



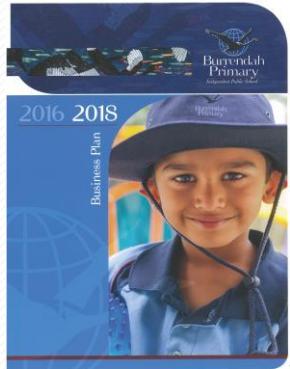
Burrendah
Primary
Independent Public School

Parent Teacher Meeting

2019

Room 23

Mrs Merrila Harries



School Business Plan

Important information included in the Business Plan include:

- Our Vision: Empowering students to achieve their potential in a safe and supportive learning environment.
- Our Motto: Encourage, Endeavour & Excel
- Key Outcomes – Engagement of Students, Engagement of Staff and Engagement of Parents and the Wider Community

Reporting to Parents

- All curriculum areas will be covered across the year. Note in some cases different outcomes for certain learning areas will be covered in different semesters. For example, depending on the year level, Digital Technologies and Design and Technologies will be reported in different semesters.
- Semester 1 & 2 reports will be sent home at the end of Week 9 in Term 2 & 4.

Curriculum

- Our school web site has a summary of all learning areas taught across the school.
- For more detailed information on year level scope and sequence documents, please refer to our school web page – Curriculum – Useful Links – School Curriculum and Standards Authority

Talking with My School About Enquiries or Concerns

- 1.** Discuss your enquiry or concern with the class teacher
- 2.** Depending on the circumstances you may make an appointment to speak to the school principal
- 3.** If your enquiry/concern is unresolved your may contact South Metro Educational Office
- 4.** The next level for consideration would be to write to the Director General of the Department of Education
- 5.** Final recourse for unresolved enquiry/concern is an independent review by the State Ombudsman

For contact details, please refer to our school web site – Policies – Communication – Talking with My school

School Development Days

Term 1 – Thursday 31st January & Friday 1st February

Term 2 – Monday 29th April

Term 3 - Monday 22nd July

Term 4 - Monday 14th October

Students do not attend on these days. These pupil free days provide an opportunity for families to extend their holiday dates

- Please note the school will be closed from 12:00pm on Wednesday 3rd July (Week 10) for parent teacher interviews. These will be organised through an online booking system.

Daily Siren Times:

- All students who arrive at school before 8:30am are to wait in the undercover area. They will be dismissed when a handbell rings at 8:30am.

Time	Session	Literacy Block	Numeracy Block
8:45am - 10:45am	Session 1	Year 1 - 3	Year 4 - 5
10:45am - 11:05am	Morning Recess		
11:05am - 1:05pm	Session 2	Year 4 - 5	Year 1 - 3
1:05pm - 1:50pm	Lunch Break		
1:50pm - 3:00pm	Session 3		
3:00pm	School Finishes		

- Please try hard to avoid these Literacy and Numeracy Blocks for appointments.

After School

- Children are encouraged to walk to and from school if possible.
- If you are picking children up please make sure you pick children up in a timely manner. Children are not to be left waiting unsupervised in the playground.
- The Pre Primary /Year 1 playground is open till 3:30pm **ONLY for children from Kindy – Year 2 who have parents supervising** from inside the playground area.

Sun Safe

- Burrendah Primary School has **“NO HAT NO PLAY IN THE SUN”** policy
- All students are asked to wear a school uniform.
- Please name all hats and clothing.
- All students without hats will be sent to the undercover area.
- Sun safe reversible bucket hats, not caps, are the endorsed school hat.

Students ill at School

- If your child is ill – *they should not be at school.*
- If your child has had a fever, vomiting or diarrhoea in the previous 24 hours please do not send them to school.
- If your child does not attend school please phone the office or provide a written note to the class teacher.

Lice

- Children must be treated for lice. Students will be requested to go home if live lice or eggs are detected in your child’s hair. They can return when treated.

Medication

- Staff can administer medication if required. For short term medication requirements, parents are requested to complete the 'short term authorisation' form available from the classroom teacher.
- For 'medic alert' students completed medical action plans are to be completed in consultation with the parents and the Deputy Principal.
- If your child has any form of asthma please inform the office and provide the necessary puffers. Do not leave asthma medication in school bags for children to administer independently without teacher supervision.

Students Late to School

If a student is late to school, parents are required to go to Reception and sign their child in and provide an explanation for their lateness.

Any absence by a student will require a written explanation from the parents under the School Education Act (this may also include a message taken by staff via telephone, email or SMS).

Parent Helpers—Confidential Declaration

- Parents who assist in classrooms or on excursions etc., will be required to complete a declaration form of confidentiality. This process is a legal requirement to help safeguard students.

In-School Activities and Excursions

- Throughout the year, in-school activities and excursions may be arranged to support the long term goals of the school and classroom learning programs.
- Please return all notes and monies within the time frame requested.
- Please speak to the Manager Corporate Services (MCS) if you are having financial difficulties and a plan for payment can be drawn up.
- The wearing of full school uniform is considered essential for students representing the school and going on school outings.

Birthday Cakes

- If you wish to send a birthday cake to celebrate your child's birthday please ensure it is kept simple with no nuts and minimal icing. Individual cakes or muffins are best.
- Burrendah Primary School has a Healthy Food Policy which excludes lollies and chocolates. Lolly bags cannot be distributed by class teachers

School Communication

- A newsletter will be emailed to parents each Thursday fortnight in Weeks 2, 4, 6, 8 and 10.
- Newsletters and the website are the two main ways the school communicates with parents. <http://www.burrendahps.wa.edu.au/>
- SMS messages will also be sent to alert parents of urgent matters or coming events.
- Mobile phone numbers, work contact numbers and email addresses must be kept up to date so we can communicate effectively and also make contact in an emergency.

Homework Policy

- Our new homework policy and guidelines are available on our school website.

Please refer to the Burrendah PS website to read the Year 2 Homework Policy

<https://burrendahps.wa.edu.au/document-downloads-0>

Assemblies

- All parents are welcome to attend community assemblies.
- Dates will be announced in the newsletter.
- Our Assembly will be week 10, Term 2.
- If your child is receiving a merit certificate you will be contacted so you can share this special event with them.
- A special morning tea in the hall is provided by the organising classes.

Parent Class Representatives

- The school would like every class to have a parent representative to co ordinate the assembly morning tea and to be the contact person if the class teacher or school administration needs a volunteer for excursions or special events. Please speak to me today if you are willing to be our class representative.
- Please refer to the Roles & Responsibilities of Parent Class Representatives on the school website under the Community tab for more information.

My Teaching Experience

- I have taught year 2 for the past 4 years.
- I have also taught year 1 for about 11 years and years 4, 5 and 6 in my first years of teaching.
- Previously I have worked at Jandakot PS and spent 4 years in Port Hedland.
- This is my 11th year at Burrendah PS.

My Beliefs

I provide activities where children can **work towards their potential**. To achieve their potential, children must believe in themselves, and their parents also need to believe in them.

Communication with both children and parents is vital in establishing solid relationships and respect. I aim to make all students feel comfortable about approaching me with any concerns.

Working collaboratively in groups is an essential life skill, therefore a very important part of my teaching. Children are encouraged to discuss and collaborate as often as possible.

Values education and goal setting are a major focus of my teaching. Children are shown the correct way to treat others, deal with difficult situations and be resilient. Students are already learning how to set goals as a class and later in the year we will be setting individual goals.

Children benefit greatly from positive comments and rewards. I use **positive reinforcement** to encourage my students to behave and work appropriately.

Maths

There will be 3 levelled maths groups in our class. Children have been assessed on year one content and placed into groups. These groups are flexible and children could change groups during the year depending on the topic. Students work on the same topic but the learning activities are differentiated according to student needs. Maths topics covered this term are place value, 2D shapes, 3D shapes, Bar graphs, addition and subtraction strategies and times tables. Maths games form a large part of my Maths program and are used to reinforce skills.

English

- Spelling – There are 2 spelling groups. The base list and extension list both have 20 words and are from our Soundwaves program. Children are to learn their words during the week. There will be a spelling test every Friday on those words.
- Reading – Children will be placed in to 4 reading groups. These are based on student reading levels and, like Maths, are flexible. This means children can move up and down groups depending on their progress. Children have been individually assessed using the PM Benchmark Assessment and the Holborn Reading Test. Students will be taught a range of reading strategies and skills such as rereading, identifying main idea and inferring.
- Writing – In any class, children are working at different levels for writing. This term we started with Recount writing and are now beginning Narrative writing. Later in the year we move onto other genres such as persuasive writing and report writing.

Other Learning Areas

- Technologies – The students will learn skills such as using Word and Power Point, printing and saving work. They will also have access to iPads and laptops. They will have many projects during the year which focus on both Digital and Design Technologies.
- Health – The school uses the Friendly Schools Plus program which focusses on social and emotional well being and anti-bullying. Students will also learn about being healthy such as healthy eating, sun safety and water safety.
- HaSS – This year students will be learning about the History of Burrendah and the Perth Zoo. They will also learn about geographical regions of the world, cultural celebrations, special days such as ANZAC day and many other wonderful topics.
- Specialist teachers – the specialist teachers are; Science (Mrs Crouch), Music (Ms Coleman), Art (Ms McGuirk) and PE (Mrs Bain).

Parent Help

Parent/grandparent help is always appreciated ☺

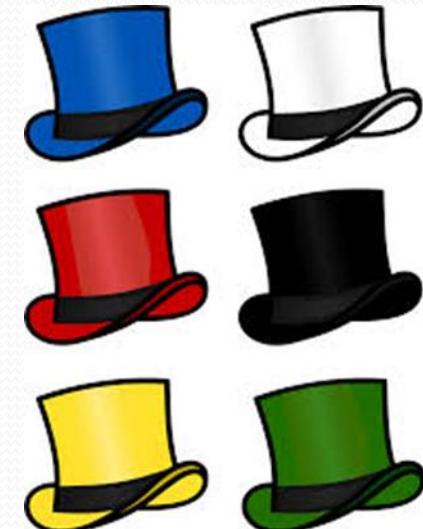
- Sight words – Parent helpers are needed on Tuesday, Wednesday and Thursday mornings from 8:30 until 9:00. During these sessions, you will assist children with reading and writing the Oxford sight words in the wet area. You will work with one child at a time for about 5 minutes.
- 2 or 3 parents each day would be great.
- Classroom helpers need to fill in a Confidential Declaration form.
- Confidentiality is a priority! If you hear or see anything unusual, please speak to me, not their parents (or the child). I will follow up as needed.
- Please remember you are here to help all the children, not just your own child.
- Other activities during the year may require parent help. I will inform parents if help is required.

Homework

- Homework consists of daily reading, spelling words, Oxford sight words and news. Please refer to the homework folder for more information.
- Homework will be handed out every Monday.
- Reading folders and spelling sheets will be checked Monday mornings from 8.30 – 8.45am
- Mathletics and Reading Eggs passwords will be handed out shortly. These programs are for your child to work on at home and at school. Please pay through the office.
- Spelling tests will be every Friday.
- Please refer to the Burrendah Primary School website for details of our school's homework guidelines.

Thinking Hats

- This year I will be introducing the 6 Thinking Hats to the children. The Thinking Hats teaches children **HOW** to think, not what to think.
- It trains students to focus their thinking for specific purposes and to think in new ways.
- Each hat is a different colour and represents a different way of thinking.
- **RED HAT** – feelings
- **YELLOW HAT** – positives
- **BLACK HAT** – negative
- **GREEN HAT** – creative
- **WHITE HAT** – facts
- **BLUE HAT** – the big picture



Bucket Filling

- We are a Bucket Filling classroom.
- Each of us has an invisible bucket. It is constantly emptied or filled, depending on what people say or do.
When our bucket if full, we feel great. When it is empty, we feel awful.
- I encourage children to fill other people's buckets. You can fill a bucket by smiling, sharing, helping, using kind words etc. When they fill someone's bucket, they also fill their own.
- Children can also dip into other people's buckets by being mean, saying hurtful things, being rude etc. Children DO NOT dip into other buckets.
- Next term, children will have their own buckets in the classroom. I encourage students to fill someone's bucket by filling out a bucket filling card. It is important for children to try and fill buckets that are empty, not just filling your best friend's bucket. We will also have a class bucket.
- You can watch [Have You Filled a Bucket Today?](#) By Carol McCloud on You Tube.



Flexible Seating

- At different times during the day, students have the opportunity to work in different areas of the room. Some students prefer to work on the floor, some enjoy using a stool and others just like to stay at a desk. I provide a variety of seating options for students during some lessons. Students select a seating option that is comfortable and works best for them. Sometimes students will be required to work at their desk, for example during a handwriting lesson.

General Information

- Super Stars– each morning two children are randomly selected to be our helpers for the day.
- Library book exchange is Friday.
- Personal items list. Please bring in all items from the personal items list. Please provide 2 boxes of tissues if you haven't already. Children will also need to provide ear plugs for the computer lab, laptops and ipads. Please ensure all items are labelled. If your child is running low on any personal items, a note will be sent home telling you what you need to provide.
- I encourage independence so please let your child set their desks up and change their reading book. Please spend some time teaching your child how to tie their shoe laces if they don't know how.
- Money and/or food is not to be shared.
- Crunch and sip will occur every day. Crunch and sip should be in a small container and can be left in the basket near the door. Fruits and vegetables only.
- Money – if you are handing in money for a school activity, please make sure it is given to me at the beginning of the day. I will not be accepting money after school. This should be given to me in a sealed envelope or plastic sandwich bag with your child's name. I will not be able to give change.
- School website - <http://www.burrendahps.wa.edu.au>
- Communication is extremely important. Please email me or speak to me after school to arrange a time to discuss any issues you may have. My email contact is merrila.harries@education.wa.edu.au.

Online Programs

- Mathletics – mathletics.com
- Reading Eggs – readingeggs.com.au
- Soundwaves – soundwaveskids.com.au
Soundwaves log in – sent541

*Please pay for Reading Eggs and Mathletics at reception.
Thank you*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30	Homework	Sight Words Smartwork	Sight Words Smartwork	Sight Words Smartwork	
8:45 – 9:15	Writing	A2O News	A2O News	A2O News	Assembly (faction or whole school) Fitness
9:15 – 9:45		Soundwaves	Writing	Soundwaves	
9:45 – 10:45	ART Miss McGuirk	Shared Reading Guided Reading		Shared Reading Guided Reading	SCIENCE Mrs Crouch
	RECESS	RECESS	RECESS	RECESS	RECESS
11:05 – 12:05	Fitness Maths Crunch and Sip	Fitness Health Crunch and Sip	Fitness Maths Crunch and Sip	Fitness Maths Crunch and Sip	Spelling Test News Crunch and Sip Library (11:45)
12:05 – 1:05	Maths Groups	PE Mrs Bain	Maths Groups	Maths	Computer
1:05 – 1:50	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:50 – 3:00	Silent Reading Technologies	MUSIC Ms Coleman	Silent Reading Handwriting English/Maths games	Silent Reading HaSS	Silent Reading Fun Friday