

# Prep Parent Handbook



# Welcome

At Leibler Yavneh College, we are proud of our warm and engaging learning environment. We hope that you will enjoy your parent involvement with the College now that your child is commencing Prep at our Slezak Campus – Elsternwick. Whether your association with Yavneh is a new one this year, or whether it is a continuing one, we look forward to supporting your child as they progress from kindergarten into school.

We believe that learning is a life-long journey. Your child's Prep experience will be critical in developing their love of learning. The first year of Primary schooling will be a year of significant change for both your child and yourselves as parents. We look forward to working together with you to provide your child with a positive academic, spiritual, social, emotional and physical learning experience.

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# Communications

Compass is the school-wide learning management system utilised by the Yavneh ELC, Primary & Secondary Schools which allows parents and carers to access up-to-date and instantaneous information about the school and your child.

Compass includes many different features, including the following;



## **Attendance:**

Using Compass, parents can view attendance & timetable information in real time. The App also allows parents to enter late notes or an explanation for absence or lateness. The College also requires parents to provide an attendance note if their child is leaving early for any reason (appointment, holiday, personal, etc.,). This is essential so we are able to sign students out quickly and effectively and is a government requirement. Without an attendance note, departure may be delayed whilst we try to obtain parental consent and locate your child.

## **Notices, Events & Payments:**

All notices, events and school excursions are communicated via the Compass App. Parental consent is always required for excursions and for some events parents are required to opt out and this is all completed via Compass. In order to, make this process easier, Compass collates and lists anything that requires consent and/or payment in the Action Centre instead of requiring hard copies. Safe and secure payment for all events & excursions is also made through Compass.

## **Parent-Teacher Conferences:**

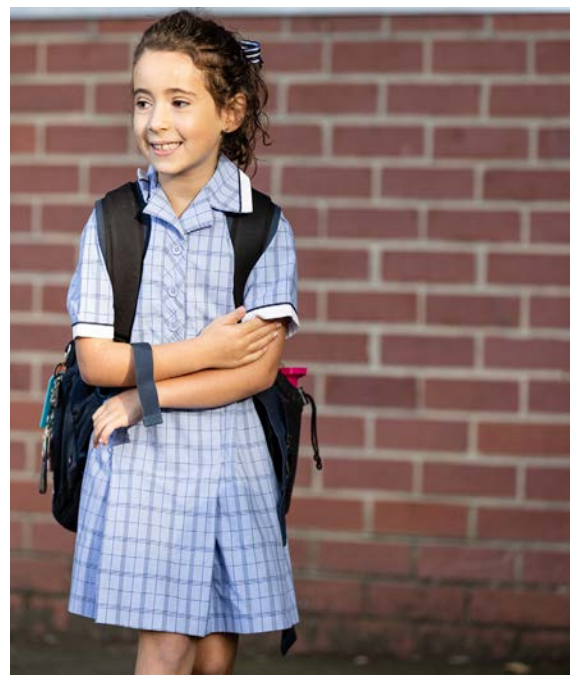
Using Compass, parents can see teacher availability and are required to book their parent-teacher conferences online.

## **Student Profile:**

The student profile is a destination for all your child's information including an overview of the day's lessons and provides the option to email your child's teacher directly.

## **TEACHERS**

Teachers are the first port of call. We appreciate and encourage communication from parents regarding the positive aspects of College events, as well as any concerns that you may have from time to time. Should you have a concern, please contact your child's Home Group Teachers (General Studies & Jewish Studies) to discuss your concern. For any further follow-up, please consult with the Head of Primary.





# Preparing for School

## Physically, ensure your child can:

- take care of him/herself,
- open a lunch box,
- feed him/herself,
- flush the toilet,
- unscrew a drink bottle,
- wash his/her hands,
- dress him/herself,
- tie shoelaces,
- use a tissue correctly,
- pack up his/her belongings,
- recognise his/her name in English & Hebrew

## Emotionally, encourage:

- self-confidence,
- thinking before acting,
- persistence with learning,
- sense of responsibility,
- independence,
- sense of consequence for actions.

## Socially, encourage your child to:

- listen to others,
- know how to take turns,
- follow instructions,
- relate to other children,
- share and co-operate,
- ask for help when needed.



## Prep Screenings

We ask parents to undertake basic Health Screenings such as Hearing and Vision before the commencement of the school year. It would be appreciated if copies of screening reports be given to your child's class teacher at the scheduled orientation meeting between your child and their teachers. Prep children's individual orientation meetings take place on the first academic day of the school year. Prep's official first day of school is the day after Year 1 to Year 6 children start school.

It is a legal requirement that upon entry into Prep, parents must provide a current, up-to-date Immunisation Certificate. Certificates must be provided before Prep Orientation Day. Parents may obtain a copy of their child's immunisation history statement from their local Medicare office, Medicare online or by calling 1800 653 809.







# Adjusting to School

A child's first days at school are tiring. Some of the possible reasons may be:

- Term 1 has the hottest days of the year.
- Some children become overwhelmed by the activities and excitement of the day's program.

Remember, each child is an individual in ability, maturity, learning style, motivation and interest. It is important for you to be aware that each child is different. Some children will be just starting to handle writing implements while others will be writing their names. Some children will want you to read to them and others will be beginning to read.

The partnership between school and home, the parents and teachers, is vital to ensure that your child has the chance to develop at his/her own rate with maximum support and opportunity.



## Birthdays

In order to encourage "healthy body, healthy minds". We will move the focus from food based celebrations to celebrating with classroom activities. Treats from home or Kosher providers are not permitted.

# How You Can Help

## **Building Confidence and Optimistic Thinking**

There are many things parents can do to help children feel confident and optimistic about starting school. You could talk with them about what school will be like and maybe share some happy stories from your own school days. Borrow books from the library with positive stories about starting school.

You can also help your children to build confidence and optimism by encouraging a habit of positive thinking and expressing gratitude. Asking children to tell you about the good things that happen each day helps develop healthy habits and encourages them to thrive mentally and physically. You could ask questions like:

- *What was something you learned to do today? Can you teach me.*
- *What was most fun for you today?*
- *How did you show kindness today?*
- *What made you laugh today?*

Make sure your child knows where you will be waiting to collect him/her after school. Parents are to wait for their child inside the school grounds, at the front of the school. Teachers will walk children to the waiting area and supervise them until 4:05pm, after which time they will be taken to the Primary Office. On the occasion that you are delayed, a message can be left at the Primary Office, or emailed to your child's teachers.

Give your child a nutritious kosher lunch. Part of your child's learning experiences includes discussion about healthy eating habits. We recommend children have a piece of fruit/vegetable for morning tea and afternoon tea rather than high sugar 'nosh' in addition to lunch food. Please note we are a **NUT AWARE SCHOOL**. We have a number of children who have severe allergies to nuts that can be life threatening in seconds. We ask that you carefully consider this when preparing your child's lunch. Please send a refillable bottle for water and place a "cool block" in your child's lunch.

**Frozen juice cups and drinks:** Primary children are not allowed to eat frozen cups or drinks inside the classroom. This is because these items are time consuming to eat and distract children from their learning. *Please note that from 2024, Prep children are not permitted to have frozen cups or drinks at all during the school day as they end up using their entire play time to consume these and miss out on developing important interpersonal skills through games and play as a result. They also need to move and run around during the day, and recess and play present ideal opportunities to do so.*











# The First Day

**Prep children begin school on Friday 2 February 2024.**

**On Thursday 1 February**, we will be scheduling short 10-minute orientation meetings for you and your child with your child's Prep teachers. You will receive an email in January inviting you to book your orientation meeting. We have found that this eases the Preps into the first day of school. Your child should wear casual clothing for their orientation meeting but can wear school uniform should you choose to do so as a way to practise putting on their uniform.

## **What to bring to their orientation meeting:**

- relevant medical information such as hearing, vision, chronic illness and any medical action plans. Ensure you have provided the school with up-to-date emergency telephone numbers and emergency contact names. This is provided via Compass and these must be kept up to date whenever there is a change.
- all books and folders (labelled with your child's name) and stationary (not labelled)
- a clearly labelled Leibler Yavneh College school bag
- an art smock, which is clearly named for use during art/craft activities to protect College uniform items. Art smocks can be ordered from the booklist
- a blue Leibler Yavneh College Reading Bag from the uniform shop
- a clearly labelled College sun hat (we are a Sun Smart school, hats are compulsory in Term 1 & Term 4) - write their name on the outside of their hat.
- a change of underclothes (kept in the front of your child's school bag)

**Please label all clothing, lunch boxes, drink bottles and food containers brought to school as this makes it much easier for your child to become responsible for their belongings.**



# Drop-Off & Pick-Up

## ***Drop-Off arrangements & the importance of being present for Homeroom:***

Please ensure that you drop off your child by 8:15am each day.

In February, to support your child through the transition to formal school, parents are invited to take your child to the Prep classroom door located on the deck. Teachers will be there to greet your child and help settle him/her with a game or activity. Please farewell your child at their classroom door and leave reasonably quickly as it can become overwhelming if there are too many adults around. Inform your child that you are leaving and that you will come back to collect them at home-time. If circumstances change and someone else is to collect your child, please notify the teachers and the Primary Office in writing (via email).

By the end of their first month at school, Prep children are usually ready to be more independent

and we encourage them to be so. From Thursday 1 March, Prep children are farewelled at Nagle Gate and the Head of Primary and their Year 6 buddy will supervise all Prep children who are dropped off between 8:00am and 8:15am. At 8:15am Prep children are escorted to their Prep classroom by Year 6 children. Between 8:15am and 8:30am the Head of Primary escorts Prep children to their classroom.

It is much better for your child to establish the habit of arriving before 8:15am as this gives them an opportunity to socialise with their peers and Year 6 buddy, as well as ensures they are benefitting from being present for the routines completed during Homeroom. It is unsettling for the child when they arrive late and miss out on part or all of the Homeroom routines. It is also unsettling for their classmates when their Homeroom routine is interrupted by children arriving late.





### ***Pick-Up Arrangements***

Parents are able to wait inside the school grounds, at the front of the school to pick-up their child and a Prep teacher will bring the children to the pick-up area at the end of the school day and supervise the children.

Until the end of February, there is an optional earlier collection time at 2:00pm. This enables students to adjust to their new routine and the longer school day. However, should you wish your child to remain at school for the entire day, until 3:55pm (3:10pm on Friday), Prep teachers will run play-based activities. Please do not collect your child between 2:00pm – 3:55pm as this is disruptive and tends to be very unsettling for the children staying for the duration of the day.

From the 1 March, all Prep children will finish at 3:55pm on Monday to Thursday, and 3:10pm on Fridays.

If you are going to be collecting your child from school early, an "Attendance Note" must be added to Compass, as far in advance as possible, and at least prior to the commencement of the day. (Please contact the Primary Office for a how to guide on how to do this). These attendance notes are reviewed daily by our Primary Office and teachers are also notified to ensure your child's departure is as timely as possible.

Children will remain in class until the time of departure and then make their way to the Primary Office to sign out. Once you arrive at the Nagle Avenue Gate, please notify our guards you are there to collect your child, & they will then be sent down the front gate to meet you with a stamped slip which must be handed to the guards to exit the campus.

If the pickup arrangements have been changed (that is after 3:55pm), we ask that you contact [primary@yavneh.vic.edu.au](mailto:primary@yavneh.vic.edu.au) to leave a message for your child. Students will be taken to the Primary Office after 4:05pm.



## **Parent Involvement**

Parent involvement in College activities is encouraged. We are fortunate to have a wide variety of ways in which you can become involved. These include: excursions, Mother's and Father's Day stalls, Yavneh Parent Organisation events, parent convenors, athletics carnival, swim survival program, and more.

# School Hours

For children in Years Prep, 1 and 2 the school day commences at 8:15am and ends at 3:55pm, except for Fridays when school ends at 3:10pm throughout the year. School closes early on the day before a Chag, such as Erev Shavuot, Erev Rosh Hashanah, Erev Yom Kippur, Erev Sukkot and Erev Shmini Atzeret. Details of times are included in Keshet (the weekly school newsletter) and in the school calendar.

Please refer to the Drop-Off and Pick-Up section of this handbook for important details about the requirements for this.

If your child arrives after 8:30am, he/she is to go directly to the Primary Office to collect a late slip. This late slip ensures your child is recorded as present which is crucial should there be an emergency requiring an evacuation and for other duty of care requirements.

If your child is absent from school, please ensure you put an Attendance Note in Compass. This is a Government requirement. Please email [primary@yavneh.vic.edu.au](mailto:primary@yavneh.vic.edu.au) if you require a How-to- Guide on Attendance Notes in Compass.

## ***Before School Care***

Supervised before school care is provided at the front of the College from 8:00am-8:15am each day. Please see the Drop-Off and Pick-Up section of this handbook for details.

## **School Nurse**

The College employs a Nurse from 8:15am – 4:15pm Monday to Thursday, and 8:15am – 3:15pm on Fridays. The Nurse is employed to provide general first aid care and emergency first aid in the event of an accident or illness occurring during school hours. The College nurse is also responsible for continuing to update our medical and health policies and protocols, including allergies and asthma. The College is also fortunate to be able to provide an ongoing program of professional development to maintain the first aid qualification of all full-time teaching and administrative staff.



# Parent Teacher

## **Prep English & Hebrew**

On Wednesday 22 May 2024, Prep parents are invited to our Prep English and Hebrew Parent Information evening. This evening gives parents an opportunity to hear about the literacy and Ivrit programs, as well as provide a forum for any general queries.

## **Parent/Teacher Conferences**

Interviews are conducted three times per year in Primary. In 2024 these take place in February, April and September.

## **Reports**

Your child will receive reports twice a year, at the end of each Semester. Your child's set of reports will contain information regarding all curriculum covered during the semester and an update regarding your child's progress. These reports can be accessed via Compass. They clearly outline the specific outcomes for the various subjects taught. Historical copies of your child's reports from Years Prep to 6 are accessible on Compass.









# Jewish Studies

## **Lamdeni Program**

During Prep, children are introduced to the Lamdeni program. They are in to the first steps towards reading and writing Hebrew (Ivrit).

The combination of these programs encompasses all learning styles using interactive resources and activities to ensure engagement in learning. Each day they bring home reading material that will reinforce letters and sounds taught.

In Prep, our focus in Hebrew is to develop our students' listening and speaking skills. Our teaching is based on the "Milk & Honey" program which was developed in Israel specifically for young students. A wide range of activities are used to promote the students thinking skills and language abilities. Through games, books, songs, videos, dance and movement the students acquire new vocabulary and an understanding of language structures that they apply successfully throughout the lesson.

## **Tefillah (Prayer)**

As a modern orthodox Jewish school, attendance at and participation in the daily Tefillah lesson is compulsory. Tefillot are added throughout the year, but the emphasis is on quality rather than quantity. Each new Tefillah that is introduced is accompanied by an explanation to ensure that the Tefillah is understood and is meaningful to your child. Correct pronunciation of the words is, of course, very important. As the children learn to read, they are encouraged to follow inside the Siddur. Children use a special Siddur prepared for Prep.

## **Chagim (Festivals)**

Each Chag (Festival) is taught in the following way:

- the story and Halachot (laws) of the Chag
- a special workbook is used. This workbook combines a collection of blank pages and pictures for the children to complete, related to Chag. The children take these workbooks home, allowing them to review what they have learned with their family
- the children learn songs, dances and plays related to the Chag
- creative artwork is done and taken home by the children before the Chag

## **Brachot (Blessings)**

The children are taught Brachot and recite them daily when they have their fruit, snacks and lunches. In addition, a special theme is devoted to Brachot, in which children learn a variety of Brachot other than those said on food. Birkat Hamazon is said daily with new sections added through the year.

## **Chazal (our Sages) Stories – Mitzvot**

To enhance the learning of Yahadut (Judaism), stories are chosen and taught through drama, picture and song. Among the many topics chose are Bikur Cholim (visiting the sick), Hachnasat Orchim (inviting guests) and Tzedakah (charity).

### ***Parashat Hashavua (the weekly Torah reading)***

Each week, children learn the story and/or a Mitzvah pertaining to the week's Parasha. We also have Parasha art and craft activities. Review questions are then sent home on Fridays so that the whole family can fulfill the important Mitzvah of Limud Torah (learning the Torah).

### ***Shabbat (Sabbath)***

Kabbalat Shabbat is conducted in a very special way. It is a learning experience, as well as an enjoyable time together. The children learn Shabbat Brachot, Tefillot and Zemirot (songs).



### ***Rosh Chodesh (the first day of the new month)***

A Primary School Assembly is usually held on Rosh Chodesh.

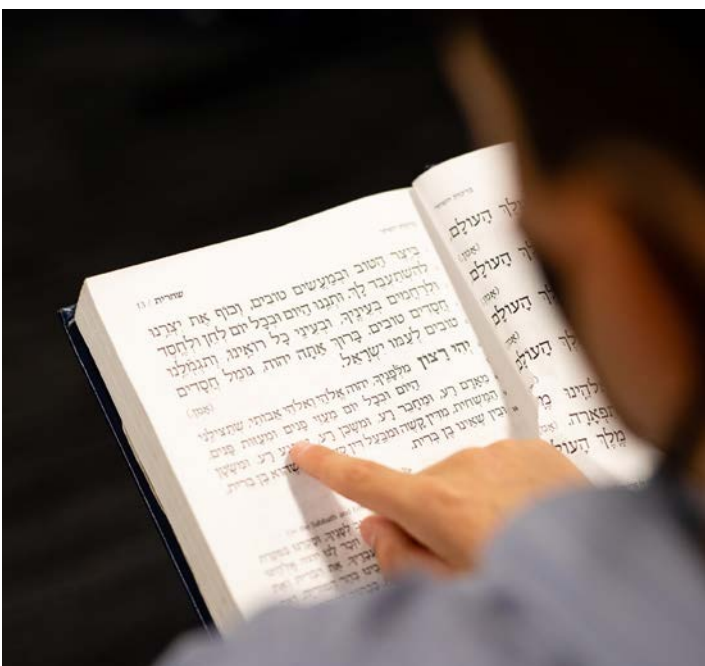
Assemblies are run by our Primary Leadership Team and always begin with the Australian National Anthem, Welcome to Country and then a D'var Torah. The assembly also always ends with Hatikvah.

### ***Eretz Yisrael (the Land of Israel)***

In every topic and theme, the importance of Eretz Yisrael is stressed. The link between Eretz Yisrael, Am Yisrael and Torat Yisrael is taught in connection to every Chag and special event. Children develop a love for Israel and learn about her past and present.

### ***Informal Jewish Life***

Our J-Life team, run activities with our Prep children on a regular basis. These interactive and fun activities are built around themes such as Shabbat and Israel.











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# General Studies

## Curriculum

The Prep program is guided by the Early Years Framework and the Australian Curriculum. Students are exposed to explicit teaching in core curricula such as English and Mathematics. Opportunities to apply concepts taught are offered during our play-based approach to curriculum. The Primary school uses the Australian Curriculum as the basis for curriculum planning. It sets out the core areas of learning that are required for a well-rounded generalist education. Curriculum areas include: English, Mathematics, Science, Design and Technologies, Digital Technologies and the Arts.

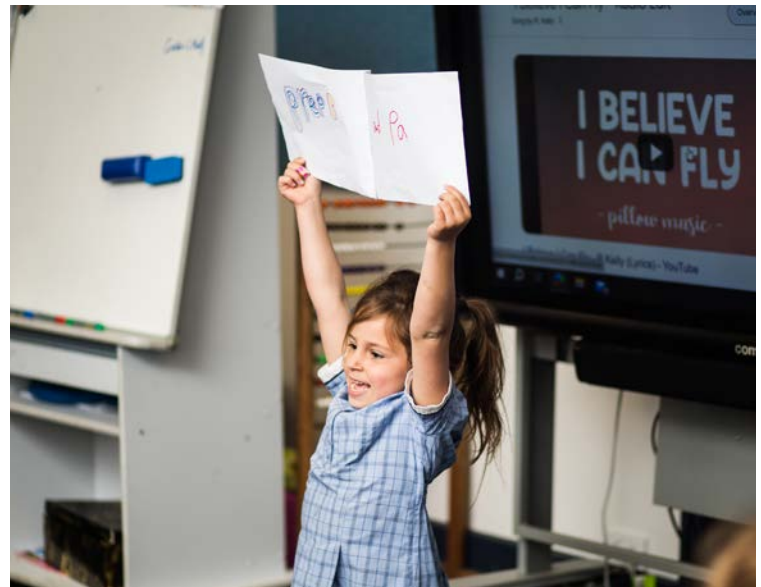
## English

The English curriculum is built around the three interrelated strands of language, literature and literacy. The Teaching and Learning integrates and balances all three strands. Together, the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. The children are introduced to an explicit, evidence-based literacy program that includes phonemic awareness, spelling rules and letter formation. Students are encouraged to have an active and enjoyable exploration of a variety of texts that will help develop an awareness of the purposes of reading and writing, and an appreciation of the richness of literature. Students participate in a stimulating environment based on student exploration, targeted teaching and modelling. Learning within the English curriculum builds on many concepts, skills and processes developed in earlier years. Teachers plan for the development and strengthening of these skills and understandings as needed.

From the beginning of the year students will be borrowing books from the school library to read with your and for you to read to your child. This sharing of literature is a valuable learning tool. Towards the end of Term 1 children will bring home their 'take home books' to read in the blue Yavneh Reading Bag.

Books are to be enjoyed by both the parent and the child.

The purpose of 'home-reading' is to celebrate what your child can already read. Therefore, reading should be conducted in a stress-free atmosphere at home. Teachers will explain the importance of shared reading at the English and Hebrew Reading Parent Information Evening.



### ***Numeracy***

The Prep Mathematics program includes investigations in number and algebra, measurement and geometry, statistics and probability. In Prep, children learn to identify and discuss similarities and differences between two objects. They explore congruent shapes, and the concept of symmetry in pictures and their environment. They learn to estimate, count, make and record collections of at least twenty objects. They begin to understand and use language for describing, ordering and comparing length, mass and capacity of object. They also learn to communicate and discuss mathematical ideas using real life examples and concrete materials.



### ***Developmental Play***

Children learn best when engaged in open ended, meaningful, directed play-based activities. It is important for children to experience this type of learning often, particularly in the first few years of school. Exploring concepts through play invites imagination and creativity within a context that is relevant and engaging. When running Developmental Play sessions teachers organise groups across all the classes in order to provide additional opportunities for children to socialise with all the children in the level and not only be limited to mixing with the children in their own class. Time spent with the buddies also occurs with all classes. By spending time doing cross class activities children are able to foster new friendships and nurture existing relationships with children in different classes.





## Daily Timetable & Specialist Subjects

A copy of your child's class timetable will be sent home and placed outside the classroom, however the easiest place to access this is via the Compass App.

The timetable outlines the Jewish Studies period which includes learning the Aleph Bet. The timetable also reflects the learning areas within the General Studies program which includes Numeracy, Literacy, Art, Music, Sport and Library.

On Sport days, your child will be required to come to school in full sports uniform.



## Wellbeing

Restorative Practice 2.0 is a whole school program which was introduced at the start of 2023. Our staff are committed to cultivating a supportive environment for wellbeing and learning by building strong relationships between staff, students and parents. Restorative Practice is about teaching our students responsibility through experience, as well as about harm and relationships. When somebody does damage in a relationship – we get to work on fixing that up.

*“Only in a culture that commits to releasing the responsibility of building, repairing and maintaining relationships to students, can we teach the skill of building and sustaining relationships and emotional intelligence.”*

Being a genuine RP2.0 School means a shift in mindset of how we work with our students. Our focus is on language, conduct and mindset.

## Child Safety

We believe the development of a school environment and culture that model safe and respectful practices and is consistent in dealing with incidents of bullying and violence is important. In Primary, we use the NSW program to teach students ways to protect themselves from abuse, using age-appropriate material so they can be ‘enlightened without being frightened’. It is important to give students enough information so that, if faced with potential abuse, they can react quickly and seek protection effectively.

# Uniform

Uniforms can be ordered in person or online via [flexischools.com.au](https://flexischools.com.au). All orders are filled weekly and delivered to students classrooms. The Uniform Shop will be also be open in the last week of January 2024 by appointment. Please email [uniformstaff@yavneh.vic.edu.au](mailto:uniformstaff@yavneh.vic.edu.au) .

The Uniform Shop is open:	<b>Monday</b>	8:00am - 11:00am
	<b>Wednesday</b>	8:00am - 11:00am
	<b>Thursday</b>	2:00pm - 5:00pm

## ***Second Hand Uniforms***

If you want to buy a pre-loved uniform, please contact [ypo@yavneh.vic.edu.au](mailto:ypo@yavneh.vic.edu.au). You can also join over 400 members in the [Yavneh 2nd Hand Uniform and Books Facebook Group](#) to buy and sell your pre-loved uniforms, books or extra curricular gear.





# Special Events

The children in Prep are involved in a variety of special events throughout the year. Special activities are conducted for most of the Chagim, including, to name just a few, Purim 'fancy dress' parade, matza baking factory, Pesach Model Seder, Yom Ha'Atzmaut activities, Shofar factory and Sukkah Hopping. Other events include Science Week, First 100 Days of School, Aleph Bet Siyum, Book Week, monthly Rosh Chodesh assemblies, intensive swim/survival program and Athletics Carnival in November.





We trust that you and your child will have a memorable and exciting Prep Year at Leibler Yavneh College. We look forward to sharing many happy school years together.

