parents have left. There may be some tears, but once you are out of sight, it is easier for the teacher to become acquainted with your child. If for any reason, your child remains distressed, the school will contact you.

Getting your child early to bed will ensure they are ready for each day's learning.

Plan of St Gabriel's Primary School

SPRING ST



VIOLA ST

OLIVE ST

What Are Some Skills That Would Help My Child For School?

If your child:

- ★ Is happy at Kindergarten and doesn't worry about leaving you
- ★ Speaks in clear sentences and can be understood
- ★ Knows his/her name and how old he/she is
- ★ Can pick out his/her name from a shortlist of names
- ★ Can hold a pencil or crayon properly
- ★ Is showing an interest in drawing shapes and letters
- ★ Likes drawing and talking about his/her drawings
- ★ Is drawing recognizable pictures
- ★ Knows the names of basic colours
- ★ Can sort things out into basic colour groups
- ★ Can count out groups of four or five objects and the fingers on one hand
- ★ Remembers songs and sings them to you
- ★ Remembers stories and tells them to you
- ★ Enjoys books and handles them correctly
- ★ Can follow two or three simple instructions without distraction
- ★ Can play memory games
- ★ Can thread beads and build with 'Lego' type equipment
- ★ Is in good health and enjoys vigorous play
- ★ Can run, jump, hop, balance and climb
- ★ Can throw, kick and catch a medium-sized ball
- ★ Goes to the toilet capably and re-dresses without help
- ★ Can find his/ her own belongings and look after them
- ★ Responds to rules and usually remembers them
- ★ Gets on well with other children, respecting their feelings and wishes
- ★ Gives and receives friendships from other children,

then your child is a happy and successful pre-schooler and should be a happy and successful school student.



A child's attitude for learning is developed in the first five years. Your child needs:

- Love and attention
- Toys and games
- A good example
- Freedom to learn

Demands of School

- ★ School playground experience: having to cope with larger numbers of children, duty staff, larger play areas, falls in the yard, finding friends.
- ★ Responding to music and bells, moving to different classrooms for specialist classes.
- ★ Looking after own bags, lunch, clothes, shoes, coat etc.
- ★ Having to attend at specific times each day. Finishing tasks.
- ★ Length of school day.
- ★ Responding to a larger range of adults (staff, classroom helpers, etc.)
- ★ Understanding directives from a teacher. These need to be responded to as part of a group or as an individual.
- ★ Organization of lunch box and class materials.
- ★ Punctuality, which parents need to understand as well!
- ★ Curriculum demands, verbal expression, communication.

Developing Your Child's Potential to Learn

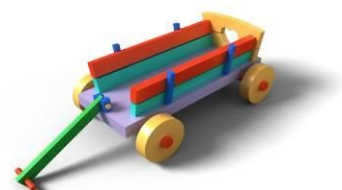
In the six months prior to a child beginning school, parents can play a big part in ensuring that their child is 'ready' to become an eager learner. These helpful hints will encourage your child to interact with the world through observation and play.

- ★ Your child will learn when they are 'ready'. Encourage them to participate.
- ★ Teach the 'what' and 'why' as you perform routine household tasks.
- ★ Encourage positive behaviour in a positive way. Play 'learning games' in which your child can succeed – encourage and give praise when it's due.
- ★ Listen to your child. Encourage them to explain how they did something, talk about outings and stories.



Parents who provide a wide variety of real experiences for their children and encourage discussion of these have done a great deal to aid their children's progress in reading.

Stimulate your child's senses with toys and games, listening and guessing games, observation in the environment and shapes and colours.



Preparation for School

Before your child starts school, there are a number of things which parents can do to help their child settle in more easily:

- ★ Give the child practice in giving their name, address and telephone number.
- ★ Talk about how a school day will be, in a way that your child will understand.
- ★ Try to have your child in bed at a reasonable hour at night so they are ready for learning each morning.
- ★ Talk about the difference between lunchtime and snack time. Show your child what food you have packed each morning and say when you expect it to be eaten (no sandwiches for snack time as this often confuses children). Provide and discuss healthy food choices.
- ★ Have a practice school lunch and snack at home. Make sure your child can easily open the lunch box and drink container.
- ★ Make sure your child can manage at the toilet. It is a good idea to make sure boys are familiar with a urinal and how to use it.
- ★ Teach your child to manage buttons, zips, shoelaces and the taking off and putting on of jumpers, jackets and art smocks.
- ★ Label ALL clothes, together with lunch boxes; drink bottles, hats and containers – especially before the swimming program starts. Label the school bag in an interesting way (e.g. a coloured sticker).
- ★ Once school starts, make sure your child knows that he/she will meet you outside in the courtyard.

If children are to feel secure, make sure they are met on time!

Talk to your child in a positive way about school.

- Encourage him/her to listen and carry out simple instructions.
- Encourage your child to think of teachers as helpful people.
- Teach your child about road safety rules.
- Practise separation from you, to lessen trauma that may be experienced next year.

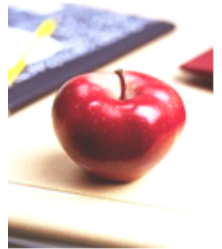


Develop coordination and muscle control with tricycles and bikes, rolling, bouncing, throwing, catching and passing balls, climbing toys, tyres, ladders and slides, play dough, pastry, cutting, pasting, colouring and painting, constructing with blocks, hammer and nails and using pencils/tracing around objects.

Food at School

Breakfast is important

It is important to encourage breakfast. A good night's sleep followed by food in the morning helps your child to stay active and concentrate at school. It also means your child is less likely to be too hungry during the morning and it can help with performance at school. Be a role model and let your child see you eat breakfast too. A bowl of cereal with milk and fresh or stewed fruit is a great starter for the whole family.



Lunch Box Suggestions

There are lots of food choices available for lunch boxes. However, it can sometimes be difficult to decide which foods are healthy choices. Suggestions include:

Fruit – best choices include fresh or tinned fruit. Dried fruit is sticky and high in sugar, so have it occasionally. Best left out of the lunch box are dried fruit bars and 'straps', which are very high in sugar, low in fibre and stick to children's teeth causing tooth decay.

Vegetables – try vegetable sticks with dip or a small container with mixed vegetables such as cherry tomatoes, carrot sticks, capsicum and cucumber. Chips and packets of crisps are best left for parties and special occasions.

Milk, yoghurt and custard – include a small drink of milk (freeze overnight) wrapped in a cloth in the lunch box. Fruit yoghurts should be kept cool in an insulated lunch box. Best left out of the lunch box are 'dairy desserts' and flavoured milks, which are high in sugar.

Dips, cheese and biscuits – pre-packaged or your own homemade versions of cheese and crackers are fine. Children enjoy mini packaged cheeses. Avoid sweet dips such as chocolate spreads. 'Oven-baked' savoury biscuits are just as high in salt and fat as chips and are best avoided.

Different breads add interest – include a variety of bread, especially if children begin to lose interest in sandwiches. Try bread rolls, pita bread, flat bread, bagels, fruit loaf or buns, foccacias, scones, pikelets, muffins, crumpets, crispbreads, rice cakes or corn thins.

Vary the fillings – fillings can include vegemite or other yeast extract, cheese (try different types), tuna, egg, sliced cold meats, baked beans, grated carrot and lettuce, chopped roast meat with pickles or chutney, and avocado. Dips like eggplant, chickpea (hommus), cucumber, yoghurt (tzatziki) or spinach also make good spreads. Avoid chocolate spreads, jams and honey, and fatty meats like salami and strasbourg.

Muffins and cakes – try making your own muffins and cakes as a great way to include more fruit and vegetables. Examples include sultana, carrot, zucchini, banana or pumpkin. Donuts and creamy cakes are best offered at birthdays and special occasions instead of in lunch boxes.

Muesli and 'breakfast' bars – almost all 'bars' are too high in sugar to include regularly, but cereal bars may be better for teeth than chewy sticky muesli bars. Try to avoid muesli bars and chocolate bars in lunch boxes. These are expensive and usually stuck together with fats and sugars.

School lunches – foods to limit

Highly processed, sugary, fatty and salty foods should only make up a very small part of your child's diet. Foods to limit in everyday school lunches include:

Processed meats such as salami, ham, pressed chicken and Strasbourg
Chips, sweet biscuits, and muesli bars and breakfast bars
Fruit bars and fruit straps
Cordials, juices and soft drinks

Practical issues for busy families

Foods should be simple and easy to prepare, ready to eat and appetizing after several hours storage in the lunch box. Foods such as sandwiches can be prepared the night before or on the weekend, frozen, then taken for each day's lunch box.

Your child is at the very start of their formal learning life. Make it a good and healthy start. Provide healthy food - fruit and sandwiches. Begin, what will hopefully become, a life-long habit.

Punctuality

Punctuality is encouraged at St. Gabriel's Primary School as it assists the students to develop such qualities as responsibility, self-discipline, good manners and respect for the rights of other students and teachers. In order for the school to fulfill its responsibility for the safety and wellbeing of students, the school insists on punctual attendance. Students arriving at school after 8:50 am are considered late and disrupt the progress of other students.

St. Gabriel's Primary School seeks to ensure that all its students receive a full-time education which maximises opportunities for each pupil to realise their true potential. Evidence and research both locally and nationally demonstrates a clear link between good attainment and good attendance.

Poor attendance and punctuality, even at the earliest age, can affect achievement in later life. Establishing good habits from the start helps children to settle more quickly into new settings and routines. The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children and students develop habits of regular attendance at an early age, even from the time they are enrolled in a preschool or primary school setting. Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

These learners may:

- be socially isolated
- place themselves at risk of harm during times of absence
- have gaps in their knowledge and understanding of basic concepts
- feel insecure in the preschool or school environment
- be more likely to leave school early
- be the victims of bullying and harassment.



It is important to establish good bedtime and morning routines that include packing school bags ready for the next day and getting to bed earlier, setting the alarm earlier, set time for a little lie-in in the morning, no television until ready for school (and maybe not even then) and having breakfast before leaving.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Confidence and Responsibility

Develop in children a sense of confidence and responsibility by encouraging your child to keep his/her room tidy, by putting away toys, clothes, etc. The school reinforces these common courtesies with regards to equipment, books, etc. This checklist will give you an idea of what will be expected of your child in the first few days. It looks easy, but can your child perform these tasks:

Food

- Feed himself/herself
- Unwrap a sandwich/biscuits
- Undo a lunchbox
- Unscrew a drink container
- Drink from a tap
- Open a muesli bar/packet of chips
- Recognise lunchbox and drink bottle



Personal Health and Hygiene

- Use a tissue or handkerchief to blow nose
- Go to the toilet unaided
- Undo and do up buttons and zips
- Flush the toilet
- Use a urinal (boys)
- Wash hands after going to the toilet
- Recognise signs for the male and female toilets
- Lock and unlock the toilet door
- Take off jumper/art smock
- Take off/put on shoes



Classroom Organisation

- Respond to commands/signals (school bell)
- Wait patiently and take turns
- Share games, pencils and toys
- Listen to and follow simple instructions
- Put toys and games away
- Ask questions and deliver messages
- Spend time away from parents without getting upset

What do I Need for School?

The following list of items needs to be sent with your child to school:

- *Art Smock or old shirt is necessary for each child to keep his/her school uniform protected during art activities
- *Lunchbox and drink bottle (Plastic only- NO cans or glass)
- *A box of tissues
- *Library bag - all children need to bring a material bag (supplied at the final session) to school to use when borrowing from the Library
- *Reader Bag
- *The school hat with logo- compulsory in Terms 1 & 4 (Available with uniform purchase)

N.B. All of the above items need to be properly labelled

Administration & Medications

All notes and money sent to school need to come in an envelope with the following clearly labelled:

- Child's Name
- Child's Classroom Room Number and teacher
- Purpose of note/money

Any medication which needs to be administered to your child during school hours **MUST BE GIVEN TO THE TEACHER/SCHOOL OFFICE** in the *original* packet. A clear note, including all instructions, must be supplied in the same bag with the medication as outlined below:

- Child's Name and Name of medication
- Time and dosage to be administered
- Signature of parent/guardian

Medication will **NOT** be administered without the proper consent. Parents need to pick up medication after school.

If your child is absent from school for any reason, **you must contact the school on the day of their absence to inform the office.** Upon their return to school, the classroom teacher must receive a note explaining the reason for the absence on that specific day.

Be Part of your child's Education

Show **YOUR** interest by regularly asking about favourite school activities, looking at your child's books, and by listening to what your child has to say about what is happening at school.

Take an active part in school life

- Join our school's Parent Fundraising Group
- Be part of our School Advisory Board
- Work together to improve the school for your child's sake and for the school's sake (working bees).
- Be a classroom helper
- Attend scheduled programs. (they are held regularly during the school year so you can get acquainted with teachers and discuss any problems).
- If you have any questions about the school, contact the teacher or School Principal.

Newsletter



To receive the School newsletter, you may choose to do one of the following options:

1. Register with the St Gabriel's App. The Newsletter will be available on your iPhone or Android phone on Mondays as soon as it's published.
2. Visit our school's website and download it. Any previous Newsletters from the current year will also be available.
3. Register for a paper copy (see register slip below)

You can access the app via the direct links below, or by searching for our school name.

Google Play: <https://play.google.com/store/apps/details?id=com.fraynetwork.vcsws.sgreservoir>

App Store: <https://itunes.apple.com/us/app/St-Gabriel's-school-kings/id689170399?ls=1&mt=8>

We encourage all parents to download the App and stay connected with what's happening at school.

Register for a paper copy:

The _____ family would like to register for a paper copy of the newsletter.

Eldest Child's Name _____ Grade Number: _____