**Room 15 Parent Information**

Welcome to a new school year at O’Connor Primary School in Room 15. We are your

child’s teachers, Ms Long and Mrs Ollington. Some of you may remember us from last year. We are excited to be sharing the classroom again this year and look forward to working with you and your child over the coming year.

Please find relevant information about our class below.

Room 15 Timetable and Routines

*Specialist Teachers*

We are fortunate to have four specialist areas at O’Connor:

* Science – Mrs Graham (Tuesday and Friday)
* HASS – Mrs Schmidt (Tuesday)
* Physical Education – Miss Winter (Wednesday)
* Chinese Language – Mrs Ung (Thursday)

Please also note the following activities:

* Library – Friday fortnightly on alternative weeks to assembly (Please ensure your child has their library bag with them)
* Clubs – Friday afternoons (A yearly payment of $15 is required)

*School Assemblies*

During Term 1, Senior Assembly occurs each fortnight on a Friday morning, even term weeks.

*Behaviour Policy*

The aim of our behaviour policy is to reduce the interruptions to your child’s education and to provide a safe and enjoyable classroom for your child to work in. Our class has established a set of negotiated class rules. Students are supported in following this process and are positively rewarded for doing the right thing and behaving appropriately.

A behaviour management system is in place and involves a progressive warning, thinking and reflecting structure. Once students have received their official two warnings and then continue to be disruptive, they move to a quiet area of the classroom. If the behaviour continues students are asked to complete a green reflection form. Once completed, the behaviour/incident and form is discussed with the teacher and a student negotiated goal is set. This assists the student in demonstrating the correct behaviour.

As per school policy, the green reflection forms are sent home and must be signed by a parent / guardian and returned to school the following day. A phone call home is made when the form does not return the following day. Please make sure you read this form and discuss it with your child remembering that if they get to that stage they have been disruptive multiple times during the day.

*Homework Policy*

Your child will be expected to complete at least 10 minutes of reading each night and record this in their reading log. Some spelling and maths homework will also be sent out. At times your child may receive extra work that they have not completed during class time.

Requirements

*Hat & Drink Bottle*

For all outdoor play including daily fitness, physical education, recess and lunch play; students require a hat. Due to the current range of temperatures, it is also encouraged that all students bring a large water bottle to school.

*Library Bag*

All students require a library bag for library book exchanges. These are not to be plastic shopping bags, as they do not protect the books in the student’s bag. Library bags can be purchased from the library.

Communication

Communication is the key to establishing a positive school experience. Please feel free to contact me if you have any questions or information you think I should know about your child. Before school is often a good time to have a quick chat about how your child is going. Ms Long is available most of the time Monday to Thursday from 8am or after school. Mrs Ollington is available for a quick chat on Fridays before or after school. For anything more than that, we are happy to make an appointment to see you at a time that is convenient. You can contact us by phoning or emailing the school.

Kind Regards,

Ms Jennie Long and Mrs Ollington

Year 4 Room 15 Teachers

12th February, 2020