Dear Parents,

The Grade 3 teachers have compiled this general information booklet detailing our class programs and arrangements for 2016. We would like parents to be aware of the arrangements that are in place in the Year 3 area, and hope this information will be of use to you.

If you have any queries about this information or any other aspect of your child’s class program, please contact your child’s teacher by making an appointment before or after school.

**Class Teachers and Room Numbers:**

<table>
<thead>
<tr>
<th>Year 3 Coordinator</th>
<th>Mr Brenton Runnalls</th>
<th>WDR 9/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3GM</td>
<td>Mrs Gail McNamara</td>
<td>Room 19</td>
</tr>
<tr>
<td>Grade 3DL</td>
<td>Mrs Diana Lazarevski</td>
<td>Room 20</td>
</tr>
<tr>
<td>Grade 3CC</td>
<td>Miss Chantel Crutchfield</td>
<td>Room 25</td>
</tr>
<tr>
<td>Grade 3CR</td>
<td>Mrs Claire Rogers</td>
<td>Room 18</td>
</tr>
<tr>
<td>Grade 3EK</td>
<td>Miss Elisha Kemeridis</td>
<td>Room 27</td>
</tr>
<tr>
<td>Grade 3BD</td>
<td>Miss Blair Davidson</td>
<td>Room 26</td>
</tr>
</tbody>
</table>

Each year level has developed a program that will cater to the needs of students while encompassing all aspects of the Victoria 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. Please note each child is an individual and these levels should only be used as a guide.

**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.
**Grade 3 events 2015** *(subject to change)*

<table>
<thead>
<tr>
<th>TERM</th>
<th>INVESTIGATION and INQUIRY</th>
<th>INCURSIONS, EXCURSIONS AND SPECIAL EVENTS</th>
<th>APPROXIMATE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
<td>Civics &amp; Citizenship- Culture, Diversity and Decision Making.</td>
<td>Parent Teacher Information Exchange Multicultural Day</td>
<td>No Cost</td>
</tr>
<tr>
<td>TWO</td>
<td>History and Geography</td>
<td>Performing Arts Incursion Education Week - Walkathon June Parent Teacher Interviews Commonwealth Bank Incursion Walkathon ANZAC Day Celebration</td>
<td>Included in school levy School fundraising event No Cost</td>
</tr>
<tr>
<td>THREE</td>
<td>History and Science</td>
<td>Life Education Van - Incursion Book Week Science Week Footy Day Topic based excursion (yet to be determined)</td>
<td>Included in school levy No Cost No Cost No Cost Approx. cost $30-$40</td>
</tr>
<tr>
<td>FOUR</td>
<td>Science</td>
<td>Science Incursion Family Fun Day End of Year Concert Italian Day</td>
<td>Included in school levy School fundraising event No Cost Included in school levy</td>
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</tbody>
</table>

**English:**

English includes the areas of spelling, reading and viewing, writing and speaking and listening.

**Spelling** - Children have words to learn each week. They will practise these at school and at home. Testing is usually done once a week. Words come from lists such as: essential word lists, commonly misspelt words list, blend focus lists, inquiry investigation word lists, children’s own writing and extended word sources.

**Reading** - Children have regular independent reading time at school and may use books from the classroom, borrowed from the library or bring books or other reading material of interest from home. Students are expected to read regularly at home at least 5 times each week. Students will take home reading material from the classroom to read at home each night. Students choose their books independently and should be ensuring that the reading material they take home is a book that can be 'easily' read. It is not expected that children read an entire book each night; a few pages or a chapter is sufficient (approx. 15 minutes of reading per night). Students **must** bring their 'Home Reading Log' to school each day so teachers can monitor the reading that has taken place the previous night. Children should also be encouraged to read local newspapers at home as topical events may be discussed in class.
**Mathematics**
Mathematics includes the areas of number and algebra, measurement and geometry, and statistics and probability. Teachers will also plan a variety of 'hands on' activities using a wide range of resources and equipment available in the school.

**Specialist Program**
This year the children will have specialist lessons in:
- Physical Education  
  Mrs Tegan deMan and Mr Matthew Tomkins
- Performing Arts/Music  
  Mrs Emma Pisano and Ms. Nicole Eckardt
- Art  
  Mrs. Ele Newham and Mr Morgan Williams
- LOTE (Italian)  
  Ms. Nicoletta De Remigis

**P.E.**
It is important that students wear appropriate footwear for P.E. as children are not allowed to wear school shoes in the gym when participating in physical activities. Grade three will also participate in tabloid sports one day a week. Parents will be notified of which day this occurs when it is confirmed. It is important for the students to have their correct footwear.

**Visual Arts**
Paint, clay, glue and other substances may be used in art; therefore, your child will require an art smock that is suitable for protecting clothing. Please make sure that your child’s art smock is clearly named.

**Library**
In semester one, classroom teachers will be taking students to the school’s library once a fortnight. Children will need to bring a suitable bag for library borrowing. The library is also open each morning before school to change library books and on Friday at lunch time. In grade 3 students can borrow two books.

**Science, Technology and Health**
During 2016, the subjects of Science, Technology and Health will be taught within the classroom. Some informal rotations of grades and the grade 3 teachers may take place when teaching these subjects so that teachers are able to share their expertise with other grades. These arrangements will be relayed to you by the classroom teacher as they occur.

**Homework**
Children will be given homework tasks to complete each week in their homework book. Students may also be asked to complete unfinished work at home, which is expected to be returned the next school day. We ask that you encourage your child to discuss their tasks with you. If your child has a genuine reason for not completing work, could parents please send a note to the classroom teacher. We also encourage you to assist your child by establishing a homework routine. Please refer to the homework policy which is included in this booklet. **Homework books must be returned to school each Friday.**
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 be periodically 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 that may be affecting your child such as major changes at home or illness.

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.

Absences
All students are expected to attend every day. It is important that your child attends school regularly. If they are going to be absent, where possible, inform the school in writing or phone the school about the reason for this absence.

Uniforms and Hats
Students are expected to wear full school uniform every day. If they are unable to please send a note explaining why they don’t have uniform and when they will be in uniform again. School hats are to be worn in Term One and Term Four. The school has adopted the ‘No Hat, No Play’ policy. The uniform policy has been included in this booklet for you to refer to.

Lunch Orders
When ordering lunch students need to pre-order their food. Their order should be on a paper bag, clearly labelled with 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.
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.
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, eg. 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>
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</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Polo shirt –short/long sleeve</td>
<td>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></td>
<td>Skivvy</td>
<td>Pale blue or white</td>
<td></td>
<td></td>
<td></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/Shorts 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 ratified this policy in February 2013