CLASS INFORMATION BOOKLET

2016

Mrs Ward  Room 6  Year 3/4
Welcome
It is with great pleasure that I welcome you to Room 6, Year 3/4 this year. I am very excited for the year ahead and look forward to getting to know the children in the coming weeks.

Contact
If you have any queries, concerns or simply need to inform me of something about your child please contact me by sending a note to school with them, or alternatively, you are welcome to make an appointment with the office to speak to me. For urgent matters that may occur during school hours please, contact the front office on 9405 4007 and they will pass on the message.

Classroom/Teaching Philosophy
My first, most important task in Room 6 this year will be to begin developing positive relationships with the children and among the children themselves. I want the children in Room 6 to have a strong sense of belonging and to feel safe and secure when coming to class.
In Room 6 I will encourage the children to work to the best of their ability in order to achieve personal bests, but at the same time I want them to feel safe enough to take risks and learn from their mistakes. I will also encourage students to use their initiative and work together as a team. I am eager to get to know the children and use their strengths in order to overcome challenges they may experience.

Classroom Organisation
As you are aware this is a split class with students from Year 3 and 4. During class time the children will continue to be catered for at their own level, as they would in any other class. As in any class, there will be students working below, at and above their expected achievement level, therefore the children will be extended or provided with extra support as necessary. There will also be times where I will be able to take each year group separately (during sport and choir), this will allow me time to work on year level specific content and help prepare Year 3 students more explicitly for the NAPLAN test.

Teaching Methods
I use a variety of teaching strategies throughout the year in order to achieve the best results from the students. I will also strive to provide engaging programs to enhance the children’s natural motivation to complete tasks. The teaching strategies will also depend on what works best for your child. As I get to know them I will adjust my teaching strategies to suit the needs of the children in the class. I like to start with group activities and partner work as this allows children to participate in a non-threatening manner and allows me to see how they function in groups and with others.

Supporting Positive Student Behaviour
In Room 6 the children have been involved in the process of creating the Classroom Rules. I have also implemented a number of positive reinforcement strategies. In term one, children will be allocated marbles as a group and each child will also have an individual stamp chart in order to be rewarded individually for their efforts. The marbles collected as a group will also contribute to a whole class collection to encourage children to work as a team and develop a sense of community within the classroom.
Rewards will be suggested by the children in order to increase the motivation to achieve a reward.
I also use a ‘Levels of Behaviour’ system in order to help the children make good choices when it comes to behaviour. The children start on the ‘green’ each day; if they are not following our class rules they will progress through the yellow, orange and red levels. The yellow is a warning; the consequence will depend on the behaviour. The orange is a second warning and if your child reaches this point I will send a note home to be signed by
parents/carers. In the unlikely event that the child continues not to change the undesired behaviour, they will enter the red zone and be sent to the office. Extreme behaviours will be fast tracked the red zone.

**Specialist Areas**  
Music – Monday 8.45-9.45am  
LOTE (Mandarin) - Tuesday 2.00-3.00pm  
Physical Education - Thursday 9.45-10.45am  
Visual Arts – Friday 9.45-10.45am

**Homework**  
Students will always have (Monday –Thursday)  
- 15 mins of reading (minimum)  
- Spelling words practice  
- Timetables practice  
I often also include a worksheet or activity to be completed in the week revising a topic covered in class. If your child is having difficulty with something sent home please notify me.  
If they are reading chapter books, please try to encourage them to complete a whole book before reading a new one.  
Homework will be checked every Friday so please sign your child’s homework book each day. If your child is unable to complete the homework assigned to them please send a note. Students are strongly encouraged to complete their homework.

**Library**  
On Wednesday morning we will spend an hour in the library each week. In this time children will exchange their library books and learn valuable library research skills. Please try to help your child remember their library bags and books for this day.

**Parent Help**  
If you have any time to spare during the week and would like to help in the classroom please let me know when you are available and how often you could help. I understand everyone has very busy schedules these days, but if you think you can spare some time I would love to hear from you.

**ICT/Computer**  
During our computer sessions we will be completing some activities on cybersafety to ensure that students understand how important this is when accessing the Internet, both here and at home.  
We will be learning computer coding using materials sourced from code.org. Students will learn through problem-solving how to write code in order to have the computer do something that they have planned.

**School Website/School App**  
The school website and the app are your ‘one stop’ shop for information about the school, including events, upcoming activities and online forms. Please download the school app as soon as possible from either the App Store or Google Play. The app’s name is Updat-ed and it is free to download. Further instructions are on the website.

**Absences/Attendance**  
Any absence from school must be supported by an explanation – this can be by note, email, phone call to the office (9405 4007), or by using our online absentee form from the link on the home page of our website. Explanations must be made within three days of the
student returning to school. Family holidays during term time must be notified in advance and in writing to the principal.

**Incursions, swimming lessons and excursions**
These occur from time to time during the year and payment should be made as soon as possible with the return of any permission slips. See the Contributions and Charges sheet on the school website for more details.

**Newsletters**
These are published on the website fortnightly on Friday commencing in Week 1. If we have your email address on file you will receive an email alert to indicate that the newsletter has been published and links to it. Important information is always placed in the newsletter.

**Bullying/graffiti**
The school has a zero-tolerance policy to both bullying and graffiti. In the case of the former, please contact the classroom teacher in the first instance if you believe that it is occurring. The sooner we know about it the sooner we can deal with it.

**Uniform and School Hats**
School uniforms must be worn each day. They are available from Uniform Concepts in Joondalup. The school has a *no-no play in the sun* policy – only bucket, broad-brimmed or Legionnaires styles are permitted. Caps are no longer part of the school uniform.