Dear families,

Hello and welcome to the year 1/2 learning community at St. Martin de Porres School. I hope that you and your child have a happy and successful year.

I have created a learning space that is welcoming and supportive for you and your child. Our learning space is intended to promote inquiry based learning while encouraging confidence and community building. It is important that children are provided with the opportunity to learn with and alongside others in an attractive environment in which they feel safe, happy and organised. In year 1/2 RH you and your child will find that there will be even more emphasis on children taking responsibility for their own learning, independence and organisation. I encourage you to foster these skills at school by getting your child to organise themselves during our morning and afternoon routines.

I believe that strong partnerships are central to effective learning and while your child is in Year 1/2 RH you will see your child sharing learning experiences with the other year one and year two classes. My aim is to foster confidence, resilience and a strong sense of community within our learning space.

School Hours
- Classroom is open: 8:45am
- School Commences: 8:55am
- Recess (eating time): 10:50am – 11:00am
- Recess Playtime: 11:00 - 11:20am
- Lunch (eating time): 12:50 - 1:00pm
- Lunch Playtime: 1:00 – 1:40pm
- Home Time: 3:20pm – (3:00pm on Tuesdays)

Students are expected to arrive at school no later than 8:45am. It is important that students are on time as students who arrive late miss out on important organisational activities and feel disorientated on arriving late for class. Students late to school are required to be “signed in” in the Front Office of the school. Students who have not been collected by 3:40pm (3:20 on Tuesday) in the afternoon will automatically be placed in Out of School Hours Care.

On arriving at school
- The time before the classroom is open is an opportunity for the students and parents to socialise with peers under the supervision of the teacher on duty. Please encourage your child to put their own bag on their hook along the side of our learning space and move to the courtyard where they will be expected to sit down and be supervised by the duty teacher from 8:30am until 8:45am. The classroom doors will open at 8:45am. Please support your child’s independence in organising themselves by encouraging them to bring their own message folder and drink bottle into the classroom to begin their morning routine.
- I ask that you respect that students are getting organised for the day and beginning work so if you wish to have conversations with other parents that you do this outside the classroom. This is also an important time for me to greet students and help them, so while I am available for questions that require a quick answer, please see me after school or make an appointment if you have questions or concerns that require a longer length of time to answer.

School Office Hours
- The Front Office is open from 8:30am – 3:40pm Monday to Friday for payment of fees and any enquiries. Any money transactions that are less than $5.00 may come via your child’s class communication box.

Medication
- Any medication (in its original container with dosage) is kept in the sick room in the office, and is sent home each afternoon if necessary.

Morning Routine
- Once the classroom door is opened, your child will need to bring in their message folder and any communication for the office box. Children are then expected to get out their spelling contract book and begin their spelling tasks. Children will then have a quiz on the spelling words they have learnt at home with an adult.
- For this reason we ask parents to closely supervise younger siblings and work with us in maintaining a calm and respectful learning environment in the mornings.

Mathematics
- In addition to students mathematics lessons this year students will be doing quick mathematics activities to support them with their development of counting strategies. Some of these activities will be set as a homework activity. For this reason I ask you to supply your child with 2 die and a deck of cards to keep at home supporting them with these tasks.
Home Reading and Spelling

Reading Book Covers:
Your child will need their Reading Book Cover from last year. Individual Spelling Lists will be placed inside the front cover and it also helps to protect books sent home. Reading Book covers should be kept in your child’s blue Message Bag.

Reading:
Students will be required to read to an adult each Monday to Friday at home. A book will come home in your child’s Communication Folder on these nights. This is an important opportunity for students to practice the skills they have learned in our literacy time. Students are allocated 1-2 books at a level appropriate to his/her reading needs. Your child should be able to read these books independently with a minimal amount of assistance from parents. (Please do not take more than 1-2 books for your child each night as the books are for the use of all children in the class). If you wish to read more than this allocation please feel free to read books from home as an extension or “sharing” time with your child. There is a real need for books to be re-read during the week to allow students to increase confidence, boost their vocabulary and practice reading strategies. Try to encourage this practice. At the start of the term students will choose a new reader, with guidance and will be reminded to change their books after they have read it 3 times. Please record the book read and any comments in your child’s Reading Record & Communication book each night. If you wish to discuss your child’s reading progress with me please feel free to make a time to have a chat.

Spelling/Sight Words:
Students will receive 6 Spelling words to practice at home from Monday to Thursday, beginning in week 2. Students should practise writing these words each night. Students will also be required to complete a spelling activity at home each night. All of this information will be in their home learning book. Please keep your child’s home learning book in his/her Message Folder each day so their work can be monitored. Students are encouraged to try to spell the words as best they can. They do not need to make corrections to incorrect attempts as this shows me where they are at and is more informative than corrected work. Please encourage your child to try their best with their home learning. Your child’s Home learning book will be checked each Friday.

A good way to learn words is to complete a Look, Say, Cover, Write Check exercise.

LOOK – Look at the word carefully
SAY - say the word aloud (please ensure students practice reading the word aloud)
COVER - cover the word (with hand or book or you may fold the paper over)
WRITE - try to write the word down in the space provided for that day.
CHECK - check the word to see if you were correct.

Each day children will be tested on the words they have been learning at home. Your child’s individual list will be placed in the front of their reader cover. They will be tested on the same three words for 3 consecutive days and then they will be tested on the next three words from their individual list. Your child’s name will be ticked off on a list by parent helpers or ESO’s once they have had their test.

PE Uniform
This year the children are having their PE lessons on Wednesday and Friday. They will need to wear their full sports uniform on these days.

Italian and Music
Italian for 1-2RH will be on Tuesday and Thursday at 12 noon and Music will be on Tuesday after recess.

Message Folder
As you may know the message folder is used as a tool for parent/teacher communication. Each night, your child’s blue message folder will come home. Please check it each night for notices. It is essential for them to bring their message folder to school each day and keep it in their tray. It must contain their reader, communication book and any notices for the teacher or office.

Communication Books
Any messages or reminders will be recorded in your child’s Communication Book. This is not necessarily a daily occurrence and will only be written in when required. Please use this for any notes to the teacher such as absences from school. It is important that the book is kept in their Message Folder at all times and brought into the classroom each morning. If you do write a note in this book please ask your child to place it in the communication basket at the front of the room. Please try to check this book on a regular basis.

Classroom Personal Responsibility Procedure
If a child is in breach of class expectations or a school rule then following consequences will be carried out.

Step 1: Reminder
Step 2: Isolated working in the classroom
Step 3: Time Out - working in another classroom - parents notified
Step 4: Time Out - working in the Office and parents notified

Students may skip some steps for excessive behaviours.

Positive choices will be acknowledged daily through the happy face rewards chart.

Class expectations will be created collaboratively and displayed in the classroom at all times so students are reminded of the agreed upon expectations of members of our learning community.

Water
Children are encouraged to keep up their water levels during the day so they will be given free access to their drink bottles. For this reason I ask that you provide your child with TWO drink bottles each day. One drink bottle is for the drinks basket in the classroom and one for keeping in their school bag. This ensures that they have access to water during indoor and outdoor learning times. If sending frozen water please wrap bottles in tea towel or insulating cover to prevent things from getting wet. Cordial and fruit drinks are not permitted in class but can be consumed at recess/lunch breaks. Children will be asked to bring water bottles in to the classroom before the bell at 8.55am. Please name your child’s water bottles.

Headphones
Can you please send to school a set of labelled, working headphones suitable for ICT use. They will need to be kept in a labelled and suitably sized bag (such as a glad bag) to keep them untangled and protected. Your child will gain maximum benefit from ICT and our interactive programs if they are able to hear the computer. Similarly in the classroom, we use laptops, listening posts, and I-Pods and the children will need headphones to access these pieces of equipment. Children are to keep these in their own tray.

Art Smock
Please send in a labelled art smock for your child. We will be painting on a regular basis and these help to keep your child’s uniform clean. The children will keep them in their school bags so that you are able to wash as required. If you do not provide your child with an art smock then we cannot be responsible for any stains on their uniform.

Library
Each week your child will visit the library on Wednesday. Please encourage your child to bring their library bag to school on these days. It is important that students are encouraged to borrow from the school library (and other libraries) to increase their appreciation and enjoyment of books. Please remind your child to return their library books to the library returns basket in the classroom as soon as they are finished reading them. This way we can minimize lost books and make sure they make it back to the library safely. I ask that you provide your child with a clearly labelled library bag that can be kept in their school bag.

Hats
Please ensure that your child has a named hat each day (having a spare in the bag is also a good idea) to ensure that they are able to go out to play at recess and lunch. It is also a good idea to supply your child with sunscreen so they can reapply at recess and lunch time, when needed.

Sharing Circles:
Each Wednesday (beginning in Week 5) your child will have the opportunity to practice speaking aloud to an audience in an appropriate manner. Your child will practice their listening and speaking skills in a small group setting. They will also have opportunities to take on the roles of organiser, timer and recorder during sharing time. Please encourage your child to participate by assisting them in selecting appropriate materials and planning what they intend to say. Your child will also be given the opportunity to speak to the whole class once a term on a rotation basis. A note with Sharing Circle Topics will be sent home each term and displayed on the window of the classroom.

Student Responsibilities
One of the most valuable ways you can support your child in their learning is to let them take responsibility for themselves and their belongings. Ways they can achieve this are as follows;

- Any notices, letters, forms, bank books, etc. should be brought into the classroom by the student and placed in the Office box or handed to the teacher.
- If you have written a note in the Communication Book then your child needs to put it in the communication basket in the morning.
- Students should hang up their own bags and remove their Communication Bag and water bottle before entering the classroom and placing their message bag in their book tray and their water bottle in the wet area. Please encourage students to be responsible for remembering lunch boxes, hats, jumpers, library bags, readers and folders. This task is much easier if items are labelled.

Family Photographs
Each student is asked to bring in a family photograph which will be added to a class display. Photographs will be returned to you at the end of the year.

Toys
Please ensure your child does not bring any toys etc to school under any circumstances unless they are to be used for the “sharing time” topic for that week.

**Forms**

Please ensure that the forms sent home regarding internet use and personal details etc. are sent back to me as soon as possible.

**Parental Involvement**

Children learn best when there is a clear partnership between home and school. I encourage you to feel welcome and to participate in your child’s schooling. Please feel free to join us for prayer in the mornings, beginning in week 2, and if you wish to stay to provide support during literacy time in the morning please feel free to speak to me. Similarly if you have expertise that you feel might be appropriate to share with the children, please let me know.

**Canteen**

The canteen will now be available to the children on Wednesdays, Thursdays and Fridays. You will be provided with further information regarding this shortly.

There are several ways to communicate with me. You can write a letter in your child’s communication book, call the school and I will endeavour to call you back as soon as I can as well as email. I do find email a little easier and quicker to respond to if it is a quick question or you just need to let me know something but as I am busy teaching I do not have time to respond to emails during the day, so please consider this if you choose to communicate via email. My email address is rhamood@smdps.catholic.edu.au. If you have any further queries please feel free to come and speak to me after school. I am anticipating an exciting year with your child and look forward to the times ahead.

Kind regards,
Rosetta Hamood

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<th>Message Folder</th>
<th>Headphones</th>
<th>Sun block</th>
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<tr>
<td>Library Bag</td>
<td>2 drink bottles</td>
<td>Hat</td>
<td>Return forms</td>
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<tr>
<td>Dice</td>
<td>Deck of cards</td>
<td>Reading folder</td>
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Please return to Mrs Rosetta Hamood

Child's Name: ______________________________________________________

Parent's/Carer's names and contact numbers

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Email contact(s)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

I have a current Police Check ☐ YES ☐ NO

Expiry Date ______________________________

CLASSROOM HELP

I am able to help with spelling and reading on the following day ☐ YES ☐ NO

Please tick one of the boxes below on the day you would like to help
(This will involve listening to reading and/or testing 3 spelling words for children.)

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