Dear Parent, Carer and Students,

May we take the opportunity to welcome you and your child to this class in 2013. We are looking forward to an enjoyable and productive year. To assist in ensuring the year gets underway smoothly could you please read and consider the following material. This letter provides you with information on:

- Your child’s teachers for 2013
- Your child’s weekly timetable
- Our College expectations and class rules and a few operational procedures
- Our bookwork and homework expectations
- Specialist programs and key events
- Ways of keeping communication and information moving between school and home
- Term 1 Unit and Assessment Calendar.

We understand the importance of communication with home and different forms of communication work with different people. Our class letters are published at the beginning of each semester. In this letter you have been provided with direct email links with staff members as well as links to other important documents to assist with communication.

If you have any concerns or questions please phone the office and we can call back as soon as is possible to arrange a meeting time. Email is generally the most efficient means of contact.

Margaret Barron mbarr87@eq.edu.au and Deb Richards dr ric0@eq.edu.au

We will also be contacted via your student’s diaries as needs arise throughout the year. We take our learning very seriously and ask that all contact with students and teachers must be made prior to 9.00a.m or at the front office prior to entering a classroom.

Class times are used for teaching, lesson preparation and meetings. We are very happy to make an appointment to meet with you via phone, note or email.

**Weekly Timetable**

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<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>Roll</td>
<td>8.05-9.05</td>
<td>Roll Class</td>
<td>Roll Class</td>
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<tr>
<td>S1</td>
<td>9.05-9.40</td>
<td>Assembly</td>
<td>English</td>
<td>Mathematics</td>
<td>Music</td>
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<tr>
<td>S2</td>
<td>9.40-10.15</td>
<td>Mathematics</td>
<td>English</td>
<td>Mathematics</td>
<td>Music</td>
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<tr>
<td>S3</td>
<td>10.15-10.50</td>
<td>Mathematics</td>
<td>English</td>
<td>Spelling Mastery</td>
<td>English</td>
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<tr>
<td>S4</td>
<td>10.50-11.25</td>
<td>English</td>
<td>Reading</td>
<td>Religion/Values</td>
<td>Mathematics</td>
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<tr>
<td>S5</td>
<td>11.25-12.00</td>
<td>Mathematics</td>
<td>Mathematics</td>
<td>English</td>
<td>Reading</td>
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<tr>
<td>S6</td>
<td>12.10-12.35</td>
<td>English</td>
<td>Physical Education</td>
<td>English</td>
<td>Reading</td>
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<tr>
<td>S7</td>
<td>12.40-1.10</td>
<td>English</td>
<td>Physical Education</td>
<td>English</td>
<td>Reading</td>
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<tr>
<td>S8</td>
<td>1.10-1.45</td>
<td>English</td>
<td>Physical Education</td>
<td>English</td>
<td>Reading</td>
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<tr>
<td>L1</td>
<td>1.45-2.20</td>
<td>Geography</td>
<td>Science</td>
<td>Science</td>
<td>Art/Technology</td>
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<tr>
<td>L2</td>
<td>2.20-2.55</td>
<td>Geography</td>
<td>Science</td>
<td>Science</td>
<td>Art/Technology</td>
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</tbody>
</table>

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Welcome to 4A

Michael Cavanagh  mcava20@eq.edu.au

Shane Curley  scurl3@eq.edu.au

Deb Richards  dr ric0@eq.edu.au
Universal Expectations / Class rules

Kuranda District State College is a School Wide Positive Behaviour School (SWPBS). Our whole college has a three universal expectations which help shape rules and procedures both inside and outside the classroom. Students will throughout the year be taught different aspects of these expectations.

Within the first few weeks in the classroom we will be discussing what it means to be a safe respectful learner within the classroom and this will form the basis of our classroom rules. It is very important that every child have the opportunity to be heard and assisted. For the first few weeks we have been working on three basic and universal classroom management expectations:

1. When the teacher is at the front instructing the whole class, students must not interrupt with stream-of-consciousness call outs, yelling out loud opinions, or concerns with another student’s actions. Students need to raise their hand, and wait patiently and quietly to ask questions, or for attention.

2. If a child has a personal need: such as wanting to go to the toilet, getting a drink, getting something out of their bag (all things that should be done at break time) then, unless it is ‘life threatening’, this needs to be asked after the instructions for work are given, NOT during the teacher’s talking time.

3. If the teacher is working with an individual student there are to be no interruptions from others. Students need to respect their fellow student’s time with the teacher and be assured that their own important time is respected too.

Bookwork, Homework and Assessment Policy

Staff across the college have established a set of consistent expectations around student bookwork. These expectations are outlined in the poster on this page. Student bookwork will be checked regularly and the high expectations outlined in the poster aim to assist students to develop skills to become good learners.

A comprehensive copy of our homework and assessment policy is outlined in the Middle School hand book available on the school website or from the office.

This outlines students in Year 4-5 do up to 2-3 hours per week. To assist with homework and assessment the Semester 1 unit and assessment calendar is attached.

Every Tuesday Ms Barron distributes homework, due the following Monday.

A virtue will be focused on throughout the week and an activity sheet sent home on Thursday. In their VIRTUE scrapbook your child will note ways that they have worked towards this virtue throughout the week (both at home and at school).

In 4A, students receive their spelling words and activities on Monday. Spelling is to be practised throughout the week in readiness for Friday morning spelling test. Students are expected to independently read for at least 15 minutes per night, and complete their Book Log.

Managing Your Time and Being Prepared

A key to a successful start to the year is about being prepared both at school and home. To help with a quick transition to Learning in 2014 consider the following:

• Books and Resources - Full list of student requirements for 2014 are available from the school office. The P&C are still selling Year level book packs at the college. These packs are very competitively priced and contain all the stationary requirements for the years. They also have available some key additional items like dictionaries and calculators.

• Uniform - Most students have started the year off looking great in their uniforms. These are also available through the P&C at the school. One area that is a focus for improvement is the need for only basic jewellery: one watch, bracelet, simple necklace and earings.