“Tell me and I forget, teach me and I may remember, involve me and I learn.”

—Benjamin Franklin

This Booklet...

Welcome to the new school year. This handbook is to give you some information about the general working of our class, Room 1, in 2014.
I, Ms Claire Caiafa, will be your child’s teacher.
The students will have the following specialist teachers;
Physical Education: Mr Probert
Music: Mr Andrew Taylor
LOTE (Indonesian): Kris Panasilvam
Art: Mrs Louise Cepo

As a teacher...

As a classroom teacher I am to provide a safe and secure learning environment in which each student feels comfortable and is challenged to reach their full social, emotional and academic learning potential. Every student will be provided with learning experiences that will enable them to strive towards meeting individualised goals linked with the standards outlined in the Australian National Curriculum. I aim to develop a learning environment that enables students to work cooperatively and independently. I look forward to working extensively with students, families, school staff and administration to provide the best
possible educational experience for each and every child throughout 2014.

I have an open door policy; meaning that I encourage parents to be involved in their child’s learning and welcome and help that can be offered. This is invaluable to both students and myself. Should you have any concerns about the development of your child or you need to share or discuss information regarding your child, please feel free to make an appointment to see me. I am available for appointments most mornings and Thursday and Friday afternoons.
Alternatively you can email me at any time on: claire.caiafa@education.wa.edu.au

What to bring to school...

Daily:
- Hat
- Drink Bottle (water only)
- Crunch-n-sip
- Homework Folder (with Student Diary, spelling, home reader and other completed work)

Friday:
This is our library day and to be able to borrow students must bring:
- Library Bag and books from the previous week.
- Library time is after lunch.

Crunch’n’sip...
This will generally be in the morning. Students are welcome to bring in fruit and/or vegetables to eat in the classroom at this time. I encourage students to also bring in a water bottle as this limits the disturbance created by children going out of the classroom during teaching time.

Student Seating...
Students will be involved in a great deal of Kagan Cooperative Learning strategies as a part of their learning. Seating arrangements are based on this, in which students are in mixed ability groupings. This ensures that they work with students of a similar level are able to learn strategies and give tips to aid the learning of their partner.

Homework...
Students will be given a diary in the next few days. This will be a way for communication to run back and forth from home to school (and vice versa). It will also be a way for the students to record information they may need to take home. Students must leave this in their homework folder at all times.
Home Reading...
Home reading includes all texts that your child reads. This can include comics, magazines and novels they may have at home. The most important thing is that your child reads every night, so I encourage them to read what they enjoy reading.
Every child has a home reading record in their homework folders, so please write down what they are reading, they will receive incentives for the amount of nights they read. If students take home the readers provided in class, they will be required to change the books themselves in the morning. They must return the previous book before they take a new one home.
An important part of your child reading is for them to be heard, and for them to sound out new words, and understand what they are reading. Please make it a positive experience for them, ask them about the text they have read and praise their efforts by making positive comments.

Spelling...
You child will bring home spelling words from the beginning of Week 2. With there spelling will be a list of spelling suggestions (along with Look, Say, Cover, Write, Check) that you can try with you child. The spelling cycle runs over two weeks and is based on word sorts (vowel sounds, letter groupings, homophones, etc...).

Mathematics...
Students will have access to Mathletics. I will send home their access code as soon as it is available. Please keep this safe so that they can use it whenever you agree. It is a fantastic program and I will be setting tasks on a weekly basis. These tasks will complement the work being assigned in class time and will enable your child to practice these skills. Students will also be assigned time during the week in which they can access and complete Mathletics tasks.
If you would like an additional Mathematics worksheet for your child to complete at home, I am more than willing to provide this, just let me know.

Wednesday Wonders
Your child will also have a ‘Wednesday Wonder’. These are small research items that will be related to the history, geography or science topics, and will be attached inside your child’s diary each week. These task ARE NOT compulsory, however I encourage your child to have a go of at least a few. They will be a topic or question, with a new one given each week. The idea is for them to write a story, create a poster, or just gather some facts, about the topic. Students will get the opportunity to present their findings on a Wednesday before lunch. Students are encouraged to creative and extend their research skills.

Portal Access
I have created log-ins and email addresses for each student, as supported by the Department of Education (DoE). Students need to log into the DoE portal to be able to access tasks I allocate them and their emails. The site is secure, any allocated tasks are selected from the DoE online resources and will be monitored to ensure it is being used correctly. The main purposes are for the students to navigate educational sites (all approved by DoE) and become confident and informed in using emails in a safe and controlled
environment. I will email students and they will be able to email me if they want to, if I request a reply to allocated homework tasks, and eventually be able to email each other. It is another way for me to keep in contact with them and make it a little more personalised to their needs. To begin with, students will be given directed time to learn how to log on and how to navigate the site.

To access their account they need to follow the following steps:
1. Log in to: http://portal.det.wa.edu.au
2. Use their user name - this is their first name and surname separated with a full stop, i.e claire.caiafa Some students may have a 2 included as part of their user name. This may be that there is another student in WA with the same name or they may already have an account through another school.
3. Type in a password: student

I have given the students their email addresses, usernames and passwords in their school diary and supplied my email address to them so that they can make contact with me. For those students who do not have access to internet at home I will give them time during the day to check tasks and emails.

Any emails I send to students about tasks or activities will also be sent to parents so you stay informed as well.

**Study Ladder**

Study ladder is an online resource that is not compulsory for students to complete. It is there for students to access additional homework tasks. I will allocate tasks, however students can complete tasks not allocated. There are a variety of subject areas and topics to choose from.

To access their account they need to follow the following steps:
1. Log in to: http://www.studyladder.com.au
2. Use their user name - this has been supplied to them in their diary.
3. Type in their password.

This is a free resource and students can do up to three tasks each day.

**Helping in the classroom...**

Students gain invaluable experience when parents share learning experiences with them. It would be great to have some parents involved in the morning reading program which runs from 9:30 - 10:00am (Monday - Thursday, and alternate Fridays). Please indicate on the timetable near the door if you are available to assist.
Morning Routine...

As students arrive at school they will be required to be organised for the day. This involves:
- Marking their name off on the class roll
- Getting desk ready for the morning class
- Completing 'Bell Work'
- Having a sharp pencil, red pen, eraser and ruler
- Bringing 'Crunch'n'sip' inside (placing fruit on their desk and water bottles under their desk)

What is Bell Work?
Bell work can be:
- Complete work not finished,
- Mathletics - if it is their rostered day, or
- Special activity, could be drawing, maths, or writing, as written on the board.

Class Expectations...

On the first day the students and I discussed the importance of class rules so that everyone feels safe and happy at school. We decided that making these expectations is a positive way to begin each day. The class expectations the students decided on include;

1. Being a BULLY FREE zone
2. Have a smile, be sensible and always have fun
3. Listen carefully and treating others with respect
4. Encourage and offer to help others
5. Work positively with my teammates, sharing ideas and joining in with the class
6. Use polite manners and be honest
7. Ask for help
8. Keep the class clean and tidy
9. Keep our hands and our feet to ourselves
10. Trying hard to always do my best.

These are on both doors as the students enter the room, and also inside the classroom.
Behaviour Management...

Room 1 will have the following procedures in place to reward good behaviour, and ensure that students who do not follow school and class rules are dealt with fairly and consistently.

1. Prize Tokens
2. Traffic Light System
3. Green, Orange and Red Cards (Whole School Behaviour Management Policy)
4. Class Dojo

**Prize Tokens**

Throughout the day students whom are working well, using manners and following school/class rules, will be rewarded with a 'Prize Token'. Students can also receive prize tokens for completion of home reading and homework. These prize tokens will be colour coded into school factions and will go into a jar. At the end of each day I will pull out several tokens and students whose names are called out can select a small prize from the prize box. Along with this, the colour token that is selected will be given factions points, which go towards the whole school faction tally, and an additional Class Dojo Point.

**Traffic Light System**

All students start on green each day (I believe in stating fresh each day, putting the previous day behind us if necessary).

**First Step (Warning):** Students will firstly be given a verbal warning for breaking class or school rules.

**Second Step (Warning):** Students will be given a second verbal warning.

**Third Step (Action):** If students need to be spoken to again in the same day they will then be moved from green to orange. This will mean that they be given some time to sit and reflect on what they have done, inside the classroom.

**Final Step (Action):** If the student continues to break the school or class rules after this time they will be moved to the red traffic light and be sent to buddy class or the office (depending on the severity of the incident/s). A red traffic light also reflects on their Class Dojo Tally and will mean one point is taken away from their total towards a Green Card. Good behaviour does enable students to move from an orange traffic light back to green traffic light.

**Green Cards, Orange and Red Cards (Whole School Behaviour Management)**

**Green Cards:** Students who remain on the green traffic light all day, receive a point
Towards a green card. Points towards green cards will also be given randomly for good work and behaviour during the day. Students will need to collect 10 points before they receive a green card. These points are added to Class Dojo.

**Orange and Red Cards:** Students who end up on the red traffic light will also receive a whole school orange or red card (depending on the severity of the incident/s). Red and Orange cards will also be given for incidents involving breaking of class/school rules, as per the Whole School Behaviour Management Policy.

**Class Dojo**

Class Dojo is an online rewards tally system. It will be used to record student Green Card points. Students can earn Green Card Points by:
- Staying on a green traffic light all day
- Receiving an rewards certificate (assembly and weekly class awards)
- Name being pulled out of daily prize draw (faction tokens)

Students can only lose Class Dojo points if they end up on a red traffic light for the day.

Your child will be given both a parent and student login for Class Dojo. These will be glued into their diaries - please keep an eye out. They can look at their points, change their icons and you can keep track of their progress too.

**Principles of Teaching and Learning...**

**Opportunity to learn:** Learning experiences should enable students to observe and practice the actual processes, products, skills and values which are expected of them.

**Connection and challenge:** Learning experiences should connect with students’ existing knowledge, skills and values while extending and challenging their current ways of thinking and acting.

**Action and reflection:** Learning experiences should be meaningful and encourage both action and reflection on the part of the learner.

**Motivation and purpose:** Learning experiences should be motivating and their purpose clear to the student.

**Inclusivity and difference:** Learning experiences should respect and accommodate differences between learners.

**Independence and collaboration:** Learning experiences should encourage students to learn both independently and from and with others.

**Supportive environment:** The school and classroom setting should be safe and conducive to effective learning.