ABSENCES
Please inform myself or Tracy in the front office, if your child will be absent. A phone call will be made if no correspondence has been received from you regarding your child’s absence by 9:30am.

AFTER SCHOOL
Something to consider; if your child ever catches the bus after school or goes to OSHC: attaching a tag to their school bag with either a picture of a car, bus or OSHC bus will help your child (and myself) keep track of where to go after school.

AIMS
As your child’s teacher I aim to:

• build a trusting and positive relationship with them
• provide a supportive learning environment where they are confident to take risks in their learning
• support them to reach their potential
• cater for the children’s different learning styles
• have fun every day with the children!

THE ALPHABET
Over the course of the year we study individual letters, concentrating on their name and sound(s). A variety of activities are completed each week with continual revision during the year. It is important for the children to learn both the letter names and sounds of the alphabet; as well as the difference and relationship between them.

In class, when a letter is introduced the children are asked: “What is the name of this letter?”, “What sound(s) does it make?”, “Can you think of a word that starts with this sound?” When writing, children need to hear sounds in words and then work out what letter to write for each sound. It is a complex process that takes time. You can reinforce the letter sounds at home by playing games such as:

✓ I spy
✓ What sound can you hear
✓ Find things that begin with……
✓ Reading alphabet books
✓ Drawing something that begins with a nominated sound

BANKING
If you would like your child to bank money through school every Tuesday, forms can be collected from Tracy at the front office. The bank book box is located near the lunch-order basket and fruit tray.
BEHAVIOUR MANAGEMENT
Our Whole School Behaviour Policy is focussed on guidance and redirection rather than punishment. Consequences for inappropriate behaviour are designed to enable the child to learn from their mistake. Safety, Treatment, Communication, Learning and Problem Solving Goals are developed with the children at the beginning of the year, and reviewed throughout the year. Our goals are displayed in the classroom.

The good choices and team work displayed by the children is acknowledged, encouraged and rewarded verbally, non-verbally, with certificates presented at assembly and through our class reward system…

REWARD CHARTS AND STAMPS
Children are rewarded for their positive behaviour and given a stamp on their reward chart. When they receive 10 stamps they are able to choose from the lucky dip boxes.

If individual children are choosing to ignore the class goals, the following consequence steps will be followed.
(After a couple of reminders, giving the child the opportunity to rectify behaviour)

1. Name on ‘Step Chart’
2. Second Warning on ‘Step Chart’
3. Time Out (student sits away from group for a few minutes while filling out a behaviour contract)
4. Time Out in Buddy Class (Year 4/5 fill out a behaviour contract)
5. Principal (fill out a behaviour contract)

Children will always be required to fill out a behaviour contract for each step including and after step 3. So that you are always informed these contracts will be stuck in the home book after a discussion with the teacher concerned.

Consequences do not continue over to the next day and we always praise good behaviour, particularly after a child has had their name on the board/time out etc. Some children will have their name on the board many times as they work at learning how to behave at school. If we feel your child’s behaviour is becoming an issue we will contact you to discuss the issue. It is also a good idea to let us know of any factors that may contribute to your child’s behaviour, so that we can take it into account.

BUDDIES
Each student is paired with a Year 4/5 buddy. Buddies get together fortnightly to share an activity. Activities include listening to reading, sharing a story, art, technology and games. We also attend the Lutheran Rest Home with our buddies twice a year to present a chapel service.
CANTEEN – MONDAY, WEDNESDAY, FRIDAY

Recess – Can be ordered on your child’s lunch order bag (mark it with an ‘r’). Please tell your child if they have a recess order, as the bag does not come back until lunch time. This means your child has to go up to the canteen and ask for their recess order.

Lunch – Orders must be written on a canteen bag. Canteen bags are available from the canteen or our classroom.

CHRISTIAN STUDIES

Through daily Devotion, Chapel services, Christian Studies Curriculum and incidental teaching opportunities we aim for the children to understand:

• God loves us no matter what we do
• God wants us to love Him, and one another
• Jesus is our friend who we can talk to in prayer
• God is in control, we don’t have to be afraid
• God provides everything we need
• God sent Jesus so our sins can be forgiven

COMMUNICATION

I will keep you informed about class events and curriculum. Your child will have a Home Book in their reader folder in which notes and newsletters will be placed. It would be appreciated if notes/newsletters sent home could be acknowledged with a signature, and if your child’s diary stays in their reader folder.

If you have any questions or concerns please feel free to either jot down a note in your child’s Home Book, or catch me before or after school. Please bear in mind that some matters may take longer than a few minutes to sort out and therefore a meeting may need to be arranged. If you have a note or money for me or the office, please put it in your child’s blue reading pouch for the parent helpers to clear in the morning. If any new information arises that may influence your child’s participation or well-being at school, please don’t hesitate to speak to me. I can be also contacted (via text preferably) on my mobile, 043 706 2442 if there are any last minutes things that you have forgotten to put in the communication book. I will also text you regularly with reminders, special achievements the children have made or notes.

CURRICULUM

Your child will be provided with learning opportunities in nine curriculum areas: English, Mathematics, Christian Studies, The Arts, German, Health and Physical Education, Science, Society and Environment/History, and Design and Technology.

We will explore a theme each term which will incorporate various curriculum areas.
The children will receive lessons in the following areas from specialist teachers: German (Mara Rada), Library (Margaret Wormald), Design and Technology (Leanne Reichstein) and Health (Rebecca Loxton). All other curriculum areas will be taught by me. Following are details of activities, concepts and topics in English and Mathematics we will cover in your child’s first term of school…

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<thead>
<tr>
<th>English</th>
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<tr>
<td></td>
<td>☺ Story writing</td>
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<td></td>
<td>☺ Letter recognition</td>
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<td></td>
<td>☺ Letter formation</td>
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<tr>
<td></td>
<td>☺ Literacy Groups – small group Guided Reading focusing on teaching reading strategies / Literacy games &amp; activities</td>
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<tr>
<td></td>
<td>☺ Shared big book reading</td>
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<tr>
<td></td>
<td>☺ Sentence making</td>
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<td></td>
<td>☺ Stories &amp; activities</td>
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<td>☺ Morning reading</td>
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<td></td>
<td>☺ Sight word recognition</td>
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<td></td>
<td>☺ Sharing time</td>
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<tr>
<td></td>
<td>☺ Language experience activities (like blowing bubbles when learning about ‘Bb’)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
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<td>☺ Number games</td>
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<tr>
<td></td>
<td>☺ Number formation</td>
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<tr>
<td></td>
<td>☺ Sorting and Patterning</td>
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<td></td>
<td>☺ Measurement – days of the week and months of the year</td>
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**GMG (Gross Motor Games)** (i.e. body movement)

Each year, the Receptions take part in GMG twice a week (Tuesday and Thursday). GMG is a vital program to develop children’s gross motor skills, and therefore their fine motor skills as well. The children are split into small groups. Each group rotates to complete 3 - 4 different activities each session. We have found GMG to be enjoyed by all Receptions. Our GMG sessions are at 2:45 – 3:15pm and we welcome any parent help with sessions.

**HANDWRITING**

Before letter writing begins, the children need to develop an individual hand preference and muscular coordination of the eye, arm, hand and finger movements. Home activities to improve your child’s fine motor skills will help with their pencil grip and letter formation at school. These may include:

- Folding and tearing paper
- Cutting paper along the line
- Jigsaw puzzles and games
- Bead threading and following patterns
- Sorting according to shape, size and colour
- Solving a maze
- Following a dotted line
✓ Building blocks, lego etc.
✓ Play-dough and clay modeling
✓ Painting with a brush, sponge and fingers
✓ Colouring and drawing
✓ Songs and finger rhymes

Please see Appendix 1 as it shows how to correctly form each letter of the alphabet. We don’t expect you to teach your child Handwriting at home, but it would be helpful if you can support them to form the letters in their name correctly. Please encourage your child to write in lower case letters. As each letter is introduced we concentrate on the correct letter formation.

HOME READING

Your child will place their blue reading pouch in the blue tub with the blue label that says ‘Blue Reading Pouches’. They will then be called to read to me, another staff member or the other reading parents. They will re-read their book from the previous night. They then swap their reader for a new one, and I, or the parent helper, will write the title of the book in their reading diary. They will read their new reader for the first time with me or the parent helper at school, for the second time at home, and for the third time to a parent or me the next day. This is so that you get an accurate picture of the reading strategies they are using and to maximise their confidence when reading at school. It is very important for your child to read every night at home.

You and your child may like to fill in the reading faces in the diary and stick in the reading stickers when they reach certain milestones. The readers your child will bring home are leveled. Running Records are a test we complete to determine the reading strategies the children are using, their comprehension level and whether they’re ready to choose readers of the next level. Running Records are completed with each child monthly by me.

iPADS

The Reception class has 4 iPads allocated for their use. We can obtain another 8 if we are doing whole class activities. These iPads are used in Literacy or Maths groups to follow up and further develop the children’s skill in a particular curriculum area. We also use them to search the internet, create books, develop handwriting, publish work and many more. If you have any questions regarding the iPads please do not hesitate to ask. If you would like the name of any of the apps we use that can be arranged as well.
LIBRARY

The children will visit the Library every Wednesday to borrow 2 library books and attend their 45 minute library lesson with Margaret Wormald, our librarian. We will put the ‘Library Tub’ out on Wednesday mornings for the children to put their library bags in.

LITERACY GROUPS

Literacy Groups are an important time for the children to work closely with an adult in a small group with peers of similar ability. The groups of children each working with parent helpers play various literacy games, while the group working with me take part in Guided Reading. Parents are always encouraged and welcome to help out during this time. Please see me asap if you could help out. Literacy groups are carried out on Tuesday and Thursday mornings from 9:30 – 11am.

LUNCH TIME

The Reception children eat lunch together in the gazebo. Eating time goes for 10 minutes and requires all children to stay seated. When the children have finished eating and the play bell goes, they show the teacher on duty their lunch box before playing.

MORNING ROUTINES

The school day commences at 8:50am. The children are welcome to play outside before school (from 8:30am when the teacher on morning yard duty rings the bell), then make their way inside when the first bell goes at 8:45am.

Following are details of the tasks we encourage and expect the students to complete in the mornings. Your support to encourage your child to complete these tasks independently is greatly appreciated. These tasks are displayed near the door to remind the children of the tasks they need to complete.

When they arrive at school the children need to…

- Put their water bottle in the tray
- Put their fruit in the fruit tray
- Put their lunch box in the fridge
- Put their bank book (Tuesdays) in the bank box which is clear and purple, next to the fruit tray
- Put their recess or lunch orders in (Monday, Wednesday, Friday) the lunch order box. It is white and is next to the bank box
- Bring their blue reader pouch inside and put their reader pouch in the blue tub
- Choose an activity until the bell rings or we ask them to pack up

When the bells ring: The children pack up their activity and sit on the mat.
MORNING READING and READING POUCHES

Morning reading occurs Monday to Thursday from 8.45 - 9.15am, and is part of the children’s morning routine. There is no Morning Reading on Fridays due to Chapel. We do not have a formal ‘roster’ for morning reading, if you can help just grab a pile of reading pouches and start reading! When you are available to listen to reading, please take a seat in the back room or at a table and invite children 1 at a time, to read to you. The children are in the routine of tapping the next person to read on the shoulder. Please check the home books and blue reader pouches for any notes from parents/bank books/forgotten lunch orders!

The children will read their reader from the previous night. Then ask them to swap their reader. Write the new title into their reading diary and read through the new book with them. When you have finished your pile of readers, please place the blue reading pouches into the red tub. Thank You!

Morning reading times are a great opportunity for your child to learn reading skills from other adults, and for different children to learn from you!

RECEPTION REST DAYS

It is customary for new Receptions to spend the first 4 Wednesdays of term at home, to allow them to adjust to the extended times they will spend at school. The rest days for this term start in week 2 and are on the following days: 4th, 11th, 18th, and 25th February.

TALK TIME / SHOW AND TELL

Show and tell or talk time this year will involve each child taking it in turns to take one of our class soft toys home for an excursion. They can have them at home for 1 or 2 days. When the toys come back to school the children can verbally tell the class what the toys have been up to. This encourages the child’s verbal skills as well as develops their ability to present information to a small group.

TAKE HOME WORDS

During their 1st term at school, your child will receive their first list of sight words to practise at home. Try to mix up the order of the words and make it relevant to your child’s reading (ie. encourage them to point out sight words in their reader). Many sight words cannot be sounded out and the children progress through the program at different rates. At school we celebrate every word that is learnt.

TEACHERS

As you know I will be your child’s teacher on a full time basis. I am also the school Literacy Curriculum Coordinator and therefore every second Thursday will be out of the classroom working with other classes and teachers in this role. In my absence Leanne Reichstein will be in the class for the entire day. The
children will already know Leanne from the Design and Technology lessons she conducts with them every Tuesday and therefore this should be a smooth transition.

TOYS
Please do not send toys to school. In the past toys have been broken and lost, causing much distress to all involved. Your support would be greatly appreciated. The only exception to this rule is for a special birthday show and tell where children can bring one birthday gift to show to the rest of the class. It will then be kept safe on my desk until the end of the day.

UNIFORM
Students need to wear their sports uniform on Tuesdays and Thursdays. Our policy at Loxton Lutheran is NO HAT, NO PLAY – every day at school. Hats are kept in the children’s trays when they are not being worn, and overnight. Please ensure school bags, hats and jumpers are clearly named.

WATER BOTTLES AND FRUIT
Children are required to bring a bottle of water to school each day. They are kept in the water bottle tray at the entrance to the room. They are also encouraged to bring some fruit for fruit time (10am daily). Please name fruit to avoid mix ups!

If you have any questions once you have read this booklet, please don’t hesitate to ask. I look forward to a fun and successful year with your child!

Kind regards and God bless
Tricia Wright