

CAIRNLEA PARK PRIMARY SCHOOL

No. 1434



GRADE 4

INFORMATION BOOKLET 2021



Welcome to Grade 4

Dear Parents,

The grade 4 teachers have compiled this general information booklet detailing our class programs and arrangements for 2021. We would like parents to be aware of the arrangements that are in place in Year 4 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 4MF: PLT Leader	Mr Matthew Fenech	Room 22
Grade 4VZ	Ms Viriana Zeneli	Room 21
Grade 4BW	Ms Brigid Weir	Room 28
Grade 4LF	Ms Laura Foster	Room 29
Grade 4CC	Mrs Stacey Ciampa & Ms Jacinta Craven	Room 30

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	Ms Taylah Lynn & Ms Lianna Kretiuk	Semester 1 & 2
Performing Arts	Mrs Kim Pearce & Mrs Bridget McCauley	Semester 1
Italian	Ms Lena Aloï	Semester 1 & 2
Visual Arts	Ms Amanda McGirr	Semester 2

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 should pick one task to do each week. They may also be given spelling words and multiplication facts for home practise. If homework is not completed at home students will complete it at homework club.

Camp

The Grade 4 camp has been booked for 6th – 8th of October 2021 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 authorized 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 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.

**** You must complete the parent helper training and a working with children's check.**

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 – Wednesday 27th January to Thursday 1st April

Term Two – Monday 19th April to Friday 25th June

Term Three – Monday 12th July to Friday 17th September

Term Four – Monday 4th October to Friday 17th December

Special Events 2021

(Subject to change)

TERM	INCURSIONS, EXCURSIONS AND SPECIAL EVENTS	DATE
ONE	Wellbeing Week Parent Teacher Information Exchange School photos Harmony Day 4-6 Cross Country	1 st - 5 th March 17 th / 18 th March 10 th / 11 th March 18 th March 31 st March
TWO	ANZAC Commemoration Italian Day Life Education (P-5) Walkathon Open Day Parent/Teacher Interviews	23 rd April 3 rd May 23 rd April – 7 th May TBA TBA 24 th June
THREE	Maths Competition Numeracy Week Book Week Performing Arts Concert School Raffle	TBA TBA 22 nd - 28 th August 8 th September September 2021
FOUR	Grade 4 camp Family Fun Day Senior Swimming Carnival Years 4-6 End of Year Concerts	6 th - 8 th October 5 th November 3 rd December 7 th - 10 th December



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

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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 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