



# **Prep Information Handbook for 2026 enrolments**

**Hannant Road, Hatton Vale, QLD, 4311**

**School Office: 07 5460 4333**

**Student Absence Line: 07 5460 4360**

**Email: [admin@hattonvaless.eq.edu.au](mailto:admin@hattonvaless.eq.edu.au)**

**Email: [principal@hattonvaless.eq.edu.au](mailto:principal@hattonvaless.eq.edu.au)**

**Website: [www.hattonvaless.eq.edu.au](http://www.hattonvaless.eq.edu.au)**

## ***Welcome to Hatton Vale State School***

Welcome to our Prep students and their families. We are delighted that you have chosen to join our Hatton Vale School community. At Hatton Vale, we believe learning should be fun, exciting and challenging. We aim to build upon the skills and knowledge your child brings with them to Prep.

We have a caring and committed teaching and support staff who will assist your child from Prep to Year 6. We work together to ensure your child experiences school as a happy and safe sanctuary for learning.

We have a very supportive parent community with an active P&C who raise valuable funds for our children. The P&C have been providing resources to our children for years including air conditioning in every classroom, updated technology, hall upgrades and excursion subsidies. Please consider volunteering some of your time to help our wonderful P&C.

We look forward to working with you as your child grows and develops throughout the year. Enjoy your first year of school and welcome to the Hatton Vale community.

Sandra Wright  
Principal



## School Day

### Before School

All children in Prep are to be dropped off by a parent/carer or responsible adult. When you arrive at school, please wait in the Prep area. Staff supervision begins at 8:20am.

School Week - Monday to Friday	
School day commences	8:40am
Classroom instruction commences	8:45am
First break	11:00-11:45am
Second break	1:15-1:45pm
School day concludes	2:45pm

### After School

All children in Prep are to be collected from the Prep classrooms by a parent/carer or responsible adult. Parents can wait outside classrooms. Teachers and Teacher Aides supervise children until they are collected. Please let staff know if changes to pick up occur. Playgrounds are out of bounds before and after school due to safety and wellbeing of students and equipment.

### Important Note

If your child is catching the bus, please advise Admin and teachers. If your child is attending after school care they will be collected by centre/program staff from the classroom. If anyone different is collecting your child, please advise your child's teacher.

## 2026 Queensland State School term dates

Term	Date	Length
Term 1:	Tuesday 27 January to Thursday 2 April	10 weeks
Term 2:	Monday 20 April to Friday 26 June	10 weeks
Term 3:	Monday 13 July to Friday 18 September	10 weeks
Term 4:	Tuesday 6 October to Friday 11 December	10 weeks

## ***About Hatton Vale State School***

Hatton Vale State School originated from an initiative by our earliest settlers eager for education for their children. On the 6<sup>th</sup> September 1880, a school was established in the private residence of Joseph Steffan. On the 1<sup>st</sup> January 1881 a school was opened under the administration of the Department of Public Instruction. This school became No. 390 in the State of Queensland.

Mr Williams was the first teacher. With a growing enrolment and minimum space and a road that was impassable in wet weather, it became necessary to move the school to a different location. The school was moved and reopened, on what is now the old location on the Warrego Highway, opposite Summerholm Road. It opened on 1<sup>st</sup> September 1905.

In 1995, construction commenced on the present site of a new \$5.5 million school. The school moved from the Warrego Highway site with 120 students and started the new year (1996) with 220 students at the current site. We currently have an enrolment of over 560 students.

The school now boasts a C&K Kindergarten, three purpose-built Prep classrooms, ten Year 1 to 3 classrooms, nine Year 4-6 classrooms, an allocated STEM room, DLC room, cultural/arts room, resource centre, hall and beautifully upkept outdoor learning and play areas. We also have a dam located at the back of the junior oval and school ovals surrounded by natural bush settings.

The school has a dedicated and professional staff, including a full-time Principal and Deputy Principal, Head of Curriculum, Head of Special Education Services, and Specialist teachers – Health and Physical Education (HPE), Music, Instrumental, eLearning and a Teacher Librarian. Our support staff consists of our HOSES and DLC Teachers, Guidance Officer and a School Chaplain. We are extremely fortunate to have very experienced, highly skilled and dedicated Teacher Aides, a Business Manager who oversees all budget and facilities management, highly skilled and supportive Administrative staff, wonderful Cleaners and a School's Officer who keep our grounds and school looking fantastic!

## ***Our School Pledge***

I pledge today to do my best,  
In reading, math and all the rest.  
I promise to obey the rules,  
In my class and in our school.  
I'll respect myself and others too,  
I'll expect the best in all I do.  
I'm here to learn all I can,  
To try my best and be all I am.

## ***Our Expectations***



## ***Our Code of Conduct***

Essential to effective learning, is a safe, supportive and disciplined learning environment that respects; the rights of all students to learn; the rights of teachers to teach; and the rights of all to be safe.

Our school provides a safe, supportive and disciplined learning environment through a consistent standard of behaviour inclusive of students, staff and parents. Our four expectations are: Be a Learner, Be Respectful, Be Responsible and Be Safe. These apply in both the classroom and playground.

Our staff model and practise fair, equitable, non-discriminatory language and behaviours, and provide positive support to promote high standards of achievement and behaviour. Our Prep teachers work collaboratively with students and parents to maximise the educational and social outcomes of all students through identification and reduction of barriers to learning, especially for those vulnerable to marginalisation and exclusion.

As part of our Code of Conduct, Prep teachers have a buddy class. As part of consequences for inappropriate behaviour, your child may be sent to their buddy class for a short period of time, in order to have a chance to 'turn it around'. Parents will be advised if there are repeated referrals to a buddy class or of re-occurring, challenging behaviours. Please refer to our school website for further information.

## ***Getting Ready for Prep!***

- ✓ Name all of your child's belongings.
- ✓ Discuss coming to school – make it positive, happy, genuine.
- ✓ Read to your child every day – make reading enjoyable and talk about the story.
- ✓ Explore how to use a lunch box before coming to Prep. Practise opening lids, putting straws in poppers, opening yoghurt, drink bottles and sandwich wrappers.
- ✓ Allow your child to have a packed lunch at home.
- ✓ Talk about what foods to eat first – healthy options first, then snack foods.
- ✓ Allow your child to practise putting rubbish in the bin, close containers and lunch boxes.
- ✓ Allow your child to practise packing their school bag – make sure they can open and close zips, and recognise their bag.
- ✓ Have your child practise getting dressed for school.
- ✓ Practise putting shoes on and off without adult help.
- ✓ Model how to use teacher and teacher aides' names.
- ✓ Provide lots of positive praise when your child does, or says the right thing.
- ✓ Have a good breakfast – first break is not until 11am!
- ✓ Be on time – school starts at 8:40am.
- ✓ Parking is available in Norman Court or Hannant Road.
- ✓ Let your child carry their school bag.
- ✓ Introduce yourself and your child to the Prep teacher and teacher aide.
- ✓ Follow the teacher's instructions on where to put all belongings.
- ✓ Be positive and calm and talk about what a great day they will have.
- ✓ Be on time for pick up, as children can become anxious if you are late.
- ✓ Include a spare set of clothes in a plastic bag...just in case!
- ✓ Toys and other special items are best kept at home. We don't want them to get lost!
- ✓ Be excited! This learning journey is going to be fun!



## ***Why is coming to Prep every day so important?***

### **Attendance at School**

“Every Day Counts” is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community.

Every day Counts promotes four key messages:

- all eligible children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truancing can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community

### **Absence from School**

Students should attend school every day to maximise their learning. Non-attendance can be excused in cases of illness, injury or other family reasons. Parents are required to provide an explanation regarding a child’s absence from school via QParents, a phone call to the school absence line on **5460 4360** or by phoning or emailing a member of the administration team on **5460 4333**. All absences must be communicated to the Office staff and not just to your child’s Teacher.

### **Late Arrivals**

Students who arrive after 8:45am are required to sign in and collect a late slip at the school office.

### **Early Departures**

If your child has to leave school prior to 2:45pm you must come to the office to sign them out. Office staff will contact classrooms to have your child come to the office to be collected. Please advise the Office as early as possible if you need to collect your child before the end of the day to reduce the high volume of calls in the afternoon.

## ***What does it cost to send my child to Prep?***

### **Prep Student Resource Scheme**

Rather than a booklist, parents/carers of Prep students are invited to participate in a Student Resource Scheme. This scheme allows the classroom teacher to purchase consumable items, pens, art and craft resources etc at a significant discount. This scheme operates under the policy and guidelines of the Department of Education and is endorsed by the Hatton Vale P&C. Invoices for the Resource Scheme are issued at the beginning of each year.

The scheme is voluntary and you are under no obligation to join. However, if you choose not to join, you will need to provide items that would have been otherwise listed on the student book list.

## Cash/Credit Card Payments

Parents will be issued with an invoice for all payments that are required. Invoices will be emailed. Parents may pay invoices via cash, EFTPOS or online via BPoint (**BPoint is the preferred method of payment**). Centrepay deductions can also be arranged for parents who request this and are eligible. All excursions/activities must be paid for prior to the day of the event.

## *Important Information*

### Communicating with your Classroom Teacher

When you communicate often with your child's classroom teacher, you promote positive, trusting partnerships that support your child's education. Teachers will send home notes, newsletters and other updates via email so that you are aware of upcoming events and other important information. Twice a year, formal parent-teacher interviews are scheduled. If you need to discuss something with the classroom teacher, see them in person or email them to arrange a time to meet.

### Assemblies

Students attend Parade on Friday mornings from 9:15am in the school hall. Curriculum and Behaviour awards are presented at these Parade's each week. Students also attend other school gatherings in the hall for special events and commemorations throughout the year.

### Uniform & Tuckshop

Our school uniform can be purchased at the uniform shack or via the QKR app. All students are expected to wear the correct uniform each school day. Sporting house shirts can be worn on Wednesdays and on days such as the Athletics carnival, cross country and swimming carnival.

Tuckshop is also ordered via the QKR app or over the counter before 8:30am.



## Vision and Hearing Screening

At the beginning of the school year, West Moreton Health visit the school to screen vision of all Prep students who have parent/carer consent. Our school has access to the Sound Scouts Hearing Screener app and implements this for all students as well.

## Medical Conditions

Children who require medication to be administered at school will need to complete and submit a **Consent to Administer Medication at School** form to the school office. Medication provided must be in the original packaging with a chemist's label attached. The label must include the script, otherwise a letter from the prescribing doctor will be required. Students who require ongoing monitoring or more targeted support with their health requirements will have a health plan drafted by their GP or in consultation with regional school nursing services.

## Illness at School

If your child becomes ill at school, they may be sent to sick bay for monitoring. If staff consider them unwell and in need of further attention, they will contact you to collect them. In case of serious illness or accidents, first aid will be administered by trained staff and if required, an ambulance called to transport the student for further medical attention.

**We look forward to you joining our school community!**

**Welcome to Prep at Hatton Vale State School!**

