



2024

**PREP**

HANDBOOK

“

The aim of Mueller College is to prepare its students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment

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# Welcome

Dear Parents,

Welcome to Mueller College Prep.

For all of you this is a special time – sending your little one off to school.

Luke 2:51-52 are verses that are special to me as an educator.

*“And He went down with them and came to Nazareth and was obedient to them; and His mother kept all these things in her heart. And Jesus increased in wisdom and in stature and in favour with God and man.”*

In God’s Word, we read about Christ’s development as a child in an academic, physical, spiritual, and social/emotional sense and His example in obedience to His parents. It is our aim to work with you to ensure a similar development in your child. To do this we have a rich variety of activities and experiences.

We look forward to the year ahead. This booklet has some suggestions of the type of things we can work on together. Please, do contact us if you have questions and concerns.

Yours in Christ,

*Paul Valesse*

**Mr Paul Valesse**  
Head of College





## ABOUT PREP

Prep is the first year of schooling and an integral part of Mueller College's Primary School. Prep is a full-time, five-day a week program, operating from 8:30am to 3:05pm.

Throughout the year, Prep students interact with children from Year 1 and 3 at chapel, assemblies and P-2 sports day; other year levels through buddy reading and combined chapels.

The layout of the Prep classrooms reflects both the learning environment of Kindy and school.

## LEARNING IN PREP

### Curriculum

Mueller College follows the Foundation Year of the Australian Curriculum.

- » *English*  
(reading, writing, speaking, listening)
- » *Science*
- » *Mathematics*  
(Number & Algebra, Measurement & Geometry, Statistics & Probability)
- » *Humanities and Social Sciences*  
(History, Geography)
- » *The Arts*  
(including Music, Drama & Dance)
- » *Technologies*
- » *Health & Physical Education.*

Christian Studies is included in the weekly program as this is foundational to all aspects of life and learning at Mueller College.

Throughout the year, student progress is monitored and assessed by gathering information and evidence from everyday activities. An overall picture of learning is reported to parents through two Parent/Teacher Interviews and reports cards.

## CONTEXTS FOR LEARNING

Prep students bring with them a great array of learning gleaned from home, the communities in which they mix and educational settings. The teaching and learning in Prep seeks to build on prior learning and provide a foundation for the learning areas of Year One. Teachers plan programs and employ strategies to assist learning through a variety of contexts.

These contexts include:

- » *Learning through play (self-led and teacher-led activities) e.g. puzzles and games with rules, exploratory play (table activities, using manipulatives in Maths), imaginative play, and outside play*
- » *Real life experiences/Event-based Learning - e.g. excursions, presentations, service to others, group and individual work*
- » *Inquiry Learning - e.g. posing questions in Science, Geography, History, Health, Technology*
- » *Routines and Transitions - e.g. rest time, carpet and table activities, classroom arrival and departure, moving around the classroom and school, classroom rules*
- » *Focussed learning and teaching - e.g. oral language, literacy, numeracy, fine and gross motor.*

## ORGANISATION OF TEACHING AND LEARNING THROUGHOUT THE YEAR

### Term 1 and 2

Time is allocated to transition students and provide foundational learning that builds on the social and emotional emphasis of Kindy. This foundational learning seeks to develop oral language, fine and gross motor skills, early literacy and numeracy skills, independence and problem solving. Outside play, table activities and rest time are all included in the weekly program.

Parents play a vital role in supporting their child as they learn the morning routine. When the classroom door opens, direct and assist your child (where needed) to put away their homework bag, water bottle, lunch box and school bag. Settle your child at a table activity before you leave.

### Term 3 and 4

Time is allocated for the development of early academic and cognitive skills that are required in a more formal and structured environment of school. Students are responsible for organising belongings (homework bags and lunch boxes) for the start of the school day.



# Important Information

## STARTING DATES

First week of Prep begins with a staggered start. Each class is divided into two groups - A and B. Each group has nominated days for attendance. When these “Group A and B days” are completed, all students attend as a class together. Teachers use this time to set routines, get to know the children and do informal assessments.

**Parents are notified, which group their child is in, through the Orientation Pack.**

**Group A** will come on the 1st and 2nd day of Week 1, Term 1.

**Group B** will come on the 3rd and 4th day of Week 1, Term 1.

**All students will attend school on Monday of Week 2.**

## HOURS

Prep hours are from 8:30am to 3:05pm. Children can be supervised in the back Prep area from 8:00am if parents need to leave prior to school commencing.

The playground equipment is out of bounds to all children outside of school hours. Parents who are unable to drop off or pick up their children at the designated times should avail themselves of Mueller’s Before and After School Care.

Children leaving earlier than the 3:05pm finish need to be signed out at Student

Services or the Front Office before being collected from the classroom. Children arriving later than 8:30am will need to collect a late slip from Student Services or the Front Office and hand to their teacher.

If your child is away, please record this on **Parent Portal**. Instructions can be found on the Mueller College website or online newsletter [www.muellerconnect.com](http://www.muellerconnect.com)

## UNIFORMS AND BOOK LISTS

The School Locker supplies all our new uniforms and can advise what uniforms are needed for Prep. Any colour running shoes can be worn but please choose velcro shoes until they can tie their own laces. All second-hand uniforms can be purchased through The Mueller Shop.

The Mueller Shop is on campus and open every Tuesday and Thursday from 8:00am -11:00am.

Book lists are available on Mueller Connect: [www.muellerconnect.com](http://www.muellerconnect.com). Please name homework and library bag, books, headphones and headphones case, and send with your child on their first day of school.

### School Locker

4-6 Burke Crescent, North Lakes  
please visit: [theschoollocker.com.au](http://theschoollocker.com.au)

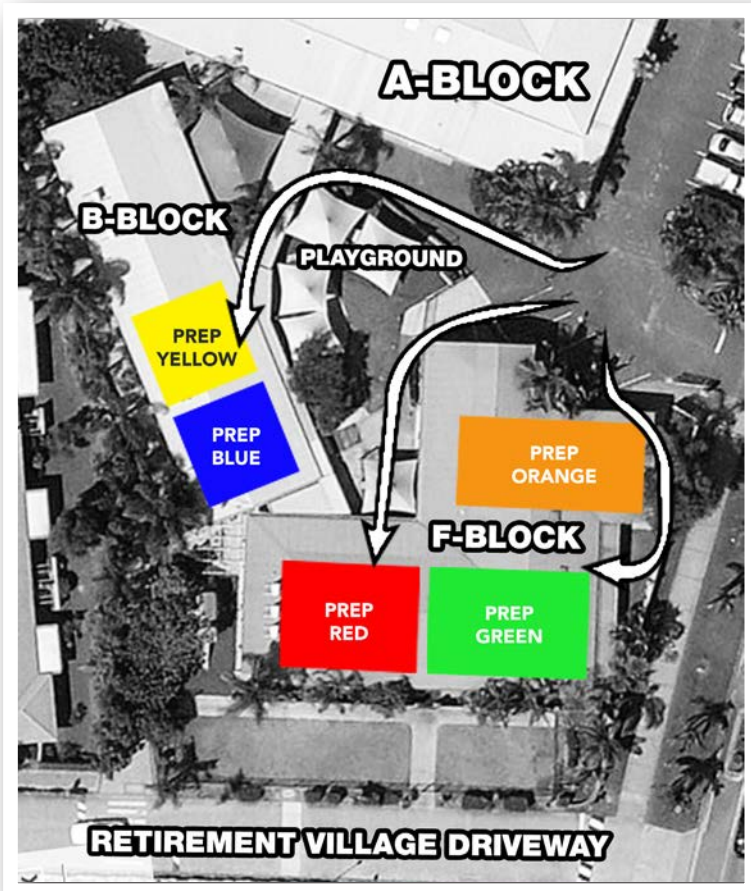


# Important Information

## ARRIVAL AND DEPARTURE

The map below shows the entry points to the Prep rooms that are to be used before and after school. It also shows the parking allocated for use by Prep parents.

Sometimes children experience difficulty separating from their parent/s upon arrival at school. To help children cope in such situations, we recommend that parents remain calm but firm, and that they help their children put their belongings away and settle down to the class activity before leaving promptly. The class teacher will assist with this process as required.



# Important Information

## PARENT PORTAL

Your personal login to access Mueller Parent Lounge is the 5 digit Parent Code/ Account Number at the top right hand corner of your Mueller College Statement.

The first time you login, click *forgot password* and you will be able to generate your own password.

Parent Portal is where you give consent for excursions, swimming and extra-curricular activities. School reports will be posted on Parent Portal at the end of each semester.

Please contact Andrea Johnstone, Accounts Manager, if you have any questions about Parent Portal or your school fees, on 3897 2765 or [a.johnstone@mueller.qld.edu.au](mailto:a.johnstone@mueller.qld.edu.au)

## FOOD IN PREP

Students have a snack time, morning tea and lunch eating break. We have students who have severe allergies to nuts and eggs. Please do not pack these items or items that include these, like Nutella and Peanut Butter.

Parents can order tuckshop for morning tea and/or lunch but not for snack time. Tuckshop is ordered through Flexischools: **[www.flexischools.com.au](http://www.flexischools.com.au)**. Orders are collected by the Teacher Aides and handed out to the students at eating time. Please be aware when ordering that the servings are large.

## CHAPELS

Chapel is an exciting time of the week where the children sing songs and listen to Bible stories. A collection is also taken where we raise money for a mission project. Chapel will be held on Friday afternoons in the Auditorium at 2:00pm. Parents are welcome to attend.

## SUN PROTECTION

Sunscreen will be applied every day before play to children in Prep. Should your child suffer from an allergy to the product supplied by the school, please send an alternative sunscreen for your child to apply. The alternative sunscreen must be named and will be kept in a secure place by staff.

## LOST PROPERTY

Please make sure your child's property is clearly labelled with their name. This includes hats, jumpers, clothes, shoes, lunch boxes and water bottles. Misplaced belongings that are named will be returned to the child's class. Misplaced items which are unnamed will be placed in a lost property box.

## EMERGENCY EVACUATION

Emergency evacuation procedures are clearly displayed in each room and drills are conducted regularly. Parents in the building at the time of a drill or emergency evacuation are asked to follow the direction of Staff to ensure correct procedures are followed.



## Important Information



### **BUS TRAVEL TO AND FROM SCHOOL**

Please be aware that Translink, in keeping with Queensland Government policy does not allow Prep-age students to travel on buses unaccompanied.

### **OTHER SERVICES AVAILABLE**

All Prep students will have a vision screen assessment and select students will have a hearing screen later in the year. There is no cost for these.

We have a Speech Pathologist and Occupational Therapist that come to our school during the week.

These services are paid for by parents privately. Please chat to your child's teacher if this is a service you are interested in for your child.

### **COMMUNICATION**

Please contact your child's teacher if you have any questions or concerns. For small updates, please feel free to chat with the teacher at drop off or pick up, or send them an email.

For conversations about progress or concerns, please email the teacher to book in a meeting before or after school when they can give you their undivided attention.



*In the beginning God created the heavens and the earth. ~ Genesis 1:1*



## **MUELLER COLLEGE**

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