



**Santa
Sabina**
College

growing scholars



Prep

Handbook



Santa Sabina College Prep Handbook



Sharon Portlock

Welcome to Santa Sabina Prep! Inspire your child with a love of learning and give them a great foundation for the years ahead.

Our structured Prep program encourages children to be successful learners as they engage in play based activities and learn to be inquirers. Your child will engage in the Primary Years Programme (PYP) as an International Baccalaureate School. The PYP focuses on the development of the whole child as it strives to prepare students as world citizens and life-long learners.

The purpose built Prep space is designed with indoor and outdoor learning environments for children to explore, discover and grow. Children are encouraged to think independently, to develop problem-solving skills, and to and work cooperatively with others.

Our Early Education Teachers are experts in the field and have a passion for early childhood education.

We warmly welcome you and your family to Santa Sabina Prep.

Sharon Portlock
Head of School P-5



Clare Wood - Prep Teacher



Marelle Ramiere - Prep Assistant

Contact Information:

Prep learning space

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Santa Sabina College Our Values



Santa Sabina College

Our Mission

Santa Sabina College, a Catholic school in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

Our Dominican Pillars

The tradition of Dominican schools in Australia recognises that education enriches and empowers; it fosters an appreciation of learning and intellectual curiosity, a love of God in prayer and action, and a strong commitment to social justice.

At the heart of our Dominican education is the search for truth, thus our motto, VERITAS.



Curriculum framework

Santa Sabina College Primary campus is an authorized International Baccalaureate world school and offers the Primary Years Programme (PYP) – a rigorous, challenging, significant and relevant curriculum framework.

The International Baccalaureate (IB) Programmes are accessible to students in over 140 countries through the close cooperation with the worldwide community of IB World Schools. The IB mission statement aligns closely with Santa Sabina's own vision and values statements.

The children engage in learning experiences in reading, writing and mathematics. With a sound introduction to fundamental literacy and numeracy, our Prep students are prepared for school with a solid foundation and love of learning. Hands-on exploration and experiences across several disciplines enable children to become independent and curious learners.



questions +
answers



What is the Prep program structure?

A two-, three- and five-day program from 9:00am – 3:00pm during the school term.

Program Structure	Program Days
Two-day	Thursday, Friday
Three-day	Monday, Tuesday, Wednesday
Five-day	Monday to Friday

What is the Prep uniform?

- Prep polo shirt
- Prep navy shorts
- Prep hat
- White socks
- Sneakers/sports shoes
- Own school bag

What will be the daily routine?

A predictable pattern to the day is designed to give your child a sense of routine and security. Integrated into the predictable events of the day, interesting and motivating learning experiences are planned to challenge and stimulate children in the areas of social, emotional, physical, creative and intellectual development.



A typical day at Santa Sabina Prep

- | | |
|--------------------|---|
| Morning | <ul style="list-style-type: none"> • Arrival: parent/carer sign in • Purposeful play in learning space • Story/song • Circle Time: Morning Meeting – discuss day/share news • Literacy focus linked to unit of inquiry: including speaking and listening, reading and viewing, writing and presenting, spelling, grammar, punctuation and vocabulary |
| Recess/Play | <ul style="list-style-type: none"> • Eat in Prep learning space/play outside in Prep playground |
| Mid-morning | <ul style="list-style-type: none"> • Health and Social Skills focus: Bounce Back songs/story time • Numeracy focus linked to unit of inquiry: including number, measurement and geometry, data • Religion focus linked to unit of inquiry: reflection through drama, drawing and retelling |
| Lunch | <ul style="list-style-type: none"> • Eat in Prep learning space/play outside in Prep playground |
| Afternoon | <ul style="list-style-type: none"> • Reflection • Science/History/Geography focus – linked to unit of Inquiry • Departure – sign out |
| Weekly | <ul style="list-style-type: none"> • Specialist Art, PE, Music, Japanese lessons • Library visit and borrowing |

What are the arrival and departure procedures?

When dropping off and picking up your child, please sign the sign-in/-out sheet located in the foyer of the Prep learning space. If your child is going to be collected by someone other than yourselves (e.g. other family member) please ensure their details are added to your child's "Authority to Collect form".

In the event that your child needs to be collected by someone who is not nominated on your child's "Authority to Collect form" please phone Prep beforehand with the person's name and their relationship to your child. Identification will need to be produced upon their arrival (e.g. Driver Licence)

What activities do Prep students participate in?

- Specialist Art, PE, Japanese and Music classes
- Library visit weekly including literature appreciation and book borrowing
- Prep Liturgy in Term 4
- St Dominic's Day Celebrations with whole school
- Harmony Day Celebrations with whole school
- Buddy Activities
- Athletics carnival
- Mother's Day and Father's Day events
- Incursions and Excursions relating to learning
- Transition to school program – Kindergarten visits

Will my child have access to Specialist Services?

Prep students will have access to the College's onsite Specialist Services in Occupational Therapy and Speech Therapy.

How will communication occur between families and the Prep teacher?

- Notes will be emailed to parents
- Parents/teacher informal meetings can be made, if there are any concerns/questions
- Parents/teacher can email each other – teacher email address will be given to all enrolled Prep families
- Parent College newsletter – Veritas Voice
- College App
- College Learning Management System - Veritas Online



What do the Prep students need to pack into their bag?

- Lunch box containing recess and lunch, including a piece of fruit
- Water bottle
- Prep hat
- Change of underwear
- Change of shorts (Prep uniform)

Can the Prep students bring a comforting toy to Prep?

This is encouraged during settling in period – soft toy, small blanket, doll.

Where do Prep students have outdoor play?

Prep students have their own secure, shaded playground, adjoining the Prep learning space. Prep students play outdoors during recess play break and lunch play break, supervised by a teacher.

Will Prep students have Buddies?

Each Prep student will be assigned a Year 3 Buddy. Buddies will visit the students in the learning space spending time playing and reading with each other.

Will Prep students be placed into a College House colour?

Prep students will be placed into a House colour, but will not wear House colour shirts until the beginning of Kindergarten.

Will Prep students attend excursions/incursions?

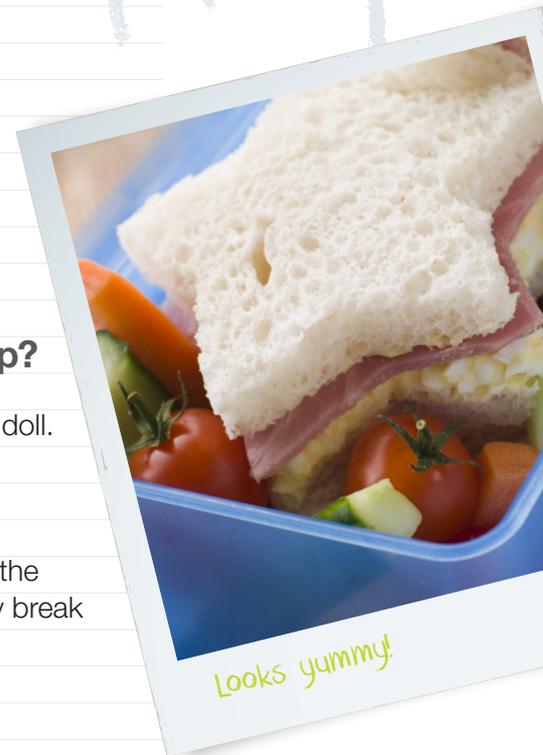
Prep students will attend excursions that link to current inquiry learning. Excursions are planned following the College Excursion Policy.

Incursions will also be planned for the Prep students.

Can medications be administered to Prep students?

Medication will be administered by the Prep teacher(s). Medication will be kept in Prep learning space, in a secure locked cupboard.

Parents/caregivers will need to sign a medication form on arrival to the Prep learning space.



Will Prep students have access to technology?

Prep students will have access to iPads and an interactive whiteboard. Technology will be authentically integrated through all areas of learning.

Will there be any assessments for learning and development?

- Regularly in Literacy and Numeracy
- Ongoing reading running records (if needed)
- Ongoing anecdotal observations in regard to social/emotional development
- Each student will have a portfolio displaying all inquiry learning and anecdotal observations relating to their overall development and progress

Do Prep students need to be toilet trained?

Yes. Assistance will be given and correct hygiene procedures modelled as a part of the social skills program.

Where do Prep students go to the toilet?

The Prep learning space has a bathroom/toilet area for the Prep students to use. Only Prep students have access to this area.



Prep learning space

Santa Sabina College
Prep

Prep



Let's
Eat

Canteen

The College is partnered with Flexischools to streamline and improve operations in the canteen for parents and students.

Lunch orders can be placed online and paid for via Flexischools. There is no over the counter service for students in P-5.

Online lunch orders

Online lunch orders can be placed at any time up until 9:00am on the morning required.

Getting started with Flexischools

- To get started, you will need to create a Flexischools account.
- Go to <https://flexischools.com.au>
- Click "Register Now" to create account
- Link Student Card/Student ID to account
- Top-up your balance

Please note that each time you place an online order or top-up your account with funds, you will incur the following Flexischools charges:

- Canteen orders: \$0.25 service fee per order
- Credit Card top-up: \$0.29 credit card processing fee per top-up transaction
- Bank Transfer top-up: free

Credit Card top-ups are online and are immediately credited to your account.

The College recommends setting up your account on a direct debit basis so that funds are automatically increased when the balance reaches a set level, similar to an e-toll/pal Card account. This way you can be assured of funds always being available.

Flexischools help desk

All queries about online ordering or your Flexischools account should be directed to the Flexischools help desk on 1300 361 769.

If you have any other questions regarding the introduction of this online ordering please contact Business Manager at businessoffice@ssc.nsw.edu.au or 9745 7130.



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