



ROOM 6

Year 2

CLASSROOM POLICY

2017



ROOM 6 CLASSROOM POLICY AND INFORMATION

INFORMATION

The classroom teachers for Year 2, Room 6 are Ms Helen Falek and Ms Jo Hitchcock. Ms Hitchcock will be teaching Monday and Tuesday. Ms Falek will be teaching Wednesday, Thursday and Friday.

The class will be well supported by other members of the staff in a variety of subjects.

Our email addresses are as follows:

helen.falek@education.wa.edu.au

joanna.hitchcock@education.wa.edu.au

GENERAL OBJECTIVES

- To develop a positive and re-assuring atmosphere for the children.
- To develop in the children a positive self concept and sense of worth by:
 - ⇒ recognising and accepting one's uniqueness
 - ⇒ acting independently
 - ⇒ being realistically aware of one's limitations
 - ⇒ believing that one is entitled to adequate consideration
 - ⇒ developing a sensitivity to other people
 - ⇒ nurturing a sense of humour
- To develop and encourage the qualities of respect, honesty and thoughtfulness, cooperation and fairness.
- To develop a desire for excellence in all areas of endeavour and be proud to display efforts in the classroom, school and wider community.
- To stir curiosity, encourage problem solving, and produce a confident, active, thoughtful, reading-and-writing kind of child, who copes with school and with an increasingly difficult adult society.
- To encourage collaborative, co-operative learning.

To achieve the general objectives of the classroom, the expertise of the support staff will be used for Music, Art, LOTE (French), Health and Physical Education.

SCHOOL COMMITMENTS - STUDENTS

- ❖ High expectations of presentation – all work
- ❖ Repeating of work not up to standard
- ❖ Develop excellent handwriting and presentation skills in all students with a significant emphasis in Term One – School to use NSW Foundation text
- ❖ High expectations of student performance in behaviour, academics, uniform presentation, class movements, class tone and values
- ❖ The setting of rigorous benchmarks for all students in literacy and numeracy
- ❖ Strong accountability through collaborative goal setting and targeted feedback

INCENTIVES

Positive reinforcement is given to the children by way of House Points, Honour Certificates, stickers, group points, prizes, individual certificates, class games, stamps, verbal praise and written praise on work or as a comment in their school diary.

Children are expected to comply with the Como Primary School rules which cover courtesy, consideration, diligence, cooperation and orderliness. (For further information see Como Primary School Handbook).

The children will recognise the need for limitations so as to have a happy and learning-efficient classroom.

CLASS RULES

The class rules are on display in the classroom and have been discussed with the children. They are:

1. Listen and always follow Teacher's instruction
2. Silence - when working independently
3. Don't interrupt or distract others while working
4. Hand up to speak
5. Keep hands, feet and objects to ourselves

MSB POLICY

This is a whole school behaviour management programme based on the ten-step approach by William Glasser. These are Como School's rules which puts the onus on the child (with the guidance of the teacher) to work things out. If a child breaks these rules a set procedure is followed.

School Rules

1. We should treat people fairly, respectfully, equally and with consideration for their feelings.
2. Teachers have the right to teach.
3. Children have the right to learn in a quiet environment as well as in the classroom.
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.

If they fail to work it out these things may happen:

1. White form to be completed. Isolated in classroom.
2. Green form to be completed. Isolated from classroom
3. Yellow form to be completed. Isolated from classroom. Parent contact. Letter requesting interview posted to parents or phone call.
4. Blue form and letter posted to parents. Internal suspension.
5. Out of school suspension. Suspension advice posted to parents.

There is an Orange form used by staff who are not the child's classroom teacher. This is followed up by the classroom teacher.

NB It is our policy that in all cases where there are continued/serious concerns, parents are contacted.

BOOK/FILE WORK and EQUIPMENT

An objective of "Only Our Best" in all subject areas will be encouraged. Please ensure your child has all the necessary school equipment at various intervals throughout the year as the need to borrow from others is distracting. Parents may be asked to supply additional items as equipment is used up or lost. A note will be sent via your child's diary as the need arises.

Please label all pencils, rulers, books etc so that if they are lost they can be returned to your child. You would be surprised at how many pencils are picked up at the end of the day with no names and no one missing anything.

REPORTING TO PARENTS

Reporting to parents in 2017 will be as follows:

- Term 1 Parent afternoon meeting
Interim Report
- Term 2 Formal first semester report
- Term 3 Proposed open classroom and learning journey
- Term 4 Final second semester report

HOMEWORK:

At Year 2 level, 10-15 minutes homework per night should be sufficient, with the underlying aim being to instil responsible habits. We expect homework to be done on Monday, Tuesday, Wednesday, Thursday and Friday nights. During homework time, the children might be practising spelling words, learning times tables, revising some basic facts in maths, or completing unfinished assignments.

Homework Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Reading Minute Maths Spelling	Reading Minute Maths Spelling	Reading Spelling	Reading Spelling	Reading

Use of Class Diary: Each child will be issued with the week's homework and other important notices at the beginning of each week and other dates to be remembered will be recorded as needed. The diary is an important means of communication between parent and teacher. **Please sign each day and record book read to indicate you have listened** to reading and have read any notes, which may have been written. The diaries must be returned each day. Diaries will be checked every day for reading and notes.

EXCURSIONS/INCURSIONS:

These are integral parts of the subject program and provide valuable reinforcement and extension of class based study. Every endeavour will be made to keep the cost to the parent at a minimum.

AREAS OF LEARNING

The Western Australian Curriculum will be followed

LOTE (Languages Other than English)

French will be taken by an experienced LOTE teacher, Mr Don Hughes. The children will have a one hour lesson per week.

History and Social Sciences (HASS) will be integrated with the other learning areas where possible. As part of the implementation of the Western Australian Curriculum, History will be a focus for Semester 1. In Year 2 the topic will be "Local History". Social Sciences will be the focus in Semester 2.

STEM (Science, Technology, Engineering and Mathematics) will be integrated across the learning areas.

- Robotics

Maths The children will develop mathematical concepts, vocabulary and skills through practical hands-on activities, then written experiences in Number and Algebra, Measurement and Geometry, Statistics and Probability. Automatic response and recall for basic facts through tables will be encouraged. Children will learn their 2, 3, 4, 5 and 10 times tables. The school has purchased the **Mathletics** program which will be used at school and expected to be worked on at home. During class time most lessons will be taken from Mathletics and the IMaths program.

English A whole school approach using the Guided Reading strategies and prescribed texts. 'Read Around Write About' and SRA reading laboratory will also be used. The school has purchased the **Reading Eggs** program which will be used at school and expected to be worked on at home.

Spelling is based on a one week plan where the children will have a list of 20 words to learn culminating in a weekly spelling and dictation test. The spelling program used throughout the school is 'Sound Waves'.

Health

Anti bullying and Virtues will be emphasised. Our class will follow the school's Nutrition Policy and as such lollies and sweets will not be allowed.

*Tuesdays will continue to be a Nude Food Day.

Handwriting Children will continue to learn the New South Wales Foundation handwriting style. Neat, legible printing will be encouraged at all times.

Music

Taught by Mrs Jeanette Pryor.

Science

The Primary Connections Program and the term theme will provide ideas for activities to reach the desired outcomes in Science. Investigations and how to conduct and report on them will be emphasised. The program will be based on in the West Australian Curriculum.

Visual Arts

Mrs Mandy McDonald conducts the Visual Arts programme.

Physical Education

Daily fitness/physical education will be timetabled Monday to Thursday. **All children will be expected to participate unless they have a note from a parent to state otherwise.** All children will need to wear a hat and suitable footwear. No slip on shoes please. Edu Dance will occur in Term 3 concluding with a concert. Swimming lessons will take place during Term 4.

A one hour/ week Physical Education lesson will be taken by Mrs Mary Casey.

ICT

The class has a bank of classroom computers that are used by children throughout the day. The children also make use of I Pads. The classroom Prowise board is a key tool for the teaching program.

ADMINISTRATION

Please refer to CPS Parent Handbook for information regarding attendance roll and permission slips. Money collected for incursions and excursions needs to be clearly marked in a sealed envelope or something similar, with the child's name, amount enclosed and purpose of collection. **Absentee notes are required for each absence and can be written in the Homework Diary or forwarded separately.** The Newsletter is an effective means of communication and is sent home each Thursday. Please take the time to read this so that you are aware of what is happening in your child's school life.

PARENTAL INVOLVEMENT

Parental help is always greatly appreciated and reinforces to the child that we are all working together for the child's benefit. Parents are most welcome in the classroom at any time before or after school to view the children's work or to discuss incidental problems or occurrences. However, if a more formal interview is required, please make arrangements for an appointment by letter, phone or via your child's diary.

A class rep will be appointed to liaise with parents and teachers.

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 using the Skool Bag app on your phone, by telephoning, emailing, faxing or verbally explaining the absence of the child. If children arrive to the class after 9.50 they will be recorded as being late.**

SIGNING STUDENTS IN AND OUT

It is extremely important that any student, who needs to leave our school during the day, is signed out through the front office. Parents are not to collect students from class or the playground unless they have authorisation from the office. Teachers will not let students leave their classroom unless they receive this written notification – this includes students leaving to attend PEAC sessions.

STUDENTS ON LEAVE DURING SCHOOL HOURS

Students who need to leave the school grounds during school hours must now be signed out through the front office. Parents are to collect their child after they have received authorisation from the office. Students will remain in the class until the teacher has this written notification.
Examples of leave include appointments, sick leave and tutoring sessions.

STANDARDS - School Uniform, Self Esteem, Expectations

Any team, which strives for excellence, performs well as a team when they work and act as a team. In turn the individual's self esteem and purpose lift. School uniform is expected each day so that the children see themselves as active and keen participants in the school's quest for developing productive and responsible citizens. No bright and dangling jewellery will be allowed. Also, **no hats in the classroom.**

NEWSLETTERS and NOTES

Weekly newsletter is published and sent to your email address. Please make sure your address is up to date with the school office. A separate note will be sent home if a permission slip is required for a special event. These notes must be signed by the parent/guardian and returned to school. Money collected for fares, incursions or excursions is recorded in the Education Department's official Class Money Book. **Please send all monies in a sealed, labelled and named envelope etc.**

DRINK BOTTLES

Children may bring water bottles in to the classroom. They must only contain water and be sealed to prevent spillage.

BIRTHDAYS

We are happy for your child to celebrate their birthday here at school. If you wish to send a cake to school please supply only small cupcakes or muffins as per the Nutrition policy. The class total at the moment is 21 students.

MS JOANNA HITCHCOCK and MS HELEN FALEK

Dear Room 6 Parents

Welcome to our classroom. We look forward to a successful year working with you to enable your child to reach his/her potential. As such we would like to invite you to a short meeting after school on **Wednesday 8th February** to discuss our homework and diary procedures along with our class policy. We believe this will ensure a smooth start to the school year for all members of The Team – students, parents and teachers. The meeting will only be short and will be from **3.15- 3.45**

Hope to see you there

Ms Helen Falek and Ms Joanna Hitchcock

Return slip

I _____ will/will not be able to attend

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