Dear Parents and Caregivers,

We would like to welcome you and your child to the “meet the teacher” visit. We are delighted that you have decided to join us for 2015. We hope this marks the beginning of an exciting year for your child.

Many parents have questions about the first day procedures so here is a rundown of what you can expect for your child’s first day at prep and some handy tips for preparing your child for an easy transition over the coming weeks.

**During the Holidays**

This is the time for preparation and organising for our first day. You would have received your book list and this contains a list of all the items your child will need to start the year. Many of the items on the book list are shared items and will not need to be labelled. These items include felt tips, pencils, tape, crepe paper, paper, paper towels and tissues. It is often helpful to explain to children that they will be sharing their equipment. Some items **do** need to be clearly labelled with your child’s name. Naming folders, books and scissors is essential. Please name hats very clearly as they are the item that children find most difficult to hang on to. Please name **ALL** items of clothing including shoes and socks. Please also ensure that lunch boxes and drink bottles are clearly named (first and last name for these items please). School bags should be named on the inside. The uniform shop will be open for uniform sales in the last week of the school holidays. Please check the school website for details (https://beerwahss.eq.edu.au). We have a newsletter that is sent home electronically on a regular basis. If you have not already done so, please subscribe to the newsletter via the website as this will be the place for any information before school commences.

**The Night Before**

Encourage and support your child to get a great night’s sleep. They will probably be both nervous and excited. It is sometimes helpful to have the uniform ready the night before so children know what they will be wearing the next day. Ensure that your child’s bag is packed and ready to go. Don’t forget to include a change of clothing and underwear, just in case.

**The First Day**

On the morning of the first day (Tuesday 27th January), start the day with a healthy breakfast. Ensure that your child has enough food for the day (see the “Eating at school” handout for more details) and that this food is packed into their lunchbox. Due to potential food allergies of some students we would prefer that you do not include peanut butter or nuts in lunches until we can assess the severity of any allergies. Students should be dressed in full school uniform and students with longer hair should have their hair tied back. All booklist materials can be brought on the first day and we will organise these resources during the day. If you bring items in a cloth/reusable bag, please name this so it can be returned to you. You do not need to bring a sheet for your child as we no longer have sleep time in prep.

On arrival at prep please bring your child to their classroom where you will be welcomed by their teacher and the teacher aides. The first bell rings at 8:50 so please try to be here by that time. The prep gates will be opened by 8:30am. Bag racks are provided outside each classroom so you can help your child to put their bag away (and where to find it again). Teachers will have various activities organised for the children. If necessary you are welcome to stay with your child until it is time to begin school. During this time, please inform teachers of pick up arrangements if you are not picking your child up from their classroom. There will be a book for messages located on a board outside the room.

The teacher will let you know that it is time to say your goodbyes and this is often an emotional time for both parents and children. Reassure your child that all will be well and remind them of pick up arrangements. We will have exciting activities to do on your departure and we are used to helping to settle the children after you leave.

School concludes to 2:55 pm and the prep gate remains shut until this time. As soon as the bell rings, you are welcome to open the gate and come to collect your child from outside their classroom.

We are all looking forward to sharing this part of your child’s educational journey with you.

Kind Regards,

*The Prep Teachers*

*(Jennie and Catherine)*