



Wandoan State School P-10  
2026  
Prep Information Booklet



*“Getting your child PREPared!”*

## Principal's Welcome

### Dear Families,

Welcome to Wandoan State School P-10!

The time has finally arrived for your child to begin Prep, a significant milestone that marks the beginning of their formal learning journey. This transition may bring about change and challenges, not only for your child but for your entire family. We understand that you will have many questions, and we are committed to supporting you every step of the way. Through this handbook, our school website, parent information sessions, and most importantly, open and ongoing communication with our friendly staff, we aim to provide clarity, reassurance, and guidance.



A warm welcome is extended to you and your family. We trust that your child's time at Wandoan State School will be both exciting and positive, enriched by the support of our dedicated staff and the wider school community. We look forward to sharing in your child's growth, celebrating their achievements, and fostering a love of learning that will last a lifetime.

At Wandoan State School, our motto is **Success is Earned**, and we proudly uphold the three Rs: **Respect, Responsibility, and Reaching**. These values are embedded in everything we do from Prep through to Year 10 and form the foundation of our Positive Behaviour for Learning (PBL) culture.

We are a small, vibrant, and progressive school with a rich history spanning over 100 years. Our community includes families from both farming and town-based backgrounds, and we pride ourselves on being inclusive and welcoming to all. We offer a seamless educational experience from Prep to Year 10, designed to help students love learning, develop sound judgment and a sense of responsibility, understand the past, and prepare to embrace the future .

Our school values:

- Strong relationships between students, staff, and families
- Academic success and individual achievement
- High behavioural expectations
- Safe, supportive, and inclusive learning environments
- Positive attitudes towards learning and wellbeing

We also place a strong emphasis on literacy, numeracy, science, and digital technologies, supported by progressive teaching methods and modern equipment.

Our staff includes experienced classroom teachers, specialist educators, and support personnel who work collaboratively to ensure every child receives a quality education tailored to their needs. We are proud to offer big opportunities in a small-school setting and are excited to partner with you to support your child's learning journey, not just in Prep, but throughout their years at Wandoan State School.

Yours in education,

A handwritten signature in black ink, appearing to read 'Tarra Smith', written in a cursive style.

Tarra Smith  
Principal

## Contents

Page 2	Principal's Welcome
Page 3	School Details
Page 4	Part One – Curriculum Focus
Page 5	Part Two – Getting Your Child Ready for Prep
Page 6	Part Three – Routines and Timetables
Page 7-8	Part Four – Values and Expectations
Page 9	Part Five - Communication
Page 10-11	Part Six – General Information
Page 12	Part Seven – Parents and Citizens (P&C) Association
Page 1	Part Eight – Booklist

## School Details



**Tarra Smith**                      Principal                      principal@wandoanss.eq.edu.au  
4628 8888  
49 North Street, Wandoan



**Bronte Stewart**                      Prep Teacher                      bstew219@eq.edu.au



**Daisy Klass**                      Prep Teacher Aide

### 2026 Queensland Term Dates

Term	Date	Length
Term 1	Tuesday 27 <sup>th</sup> January – Thursday 2 <sup>nd</sup> April	10 weeks
Term 2	Monday 20 <sup>th</sup> April – Friday 26 <sup>th</sup> June	10 weeks
Term 3	Monday 13 <sup>th</sup> July – Friday 18 <sup>th</sup> September	10 weeks
Term 4	Tuesday 6 <sup>th</sup> October – Friday 11 <sup>th</sup> December	10 weeks



*Let's work together to make your child's first year at school successful and enjoyable!*

As a parent/caregiver, you play a vital role in your child's education. By getting involved in the school, you can help your child make a smooth and happy start to their education.

You can do this by:

- ✓ introducing yourself and sharing information,
- ✓ keeping the teacher informed of any changes (family, health, difficulties),
- ✓ attending parent/caregiver information sessions,
- ✓ volunteering in class times,
- ✓ asking your child what their favourite and least favourite part of the day was,
- ✓ meeting other families in your child's class,
- ✓ reading the school newsletter (which will be emailed to you directly) and checking the school's Facebook page, and school sign.

Starting school can be an exciting but busy time for you and your child. Here are some tips for supporting your child before their first day!

### 1. Eyes and Hearing Test

The department provides free Hearing and Vision screeners to all Preps in Semester 1, however, if you suspect concerns with your child's hearing or vision getting them tested before starting school can ensure you have all the information ready for your child's teacher to support their learning from day one. Please share reports from these tests with your child's teacher.

### 2. Oral Language and English

- ❖ **Read** to and with your child **every day**. ***This is the single most important thing you can do to support your child before they come to school.***
- ❖ Ask questions about what you read.
- ❖ Model appropriate speaking and listening skills.
- ❖ Encourage your child to identify and write their name.

### 3. Mathematics

- ❖ Count with your child.
- ❖ Talk about numbers and shapes in your everyday environment.
- ❖ Practice sorting objects by colour, shape and size.
- ❖ Use positional language – under, over, in, out, between, through, etc.
- ❖ Use mathematical language in everyday situations.
  - big/small   longest/shortest   heavy/light   empty/full   more/less

### 4. Motor Skills

- ❖ Practice experimenting with drawing and writing.
- ❖ Practice using scissors safely.
- ❖ Have fun using playdough and outside playing equipment.
- ❖ Participate in skipping, marching and balance activities.

## Part Three – Routines and Timetables

In addition to the four learning areas of English, Mathematics, Science, and HASS, Prep students will also have specialist lessons each week in the subjects of Technologies, The Arts, and Health and Physical Education (HPE).

### SAMPLE of Daily Timetable

Time	Activity
<b>8:30am</b>	Student puts belongings away and begins reading in the Prep room with Mrs Klass <i>(Prep will not be open before this time)</i>
<b>8:45am</b>	First bell rings <ul style="list-style-type: none"> <li>• To commence the day (toilet, drink, bus, sign in, roll call)</li> </ul>
<b>9:00am</b>	Second bell rings <ul style="list-style-type: none"> <li>- All students are to be in classrooms</li> </ul>
<b>9:00 - 11:10am</b>	Morning Session <ul style="list-style-type: none"> <li>- English / Focused Literacy</li> <li>- 10:00am Fruit Break</li> </ul>
<b>11:10- 11:25am</b>	First Lunch <ul style="list-style-type: none"> <li>- Students are supervised eating for 15 minutes</li> </ul>
<b>11:25- 11:55am</b>	Outside Play <ul style="list-style-type: none"> <li>- Students are supervised in Prep play area</li> </ul>
<b>11:55- 1:25pm</b>	Middle Session <ul style="list-style-type: none"> <li>- Numeracy</li> </ul>
<b>1:25-1:35pm</b>	Second Lunch <ul style="list-style-type: none"> <li>- Students are supervised eating for 10 minutes</li> </ul>
<b>1:35-2:00pm</b>	Outside Play <ul style="list-style-type: none"> <li>- Students are supervised in Prep play area</li> </ul>
<b>2:00-3:00pm</b>	Afternoon Session <ul style="list-style-type: none"> <li>- Science/HASS</li> </ul>
<b>3:00pm</b>	Children are dismissed.

### Arrival

The Prep classroom opens at **8:30am** there will be no supervision before this time. Breakfast Club runs from 8:30 – 8:45am, this is brought down to Prep by our Secondary Leaders.

When you bring your child to the classroom, we ask you to encourage them to unpack their school bag and complete their morning tasks by themselves. It is important to encourage this independence!

If your child arrives after the 9:00am bell, you will need to take them to the office and sign them in.

### Departure

To help children stay focused, the door will be closed when you arrive. Please wait outside the classroom until the bell has rung as this will minimise distractions. If you need to collect your child before the end of the school day, please go to the office **FIRST** and sign your child out.

Please notify us, personally, by phone or in writing:

- When anyone other than yourself will be collecting your child from school.
- If you are going to be delayed.
- If your child is not catching the bus, when they normally would.

### QParents - Absences

Please use QParents as our preferred contact, if, or you know that they will be away (sick etc.) Alternatively, please phone the Absence Line on (07) 4628 888 or email [admin@wandoanss.eq.edu.au](mailto:admin@wandoanss.eq.edu.au)

## Part Four – Values and Expectations

### Our School Expectations 'The 3 R's'

Our school community has identified the following school expectations to teach and promote our high standards of responsible behaviour:

#### Respect

#### Responsibility

#### Reaching

These expectations have been used in the development of our Student Code of Conduct (can be found on our website), with the aim of helping shape and build the skills of all our students to be confident, self-disciplined, honest, integrous and kind young people. Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future. Our Student Code of Conduct outlines our system for facilitating positive behaviours, being proactive and responding to challenging behaviours. Through our school plan, shared expectations for student behaviour, assist Wandoan State School to create and maintain a positive and productive learning and teaching environment.

### Positive Behaviour for Learning (PBL) Rewards

Wandoan State School uses PBL as the multi-tiered system of support in the school. This is a whole-school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions. PBL is an evidence-based framework used to:

- analyse and improve student behaviour and learning outcomes
- ensure that only evidence-based practices are used correctly by teachers to support students
- continually support staff members to maintain consistent school and classroom improvement practices.

Wandoan State School staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet expectations and strive to use behavioural incidents as opportunities to re-teach. The development of the Wandoan State School Student Code of Conduct is an opportunity to explain the PBL framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Doing everything we can do to set students up for success is a shared goal of every parent and school staff member.

Any students or parents who have questions or would like to discuss the Student Code of Conduct or PBL are encouraged to speak with the class teacher or make an appointment to meet with the Principal.

### Reinforcing expected behaviour:

**RStars** are awarded to students who are consistently displaying the school values. The purpose of the RStars is to promote positive interaction between students and staff and to reward positive behaviour. RStar cards are collected weekly, and they give students an opportunity to exchange these cards for reward items from the Triple R Café. Short Term Rewards can be 'purchased' at the Triple R Café. The PBL Team updates the menu throughout the year using student input.

**1000s thermometer - class celebrations:** Each class works together to reach 1000 RStars, when the thermometer is full, students earn the privilege of a class reward. Students collaboratively with teachers decide what their class reward will be. Examples of rewards have included but are not limited to, free afternoon at skate park, movie celebration, class party, campfire and whole school hide and seek, lunch at the cafe. Classes may earn more than one reward per term. All students within the class are eligible to attend celebrations.

### Reading Incentive Program

At Wandoan SS, we highly value reading and have the belief that it underpins success for your child's primary school learning. Preps will begin taking home library books and home readers in Term 1. These readers will be sent home with a recording sheet. When students read for a certain number of nights, they will receive a certificate on parade to recognise their hard work.

The reading awards are:

**Bronze:** 50 nights of reading

**Silver:** 100 nights of reading

**Gold:** 150 nights of reading

**Platinum:** 175 nights of reading

**Diamond:** 200 nights of reading

## Attendance Statement

Our school values student attendance. Wandoan State School P-10 uses electronic management of student absences. Class rolls are checked twice daily for student absences and a report is then generated for further examination of reasons for absences or absences without reason. Any absences not explained by parents (either by phone, email, note, QParents or visitation to the school) are designated as unauthorised absences, and will be followed up by our Administration Officer or Dean of Students. It is expected that your child is at school for the whole of every school day, except when factors such as illness, serious family matters or important appointments cause an absence. You should arrange leisure activities, visits to family and friends and shopping trips outside of school hours. Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school and will be recorded as unauthorised absences.

If your child is absent, please contact the school log via QParents. All schools are required, by the Department of Education, to record and track attendance. If your child's attendance starts to decline, we will contact you to offer support in improving their attendance. As a parent/caregiver, you are legally required to ensure your child attends school. If you would like to read ways to help get your child to school every day – you can visit the Every Day Counts website at <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts> or contact the school for further support.

Parents wishing their child to be exempted from school for periods of longer than 10 consecutive days are required to complete an 'Application for exemption for a child/young person enrolled in a State School form' and submit to the Principal for consideration. This form can be downloaded from the Department of Education website; please contact the school office should you require a hard copy.

If your child misses....	That equals....	Which is.....	And over 13 years of schooling that's...	Which is equal to finishing in
1 day per fortnight	20 Days a year	4 weeks a year	Nearly 1.5 years	Equal to finishing in grade 11
1 day per week	40 Days a year	8 weeks a year	Over 2.5 years	Equal to finishing in grade 10
2 days per week	80 Days a year	16 weeks a year	Over 5 years	Equal to finishing in grade 7

## Part Five – Communication

### Facebook

Facebook is our main and most frequent form of communication (second to phone/email of course). Please check our school Facebook Page for daily updates and celebrations of learning.

### Newsletter

Newsletters are emailed fortnightly. Please read the class notice board and check your child's bag everyday so that you are up to date with the children's activities, items of interest and what is happening in the school.

### School Signs

We update our school signs with important date claimers and information regularly.

### Parade

Parade is held every Monday at 8:45am in the school's Activity Hall. Each week students are awarded *Student of the Week*, *Reading Awards* and *much more*. Families are encouraged to attend and celebrate student success as well as learning about what is happening around our school and community.

### Sharing Information

Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at school and/or at home. It is important for the home and school to share information that may affect the children, we would appreciate if parents would inform us of any unusual happenings of this nature. Our Prep teacher is happy to have quick discussions with you before or after school. If you require a longer discussion, please make a time with your child's teacher so they can give you their undivided attention.

### Parent Teacher Evenings

Parent information evenings are held in first term every year to discuss general information to groups of parents. Parent/ teacher interviews also occur twice a year to discuss individual children's progress. Teachers value the opportunity to speak directly to parents about their children and in so doing take another important step towards a strong teacher-parent partnership, one that benefits each student. All parents are encouraged to attend these important meetings and to take this opportunity to signal clearly to your child that school, gaining the best education possible is the highest priority for future success.

## Part Six – General Information

### Special Items

In the interest of keeping precious things safe, bringing in special belongings is discouraged. Children are not to bring their own toys to school. For special occasions, please speak to your child's teacher to arrange a special time to bring the item in.

### **Illness**

If your child contracts an infectious disease (e.g., Chicken Pox, Measles, or School Sores) please contact the school immediately. In certain cases, children will be required to be kept at home until the disease is no longer infectious. Please contact Queensland Health or your doctor if you are unsure about the period of time children are to stay away from school when they have an infectious disease.

### **Managing Medications**

Schools are only allowed to administer medication:

- as directed by a medical practitioner with a written request by a parent or carer
- where emergency first-aid medication is needed, e.g. EPIPEN or Ventolin You must inform your school if your child has any specific medical needs (e.g. medications for Asthma, Diabetes and Epilepsy) and/or needs medication during school hours.

All medication which has been prescribed by a doctor must be brought to Administration in the original dispensed container/box that it came in from the pharmacy. Parents/carers will also need to complete the 'DoE Consent to Administer Medication Form' and provide a letter from the Doctor that informs the school on how/when the medication is to be administered. Students are required to come to the office at the scheduled time, so they take the medication under the supervision of a member from the Administration team.

OTC medications will only be administered to a child at school if medical authorisation has been received. Parents are required to attend the school office to hand medication in and fill out the required 'DoE Consent to Administer Forms'.

### **Allergies**

Allergic reactions can range from mild to severe. Please advise your child's school of any known allergies. Schools can deal with severe and sudden allergic reactions (known as anaphylaxis). When biting insect populations increase (e.g. after heavy rains), use insect repellent to prevent insect bites.

There are two forms for allergies; one is an anaphylaxis form, the other is an allergy form. These forms need to be filled out by your GP and returned to the school office. These forms are required to be reviewed and updated yearly. This is so we have the most recent updated information for your child and can treat the situation properly if the need arises.

### **Asthma**

Asthma attacks can range from mild to severe. Please inform the school if your child has any asthma related illness. There are trained staff that can deal with severe and sudden asthma attacks. There is an asthma action plan that is required to be filled out by your child's GP. This form is required to be reviewed yearly and updated with the school so that we can treat the situation properly with the correct medical information. If you require an asthma action plan, please contact the school office.

### **Headlice**

Like most schools, we face a battle to keep these annoying 'pests' under control. Should an incidence of headlice be reported in your child's class, an alert letter will be sent home, advising of the outbreak and requesting parents check their child's hair.

## Sun Safe Policy

We are very conscious of sun safety and recommend you apply sunscreen prior to your child's arrival at school. A bottle of sunscreen is available in the classroom if needed. Children must wear a wide brimmed hat (no caps) when outside. We strongly adhere to the school rule: **"No Hat, No Play!"**

## QParents

QParents is used for Permission Consents, Payment of Invoices, Changing of Personal Information and Events. The web mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, which may include:

- Attendance and absence details, as well as to notify the school of an absence
- Academic report cards
- Enrolment details - viewing and updating student details, including medical conditions and address

## Parent/carer permission is required for all excursions via QParents.

Please ensure you read the entire permission form, as this will include important information. Consent closing date and final payment date will be included in the QParents Consent. No late submissions will be accepted. We do enforce the deadline date for consent and payment dates to ensure all the necessary paperwork and planning arrangements have been processed prior to the day. If you require a payment plan, you will need to contact the office at least one week prior to the payment closing date to set this up. Students **MUST** wear their school uniform on excursions. We appreciate your support by meeting the required deadlines. Students who do not attend the excursion/event will be supervised at school. *\*Only students meeting our school expectations of behaviour, effort and attendance can attend camps, excursions and represent the school at extra-curricular activities such as competitions and sporting carnivals.*

## Media Permissions

At enrolment, as a parent/carer, you provide approval for your child's media access and photo consent. As a school, we regularly photograph student learning activities for sharing in class newsletters (emailed) and on our Facebook page. Additionally, students have their class photos annually. You may choose from:

- Full Consent – Full permission to publish photo/name in class newsletters (by email), Facebook page or website, including professional class photos.
- Limited Consent – Select your preferred permission to publish photo/name for different platforms. For example: Photo with no name or 'first name only'.
- No Consent – No permission granted to publish photo/name

We always strive to ensure we are following the media consent as identified by you on your child's enrolment paperwork. Please contact the office to change your child's permission.

## Personal Information

It is important that you inform the school as soon as possible if there are any changes to:

- Contact details including email address, Medical information, Family circumstances

This applies to all parents and carers, including step-parents who are actively involved in the child's upbringing. This information can be changed in the following ways:

- QParents, Email to [admin@wandoanss.eq.edu.au](mailto:admin@wandoanss.eq.edu.au), Written letter posted/handed to the office

When parents are separated and we are advised by only one parent of changes to contact details, the school will decide based on knowledge of the family's situation whether or not to contact all parties for permission to record their contact details on the OneSchool database.

## Custody/Parenting Arrangements

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of any family court order (or relevant civil order) is necessary so that school staff can help ensure the legally designated parent or guardian collects children. The school requires a copy of the new documentation when these arrangements are changed through the courts.

## Part Seven – Parents and Citizens (P&C) Association

### Wandoan P&C Association

Our P&C Association needs people just like you – parents, carers, grandparents, staff, past parents and community minded people who want to get involved to help our school. The P&C works closely with our Principal towards building a stronger school community where all our children benefit!

We hold monthly P&C meetings 2<sup>nd</sup> Thursday of each month, 5:30pm at the Juandah Pub to organise various activities throughout the year. The P&C also operates our school Tuckshop.

If you would like to get involved in your child's school community and help fundraise for much needed resources and/or facilities please come along. Our meetings are parent-friendly in a relaxed meeting environment. If you cannot make it to our meetings and would like to help out at P&C events, please contact the school office on 4628 8888 to register. Any help is always appreciated!

### Tuckshop

Our school tuckshop is open every Friday. Volunteers are vital to the successful running of the school's tuckshop. Working in the tuckshop is a great way to meet your children's friends, teachers and the school community. If you can volunteer one day a week or even one day a term – WE NEED YOU! Please contact the school office or tuckshop convenor to register your details. We will then contact you with roster details. We are currently only offering tuckshop on a Friday due to limited volunteers.

### Tuckshop Menu

Please place your order via the tuckshop before 8:30am on Flexi-Schools.

### School Uniform and School Hats

The Wandoan uniform can be purchased at the school office. Please see Mrs Zillman for a uniform form.

### Sports House Teams

We have three sporting teams: Cooringa (Green), Cherwondah (Yellow) and Juandah (Red). Students are allocated a house when enrolments are processed. Students are asked to wear their supporting colours on special athletic events. Parents are encouraged to attend, have fun and support their child on these events.



**COORINGA**



**CHERWONDAH**



**JUANDAH**

## Part Eight – Booklist

Prep children require books as part of the program. On the first day of school, please bring all requirements of the booklist. Each item is specially selected to allow certain activities to be completed. We ask parents to buy the specific items listed on the booklist, and not alternatives.

Book drop will be available the week before school resumes (**Date & time to be confirmed**).

### **ALL BOOKS SHOULD BE LABELLED WITH YOUR CHILD'S NAME.**

- Please **do not** label felts, pencils and crayons with student's name, as these items may become shared resources. Please note a pencil case is **not** required.

*We look forward to building safe, supportive, and inclusive partnerships as we learn and grow together.*

*We are here to provide a quality education for your child.*

*Please do not hesitate to discuss any questions or concerns you may have.*

*We are looking forward to you joining us at Wandoan State School in 2026.*



*'Success is Earned'*