

M4 Pre- Primary

M4 Staff:

Teacher: Miss Jeffrey

Education Assistant: Mrs Von Bennett



General House Keeping:

School Times:

8:40am	Doors Open	8:50am	First Bell to signal commencement
10:50am	RECESS	12:40pm	LUNCH
3:00pm	Close of day		

Welcome to PP in Murrumbidgee Block at Hammond Park Primary School. Our first few weeks together have been great and I am confident we are going to have a fantastic year together.

I would like to thank parents for filling the stationery order so promptly. It makes the start to the year very smooth if the class starts with everything they need.

The purpose of this information package is to help with any questions about the classroom programme that may arise. Please don't hesitate to see me if you have any further questions or concerns. Good communication between home and school will make this year a positive, happy and rewarding year for your child.

Changes to Personal Details/Circumstances

Please inform the school of any personal changes such as medical issues, custody arrangements, telephone numbers or change of address. It is important for the safety and wellbeing of your child that we are aware of these changes as it allows for us to fully support their development and make contact with you when necessary.

Late arrival/picking up early: If arriving after 9am, a late note needs to be filled in and brought to class teacher. If picking up early, a sign out note needs to be filled and brought to the class teacher. Both notes are available at the front office.

Late for pick up: If you are running late to collect your child, please ring the school as soon as you are aware and the message will be passed onto your classroom teacher. Staff often attend after school meetings, therefore your child may be supervised at the front office while they wait for your arrival.

****Also please let the teacher know if your child is being picked up by a different adult. If this is a regular scheduled occurrence due to work commitments etc, please let your classroom teacher know.**

Daily Requirements

Each day your child will need a hat, drink bottle and appropriate footwear. Please note that at Hammond Park PS we have a 'No hat, No play' Policy. Students are required to wear school hats at recess, lunch and during outdoor activities. Please ensure all belongings are labelled. Faction shirts may be worn on Fridays.

On Wednesdays your child has sport; please make sure they are in running shoes.

An old large tee shirt/shirt is required for art lessons for Fridays on even weeks, if you have not sent one in please do so as soon as possible.

Library bags are required every Monday in order for students to borrow books. Please ensure you return the borrowed book on this day.

Parent Communication

The school uses a Skool Bag App to communicate with parents. Please download the App to keep up to date with whole school events. Newsletters can be obtained from the school's website or through the app.

Parent Help

We would love the help especially an extra pair of hands. Parent Roster will go up as of **week 8** this term in order to give the children some time to settle into routine. If you can spare some time, we prefer mornings as this is when we do the most intensive learning. Staying from drop off in the morning until recess would be most appreciated. We also understand that some parents are unable to come in due to work commitments but would still like to offer a helping hand. You can do so by donating recyclables that we can use in the classroom. E.g. paper towel rolls, cereal boxes, unwanted empty containers, clean takeaway containers, unwanted old spoons/cooking utensils, etc. for role play.

Healthy Food Policy

At Hammond Park Primary, we encourage families to pack healthy recess and lunch food for their child (preferably a piece of fruit for recess). Drink bottles to contain only water as this follows the Department of Education Healthy Food and Drink Policy. We encourage choices of healthy foods as this will help sustain your child's energy and concentration.

Lunch/Recess/Birthdays

Due to allergies in the classes please be conscious of sending products with nuts in them. Each class has a number of allergies and to prevent students coming into contact with nuts please avoid in lunch boxes and birthday cakes. Parents can pre-order birthday cupcakes from the canteen for class birthdays. Students are able to order lunch from the canteen on Wednesdays.

Crunch 'N' Sip

Crunch 'N' Sip is a whole-school program that promotes healthy eating and encourages students to drink water every day. Each afternoon we will eat some **fresh fruit or vegetables** and have a drink from our water drink bottles as we work. Please pack the

snack in a small container/zip lock bag labelled and **separate to their recess fruit** to have in the afternoon for about 5 minutes (please be mindful, a whole piece of fruit often takes too long for your child to finish).

Students are encouraged to keep their Crunch 'N' Sip snack in their lunch box until it is needed in the afternoon.

Home Reading/Home Work

The school policy is for Pre-primary students to complete 10-15 minutes of homework each night. This includes reading home readers and practicing sight words. By participating in the home reading system, you are joining us in helping your child become a confident, independent and skilled reader, who reads for a variety of purposes. Parents are asked to read at home with their children on a regular basis. Please take time to discuss the book with your child. Talk about the pictures, characters, plot or themes. Check your child understands by asking simple comprehension questions about the text. It is good practice for beginning readers to read a book two or three times as this helps to develop their sight word vocabulary and their reading confidence. Remember to praise and encourage your child's efforts with positive comments.

Home readers in will commence in week 6 of Term 1. Children will take home sight words for the week and a home reader book in their reading folders for reading practise with an adult. They will need to bring home reading books back daily in order to exchange for a new one. Like the sight words, they will stay at school on a Friday and **not** be sent home for the weekend.

Absences/Lateness

Please advise me, the school office or use the Skool Bag App of all absences, as we are required by law to record a reason for the absence.

Individual Meetings/Concerns

For informal questions or discussions please feel free to come in and see me before or after school. Alternatively, if you would like to discuss your child's academic progress, behaviour or if you have any other concerns, please make a formal appointment to meet with me. I am available before or after school on most days. Please also let the classroom teacher know if your child has seen or is still seeing an OT or Speech Therapist etc. Meetings can then be made to discuss the situation further.

Daily Procedure in M4:

As the doors open at 8:40am, this is the time for your child to be organised for his/her day-unpacking of bags so lunch boxes and other containers are placed in the appropriate spot and the unstacking chairs. In M4 we teach and encourage independence, therefore, please allow them to be responsible for their own belongings. Every morning students will be required to complete table top activities.

Morning Meetings:

This is a Hammond Park Primary whole school approach to '**getting each day off to a great start**'. For 20 minutes in the morning, each class gathers and participates in **4 components** to help create community and reinforce academic and social skills in lively ways.

- 1) Greeting 2) Morning Message 3) Group Activity 4) Sharing**

In the morning a message board will be displayed outside the classroom. The board displays a message for the students to read about the day's learning and will convey any messages or information required for the day. Please encourage your child to read the message and respond where necessary. Please do not allow younger siblings to write on the board or erase the board as this is re-read and discussed during morning meetings.

Morning Meetings occur in each class from 8:50-9:10 in this time students build a sense of community and allow students to interact with one another in purposeful ways and focus on the learning for the day.

On Entry Assessment:

We are currently in the process of carrying out this mandated assessment on Literacy and Numeracy for all PP children. The initial assessment is to be completed by week 6 of this term. Every child is assessed one to one and teachers use this valuable information for class programmes and planning. Once completed and the data is analysed, you will be informed and meetings will be arranged to discuss the findings as necessary.

Information Technology

We really appreciate the many parents of Hammond Park Primary who have made the payment towards the iPad Co-Contribution. We integrate the Interactive Whiteboard and iPads into our daily learning, often using apps such as Reading Eggs, Mathletics and Book Creator to support the developmental needs of your child. In our class we are lucky to have access to 8-10 iPads throughout the day. Students use iPads to reinforce skills learnt, as well as develop their technology skills. The school will be having an IT Expo throughout the year to allow parents to witness how the technology is used in class and allow students to demonstrate their skills.

English

Our English program is taught in blocks in the morning. In these sessions students complete activities involving spelling, phonics, guided reading, grammar lessons, writing and speaking and listening. We set small group English activities for the children to complete and rotate while the teachers work with a group of children to develop reading strategies and comprehension skills.

Phonics programme

Letters and Sounds is our K-2 phonics programme. We use this program in conjunction with Diana Rigg to teach the necessary sounds needed for consistent and independent

segmenting and blending of letters so your child can read and write. Such a skill can take time to grasp, which is why we ask for your support at home as frequent as possible.

Sight word Programme

Learning words by sight (not sounding out). Some words are impossible to sound out therefore this skill of learning certain words by sight is an important skill that needs to be automatic and fluent in order for your child to be fluent readers. Words are returned to class every morning and stay at school over the weekend. Take the time to practise these words every day and when the classroom teacher sees that your child is ready, a new set of words will be sent home.

Mathematics:

A whole school Mathematics block is run during the day which also consists of small group activities. During these group rotations, the teacher will cater for each child and differentiate activities based on their developmental mathematical needs, teaching skills and strategies as outlined in the National Curriculum.

By the end of the Pre-primary year, students:

- make connections between number names, numerals and quantities.
- compare objects using mass, length and capacity
- connect events and the days of the week
- explain the order and duration of events
- use appropriate language to describe location
- count to and from 20 and order small collections
- group objects based on common characteristics and sort shapes and objects
- answer simple questions to collect information.

Science & Humanities and Social Sciences:

These two learning areas will be integrated into both our English and Mathematics programmes.

We use Primary Connections a Department Of Education program for Science.

Topics this term are:

Pre-primary- On The Move

Monday afternoon PP FMS:

Every Monday afternoon, your child will be involved in an FMS (Fundamental Movement Skills) programme that will explicitly teach them the basic movement skills needed. (E.g. running, hopping, balancing, skipping etc.) Please send them to school on those days with appropriate footwear. Feel free to wear coloured faction shirts on those days too.

I look forward to working with you throughout the year in supporting your child to be the best they can be. I am sure it will be an exciting and productive year for us all!