Dear Parents,

The Prep teachers would like to warmly welcome you and your child to our school. We hope you all have a long and happy association with Essex Heights.

The purpose of this Newsletter is to supplement the weekly Newsletter with information that is of particular interest to Prep parents. Communication between parents and teachers is essential. Please remember to send a note or tell us if your child has something worrying him / her at home as this usually reflects on his / her performance at school.

From Monday 3rd to Friday 7th February school begins at 9.00am and finishes at 2.30 pm.

The following are some points we would like to bring to your attention.

**SCHOOL TIMES**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 - 10.45</td>
<td>Morning Activities</td>
</tr>
<tr>
<td>10.45-11.00</td>
<td>Eat play lunch in classroom</td>
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<tr>
<td>11.00 – 11.30</td>
<td>Recess</td>
</tr>
<tr>
<td>11.30 – 1.15</td>
<td>Mid Morning Activities</td>
</tr>
<tr>
<td>1.15 – 1.40</td>
<td>Eat lunch in classroom</td>
</tr>
<tr>
<td>1.40 – 2.30</td>
<td>Lunch Play</td>
</tr>
<tr>
<td>2.30 – 3.30</td>
<td>Afternoon Activities</td>
</tr>
</tbody>
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**GOING HOME ROUTINE:**

All children are to be collected from their classroom door. Please let your teacher know of any change of routine for collecting your child from school and if your child is to attend the Aftercare Program on a particular day.

**LEAVING SCHOOL PRIOR TO DISMISSAL TIME**

If it is necessary for your child to leave school at any time during the day, please visit the Office first and sign the Early Dismissal Book where you will be given an Early Dismissal Release to take to the classroom. You must notify the Office and your teacher if you arrange for someone other than yourself to collect your child. This can be done by phone or note. If you are arriving at school after 9.05 am., please obtain a Late Arrival Pass from the Office prior to taking your child to the classroom.

**SCHOOL NEWSLETTER**

Our school newsletter is available on the school’s website. At Essex Heights we also utilize the Konnective App. These will keep you up-to-date on school activities and information. Any other notices will be sent home in a coloured plastic folder. Please ensure the folder is returned to school.

**POETRY FOLDERS**

Each Friday, your child will bring home his or her poem of the week. Please take this opportunity to allow your child to share the poem with you. Read the poem to your child, let them join in and help them to read them. Please return the folders on Monday and leave the poems in the folder to build into a Prep collection.

**NOTICEBOARD**

Each classroom has a noticeboard (near the door) or on the window. Information will be placed on these boards at regular intervals.

**INTERVIEWS**

Prep Interviews will be held every Wednesday in February and the first week of March. Please bring your child to the interview which takes approximately 45 minutes. Parents are not required to be present for this interview. If you are unsure of your time, please check the classroom noticeboard.

**NAMES**

Please remember to NAME EVERYTHING including lunchboxes, drink bottles, art smock and library bags.

**TISSUES**

We would like each child to supply a large box of tissues to share. Please bring these to your child’s room as soon as possible.

**HATS**

It is School Policy for all children to wear a sunhat when outside during Terms 1 and 4.

**SUNSCREEN**

The Department of Education does not allow schools to supply sunscreen. Please ensure you apply sunscreen to your child before school.

**CHAIR BAGS, SMOCKS AND LIBRARY BAGS**

Please make sure your child has a chair bag, a smock and a library bag at school.

Thanking you,

Lena Papadatos
(Prep Co-Ordinator),
Pam Rowler, Lisa Carne, Felicity O’Flynn and Natalie Zaibak.