

## ROOM 13 – YEAR 3 - CLASSROOM HANDBOOK

Teacher: Mrs Emily Mackay

### Current Classroom Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:30-8:50						
8:50-9:10	PBS	Fitness		Spelling	Even: Daily Review English	
9:10 –9:30	Spelling	Music – Mrs Anson	Writing	Paired Reading	Mrs Collard Odd: Assembly Even: Health	
	Paired Reading					
9:30-10:00	Shared Reading			Shared Reading		
10:00-10:50	Writing	Phys Ed – Mrs VK	9:40 Science – Mrs DJ	Writing	HASS – Mrs Collard	
10:50–11:10						
11:10-12:00	DigiTech – Mrs Spark	Handwriting	Library	Maths	Maths	
		Spelling	Spelling			
		Paired Reading	Paired Reading			
12:00-12:50	Indonesian – Ibu Hevron	Writing	Shared Reading	Daily Review Maths	Daily Review Maths	
12:50-1:30						
1:30-2:10	Streams	Maths	Daily Review English	Handwriting	Junior Choir	Mental Maths Skill Revision
			Daily Review Maths	NAPLAN Prep		Shared Reading
2:10 -3:00	Maths		Daily Review English	Art	Middle Sport	Computer in Library

### Morning Routines

Students who arrive early (before 8.30am) are required to stay in the undercover area. Students should not be waiting outside the classroom before 8.30am, even if accompanied by an adult. Students are invited into the classroom with the teacher from 8.35am. Once children come into the class they need to:

- Place Crunch ‘n’ Sip on their desk.
- Exchange home reading book.
- Set up their chair and sharpen their pencil.

### Crunch ‘n’ Sip

Our classroom supports the school policy of Crunch ‘n’ Sip. Eating fresh fruit and vegetables and drinking water is encouraged in the classroom. Students should store their water bottle under their desk to avoid any potential accidents with spillages on student work.

### Library Bags

Please bring Library bags to school every Wednesday. Library will begin in Week 3.

### Music Programs

Junior choir is on Friday 1:30 – 2:10pm for students in years 2-3 who wish to attend, starting as of Week 2. Ukelele group is on Wednesday mornings 8:00 – 8:35am for Years 1-6 students in the music room, starting as of Week 2.

### Morning Fitness and Sport

- Hats: A wide-brimmed hat is a requirement every day and caps are not to be worn at school. Students who come to phys ed lessons with a cap will be asked to borrow a spare bucket hat. This is the case for fitness, recess, lunch and any outside activities. Orange hats are not lent out at recess and lunch. Please make sure hats are labelled with your child’s full name. This way we can return them when they leave them somewhere!

- Footwear: It is important for students to wear closed in shoes (lace up or Velcro), rather than boots with heels or sandals. This is a safety measure to help prevent things like rolled ankles, blisters or broken toes. Crocs are not to be worn at school.
- Sickness/Injuries: Please write a note if your child is unable to participate in phys ed activities due to an injury. Unless a note/message is provided, students are expected to join in. A note/message from home prevents avoidance.
- Broken body parts: Our duty of care means that broken bones have a restricted level of participation. This can cause some issues but we must ensure that further damage does not occur. Students with broken body parts will be asked to sit out so they can bring a book or colouring if they wish.
- Sunscreen: It is always recommended that students wear sunscreen to school to help keep them protected from the sun during recess/lunch/sport.

### **Names on Belongings**

Please make sure your child's full name is on all their belongings (stationery, clothing, bag, lunch box, water bottle etc). Students often leave these items around the school. By having your child's first and last name on their belongings, staff who find these items can easily locate the student to return them to.

### **Toys**

Please ensure all toys are kept at home. Students become very upset when they lose these items and this disrupts their learning.

### **Excursions/Incursions**

During the year we may have some excursions/incursions. Information will be provided when these are arranged. Payment forms for these activities can be handed into the front office.

### **Reporting**

You will receive information about your child's progress in a variety of ways.

- Completed classroom assessments (where permitted) will be uploaded onto Seesaw so you are kept up to date on your child's performance. Other work samples will also be posted on your child's Seesaw journal.
- School Open Night towards the end of Term 1.
- Formal school reports at the end of Terms 2 and 4.
- Parent/teacher meetings. If your child requires a Special Education Needs (SEN) Plan, I will contact you directly to organise a meeting to discuss your child's learning goals and strategies.

### **Home Reading**

Home reading will begin later this term after the books have been re-organised. Home reading folders will be sent home and should be returned when the book has been read. Students select their own home reading book from the books available in class. Please encourage your child to read their book thoroughly. It is helpful to ask your child to retell their book after reading and to ask them questions relating to the content of the book. This can help improve their reading retention and comprehension. Regular home reading can have a huge, positive impact on your child's reading ability.

- Students who are confident readers will be able to select from a range of fiction or non-fiction books.
- Students who are still developing their reading ability, will select books from their assigned reading stage.

## Components of Oral Reading

1. Accuracy: Read every word, read words correctly, decode (sound out) new words and self-correct.
2. Fluency/rate: Read at a pace which allows accuracy and allows others to understand. Reading rate should increase (without reading too fast) as the student becomes more confident.
3. Expression: Attend to end punctuation (!,?), pause at commas, change voice to suit character speech and emphasise important words.
4. Retell: Retell the events in sequence and in detail (fiction) or recall facts (non-fiction). Students are encouraged to think of 5 main points from the beginning, middle and end of the text.
5. Comprehension: Answer questions about the text and understand vocabulary.

## Home Reading- The Five Finger Retell

- Why is it important? Being able to *explain events in sequence* is a key concept in Speech and Language development and a crucial element of developing comprehension (understanding) of information. It takes time for young children to master “the retell”.
- How You Can Help - After Reading: Look at the five finger retell picture. The aim is for the child to use their own fingers and remember the five elements:
  - Characters
  - Setting
  - Beginning
  - Middle
  - End

Ask your child to retell the story and congratulate their efforts. You may need to ask some extra questions at first to prompt responses, however, aim for an independent retell.

- **Other ways to support retelling skills:**
  - Have your child retell events from their day in sequence at bedtime when they tell you about their day.
  - Retell family celebrations or special events.
  - Retell a favourite story they already know.
  - Make up stories while on a car journey with characters, a setting, beginning, middle and end.
  - Act out stories with dress-ups, puppets or pictures at home.



## Homework Options

Regular home reading is our number one priority for homework. We understand how busy life can be and each family has different desires with the level/amount of homework. Rather than a paper homework sheet, families who have time to complete homework have the following options.

- **Writing:** Writing is typically an area students find more challenging. You can help increase your child’s writing ability and confidence by encouraging them to write regularly. Some key skills to provide feedback/support on are: punctuation, spelling, using interesting vocabulary, checking that sentences make sense, following text structures and including more details. I am happy to provide your child with writing editing checklist if you would like to use these. Please have your child take a photo of any homework writing and upload this to Seesaw (I will be showing them how to do this).

Any homework writing submitted to me will earn students in class Dojo Points. Some ideas for writing include:

- Write a narrative (story).
- Write an exposition (persuasive text).
- Write a procedure (list of instructions).
- Keep a journal – write about your day.
- Write the rules to a game.
- Write letters.
- Speed copying – give your child 2 minutes to copy the text from a book, then record their result. Each night they try to beat their previous score. This helps build writing stamina. As they develop stamina, you can increase the time given.
- **Spelling and Dictation Sheets:** These are completed in class and sent home at the end of each week. These target your child's identified spelling gaps. Any additional practise with spelling these words and writing them into sentences can be beneficial.
- **Finish Incomplete Seesaw Activities:** In class, we will work on some digital Seesaw activities during maths rotation lessons. In these lessons, students have 6-10 minutes at each station. Any Seesaw activities your child does not complete, could be completed at home on an iPad or computer as homework. Student Seesaw codes will be sent home. Students will need to sign into their own Seesaw account (not the parent account) to be able to continue activities.

### **Parent Helpers**

If you would like to help in class, feel free to let me know so we can organise a day/time for you to come in. We have lots of one-on-one activities you can assist with or we can organise for you to assist in a particular learning area.

### **Seesaw**

- **Class News:** On Seesaw, I will upload a weekly class newsletter. This will include important reminders, notes and information about what our class is learning about. I will also post a photo of any school notes that are sent home. This way you are aware that students have notes in their school bags.
- **Private Messages:** The messaging system on the Seesaw app is very easy to use. Any messages you send to me are private and cannot be seen by other parents.
- **Student Journals:** On Seesaw, I can post work samples, tests and photos to your child's journal. Students will also be taught how to take photos of work they are proud of and independently upload this to their journal for you to see. All posts uploaded by students are sent to the teacher first for approval. Seesaw journals will keep you updated on your child's progress and achievement. Parents only receive access to their own child's journal.

### **Parent-Teacher Communication**

I am available most days after school for a quick informal chat. If you would like a formal interview, or have a sensitive issue to discuss, just let me know and we will arrange a suitable time. If you are unable to come into the school, I can also be contacted via email: [emily.mackay@education.wa.edu.au](mailto:emily.mackay@education.wa.edu.au) or via Seesaw.

### **Canteen**

The canteen is run by Kingston's Kitchen.

### **Teaching/EA Practicum Students**

This year our class is lucky to have the assistance of pre-service teachers from local universities. They will assist students in achieving their learning goals, allow for more guided and targeted support and plan/run lessons with my guidance. We will also have pre-service education assistants from local TAFEs. They will

assist students in achieving their learning goals and help provide targeted support. If you have any questions regarding this, please feel free to ask either myself or the students themselves.

## **Behaviour Management**

At Secret Harbour Primary School we follow our SPARK expectations of:

- We are safe.
- We persevere.
- We act responsibly.
- We are respectful.
- We are kind.



Teachers encourage these by providing lessons and positive reinforcements and the use of our whole school reward system. In the playground, students work together to achieve a common goal with others in their faction. Reward tokens are given out and students place them in our faction tubes to reach the reward. In the classroom, students are given SPARK awards. These are placed in the SPARK award tubs at the front office. Each week names are drawn out of the tubs and the winners come up to the office to choose a prize.

## **Class Dojo**

Class Dojo is a point system I use to support positive behaviour choices throughout the day. Points are awarded to students for positive behaviours such as working hard, completing home reading and helping others. Students can redeem their dojo points to receive special privileges/rewards in class.

## **Attendance**

Regular school attendance is critical to the learning process and it is also important that your child arrives on time to class. When students are absent or late, they miss valuable instructional time. If your child will be absent from school, please inform us by calling the front office or send me a message on Seesaw. We need to receive reasons for all absences, so your child's record is accurate. If possible, notification in advance is appreciated. If your child is late to school, they must sign in at the front office. If you need to collect your child early, please ensure they are signed out at the front office before you come to class to collect them. If you have planned holidays, please advise the Administration Office to seek approval and have the absence recorded. Please let me know as well so I can ensure important activities/assessments are completed.

## **Illnesses**

If your child is unwell, please keep them at home to prevent the spread of illnesses. Please also notify our office of the reason for absence.

## **Student Support**

Please let me know if your child is experiencing difficulties or is impacted by life changes so I can facilitate support.

## **Containers for Change**

Our school runs a containers for change competition. Each semester, the class who has collected the most eligible containers, will receive a special reward (e.g. pizza party). Eligible containers are any which have the 10c refund symbol on the label. We would love your help with collecting these containers at home. Please bring any of these containers into class to help us win the special reward. Money raised from this program is then spent on sustainability activities at our school.

**Summary- Key Messages**

- Home reading should be completed and signed off every night or as frequently as possible. Home reading is our priority for homework.
- I will regularly use Seesaw to provide you with notes, updates, work samples and arrange meetings (if required).
- Please notify myself and the office of any holidays you plan to take during the school year.

**Conclusion**

I hope this handbook has given you a good understanding of my expectations of students. I am looking forward to an exciting year with my students. Thank you for your cooperation in getting this year off to a great start!

Sincerely,  
*Mrs Emily Mackay.*