



## **Rivervale Primary School**

**Mrs Michelle Procter: Year 5/6 Room 4**

### **Parent Information 2019**



Welcome back parents to another school year. I am looking forward to another great year at Rivervale Primary School and I am looking forward to watching your child grow both socially and academically throughout this year. The term is already going by so fast so we thought that we would fill you in on some information about the class organisation and about contacting me.

#### **SCHOOL HOURS:**

School begins at 8.45am. The classrooms are open at 8:30 am. It is important that your child is seated at their desk by the time school starts. All students who arrive on time are recorded onto the Good Standing sheet. You must be on time to school to go to the Good Standing Reward(Reasonable cause excepted). School finishes at 2:50pm except for Thursday when we finish at 2:30pm. If your child is late they need to go through the office, get a late slip and bring it to the class teacher.

#### **UNIFORM:**

It is very important that your child comes to school in the correct school Uniform. Students are also required to wear a school hat for all outdoor activities. The children are allowed to wear their Faction Colour shirt to school on any day.

#### **HOME TASKS**

The students are expected to borrow reading books from the school library and read each night- Monday to Thursday. Students are also free to read any other material that interests them. Throughout the year I will provide your child with various Literacy based tasks to do at home. I will also provide times table tasks. The children are also encouraged to practice their Times Tables by writing them down. The children with incomplete class work will be bringing it home to be completed. Please support and encourage your child as much as you can with these tasks as it helps to improve their, organisational skills and time management.

#### **CLASS WORK:**

All Students are given an ample amount of time to complete their class work. If they do not complete their work because they are off task then they may be kept in at either Recess or Lunch, for a portion of time to finish their work. I will notify you if your child does this regularly (not complete tasks).

**ABSENCES:**

If your child is absent from school could you please contact the office to let them know, write a note and send it with your child when they return or complete the absentee slip sent home with your child? This will ensure that they are given the best chance of attending the Good Standing reward.

**MANAGING STUDENT BEHAVIOUR:**

Students in Room 4 are encouraged to be responsible for their own behaviour. Positive behaviour is rewarded. For negative behaviour a consequence will follow. Our class and school use a tracking sheet in which negative behaviour is recorded. Our plan follows 5 steps for negative behaviour.

1. Warning
2. 5 minutes time out
3. 10 minutes time out and think sheets are completed.
4. Buddy room and letter sent home to parents/guardians
5. Students are sent to the office and a phone call is made to parent/guardians.

**MONEY COLLECTIONS:**

Any money for collection needs to be sent in a school envelope. All permission slips must be placed in the envelope too.

**DRINKS:**

Please ensure that your child has a drink at school on hot days. Students are encouraged to bring water bottles into the classroom.

I am happy to discuss any matter relating to your child's progress at school. I would like to keep the communication lines open so if you need to see me for any reason please let me know and I will be happy to make time to speak with you. You are also more than welcome to email me at [michelle.procter@education.wa.edu.au](mailto:michelle.procter@education.wa.edu.au) with any queries or concerns. I look forward to an enjoyable year; working with you and your child.

Regards,

**Mrs Michelle Procter (Classroom Teacher)**