



St Cecilia's Catholic Primary School

Year One Information Booklet 2017

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INTRODUCTION

A very warm welcome to parents, guardians and carers of Year One 2017. I am delighted to be working at St Cecilia's Catholic Primary, and am eager to help your children grow and develop this school year.

This booklet outlines various aspects of the Year One Curriculum and programmes that will be implemented in the classroom this year. Please take the time to read through this information booklet carefully, as it contains important information regarding your child's first year of formal schooling.

ADMINISTRATION

School Hours

Children are not permitted to be at school before 8:10 am, as supervision is not provided until after this time.

School begins at 8:20 am. The classroom doors will usually open at 8:15 am to allow your child to organise themselves for the day. I ask that both parents and older siblings refrain from assisting the children as they organise themselves, so they are able to develop a routine and gain independence whilst doing so.

- Recess: 10:20 am - 10:40 am
- Lunch: 12:20-12:35 pm (eating); 12:35-12:55 pm (playing)

The school day ends at 2:35 pm, when the children will be dismissed from the classroom. You are welcome to collect your child from outside the foyer. Alternatively, your child may use the pick-up zone, as well as buses that run to both Port and South Hedland.

Punctuality is important to ensure your child has the best start to the school day. If for any reason your child is late to school, you must accompany them to the office to fill-out the register. Your child will then need to take the late notice red card to the classroom.

Absences

If your child is absent from school for any period of time, please write a note for the classroom teacher who will then forward this to administration upon their arrival. It is a legal requirement that all absences are in writing, even if you have contacted the school by phone or other means. If you are aware of any absences prior to them occurring please inform the classroom teacher of the dates prior to leaving.

Please do not send your child to school if they are unwell. Illness tends to spread quite rapidly in an early childhood learning environment.

Parent Help

Throughout the year we will require parent help at school, particularly during literacy and numeracy dedicated times. Parent help is a vital tool, especially in early childhood. If you are available, I encourage you to write your name down on the timetable on the classroom noticeboard. Your assistance will be greatly appreciated. Prior to helping in the classroom, you will need to sign-in at the office and receive a visitor's badge.

If you have volunteered and are no longer able to attend the day you have nominated, please let me know in advance.

It is important to note that maintaining confidentiality is vital when working with a child.

The development of each individual child should not be discussed outside of that session.

Uniforms

All children are required to wear the correct uniform at all times. Please make yourself aware of the correct uniform requirements. If your child fails to wear the correct uniform they will be given a red uniform slip. These will need to be signed by a parent, guardian or carer and returned to the classroom teacher on the following day.

If you are aware that your child is wearing the incorrect uniform, a note explaining the reason why is appreciated.

Lost Property

If your child loses an item of theirs, please check the lost property box located in the office. Items that are labelled will generally turn up; however, ultimately your child is responsible for their own items.

Canteen Lunch Orders

Lunch orders are fully operated online. The orders are to be placed at your earliest convenience. Please refer to the menu prices and daily specials. These can be accessed on the school's website. If you experience any difficulties with ordering or require further assistance, please see the office.

Health Issues

Many children suffer from allergies. To cater for these children, the school is a nut and egg aware school. We endeavour not to include these products in our meals.

Please ensure that staff members at the school are aware of any allergies or special medical conditions.

Stationery

Thank you for your assistance in getting the stationery orders and labelling your child's stationery items. It is important that they have the correct equipment on them. If you have any issues with the required items, please see me.

Spare stationery items are kept in the classroom and are given to the children when they need it.

CLASSROOM PROGRAMME

Term One Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15	START OF THE SCHOOL DAY				
8:25 – 8:40	Assembly	Morning Fitness	Morning Fitness	Assembly	Morning Fitness
8:40-9:30	Literacy	Literacy	Literacy	Literacy	Literacy
9:30-10:20					
10:20-10:40	RECESS	RECESS	RECESS	RECESS	RECESS
10:40-11:30	Numeracy	Numeracy	Numeracy	Numeracy	Health
11:30-12:20	Religion		Social and Emotional Skills		Physical Education
12:20-12:55	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:55-1:15	Quiet Time	Quiet Time		Quiet Time	
1:15-1:45	Humanities	Humanities	The Arts	Humanities	Science
1:45-2:35	Library	Religion		Religion	Technology + Enterprise
2:35	END OF THE SCHOOL DAY				

Important Days

- Monday: Assembly (odd weeks) - Morning Greeting
- Monday: Library with Mrs Sheen
- Wednesday: Whole School Arts Programme
- Thursday: Assembly (even weeks) - Merit Certificates
- Friday: Physical Education and Health with Mrs Lee
- Friday: Science and T&E with Mrs Wellbeloved

English

St Cecilia's supports a Literacy dedicated time for Years One to Six. During this time, specific skills required for successful reading, viewing, writing, speaking and listening will be covered. These will be explored with a variety of activities, using a range of text types.

Mathematics

The Mathematics program is made up of three strands: Number and Algebra; Measurement and Geometry; and Statistics and Probability. In Year One, the Mathematics curriculum is predominately delivered using hands-on activities. Therefore, the children will manipulate concrete materials to consolidate mathematical concepts and understanding.

Religion

Three units of work will be covered each term. They are specifically designed to help your children understand and develop their relationship with God by drawing on their own experiences and existing relationships. Prayer is also a focus in the classroom. To develop your child's understanding of formal and informal prayers, it will be conducted daily.

History

The history content involves two strands: Historical Knowledge and Understanding; and Historical Skills. In Year One, students will investigate continuity and change, cause and effect, perspectives, empathy and significance, in specific relation to family structures.

Homework

In Year One, it is expected that your child engages in approximately 15-20 minutes of homework each night. Homework is set with the intent to support and consolidate learning that has occurred in the classroom. Please help your child establish consistent routines for homework, and provide encouragement with all tasks. However, it is important to note that students are to complete homework tasks on their own.

The homework template can be accessed on the school website. Your child's homework will be assigned and assessed every Thursday. Please ensure it is completed prior to this.

If for any reason your child is unable to complete their homework, please send a note with a valid reason.

Homework Diaries

The homework diaries are primarily used as a communication tool between the home and school. The diary is required to go home each afternoon and return to school each morning.

I encourage the children to write their own homework, as well as other reminders into their school diary. Each night, your child must also record their daily reader books into their diaries. Once a book has been read, it is to be signed by a parent, guardian or carer.

Classroom Management

In order to provide your children with a positive and safe environment for learning, they are expected to follow the five school rules. These are displayed in the classroom and are regularly referred to. Positive (and negative) behaviours are recognised in various ways, including the ClassDojo App.

School-Wide Behaviour Management Policy

The school-wide behaviour management policy has been designed to help create an environment that is functional and nurturing to everyone's needs. It promotes the development of self-regulation. Through minor, medium and major offences, children learn that all behaviours have consequences and recognise when actions should be altered.

Minor Infractions

- Swinging on chair
- occasional chatting
- wandering around class
- tapping teacher on arm etc
- dobbing
- not listening
- Procrastinating
- not being ready for class
- not staying on task
- touching others
- rolling on mat
- general fooling around.

Medium Infractions

- Back chatting an adult
- Swearing
- dobbing/telling tales
- exclusion of others
- put downs
- name calling
- active disruptions
- running away from staff
- persistent low level acts
- not respecting others
- lying
- hurting others unintentionally after being warned to stop action

Major Infractions

- Swearing
- exclusion of others/bullying
- lying (with intent)
- direct defiance
- Violence with intent
- endangering others
- stealing
- running away from school
- drug use
- lack of respect
- manipulative behaviour.

Use non-disruptive behaviour management strategies to stop infraction.

Classroom/General

Phase 1: Redirection/Teachers discretion. Use own management strategies.

- Stand near student
- Touch shoulder
- Quick hand signal
- Glance at student
- Change tone of voice
- Change volume of voice
- Pause before speaking

Phase 2: Medium Infraction.

Playground:

Phase 1: Time out next to the duty teacher.

Phase 2: Medium Infraction.

Formal process commences

Classroom/General

Phase 1: Counting begins 1, 2, 3.

Phase 2: On 3, time out/buddy class with reflection sheet. When time permits restorative practice between teacher and student to occur. This is the teacher's responsibility.

Phase 3: if behaviour persists during a after time out, student is referred to office.

Playground: (is dealt with at that time)

Phase 1: Time out next to the duty teacher.

Phase 2: Office Referral

Students to be sent to the Leadership Team immediately.

Progressive or immediate escalation to a Major infraction may lead to any of the following consequences.

- Restorative Justice
- Apology
- Restitution
- Lunch Time Detention
- Letter to parents
- Parent meeting
- Individual Behaviour Plan
- Involvement of support staff
- In school suspension
- Out of school suspension
- Exclusion from excursions and carnivals where the school will be represented.

STUDENT PROGRESS AND ACHIEVEMENT

Parent/Teacher Interviews

Parent/Teacher Interviews are held at the end of Term One. However, if at any time during the year you have any concerns about your child, please do not hesitate to contact me. I will be available on Monday, Wednesday and Friday afternoons for parents/guardians/carers who would like to make an appointment to come and see me. If you wish to do so, please write a note in the school diary, message me on ClassDojo or send me an e-mail (ouschan.alexzandria@cathednet.wa.edu.au).