

TB 3.1 Parent Information 2018

Dear Parents and Caregivers,

Enclosed is an outline of our classroom procedures, routines and policies which I hope you will find helpful during the school year.

TB 3.1 Staff

Miss Lisa Harris – Classroom Teacher

Ms Trudie Trew – Special Needs Assistant

Special Days / Lessons

Tuesday	Sport Art	Miss de Oliveira - Hats, water bottles and joggers are required. Mrs Fitzpatrick
Wednesday	Library	Please provide a library bag as all students are expected to borrow. Reading is a part of the curriculum.
Thursday	Music	Mrs Lewis
Friday	Science	Theodosiou

Morning Routine

The school gates open at 8:20am. If students arrive at this time they must wait quietly on the benches outside their classroom. Classroom doors open at **8:30am**. At this time students are expected to get themselves prepared for the day. This includes; placing a chair at their desk and placing their crunch and sip/drink bottles on their desk. Once prepared, students are to commence their spelling activities. Classes begin promptly at **8:40am**. Parents are reminded that it is school policy for students to obtain a late note from the office if they arrive at school after 8:40am when the school bell goes.

Absences/Lateness

Please advise myself or the school office of all absences as the school is required to record a reason for the absence. If your child arrives at school after 8:40am, please take them straight to the office to receive a late note. Lakelands Primary School takes part in an SMS program that will notify you by a nominated mobile number if your child is recorded as absent.

Home Readers

Students will use their library book as their home reader. You can support your child's reading progress by assisting them with home reading; asking questions about the illustrations and text, discussing the characters and setting and giving positive feedback.

It is expected that all students read for 20 minutes every night. I ask that your child record the details of their reading daily in their diary and has your signature to confirm these details.

Classroom website:

I have a classroom website. This website is a communication tool to keep the students and their families up to date with what is happening in 3.1, most of the classroom learning activities will be displayed on here. It is very helpful in enabling your child access to revision and consolidation of concepts we are covering in class.

The class website is new and still under early construction, your patience greatly appreciated. Please remember it is a working document that is updated according to the needs of the students. A literary text may take 5 -10 weeks as a unit of work depending on what content we are trying to achieve.

Website address: missharris2.weebly.com

Homework

It is expected that each student will read for 20 minutes every night. Additional homework will be provided including a timetables practice and spelling activity suggestions.

These will also be placed digitally on my classroom website: missharris2.weebly.com under '**Handy Documents**'

Changes to Personal Details/Circumstances

Please inform the office administration staff of any personal changes such as medical issues, custody arrangements or a change of contacts or address. It is important for the safety and wellbeing of your child that the school is aware of any changes as it allows for us to fully support their development and get in contact with you when necessary.

Classroom Rules, Rewards & Consequences

In order to encourage positive behaviour at school and in the classroom I am using Class Dojo as a behaviour management tool. Each student has been given a password and parent password (note with these details has already been sent home). Class Dojo is effective as students can earn points for positive behaviour. Students who demonstrate negative behaviour (**such as being sent to time out**) receive negative Dojo points. Parents are able to check their child's behaviour with the parent password. Class Dojo is available as an App. for both Apple and Android, and on PC. The students will be working towards 5 weekly percentage goals rewards. These rewards will be negotiated with the children.

The students and I have discussed the expected behaviour standards for Lakelands Primary School and will revise these regularly. We have also gone over the class rules, which are displayed in our room. Our school follows the 1-2-3 Magic behaviour management system. The

program is based on a consistent approach to behaviours that we wish to promote and those we aim to stop.

Stationary / Equipment

Learning to manage stationery and belongings may be a new experience for many children, so name labels on every single item would be extremely helpful and will assist in the return of misplaced items. Also middle primary children tend to go through stationery items at an alarming rate, therefore; I will request the checking of stationery regularly and send home requests for top up materials as required.

Crunch & Sip

Our school participates in the Crunch & Sip program encouraging children to eat fresh fruit or vegetables and drink water on a daily basis. Our class does not have a set time for Crunch & Sip as I am encouraging the students to self-manage. Before recess, the students are able to have their fruit when they feel hungry. The students have access to their water bottles throughout the day when they are thirsty. Please provide your child with a piece of fruit to eat and a water bottle as it is no longer supplied by the school.

Individual Meeting/Concerns:

For **informal** questions or discussions please feel free to come in and see me before or after school. Alternatively, if you would like to discuss your child's academic progress, behaviour or if you have any concerns, please make a formal appointment to meet with me. I am available after school on most days from around 3.00pm.

Please be aware parent meetings will be held in **Week 8-10** and you will receive more information later in the term.

I am currently working at gathering data on each student's ability and this will help to inform planning and generate GEPs and IEPs if needed.

Parent Contact:

If you have access to the Internet, I am more than happy to communicate via the Class Dojo messenger system. All electronic communications will be confidential.

Please note: I will not usually respond to emails on the weekends, or after 5pm during the week.

Collaborative Planning:

All Year 4 teachers will be collaborative planning to ensure consistency in the delivery of the Curriculum across all 3 classes.

I look forward to working with you throughout 2018. I'm sure it will be a productive and exciting year for us all.

Kind Regards,

Lisa Harris

Classroom Teacher

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