

CAIRNLEA PARK PRIMARY SCHOOL

No. 1434



GRADE 1 INFORMATION BOOKLET 2019

Dear Parents,

The grade one teachers have compiled this general information booklet outlining our class programs and arrangements for 2018. 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 for before or after school.

Term Dates

Term 1: 29th January - 5th April

Term 2: 23rd April - 28th June

Term 3: 15th July - 20th September

Term 4: 7th October - 20th December



Class Teachers and Room Numbers

Grade 1SD	Miss Sarah Desira	Room 7
Grade 1BM	Mrs Bridget McAuley	Room 8
Grade 1AC	Miss Ashleigh Caulfield	Room 10
Grade 1AH	Mrs Ann Marie Kitson / PLT leader	Room 9
Grade 1VI	Mr William Southall	Room 14
Grade 1CC	Miss Chantel Crutchfield	Room 13

Victorian Curriculum

At Cairnlea Park Primary School we have a whole school curriculum plan encompassing all aspects of the Victorian Curriculum.

Daily teaching of English and Mathematics is a priority. History, Geography, Science and the Digital Technologies are taught through a range of integrated units throughout the year.

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.

English

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

The school follows a comprehensive assessment schedule to evaluate each student's progress and plan programs to meet their needs.

Each class includes two hours of literacy instruction in the daily program. This is made up of a variety of activities such as:

- modelled, shared, guided and independent reading

- modelled, shared and independent writing
- handwriting practise
- spelling and grammar investigations

Mathematics

Mathematics includes the areas of number and algebra, measurement and geometry, and statistics and probability. The numeracy block operates for one hour daily. Teachers plan a variety of activities including hands-on tasks using a wide range of resources and equipment. Students explore a variety of open ended tasks in small groups and independently. Some children work with the teacher in small groups each day with the focus on learning specific skills.

Specialist Subjects

This year the school is offering the following specialist lessons:

Physical Education	Mr Fielding and Mrs Young
LOTE (Italian)	TBA
Visual Arts (Semester 1)	Mrs Pearce and Mrs Pisano
Performing Arts (Semester 2)	Mrs Pisano and Mrs Pearce

Timetable

Below is a list of days that students have their specialist subjects (please note that this is subject to change throughout the year).

GRADE	VISUAL ARTS	PHYS. ED	ITALIAN	LIBRARY
1SD	Wednesday	Tuesday	Wednesday	Friday
1AC	Thursday	Tuesday	Wednesday	Monday
1BM	Monday	Tuesday	Tuesday	Friday
1WS	Thursday	Friday	Wednesday	Friday
1AK	Monday	Tuesday	Tuesday	Friday
1CC	Thursday	Friday	Wednesday	Monday

Student requirements for specialist classes:

Art- art smock clearly labelled with child's name

Physical Education - appropriate footwear

Library - library bag

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

Home Reading Program

Please spend some time **each night** reading with your child. The more books a student reads the greater their reading development is likely to be. We change readers and provide time for students to practise their reading each day, so books should be brought to school each day even if your child has not finished reading them.

Each student has a reading record booklet in which they record the title of the book they are reading. Parents are asked to make a comment and sign the booklet so that we can monitor the student's reading. The take-home book and booklet should be returned daily in the blue reading satchel.

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, every day except Wednesday. Everyone is welcome.



Homework

In addition to daily reading, homework for grade one consists of weekly spelling words. Each child will be given an individualised list of words to practise and complete associated activities with. The aim of spelling homework is for students to practise their words so they are able to automatically spell them in their daily writing. Your child should be able to complete their spelling activities independently, with only minor instructions or support.

Communication

Communication between home and school is very important to us at Cairnlea Park Primary School.

COMPASS




To assist in communication between the school, teachers and parents, we use a web based system: **Compass**. This system can be accessed and downloaded as an app on your mobile phone, tablet or computer or used straight from the internet via your browser.

Using our parent portal you will be able to:

- Access your child's Student Semester Reports (no printed reports)
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and school newsletters

****SMS notifications are sent daily if your child has not been marked present and you have not authorised this absence**

Please download the Compass App  from the App Store or Google Play Store (for your phone or tablet) or use the following link for your computer:

<https://cairnleaparkps-vic.compass.education>

Reporting to Parents

Early Term 1: A parent-teacher interview is held each year in February or March. This enables parents and teachers to share information on how students are settling into their new class and discuss any issues that have arisen in the first few weeks of the school year.

End of Term 2: Written reports are made available on the Compass portal and a parent teacher interview takes place.

End of Term 4: Written reports are made available on the Compass portal and interviews are held if requested or required.

If you feel that there is an issue which could affect your child's schooling, or if you have a concern or query, please do not hesitate to discuss the matter with the class teacher.

If you wish to see the class teacher during school time you will need to arrange an appointment so that sufficient time can be given to the discussion.

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 your address or phone details so that we can contact you should the need arise.

Physical or Medical Problems

Please ensure that the office and your child's teacher are informed of any medical problems or conditions that your child may have such as allergies, asthma, vision or hearing problems. Advice about any temporary condition would also be appreciated. This will help us to ensure that all care and safeguards can be put in place to protect the health of your child.

Punctuality

Children should be at school by 8:45am. Children are supervised in the yard from 8:30am onwards.

It is **vitaly important** for students to get to school on time. Literacy and/or numeracy lessons are usually timetabled for the first two hours of the day. Children who come to school late miss out on learning important skills and often find it more difficult to settle into class activities.

The school gates are locked each morning at approximately 9:00am. Any students arriving at school after this time need to enter through the school office to receive a late pass.

Absences

All students are expected to attend school every day. It is important that your child attends school regularly and if they are absent, please inform the school via COMPASS or phone with the reason and length of absence.

If you are planning to take your child on an extended family holiday, please notify the office.

Parent Volunteers

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 school. Please see your child's teacher or our Community Engagement Coordinator - Natalie Roach, as they will be grateful for any assistance you could give. You may also wish to become a member of our School Council.

Sun Smart

The school's sun smart policy helps protect our children from harmful sun damage. Children must wear a school bucket or legionnaire hat at all times from the 1st of September until the 30th April due to high UV levels (these can be purchased from 'PSW'). Students without a hat will be restricted to sheltered areas during recess and lunch time. Our Uniform Policy is listed at the end of this document.

Drinks

Children are permitted to have a water bottle on their tables to drink from during the day. Drink bottles must only contain water otherwise they may only be used 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 at 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 written 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.

Excursions and Special Events:

The following page contains an outline 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.**



GRADE ONE EVENTS - 2019

TERM	INCURSIONS, EXCURSIONS AND SPECIAL EVENTS	APPROXIMATE COST
ONE	Parent Teacher Information Exchange (26th & 28th February) School Photos (13 th & 14 th March) Multicultural Day (21 st March) Italian Day (3 rd April)	TBA Bring a plate Included in school levy
TWO	ANZAC Commemoration (24 th April) Life Education Van Education Week (May) Walkathon (June) Parent Teacher Interviews (27 th June)	No cost Included in school levy No cost School fundraising event
THREE	Excursion Performing Arts Incursion Science Week Book Week Literacy & Numeracy Week	TBA Included in school levy No cost No cost No cost
FOUR	Family Fun Day Science incursion P-2 Sports Carnival End of Year Concerts (10 th , 11 th & 12 th Dec)	School fundraising event Included in school levy No cost No cost

WE HOPE THIS INFORMATION HAS BEEN VALUABLE.

KIND REGARDS,

GRADE 1 & SPECIALIST STAFF



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.
- 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.
- 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.
- All students are required to wear the uniform as listed below:

<u>Item</u>	<u>Description</u>	<u>Colour</u>	<u>Item</u>	<u>Description</u>	<u>Colour</u>
	Polo shirt -short/long sleeve Skivvy	Pale blue or white Pale blue or white	Shoes and socks	Runners School shoes/boots Sandals (toe enclosed) Socks	Black or white Black Black or white Grey, white
Tops	Windcheater Hooded Windcheater Bomber Jacket	Royal blue with School Logo	Hats	Legionnaire/ Bucket	Royal blue
Bottoms	Track pants Boot leg pants Leggings - to be wore under dresses only (not on their own) Shorts/Skort Long/short cargo or school pants	Royal blue Royal blue White or black Royal blue Grey	Hair	Tied back if touching shoulders. <i>Note: To assist in the prevention of the spread of head lice.</i>	Blue or white ribbons, bands or hair ties
Dresses	School Summer Dress Winter Tunic	Colour 8160 Royal blue, white and gold check Style T001	Jewellery	Studs/sleepers only <i>Note: For health and safety reasons, these can be worn only in ears.</i> Watch	

*School council last modified this policy in October 2016.