

CAIRNLEA PARK PRIMARY SCHOOL No. 1434



GRADE 4 INFORMATION BOOKLET 2019



Welcome to Grade 4

Dear Parents,

The grade 4 teachers have compiled this general information booklet detailing our class programs and arrangements for 2019. We would like parents to be aware of the arrangements that are in place in the Year 4 area and hope this information will be of use to you.

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

Class Teachers and Room Numbers:

Grade 4KS	Ms Katarina Soldo - PLT Leader	Room 27
Grade 4BW	Ms Brigid Weir	Room 28
Grade 4GM	Mrs Gail McNamara	Room 29
Grade 4HM	Mrs Mel Morrison & Mr Mark Hardy	Room 30
Grade 4KW	Mrs Kacey White	Room 21
Grade 4MF	Mr Matthew Fenech	Room 22

Victorian Curriculum

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

In addition to a major focus on English and Mathematics, other areas of the curriculum covered include:

- Digital Technologies
- Physical Education
- Arts (Performing Arts & Visual Arts)
- Italian
- Integrated Studies/Inquiry (Technologies, History, Geography, Civics & Citizenship, Science and Health)
- Values

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 reading and viewing, writing and speaking and listening.

Speaking and Listening - Speaking and listening skills and behaviours are taught in the classroom and integrated into reading, writing and inquiry. Students will participate in oral presentations to the class each term.

Reading - Students will read daily and participate in a range of reading activities including whole class, group and independent tasks. Students will have a reading goal that they practise until they have achieved it. They may read books from the classroom, school library or reading material from home. It is expected that students will read at home to support their learning (see homework).

Writing - Students will participate in writing sessions everyday where they are explicitly taught the writing process and how to write in a range of genres. Cursive handwriting will also be taught and practised regularly and by the end of grade 4 it is expected that students will be able to write in cursive script.

Word Study - Spelling is based on each students' individual needs and if necessary, they may have spelling words to learn each week for homework. Testing is done regularly and words come from lists such as common words, commonly misspelt words, blend focus lists, inquiry investigation words, and student's own writing.

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 Naomi Young & Mrs Mel Morrison	Semester 1 & 2
Performing Arts	Mrs Emma Pisano & Mrs Kim Pearce	Semester 1
Italian	Ms Lena Aloï	Semester 1 & 2
Visual Arts	Ms Jackie Brkovic & Mrs Kim Pearce	Semester 2
Digital Technologies	Mr Ian Narracott and Ms Laura Foster	Semester 1 & 2

Student requirements for specialist classes:

Art- art smock clearly labelled with student's name

Physical Education - appropriate footwear

Library - library bag

Digital Technologies - A pair of headphones

Library

Students will have regular library visits each week. Children will need to bring a bag for library borrowing and are encouraged to borrow and return books regularly.

Digital Technologies

This year students will have a specialist Digital Technologies lesson each week which will include setting up and using their new iPad and exploring and learning to use different apps beneficial to their learning.

Homework.

It is expected that each week students will;

- read regularly at home for at least 90 minutes per week. This is to be recorded in their student diaries.
- select appropriate material for reading e.g. novels, magazines, online articles etc.

Students have access to classroom reading materials which can be borrowed as required. They should also be encouraged to read local newspapers at home as topical events may be discussed in class. Students will be given a homework matrix each term and they will be able to pick one task to do each week. They may also be given spelling words and multiplication facts for home practise.

Camp

The Grade 4 camp has been booked for 11th - 13th of September 2019 at Campaspe, Kyneton. Further information including costs will be given later in the year.

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 exchange 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 8:50am. Children are supervised in the yard from 8:45am 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 required to wear full school uniform every day. If they are unable to do so, please send a note explaining why and how long they are out of uniform. Our Uniform Policy is listed at the end of this document.

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 1st September to April 30th 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.

Lunch Orders

When ordering lunch students need to pre-order their food. Their order should be on a paper bag with money included. Students 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.

Term Dates:

Term One - 30th January to 5th April

Term Two - Tuesday 23rd April to 28th June (Due to Easter Monday)

Term Three - 15th July to 20th September

Term Four - 7th October to 20th December

Special Events 2019 (subject to change)

TERM	INCURSIONS, EXCURSIONS AND SPECIAL EVENTS	DATE and COST (if required)
ONE	Parent Teacher Information Exchange	26 th and 28 th February
	School photos	13 th and 14 th March
	Multicultural/Harmony Day	21 st March
	Curriculum Day (No students at school)	27 th March
	Italian Day	3 rd April
TWO	ANZAC Commemoration	24 th April
	Life Education	26 th April – 9 th May (Included in school levy)
	Education Week:	May
	Walkathon:	June / donation collection
	Mid-Year Parent/Teacher Interviews	TBA
THREE	Senior Athletics Carnival	26 th July
	Science Week	10 th - 18 th August
	Book Week	17 th – 23 rd August
	Numeracy and Literacy Week	29 th August - 2 nd September
	Grade 4 Camp	11 th – 13 th September (Cost TBA)
FOUR	Family Fun Day	8 th November
	End of Year Concerts	10 th -12 th December



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:

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.

Years 5 & 6

- 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 wore under dresses only (not on their own) Shorts/Skorts 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