Dear Parents and Caregivers,
We have had a good start to the year and I’m looking forward to a successful year working with you and your children.
In room 2.3 this year there are 26 students - 16 boys and 10 girls.

During the first two weeks, we have been getting to know each other and have discussed our rights and responsibilities for a happy and safe learning environment. We have revised and discussed our school values – CARE, HONESTY, EFFORT, RESPECT and RESILIENCE – and the school rules. We decided on class rules to follow these values.

Class rules are:

- Take care of yourself and others. Treat others how we like to be treated.
- Ask permission to leave the classroom. The teacher needs to know where we are at all times.
- Follow teachers’ instructions.
- Walk sensibly and use equipment safely.
- Respect property.
- Try hard and do the best we can.

We have discussed the consequences of inappropriate behaviour.

Consequences include:
- reminders and practising skills
- class sit out
- sending to a buddy class
- sending to the office.

The action taken will obviously depend on the severity and frequency of the behaviour. I encourage students to accept responsibility for their behaviour and, where possible, I like to use a restorative approach to sort out problems.

I constantly stress to the students that they have the right to feel safe all the time and that harassment and unsafe situations need to be reported.

Routines
Classroom is open at 8.40 am and students should be organised to start work at 8.50 - books/pencils on tables, lunch orders in box, notices to office or teacher etc.

Diaries
The student have diaries to record homework and reminders about notes and school events. The diary is an important way of communicating between home and school e.g. for absence/lateness etc. or any other information you may need to give us. Please sign the diary on the weekends.
Homework
I expect that students will read each night and there will be some set tasks and assignments to complete. They can practise tables and their spelling words for the week. They may also be asked to complete work if not finished in class. The students will record the homework in their diaries and complete tasks in their homework books or other books as required.

Attendance
We are obliged, under the DECD attendance policy, to ask for a note of explanation or phone call from home if children are away or late (unless you have come in personally). If children need to be picked up during the day for appointments/other reasons parents are asked to sign them out via the front office and collect a special permission slip. Absences because of family reasons such as holidays must be arranged in advance by completing a special form which is available from the front office.

Medication
If a student requires special health care support at school, please make arrangements to discuss their health care plan. If medication is required during school time, this must be negotiated with staff and parents/caregivers must provide written consent. Medication needs to be in the bottle/packet dispensed by the pharmacy which shows the child’s name and dosage.

Drinks and healthy snacks
I encourage students to have a bottle of water to keep on their desks and to have a healthy snack of fruit or vegetable to eat during learning time.

Tissues
I have supplied some tissues to start off the year but it would be appreciated if you were able to supply one box of tissues for use in the classroom later in the year.

Communication between child, parent and teacher is very important. I welcome and value your input and support over the year. Please see me or contact me if you have any questions or concerns regarding your child.

Kind regards,
Merryn Jones