



YEAR 2 - ROOM 6

**CLASSROOM
POLICY**

2018



ROOM 6 CLASSROOM POLICY AND INFORMATION

INFORMATION

The classroom teacher for Year 2, Room 6 is Mrs Louisa Jones. louisa.jones@education.wa.edu.au

The class will be well supported by other members of the staff throughout the week, including Mrs Christine Solin (Monday – Thursday) and Mrs Taleene Ruddell.(Friday)

All of the Year 2 teaching staff will work closely together to plan and implement our curriculum program, across the three classes. As each of these classes has a slightly different structure (including team teaching and composite classrooms) there will be subtle differences between each class's timetable, and homework structure to account for this. However, it is important to note that all assessment tasks are common to all classes and assessment is moderated across the Year 2 co-hort.

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 and Health and Physical Education.

Incentives

Positive reinforcement is given to the children by way of House Points, Honour Certificates, stickers and class point systems. Verbal/written praise on school work or as a comment in their school diary is also common practise.

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

Class Rules

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

1. Keep hands, feet and objects to ourselves
2. Help others
3. Be ready to learn every day
4. Look after our school
5. Follow instructions from our teachers
6. Use our manners and be polite
7. Use equipment correctly
8. Be kind to others

MSB Policy

This is a whole school behaviour management programme based on the ten-step approach by William Glasser. These are Como Primary 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 a child is unable to work within these rules, the following process is in place:

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

In addition, there is an Orange form used by staff who are not the child's classroom teacher. These forms may be used in response to incidents that occur in the playground. This is followed up by the classroom teacher. It is our policy that in all cases where there are continued/serious concerns, parents are contacted.

A AREAS OF STUDY

At Como Primary School, our classroom teaching and learning programs and assessment are aligned with the Western Australian Curriculum, which can be found at WA School Curriculum and Standards Authority (SCASA)

<https://www.scsa.wa.edu.au/>

The class teacher is responsible for the teaching of all core subjects including English, Maths, Science, History, Geography, Health and Digital and Design Technology.

Specialist teachers are employed to teach the children Music, Art and Physical Education.

B 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 school day.

C REPORTING TO PARENTS

Reporting to parents in 2018 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

D HOMEWORK:

In Year 2, 10-12 minutes of homework per night is expected, with the underlying aim being to instil responsible work habits in the children. Homework will be completed nightly as per the table below. During homework time, the children might be practising spelling words, or revising some basic facts in maths, enjoying some home reading, or preparing for their weekly news. Occasionally, children will be asked to complete additional tasks at home including research tasks. Homework is due on a Friday unless otherwise stated in the school diary

Homework Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Home Reading Daily Spelling	Home Reading Daily Spelling *Mathletics	Home Reading Daily Spelling	Home Reading Daily Spelling	Home Reading

Spelling: The children begin each week with 20 spelling words. Children are provided with a home spelling activity book, in which to complete one activity each night. It is expected that the children will study a minimum of 5 words from their list each night (Mon -Thurs) culminating in a Friday Spelling Test. While there is additional space in the activity booklet, the children are not expected to practise all 20 words each night, but may choose more if they wish. Each set of 5 words are also revised each day in the classroom.

Reading: Following in class assessment, children have been allocated a home reading level, based on the PM home reading system, stored in the boxes in the classroom. Each level consists of 8-10 fiction/non-fiction home readers, with increasing difficult vocabulary and sentence structure. Please listen to your child read every night and assist them to record their reading in their home reading log.

Mathletics: Tasks will be set on Mathletics each week. These tasks will directly relate to the content being covered in the classroom. While class time is allocated to the completion of these tasks, children are encouraged to continue to work on these tasks using their log in details at home. Mathletics Live is also a great tool for practising automaticity of number facts at home.

Use of Class Diary: Each child will be issued with homework and other important notices at the beginning of each week. 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 to indicate that you have read any notes, which may have been written. The diaries must be returned each day. Diaries will be checked and stamped by the class teacher.

E 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.

F CLASS SUBJECTS

History and Geography 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 in Term 1 with our unit 'Long, Long Ago' which incorporates a study on the history of our local area and connections to indigenous culture. In Term 2 the focus will shift to Geography, where students will investigate their 'geographical' place in the world". In Semester 2, these studies will continue as the children research the oceans and continents in Geography, followed by a History unit investigating the impact of changing technology in our lives.

Design and Digital Technologies: the children will have a weekly lesson across these two learning areas, which includes, digital technology (word processing skills, using a computer, saving documents, cyber awareness, appropriate use policies) and design technology skills. (STEM, robotics, offline engineering design process activities, algorithms, basic coding)

Maths The children will develop mathematical concepts, vocabulary and skills through practical hands-on activities, then written experiences across the three strands: Number and Algebra, Measurement and Geometry and Statistics and Probability. Automatic response and recall for basic number facts is required at this level. It is expected that children will learn their 2, 5 and 10 times tables, although additional tables practise is encouraged. We use the iMaths Mathematics program and Mathletics in class, as well as additional materials to support differentiated activities within the classroom.

English

The English curriculum is built around the three interrelated strands of language, literature and literacy. Teaching and learning programs should balance and integrate all three strands. Together, the strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. Learning in English builds on concepts, skills and processes developed in earlier years, and we will revisit and strengthen these skills as needed.

Spelling Como Primary School follows a whole school approach and uses the Sound Waves Spelling Program. This program is based on a phonemic approach to spelling, which is recognised as a highly effective way to develop spelling and reading skills.

Library: Library lessons will take place once a week on a Tuesday and include weekly borrowing.

Health

Health lessons are taught by the classroom teacher and incorporate lessons on Tolerance, Personal Health and Hygiene and Personal safety.

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

Music

The children have a weekly lesson taught by Mrs Helen Urqhart.

Science

The Primary Connections Program is used to support Science in our Year 2 Classroom. The program is based on the Australian Curriculum, and each term will cover a specific sub-strand of the sciences: Physical (Push and Pull), Biological (How things grow and change?), Earth (Water Sources) and Chemical (Mixtures and Solutions).

Visual Arts

Mrs Mandy McDonald conducts the Visual Arts programme. Art/Craft lessons will run for sixty minutes once a week. Throughout the year your child will actively participate in a variety of projects covering many forms of media.

Physical Education

The children will have a dedicated Health and Physical Education lesson each week with our specialist teacher, Mr Steve Pascoe. At other times the children may spend time outside for daily fitness activities. **All children will be expected to participate unless they have a note from a parent to state otherwise.** All children will also need to wear a hat and suitable footwear, in line with the school's 'No Hat, No Play' policy. No slip-on shoes should be worn to school. All children should also have a water bottle for these lessons. Edu Dance will occur in Term 3 concluding with a concert. Swimming lessons will take place during Term 4.

ICT

The class has a bank of classroom computers that are used by children throughout the day. The children also make use of our class set of iPads. The classroom interactive whiteboard is a key tool for the teaching program.

Buddy Program: Each student is assigned a buddy within another class in the school. This year our buddy class is Room 9. Your child will participate in a weekly buddy session on Tuesday afternoons.

G 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.

H 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.

I 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, 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.**

J 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.

K 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.

L 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. **No hats are to be worn in the classroom.**

M NEWSLETTERS and NOTES

Weekly newsletters are sent home on Thursdays. Any permission slips or special event 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.**

N CONNECT

Term updates and class information will be regularly updates on the class page on Connect. Please make yourself familiar with this page. Further details can be found in the Como Primary Handbook.

O DRINK BOTTLES

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

MRS LOUISA JONES

Dear Room 7 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 **Friday 13th 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 **2.35 – 3.05**

Hope to see you there

Ms Helen Falek and Mrs Joanna Hitchcock

Return slip

I _____ will/will not be able to attend

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