

CAIRNLEA PARK PRIMARY SCHOOL

No. 1434



**GRADE 2
INFORMATION BOOKLET
2019**

Welcome to Grade 2

Dear Parents/Guardians,

The grade two teachers have compiled this general information booklet outlining our class programs and arrangements for 2019. 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:

2019

Term 1	29 January 2019	5 April 2019
Term 2	23 April 2019	28 June 2019
Term 3	15 July 2019	September 2019
Term 4	7 October 2019	20 December 2019



Grade 2 Teachers and Room Numbers:

Grade 2VZ - PLT Leader	Miss. Viriana Zeneli	Room 12
Grade 2EN	Miss Ele Newham	Room 11
Grade 2JW	Mrs Jenny Wilson	Room 15
Grade 2MT	Miss Medina Toric	Room 16
Grade 2CR	Mrs Claire Rogers	Room 25

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 for 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 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.



Students participate in two hours of Literacy each day. During these sessions students participate in a range of activities such as:

- modelled, shared, guided and independent reading
- modelled, guided 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. Teachers plan a variety of activities, including 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 in small groups or independently. 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
- *Italian
- *Visual Arts

Semester Two:

- *Physical Education
- *Italian
- *Performing Arts

Timetable

Below is a list of days that children have their specialist subjects.

(Please note that this is subject to change during the year.)

GRADE	VISUAL ARTS	PHYS. ED	ITALIAN
2EN	Wed	Tues	Mon
2VZ	Wed	Tues	Mon
2MT	Wed	Tues	Mon
2CR	Wed	Fri	Mon
2JW	Mon	Tues	Mon

Student requirements for specialist classes:

Visual Arts- 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.

Homework:

Home Reading Program

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 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.



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 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.

Uniforms

Students are expected to wear full school uniform every day. If they are unable to, please send a note explaining why they are not wearing their uniform and when they will be in uniform again. The uniform policy has been included in this booklet for you to refer to.

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 till the end of April and from 1st September 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.

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.

Excursion and Incursions:

The table below outlines some of the 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 2 EVENTS - 2019

TERM	INCURSIONS, EXCURSIONS AND SPECIAL EVENTS (subject to change)	APPROXIMATE COST
ONE	Parent/ Teacher information Exchange 26th & 28th February Clean Up Australia Day 1 st of March School Photos 13th & 14th March Harmony Day (Multicultural Day) 21st Italian Day 3rd April	No Cost Included in school levy
TWO	ANZAC Commemoration 24th April Life Education 26 Apr- 9 May Mother's Day Lunch TBA Education Week May Walkathon June	No Cost Included in school levy
THREE	Science Week 10th-18th August Book Week/walk to the library 17th- 23rd August Numeracy Week 29th Aug - 2nd Sept	No Cost
FOUR	Science incursion Family Fun Day 8th November Junior School Sports December End of Year Concerts 10th, 11th, 12th Dec	Science incursion cost TBD

**2019 Grade Two Excursion cost and date TBA*

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.
- 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:

Item	Description	Colour	Item	Description	Colour
Shirts	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 worn under dresses only (not on their own) Shorts/Skortts 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