



**Moonee Ponds Primary School**  
respect • optimism • care • collaboration

**MOONEE PONDS PRIMARY SCHOOL**

# **COURSE HANDBOOK 2020**

**Year 3/4**

**Moonee Ponds Primary School  
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## Introduction

This year at Moonee Ponds Primary School we have four 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, Nicole Macrae, Lee Pregnell and Stef Lipoma***

## 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.

## 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/>

## Compass

Compass is the primary form of written communication at MPPS. This includes paying for and authorising excursions, updating your child's attendance and receiving general communication updates from the school. School information, newsletters and policies are available through the

Compass portal <https://mpp-vic.compass.education/>, Compass smart phone application (download from iTunes and Google Play) and the school website <http://www.mpp.vic.edu.au/>.

## 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 2019 are listed below:

Term 1	Term 2	Term 3	Term 4
<b>Moving Stories</b> Students investigate and develop a deeper connection to their own history as well as the history of their local community. Students become more aware of the moving stories of those that made their world what it is today. Students will also develop skills to interpret maps.	<b>Forces</b> Students develop experimental procedures to explore forces and investigate the effect forces have on the behavior of an object through different actions	<b>Where in the World – Land Detectives</b> Students investigate the geography of Australia and its local neighbours. Students develop an understanding of how our country came to be the nation it is today by reflecting on our connections to other countries.	<b>Our Place In Space</b> Students investigate the earth's tilt and the effect it has on seasons. Students develop an understanding of time and the earth's rotation and become aware of the orbit of earth and how it impacts their daily life.
Personal And Social Capability Intercultural Capability History, Geography (mapping)	Physical Science Digital Technologies Design and Technologies Critical and Creative Thinking	Geography History	Science Design and Technologies

Each week, the class will engage in learning tasks in all areas of the curriculum including reading, writing, numeracy, integrated studies topics as well as personal and social learning.

As part of our 3/4 teaching and learning program program, students will work independently and in groups to develop their knowledge and skills in all areas. They will participate in range of group activities to support their continued growth and development. Groups are determined by the teacher and can include mixed ability groups and targeted groups where a particular goal for those students is a focus.

Teachers will also support students to come more confident and independent in identifying and setting their own learning goals and assessing their progress.

In 2019 ALL students from Years 3 to Year 6 have paid a small HOTmaths subscription through their booklist to gain access both at school and at home. The tasks will be assigned by the classroom teachers 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.

Blogs, in conjunctions with diaries will be the main source of regular communication between teachers and parents.

## 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.

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

**Calm** –

**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 please see the **MPPS Student Engagement Policy**; available online at:

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

## Home Learning

Every week, students are expected to read every night for at least 30 minutes and log their reading in their school diaries. Students will be given tasks and prompts to respond to their reading each week. Occasionally, students will complete a project where some work will be expected to be completed at home. 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. At any time, if you are having challenges with homework, please speak to the classroom teacher as soon as possible

A key part of the home learning experience for 3/4 students is to have the opportunity to talk about their classroom learnings with their families.

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. Please check diaries as school notes will go home in the diaries.

## Absences

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Moonee Ponds Primary School of absences by:

- Unplanned Absences- Contact the office- in person, phone or email (school email and teacher) before 9am on the day of the absence.
- Planned Absences- inform the classroom teacher (note/ diary or email) or phone as soon as possible.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Moonee Ponds Primary School will notify parents by SMS (or push notification message email). Moonee Ponds Primary School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

For more information please see the **MPPS Attendance Policy**; available online at:

**<http://www.mpp.vic.edu.au/wp-content/uploads/2018/07/MPPS-Attendance-Policy-2018.pdf>**

## 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.

## 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 Anglesea Recreation Camp YMCA. Students and staff will leave from school on 19<sup>th</sup> - 21<sup>st</sup> August (Term 3). Accommodation will be run by Anglesea staff. As well as playing a part in emerging our students in their integrated topic, the camp also focus 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.

# Getting Your Child Ready for Camp

- Some anxiety about going to camp is normal.
- School camp gives children the opportunity to experience independence and make friends.
- Talk positively to your child about your own experiences at camp.
- Make sure your child has mastered skills like doing their own hair, putting on sunscreen.
- Have your child help to label and pack all the belongings that they are taking on camp.

School camp is often identified by children as a highlight of their childhood. Chances are you recall some of the events that occurred for you. However it is also true that for some children (and their parents) the thought of staying away overnight can create a little anxiety.

It's not uncommon for children to worry about who they will be rooming with, feeling "left out", whether something might go wrong, feeling homesick or managing their gear. These are reasonable things to think about. Teachers are very aware of these issues and talk to students prior to camp and monitor them on camp.

Even the most outgoing and confident child may have a few moments of separation anxiety as the time to leave gets closer.

It is very important to help children feel positive about camp as it new opportunity for them to spread their wings.

**Teachers observe that children enjoy the challenges that camps provide.**

Sharing a room, embracing challenging activities, sharing responsibility for things like washing up, dinner set up and getting to know teachers outside of the classroom.

They get the chance to explore strategies that build resilience such as:

Learning to bounce back from disappointment, cope with winning and losing, recognise and respond to social cues, understand and communicate feelings and emotions in safe, calm ways and problem solve.

Every challenge your child overcomes contributes to their resilience and self-confidence when facing new situations later on.

## **What you can do**

**Talk to your child**-Ask your child how they are feeling as camp draws near. What are they looking forward to? Do they have any fears? You might be able to discern any unnecessary mental obstacles with discussion and reassurance.

**Reduce the sense of the unknown**-Check out the camp's website together and discuss the activities. This way your child can envisage the fun things they will be doing. Talk about them so that they know that there's a beginning, middle and end to their stay. Teachers work hard to plan cabin arrangements that will support each child. They also help your child manage any anxiety they are feeling.

**Practise sleepovers**-Ideally your child is used to the occasional sleepover at a friend or family member's home. Remind them of these experiences. If your child has resisted these it is very useful to have some practises in the lead up to camp to reduce concerns.

**Practise independent skills at home**-Your child should be trying to do their own hair, remember to brush their teeth, turn a shower on and off in the right order. There are lots of behaviours that can be rehearsed at home to build readiness and confidence.

**Prepare, make lists pack together**-When the list of requirements comes home, get your child involved in gathering or shopping for the items they need and labelling them. It builds excitement to help prepare and pack. It will also help them to be aware of all the items they have and what needs to return home!

**Communicate with teachers**-Teachers understand and have had lots of experience taking children on camps. They are aware of the fact that in going to camp some children and parents are stepping outside of their comfort zone. Please contact teachers about any concerns you have. They appreciate the extra information as it makes their time on camp easier if they are fully aware of all the facts.

**Keep positive**-telling your child that you believe they are ready for camp helps your child believe it too.

**School camp is a great way for children to push their boundaries, discover new talents and strengths and experience outdoor adventures first hand.**

## 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).

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