

**Welcome to Prep 2020!**

# Meet your teachers



**Hanna Ashton-Lawson -  
Prep A**

In my spare time I enjoy floral design - weddings, workshops and elaborate themed dinner parties! I love gardening, home styling, craft, creative writing, and my dog Lenny!



**Hayley Street - Prep B**

I just love to travel, meet new people and see new and exciting parts of our world. I have two children who love to play basketball and I spend most of my weekends being a mum's taxi driving them to their games. I am very excited to be teaching Prep this year!



**Kirsty Mroue - Prep C**

My favourite things in the whole wide world are my friends and family, teaching Prep, watching Frasier and Disney movies, reading, nature walks, drawing, gardening, cooking, yoga, craft and most of all BOB AND CHARLIE (my kittens)!

# Meet your teachers



**Emily Hui - Prep D**

I'm passionate about the well-being of people & planet and leading a not-for-profit called Zero Waste Victoria. I also love reading, crafting, plants, ceramics, nature walks, Nia and MovNat.



**Agnes Low - Prep E**

I love meeting people from all walks of life, listening to their stories, and learning about their different culture and languages. I also enjoy creating beautiful things with my hands, such as calligraphy and hand lettering.

# Teacher contact information

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Class	Teacher	Email
Prep A	Ms Hanna Ashton (Lawson)	<a href="mailto:ashtonlawson.hanna.r@edumail.vic.gov.au">ashtonlawson.hanna.r@edumail.vic.gov.au</a>
Prep B	Ms Hayley Street	<a href="mailto:street.hayley.j@edumail.vic.gov.au">street.hayley.j@edumail.vic.gov.au</a>
Prep C	Mrs Kirsty Mroue Lifei Bai (Education Support)	<a href="mailto:keay.kirsty.k@edumail.vic.gov.au">keay.kirsty.k@edumail.vic.gov.au</a>
Prep D	Miss Emily Hui	<a href="mailto:hui.emily.w@edumail.vic.gov.au">hui.emily.w@edumail.vic.gov.au</a>
Prep E	Ms Agnes Low	<a href="mailto:low.agnes.w@edumail.vic.gov.au">low.agnes.w@edumail.vic.gov.au</a>

# School policy on communication

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## Promoting Effective School Communication

The following school-wide communication guidelines were established to support and strengthen the home-school partnership.

### Principal Team

**Principal:** Marcus Wicher

**Assistant Principal / Head of Teaching, Learning & Wellbeing:** Sharron Bailey

**Assistant Principal / Head of Teaching, Learning & Wellbeing:** Ben Zonca

**Assistant Principal / Head of Operations & Wellbeing:** Michael Wainwright



## **Who should I contact?**

- 1.) As always, all questions or concerns that relate to your child's learning and wellbeing are to be directed through your child/ren's classroom teacher.
- 2.) If you have met or spoken with your child's teacher (or it is not appropriate to do so) and further clarification or support is required, please contact a member of the principal team.
- 3.) The school principal is always happy to provide support and guidance but it is preferred that either the classroom teacher or an assistant principal is consulted first.

## **Email Communication Guidelines**

**Email Hours:** Where possible please send emails to staff between the hours of 7.30am and 6.00pm (weekdays only). Staff are not encouraged to be checking work emails outside of these hours. If a matter is urgent, please contact the school office for support. Please note that emails sent on a Friday afternoon from 4:00pm will not be actioned until at least Monday morning. As such and where possible, please avoid sending emails to staff during these hours. Again, if your matter is urgent, please contact the school office for support.

## **How long should I wait for reply?**

Due to often unpredictable nature of our work, if you have emailed the school (teacher or principal team member) and have not received a response within 48 hours (i.e. that person could be ill, on a camp or managing a large volume of enquiries), please feel encouraged to contact the office and the appropriate person will call you back.

# Absences

The school has an automated email notification system to inform parents when a student absence is marked by the teacher as being unexplained. This automated system has been set up so that email messages are sent to parents at 9.30am each day, prompting you to provide an explanation for a student absence (if your child is away).

To assist the school in managing student attendance, we encourage all families to contact your child's classroom teacher/s or the office directly when absence reasons are known prior to the date of absence.

**To assist further, please observe the following:**

- Absence notifications must be provided in writing (email is fine)
- Parents can notify teachers of an absence by email up until 6pm the day before
- On the day of an absence, parents are requested to call the school office between 8.30am and 9.15am
- At 9.30am, unexplained absences will be aggregated and parents will be sent an email notification and request for absence explanation

# Home learning

## Department of Education and Training Guidelines:

Year Level	Guidelines
Prep to Year 4	<ul style="list-style-type: none"><li>• Should not be seen as a chore</li><li>• Enables the extension of class work by practising skills or gathering of extra information or materials</li><li>• Will mainly consist of daily reading to, with, and by parents/carer or older siblings</li><li>• Will generally not exceed 30 minutes a day or be set on weekends or during vacations.</li></ul>

<b>Prep</b>	<p><b>Reading:</b> Up to 15mins to, with, and by adults consisting of take home books and independently selected books.</p> <p>At various times throughout the year students may have Home Learning related to units of inquiry.</p> <p>Teachers may provide supplementary Home Learning tasks that are developmentally appropriate for students to review a particular skill or concept.</p>
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# Program of inquiry

If you can see a connection between a unit and your own knowledge or experiences, please let your classroom teacher know. We would love to invite you in where possible to share your knowledge with the students!

	Who we are	How the world works	How we express ourselves	Sharing the planet
	Term 1	Term 2	Term 3	Term 4
Central Idea	<i>Relationships develop through interaction and communication.</i>	<i>People construct theories about how the world works through inquiry.</i>	<i>Appreciation of nature can inspire creativity.</i>	<i>People's actions impact the health of the Earth</i>

# Key dates (so far!)

**Prep classrooms open (come in and visit!):** Wednesday March 11th 3.15pm

**School picnic (Prep theme is pink):** Thursday March 12th

**Wednesdays off for Preps (English online interviews):** February 19th, February 26th

**Last 3.15pm finish:** Friday February 28th

**Regular school days and 3.30 finish begins:** Monday March 2nd

**Swimming:** August 31st to September 11th (daily)

# Seesaw



We share our learning with our digital portfolio program Seesaw. You will receive an invitation to join from your classroom teacher. Seesaw is a wonderful way of staying connected with the learning that we are doing, and can be a helpful talking point at home if your child answers “What did you do at school today?” with “I don’t know!”. A great way to ask your child about their day is ‘What went well today?’.

# How can you be involved?

- ▶ Units of Inquiry - Do you have any resources or knowledge to share relating to our units?
- ▶ Canteen - Check the newsletter for more details.
- ▶ Swimming Program - more information will be sent closer to the date
- ▶ Excursion - Keep your eye out later in the year for this opportunity
- ▶ Parents' Association - Check the newsletter for more details.
- ▶ Classroom volunteering (from term 2). Parents wanting to volunteer will need to attend an information session, and will need a [Working With Children Check](#) (start the process now!)
- ▶ Parent Green Team (email [Nina](#), mum of Gemma in PD)

PREP EVENT TEAM

# Prep Transition Morning Teas

13 Nov 2020 • 4 Dec 2020

**LOOKING FOR A SMALL  
SCALE EVENT TO  
HELP OUT WITH?**

**KEEN TO SHOW OFF OUR  
ASPS COMMUNITY SPIRIT?**

**SIGN UP NOW FOR OUR  
PREP EVENT TEAM**

**&**

**CONTRIBUTE TO THE  
SUCCESS OF THIS EVENT**

**AUBURNSOUTHPARENTS@GMAIL.COM**