

# CAIRNLEA PARK PRIMARY SCHOOL

No. 1434



## GRADE 2 INFORMATION BOOKLET 2021

## Welcome to Grade 2

Dear Parents/Guardians,

The grade two teachers have compiled this general information booklet outlining our class programs and arrangements for 2020. 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: 2021

<b>Term 1:</b>	<b>28 January - 1 April</b>
<b>Term 2:</b>	<b>19 April - 25 June</b>
<b>Term 3:</b>	<b>12 July - 17 September</b>
<b>Term 4:</b>	<b>4 October - 17 December</b>



### Grade 2 Teachers and Room Numbers:

Grade 2CR (PLT Leader)	Mrs Claire Rogers	Room 25
Grade 2CC	Ms Chantel Crutchfield	Room 11
Grade 2JW	Mrs Jenny Wilson	Room 15
Grade 2DL	Mrs Dianna Lazarevski	Room 16
Grade 2CR	Ms Sanay Cooke	Room 26
Grade 2HM	Mrs Melany Morrison & Mrs Laura Hein	Room 12

### 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
2CC	Thurs	Fri	Weds
2DL	Tues	Tues	Weds
2HM	Mon	Weds	Thurs
2SC	Mon	Mon	Weds
2CR	Tues	Mon	Thurs
2JW	Mon	Fri	Thurs

## 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 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 anaphylaxis, 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 8:45am 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 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.

**\*Parents must complete the Parent Helper Training and have a Working with Children Check.**

## 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.

## SunSmart

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 1<sup>st</sup> September to April 30<sup>th</sup> 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 – 2020

TERM	INCURSIONS, EXCURSIONS AND SPECIAL EVENTS (subject to change)	APPROXIMATE COST
ONE	School Photos 10 <sup>th</sup> and 11 <sup>th</sup> March Harmony Day (Multicultural Day) 18 <sup>th</sup> March Parent Teacher Interviews 17 <sup>th</sup> – 18 <sup>th</sup> March Italian Day 3 <sup>rd</sup> May	Bring a plate TBD  Included in school levy
TWO	ANZAC Commemoration 23 <sup>rd</sup> April Mother's Day Picnic 7 <sup>th</sup> May Education Week TBA May (including Walkathon) Life Education 23 <sup>rd</sup> – 7 <sup>th</sup> May	No Cost No Cost School fundraiser  Included in school levy
THREE	Science Week August TBA Book Week August TBA	No Cost No Cost
FOUR	Science incursion TBA Family Fun Day November 5 <sup>th</sup> November Junior School Sports November TBA End of Year Concerts December TBA	Science incursion cost School fundraiser No Cost No cost

*\*2021 Grade Two Excursion cost and date TBA*

**WE HOPE THIS INFORMATION HAS BEEN VALUABLE.**

**KIND REGARDS,**

**GRADE 2 STAFF & SPECIALISTS.**



# Homework Policy

## PURPOSE

The purpose of this policy is to outline to students, parents/carers and school staff, Cairnlea Park Primary School's expectations for homework and at-home learning.

## SCOPE

This policy applies to students in all year levels and staff responsible for setting homework.

## POLICY

Cairnlea Park Primary School acknowledges that homework should be tailored and adapted to suit the personal and developmental needs of students.

Teachers at Cairnlea Park Primary School are encouraged to exercise their discretion in assigning tasks that are appropriate for their students and most likely to be meaningful. This may comprise of reading, spelling, research projects or extension assignments.

### Prep to Year 4

In the early years, the objective of homework should be to practise and consolidate the concepts that have been introduced during class time. It is also intended to introduce the concepts of self-discipline and responsibility and prepare students for the upper grades.

Assigned homework tasks will build on concepts explored in the classroom and encourage students to use their initiative by gathering additional information or materials.

Homework will mainly consist of daily reading to, with, or by parents/carer or older siblings.

Students are generally not expected to complete more than 30 minutes of homework per day.

### Year 5 to Year 6

In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school.

Assigned homework tasks will include daily independent reading and may include extension assignments, class work and research.

Students are generally not expected to spend more than 45 minutes per day on homework.

### Shared expectations and responsibilities

Homework is a shared responsibility between the school, teachers, students and their parents/carers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

*Cairnlea Park Primary School will support students by:*

- fostering lifelong learning and connecting families with the learning of their children, as part of a comprehensive and balanced curriculum within Victorian schools

- ensuring the school's homework policy is relevant to the needs of students advising parents/carers of homework expectations at the beginning of the school year and providing them with a copy of the homework policy
- encouraging parents/carers of early primary school aged children to read to and with their children for enjoyment
- ensuring that students use reading diaries to provide a regular communication between parents and the school.

*Teachers at Cairnlea Park Primary School will:*

- equip students with the skills to solve problems
- encourage real-life problem solving, logical thinking, creativity and imagination
- set varied, challenging and meaningful tasks related to class work to suit the students' learning needs
- give students enough time to complete homework, considering home obligations and extracurricular activities
- monitor homework completion
- help students develop organisational and time-management skills
- ensure parents/carers are aware of the school's homework policy
- develop strategies within the school to support parents and carers to become active partners in homework
- offer a wide range of opportunities for families to engage in their children's education.

*It is expected that students will take responsibility for their own learning by:*

- being aware of the school's homework policy
- discussing with their parents/carers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

*It is expected that parents/carers will support their children by:*

- developing a positive and productive approach to homework
- ensuring there is a balance between the time spent on homework and recreational activities
- reading to them, talking with them and involving them in learning opportunities during everyday household routines and physical activity
- talking to teachers about any concerns they have about the homework
- attending the school events, productions or displays their child is involved in
- ensuring upper primary students keep a homework diary
- discussing homework with their child in their first language, if English is not the main language spoken at home, and linking it to previous experiences
- linking homework and other learning activities to the families' culture, history and language, linking with relevant services, clubs, associations and community
- ensuring there is a quiet study area for students to complete their homework tasks.

**Support for students, parents and carers**

Teachers at Cairnlea Park Primary School understand that students have different learning styles and interests, and may approach learning activities and homework differently. If you are concerned that your child may not

understand the homework tasks that have been set for him or her, or is spending a long period of time completing their homework, we encourage you to speak to their class teacher/s.

Cairnlea Park Primary School has in place a number of learning programs that students may attend before or after school or during lunchtimes to assist with particular areas of need or interest, including:

- Early Bird Reading – Mornings from 8:40-8:55 (except Wednesdays)
- Book clubs – on offer during lunchtimes at different times throughout the year.
- Coding club is offered during lunchtimes at different times throughout the year.

#### **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Homework Guidelines](#)
  - [Homework Expectations](#)

#### **REVIEW CYCLE**

This policy will be reviewed as part of the school's four-yearly policy review process, although it may be changed at any time as required after discussion with School Council and the Principal, or if guidelines change.

*This policy was ratified by School Council in August 2019*



# 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 Sun smart 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
<b>Shirts</b>	Polo shirt –short/long sleeve	Pale blue or white	<b>Shoes and socks</b>	Runners	Black or white
	Skivvy	Pale blue or white		School shoes/boots	Black
<b>Tops</b>	Windcheater	Royal blue with School Logo	<b>Hats</b>	Sandals (toe enclosed)	Black or white
	Hooded Windcheater			Socks	Grey, white
<b>Bottoms</b>	Bomber Jacket		<b>Hair</b>	Legionnaire/Bucket	Royal blue
	Track pants	Royal blue		<b>Jewellery</b>	
<b>Dresses</b>	Boot leg pants	Royal blue	Studs/sleepers only		<i>Note: For health and safety reasons, these can be worn only in ears.</i>
	Leggings	White or black			
	Shorts/Skort	Royal blue			
	Long/short cargo or school pants	Grey			
	School Summer Dress	Colour 8160			
	Winter Tunic	Royal blue, white and gold check			
		Style T001			

**School council last modified this policy in October 2016**