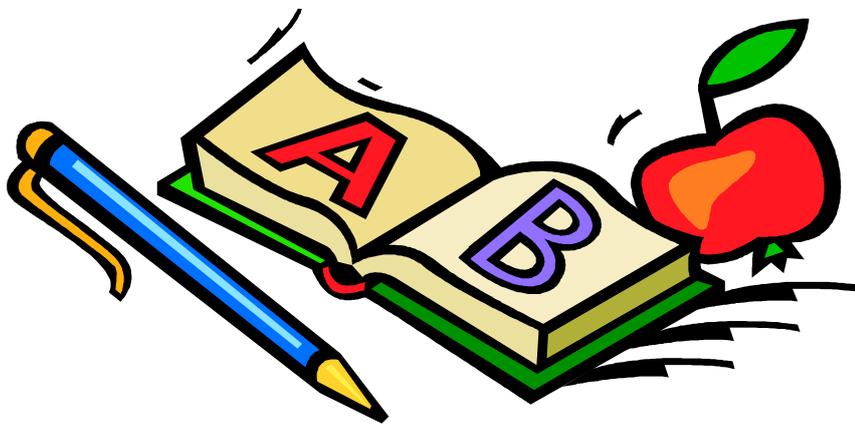


Como Primary School ~ Room 1

# Class Policy and Parent Information 2017



**Teacher**  
Ms Loralie Edgecombe

# Class Policy 2017

## Room 1

Classroom Teacher: Ms Loralie Edgecombe

Education Assistants: Mrs Sharon Buckingham  
Mrs Bev Forwood  
Mrs Taleene Ruddell

The primary role of Mrs Buckingham, Mrs Forwood and Mrs Ruddell will be to present prepared learning activities to children as well as guide and assist individual or small groups of children as required.

### General Objectives:

1. To develop an atmosphere in which children desire to make progress and improve.
2. To develop the various abilities of each child by striving to meet the needs of the individual.
3. To encourage and develop the virtues of honesty, co-operation and fairness.
4. To develop self-confidence and respect for others.
5. To develop a desire for excellence in all areas of endeavour and pride in achievement.

### The Classroom Environment:

The classroom will be inviting, stimulating and encourage children to feel safe, comfortable and ultimately work to their full potential. Most learning activities will be introduced and modelled on the mat areas in the classroom. Depending on the activity, the children will sometimes remain on the mat or move to their desks to complete the tasks.

The children will commence the year seated in rows to maximise each child's view of the interactive Prowise board, which is an integral tool in implementing and assisting learning activities. Seating arrangements are fluid and will be altered from time to time to ensure positive and optimal learning opportunities are maintained.

As well as working individually, children will have opportunities to work collaboratively in small and large groups.

Whole school commitments are displayed in the classroom. Commitments specifically related to students will be discussed in the classroom and referred to on a regular basis.

### Classroom Rules:

1. Listen when the teacher is talking.
2. Hand up to talk, no calling out.
3. Walk in the classroom.
4. Hands to yourself.
5. Ask to use other people's equipment.

## School Rules:

1. We should treat people fairly, respectfully, equally and with consideration for their feelings.
2. Teachers have the right to teach. Teacher instructions must be followed.
3. Children have the right to learn in a quiet environment.
4. We should dress neatly and be clean and tidy at all times.
5. We should only touch others/school's property if we have permission and then treatment should be with as much respect, if not more than for our own property.
6. We should treat visitors with respect, that is, behave and be polite.

Como Primary has a very successful Student Behaviour Policy and Procedures program which is consistent throughout the whole school. It requires the children to accept responsibility for their own behaviour. Children are given the opportunity to identify their inappropriate behaviour and discuss positive, alternative options. Should inappropriate behaviour continue to occur, a note will be made in the classroom behaviour file and the child will be made aware of the entry. There may be occasions when inappropriate behaviour will require the completion of a white, green, yellow or blue form, with escalating levels of consequence. Parents will be informed if this occurs.

An orange form is completed by teachers other than the classroom teacher if inappropriate behaviour occurs either inside or outside a classroom. The orange form is presented to the classroom teacher who decides the appropriate action. Orange forms are also used to advise classroom teachers of incidents that have occurred that may not necessarily involve inappropriate behaviour, such as a child being injured during recess.

A variety of strategies will be undertaken in the classroom to promote positive and appropriate behaviours. Class and school rules will be regularly discussed and reviewed. Incentives and rewards including verbal praise, stickers, house cards and class privileges will be allocated to highlight and reinforce correct behaviours.

## Attendance

The attendance roll is a legal document. If a child is absent, a notation is made on the roll. An absence must be supported either in writing by the parent/guardian, by telephoning, emailing or verbally explaining the absence of the child. If children arrive at the classroom after 8.50am they will be recorded as being late.

In instances where a child needs to be collected during school hours, parents or guardians must attend the front office to provide details. A yellow slip will be completed and needs to be given to the classroom teacher in order for a child to be released from class.

## The School Diary:

The school diary will be used to record reading, homework, reminders and any other matters that need to be addressed. Parents are encouraged to read and sign their child's diary each day. Absence explanations can be written in the diary as can other information that may need to be provided. The school diary should be brought to school every day.

## Parent Involvement

Parental help is always greatly appreciated and will assist to build and maintain a positive relationship between school and home. In fact, parental involvement may be requested from time to time to assist, particularly with excursions.

Parents are welcome to visit the classroom after school to view children's work. In addition, arrangements can be made to discuss progress or matters of concern at a mutually convenient time. An appointment can be made by phone, letter or via your child's diary.

Parents can keep up with current school news, important events and activities by reading the weekly newsletters. School newsletters are emailed to parents. Please ensure your email address is listed, and kept up to date, through the school office.

## Uniform and Equipment

Como Primary has a 'no hat, no play' policy and the wide brim hat available from the Uniform Shop is part of the uniform. Children are required to wear their school hat during recess and lunch breaks as well as before school and when participating in learning activities outside the classroom. Please ensure your child brings their hat to school every day. Closed in shoes also form part of the school uniform and they should always be worn to school.

It is important that your child has all the equipment required to promote their learning during the year. It may be necessary to replenish stationary supplies in the latter part of the year.

*To avoid loss of clothing or equipment, please label all items.*

## Drink Bottles

Drink bottles with a 'pop top' are allowed in the classroom and this is encouraged during the warmer months. However, drink bottles must only contain water.

## Learning Areas

### English

This includes the strands of Language, Literature and Literacy and will develop children's understanding, skills and knowledge in Listening, Reading, Spelling, Speaking and Writing.

**Reading:** A variety of materials including basal text, big books, SRA and Read Around, Write About comprehension programs will be shared in class as the basis of learning activities. The children will participate in individual and group, modelled, guided and shared reading activities. They will take home books for home reading and also participate in silent reading most days. The home readers will also be read during the morning reading program and changed daily. Parents are welcome to assist with the morning reading program which operates from Monday to Thursday, 8.45 to 9.00am. A roster is attached to the classroom door to allow parents to select days that best suit their schedules.

Sight words are an integral part of achieving reading fluency. Sight words should be practised each day at home and will be assessed once a week in the classroom. If fluency has been achieved a new list will be provided.

**Writing:** A variety of text types including narrative, recount, procedure, report and persuasive text will be presented to the children during the year and diary writing will encourage children to write on a subject of their choice. Whole group discussions will encourage children to formulate ideas prior to writing, and modelling will reinforce correct forms of writing.

**Spelling:** The Soundwaves program has been implemented in the whole school. A unit of work based on set lists of words is presented each week to the children. Activities are undertaken in the classroom and also reinforced with activities to be undertaken at home. A spelling test will be conducted on Fridays.

**Listening and Speaking:** The children will be provided with opportunities to express themselves orally through structured 'news' sessions. Discussions will be an integral part of learning activities and all children will be encouraged to participate whether it is whole group, small group or pair's discussion.

**Handwriting:** The New South Wales Foundation script will be taught. Children will be encouraged to develop and maintain a neat and legible style. Correct pencil grip and posture will be continually monitored.

## Maths

Specific strands in the Maths curriculum are Number and Algebra, Measurement and Geometry as well as Statistics and Probability. Learning activities will include the use of concrete materials in addition to oral and written activities. A maths book will be provided for the children to work on at the start of the day, Monday to Thursday. Assistance may be required with reading some instructions, however it is important that the children complete the activities themselves. Only one page should be completed each day and pages marked with a tag need to be completed before a new page is started.

## Science

Science will incorporate the sub-strands Biological Sciences, Chemical Sciences, Earth and Space Sciences and Physical Sciences. The focus will be on providing hands-on activities that encourage children to predict, conduct experiments, make discoveries and record observations.

## History and Social Science (HASS)

The children will be exploring history with a focus on family history. This will provide the opportunity for them to recognise, appreciate and relate aspects of the past to our daily life, family and local community.

Geography lessons will focus on natural, managed and constructed features of places and also include identifying change, how to care for places and the connection people have to places.

## Design and Digital Technology

The Design and Digital Technologies curriculum will provide children with the opportunity to create solutions while designing and producing products as well as explore digital systems. Activities will also focus on developing and strengthening creativity, critical thinking, problem solving, communication and collaboration skills.

In addition, learning technologies (interactive whiteboard, calculators, iPads etc) will be integrated with other learning areas wherever possible. The children will also have the opportunity to regularly use the classroom computers and touch typing programs will be introduced to develop and increase children's typing fluency.

### Health

Health lessons will be aimed at encouraging good health habits as well as safe and common sense behaviour at all times. The Virtues Program will be inter-related with our Health Program.

Como Primary School has implemented a Nutrition Policy which can be accessed on the school website. We do celebrate birthdays in Room 1 and parents are welcome to provide cakes for their children to share with class members. However, individual cupcakes or muffins are preferred to whole cakes.

### Physical Education

Children will participate in fitness and skills activities which will include two half hour PMP sessions and a one hour Physical Education session each week with Mrs Cartwright-Worrell. It is important that they have appropriate footwear and a hat. All children will be expected to participate in fitness activities unless they have a note from a parent to state otherwise. Parental assistance with PMP activities is vital. Volunteer requests, with sections to complete and return, will be sent home at the beginning of each semester.

### Art

The art specialist, Mrs MacDonald, will take Art and Craft for an hour each week. Varied activities will be provided for the children to experience.

### Music

Madame Lissienko will conduct a music lesson for an hour each week. It will include dance, music skills and singing.

### Library

The children will learn library skills and exchange library books during one half hour session each week. Our class is timetabled to exchange library books on Thursday afternoons. All library books should be returned on or before Thursday morning and placed in the green crate that will be located on the front mat of the classroom on Wednesday and Thursday mornings. A second crate will also be available for library bags to be placed into. All children must have a library bag in order to borrow books. It should be noted that the classroom that achieves the highest return rate earns the privilege of having George and the current World Guinness Book in their classroom for a week.

### Reporting

Como Primary has rigorous benchmarks in place for literacy and numeracy. Formal reporting occurs in Term 2 and Term 4 when written reports are sent home. An interim report will also

be issued in Term 1. In addition, the whole school participates in an open classroom night, which occurs in Term 3.

I am looking forward to working with all the children and having a wonderful year.

Ms Edgecombe  
Classroom Teacher