



2025

**PREP PARENT  
HANDBOOK**

**Prep Transition  
Guide**



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## WELCOME TO WONDALL HEIGHTS STATE SCHOOL

Welcome to Wondall Heights State School.

Wondall Heights State School is a co-educational, inclusive school, which caters for the educational needs of children from Prep to Year 6. Our focus is on providing an excellent teaching and learning environment to allow children to achieve academic success and develop positive social and emotional skills. We provide a supportive and caring environment which helps to motivate children to 'Strive to Excel' in all that they do.

We strive for excellence in education. We have a team of highly professional and caring staff who are committed to the provision of a safe, nurturing school environment that supports students to reach their potential and develop into active and productive members of society.

Our school shares a sense of family and allows us to develop strong partnerships with parents and carers. Together we can provide children with the best foundations for their future.

We look forward to providing your child a rewarding year in Prep where they will grow and develop their skills and knowledge through many exciting and challenging learning experiences including:

- listening, responding to and giving directions
- learning how to cooperate with others
- becoming independent thinkers and problem solvers
- understanding and using language to communicate ideas, feelings and needs
- developing literacy, numeracy and scientific skills through a range of meaningful learning contexts.

At Wondall Heights State School we believe that the best education occurs when there is a good working partnership between parent, teacher and child. If all three have common goals and aspirations then the child is most likely to be both happy and successful in their school life.

I would like to take this opportunity to thank you for your interest in our school.

Mark Wright  
Principal Wondall Heights State School



### SCHOOL MISSION

Our school motto is: strive to excel.

By setting high expectations, we encourage our students to try their best and strive to excel in everything they do.

## SCHOOL VALUES

Wondall Learners are:

- Safe
- Respectful
- Responsible



## CONTACT DETAILS

Address 260 Wondall Road MANLY WEST QLD 4179  
Office Telephone 07 3906 6444  
Absentee line 07 3906 6460

Email [admin@wondallheightsss.eq.edu.au](mailto:admin@wondallheightsss.eq.edu.au)  
Website [www.wondallheightsss.eq.edu.au](http://www.wondallheightsss.eq.edu.au)  
Facebook [www.facebook.com/WondallHeightsStateSchool](https://www.facebook.com/WondallHeightsStateSchool)

## 2025 School Term Dates

Term One	Tuesday 28 January – Friday 4 April	10 weeks
Term Two	Tuesday 22 April – Friday 27 June	10 weeks
Term Three	Monday 14 July – Friday 19 September	10 weeks
Term Four	Tuesday 7 October – Friday 12 December	10 weeks



### GETTING YOUR CHILD READY FOR PREP

Here are some simple steps you can take to help make your child's first time at school more enjoyable and relaxed.

Encourage your child to be independent by helping them get used to:

- putting on and doing up his or her shoes,
- eating and drinking without help (opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles),
- caring for and putting away play things,
- using a handkerchief or tissue,
- going to the toilet independently,
- using playground equipment safely,
- carrying his or her own bag, and
- identifying his or her own belongings

Work with your child to develop his or her communication skills. Help your child to:

- make his or her own needs known,
- use appropriate greetings, and
- respond verbally when spoken to.

Familiarise your child with the school environment and routine by:

- driving or walking by the school a few times so that the school becomes a familiar place,
- introducing your child to other children in the neighbourhood who will be attending the same school, and
- encouraging your child to understand that teachers and other school staff are at school to help.

### BUILDING PARTNERSHIPS BETWEEN HOME AND SCHOOL

As a parent, you play a vital role in your child's education. By getting involved in the school you can help your child make a smooth and happy start to their education.

You can do this by:

- introducing yourself to your child's teacher
- sharing relevant information with your child's teacher
- keeping the teacher informed of any changes that may affect your child
- talking positively with your child about their day
- supporting our rules and consequences involved
- attending parent information sessions
- reading the school newsletter

- attending P & C meetings (currently held on Week 3 and 8 of each term on a Tuesday at 6:00pm)
- volunteering to attend school excursions or participate in classroom activities

You can also help your child progress at school by taking these steps at home.

- Take an interest in your child's schooling and value the importance of attending. Ask your child over dinner: 'What new things did you do at school today?' This will show your child that school is important to you, and you are keen to know about the great learning that is happening.
- Read aloud to your child. Reading aloud helps develop the imagination, because it allows listeners to form a picture in their minds. It also helps develop an awareness of the patterns of language.
- Provide a variety of experiences to stimulate your child's imagination — for example, visit the zoo, park or airport.
- Play card games and board games with your child. This helps to develop mathematical, problem-solving, language and social skills such as turn-taking and not always winning.
- Spend time together as a family — activities such as shopping, going to the park or working in the garden build children's awareness and knowledge of the world around them as well as develop language skills.
- Find opportunities to write with your child. This includes making lists for grocery shopping or things to take on trips and writing letters. These opportunities build children's awareness of vocabulary and the importance of reading and writing.
- Sing familiar songs and nursery rhymes together with your child.
- Show respect for your child's natural curiosity. Be patient and try to find the time to answer the many questions they ask or make ways to find answers together.
- Help your child become responsible and independent by encouraging him or her to pass on school notices and newsletters or to pack his or her school bag each day.

## **BUILDING RESILIENCE IN YOUR CHILD**

One area of your child's development that is a focus for staff at Wondall is to strengthen our students' resilience.

We build students resilience through helping students:

- Understand feelings have a purpose and bad feelings don't last – we can choose how we react and we can reframe negative thinking
- Use a range of problem-solving strategies and keep problems in perspective

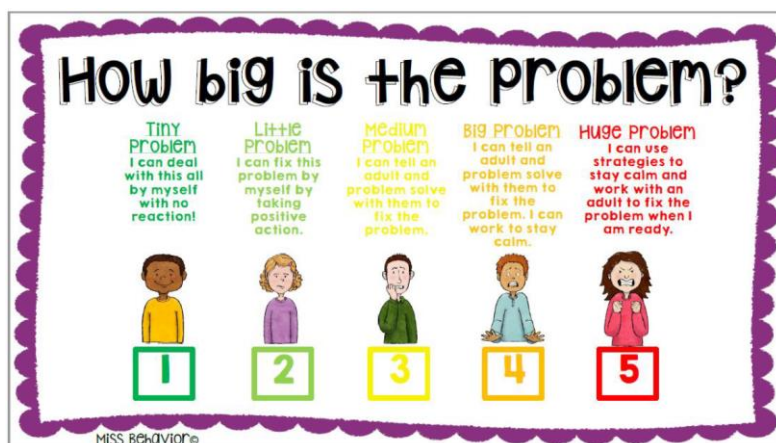


- Take responsibility for their actions
- Normalise setbacks
- Create positive relationships
- Become empathetic and accept the difference of others
- Understand learning is not supposed to be easy
- Learn how to ask for help
- Take risks
- Feel competent and capable, without bailing them out
- Nurture a growth mindset

We know that resilient children share four basic skill sets - independence, problem solving, optimism and social connection. You can help us build resilience in your child by remembering these skill sets:

- **Independence** – If they can do it themselves, let them.  
(Even something as simple as carrying their own school bag.)
- **Problem Solving** – Matching the size of the problem to the reaction and developing a range of problem-solving strategies.  
(Let them work out the solution, with some guidance from you, if necessary.)

At Wondall Heights State School, we encourage students to use the High 5 when problem solving social issues. Please feel free to discuss this with your child at home.



Use the **High 5** to solve problems.



- **Optimism** – Encourage your child to see the positives even when times are tough. Tomorrow the sun will still come up.  
(Tough times don't last but tough people do.)

- Social Connection** – Encourage your child to develop friendships and to be involved in the broader community. Join a sporting, cultural or community group to build skills, make friends, help others and have fun!  
 (It is important in life to participate, contribute and connect.)

We also use the **Zones of Regulation** to teach student how to regulate their emotions and behaviour.

**MY baseline**  
good. calm. proud. happy.

**When I'm at my baseline, I can try some of these strategies to keep feeling "good to go".**  
work together, sit in seat, share, whole body listening

**Feeling blue**  
Tired. Shy. Sad. Bored.

**When I'm feeling blue, I can try some of these get + to baseline strategies.**  
wall push-ups, walk, happy thoughts, music

**Feeling yellow**  
embarrassed, anxious, silly, scared.

**When I'm feeling yellow, I can try some of these get + to baseline strategies.**  
good pose, relax quietly, deep breaths, drink of water

**Feeling red**  
angry. Very upset. Out of control. aggressive.

**When I'm feeling red, I can try some of these get + to baseline strategies.**  
stress ball, counting, deep breaths, walking break



## STARTING PREP

### FIRST DAY OF PREP

Make your child's first day at school more enjoyable and relaxed by being prepared. Please be ready with all your child's belongings on the first day of school. You will need:

- A bag big enough to carry all belongings including their homework folder.
- A library bag to use each week.
- A wide-brimmed hat needed daily.
- A full set of spare clothes to be kept at school for the term.
- Morning tea and lunch in a named lunch box (see note below re: students with allergies).
- A water bottle.

All these items need to be marked with your child's name and class so they can be easily returned to your child easily if they are misplaced.

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, lunch and finish times
- ensure your child is aware of your end-of-day pick-up routine
- talk through a few simple self-help ideas — for example, asking teachers for help or directions
- be positive and encouraging about your child's attendance at school
- assist your child's teacher in setting up routines by leaving the classroom as soon as the bell goes so that learning can commence on time

Some children become anxious when it is time for parents to leave. Please be reassured that once you have left the classroom, children may be upset for a short time but they will eventually settle into our school routine and have a great first day. If your child is upset and you want to check on them, you are more than welcome to call the school, it is important to ease your mind too.

### PREP DAILY SCHEDULE

Daily Event	Time	Location
First Bell/Sign in	8:45am	Classroom
School starts	8:50am	Classroom
Brain Break	9:50am	Classroom
Morning Tea/Play	10:50-11:10am 11:15-11:30am	Playground Prep Eating Area
Middle Session	11:30- 1:00pm	Classroom
Lunch/Play	1:00-1:25pm 1:30-1:40pm	Playground Prep Eating Area
Afternoon Session	1:40-3:00pm	Classroom
End of School Day	3:00pm	

Prep hours are from 8:50am – 3:00pm each day. On special occasions they may be altered hours to suit an excursion or event. Prior notice will be given to all parents if this is to occur. Please be punctual when bringing and collecting your child. When a student arrives to school late they can miss important explanations and learning experiences. Remember to visit the office for a late slip if your child is late to school. At the end of the day, students can become worried very quickly if their friends have left Prep and they are still waiting to be collected.

## PREP CURRICULUM

At Wondall Heights State School, the teaching and learning in our Prep classrooms is strongly founded in active learning through play, investigations and real-life situations. Our students are engaged in hands-on activities, working collaboratively to investigate, create, ponder and learn. We set up our Prep classrooms with home corners, blocks, materials for investigating and creating and digital devices, helping your child to transition smoothly into our school setting.

Our Prep Program is based upon the Australian Curriculum in English, Mathematics, Science, HASS (History and Social Sciences), Health & Physical Education, The Arts and Technologies. The Australian Curriculum sets out the core knowledge, understandings, skills and general capabilities that are important for all students. It identifies what all young people should learn as they progress through schooling, and is the foundation for high quality teaching to meet the needs of all students.

At Wondall, our Prep students will work within the following Learning Areas:

**English:** Students will develop knowledge, understanding and skills for listening, reading, viewing, speaking, writing and creating. They will begin to read, learning sight words, developing phonemic knowledge and becoming confident with a variety of reading strategies.

Students will create a range of imaginative, informative and persuasive texts, communicating and sharing their writing with peers, teachers, known adults and students from other classes.

**Mathematics:** Students will develop an understanding of numbers, number names, numerals and quantities. They will work to fluently count numbers in sequences, continue patterns and compare the lengths of objects. They will use problem-solving strategies to model authentic problems, sort objects, use familiar counting sequences to solve unfamiliar problems and discuss the reasonableness of their answers. They will use reason to make comparisons, create patterns and explain processes.

**Science:** Students will observe and describe the behaviours and properties of everyday objects, materials and living things. They will explore change in the world around them, including changes that impact upon them such as the weather, and changes they can affect such as making things move or change shape. They will seek answers to questions they pose, make observations and use their senses to gather different types of information

**History and Social Sciences:** Students will investigate their personal worlds, including their personal and family histories and the places they and their families live in and belong to. The emphasis is on the student's own history and their own place. They explore why places are special to them and others.

**The Arts:** Students will participate in Music, Dance, Drama, Media Arts and Visual Arts programs. They will create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences.

**Health and Physical Education:** Students will develop knowledge, understanding and skills to lead healthy, safe, happy and active lives. They will identify their own strengths and simple actions they can take to keep themselves and their classmates healthy, happy and safe. They will learn about movement as they participate in physical activity in a range of different settings.

**Technologies:** Students will develop foundational skills in computational thinking and an awareness of personal experiences using digital systems. They will plan, create and evaluate designed solutions for authentic situations, such as designing a boat that will float and carry a load.

Please also note the following:

**Handwriting:** Students learn to write using the Queensland Beginners Alphabet Script. Young children must learn to write in lower case first. Give your child an advantage by providing the correct model when writing his/her name. For example, use a capital letter only for the first letter of their name and not capitals for all the letters - e.g. Kate not KATE. It is easier if your child learns the correct form of the letters rather than something that has to be relearned once they are at school. Below is a copy of the Queensland Beginners Alphabet Script:

*Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm  
Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz*

**Specialist Lessons:** Prep students have weekly Arts, Technologies and Physical Education lessons.

Students are able to participate in a range of sports. Throughout the year, they will participate in a number of events where they represent their Sport's house.

All children will be allocated a school Sporting House during Prep or at the time of enrolment. Younger siblings will be allocated the same Sporting Team as their older siblings who are attending Wondall Heights SS. This ensures that each school family supports only one school Sporting Team.

**Library Borrowing:** Students in Prep visit our school library weekly with their class teacher. Students in Prep may borrow one book for a one-week period and must have a library bag. This library bag is used to protect any books borrowed.

All books must be returned on time and in good condition. If a book becomes overdue, all borrowing rights are suspended until the book is returned. Parents will be asked to pay the replacement cost of any lost or damaged books.

**Swimming:** Prep students attend swimming lessons at an allocated time throughout the year. These lessons are held in the school pool with our Physical Education teacher.

## PREP UNIFORM

We take pride in our appearance at Wondall Heights State School. Students wear their uniform every day with pride.

We are a Sun Smart school and require Prep students to wear a Wondall Heights wide brimmed, gold hat when outside. Caps are not permitted. We have a No Hat – No Play rule.

Students are expected to wear their sky-blue striped shirt with shorts / culottes or school dress every day. Students must wear closed in black shoes that are suitable for outdoor play. It is best if the shoes are velcro or slip-on so that your child can independently remove and replace them.

The sports uniform should be worn for Physical Education lessons and all other school sporting events. Students are encouraged to wear their house colour on sports carnival days.

Jewellery, except for a watch and sleepers or stud earrings, is not permitted.

## STUDENT LUNCHES

Wondall Heights State School encourages all children to eat healthy, nutritious foods, foods high in fat and sugars are discouraged. Suitable foods include:

- sandwiches, rice cakes crackers with meat or salad fillings
- fruit and vegetables (peeled and cut if this is the way your child prefers it)
- cheese, yogurt

A water bottle is also essential for the students to ensure adequate intake of fluids. Please do not send food in tin cans as children may injure themselves when opening the ring-top lid. Thought also needs to be given to plastic wrapping and pre-packaged items as these can be difficult to manage and open. We encourage litter-free lunches.

Each day your child needs a snack for morning tea, a bottle of water and lunch. It is a good idea to point out to your child which food is for morning tea and which is for lunch. This avoids them eating all their food too early.

Please note that from our experience we find children are hungriest at morning tea and tend to want to eat the majority of their food. Prep children do not have access to a fridge to keep lunches cool and it is recommended that a frozen ice pack/brick be packed in lunch boxes to keep food cool and fresh. We have found that frozen fruit drinks are not the best idea as they stop children eating their food. The drink doesn't melt by first break and children spend a lot of time trying to eat these. Ice bricks are the best idea.

**Brain Break** - The children stop for a brain break snack each day at 10am. Every day you will be required to bring in a healthy snack for your child to eat, and place it in the tray. This can be either a piece of fruit (e.g. apple, pear, grapes) or some vegetables (cucumber, capsicum, carrots). This is a quick break to

help the children get through to the 11am eating time. We have found in previous years it also encourages children to eat and experiment with different fruits and vegetables.

**Allergies** - Some students at Wondall Heights State School have severe reactions to nuts or nut products. As this reaction may be life threatening, we ask that children do not bring nuts or nut products to school.

Some students at Wondall Heights State School may also have other allergies such as to dairy products, egg or insects. Students at risk of anaphylaxis may have reactions which require medical intervention. Children with severe allergies requiring medication such as EpiPens have a plan that is developed in consultation with the child's parents and medical practitioner. Staff are trained in the administration of such devices.

**Tuckshop** - Our tuckshop operates from Monday – Friday and is open for counter sales at both breaks. A new menu is sent home at the beginning of each term. Copies of the menu can be collected from the tuckshop and can be viewed on our website.

Our tuckshop is run by a convenor who relies on the generosity of parents to donate their time to work in the tuckshop. Please contact our convenor on 3906 6412 to volunteer your time - even once per month would be a great help. Unfortunately, due to work place health and safety regulations children are not allowed in the tuckshop.

All orders are placed using an online system. The system can be accessed by going to [www.quickcliq.com.au](http://www.quickcliq.com.au)

**Birthdays & Sharing of Food** - At Wondall we believe it is up to the individual parents/caregivers to decide what their child/children eat in a day. There are a number of reasons why Wondall Heights State School does not promote the sharing of food, this includes for birthdays/celebrations.

- Food Allergies – there are an increasing amount of students who are presenting with complex food allergies. It is up to the individual parents/caregivers as to what they choose for their child to eat in a day – school staff will not be responsible for distributing food to students.
- 'Smart Choices' – schools have an important role in promoting healthy eating to students and providing an environment that supports a healthy lifestyle. Please refer to 'Smart Choices Strategy'. Eg: Whilst Zooper Doopers fall into the Amber category, again it is a parent/caregiver's choice as to how often and when they choose for their child to consume these types of foods.
- We will not use food as rewards at school.

With all these factors in mind, the following school-based decision has been made: *Wondall Heights State School does not promote the sharing of food, this includes for birthdays/celebrations. Staff will not distribute food to students. We ask that you do not send food products for sharing at school.*



### COMMUNICATION

If you have a concern or query, please consult your child's teacher in the first instance. If you require clarification or need further assistance, please contact the school office and make an appointment with one of our administration team. Please note that our school operates on a 48-hour response time to parent contacts.

Parents are requested not to approach any student directly. All concerns and issues must be reported to school staff, and will be managed following school processes.

It is important that the school has up-to-date contact details for parents / guardians, and for alternative emergency contacts in case you are unavailable. If any of your details or circumstances change, please contact the school.

We also offer communication through:

- Wondall Heights State School Parent Handbook
- School website
- QParents
- Facebook
- School emails
- Parent-Teacher Interviews (Term 1 and 3)
- Report Cards (Terms 2 and 4)

### ARRIVALS AND DEPARTURES

Prep parents can either drop their child to their classroom from 8:40am or if dropping them off earlier, access Wondall Outside School Hours Care. At 8:40am, children are walked to their classroom, where their teacher is waiting. Parents are requested not to wait outside the classrooms around the school if arriving before 8:40am, but to bring their children to the hall where they will be supervised by a staff member.

At 3:00pm, students in Prep must be collected from the classroom by their parent/carer or a responsible adult known to the teacher. If at any time you arrange for someone else to collect your child, please inform their teacher of the arrangement.

Off street parking is available below the tennis courts. Other car parks are gated and reserved for staff.

Whether arriving by car, bicycle or on foot, you need to use a pedestrian entrance. In the interest of safety, students must not take a short cut through staff car parks.

Please endeavour to arrive to school on time, as learning starts from the moment our students walk into their classrooms! If your child does arrive later to school (after 9:00am), please go to the office where a

late slip will be issued. This ensures that our roll-marking is accurate, so that your child is marked as being at school for the day.

From Term 2, Prep students are permitted to use the **Stop, Drop & Go** pick up area, once they have developed independence and are familiar with the school environment and routines.

A little bit late to school might not seem important, however...			
When your child misses just...	That equals...	Which is....	So, from Prep to Year 12 that equals...
10 minutes per day	50 minutes per week	Nearly 1½ weeks each year	Nearly ½ a year of learning missed.
20 minutes per day	1 hour 40 minutes per week	Over 2½ weeks each year	Nearly 1 year of learning missed.
Half an hour per day	Half a day per week	Four weeks each year	Almost 1½ years of learning missed.
One hour per day	One day per week	Eight weeks each year	Over 2½ years of learning missed.

## ATTENDANCE

Every day counts in Prep because:

- regular attendance lets our children make the most of their important first year of school,
- Prep lays the foundation for literacy and numeracy,
- every day of learning will improve children's reading, writing and math skills,
- daily attendance builds a positive approach to learning, and
- being at school every day strengthens your child's independence and confidence.

Every day counts! A day here or there might not seem like much, however...			
When your child misses just...	That equals...	Which is....	So, from Prep to Year 12 that equals...
1 day each fortnight	20 days per year	4 weeks every year	Nearly 1½ years of learning missed.
1 day a week	40 days per year	8 weeks every year	More than 2½ years of learning missed.
2 days a week	80 days per year	16 weeks every year	Over 5 years of learning missed.
3 days a week	120 days per year	24 weeks every year	Almost 8 years of learning missed.

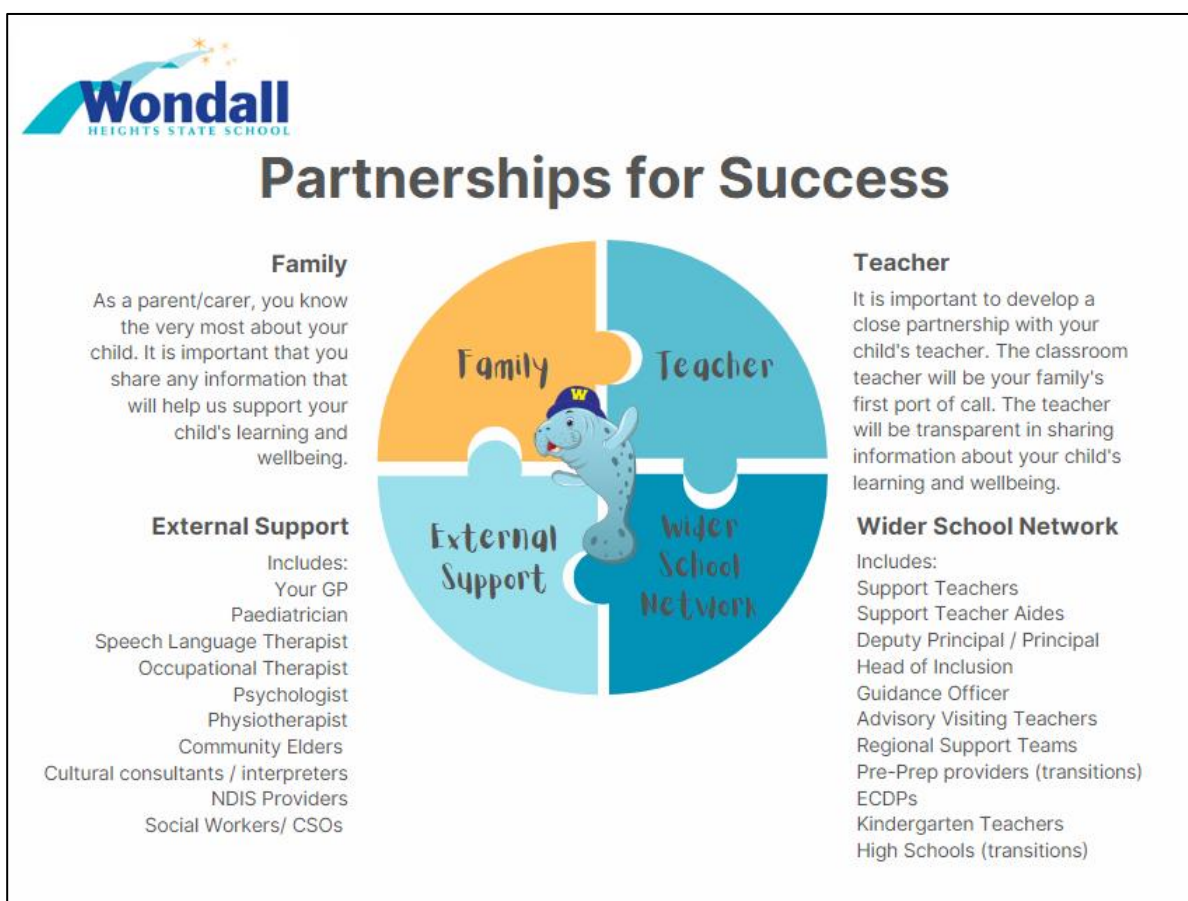
## EDUCATIONAL NEEDS

As students and families have unique needs, we offer the services of the following support staff:

- Guidance Officer
- Speech Language Pathologist
- Advisory Visiting Teachers – Hearing Impairment, Vision Impairment, Physical Impairment, and English as an Additional Language/ Dialect.

Students may be referred to these services by teachers, administrators or by parent request during the year. We believe that the school and family need to work together closely to ensure students have the best learning and wellbeing outcomes. Please be supportive if your child's teacher approaches you as we are aiming to ensure that your child is achieving success across all developmental areas.

Specialist staff from the wider school network support students in their classes and provide a variety of programs to enhance their school experience. We also work closely with external support providers to ensure continuity of strategies between the home and school environment.



## ABSENCE, ILLNESS AND MEDICATION

If your child is unwell, please call the **school absence line on 3906 6460**. We believe that every school day counts. Prep is a compulsory year of schooling and any prolonged or frequently unexplained absences will be investigated.

If your child needs to be absent from school for an extended period, please inform the school in advance so we can help your child to prepare for the absence.

Illness and medication procedures for Prep children are outlined in the Wondall Heights State School Parent Handbook.

When you fill out the school enrolment form and questionnaire you will be asked about any allergies or medical conditions your child may have. It is vital you keep us updated on any medical condition your child has so that we can care for them appropriately. Please inform us immediately of any changes to your personal details so we can update our records, ensuring we have immediate access to you or another carer.

If your child should become sick, the Office staff will notify you first. If this fails, we will notify a nominated emergency contact person to collect the child. In case of minor illnesses, please use discretion when deciding whether or not to send your child. A child who is unwell will not enjoy or benefit from school and may spread the illness to others. Children with infectious diseases must be excluded from the school for specified times. Please ring the Office for details.

Medication will only be administered if it is prescribed by a doctor and all details of dosage and times are stated clearly on the labels. Any medication given to any child is recorded. Only office staff will administer medication, not the class teacher.

If your child requires medication at school please see Office staff to complete paperwork giving permission to administer medication. This paperwork must be completed and signed by a parent.

## OUTSIDE SCHOOL HOURS CARE (OSHC)

Our OSHC centre is situated within the grounds of the school and provides quality care for children – before school, after school, school holidays and on pupil-free days.

Out of School Hours Care is provided through the Wondall Heights Out of School Hours Care (WOSHC) program. The program is operated by the P&C of the school.

The program runs each day from 6.00am in the morning and until 6.00pm in the afternoon. The program also offers Vacation Care.

### **Wondall Outside School Hours Care (WOSHC)**

Phone: 07 3668 0688  
Email: [info@woshc.com.au](mailto:info@woshc.com.au)  
Website: <http://woshc.com.au>

## **Operating Hours**

Office Hours: 8.00am – 3.30pm

Program Hours: 6:00am – 8:40am and 3:00pm – 6:00pm on school days.  
6:00am – 6:00pm on designated Student Free Days  
6:00am – 6:00pm on school holidays.

Please note that the centre closes for two weeks during the Christmas / New Year period each year.



**We look forward to building a positive relationship with your child and family and hope their primary schooling is challenging and rewarding!**

Please access our full Parent Handbook for more information, available on the school website.