CAIRNLEA PARK PRIMARY SCHOOL

No. 1434

GRADE 2

INFORMATION BOOKLET

2016
Welcome to Grade 2

Dear Parents/Guardians,

The grade two teachers have compiled this general information booklet outlining our class programs and arrangements for 2016. We hope this will help keep parents informed. If you have any queries about this information or any other aspect of your child’s class program, please contact your child’s teacher and make an appointment before or after school.

Term Dates:

Term 1: 28\textsuperscript{th} January - 24\textsuperscript{th} March

Term 2: 11\textsuperscript{th} April - 24\textsuperscript{th} June

Term 3: 11\textsuperscript{th} July - 16\textsuperscript{th} September

Term 4: 3\textsuperscript{rd} October - 20\textsuperscript{th} December

Grade 2 Teachers and Room Numbers:

Grade 2 Coordinator Mrs Lyndal Haynes Between Rooms 13&14

Grade 2KD Mrs Meri Kotevski/Mrs Leila Drozd Room 11

Grade 2SC Mrs Stacey Ciampa Room 12

Grade 2ND Mrs Nicole Donnelly Room 15

Grade 2SB Miss Sarah Breton Room 16

Grade 2SD Miss Sarah Desira Room 17

Victorian Curriculum

Each year level has developed a program that will cater to the needs of students while encompassing all aspects of the Victorian Curriculum.

In addition to a major focus on Literacy and Numeracy, other areas of the curriculum covered include: Humanities - History, Geography and Economics, Science and The Arts. These form the basis of our Inquiry Based Learning units of work in which students investigate a question, issue, problem or idea. Inquiry also incorporates the areas of Interpersonal Development, Personal Learning, Civics and Citizenship and Health and Physical Education. Information and Communications Technology is integrated across all curriculum areas.

Through comprehensive term and weekly planning teachers cater to students at their level of need. This involves providing extra support to students who require it as well as extending those who need further challenges.
Explanation of the Victorian Curriculum Levels
Level F is the expectation by the completion of grade prep. 
Level 1 is the expectation at the completion of grade 1. 
Level 2 is the expectation at the completion of grade 2. 
Level 3 is the expectation at the completion of grade 3. 
Level 4 is the expectation at the completion of grade 4. 
Level 5 is the expectation at the completion of grade 5. 
Level 6 is the expectation at the completion of grade 6.

Reporting Levels
The reporting standards for the Victorian Curriculum are indicated below.
   A- Well above expected level  
   B- Above expected level       
   C- At expected level          
   D- Below expected level       
   E- Well below expected level 

English
English includes the areas of reading and viewing, speaking and listening, and writing.
The school follows a comprehensive assessment schedule to evaluate each student’s progress and plan programs to meet their needs.
In grade two, students participate in two hours of Literacy each day. During these sessions students participate in a range of activities to support their Literacy development, including:
   • modelled, shared, guided and independent reading
   • a range of reading activities based on student needs
   • spelling, word study and grammar investigations
   • modelled, guided and independent writing
   • handwriting sessions based on the formation and neatness of the alphabet.

Mathematics
Mathematics includes the areas of number, measurement and geometry, and statistics and probability. Teachers plan a variety of activities, including lots of hands on sessions with a wide range of resources and equipment. A Numeracy block operates daily for one hour. During this time, students explore a variety of open ended tasks independently or in small groups. Small groups of students work with the teacher each day, focusing on learning specific skills.

Specialist Subjects
This year in grade two students will participate in the following specialist lessons.

   Semester One:  
   *Physical Education with Mr Tomkins/Mrs de Man  
   *Italian with Mrs White/Ms Brkovic  
   *Visual Arts with Mrs Newham/Mrs Smith

   Semester Two:  
   *Physical Education with Mr Tomkins/Mrs de Man  
   *Italian with Mrs White/Ms Brkovic  
   *Performing Arts with Mrs Pisoni/Mrs Eckardt
Timetable
Below is a list of days that children have their specialist subjects.
(Please note that this is subject to change during the year.)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>VISUAL ARTS</th>
<th>PHYS. ED</th>
<th>ITALIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2KD</td>
<td>Thu</td>
<td>Wed</td>
<td>Tue</td>
</tr>
<tr>
<td>2SC</td>
<td>Thu</td>
<td>Mon</td>
<td>Mon</td>
</tr>
<tr>
<td>2ND</td>
<td>Tue</td>
<td>Thu</td>
<td>Tue</td>
</tr>
<tr>
<td>2SB</td>
<td>Tue</td>
<td>Thu</td>
<td>Tue</td>
</tr>
<tr>
<td>2SD</td>
<td>Thu</td>
<td>Mon</td>
<td>Mon</td>
</tr>
</tbody>
</table>

Student requirements for specialist classes:
Visual Arts - art smock
Physical Education - appropriate footwear

Library
Classroom teachers will take students to the library to enable them to borrow books each week. Please encourage your child to borrow regularly, read the library book and return it in their library bag weekly.

Homework
In grade two students are required to complete weekly homework. Homework will consist of nightly reading and spelling words for children to practise. Further information about this is outlined below. Your child should be able to complete their homework activities independently, with perhaps only minor instructions or input.

Home Reading Program
In grade two, students are expected to read at home every night. Each day they will bring home a book that is appropriate to their needs. Please spend time reading with your child, discussing the book they are reading and their individual reading goal.
On completion of reading with your child, write the name of the book in your child’s yellow reading record book. This will allow the classroom teacher to monitor the reading your child is doing at home. This book can also be used to communicate with classroom teachers about your child's reading progress.
Students are required to bring their blue school reader bag to school every day, even if they have not completed the book they are reading.

Early Bird Reading
This is a program for students who need extra assistance with reading. It is available before school at 8.40am located in the library. Everyone is welcome.

Spelling Program
In grade two, students receive weekly spelling words. Spelling words will be selected based on the student’s individual needs. Each child will be given a list of words to practise and complete associated activities with. Students will be tested on these words at school.
**Communication**
Communication is very important to us at Cairnlea Park Primary School. Important information will appear in the fortnightly newsletter which is distributed electronically using the Tiqbiz system (information about accessing Tiqbiz is available from the school website or the office). Further information about classroom activities and events will periodically be posted to class blogs.

If you have any concerns or queries, please arrange to see your child’s teacher before or after school. It is best to arrange a time, particularly for longer discussions, so that this doesn’t clash with yard duty, bringing the class inside or other commitments. Please keep teachers informed of issues, such as major changes at home or illness, which may be affecting your child.

**Emergency Contact Information**
It is most important that the information supplied is completely accurate and is **kept up to date**. Please notify us immediately of any changes to address or phone details so that we can contact you should the need arise.

**Absences**
All students are expected to attend school every day and arrive on time. It is important that your child attends school regularly. If they are absent please inform the school in writing or ring the office about the reason for the absence. If you are planning to take your child on an extended family holiday, please notify your child’s teacher in writing.

**Drinks**
Children are permitted to drink water throughout the day. Drink bottles must only contain water; otherwise they will only be able to have them at recess and lunch times. Please do not freeze drink bottles as the condensation makes them too messy to leave on tables. For safety reasons, drinks should not be in glass containers.

**Lunches**
A school lunch does not need to be large but it should provide long lasting energy. Chips, chocolate and soft drink do not provide this long lasting energy. We encourage families to pack healthy lunches such as sandwiches, fruit, water, cheese, sultanas, etc. Children need something to eat at recess as well as lunch, so don’t forget to pack a snack if your child has a lunch order. A breakfast suited to the child’s appetite will give energy for the morning’s activities.

**Lunch Orders**
When ordering lunch from the canteen, students need to pre-order their food. Their order should be on a paper bag with the money included. Children are not to buy food from the canteen for their lunch, as counter sales are only for snacks and the canteen does not make extra lunch items.
Parental Help
Parents helping out at school are of great benefit to the children. If you are able to help out, there are a variety of ways that you can assist in the classroom. Please see your child’s teacher, as they will be grateful for any assistance you could give. You may also wish to become a member of our School Council.

Excursion and Incursions:
The table below outlines some of the excursions and other special events taking place during the year. We hope this helps families with their time and budget planning. Some dates and costs (as indicated) are yet to be finalised but approximations have been given. Excursions are an important part of the curriculum and enrich the learning potential of each child and as such it is expected that every child will attend.

<table>
<thead>
<tr>
<th>TERM</th>
<th>INCURSIONS, EXCURSIONS AND SPECIAL EVENTS (subject to change)</th>
<th>APPROXIMATE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
<td>Parent/Teacher Information Exchange&lt;br&gt;</td>
<td>No Cost</td>
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<tr>
<td></td>
<td>Multicultural Day</td>
<td></td>
</tr>
<tr>
<td>TWO</td>
<td>Sovereign Hill (in Term 2 or Term 3)&lt;br&gt;Walkathon&lt;br&gt;</td>
<td>$40 (approx)</td>
</tr>
<tr>
<td></td>
<td>ANZAC Day&lt;br&gt;</td>
<td>School fundraising event&lt;br&gt;No Cost</td>
</tr>
<tr>
<td></td>
<td>June Parent/Teacher Interviews</td>
<td></td>
</tr>
<tr>
<td>THREE</td>
<td>Life Ed&lt;br&gt;Book Week&lt;br&gt;</td>
<td>Included in school levy&lt;br&gt;No Cost</td>
</tr>
<tr>
<td></td>
<td>Incursion/Excursion TBA&lt;br&gt;</td>
<td>$20 (approx)&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Performing Arts - Incursion</td>
<td>Included in school levy&lt;br&gt;No Cost</td>
</tr>
<tr>
<td>FOUR</td>
<td>Italian Day performance&lt;br&gt;</td>
<td>Included in school levy&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Hot Shots Tennis Program - Incursion&lt;br&gt;</td>
<td>Included in school levy&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Science Incursion</td>
<td>Included in school levy&lt;br&gt;</td>
</tr>
<tr>
<td></td>
<td>Family Fun Day (7th Nov)&lt;br&gt;</td>
<td>School fundraising event&lt;br&gt;No Cost</td>
</tr>
<tr>
<td></td>
<td>Sports Carnival&lt;br&gt;</td>
<td>No Cost</td>
</tr>
<tr>
<td></td>
<td>End of Year Concert</td>
<td>No Cost</td>
</tr>
</tbody>
</table>

WE HOPE THIS INFORMATION HAS BEEN VALUABLE.

KIND REGARDS,

GRADE 2 STAFF & SPECIALISTS.
Homework Policy

This policy has been reviewed in accordance with “Homework Guidelines” Dept of Education and Training.

Rationale:
- Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.
- Homework provides further opportunities for parents to participate in their child’s education. Parents, in partnership with the school, should encourage their children to establish good homework routines from early primary school.

Aims:
- Homework should be designed to reinforce concepts taught in the classroom, not to introduce new concepts and be purposeful, meaningful and relevant to the curriculum.
- Homework tasks should encourage students to develop and maintain regular and independent homework habits and routines.
- Homework should be appropriate to the student’s skill level and age and be interesting, challenging and, where appropriate, open ended.

Implementation:
Early Years (Prep - 4)
Prep to Year 4 homework should not be seen as a chore.
Homework will:
- enable the extension of class work by practising skills or gathering extra information or materials
- mainly consist of daily reading to, with, and by parents/caregivers or older siblings
This will generally not exceed 30 minutes a day.

Middle Years (Years 5 & 6)
Years 5 & 6 homework:
- should include daily independent reading
- may include extension of class work, projects and assignments, essays and research.
This will generally range from 30 – 45 minutes a day at Year 5 & 6.

Expectations
Teachers:
- Homework will be corrected and feedback given as appropriate.
- Parents will be notified through reports, parent/teacher interviews or as appropriate when homework is not being submitted on a regular basis.

Parents and Care Givers:
- Are asked to sign their child’s reading and homework tasks.
- Are encouraged to assist their children but the tasks should be completed by the child.
- Are encouraged to give feedback to the class teacher regarding homework concerns.

Evaluation:
- Homework policy to be distributed to staff at the beginning of each year.
- Homework policy to be published on the school’s website and included in each Year Level’s Information Booklets.
- Homework policy to be reviewed as part of the school’s four year policy review cycle.

* This policy was last ratified by school council in June 2015.
## Uniform Policy

**Rationale:**
- Students dressed in school uniform gain a sense of belonging to the school.
- The cost of providing school uniform is almost always cheaper than providing an assortment of casual clothes.
- School uniform is designed to be practical for the range of activities undertaken at the school.
- All students are required to wear uniform, reducing competition in fashion dressing. All students, regardless of socio economic circumstance can feel equally part of the school community.
- Staff and parents will have an important role in the positive encouragement of the wearing of school uniform.

**Implementation:**
- If a child is unable to wear school uniform on a particular day, parents should advise the class teacher in writing, indicating the reasons and likely duration.
- Where there are frequent occurrences of a child being out of uniform, contact will be made with parents by the Student Engagement Coordinator to seek their support in ensuring the Uniform Policy will be adhered to.
- Parents will be able to obtain the uniform from the school's uniform supplier, the school's preloved uniform stock or commercial outlets.
- The Uniform Policy should be read in conjunction with the Sunsmart Policy.
- The Uniform Policy will be published each year in the Family Information Booklet.
- A parent/guardian may contact the principal requesting the student be exempted from wearing uniform, including reasons for seeking exemption. e.g. health or religious reasons.
- All students are required to wear the uniform as listed below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Colour</th>
<th>Item</th>
<th>Description</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Polo shirt - short/long sleeve Skivvy</td>
<td>Pale blue or white Pale blue or white</td>
<td>Shoes and socks</td>
<td>Runners School shoes/boots Sandals (toe enclosed) Socks</td>
<td>Black or white Black Black or white Grey, white</td>
</tr>
<tr>
<td>Tops</td>
<td>Windcheater Hooded Windcheater Bomber Jacket</td>
<td>Royal blue with School Logo</td>
<td>Hats</td>
<td>Legionnaire/Bucket Polar Fleece Beanie</td>
<td>Royal blue</td>
</tr>
<tr>
<td>Bottoms</td>
<td>Track pants Boot leg pants Leggings Shorts/Skorts Long/short Cargo or school pants</td>
<td>Royal blue Royal blue White or black Royal blue Grey</td>
<td>Hair</td>
<td>Tied back if touching shoulders. Note: To assist in the prevention of the spread of head lice.</td>
<td>Blue or white ribbons, bands or hair ties</td>
</tr>
<tr>
<td>Dresses</td>
<td>School Summer Dress Winter Tunic</td>
<td>Colour 8160 Royal blue, white and gold check Style T001</td>
<td>Jewellery</td>
<td>Studs/sleepers only Note: For health and safety reasons, these can be worn only in ears. Watch</td>
<td></td>
</tr>
</tbody>
</table>

School Council last modified this policy in February 2013.