

CLASS INFORMATION BOOKLET

2017



Mrs Gail Baily & Mrs Diane Milentis
Room 8 Year 4/5

Welcome to Year 4/5, 2017

We would like to welcome both students and family members to Year 4/5 in 2016. Our aim to establish a harmonious classroom atmosphere with emphasis on cooperation, consideration and individual effort. Attention will be given to developing a healthy self-image with the aim of improving/enhancing confidence and independence in all aspects of primary school life in preparation for their next big step, that of entering the secondary level of education.

We will encourage enthusiastic participation without denying the rights/needs of other children to learn without disruption and without impinging on our rights/needs as a teacher.

Classroom Organisation Cooperative Learning

We wholeheartedly believe in cooperative learning in the classroom. We like to place the students in mixed ability groups so they may help each other during the learning process. Research has shown that all students do better when they are allowed to discuss and defend their ideas as they learn. Working in small groups also helps students learn valuable social skills they will need throughout life.

Values

'Values' is always a focus and as such an emphasis will be placed on bullying, reminding students about it and discussing the elements of many values including tolerance, consideration, honesty, trust, caring and respect. We will also be looking at 'Rights and Responsibilities', 'Problem Solving' and 'Active Listening'. We encourage parents to reinforce these elements in the home environment.

Independence and Responsibility

In Year 4 and 5 students are expected to become more independent and responsible for their actions and effort. It is the perfect time to start preparation for high school life. We encourage students to rely less on parents to do things for them in regards to school and to be organised for school each day. We also promote students becoming more responsible for getting homework done on time, placing items of need into their school bags, and making sure parents receive information on the day it is sent home.

Resources and Equipment

It would be appreciated if parents could **check** with students on a **regular** basis throughout the year regarding the quality and quantity of personal equipment and resources – eg pens, pencils, glue, sharpener, calculator etc. It is very frustrating and annoying when work time is compromised due to lack of basic equipment and necessary resources. Unfortunately students often don't remember to ask parents for replacements and only remember their needs when they require them - which is too late!

Snack & Sip

We have found it beneficial for the class to have a water bottle on their desk to prevent dehydration. Plain water is the only beverage permitted, and the bottle must have a secure lid. Water bottles should be taken home regularly to be cleaned. Studies have shown that when students eat a good breakfast in the morning, they do better in school. We realise some students have difficulty eating a good breakfast due to lack of time or lack of hunger early in the morning. Students may bring a small fruit or vegetable snack to eat in the classroom during the first morning session (nothing sticky or messy). Fresh fruit and vegetables cut into small pieces are best.

Teaching Methods

Maths

In our experience, students cannot move on to higher level reasoning in mathematics until they master their basic maths facts. In addition to regular maths assignments, your child will be performing daily drills until he or she has mastered the basic facts. You can help them prepare by studying with flashcards or having them spend 15 minutes a day revising their times tables and any other area that requires revision. **StudyLadder** is a very useful free internet site which students can use to reinforce maths concepts. You can even call out maths facts to your child while driving in the car or waiting in line at the supermarket. Mastering times tables is particularly challenging, so when everyone knows their times tables we will celebrate!

Maths Word Problems, Calculator Use

Students will be learning to solve increasingly complex mathematical word problems this year. It's important that they learn to use a calculator as a problem-solving tool. Students may use calculators to complete maths homework problems that involve geometry, fractions, word problems, etc. However, students may not use calculators for skill drills and basic computation.

English

Reading

Guided reading forms one part of the instructional side of teaching reading. This approach involves the teacher working with a small group of students who demonstrate similar reading behaviours and can all read similar levels of texts. The text is easy enough for students to read with teacher support. It is easy enough for students to read with some fluency. Students focus on meaning, but use problem-solving strategies to figure out words they don't know, deal with difficult sentence structure, and understand concepts or ideas they have never before encountered in print. Guided reading gives students the chance to apply the strategies they already know to new text. The ultimate goal is independent reading. Students need to try to read for a minimum of 120 minutes (or 2 hours) per week. We encourage them to read a variety of books. They can even read magazines and newspaper articles! If you see an article in the paper that might interest your child, please clip it out and share it with them.

Spelling

Spelling is taught on a fortnightly rotation with the first week introducing the words, looking at the various rules and phonic patterns and teaching the students how to remember to spell each word. The second week is dedicated to consolidation and testing for understanding.

Writing

All forms of writing will be taught with an emphasis on narrative (story) and persuasive writing. Students will focus on elaborating their thoughts and ideas to make it interesting for the reader and looking at the different purposes for writing.

ICT/ Computer

All students will be involved in activities about cyber safety. In Year 4 & 5, the program used is 'Budd:e'. 'Budd:e' is education about the risks people take by going online, and the possible consequences of those risks. It's also education about the technical and behavioural measures we can all use to help reduce our risk and bolster online security — security for people, for internet devices, and for personal data. The computers will also be used for research, word processing and coding.

Specialist Programmes

The specialist teachers will be sending home more information about their particular programme in the near future. Room 8 students will have the following specialist classes.

LOTE - (Mandarin) - Year 4 only Monday

Phys Ed - (Monday) Students wear appropriate clothing and footwear for these classes. Our Phys Ed class is on Mondays and Sport is on Wednesdays. If you feel they should not participate in PE on a particular day, please write a note stating the reason. All children will be expected to participate unless they have a medical note excusing them.

Art - (Wednesday) students need to bring an art shirt to use to cover their school clothes. Art is on Friday.

Music - Wednesday

ICT - Thursday

Choir - (Thursday and every second Friday) This is for those students who opted to join the Choir

Class Organisation

Daily Schedule

Class Begins	8:45
Recess	10:45 -11:05
Lunch	1:05 - 1:50
School Ends	3:00

At the beginning of the day students place their bags outside the classroom under the benches. At 8.30 the door will be open for students to bring their belongings inside and prepare for the day. (Put their books/belongings away) They may sit and read or talk quietly with their friends until the first siren, after which they will be expected to sit at their desks in readiness to start the day.

Supporting Positive Behaviour

The school motto is **CARING**. A caring attitude will be continually encouraged and reinforced both in the classroom and within the playground. Inconsiderate behaviour towards others will not be accepted, and appropriate behaviour modification procedures will be implemented. Our class rule is **RESPECT**.

Rationale

All children have the right to learn. Classroom management is about engaging children in learning. In line with this, the class developed a purpose statement:

'We come to school to learn, make friends, have fun, and practise behaviours that will help us in the future.'

Classroom Rules (discussed with students)

Produce work of a high standard.

Work quietly without disturbing the other children in the class.

Follow all instructions given by the teacher. Don't fiddle during instructions.

Encourage others. No put downs!

Express opinions appropriately and speak politely and respectfully to each other.

Treat all personal and classroom property responsibly and correctly.

Move around the classroom safely and quietly.

Use good manners whenever appropriate.

Rewards (discussed with students)

Learning occurs in a safe environment.

Make brain choices rather than feelings based choices.

Peer/class respect, cooperation and assistance.

Strength and respect for positive choices.

Praise from others.

Privileges.

Consequences (steps) – (discussed with students)

Step 1: Low key response. Teacher - says the student's name; makes eye contact; moves nearer to the student.

Step 2: Warning/Reminder. Teacher - makes a specific request to stop the behaviour; uses the Levels of Behaviour chart to point out the behaviour; reminds student they are using a yellow/orange behaviour choice and redirects them to a green behaviour choice.

Step 3: Time out in class. Student is to be moved to an area away from their desk and other students to have timeout. Teacher to discuss the problem/reasons and resolution with the them. Time out could also be completed in the wet area outside the class under the teacher's supervision.

Step 4: Time out in buddy class. Teacher to escort student to buddy class. (Room 9 is the designated buddy class). Teacher to discuss the problems/reasons and resolution with the student at the next convenient break.

Step 5: Administration notification. Teacher to explain behaviour and steps taken to administration. Administration to decide on further actions (if any). Severe behaviour will be immediately fast-tracked to administration.

Comments

Red behaviours require administration notification. In the event of any threat to students or staff, a phone call will be made to the office, or a red card will be sent to the office, requesting immediate assistance in the classroom. The Whole School Supporting Positive Student Behaviour Plan outlines the steps that will then be taken.

An Individual Behaviour Management Plan will be developed for children who have continued behaviour issues. This will be done in consultation with the parents, teacher, School Psychologist, and Associate Principal and/or Principal.

Home or school factors may affect your child's behaviour or performance, so please don't hesitate to discuss issues with us - your child's well-being is important to us. School rules will be reinforced to ensure that students completely understand what is expected of them. Playground misdemeanours are dealt with by teachers on duty and/or Administration personnel. Again, you will be notified of repeat offences. Having a CARING & SAFE environment for ALL is very important.

If you become aware that your child has a problem at school, **PLEASE** let us know and we will endeavour to assist in sorting things out or seek assistance from our Administration Team and/or Chaplain - Don't let it fester at home and let it become a major problem. The school has a zero tolerance to both **Bullying and Graffiti**. Please report any situations where you think bullying is occurring, to us as soon as possible. If graffiti is found on a student's personal items they will be asked to remove it, or if it can't be removed the student will be asked to replace the item(s).

Socialisation

It is common for children in this age group to have formed some strong friendships but occasionally there are dramatic "break - ups" which cut deep and emotions run high. From past experience we can only say that it is wise to listen and hurt along with your child should this happen, but try to **AVOID** becoming involved if at all possible. **USUALLY** the problems can be best dealt with by the children themselves. As most of these situations arise in the playground we are often unaware of what is happening. A note, email or phone call to inform us of this type of situation or any other emotional problems/upsets is welcomed so we can "understand and hopefully best support your child's needs.

Incursions/Swimming/Excursions

During the year, students will be offered the opportunity to attend swimming lessons at the pool and various incursions and possible excursions which support their learning.

Homework/Classwork

We believe homework is necessary for practising skills that have been learned or for enriching the classroom experience. On the other hand, we don't believe in overloading students! We will generally provide regular homework on a weekly basis with some supplementary finishing off and Design and Technology or research tasks. In some cases, homework will include class work that was not finished at school. We try to give ample time in class for the completion of assignments, but some students work more slowly and may need to finish it at home.

Each child will be expected to have completed the week's homework by **Monday** morning before school.

Students are given an activity book in which to do their homework and it would be appreciated if parents could check that it has been completed and presented neatly. It may be a good opportunity at this stage if you have not already done so, to:

1. Set up an area where your child is able to sit and do their homework carefully (rather than on the bed or floor).
2. Establish a timetable of after school activities ensuring there is sufficient time to complete homework as well as enter into leisure activities.

If a student fails to hand in completed homework on more than two occasions, parents may be contacted to ask for their support in reinforcing the importance of completing future homework on time or to offer suggestions as to why the homework is not being done.

A minimum of 15 minutes of reading each night as well as practising times tables and basic number combinations is welcomed as part of the evening's routine. (If for some reason formal homework is not given then the above activity times should be lengthened).

Consistently failing to hand in homework will be noted on school reports.

Organisation is the key to success!

If a student is unable to do their homework for a particular reason, it would be appreciated if parents could **send a note excusing their child from completing the homework**. This way we have an understanding that the homework was not done due to circumstances rather than just forgetfulness or laziness.

We would be happy to speak to any parent who does not want their child to participate in regular homework practices or who feels their child will be unable to fulfil the homework requirements.

Absences/Attendance

Regular school attendance is critical to the learning process. Our school day officially starts at 8:45am; however the classroom door will be open at 8.30am so students can get ready for the day. When your child is absent he or she misses valuable instructional time. We ask that you consider carefully before taking your child on holidays during school terms. If you are taking your child out of school for a holiday; you should inform the Principal in writing prior to leaving. When children are not well, we encourage you to keep them home. Please send **a written note or complete the online absentee form** whenever your child is absent.

Leaving School

It is school policy that in the interests of your child's safety, should a child be required to leave the school for an appointment or any other reason after they have arrived at school, a parent or other supervising adult must sign the student out. A note of intention at the start of the day will give the teacher notice, however it is not sufficient in itself. To sign a student out parents/carers **must first** complete a form at **the front office** and take it to the child's teacher before the child will be released. Students may not leave the school alone during school hours for any reason once they have arrived for the day.

Newsletters

Newsletters are published online fortnightly on a Friday. Parents will receive an alert plus information on the app.

Canteen

The canteen is open from Tuesday to Friday at recess and lunch times. Orders can be made online or at school. Please see the website for more details.

Uniform and School Hats

All students are encouraged to wear the school uniform every day. Please see the school website for more details. On Phys Ed and Sports days, students are permitted to wear their faction T-Shirt. It is compulsory for students to wear a hat when they are outdoors. The only hats approved to be worn at school are the bucket, wide-brimmed or legionnaire's style of hat.

Contacting the School/Teacher

During the course of the year there may be times when you feel a problem has arisen involving your child at school. Please don't hesitate to send a note, email or ring the school secretary to arrange a meeting with either one of us, so we can work toward resolving the matter.

We may make contact with you at home during the evening by phone or email if we feel it is important to do so. Often problems are not obvious as students are very good at disguising situations for fear of retribution from their peers.

Remember, we can't help if we don't know about a problem. If you feel any matter requires urgent attention, please contact us as soon as possible.

School Phone number: 9405 4007

Email address: Gail.Baily@education.wa.edu.au
Diane.Milentis@education.wa.edu.au

We look forward to a happy, successful and rewarding year in 2017.

Gail Baily & Diane Milentis