



2017

YEAR THREE

PARENT INFORMATION BOOKLET

TEACHERS:

Mr Riccardo Carbone

and

Mrs Maree Musca

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each child within a caring community that is totally committed to supporting the Catholic principles and ideals

Our School Prayer

*God of Love and Mercy
bless our school, our parish and community
as we aspire to walk in the footsteps of
Catherine McAuley.*

*We ask for your help to live by the
Mercy values that we hold dear.
Holy Spirit, we ask you to guide us
to act more justly
to strive for excellence
to be generous in your service
to show compassion
and to be examples of your mercy*

*Guided by St. Columba, let us
grow in faith
seek wisdom and
live in peace.*

*St. Columba,
pray for us*

*Catherine McAuley,
pray for us*

Amen.

Introduction

Welcome to Year Three. This year we are looking forward to working with you to give your children a year of positive learning experiences. This booklet will outline some general information that you will be able to refer to throughout the year. It will cover classroom and school policies and procedures that provide for the learning and welfare of all students.

TEACHING PHILOSOPHY

God has created all children uniquely and for a purpose. We believe that our students are our future and that every child has a variety of talents, skills and abilities. They each bring something special to the classroom and have the potential to change the world. The relationship between a teacher and their students forms the core foundation of the education process. Lessons should always be engaging, informative, creative and interactive in a classroom environment which is welcoming and set out according to students' needs.

The teacher-student relationship is built on trust and extends to the classroom environment. We allow students to grow into responsible members of the classroom by hosting class meetings, allocating tasks to each student and giving them the opportunity to speak their minds in an open conference. They are members of the classroom community. It is a safe and secure environment in which students develop the tools to become responsible for themselves and their own learning. To succeed we work as a team and grow together.

As teachers it is our profession to facilitate students' learning. This means we must support them mentally as well as emotionally, physically and socially. We nurture the development of the 'whole person'. Each student learns differently and as such sees the world in a different manner. We believe it is our responsibility to provide students with an environment conducive to learning, knowledge that will assist them to be successful in achieving their short and long term goals, materials, opportunities and feedback that will help them in becoming and remaining motivated to be successful learners. We also aim to build their critical and creative skills that they will confidently use to solve daily problems.

Our teaching, at all times, is inspired by the teachings of Jesus Christ.



TEACHER EXPECTATIONS

- Punctuality – ready and organised for an 8.30am start.
- Students are to be responsible for their own belongings. To assist with this, please ensure that all parts of their uniform are labelled.
- Parents are expected to support classroom and school policies, routines and rules.
- Students are encouraged to be independent both inside and outside of the school environment.

CLASSROOM RULES: YEAR 3 WHITE & YEAR 3 GREEN

- We are a team – therefore we listen to each other, follow instructions, use our manners, work to our best ability, are considerate of and respect all people and their things and the world around us. We always work and play safely.

Everyone has the right to feel safe all the time!

- We “Have-A-Go” – meaning we learn to not be afraid of trying a new experience or having to practise a skill repeatedly.
- We Bounce Back – We understand that mistakes will be made and we will experience sadness, difficulties, frustrations and hard times, but we need to learn to use strategies that will help us to respond positively to the complexity of our everyday lives and not give up.

CLASSROOM BEHAVIOUR

Classroom Rewards

- Verbal praise
- Merit certificates
- Raffle rewards/prizes
- Whole class rewards
- Stickers/Stamps
- Show work to principal and/or other teachers

Classroom Consequences

- Verbal warning
- Time out in class
- Reflection time with the teacher at recess / lunch
- Time out in another classroom
- Sent to principal and
- Parents will be advised.

All consequences (unless of a severe nature) will be negotiated with students either at an individual level or class level according to the consequences already discussed. If we have ongoing concerns about your child’s behaviour, we will contact you to discuss the issues.

SPECIALIST LEARNING AREAS

The children will be involved the following specialist areas:

- Humanities: Miss Kristen Trott
- Science: Mrs Sarah Bolton
- Music: Mrs Kerry Smith
- Italian: Mrs Sara Leahy
- PE: Mrs Joanna McCluskey
- Technology Miss Kristen Trott & Mr Eugene Pottitio

PLEASE NOTE:

Physical Education

Sports Uniform	Tuesday	Friday
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Due to timetable interruptions and changes these days may be prone to change. Notifications will be placed in the school newsletter.

*Please also note: Morning Fitness takes place on Monday and Thursday mornings. Sports uniform is **NOT** required for Morning Fitness.*

Library

Year 3 Green	Friday
Year 3 White	Thursday

Library opening times will be advertised on the library entrance door and school website. Please note no library bag results in no borrowing.

HOMEWORK

- Homework is allocated between Monday – Thursday
- Homework will need to be completed by Friday
- Reading is to be completed every night. This could be a set book from class or a selected book from the library. We encourage parents to listen to their child read and also to continue to model reading. This assists in the development of expression and fluency, which are strongly linked to comprehension development. Allowing your child to record and listen to themselves, using a mobile phone or tablet, can also help. It is recommended your child reads between 5 to 10 minutes a day.
- Mathematics will be assigned for the week. Selected activities support the classroom program and are of great value as they incorporate a range of mathematical vocabulary.
- Spelling and Word Work will be assigned for the week. These lists are based on the classroom program and provide extension.
- Diary will be used as a communication tool. It would be beneficial for any entries to be signed to confirm the note has been read.
- Homework Book is to be signed at the end of the homework week (Thursday) and returned to school on Friday morning.

If there is an important matter to discuss please arrange a time for a meeting or reach us via email. Homework should take between 20 - 30 minutes per day. The presentation of homework is expected to be of class standards.

STUDENT ABSENTEES

The following procedure needs to be followed if your child will be absent from school at any time:

- If your child is absent from school please phone to notify the office before school commences. If no note has been given to the classroom teacher prior to the day, you will receive an SMS (approx. 9:30am) making you aware of your child's absence.
- **PLEASE NOTE:** When your child returns to school the following day, they **MUST** bring a note explaining the absence.
- If you are picking up your child early from school or dropping them off after 8.40am you **MUST** go to the office first and sign them in or out.
 - Please inform both the office and teachers of future absenteeism, as these dates may affect special school or class events.

THE CURRICULUM

RELIGIOUS EDUCATION

As teachers in a Catholic school we see this area of the curriculum as the most important as it underpins everything we teach. It gives us the opportunity to share our faith and knowledge of the teachings of Jesus with our students. This year your child will participate in the Sacrament of Reconciliation.

Each term will see the completion of two units.

Term One:

- Water of Life (Baptism)
- Loving Like Jesus (Lent/Easter)

Term Two:

- Speak from the Heart (Prayer)
- Christian Conscience (Reconciliation)

Term Three:

- Sharing Jesus' Special Meal (Eucharist)
- Strengthened by the Holy Spirit (Confirmation)

Term Four:

- Gathered as One (Church)
- Gifted by the Word (Advent/Christmas)

MATHEMATICS

- Number & Algebra
- Measurement & Geometry
- Statistics & Probability

ENGLISH

- Writing
 - Persuasive,
 - Narrative,
 - Report,
 - Procedure,
 - Poetry
 - Explanation Genres
- Dictation/Editing
- Phonics and Word-work
- Grammar
- NAPLAN Testing

ART

- Arts Ideas
- Arts Skills and Processes
- Arts Responses
- Arts in Society

TECHNOLOGY AND ENTERPRISE

- Technology Process
- Materials
- Systems

HEALTH

- Knowledge & Understandings
- Self-Management Skills
- Interpersonal Skills

Friends for Life

In Year 3 students will be completing the Friends for Life program. The program's main focus is to build student interpersonal skills and strategies.

ASSESSMENT & REPORTING

The Assessment and Reporting Policy is as per direction from the Catholic Education Office of WA. The Policy is available from the school website.

- Term One – Interim Report and Two Way Interview
- Term Two – Report
- Term Four - Report

SCHOOL ROUTINES

School begins promptly at **8:30am**.

- It is essential that all children are organised and ready to begin their learning at this time.
- Students are expected to be in the classroom before 8.40am. The first bell rings at **8.30am**.
- Students are not permitted to be on the school grounds before 8.15am.
- **All students and parents must remain in the upper playground (basketball area) until the first bell is heard.**
- Staff members are unable to supervise students before 8.15am.
- Students are expected to leave the school grounds by 3.15pm. Playing on the adventure playgrounds and outdoor decking is not allowed.
- No ball games are permitted prior to or after school.

AREAS OF IMPORTANCE

Medical Conditions and Medication

Please ensure your child's medical conditions have been noted at the office and that you keep the file up to date. If puffers, antihistamines etc. are required in an emergency situation please supply the school office with spares and ensure they are clearly labelled with the child's name. If your child requires medication during school hours please take the medication to the office and fill out the relevant forms.

Updating Records

It is important parents notify the office of any changes to their address, phone numbers, medical conditions and emergency contacts.

Collecting Children, Car park and 'Kiss and Drive' areas

Parents are requested to be vigilant when parking their vehicles and using the 'Kiss and Drive' area. For safety reasons, parents are requested to follow the rules when using the car park and 'Kiss and Drive' areas. If students have not been collected by 3:15pm, they will wait on the basketball courts until collected. If you are collecting your child within the school grounds, please wait outside the classrooms so that you do not disturb the children. Parents are requested not to enter the classrooms during the dismissal period to minimise distractions for the children. **Please note NO U-TURNS.**

Allergy Friendly School

St. Columba's School is an 'Allergy Friendly School'. Children are not permitted to bring any nut products to school as some children have life threatening conditions, even when exposed to nuts and other products. The school's policy is attached to this booklet and parents are requested to read the document and abide by the procedures and rules.

Parent interviews/appointments

Parents are welcome to arrange appointment times throughout the year at short notice. We would appreciate that the time from 8:30 – 8:40am be reserved for children to get organised and to have a chance to speak to the classroom teacher. Appointments can be arranged for after school hours. Diaries and email can be used as a means of communication. Please remind the students to tell the teacher if there is a written communication in the diary.

We are happy to be contacted by email, however, please allow 24hours for a reply.

Year Three Green – Mr Carbone - carbone.ric@cathednet.wa.edu.au

Year Three White – Mrs Musca - musca.maree@cathednet.wa.edu.au

Absentee notes

Parents need to send in a note explaining their child's absence from school, upon returning to school. This is a legal requirement for records when maintaining a register of attendance.

Supervision and Duty of Care

Children are not supervised at school before 8:15am and it is important that they are at school and settled ready to start at 8:40am. Late arrivals and disorganisation cause disruption at the start of the day and cut into learning time. Children are only supervised until 3:15pm, by which time they need to be picked up, as staff need time to plan and prepare for the following day's lessons.

Sign in/out

If you are taking your child out of school during school hours, it is important to sign them out at the front office and then in again if they are returning on that same day. Please inform classroom teacher of any planned activities scheduled in the morning, preferably via a written note. Also, if a child arrives at school after 8:40am they will need to be signed in at the office.

Uniform

The school has a set uniform which students need to wear and adhere to at all times. Please send in a note if your child is unable to wear the correct uniform. Any student not in the correct uniform will need to explain why they are breaching the school policy. The Uniform Policy can be found on the school website.

Parent Helpers

- In the classroom
- Library - re-shelving books, covering books
- Canteen
- Sports days and carnivals
- Excursions

CONFIDENTIALITY

It is imperative that all parent helpers/volunteers agree to support the confidentiality policy of our school. Parent volunteers are asked not to discuss the happenings of the classroom with any other parent or the community.

COMMUNICATION

Communication between the teacher, students, parents and colleagues is vital in order to receive support to improve learning of each student in the classroom. We value a good relationship between teacher and parents, as we believe there is a need for strong parent support throughout each child's education.

Above all education should be an enjoyable experience for all concerned, the teacher, students, parents, families and the wider community. We will strive as teachers to ensure that we are positive role models, who provide students with opportunities and equip them with skills to function within society.

SCHOOL WEBSITE

School Website: www.stcolsbays.wa.edu.au

- The school website is updated daily. Please register online for access to the website.
- The newsletter is only available online.
- Parents without internet access please notify the office.

Please go to the school's website to access:

- the weekly newsletter
- all school policies
- classroom events and
- school calendar

