



Rockhampton Girls'
Grammar School
Est 1892

2025



Prep Handbook



WELCOME

Welcome to Girls Grammar School Prep 2025.

Learning is a treasure that will follow you everywhere.

Your daughter will have many opportunities to enjoy a fun-filled first year of schooling during which she will make new friends and share experiences with adults who understand and care about her. We aim to provide an outstanding foundation for your daughter's education and to ensure she enjoys a learning space where children, teachers, parents, and families come together in a supportive environment to provide the best possible learning experiences for each girl.

We are excited about working with your daughter to help her reach her potential. We look forward to sharing a fun, happy and positive year while supporting your daughter in the first year of her schooling journey.

It is a pleasure to welcome you to the Girls Grammar community.

Kind regards,

Ms Natalie Spence,
Prep Classroom Teacher





PREP CLASS OF 2025

Welcome to Rockhampton Girls Grammar School. What an exciting year 2025 will be for you and your daughter as she commences her schooling.

FIRST DAY AT SCHOOL FOR 2025 PREP STUDENTS

When: Wednesday 29 January 2025 at 8.20am

Where: Girls Grammar Early Learning Centre (ELC)

Directions: Access is via Little Athelstane Street (off Denham Street)

What to Bring: Pre-cut fruit or vegetables for Brain Break (in separate container to morning tea and lunch), a packed morning tea and lunch and a water bottle. More information regarding lunch box requirements can be found in this document. Please ensure all containers are clearly labelled with your daughter's name.

What to Wear: Day dress, tie with school badge and house badge, black Clarks brand Ingrid T-bar shoes, white fold-down socks, and Girls Grammar bucket hat.

Home Time: 3.00pm

THE PREP SCHOOL DAY

Prep runs Monday to Friday. The school day begins at 8.20am and finishes at 3.00pm for the whole school.

Sessions	Times
Morning Session	8.20am - 10.30am
Morning Tea	10.30am - 11.00am
Middle Session	11.00am - 12.40pm
Lunch	12.40pm - 1.20pm
Afternoon session	1.20pm - 3.00pm
School finishes	3.00pm

AFTERNOON PICK UP

During Term One, we request that you collect your daughter at 3.00pm from the undercover area near the classroom. This is so we know where the girls are and can monitor who has been collected. Please make us aware if your daughter catches one of the Girls Grammar buses and notify us if there are changes to your daughter's bus routine. Please park in the marked bays and make your way through the entry gate. For Term Two onwards, if your daughter can open the car door and put on her seat belt, you are encouraged to use the Stop, Drop and Go Zone.

OUTSIDE SCHOOL HOURS CARE SERVICES

Girls Grammar offers free supervised play at the early learning centre in the mornings from 7.15am. Skippy's The Range offers fee for service afterschool care on-site from 3.00pm to 5.30pm during term time and a vacation care program during the school holidays. Enrolment forms are available on our school's website under Admissions.



MAKING THE FIRST DAY A SUCCESS

There are some simple steps you can take to make your daughter's first day at school more enjoyable and relaxed.

On the day:

- Leave plenty of time to get ready.
- Make a nutritious breakfast - this is essential for sustained energy and concentration.
- Talk through the daily routine - start, morning tea, lunch, and finish times.
- Talk through a few simple self-help ideas - for example, ask teachers for help or directions.
- Be positive and encouraging about your daughter's attendance and schooling.
- Be flexible and supportive in the early days of school; children may take a little while to settle.
- If your daughter struggles with separation, it is best to drop off and leave quickly and leave your daughter with the teacher. You will be contacted if your daughter does not settle.



Packing school lunch

Being at school is demanding, so by lunchtime your daughter will be hungry and thirsty. She will need a nutritious lunch.

When packing your daughter's lunch:

- Provide healthy food and drink in realistic quantities for both morning tea and lunch.
- Ensure your daughter can open and unwrap her lunch and lunch box independently.
- Provide a variety of smaller items rather than one or two large items.
- Provide a water bottle every day and encourage your daughter to drink regularly.
- Keeps sweets, chips, chocolate, and other party food for special occasions only.

A hot lunch and a selection of sandwiches may also be purchased online via QuickCliq. The menu and link to the ordering system for morning tea and lunch can be found on the Girls Grammar website on the top - right of the homepage. For Prep students, purchases are delivered to the classroom. If an order is made, please let your daughter's teacher know.

ESTABLISHING ROUTINES

As your daughter is learning the school and classroom routines, there may be some delays in preparing for the school day.

Please be patient and allow your daughter to unpack her bag. It is a crucial part of the day where the girls learn to think for themselves, remember a sequence, follow routine and not rely on others. You may need to resist the urge to assist your daughter and, although it may be quicker, it is more beneficial for your daughter to develop independence with these routines.

Starting school is a big step for every child. Some children embrace the experience without hesitation, whereas others may take time to settle. The best way to manage this situation is for you to entrust your daughter into the care of staff before promptly departing. We will contact you if your daughter doesn't settle quickly.





UNIFORM

Please refer to the Uniform Policy located on our school website under Resources, for details. The school uniform, school bags, swimwear, tracksuits etc can be purchased from the Uniform Shop on site. The Uniform Shop is open on Monday, Wednesday, and Thursday, as well as extended times during January prior to school returning for 2025. Please contact School Reception to confirm opening times 4930 0900.

THE PREP LEARNING PROGRAM



Prep provides an important bridge between home and school and a learning environment aimed at managing the challenges associated with starting full-day schooling during the crucial first year of learning.

Girls Grammar provides your daughter with the best opportunity to excel in a small, caring environment where individual potential is nurtured. Our curriculum is stimulating, exciting and promotes emergent literacy and numeracy skills. It supports the establishment and strengthening of wellbeing, social emotional learning, language development, thinking skills, creativity, and physical development. It also promotes the development of initiative, responsibility, cooperation, confidence and increasing independence.

The Australian Curriculum is implemented at Girls Grammar. Your daughter's teacher will ensure the curriculum takes into consideration each child's needs in a flexible learning environment. They will work alongside students as a facilitator and co-constructor of their learning, providing a stimulating, balanced and dynamic curriculum, which develops and maintains a positive attitude towards learning and the desire to learn. It is an objective of Prep to ensure that students regard learning and school as a fun, exciting and rewarding experience.

An important feature of the Prep year is to build continuities between each child's prior experiences and her future learning in schooling contexts. In preparatory settings, it is particularly important to recognise and build on children's prior learning at home, in the community and in other educational settings.

BEING READY FOR SCHOOL

The following indicators of preparedness for school have been identified:

- social and emotional competence with a focus on social learning and independence
- health and physical wellbeing, particularly in making healthy choices
- gross and fine-motor development
- language development and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy learning
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning





These indicators have been used in developing the Early Years Learning Areas, which comprise the curriculum for the Prep year. The areas are:

- communicating
- creating and designing
- investigating and understanding environments
- sense of self and others
- social living and learning

The Early Years Learning Areas are used to develop a balanced, integrated curriculum for young children which broadens their learning experiences.

EXPLORATORY LEARNING

Play occurs in both indoor and outdoor environments. It provides a powerful context in which children learn as they actively engage socially, emotionally, physically, and intellectually with people, objects, and representations.

Through play, children use and extend oral language capabilities, improve literacy and numeracy, explore a range of ways to symbolise experiences and develop imagination, creativity and the skills of problem solving.

In the Prep year it is important for children to engage in a variety of play types both indoors and outdoors, including:

- make-believe
- exploratory
- directed
- extended free play
- physical
- games with rules
- constructive
- gross and fine motor skills
- information and communication technologies



PLAY IS LEARNING

Through play your daughter will:

- increase her vocabulary
- learn to take turns and share
- learn safety and caution
- experience pleasure and enjoyment
- make choices
- learn about doing things for others
- learn to make choices and decisions
- learn to enjoy books and reading
- learn to value and apply her imagination
- learn to follow directions
- exercise her body
- learn to appreciate music
- have fun
- relax
- learn to listen
- learn to express ideas through technology
- learn about different concepts, people and places
- experience the satisfaction of creating
- extend her understanding of the feelings of others
- learn to play with others
- develop a knowledge of the world
- extend her creativity, flexibility in thinking and problem solving
- practise communication and social skills

Why Hands?

I tried to teach my child with books,
She gave me only puzzled looks,
I tried to teach my child with words,
They passed her by often unheard.
Despairingly, I turned aside,
"How shall I teach this child?" I cried.
Into my hand she put the key,
"Come", she said, "Play with me!"
Author Unknown





HOMEWORK

10-20 minutes of showing an interest in your daughter's activities at School will encourage reflective practise and reinforcement of learning. We urge every parent to regularly read with and to their daughter. If you have any concerns regarding homework, please contact the class teacher.

SWIMMING

Lessons are conducted with our Physical Education teachers and qualified swimming instructors. A focus on water safety, including entries and exits are part of the introductory lessons. Students are then grouped on their ability and fluency in the water. Swimming is part of the Physical Education program in Term 4, along with the Prep to Year 4 swimming carnival so swimwear is not required until later in the year.

Swimming Gear:

- Girls Grammar togs, sun shirt, cap, bag (purchased from the School's Uniform shop)
- Towel
- Goggles (optional)
- Thongs/slides
- Hairbrush



SHOW AND TELL SHARING

Students will be given the opportunity to bring along something for 'Show and Tell' or just to share an exciting story. Each student will be given a scheduled time. Your assistance would be appreciated in ensuring that your daughter only brings something on her scheduled day.

Toys are discouraged. Something of personal importance (e.g. items from sport, dancing, photos, etc.) or something of educational value (e.g. books, artefacts, items from nature etc.) are particularly encouraged.



EXCURSIONS AND PERFORMANCES

Excursions and performances will be arranged from time to time as part of your daughter's experience at school. Parents will be informed in advance of upcoming excursions/performances. Permission for your daughter's attendance will be requested via our online administration system, Parent Lounge.



NUTRITION

Each day your daughter requires pre-cut fruit or vegetables for Brain Break. This provides her with a nutritious snack in-between breakfast and morning tea and assists with maintaining energy levels. She will also require a healthy morning tea, lunch, and a water bottle. Please carefully consider the foods included in your daughter's lunch box as we encourage children to eat healthy food choices. Ensure your daughter knows what food has been packed and when to eat it. Supplying lunch in labelled, easy to open packages and containers will help encourage your daughter's independence.



Fridges are available for your daughter to ensure lunches are kept cool and fresh. Please choose the smallest hard plastic lunchbox (not insulated bags) to accommodate your daughter's lunch to assist with fitting lunchboxes in the fridges. Children can store their lunchboxes in the fridge at the beginning of the day.



Suitable healthy food choices include cut fruit or vegetables, dried fruit, sandwiches, wraps, rolls, cruskits, cheese, cold meats, savoury biscuits, yoghurt, boiled eggs, or muesli bars.

Unsuitable food choices include chips, lollies, processed snack foods like roll-ups, soft drink and foods in containers children cannot open.



We also explicitly teach children not to share, swap, give away or take other students' food to prevent any issues related to allergies. We appreciate your support and care with this matter.

BIRTHDAYS



We love to celebrate these special days with our girls. You may like to provide something on your daughter's birthday such as cupcakes or iceblocks to share with the girls. It would be appreciated if you could provide a list of ingredients in the items so we can confirm any dietary needs.

If your daughter has any special dietary requirements or restrictions, please inform the teacher to ensure your daughter does not eat anything she should not.

ACCIDENT PACK

Each child needs an 'accident pack' stored in their school bag. This pack should contain:

- two pairs of underwear and socks
- one plastic bag for soiled items
- a change of clothes.

HEALTH POLICY

Please ensure your daughter remains at home if she is feeling unwell or has an infectious illness. If you are in any doubt at all regarding your child's health and unsure whether to bring her to school, please err on the side of caution. The school must be notified of all infectious illnesses.

Should your child become ill during the day, you will be notified so that she can go home. Please ensure your contact details (and the contact details of an alternative contact person) are kept up to date.



EMERGENCIES

The school has a Health Centre with a full-time Registered Nurse. In an emergency, an ambulance will be called and contact with parents and caregivers will be made as soon as practicable.



MEDICINES

All medication must be clearly marked with a Pharmacy label including your daughter's name and dosage. Please do not leave medication of any nature in your daughter's bag. Medication **must be handed into the Health Centre** upon arrival at school, from where the school nurse will administer it as required. Prescribed medications will only be administered if the pharmaceutical label is current and intact. Please advise us in relation to any medical conditions or needs your daughter may have.

COMMUNICATION

We have several forms of communication at school. The first is email. Please ensure any changes to email addresses are updated to make the most of your opportunity to be informed of events and happenings at Girls Grammar. The other is our online portal Parent Lounge which can be found on the home page of the website in the top right-hand corner. It is a small yellow icon depicting a family and personal login details will be provided to you early in 2025. There is also a school Facebook page for events. ELC teachers also use an online platform called 'ClassDojo' which you will be invited to join at the commencement of the school year. This app is used to share photos and comments as well as give reminders for upcoming events. Parents are requested to raise any concerns with the teacher via email or to book an appointment. Your daughter's teacher will be pleased to discuss any aspect of her care and education. All concerns are dealt with in a confidential manner.

PARENT INVOLVEMENT

A three-way relationship needs to be nurtured between parents, teachers, and each girl. Communication is a vital ingredient to the success of this partnership. Parents are the first and the most important teachers of each girl and can share their understanding, hopes and concerns openly with the classroom teacher.

Please be aware that parent involvement, although encouraged, is neither essential nor expected. Parents may be invited to join in activities throughout the year.



PERSONAL PROPERTY

Please ensure that all your daughter's personal items including clothing, hat, lunch box, drink bottle, school bag and even the insides of shoes are all clearly named.



SCHOOL SONG

What are we working for, here at our lessons
Why join together in book, lore and play,
Forty years on will be answered these questions
If our School Motto speaks truly today
Not only for school, but for life we are learning
Life with its duties, its pleasures, its cares
Hearts bright with hope, with ambition high burning,
Hearts of true women our school time prepares.

CHORUS

Do your best! Do your best! Do your best!
Give again our dear School's ringing cry,
Sounding north and south and west
Non Scholae, sed vitae

Forty years on when afar and asunder
Parted are those who are singing today,
When we look back and forgetfully wonder
What we were like in our work and our play.
Then it may be there will often come o'er us
Whisper of notes like the catch of a song
Visions of girlhood will float then before us
Echoes of dreamland will bear them along.

CHORUS



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