



Prep Parent Handbook

Bayside P-12 College





Welcome to Bayside P-12 College

We are delighted to welcome your child to Bayside P-12 College for the start of their primary school journey. Our prep program provides a safe, nurturing, and engaging environment where every child is encouraged to explore, learn, and develop a love of learning that will stay with them through their years at Bayside.

We look forward to building a strong partnership with families as we work together to support each child's academic, social, and emotional development.





Contents Page

1	Welcome to Bayside P-12 College
2	Contents Page
3	The School Day
4	Daily Schedule Overview
5	Learning Programs at Bayside P-12 College
6	School Day - Sample Prep Timetable
7	School Terms 2027, Testing for Prep Children, Drop Off & Pick Up Procedures
8	Toilet & Drink Bottles, Excursions, Incursions & Local Walks, Canteen
9	SunSmart Policy, TeamKids
10	Toys at School
11	How You Can Help to Support Your Child
12	Preparing Your Child For Prep, Recognising Their Own Name
13	Lunchbox & Eating Practice, Home Reading
14	Goodbye Routine
15	Handwriting

16	My Handwriting Chart
17	Counting & Number Sense, Fine Motor Skills, Speaking & Oral Language
18	Communication
19	Compass, Parent Evening, Attendance/Collection of Students
20	Attendance Matters - Every Day Counts...
21	Meetings & Parent Involvement, Parent Helpers & Volunteers, Parents & Friends Group
22	Emergency Information
23	Safety, Emergency Management
24	What Your Child Needs for Prep
25	My School Checklist
26	School Bags, Velcro Shoes
27	Illness, Medication & Allied Health Support & Services
28	Illness & Sick Children
29	Asthma, Anaphylaxis, Accidents & Sudden Illness
30	Headlice, Medication, Allied Health & Support Services



The School Day



Daily Schedule Overview

Time	Description
8:40am	Line Up Music (music bell to alert the children it is time to line up on the court)
8:50am	Period 1
9:40am	Period 2
10:30–10:48am	RECESS (music is played as a prompt for students)
10:55am	Period 3
11:45am	Period 4
12:35pm–1:25pm	LUNCH (music is played as a prompt for students)
1:35pm	Period 5
2:25pm	Period 6
3:15pm	End of student day

Learning Programs at Bayside P-12 College (Prep)

Bayside P-12 College offers a rich curriculum aligned to the Victorian Curriculum. Prep students engage in core learning (Literacy, Numeracy, Inquiry) and specialist programs that build creativity, confidence and wellbeing:

- **Performing Arts & Music:** Creativity, confidence and collaboration through singing, rhythm, movement and performance.
- **Visual Arts:** Drawing, painting, collage, sculpture and mixed media to develop expression and fine-motor skills.
- **Japanese:** All students participate in a specialist Japanese program each week, developing language skills and cultural understanding in a fun and engaging learning environment.
- **Physical Education:** Fundamental movement skills, games, team work and healthy, active lifestyles.
- **Library & Digital Literacy:** Love of reading, borrowing routines, safe and responsible technology use.
- **Wellbeing:** Supporting students to develop emotional regulation, show kindness, and value diversity.

Bayside Explorer Program

Beginning in 2027, the Bayside Explorer Program will provide students from Prep to Year 6 with meaningful opportunities to explore, investigate and connect with the world around them through hands-on, real-life learning experiences.

Throughout the year, students will participate in a range of learning experiences both on and off campus that are carefully planned to complement classroom learning. The program will encourage curiosity, critical thinking, collaboration and problem-solving while helping students develop a strong connection to their local community and environment.

Through the Bayside Explorer Program, students will build confidence, independence and a love of learning as they apply their knowledge in authentic and engaging contexts.





School Terms - 2027

Student-free curriculum days will be advised prior to the start of each term.

Term Dates	
Term 1	28 January – 25 March
Term 2	12 April – 25 June
Term 3	12 July – 17 September
Term 4	4 October – 17 December

Testing for Prep Children

Please note that Prep students will not attend school for the first five days, as each child will complete a one-to-one literacy and numeracy assessment with their classroom teacher. Their first day of school will be Wednesday, February 4.

Families will receive a letter which has their child's allocated date and time for their assessment before the end of 2026. There is no need to prepare your child for these sessions - they are simply designed to give us a clearer picture of your child's current skills, so we can best support their learning.

Drop Off & Pick Up Procedures

Parents/carers are to wait at the external door of the prep classroom. The teacher will dismiss the students when they can see their parent/carer.



Toilet & Drink Bottles

We have frequent toilet breaks during our Prep day, on the hour. As a class, we all walk to the toilets and drink taps so that every child has the opportunity to go regularly. We have discussions surrounding hygiene; after going to the toilet, they are reminded to flush, wash and dry. It is a good idea to talk about expected hygiene when going to the bathroom. These are things your child should already know and practice. All students need to be able to go to the toilet independently before starting school.

We also teach the children a toilet sign so that they don't need to put their hand up and wait.

Using the toilet independently is essential when starting school. Using 'public' toilets is a slightly different experience. Discuss the matter with your child and arrange for 'practise' during any outings between now and when school starts.

Unexpected accidents can usually be taken care of with a full change of clothes provided by you and kept at school (please launder and send them back to school) but in the early stages, and especially if your child is prone to the odd 'accident', an additional change of underclothes in the school bag would be helpful. At times it may be necessary to contact parents when such accidents occur.

Excursions, Incursions & Local Walks

Excursions and incursions provide 'direct experience' – they are an important part of your child's learning and an essential aspect of our school program. Full details of all excursions are sent home well in advance through COMPASS and you can approve and pay through COMPASS.

Canteen

- Recess and lunch on site service provided
- A variety of fresh hot/cold foods, snacks and drinks are available
- Online lunch orders are available at this campus and orders must be placed using the app by 9am on the day of the order
- To register please go to www.quickcliq.com.au (you will be guided through the ordering process and lunches are available at the canteen)



SunSmart Policy

At Bayside, we're committed to keeping our students safe in the sun. In line with the Department of Education's Sun Protection Policy, students are required to wear a broad-brimmed hat during Terms 1 and 4 when UV radiation is at its highest. We encourage all students to:

- Wear a broad-brimmed hat while outdoors at school
- You may choose to apply sunscreen to your child before school to provide extra protection throughout the day
- Wear clothing that covers shoulders and upper arms
- Seek shade whenever possible

Our school follows a "No Hat, No Play" policy — students without a hat will be asked to stay in the shade during outdoor activities.

These habits help protect students' skin and eyes now and into the future.

TeamKids



We are very proud to have partnered with Team Kids as our preferred OSHC provider. They run an engaging and nurturing before and after-school program and are well equipped to deliver high quality care.

To register or find out more, click here:

<https://www.bayside.vic.edu.au/parents/teamkids-before-after-care-vacation-care/>



Toys at School

At times, your child will be encouraged to bring items from home to help them for learning purposes.

At these times, the items from home are to be clearly labelled. These will be kept in a safe place until needed.

Any toys or other personal items should not be brought to school as they can be easily lost or damaged.

There are many resources available for the students to use both in class and at break times, so it is not necessary for children to bring in their own items from home.





How You Can Help to Support Your Child



Preparing Your Child For Prep

The time between Prep Orientation and the beginning of school in January can seem like a lifetime to a child who may be nervous and/or excited about going to school for the first time. During these months, there are some simple things that you can be doing with your child to help him/her be prepared for their adventure into a school setting.

You can help by practising small independence skills at home, such as opening lunchboxes, zipping bags, putting on jumpers, and using the toilet independently. These practical steps build confidence, resilience, and readiness for learning.

By encouraging your child to develop independence and resilience, you are giving them a solid foundation for success and happiness at school. The following suggestions will help to familiarise your child with some routines that he/she will encounter at school, and will also help your child to develop confidence in his/her abilities and alleviate some anxiety he/she may have about starting school.

Recognising Their Own Name

Provide your child with many opportunities to 'read' or recognise his/her own name in many different contexts. Point out the name on books, papers, clothing and toys. It is important that any items your child brings to school are labelled, so involve your child in this process. Ensure that he / she is familiar with where the name is written on each item. If your child has difficulty recognising his / her name, you could use pictures in addition to words.

When writing your child's name, please use only one capital / upper case letter at the beginning and lower case for the rest of his / her name, eg. Thomas.

Lunchbox & Eating Practice

At school, children manage their food independently with guidance from the teachers. Most children are used to a parent or carer providing them with particular foods at particular meal times.

To suddenly be in charge of a lunch box full of food may seem daunting and/or exciting to little ones, and the temptation to eat it all at once can be very strong! You could 'practise' using a lunch box at home in this time before school begins. With your child, choose foods for three breaks during the day:

- Fruit Break (9:40 am) – fruit or vegetables
- Snack (10:30 am) – crackers, yoghurt, etc.
- Lunch (12:35 pm) – sandwich, wrap, or leftovers

We encourage fruit and vegetables as part of snack time and your child may bring a homemade lunch or order a lunch from the school canteen (refer to the information above under School Processes & Information). Students in lower primary school will eat in their classrooms under the supervision of their teachers between 12.25 to 12.35pm. Lunch orders are available from the Canteen.

It is advisable to give beginners practise with their lunches before they start school so that they know the order in which to eat things and can handle lunch boxes, wrappings, and the like.

In the early stages, children are encouraged to develop the habit of taking home any uneaten food so that parents become aware of what their children eat – children are often 'too busy' to eat or don't feel like it when confronted with the excitement of starting school. Pack fruit separately for 'play lunch', use plastic containers (not glass) for drinks, and provide smaller lunches in the early days.

TEACHERS WILL ALWAYS ADVISE CHILDREN ABOUT WHAT TO EAT AT EVERY BREAK

Home Reading

At the beginning of the school year, each student will receive a blue Bayside Reading Satchel. This satchel should be brought to school on the day advised by your child's classroom teacher, as it will be used to transport home reading materials between school and home.

We encourage families to read with their child each evening. Regular reading at home helps to develop confidence, fluency, comprehension, and a love of reading. Talking about the story together, such as discussing characters, events, and favourite parts- further supports your child's understanding and enjoyment of texts.

Students will also bring home a set of Star Words. These are high-frequency words that students are encouraged to recognise instantly, without needing to sound them out. Regular practice of these words at home will help build reading fluency and confidence.

Goodbye Routine

It is very normal for a child to become upset when it is time to say goodbye to a significant adult in their life. Even a child who is very excited about going to school may still feel sad when it is time to begin the day and say farewell. For most children, it is the actual farewell that makes them feel sad and so naturally the longer the farewell takes, the longer the child will be upset. Most children who are teary when a parent or carer say goodbye settle immediately into the activities that their classmates and friends are doing as soon as their parents have gone.

It is very difficult to leave a child who is crying and holding on to you tightly just as it is also heartbreaking to have to say goodbye and walk away. Take the time before school begins to establish a 'goodbye' routine with your child. This might be something fun such as a cuddle, a kiss and a high-five. You could even create a secret family handshake.

Helping Kids Deal with School Separation Anxiety

Make & practice a goodbye ritual

Do a practice run

Read about it

Stick to a routine

Pack a transitional object

Show excitement

Validate feelings

Model a positive goodbye



Handwriting

Correct letter formation is an essential skill to be taught when children are learning how to write. Incorrect letter formation and pencil grip can lead to difficulties with writing and hand discomfort in later years.

The following is an example of the Victorian Modern Cursive Script that your child will be taught at school. By following this letter formation when doing writing activities at home, you will help your child to combine the learning that is occurring at school and help them to correctly set up an essential life skill.

Victorian Modern Cursive Script:

- The letters are sloped.
- Apart from little 'e' and 'd', all letters start at the TOP.
- Only the first letter of a proper noun or the first word in a sentence needs a capital letter. We kindly ask that you encourage your child to avoid writing in all capitals. While capital letters can feel easier for children to write at first, it can become a tricky habit to change later on. Supporting them now really helps set them up for success.

Victorian Modern Cursive Alphabet

(typed in a cursive font for parents to model at home);

*Uppercase; A B C D E F G H I J K L M N O P Q
R S T U V W X Y Z*

*Lowercase; a b c d e f g h i j k l m n o p q r s t u
v w x y z*

Numbers; 0 1 2 3 4 5 6 7 8 9

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>
<i>f</i>	<i>g</i>	<i>h</i>	<i>i</i>	<i>j</i>
<i>k</i>	<i>l</i>	<i>m</i>	<i>n</i>	<i>o</i>
<i>p</i>	<i>q</i>	<i>r</i>	<i>s</i>	<i>t</i>
<i>u</i>	<i>v</i>	<i>w</i>	<i>x</i>	<i>y</i>
<i>z</i>				

Counting & Number Sense



Practice counting with your child in daily routines, using toys, steps, fruit, cars, anything!
Recognise numbers to 20 and discuss what comes before and after.

Play games using shapes, measurement, and time. This can be practiced in the car, counting toys or even counting food or snacks in the kitchen. The opportunities are endless!

Fine Motor Skills

Learning to use scissors supports much more than just cutting paper. It helps children develop fine motor skills, hand-eye coordination, and their ability to focus. By practising simple cutting tasks at home – such as cutting along lines or around basic shapes – your child will find similar activities at school easier and more enjoyable. Regular scissor practice also strengthens the hand muscles needed for writing.

Speaking & Oral Language

Encourage your child to speak clearly and in full sentences, rather than using 'baby talk'. Practise having conversations with adults and help them learn to say their full name, address, and phone number with confidence.



The background features a dark blue field with several organic, flowing teal shapes. A large, complex teal shape dominates the upper half, with a smaller circle to its right. In the bottom right corner, a teal semi-circle is partially visible.

Communication



Compass

Compass is the College's student management system. It is used for all aspects of school communication, assessment and reporting, school resources, roll marking, and events.

If you wish to meet a teacher, please arrange an appointment before or after school.



Parent Evening

We usually hold a Parent Evening in February. This is a wonderful opportunity for families to meet one another and to connect with our teachers. We also host an Information Evening in the classroom, where teachers share insights about the learning program and what to expect for the year ahead.

Attendance/Collection of Students

Absences should be recorded through **Compass** before 9 am. Children arriving after 8.50am must be signed in at the office and will receive a late pass. If collecting a child early, please contact the office by phone (9392 8600) or Compass message so they can be ready at reception.

Attendance Matters

Every Day Counts...

A day here or there doesn't seem like much but...

When your child misses	that equals...	which is...	and therefore, from Prep to Year 12, that is...	This means the best your child can achieve is...
1 day a fortnight	20 days a year	4 weeks of school	Nearly 1 ½ years of school	Equal to finishing Year 11
1 day a week	40 days a year	8 weeks of school	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days a year	16 weeks of school	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days a year	24 weeks of school	Over 8 years of learning	Equal to finishing Year 4

Attendance Line | (03) 9392 8608
Medical Certificates | student.attendance@bayside.vic.edu.au



Meetings & Parent Involvement

If you have concerns or queries or just want to catch up with your child's class teacher, you are very welcome to arrange a meeting.

Staff meetings are held on a Monday and Tuesday afterschool and so we ask that unless it is an urgent matter you request a meeting at another time either before or after school.

We ask that you speak to the classroom teacher or email to make appointments. Class teachers will make a mutually convenient time so that they can be fully prepared for you and can give you their full attention.

During the year, there is a parent meet and greet early in Term 1 and parent teacher interviews in Term 1 & 3.

Parent Helpers & Volunteers

At Bayside, we greatly value the support and involvement of our parents. Parent helpers play an important role in enriching the classroom experience and contributing to the life of our school community. If you are interested in volunteering or supporting school activities, please note that it is a requirement to hold a current Working With Children Check (WWCC) and provide a valid card before commencing any volunteer work. In addition to school policy requirements.

Parents & Friends Group

The **Parents and Friends Group** is a welcoming group that supports school events, fundraising, and community connections.

All parents are encouraged to participate - even small contributions make a big difference.

Parents & Friends Group
Come Join Us!



Emergency Information



It's important that we always have your most up-to-date contact information so we can reach you if needed.

Please let us know as soon as your address, phone number, or workplace details change.

If you're not available during the school day, please provide an emergency contact who can care for your child if they become unwell or require medical attention.

Safety

Please remind your child that they must not leave the school grounds during school hours, even if they are expecting to be picked up by a parent or older sibling. If a child has not been collected for any reason, they are required to go to the office. If you need to pick your child up early, please sign them out at the office first. For safety reasons, parents should not go directly to the classroom.

It's also important that children feel confident about road safety. Talking at home about using the footpath, crossing roads safely, and never accepting lifts from strangers helps reinforce what we teach at school. Learning how to use the school crossing correctly is an essential part of being ready for school.

Please note that two teachers are on duty supervising the playground during recess and lunchtime to ensure student safety.

Emergency Management

All schools are required to have an Emergency Management Plan, and as part of this, we conduct four emergency drills each year involving all students and staff.

To help children feel comfortable and prepared, we introduce these drills using a simple 'social story' a few weeks beforehand. This ensures everyone understands what will happen and feels confident during the practice.



What Your Child Needs for Prep



My School Checklist

☐

Bayside P-12 College uniform (labelled)

☐

Hat (Terms 1 & 4)

☐

School bag

☐

Lunch & snack boxesr

☐

Drink bottle filled with water

☐

Spare clothes in bag for emergencies

☐

Book bag

All junior students from Prep to Year 2 will receive a book bag. Please ensure your child brings their book bag to school each day, as it will be returned with them every afternoon.

All other learning resources – including stationery, classroom supplies, and access to shared digital devices such as iPads, are provided by the school through the voluntary Parent Contributions Policy.



School Bags

Please make sure your child brings their lunch box and drink bottle each day so they can get used to managing them independently. It's also a good idea to pack a spare pair of underwear and a change of clothes in case of any accidents at school.

Please show your child where their hat and spare clothes are kept in their bag so they know where to find them when needed.

Please ensure all items are labeled.

Velcro Shoes

After outdoor play, children often take off their shoes to shake out sand or bark. Because of this, it's important that your child can put on their own shoes and clothing quickly and independently.

Velcro shoes are highly recommended for Prep students—they're easy to fasten and help build confidence. While learning to tie laces is an important skill, it requires strong fine motor control, and many Prep children are not quite ready yet. You can keep practising at home, but Velcro is the most practical option for school at this stage.

School footwear should be black leather shoes or boots with a flat heel. For health and safety reasons, shoes must be closed at the toe and heel. Runners are only required on Sport or P.E. days.



Illness, Medication & Allied Health Support & Services



Illness & Sick Children

Following Health Department regulations, children with cold and flu symptoms or infectious diseases must NOT come to school until they are well, or for certain specified times. If your child becomes sick at school during the day you will be contacted by telephone and asked to come and collect your child.

If your child has an infectious or serious illness, please ring the school, and let us know. Infections spread rapidly at school, so we all need to follow the Health Ministry's 'exclusion table' if children contract any of the following diseases:

- **CHICKEN POX** For at least 7 days after the beginning of the illness and until the last lesion (spot) has healed.
- **DIPHTHERIA** Until at least 2 negative swabs have been obtained at intervals of not less than 48 hours, with the first swab taken 72 hours after the completion of a course of medication.
- **VIRAL HEPATITIS** Until a medical certificate of recovery is produced.
- **IMPETIGO (SCHOOL SORES)** If so ordered by the School Medical Officer or the Medical Officer of Health until appropriately treated.
- **MEASLES** For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.
- **MUMPS** Until at least 14 days after the onset of symptoms.
- **PEDICULOSIS (HEAD LICE)** If so, ordered by the School Medical Officer or the Medical Officer of Health until appropriately treated.
- **RUBELLA (GERMAN MEASLES)** Until 10 days have passed since the appearance of the rash.
- **STREPTOCOCCAL INFECTIONS (INCLUDING SCARLET FEVER)** Until a medical certificate of recovery is produced.

Please note this is subject to change



Asthma

Asthma seems to be more common these days, and is now regarded as a very serious condition, which can quickly become life threatening if not treated properly. For asthma suffers to be properly cared for, it is ESSENTIAL that teachers know of all children who suffer from the condition (even if children have only had mild attacks), and to have the correct medication available at the office. Parents are required to supply an Asthma Plan done in consultation with your child's doctor.

If your child suffers even slightly from asthma, would you PLEASE arrange for a 'school supply' of your child's medication (with ventilator or medicine-glass as required) in a sealable plastic container that is marked with your child's name, the name of the medication, the dose and the times that the medication is required. Older children are encouraged to manage their own medication under supervision, and all sufferers should be instructed to go to the office immediately if they notice any preliminary symptoms.

Anaphylaxis

Anaphylaxis is a severe, life-threatening allergic reaction that requires immediate attention.

If your child has been diagnosed with an allergy that could cause anaphylaxis, please inform the school as soon as possible. Parents are required to provide an Anaphylaxis Management Plan completed by their child's doctor, along with any prescribed medication (such as an EpiPen or Anapen) clearly labelled with the child's name.

All staff receive regular training in recognising and responding to anaphylaxis. We have clear procedures in place to ensure student safety at all times— including during class, recess, lunch, and excursions.

To help keep everyone safe, we ask all families to be mindful of food allergies within the school community and to avoid sending nut-based products where possible.

Accidents & Sudden Illness

For injuries of a minor nature, first aid will be administered at school. Should a serious illness or accident occur, every effort will be made to contact parents for students to be collected and taken home. However, it may be necessary to seek immediate medical service. It is therefore essential that school records are kept accurate. Parents are expected to keep the school informed of emergency contact numbers and all other pertinent medical information.



Head Lice

Over recent years head lice have become a problem in most Australian schools, and your child may contract the condition. We ask that all parents examine their child's hair for signs of lice infestation on a regular basis (We suggest once a week). The lice themselves are often hard to find because they move around on the head. Therefore, you should be looking for the eggs or nits. These appear as tiny silvery white specks attached to the hair shaft near the scalp. Dandruff and hairspray may look similar, but these are easily brushed away, the eggs are not. Other signs of lice infestation may be a red rash and scratch marks on the scalp, neck or behind the ears.

If your child has contracted head lice do not be alarmed. Although the condition is unpleasant, it is easily treated with a specialised treatment, which is available from your local chemist. After using the treatment (according to the directions on the pack), use a fine-toothed comb to remove the dead lice and eggs. Any articles, which may harbour lice such as clothes, towels, and bed linen, should be washed in hot water and detergent. Combs and brushes should also be washed in hot soapy water.

As head lice are highly contagious it is suggested that you examine and treat members of the family at the same time. It is also advisable to regularly inspect all family members and then treat them if necessary. Your child should not attend school with untreated head lice (in accordance with Health Infectious Diseases Regulations 2001).

Whilst parents have the primary responsibility for the detection and treatment of head lice our school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

Medication

If your child needs medication at school, it is important that you contact the school to discuss dosage, time, etc. All items should be clearly named, and in original packaging with clear instructions.

PLEASE NOTE: For us to administer any medication you will be required to fill out a form, as may the doctor, this form can be collected from the front office.

Allied Health & Support Services

We encourage you to share any assessments, reports or information about your child's engagement in medical or allied health practitioners or services.

The more information we have about your child the better we can support their learning and development.

Psychologists, Occupational or Speech therapists are also welcome to visit the school by prior arrangement.

Thank You for Choosing *Bayside P-12 College* for 2027

We look forward to partnering with you as your child begins their learning journey, growing as a confident, curious, and caring learner.

