



Moonee Ponds Primary School
respect • optimism • care • collaboration

MOONEE PONDS PRIMARY SCHOOL

COURSE HANDBOOK 2016

Year 3/4

Moonee Ponds Primary School
Wilson St, Moonee Ponds, 3039
tel: 9375 2511 fax: 93751939
Principal: Matt Bott
email: moonee.ponds.ps@edumail.vic.gov.au

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Introduction

This year at Moonee Ponds Primary School we have three classes in the Year 3/4 area of the school.

The staff who teach these classes work closely with one another to ensure that they teach to the most up to date educational standards. They plan, implement and evaluate programs, and work together to provide a happy, safe and successful learning environment for all students.

The various programs implemented are aimed at providing children with as wide a variety of activities as possible. With all these activities, the main objective is the development and extension of each and every child's abilities.

Included in this handbook is information relating to various aspects of the curriculum that your child will be participating in this year.

If you have any questions please get in contact with your classroom teacher via email or in person. All questions will be answered via the classroom blogs so be sure to check there for further information after the session. Alternatively, if you have a question that is related directly to your child, please bring it along to the parent information sessions that are being held next week.

Dave Kiddle, Candice Ryan and Andrea Gale (Libby Haigh for term 1)

Starting Times

The first activities of the day start at 9.00am. Students are expected to be lined up outside the classroom door ready to start class. Students are able to access their lockers when the hall doors are opened at 8.45 am. Grade 3/4 teachers appreciate a note from parents if the student arrives after 9.00am.

Uniforms

Students are expected to be in full school uniform each day. This includes black footwear and a broad brim or bucket hat during Sun Smart times. On Sport and PE days, students are expected to wear suitable runners. Grade 3/4 teachers appreciate a note from parents written in a student's diary if the student is unable to meet the school's uniform requirements.

For further information see the MPPS Uniform Policy which is available online at:

<http://www.mpp.vic.edu.au/school-council/school-policies/>

Curriculum

The Grade 3/4 curriculum is comprehensive and covers a broad range of topics. Classroom teachers will place a yearly overview and a copy of the timetable onto their class blogs. The Integrated Studies topics for 2016 are listed below:

Term 1	Term 2	Term 3	Term 4
<i>Civics and Citizenship History, Geography</i>	<i>Design, Creativity and Technology</i>	<i>Geography, Environmental science</i>	<i>Health, Science (Biology)</i>
<u>Who Are We?</u>	<u>Marvelous Machines</u>	<u>People & the Environment- Marine Life in Danger</u>	<u>Growing up – The Human Body</u>
Communities, changing Australia, transitions. Moonee Ponds, Victoria, Australia, people, places and days (events).	Physics: forces, energy observed and explained, design and creativity brief.	Geography & Sustainability	Biology, Human body as a system, safety, changes

Classroom teachers will place further information regarding integrated units on their classroom blogs throughout the year. Students will be required to complete various projects focussing on these topics each term. Students will also participate in a variety of Language and Writing activities.

As part of our literacy program, students will work independently and in groups to develop their knowledge and skills with reading and writing. They will complete reciprocal teaching sessions and small group activities where as a group, they discuss, analyse and reflect upon a shared text.

The reciprocal reading group involves listening to others in a group, asking questions, discussing issues, and showing an appreciation of other people's viewpoints. We hope that by using this approach we will instil in the students a love of reading and that they will develop the skills needed to discuss books in a meaningful way with others. Students will also focus on reading strategies in the CAFÉ menu to set goals and mark milestones in their learning. They will be guided through the strategies and then have support in a 1 on 1 conference to make choices around suitable focuses to improve their reading.

Students also get the chance to conference 1 on 1 with their classroom teacher. The conference approach has 3 major characteristics:

- It is literature based
- It is student focussed
- It is individualised

The Numeracy program aims to develop students knowledge and understanding by:

- continuing to developing their understanding of maths concepts and the mathematician's toolbox strategies
- encouraging students to articulate their thinking and working out
- guiding students towards independently applying the steps to problem solving

Moonee Ponds Primary use HOTmaths, a web-based education program that integrates home and school learning via the internet. Through this web based program students have access to revision and practice for Maths topics studied in the classroom. Teachers are able to assign specific activities for students to complete in class or at home, but most importantly students are able to review and revise learned concepts themselves by regularly logging into HOTmaths and finding topics they need to practise.

The benefits of the site include:

- Detailed lesson notes
- Walkthrough-guided examples
- Scorcher- drills and practice
- Graded Questions
- Topic tests

In 2016 ALL students from Years 3 to Year 6 have paid a small subscription through their booklist to gain access both at school and at home.

The HOTmaths tasks will be assigned regularly by the classroom teachers (once every couple of weeks) but students can spend time in any area of the website by accessing the navigation bar. Don't be too concerned if your child finds the initial pages or online tasks difficult. It is not expected that students will be able to complete every question from week one. Tasks will be opened once a unit of work is complete and students are encouraged to complete the tasks independently.

eConnect Program

Technology is an integral part of teaching and learning in the 3/4 Unit.

eConnect: The eConnect program sees parents of grade 4, 5 and 6 students purchasing netbooks for their child. These are used in class and at home. They must be charged at home every night. The expectation is that the netbooks will be used during class time and the edustar software utilized. Students must not bring chargers to school. The chargers have not been tagged and tested and must not be plugged in at school.

All students must have signed the acceptable use agreement for ICT at Monee Ponds Primary School – The eConnect booklet and ICT policy are available on the MPPS website at:

<http://www.mpp.vic.edu.au/school-council/school-policies/>

MPPS Blogs

Moonee Ponds Primary School has been an early adopter of blogs (online websites) within an educational context. Through the Global2 site the Department of Education and Training (Victoria) provides all Victorian schools with the capability to create secure sites that are managed by the Digital Learning Team at DET.

In 3/4 each classroom teacher maintains a classroom blog that not only provides links and resources but also allows communication between students and parents. All students in 3/4 will soon also have their own blogs which will become digital portfolios that allow students to share and demonstrate the learning. Parents are invited to spend time with their child familiarizing themselves with their child's blog.

Expectations - Student Behaviour

All of our students have the right to feel safe and secure in our school community. To ensure this right, a whole school code of conduct has been developed involving the concepts of,

Respect

Optimism

Care

Collaboration

Each class has developed a list of agreed behaviours as a class. They have signed their name to these classroom agreements to show that they understand the expectations and will strive to demonstrate these at school. The agreed rules might include:

- Be responsible for your behaviour and actions so everyone is safe.
- Respect other people's feelings
- Respect other people's rights to have their say.
- Make effective use of class and yard times.
- Respect and care for all property and equipment.

In addition to behavioural expectations, students are encouraged to use the following approach to solving problems:

The Problem Solving Steps

Stop – there's a problem

Think – think about what you can do to stop the problem

Do – follow these problem-solving steps. Choose where you need to start.

- Ignore the behaviour. (Unless the situation is dangerous)
- Ask the person to stop; tell them you don't like it.
- Move away.
- Involve the teacher. (Discussion will take place with all people involved.)

- Negotiate a settlement or decide on consequences

For more information regarding Student Expectations and Student Engagement, see the **MPPS Student Engagement Policy**; available online at:

<http://www.mpp.vic.edu.au/school-council/school-policies/>

Home Learning

Students need a quiet place and a set time for homework.

1. Finding the place:

Ideally, the best place to do homework is away from the distractions of other family activities. A table, a chair, some storage for writing materials, reference books etc; good lighting and quiet are the essentials.

2. Finding the time:

Ideally, homework should be part of a regular routine rather than an extra task that has to be fitted into family life.

The school expects that every student will do some work at home.

1. Personal Reading:

It is recommended students should read every evening for at least 20 minutes and complete their home reading log.

2. Personal Writing:

Students are to work on expanding their vocabulary by investigating words that they find in their personal reading. They then follow a process to develop an understanding of structure, spelling and later in the year origin. Students have been practicing how to lay their vocabulary homework out and will continue to improve throughout term 1.

3. Independent Investigations and Projects:

These are based on our integrated curriculum topics and are undertaken occasionally. Students know the due dates for completion of work, and are encouraged to use both school and home time for this work.

4. Maths:

It is important that regular revision of tables is undertaken at home. Other tasks maybe placed on HOTmaths to consolidate class work and to review work previously undertaken.

5. Diaries:

Students record information in their diaries. Please encourage them to use them effectively and efficiently. You and your child's teacher may use them to communicate information about your child and/or their homework.

Homework is important and should be enjoyable. As stated earlier it is expected that children will read each night at home and if there is no set homework they should use this time for revision of numeracy through HotMaths.

Organisation

Your child will have received a classroom timetable and classroom teachers will also be placing a copy onto their class blogs (along with a yearly overview). This is so that you will know what your child is doing each day and any equipment or clothing they may need to bring or wear for a particular subject, eg. Art (smocks), PE (runners, tracksuit / shorts). Students, from September to April, must bring and wear a broad-brim sun hat to be able to participate in out-door activities, this will include all play-times and lunch-times. Student's can fill in their timetable on the sheet attached.

On this same sheet is a study/homework timetable. We ask that you negotiate with your child the times they will be able to study or complete homework each day.

Make sure that you mark on the timetable meal times, other activities your child may be involved in such as scouts, football, netball, music, TV watching times.

Once you have done this it will be very easy to work out appropriate times for the completion of tasks, daily reading and tables work.

Sport

Students in Grades 3/ 4 have the opportunity to represent the school in a variety of sporting events. Students will be encouraged to compete in swimming, athletics and cross country. All of these events will be in appropriate age groups for each child. The P-4 swimming program will run over a 2 week intensive block during term 3. During the two weeks, students will attend a small group lesson each day at the Marybnong Aquatic Centre. It is encouraged that ALL students take part in the program as it teaches life saving techniques and safety whilst promoting confidence, organisation and independence.

ZONE AND REGIONAL SPORT

Some students participating in swimming, athletics and cross country will make it through to the next levels: zone and region. As there are usually only small numbers, parents will need to arrange transport to and from the venue.

Clubs and Extra Activities

A number of extra clubs and activities are available to students during school hours and can be joined depending on availability. Details can be found at the school office or through notices that come home in the school diary.

Camp

Grade 3/4 students have the opportunity this year to participate in a three day camp to Queenscliff. Students and staff will leave from school on Monday the 29th and return Wednesday the 31st (August-Term 3). Accommodation will be run by YMCA staff at Camp Wyuna, Queenscliff. As well as playing a part in immersing our students in their integrated topic, the camp also focuses on a number of important developmental areas including:

Self development

Group development

Positive Values (respect, responsibility, caring, honesty, equality, integrity)

Support

Teamwork

Initiative

Decision Making

Goal Setting

Confidence

Leadership

Environmental Awareness

Communication

With this in mind, MPPS believe that camps are an integral part of the curriculum and should be attended.

The cost of the Camp will depend on the final number of students attending and more details will be sent home soon. Deposits can be made at the office now.

We realise in these complicated financial times some parents may have difficulty with the cost of camp. Please contact the staff to discuss any concerns, as stated earlier, we would like all students to be able to attend.

Do You Have Any Questions?

Feel free to email any questions to your classroom teacher. Alternatively, appointments can usually be made by parents for Monday, Thursdays and Fridays after 3.20pm. Tuesday and Wednesday afternoons are unsuitable for arranging meetings as Grade 3/4 teachers have staff and team meetings on these days. Some mornings may also be available to meet but arrangements must be made as some teachers also have meetings before classes start.

Formal parent interviews are being held next week so to ask about anything relating specifically to your child, please ask then. For emergencies or urgent matters, speak to your child's teacher before or after school or phone them at school via the office on 9375 2511. You can also write a note in your child's diary (please make sure that the student is aware of the note and shows their teacher).