

Prep Handbook 2024



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

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Welcome to Kelvin Grove State College - Junior School

Kelvin Grove State College is a unique educational facility offering an excellent Prep to Pathways experience for all students. KG Junior School provides our Prep students with a solid start to their formal schooling. Best practice Prep classrooms, in partnership with Queensland University of Technology, ensure that our students' first year at Kelvin Grove State College prepares them for future learning.

Our specialist teachers for Physical Education, Music, Library and Visual Arts, have developed unique programs for our Prep students. Music lessons take place in purpose-built music rooms with students composing and taking part in musical sessions. This runs alongside our Instrumental program for both strings and percussion in the later years. However, children in Prep are able to participate in Taiko drumming, a popular addition to our whole school programming. Our Librarians support our classroom teachers by enhancing literary experiences in weekly lessons. A full time English as an Additional Language/Dialect (EAL/D) teacher and a large and committed group of teacher aides are supported by our College's International and EAL/D Department. Working together, they ensure our newly arrived students are able to access our curriculum.

It is vital that we foster community partnerships that are responsive to our context and families. With that, we are proud of our Prep teachers and full-time teacher aides who remain current with pedagogical and curriculum development. Embedded in our classroom practices are strategies for differentiation ensuring that we support and develop the needs of each individual child.

Our Junior School introduces students to the College Values from Prep. Resilience, creative thinking, integrity, respect, responsibility and diversity are all part of our daily language. By enacting these key values, the intended result is the College's core value of 'happiness', where all our community members feel valued and important. Our social skills programs, which encompasses Kidsmatter, lunchtime clubs and Prep Buddies with Year 5, further embed these and ensures that we are catering for the social emotional learning needs of all our students.

A close relationship with our community and families ensures that our Junior School gives each and every student a wonderful start to their time at Kelvin Grove State College. We look forward to working together closely with you in the years to come to ensure our children enjoy a positive start to school and continued success.



Damien Greig

Principal - Junior School
Kelvin Grove State College

Kelvin Grove State College's - Values

At Kelvin Grove State College, our practices align with our College Values framework. The values centralise 'Happiness' as a main target or goal, highlighting the importance of student wellbeing and fulfilment at our college.



Kelvin Grove State College
The Pursuit of Excellence With All Our Might

Welcome! From the Prep Teaching Team

Dear Families,

The time has arrived for your child to attend the Prep Year and become a KG kid. This often creates change and challenges for your child and family. You will no doubt have many questions and we aim to give you the information you will need through this handbook, our school website and most importantly through your communication with our friendly staff.

A sincere welcome is extended to you and we trust that your child's learning experience in our Junior School will be an exciting and positive one supported by all members of our school community. We look forward to sharing in your child's learning journey and celebrating their successes together.

Yours sincerely,
The KGSC Prep Team

The Journey of the Prep Child

To be a Prep student at Kelvin Grove State College your child will turn 5 years old before the 30th of June in the year they enrol. Over the coming school year, your child will grow, develop and mature in many ways. The change from the first day of Prep in Term 1 to the last day of Prep in Term 4 is enormous.

Your child's memory and powers of observation increase and their ability to learn is better now than it will ever be. They will explore, investigate, problem solve and predict as they engage in their learning. They will make many friends and learn to be tolerant and get along. Your child will try many new things and take risks in their learning. They will learn to be confident, resilient, persistent and organised. Your child will set their own learning goals and celebrate their achievements.

This journey is one we will take together as a team to support your child to reach their potential.

Kelvin Grove State College's - Early Years' Philosophy

As a school community, we recognise our strengths are in our children, staff and families and our aim is to:

- Build partnerships with parents, community and schools, thus developing the optimum opportunity for children to develop, learn and make an easy and successful transition to school.
- Provide a program that is both challenging and responsive to all children.
- Continue to foster good and appropriate early childhood practices in all that we do.

Prep provides the foundation for your child's success at school by developing:

- A positive approach to learning encompassing our school value of happiness
- Independence and confidence
- Thinking and problem-solving skills
- Language skills
- Early literacy, numeracy and digital literacy skills
- Physical abilities, including gross and fine motor skills



The Prep Program

The Australian Curriculum is fully implemented in our classrooms. These documents provide our teachers with the mandated curriculum and the guidance to differentiate teaching and learning experiences within their classrooms to meet the individual needs of the children while supporting your child to reach his or her potential.

Each day you will see the children involved in age appropriate, focussed learning and teaching experiences, play and inquiry-based learning to develop the foundations of their future schooling success. Each class engages in hands on activities inside and outside the classroom, learning to work independently and in small and large groups. Our teachers provide report cards twice a year and schedule meetings with you periodically throughout the year to discuss your child's progress. If you have any questions or concerns regarding your child's education, please make an appointment to speak to your child's teacher at a time convenient to both of you.



Our Prep children are encouraged to:

- Participate meaningfully
- Work collaboratively
- Increase their vocabulary
- Use language to communicate
- Develop self-confidence
- Develop physical skills
- Negotiate and problem solve
- Develop a positive attitude to learning
- Use a variety of digital technologies
- Form basic concepts in literacy and numeracy
- Make friends
- And much more



Prep Teacher Aides

Our full time Prep teacher aides are an integral part of our team. Our teacher aides support children with their learning and work closely with all members of our KGSC Junior School Prep team.

2024 Term Dates - Queensland State Schools

Term Dates 2024		
Term 1	Monday 22 January – Thursday 28 March	10 weeks
Term 2	Monday 15 April - Friday 21 June	10 weeks
Term 3	Monday 8 July - Friday 13 September	10 weeks
Term 4	Tuesday 30 September - Friday 13 December	11 weeks

Daily Routines

This is a general overview of what your child's Prep day might look like.

8:30am	On arrival at school, children to unpack and put away bags and wait in the JK Block undercroft which is located next to the Prep classes
8:45 am	First bell, students move to class to line up and complete classroom activities
9:00 am	Roll marked and lessons commence Prep Literacy Block
11:00 am	First Break – Eating time (15 minutes) and Play (30 minutes)
11:45 am	Prep Numeracy Block
1:30 pm	Second Break – Eating time (15 Minutes) and Play (15 minutes)
2:00 pm	Lessons in this session may include: Science, Humanities and Social Sciences, The Arts, Health, Technologies, Social Skills Programs, Gross Motor Programs
3:00 pm	Children escorted to OSHC, Pick-up Zone or the front of the school for collection

Specialist Lessons

The children will attend weekly Music, Physical Education and Library lessons with specialist teachers. Throughout the year, students will also participate in our Visual Arts Program as well as Gross and Fine Motor Skills activities.



Support Services

The Junior School has a number of support services that teachers can access throughout the year to support students:

- **Guidance Officer:** Offers guidance and support to address both the personal and academic needs of students. They are instrumental in helping students overcome challenges and make informed decisions.
- **Speech and Language Pathologist:** Assists in providing inclusive education for all students, especially those experiencing communication difficulties. Helps identify the language demands of the curriculum and works together with students, teachers, and parents to develop reasonable adjustments to support student access to learning.
- **English as an Additional Language or Dialect (EAL/D) Teacher:** Provides support to students who speak a language or dialect other than English and help these students feel a sense of belonging as they begin their learning journey.
- **High Ability Learner Mentors:** Play a pivotal role in guiding and nurturing students with exceptional abilities. Their focus is on helping these students realise their full potential by tailoring enrichment opportunities that align with their individual strengths
- **District Nurse:** Responsible for providing medical care and assistance to students and families and through this support offer training to staff to help maintain a supportive school environment for all learners.
- **Psychologist:** This role involves delivering counselling and mental health support to students. They equip students with the tools to navigate their emotions and challenges, ultimately promoting their overall well-being.

Kidsmatter

Kidsmatter is a mental health and wellbeing framework used throughout the Junior School. Implementation of the framework promotes an active approach to nurturing happy, balanced children and provides the methods, tools and support required to help our school work effectively alongside parents and carers, health services, and the wider community.

The KG Catastrophe scale is a tool developed specifically to support students in regulating their emotional response in a range of contexts. The incremental stages provide a visual scale by which students can reflect and ask, “How bad is it really?”



House Totems

KGSC's Mascot is Kuta – a bee native to the area of Mt Cootha and surrounds. Kuta oversees the four Houses of the college. These are linked to local Indigenous tribal totems of the Brisbane area, the Turubul and Yugara people, and include the Bowen Baways (our shark totem), the Petrie Mirris (our dingo totem), the Lutwyche Juwehrrs (our eagle totem) and the Herbert Gabuls (our snake totem).



Parent Information Nights

All parents and carers are invited to attend our Parent Information Nights which are held early during Term 1 of each new school year for all classes. The dates of these evenings will be advised in week one. Each teacher will discuss the day to day operation of the classroom, classroom procedures, expectations for the students, the curriculum and the partnership between home and school.

Reporting and Parent/Teacher Interviews

Written report cards for Semester One and Two are emailed home. Parent Teacher interviews are held twice a year in Term 1 and in Term 3. All interviews are booked through the SOBS booking website. Parents are emailed a website link and then choose from the available times specified by the classroom teacher.

Parent/Teacher Interviews occur before and after school. The duration of these interviews is 15 minutes. This meeting provides an opportunity for parents to raise any questions and discuss your child's progress with the classroom teacher.

Parents or teachers may also request an appointment for interview at any time. Parents can contact their child's teacher directly or via the Junior School office.

Assemblies

Junior School Assemblies occur every Friday. The first and last week of each term is a full assembly with students from Prep – Year 5. Assemblies held in even weeks (Week 2, 4, 6 and 8) are scheduled for students in Prep, Year 2 and Year 4. Assemblies held in odd weeks (Weeks 3, 5, 7 and 9) are scheduled for students in Year 1, Year 3 and Year 5. Parents are welcome to attend the assembly. Seats are provided at the back of the hall.

Junior School Uniform

The Kelvin Grove State College P&C Association has established an appropriate uniform which is to be worn correctly each day. Students attending Kelvin Grove State College are required to maintain the highest standard of dress and grooming. On enrolment, parents and carers agree to this uniform policy and dress code through the Application for Student Enrolment Form. Additionally, all uniform items are available for purchase through the KGSC SUBShop on L'Estrange Terrace, Kelvin Grove State College.

Ph: 3552 7367, 3552 7319 or 3552 7349

Regular trading hours during the school terms are:

- Monday, Wednesday and Friday (during school terms) - 8:00 am – 1:50 pm.
- Tuesday and Thursday (during school term) - 8:00 am – 11:00 am.

The SUB Shop is closed on all public holidays and Student Free Days. For more information, visit the College website.

JUNIOR SCHOOL (PREP - YEAR 5)

EVERYDAY UNIFORM



GREEN POLO - POLYESTER



GREEN POLO - POLY/COTTON



GREEN LONG SLEEVE POLO



RED POLAR FLEECE



POLYESTER SHORTS



POLY/VISCOSE SHORTS



BLACK SKIRT - COTTON



BLACK WRAP SKIRT - COTTON



TRACK PANTS

ACCESSORIES AND SPORT HOUSE ITEMS

HAIR ACCESSORIES



HOUSE POLO



REVERSIBLE HOUSE BUCKET HAT (from Year 1)



BROAD BRIM HAT (Prep only)



KGSC ANKLE SOCKS



Acceptable



Unacceptable



Expectations for Starting Prep

- Please be sure your child is well rested, well-nourished and well prepared to start their day.
- Talk positively about school and discuss your new routines.
- Encourage your child's independence.
- Ensure your child is confidently able to dress and toilet themselves in a timely manner and know how to wash their hands after toileting.
- Encourage your child to take responsibility at home. Being responsible for regular household tasks such as setting the table, wiping up, folding clothes and tidying their own toys away teaches confidence, reliability and responsibility.
- Have your child practise eating lunch from their lunch box over the holidays. This way you can help your child learn to open packets, unwrap glad wrap on food items or put straws into poppers.
- Ensure your child knows how to blow their nose and wash their hands afterwards.



Prep Children's Requirements

Prep children will require:

- **All items from the Prep Booklist** - please **DO NOT** label your child's booklist items. You will be provided with a Prep Booklist which will list the items required and how to order. Please note that when ordering stationery items, you will have the option to have these delivered straight to school (recommended).
- School bag - large enough for your child to place all their belongings in. A small bag makes it difficult for your child to be responsible for all their belongings and to develop independence to manage their own property.

Before the First Day of Prep

Before the school year begins, you and your child will have the opportunity to spend some time in their Prep classroom – please look out for a welcome letter which will be posted to you over the Dec/Jan holidays.

It is recommended that you bring your stationery items on this day, rather than the first day of school (if you did not elect to have your stationery items delivered straight to school).

The First Day of Prep

We aim to make the first day at Prep a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. There will be lots of smiles, fun and laughter. Our routine will be simple and consistent, allowing the children to feel confident and happy in their new classroom.

Here are just a few hints to make the first day go smoothly:

- The first day of school **starts** at 8:30 am. Please be on time. Every other day the bell rings at 8:45am for students to line up, with learning time starting at 9:00am.
- Be confident and encouraging.
- Explore the room together and meet some other parents and children.
- Familiarise children with staff names.
- When you are leaving, say goodbye. Please don't leave quietly hoping that your child will not notice. Say "Goodbye!", and tell your child that you will see them in the afternoon.



Once you have said good-bye and are leaving, please go as quickly as possible - the few upset children invariably settle down after that initial departure by Mum, Dad or family member.

Arrival at School

- The classroom will always have the door open from 8.45am. If you arrive before the classrooms are open, your child must sit quietly in JK Block undercroft. All children are required to sit in this area and wait until 8:45am when their teacher will collect them and take them to their classroom.
- All students should arrive at school just before 9.00am to get ready for the day. If you arrive late, you **MUST** take your child to the office and sign them in. A Late Slip will be provided by the office staff, which must then be given to your child's teacher on arrival at the classroom.
- Enter information about how your child will be picked up in the "Prep Collection Folder" located outside your Prep classroom. e.g. Grandpa collecting Amy today, Johnny is going to OSHC.
- If you are volunteering in your child's classroom, please sign in at the Junior School office.
- Encourage your child to independently unpack their schoolbag and complete their morning tasks.
- All playground areas are out of bounds for all children before and after school.

Departure from School

At 3:00pm, a teacher will escort all Prep children up to the grassed area at the front of the school near the 2-minute Pick-Up Zone on L'Estrange Terrace. Please ensure you are on time to pick up your child.

2 Minute Pick-up Zone – Afternoons Only

- If you are using the 2-minute Pick-Up Zone, please remain in your car as a parent helper will escort the child to your car when you arrive at the top of the pick-up area.
- If your child is booked into the Outside School Hours Care (OSHC) facility, a staff member from OSHC will collect your child and all other Prep students, from the Prep classrooms. It is the parents' responsibility to inform OSHC and the class teacher of any changes to afternoon pick-up arrangements.
- Students are NOT permitted to play in the school grounds after 3pm.

Outside of School Hours Care - OSHC

Outside School Hours Care (OSHC) is located within the Kelvin Grove State College Junior School campus in the Junior School Hall. Please contact OSHC on 3552 7419 to pre-arrange before or after school care for your child. Please complete the "Prep Collection Folder" located outside your Prep classroom if your child will be attending OSHC in the afternoon.

Access to Students During School Hours

It is school policy that all enquiries are made through the front office should you require access to your child/children during school hours. This procedure is necessary to ensure the safety of our pupils at all times. All parents must report to the Junior School office and sign in and out as directed. If it is necessary for you to collect your child during the school day for appointments, you must present to the office first, where your child will be signed out and you will be provided with an Early Departure slip. You will then be able to collect your child from their classroom – without the Early Departure slip, you will be unable to collect your child.

Parking

As an inner urban school adjacent to a University, parking will always be an issue around the streets. There is **NO PARKING** available for drop off or pick up in the car park on the KGSC grounds. Local streets have a 2-hour maximum parking restriction unless signage specifies all day parking. There is 15-minute parking available on the school side of Tank Street and School Street.

We encourage children to come to school by walking (even part of the way), carpooling, riding a bike or using public transport options.

Parents and Caregivers of Prep Students

Parents, caregivers and relatives play a vital and valued role in the education of each child. We appreciate your involvement in supporting students and encourage you to discuss with your child's teacher about how you may be able to provide assistance in the classroom.

You can do this by:

- Volunteering in the classroom and joining in with our learning experiences.
- Reading noticeboards and school newsletters that are sent to your email.
- Supporting excursions and special events.
- Reading to your child or your child reading to you daily.
- Supporting us by talking with your child about their day.
- Supporting our rules and consequences.
- Informing us of any concerns, ideas or suggestions that you have.



Parental roles and responsibilities:

- Prep year is the first year of compulsory school enrolment. Education for your child is important and regular attendance at school is essential for them to achieve their educational best.
- Ensure your child comes to school every day and on time to establish consistent school routines, positive interactions and full participation in learning activities. Students who consistently arrive late cause disruption to the class routine and their own learning.
- Taking family holidays throughout the term is discouraged.
- Read all the information in order to be familiar with our policies, routines and practices. Further information can be found in the JS Handbook for Parents on the College Website.
- Clearly label **ALL** your child's personal belongings NB: please do not label your child's booklist items.
- Discuss any concerns or questions with your teacher by appointment. We are happy to make a time to chat.
- Notify the office staff of any changes related to address, email address, phone numbers, emergency contact and phone numbers.

Lunch Suggestions

Important Information:

- Daily fruit break occurs each day at 10:00am. Please pack a fruit snack (fruit/vegetable), lunch and a healthy afternoon tea.
- **NUT FREE ZONE** - the Junior School is nut free zone. **NO NUTS** thank you: there are students with severe allergies to nuts and nut products (including Nutella and peanut butter).
- Please send food in a plastic lunchbox. **NO GLASS** items are allowed.
- **NO CANNED GOODS** (the contents of tins can be transferred to plastic containers, or a thermos, as the metal ring has been known to snap).
- Please note that we are unable to heat or refrigerate ANY food (as per Workplace Health & Safety regulations).



Planning interesting and different school lunches can be difficult. Sandwich ideas may include:

- Egg: chop hardboiled egg and mix with salad dressing. For variety, add one or a combination of the following: onion, celery, raisins, bean sprouts, lettuce, grated carrot, chopped spinach and chicken.
- Cheese: sliced or grated with salad dressing. For variety, you could add: chopped onion, dates, crushed pineapple.
- Cottage Cheese: mix with cucumber, tomatoes and chopped fruit.

- Baked Beans: plain or mashed with chopped onion and a small amount of chilli sauce or raisins.
- Fish: tuna with salad dressing: add chopped celery, apple slices or raisins. Sardines plain or with salad dressing.
- Meat: chicken sliced or chopped with salad dressing and shredded raw greens. Beef sliced with salad dressing, mustard and shredded raw greens. Turkey sliced with celery, pineapple or apple slices or chopped prunes.

Tuckshop

Our Junior School Tuckshop is run by our P&C Association and is open five days a week for both first and second breaks. Parents can order online before 8.30am using the Qkr! App ([download the Parent guide to using Qkr!](#)).

The Tuckshop offers Smart Choices meals which include items such as sandwiches, sushi, rice paper rolls, spaghetti bolognese, homemade burgers and butter chicken. Snacks are available for students to purchase over the counter at both first and second breaks. For a full list of menu items, visit our [P&C Association Website](#).

Birthdays

We celebrate each child's birthday at Prep. Please feel free to send along a NUT FREE sliced cake or cupcakes on your child's birthday, or the closest day to it.

There is also the option of ordering ice-blocks from the tuckshop. Please check with your teacher the number of children in your class to ensure we have enough for everyone to celebrate.



Toys and Treasures

PLEASE do not bring toys and treasures to school. On special occasions you will receive ample notice as to what items are appropriate to bring to school for learning purposes.

Lost Property

Please make sure that all articles of clothing and personal school equipment are clearly marked in permanent marker with your child's first and last name. Lost property items are located under the stairs at the library end of JA Block.

Prep Social Get-Togethers / Events

During the year, Prep families get together socially for a number of occasions. This is a fantastic opportunity to meet and get to know other Prep families who are sharing the learning journey with you and your child. Some of these include:

- | | |
|---|--------------------------------|
| • Harmony Day | • 100 Days of Prep Celebration |
| • Easter Hat Parade | • Under 8's Day |
| • School Disco | • Book Week Parade |
| • Trivia Night | • JS Art Show |
| • Prep Sports Fun Day | • Lapathon |
| • Mother's Day/Father's Day Afternoon Tea | • Creative Expo |



JS - Cashless Payment System

The Junior School operates a cashless payment system (no cash payments can be made at the Junior School office, please see details below). We offer a number of options where parents are able to make payment for excursions and activities.

These include:

- BPoint - This is available on the bottom of all invoices and parents can simply click on the link to make a credit card payment online
- Direct Deposit Payments made directly into the school bank account. Use your internet banking provider and our College Bank Account is BSB 064157 Account 10000544. In the reference area ensure you identify your student's surname, initial and student EQ ID and an abbreviation of the activity. (Eg: Smith B 0583736254H Prep excursion)
- Cash and Credit Card Payments - Made directly to the SUBShop located at the Senior Campus (access via L'Estrange Terrace Gate 3)
- If you find it difficult to make payment using one of the above methods, please contact our college SUBShop staff on 3552 7367 to discuss alternatives.

Excursions are an important part of our curriculum. If you are experiencing financial difficulty, please discuss this with your child's teacher in the first instance.

General Information

Sick children

Even though your child may want to come, school is not the place to be when your child is sick. Runny noses, temperatures, cold sores, open sores or discharge from ears or eyes are all indicators of possible infectious conditions. As well as risking the health of others, your own child is placed at risk of further infection at a time when immunity is low. Please keep your child at home during such times.

We also ask that parents notify the school of the absence via email on js.absence@kelvingrovesc.eq.edu.au or via phone on 3552 7444, which has a 24-hour answering machine.

Hygiene

Viruses and bacteria spread very quickly and easily amongst children in close contact. To minimise cross infection:

- Children will wash hands before eating and after toileting.
- Children will be sent home if they appear unwell.

Illness/Accident

School staff will contact parents if a child becomes ill or is involved in an accident. Should this not be possible, the school will take whatever further action is required for the child's welfare. It is imperative that parents provide current contact phone numbers for emergencies or illness to the office.

Infectious and Communicable Diseases

These can occur from time to time and parents are asked to immediately contact the school if your child has a contagious disease. Medical recommendations will then be followed.

Immunisation

Kelvin Grove State College advocates immunisation programmes for young children as recommended by the National Health and Medical Research Council. Please ask if you are unsure of the recommended immunisation schedule.

JS Parents and Citizens (JS P&C)

The Junior School Parents & Citizens (P&C) Committee members are parents and carers of kids in the Junior School. The Principal and our teaching staff are great supporters of JS P&C.

What does JS P&C do?

The JS P&C organises events to promote the wellbeing of our kids at school and a vibrant and connected KG community.

- Meet and get to know other people in the Kelvin Grove school community
- Organise a variety of social events that are fun for everyone
- Raise funds for making improvements that benefit kids and the school environment
- Ask questions, provide feedback and make suggestions for improvements to the school environment

Some of the things JS P&C has achieved:

- Maintained the 'Look Out!' flyer to help make the school pick up zone safe
- Contributed to funds raised to enable the installation of electronic whiteboards into each classroom
- Funded the installation of air conditioning in the classrooms in JA-block
- Contributed funds to build a new sandpit

Other highlights have been:

- Trivia night, Lapathon, Disco, Harmony Day celebration, KG Junior School Art Show and Library Night

Who Can Join JS P&C?

The JS P&C is made up of parents and coordinated by parents. Everyone can help!

Here's what other parents say....

"Being involved is a great way to keep up with developments at school."

"My kids are proud that I get involved in what's happening at school and help out even in small ways."

"JPAG has made it really easy for us to meet lots of interesting people and establish new friendships."

You can register your interest by emailing the JS P&C Coordinator at kgscipag@gmail.com

QUT Partnerships

Kelvin Grove State College has a Prep Collaborative Agreement with QUT. Pre-service teachers regularly visit our College from QUT for varying periods of time to observe and gain practical experience in the classroom situation. All observation sessions are prearranged and approved following strict guidelines.

Due to this strong and mutually beneficial partnership, our Prep children often have exclusive opportunities to connect with events and projects at the QUT campus. This will mean that occasionally our Prep children will travel to the QUT campus to participate in these activities.

And finally,

We look forward to building productive partnerships as we learn and grow together. We are here to provide quality Prep education for your child. Please do not hesitate to discuss any questions or concerns you may have. We are looking forward to our association with you and your child in Prep at Kelvin Grove State College in 2024.

The KGSC Junior School Team.

Notes and Questions.....

