Dear Parents,
Welcome to Grade 4 at Craigieburn Primary School. The following information explains the way the Grade 4 area operates. It is designed to assist you to understand the programs and classroom procedures.

The Grade 4 staff for 2017 are:

Grade 4A  Room 22  Miss Stephanie Augello
Grade 4B  Room 23  Mrs Kerrie Cull
Grade 4C  Room 24  Mr Nathan Jones
Grade 4D  Room 25  Mrs Tegan McKee and Ms Amanda Lee
Learning to Learn:
Learning to Learn is our start-up program across the school, where children learn how to build strong relationships with teachers and classmates and develop a classroom atmosphere of learning. Children understand why our school values are important; understand classroom routines and how to be a positive learner.

English:
The Early Years initiative is implemented in Grade 4. The program focuses on the development of Reading and Writing skills and involves the students working in groups to build upon their individual skills. It covers strategies appropriate to the students’ needs, therefore groups will be flexible and teachers will plan appropriate work tasks.

- Reading & Viewing
The CAFE Reading program, which focuses on building engagement in reading as well as further developing comprehension skills, is a large component of our reading program. The program focuses on accuracy, fluency, comprehension and expanding vocabulary strategies, which assist students to develop a greater understanding of what they read. Teachers will be listening to students read during Literature Circles, Guided & Reciprocal Reading or Shared Reading sessions. The teacher led sessions vary, depending on the common need of the students in each group.

Children visit the library every week to borrow two books. Children are asked to select ‘Good Fit’ books, which are not too easy, not too hard, but just right. ‘Good Fit’ books encourage reading for pleasure and the development of independent reading skills. All children will also have unlimited access to Reading Eggs to support our Literacy program. Passwords have been supplied and can be found in the back of your child’s homework book. Reading Eggspress provides a library of books for children to read and allows your child to practise answering comprehension questions.

- Writing
As a component of the Early Years Program the children will be involved in daily writing sessions. We use VCOP strategies to focus the children on Vocabulary, Connectives, Openers and Punctuation, so they develop expressive, well-structured sentences that clearly communicate their ideas. The children will identify the different features and layout of the text types listed in our term outline. They use a ‘Big Write’ writing session, and Talk Homework, to help them develop their ideas for writing and expand their vocabulary. Lessons will focus on paragraph organisation, developing vocabulary, grammar, spelling, punctuation and writing complex sentences. Students will be taught to proofread and edit their own work and apply these strategies in their published and personal writing.
• Spelling
As part of our spelling program the children learn common letter patterns and sounds which make up words. This is an important skill, as many words in the English language are not words which can be sounded out. The children will learn various strategies that can be used when attempting to spell unknown words.

The children will also be introduced to different spelling blends throughout the year, reinforced through the use of “Soundwaves”, a spelling approach used school wide. The 10 homework words your child learns for spelling will be taken from the weekly Soundwaves lists and their own personal list of most common words not yet mastered.

• Mathematics
The Grade 4 team use the latest teaching model, supported by the Education Department’s Achievement Improvement Zone strategy. This method ensures each classroom teaches numeracy consistently using the model – Warm-up, Launch, Explore and Summarise. Teachers begin each session with a Numeracy Warm-up focussed on Number fluency, moving to the Launch of the particular focus for the day. Children then explore the new learning through differentiated activities appropriate to their level of ability, and a whole class regrouping at the end of the session to summarise their new learning.

The fortnightly maths program will include six lessons to develop number understanding and four lessons to develop skills in measurement space and data. Students will participate in daily Mathematics sessions and whenever possible, the class teacher will attempt to make the sessions ‘hands-on’ and have a ‘real life’ purpose. All children will also have unlimited access to Mathletics on-line to support our Mathematics program. Passwords have been supplied and can be found in the back of your child’s homework book.

Inquiry Topics
The children will participate in inquiries throughout the year to investigate and discover the answers to questions related to history, geography, science and healthy lifestyles. The questions for our shared investigations are listed in our term outline, which is available on the school’s website.

The children will be encouraged to develop their own questions to investigate and will use their curiosity to find answers to their wonderings.

Digital Technology
Wherever possible, Digital Technologies will be integrated into the classroom program. Children will be involved in discussions about becoming eSmart when using technology.

Welfare
A big focus in Gr 4 this year will be on responsibility for own learning. The children will set personal goals in the areas of Reading, Writing, Numeracy and Personal Responsibility. The children will select goals by reflecting on their own personal achievements and identifying areas they want to develop. They will reflect on their progress in their STAR book and their semester reports.
**Term Outline**
Term outlines are on the school website at beginning of each term with outcomes listed in most areas of the curriculum. They will also contain information about excursions/incursions, curriculum days, camp dates, etc.

**Parent Teacher Interviews**
Parents are given the opportunity to formally meet their child’s teacher at our “LAUNCH INTO LEARNING” Barbeque, which will be held on Wednesday 22nd February from 5 to 7pm. Further details will be sent home to you inviting you to attend. Parent/Teacher/Student interviews will be held in Term 1 on Wednesday 29th March this year, the children will attend the interview to discuss their personal learning goals.

**Reports**
Mid Year and End of Year Reports are sent home, reporting on the Victorian Curriculum Standards at the end of Term 2 and Term 4 respectively. Children in Grade 4 are typically working towards the achieving Level 4 of the Victorian Curriculum. More information about this can be found at: [http://victoriancurriculum.vcaa.vic.edu.au/](http://victoriancurriculum.vcaa.vic.edu.au/)

**Communication with Classroom Teachers**
All Grade 4 teachers are more than happy to discuss your child with you, however please try to make an appointment before or after school. This will ensure you have a private time to speak with the teacher. Teachers would prefer to keep the 8.50 – 9.00 am time free to greet children and prepare for the morning session. Please feel free to contact us if you have any concerns or problems, as outlined in the Map of Care below:

**Gr 4 Map of Care:**
Step 1 – Your child’s classroom teacher  
Step 2 – Grade Level Team Leader – Kerrie Cull Room 22  
Step 3 – Grade 3/4 Coordinator – Amanda Lee (Leading Teacher)  
Step 4 – School Principal – David Naismith

**Excursions, Incursions and Special Activities**
Excursions and Incursions are an important part of the student’s learning and supporting the classroom topics. They allow the student to discuss and participate in ‘real life’ experiences that build on their skills and understanding.

It is important that students attend excursions and incursions to benefit and extend their knowledge. Information regarding excursions etc will be sent home as early as possible to allow organisation of payment.
**Homework**
Homework is an essential part of the classroom program and allows students to develop positive work habits and to manage their time effectively. Homework will be handed out on **Friday** and is due back on **Thursday** the following week. The children will be given activities for Spelling, Language and Maths consolidation. We expect that homework will be completed neatly and that parents will encourage their child to establish a homework routine.

As outlined in our Homework Policy, children in Grade 4 will not exceed 30 minutes per night and homework will be completed over a seven-day period. Home Reading is considered to be a homework task and will be an expectation of your child's homework routine. If you know your child is unable to hand their homework in on time in a particular week for a specific reason, please provide a written note to your child's teacher explaining when it will be completed.

**Student Welfare and Discipline**
Craigieburn Primary School has a Whole School Discipline Policy and students are expected to behave and work in a positive manner and respect the rights of others. Children can be rewarded with Secret Person, Superstar, House Points, Student of the Week, or Student of the Month in recognition of good behaviour.

In accordance with the school policy students who continually misbehave in the classroom, frequently disrupt others, call out and disrespect students, or the school property, will receive a time-out in their classroom. Parents will be notified if their child is given an external time-out. If parents want to know more about the Student Welfare and Discipline Policy please contact the school.

**Tissues/ Water Bottles/Fruit**
- It would be greatly appreciated if parents could supply tissues for general classroom use.
- We encourage students to have a bottle of water on their table each day so they can access it when needed. We also ask children to bring fresh fruit to class daily to be consumed. Only hand held fruit with minimal fuss is allowed.

**Lunch**
All classes have discussed the importance of a healthy lunch. Please provide enough snacks and lunch for the whole day. We would discourage parents from sending only money, as children often don't write their own lunch order and spend the money on sweets from the canteen, or local shop. If sending a lunch order, please have it written out the night before and placed in their bag. The canteen menu is available on the school's website at http://www.craigieburnps.vic.edu.au/home/parent_information/canteen.aspx. There are lots of healthy choices on the menu. Please remember the canteen is closed on Tuesdays.
Library Bags
All children require a clearly labelled library bag or they will not be able to borrow books for home reading. A library bag has been provided to all children as part of their school book pack. If your child does not wish to use the library bag provided they can bring a library bag of their choice to school.

Home Reading
Home Reading is a requirement of all Grade 4 children. Home reading material can be selected from the C.P.S. library, the local library, the Reading Eggspress library, your books at home, newspapers or magazines. This year children will have more personal choice in what they select to read at home. Home Reading will be linked to our weekly library borrowing session. Children will be encouraged to borrow one fiction and one non-fiction book to read at home for the week.

It is important that your child has a library borrowing bag and also remembers to return their books every week. Students are expected to record their book and pages read in their homework book so that we can monitor the number of nights read. We would appreciate your assistance in hearing your child read regularly at home to reinforce the strategies taught to them in class. It is important that the Reading Log in their homework book is signed by an adult and brought back daily to allow teachers to monitor the number of nights your child is reading.

Attendance
An initiative of the Education Department is the “It’s Not OK to Be Away” program. This initiative encourages students and parents to think about the reasons for absenteeism, and make school attendance a priority in the child’s life. We will be rewarding children for perfect attendance with ribbons. Our goal is for each child in Gr 4 to have NO MORE than 14 days absence for the whole year. If your child does have to be away please provide the classroom teacher with an explanatory note when your child returns to school.

Punctuality
It is most important that all children aim to be at school on time in the morning, ready to begin class at 9.00am. Rooms open at 8.50am for our soft start to the day, so children can complete administrative tasks and begin their academic work at 9am. Lateness does occur occasionally however we urge you to ensure your child is punctual, as constant lateness upsets the classroom routine and your child misses crucial instructions and teaching.

Collecting Children Early
When you need to collect your child early from school it is necessary to visit the office prior to going to your child’s classroom. There is a sign on the door of each classroom that displays your child’s specialist timetable or a written message to tell you where your child’s class can be found. If you are still unable to locate your child then we suggest you return to the office for assistance. If possible avoid collecting children at recess or lunchtime when they are outside, as children can be hard to locate and rooms are locked which make access to bags difficult.
Uniform
It is an expectation that all children will wear correct school uniform. Leggings are not permitted, but tights are acceptable with the winter uniform. The current Uniform Policy says leather school shoes (brown or black), or proper runners are to be worn. The current fashion slip-on shoe is not acceptable for safety reasons. If your child is going to be out of uniform for any particular reason please write an explanatory note to your child’s teacher.

Hats
All children must wear a Craigieburn Primary School hat during Term One and Four of the School Year. Our weather can be quite unpredictable so we would encourage parents to be mindful of hot weather in the beginning of Term Two and end of Term Three. Please send your child with their hat if hot weather occurs. Wide brimmed or Bucket Hats are the only school hats acceptable in the school yard. **Caps and non-school uniform hats are not acceptable.** Children who do not have a hat to wear outside will be excluded from playing outdoors and will be asked to remain under shelter during recreation times.

Money/Notices
All money and notices sent to school go to the child’s room and are collected in a red bag which is then sent to the office.

School Banking
The school banking day is Tuesday. Bank books are collected in the classroom and sent to the office.

Specialist Classes & Timetable
Your child will be participating in the following classes this year:
Art, Performing Arts, Physical Education & ICT
Further information regarding our whole school is available at www.craigieburnps.vic.edu.au

Thank you for taking the time to read the Year 4 information package. Parents who have any further questions please contact your child’s teacher. We look forward to working with you and your child successfully this year.

Kerrie, Stephanie, Nathan, Tegan and Amanda

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