



ROOM 12

Year 2/3

CLASSROOM POLICY

2017



ROOM 12 CLASSROOM POLICY **AND INFORMATION**

INFORMATION

The classroom teachers for Year 2/3, Room 12 are Mrs Nicole Cartwright-Worrall and Miss Katy Walpole. Mrs Cartwright-Worrall will be teaching Monday and Tuesday. Miss Walpole will be teaching Wednesday, Thursday and Friday.

Other members of the staff will support us in the following subjects: French - Mr Hughes; Art – Mrs McDonald; Music – Mrs Urquhart; Physical Education – Mr Pascoe.

Our email addresses are as follows:

nicole.worrall@education.wa.edu.au

katherine.walpole@education.wa.edu.au

GENERAL OBJECTIVES

- To develop a safe and positive environment so that the teachers and students can work together in harmony and be encouraged in every area and way possible.
- Develop their ability to recognise and accept one's uniqueness .
- Encourage individuality.
- To develop a sensitivity to other people.
- To nurture a sense of humour.
- To develop self-reflection and goal setting abilities.
- To develop and encourage the qualities of respect, honesty and thoughtfulness, cooperation and fairness.
- To promote our school motto 'Only Our Best' and a desire for excellence in all areas of their education.
- To encourage collaborative, co-operative learning.
- To stir curiosity and become creative thinkers.

CLASS EXPECTATIONS FOR STUDENTS

- High expectations of presentation in all of their work.
- Encourage students to work to the best of their ability within all subjects.
- High expectations of student performance in behaviour, academics, uniform presentation, class movements, class tone and values.
- Accountability through collaborative goal setting and targeted feedback.
- Particular duties will be given to children to achieve a sense of responsibility.
- Children will be encouraged to take responsibility for their actions and learning.

CLASS RULES

The class rules have been created collaboratively after discussion with the children. The class rules are based on the school virtues and the students are expected to follow these rules at all times.

The following MSB policy will be implemented if the rules are not followed.

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 members 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.

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.

BOOK/FILE WORK and EQUIPMENT

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.

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. At Year 3 level, 15-20 minutes homework per night. We expect homework to be done on Monday, Tuesday, Wednesday and Thursday nights. On these nights the children will be expected to read and practise spelling words. If you would like your child to complete any further homework, suggestions include, Mathletics, Times Tables, and unfinished assignments. Occasionally research projects will be given to the students to complete during the term. Ample time will be provided to finish these.

Homework Timetable

Monday	Tuesday	Wednesday	Thursday
Reading	Reading	Reading	Reading
Spelling	Spelling	Spelling	Spelling

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 in the signature space provided to indicate you have listened to your child read.** 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.

English includes:

- Writing: Journal writing, quick writes, expositions, recounts, narratives, reports and descriptions.
- Guided Reading: 'Read Around Write About', SRA reading laboratory, Reading Eggs program, sustained silent reading, home reading and explicit strategy focused reading comprehension tasks.
- Spelling: The whole school spelling program 'Sound Waves' focuses on the phonemic approach to spelling. Each child has their own book to work through as well as class activities and spelling homework.
- Speaking and Listening: Students will participate in a variety of activities focusing on their active listening skills and developing their speaking skills.
- Handwriting: Students will be explicitly taught NSW Foundation Regular (Year 2) and Cursive (Year 3). Students will also have the opportunity to practise touch typing skills on a keyboard.

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 will be encouraged and learnt through the Basic Maths Facts program. 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 in which all students have access during the school day. User names and passwords are provided in their diaries so students can access the program at home if they wish. Mental Maths is also used throughout the school to further practise their mental arithmetic.

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. Geography will be the focus in Semester 2.

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

- Robotics

- Set Coding
- Digital Technology
- iPads

Health

Virtues underlie the Health program and we are a bully-free classroom. 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.

Music

Taught by Mrs Urquhart

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 Wednesday. **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 during the year concluding with a concert. Swimming lessons will take place during Term 4.

A one hour a week Physical Education lesson will be taken by Mr Pascoe and Mrs Cartwright Worrall will teach the other prescribed hour.

LOTE (Languages Other than English)

French will be taken by an experienced LOTE teacher, Mr Don Hughes. Year 3 will have a one hour lesson per week.

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, in person, 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.

WAYS A PARENT CAN SUPPORT THEIR CHILD'S DEVELOPMENT

- ✓ Switch off the television, iPad and/or computer and negotiate appropriate time/programs.
- ✓ Go to the local library and borrow books with your child.
- ✓ Talk to your child about school/events/projects every day.
- ✓ Discuss newsletters, events etc with your child.
- ✓ Be interested in school and ask the child how they are going and feeling about school (both scholastically and socially).

We look forward to working with you throughout the year.

Mrs Nicole Cartwright-Worrall and Miss Walpole

Year 2/3 Classroom Teachers

Dear Room 12 Parents,

Welcome to our classroom. We look forward to a successful year working with you to enable your child to reach his/her full potential. As such we would like to invite you to a short meeting after school on **Wednesday 14th 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 **3:15-3:45pm.**

Hope to see you there

Mrs Nicole Cartwright-Worrall and Miss Katy Walpole

Return slip

I _____ will/will not be able to attend

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 14th 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 **3:15-3:45pm.**

Hope to see you there

Mrs Nicole Cartwright-Worrall and Miss Katy Walpole

Return slip

I _____ will/will not be able to attend