

**St Joseph's Education Board**  
**2020 Annual General Meeting**  
**Board Committee Report**  
**Little Learners Love Literacy**

Objective for the project/committee

- Develop a pre prep Phonics program
- To teach kinder aged children the basic phonics skills before starting school
- To ensure that the program is fun and interactive for the children
- Enhance Prep enrolments for 2022 and beyond
- Promote St Joseph's as "the place to be"

Please see full report below showing a full overview of LLLL progress so far and future work to be done.

**Little Learners Love Literacy Pre-prep Program**

**Proposed timeline**

**Objective: Enhance enrolments for 2022 & promote St Joseph's as "the place to be"**

**Proposed commencement: Term 2 2021 (pilot program)**

2020 Term 4

1. Mary to contact CEM and inform them of intention to commence program in 2021
2. Confirm the space – options include after care room, cottage
  - Sq metre requirements = 3.25 per child
  - Insurance requirements = our public liability insurance will cover any liability

*Space options:*

The Cottage

- we can have 10 children in a session –this is likely to be the optimal number
- aesthetically pleasing
- provides access via the backyard and chance to showcase the school environment
- the space can be dedicated to this program and negate the need for packing up and storing equipment after a session
- there is storage space outside the room if needed

Aftercare room

- Easily fit 20+ children
- the access to the room is upstairs – this could be an issue for little children

- staircase leading to the room is aesthetically unappealing – bad for mums/dads with prams.
  - pack up and store after each session will be required
  - storage space available
3. Are there toileting legalities that we will need to consider
    - The toilet in the Cottage is adult size – will have to use the outside student toilets.
    - No close toilet access to the aftercare room.
    - Will need two adults at each session – see following notes on teacher/student ratio
  4. Confirm cleaning requirements
    - Who will clean furniture / room / toilets after each session?
  5. Confirm the teacher
    - This will depend on the day.
    - Currently being factored into decisions around staffing for 2021
  6. Commencement development of the program based on LLLL materials
    - Determine the duration of the session – 1 hr?
    - Determine the number of sessions per week
  7. Determine number of placements based on program and space – see point 2.
    - The teacher/student ratio for 3-5yr olds is possibly 1 teacher per 8 students. Mary will follow-up and confirm.
    - A possible option to consider is 1 teacher and an LSO (teacher aide) dedicated to the program
  8. Determine whether any approvals for the St J's LLLL program requires "approval" by the LLLL organisation
    - There is no 'subscription' as such with LLLL.
    - We have purchased their resources and can use to our discretion.
    - Conversation with LLL advised - "Once the products are purchased they can be used in any capacity that the purchaser sees fit"
  9. Communications/marketing: Develop the following with start date of Term 2 2021:
    - name for the program
    - "shell" flyer
    - branding (motif/symbol)
    - Do we market the program as a pilot?
    - Advertise on website with a "sign up for a free trial" link

#### 2021 Term 1

- Finalise the teaching program based on LLLL materials
- Determine the days that program will occur on and duration (based on term dates?)
- Determine the cost per session (this will need to be based on the final program, recoupment of teaching costs and cost of materials)

- Finalise and agree the number of places available
- Finalise the space and any modifications/decorations required to the room –
- Finalise costs around furnishing
- Develop enrolment form
- Determine booking process based on the final agreed number of places & date for “enrolment cut-off”
- Communications/marketing: Expressions of interest via letterbox drop of flyer, advertising (social media, boards)?

#### Term 2 2022

- Commence program week 2 of Term 2 (TBD)