

East Brisbane State School

Prep Information Handbook 2025



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Principal's Welcome

Welcome to Parents!

At East Brisbane State School, we have a safe and supportive teaching and learning environment. We have developed a strong culture of respect, showing appreciation for the richness of the diversity within our small school community.

Underpinned by the practices of Philosophy, our rigorous curriculum and expert teaching provides students with opportunities to develop deep thinking and reflective practice while developing a love of lifelong learning.

All members of our school community take responsibility for student learning and have high expectations for teaching, learning and behaviour.

Our community is proud of the school's strong local heritage and the role it plays in providing opportunities for students to excel.

Thank you for choosing East Brisbane State School to partner with you in the education of your child. We look forward to building positive relationships with you and your child.

Sam Duffy
Principal



The whole school - Harmony Day

Contact Personnel

Principal	Sam Duffy principal@eastbrisbaness.eq.edu.au
School Address	56 Wellington Road East Brisbane Qld 4169
Telephone	07 3823 0444
Website	www.eastbrisbaness.eq.edu.au
Administration Officers	Lynne Phillips and Karen Matheson admin@eastbrisbaness.eq.edu.au
Office Hours	8.30am to 3.30pm



Prep in Queensland

Since 2007, all Queensland children of eligible age are able to attend a full-time preparatory year of education before starting Year 1. The Prep Year is now compulsory and is available at schools offering primary education. Prep is the first year in the early phase of learning. Children need to be five by the 30th of June in the year they enrol in Prep. The State Government's research following the Prep Year trial in 2003 indicated that the Prep program was highly successful in promoting children's social-emotional development and their communication, numeracy, literacy and motor skills. Prep gives each young Queenslander the very best start to school by setting them on the path to lifelong learning and helping them make a smooth transition to Year 1.

The following table will assist you to recognise when your child is eligible to attend Prep and Year 1:

Date of Birth	Prep	Year 1
1 July 2019 to 30 June 2020	2025	2026
1 July 2020 to 30 June 2021	2026	2027

Enrolling in Prep

Following your decision to enroll your child at East Brisbane State School, enrolment interviews will be held before the close of the school year. Parents will complete an information sheet which supplements the enrolment form to ensure the best transition possible. At the interview, you will be able to talk about your child's particular interests and needs and, if necessary, raise any concerns. A short Pre-Prep screener will be conducted with your child in order to have the most accurate picture of them when beginning their school journey. Your enrolling child should also be at this interview.

Please bring along the following documents to the enrolment interview:

- Birth certificate
- Custody papers (if applicable)
- If the child is from overseas, a copy of their Passport and Visa documents (arrival date in Australia needs to be noted)
- Completed enrolment forms including general permission, state school consent from and enrolment agreement
- Two forms of proof of residency

2024 Transition Sessions, Friday of Weeks 4 – 8, Term 4, 9:00-10:00am

Week 4 – 25 October

Week 5 – 1 November

Week 6 - 8 November

Week 7 – 15 October

Week 8 – 22 October

Getting Prepared

Classes will commence in 2025 on Tuesday 28 January. (Monday 27th Public Holiday – Australia Day)

Curriculum Resources and Materials

During 2025, East Brisbane State School will be operating a Student Resource Scheme in addition to a reduced booklist. This letter contains important information about the fees and inclusions for the SRS.

What is provided by the Queensland Government?

The Queensland Government supports children's education by funding instruction (teachers), facilities (school grounds, building and internet) and administration (staff to run the school). Funding for schools does not extend to individual student resources such as text books, equipment for personal use and many other items consumed by students in the classroom. The SRS assists both parents and schools in sourcing these items.

The school can purchase resources at a lower rate due to its bulk buying power. For this reason, participation in the SRS offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

The types of resources that will be included are:

- A4 paper and printing costs
- Curriculum consumables such as paints, cardboard, Science materials
- Text books (Handwriting and Mental Maths); and
- All online learning platforms (such as Mathletics and Reading Eggs)

The Fee:

The East Brisbane State School SRS is an all-inclusive fee for each individual student for resources for the year. If you are not satisfied that the SRS fee represents good value for money based on the inclusions, you may choose not to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for your child/ren.

SRS Agreement Forms and Invoices will be issued during Term 4.

Classroom Requirements

A book list will be available in Term 4 and parents are requested to purchase these items before the start of school. Parents may choose to source the items themselves or complete an order form for book list items to be packed and delivered by a local provider.

Class Lists

During the last week of Term 4 your child/ren will receive a letter from the Principal in the mail. This letter will have a picture of their teacher and their class for 2025. Please note that placement of students within each class are at times adjusted after final enrolment figures are calculated on day 8 of each school year.

Queensland 2025 School Dates

Term	Dates	Length
1	Monday 28 January to Friday 4 April	10 weeks
2	Monday 22 April to Friday 27 June	10 weeks
3	Monday 14 July to Friday 19 September	10 weeks
4	Tuesday 7 October to Friday 12 December	10 weeks

Prep Hours and Attendance

Prep classroom doors open at 8:50am. The Prep day starts at 8:55am and concludes at 3:00pm. Prep attendance is full time. All Prep children commence school on the first day of Term 1 of the school year.

Prep teachers like to have regular contact with parents. As the school day starts at 8:55am, we would like Prep children to arrive just before 8.50am when the first bell rings. The attendance roll is marked soon after this time. It is our preference that children be accompanied to the room by a family member/friend/caregiver to build a smooth transition between home and school life, and enable us to develop relationships between parents, teachers and students.

When students enter their classrooms, they may need to be prompted to:

- Put their bag away
- Place their fruit break and water bottle in the containers
- Visit the toilet before the school day starts
- Participate in the signing in activities set out in the room

At the end of the school day (3:00pm) teachers will dismiss students to the care of a parent/caregiver. Please try to collect your child as soon as possible to avoid unnecessary stress for your child. Any uncollected students will be taken to the office to await collection.

Before and After School Care

PCYC provides a low-cost service for families from 6.30am-9.00am and 3.00pm-6.00pm. The Before and After School Care Service operates out of rooms in B Block. During the holidays the hours extend to full day care from 6.30am-6.00pm and a variety of activities are available. Some activities have a charge for fares/entry. This is in addition to the daily fee. The centre offers a wide selection of activities for children to choose from.

ENQUIRIES:

<https://www.pyc.org.au/oshc/east-brisbane-outside-school-hours-care/>

or Phone 0428 257 735.



Every Day Counts

Research shows that students who have good patterns of attendance are more likely to achieve at school. If students aren't at school or don't stay the whole day, they are missing valuable lessons.

Our school target for all students is 100% attendance. While we encourage students to remain at home when sick (germs quickly spread in the school environment), I ask that parents consider carefully the other reasons for allowing their child/ren to stay home. Below is a table outlining the impact of absences on a student's learning. Students can quite easily develop a pattern of poor attendance and over a period of 13 years (from Prep to Year 12) these absences impact significantly on potential learning.

If your child misses ...	That equals ...	Which is ...	And over 13 years of schooling, that's ...	Which means the best your child might perform is ...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Equal to finishing Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Equal to finishing Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Equal to finishing Year 4

School Hours

8:50am	First bell
8:55am to 11:00am	Morning session
11:00am to 11:40am	First break
11:40am to 1:15pm	Middle session
1:15pm to 1:45pm	Second break
1:45pm to 3:00pm	Afternoon session

Getting Your Child Ready for their Prep Year

All children start school with different skills, abilities and experiences. Parents can help their children to make the transition successful by assisting with the following:

- Help your child to become confident in opening lunch boxes and drink bottles independently
- Assist them to learn how to put their shoes and socks on
- Help them to learn how to pack their bags independently and recognise which are their belongings
- Encourage them to ask questions
- Talk to them about starting school and show them that you are confident in their ability to start school successfully
- READ! READ! READ! Children with a strong background in literacy achieve much better results in reading and writing
- Provide opportunities for them to recognize and write their own name

Once Your Child Starts Prep

- Make sure that you share important information with your child's teacher
- Try to be on time – this helps your child settle
- Always say goodbye to your child – don't slip away
- Don't jump to conclusions – most children at this age see things only from their point of view – always ask the teachers about what has happened at school
- Talk to your child about what they are doing at school in positive way
- Read newsletters and classroom notices
- Visit classrooms whenever you are able to and attend parent/teacher interviews
- Children thrive when the school and home work together so please stay in touch with the school and your child's teacher
- READ lots of stories to your child!

Prep Children's Requirements

Prep children require the following items:

- All items from the Prep booklist
- School uniform including school broad brimmed or bucket hat
- School bag – large enough for your child to place all their belongings in and is easily managed
- Drink bottle (for water only)
- Please DO NOT allow toys or personal items to come to school

Please ensure all the above items are clearly labelled with your child's name.

The First Day

We aim to make the first day at Prep a happy one for your child. Our routine will be simple and consistent, allowing the children to feel confident and happy in their new classroom.

Here are some helpful hints to make the first day go smoothly:

- Arrive at 8:50am when the classroom doors open
- Be positive – talk about school and Prep 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 goodbye and are leaving, please go as quickly as possible – the few upset children invariably settle down after that initial departure from Mum or Dad

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

Prep Program

East Brisbane State School celebrates the importance of early years education through a high-quality Prep program, designed to give children the best foundations for future success. The quality of learning experiences in a child's earliest years play a significant role in setting the foundations for lifelong development, including language acquisition, participation and achievement in formal schooling as well as social and emotional skills development. At East Brisbane State School, our Prep program is designed to cater for children as individuals, and to foster the development of abilities, attitudes and skills that will guarantee progress at an individual level. Teachers in Prep classrooms use the Early Years Curriculum Guidelines to plan and implement some activities and events for children in their classrooms.

The Australian Curriculum guides teachers as they explicitly teach English, Mathematics, Science, History and Geography in the classroom. The curriculum provides links from your child's home, kindergarten, child care and other facilities. It is designed to provide the foundation that children need for success in later schooling. Several factors have been identified and connected with that success, and they will be catered for at Prep. East Brisbane State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

East Brisbane State School provides a well-resourced learning environment for students. In addition to our classrooms being filled with age-specific resources, students have access to specialist teaching environments and the latest ICTs.

Home Readers in the Prep Year

All Prep students at East Brisbane State School bring home a home reader. Home reading programs foster the partnership between home and school – a partnership which brings success for all students. It is important that right from Prep you help your child establish good school habits and a positive attitude towards learning at home and school. Teachers provide information to parents when the home reading commences to show how to get the most out of the home reading program. Experience shows that students who read and who are read to every night are the most successful learners. Sharing stories, discussing pictures, identifying letters and words, predicting what will happen in the story and talking about how you enjoyed the book and its characters are all positive ways you can build your child's reading skills.

Information Communication Technology

All East Brisbane State School classrooms are fitted with the latest in interactive, information communication technology, including:

- Teacher laptops
- Networked PCs
- Mounted data projector
- Internet connections

In addition to classroom-based technologies, our students also have access to an air-conditioned specialist computer lab and iPad devices.



Assessment

At East Brisbane State School, Prep teachers track your child's progress using a portfolio of work samples and assessment items. Assessment helps teachers make decisions about what your child knows and can do. Assessment in Prep is based on a classroom teacher's direct observations or reflections on students' work and is checked against the National Curriculum Prep standard.

Reporting to Parents

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of year when we formally report to parents.

Parent/Teacher Interviews (Terms 1 and 3)

Teachers are available for pre-arranged, individual meetings with parents and their child to discuss the student's individual achievement and learning needs.

Student Reports (Terms 2 and 4)

Formal reporting is completed in June and December each year. The achievements of Prep students are documented on formal Report Cards.



Support Services

At East Brisbane State School, staff provide specialist teaching for students requiring support or extension. Additional support is also provided for our students with English as a second language and our Indigenous students.

Key support personnel at East Brisbane State School include:

- Inclusion Teacher
- Guidance Officer
- English as a Second Language Specialist Teacher
- Specialist Teacher Aides
- Speech Pathologist



Uniforms

At East Brisbane State School, Prep students are expected to wear the school uniform. An outline of our school's uniform is available on the linked Dress Code flyer on our website under the Enrolments tab. East Brisbane State School (branded) Uniforms and other school garment and items are available from the Hosi Kozi Clothing Company (www.hosikozi.com.au). Orders can be made online, or in person at the Hosi Kozi store, 349 Riding Road, Balmoral. The school community expects all children of East Brisbane State School to wear the approved uniform including the school's bucket hat.

Birthdays

We are very happy to help your child celebrate their birthday with their class friends. If you would like to bring a birthday cake, please check with your classroom teacher for any dietary considerations (such as allergies). Children are welcome to bring a plain cake or patty cakes (these are easiest to share) on their special day or the day nearest to their birthday.

Toys

It is appreciated if children not bring their own toys to Prep as it can lead to jealousy or breakage. The staff cannot assume responsibility for loss or breakage.

Parents on site

It is important to note that once school has commenced only authorised personal and students are to be onsite. All other adults, including parents/caregivers, other family members, deliveries and trades persons are to report to the school office prior to entering any other areas of the school.

Communication

Open communication between home and school underpins a great school experience for children. Parents and caregivers are an important part of our school community. East Brisbane State School encourages families to become involved in their child's broad education experience with us by keeping in regular communication with teachers, volunteering in class, and/or joining our P&C Association. Parents are not to come on site during the school day without reporting to the office first, except for the usual pick up and drop off times

Contacting Staff

You may contact your child's teacher by leaving a message through our school administration office or via email. The best way to discuss important issues with your child's teacher or the Principal is by an appointment. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

For general enquiries email to admin@eastbrisbaness.eq.edu.au, or phone our main number 3823 0444 and choose option 2 to connect directly with the office.

Absence from school

Short duration school days absent

- By Phone 24/7 to leave a voicemail, 07 3823 0444, choose option 1,
- By school mobile, text only, 0459 895 480,
- Email, admin@eastbrisbaness.eq.edu.au,
- QParents app.

Absences over 10 school days, require an exemption request to be completed and authorised by the principal. A form is, available at the office or it can be emailed to you.

Early departures - Early departures - Notifying of early pick-ups is not essential though appreciated. Please note however, that it is not school practice to call children to office to wait for an early pick up.

Late arrival - If late but before 9:05am students can go straight to class.
If after 9:05am students must report to the office to collect a late pass.

From your Family

We encourage you to share any news, concerns or questions with our school. General events in your family life – such as illness, new babies and visitors – can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events. Please feel free to discuss any problems or queries with your classroom teacher, especially in regard to your child's progress, the school or the Prep program. Teachers will be happy to make appointments for longer discussions.

Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our Tuckshop, supporting a reading program in class or offering a hand at a working bee, all help is greatly appreciated. If you are volunteering in our school you will need to complete the Mandatory Training for Volunteers each year. See our administration office. Parents, caregivers and relatives play a very important and valued role in the education of their child and we welcome your involvement. Ways in which you can assist:

- Assisting the classroom teacher by supervising small groups of students or listening to individual students read
- Assisting in the classroom for special events/routines
- Collecting materials for use in the classroom (e.g., for Art or Science lessons)
- Volunteer in the Tuckshop.

Thank you, we are delighted to have your family as a part of our wonderful school.