



## CASTLETOWN PRIMARY SCHOOL

*At Castletown Primary School, we inspire and educate all students to succeed in becoming productive and valued citizens.*

**Inspire - Educate - Succeed**

# Room 14 Class Policy

## Communication

I endorse open and candid communication and can be contacted in the following ways:

- SeeSaw – I check messages daily both before and after school but if you have an urgent message during school hours please contact the front office.
- [maxwell.thornton@education.wa.edu.au](mailto:maxwell.thornton@education.wa.edu.au)
- Phone call via the school office – 9076 2800
- Arranged meetings can be made before or after school every day except after school Wednesday.

## Welcome

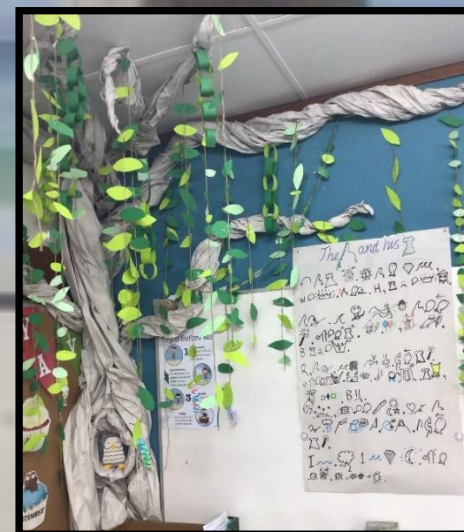
Hello families and Guardians of Room 14. I look forward to spending the year working with both you and your child. This letter includes important information about our school and classroom. Please take the time to read through this information and if you have any queries or concerns please do not hesitate to make contact.

My aim is to create a classroom environment that will encourage positive attitudes and behaviours, academic risk taking and provide children with a strong sense of belonging. Children will work to develop a positive identity which will allow them to achieve cognitively, socially and physically.

## Attendance

Regular attendance is important and maximises the opportunities for student learning. Any absences from the school must be explained by one of the following:

- Via email at: [castletown.PS@education.wa.edu.au](mailto:castletown.PS@education.wa.edu.au)
- Responding to an SMS absence notification.
- Phone the school ASAP on 9076 2800.
- Written and dated note sent in via your child.
- Under Dept of Education policy, absences during the term time for an extended holiday (i.e. more than three days) must be approved by the principal beforehand, and should only be taken due to unavoidable circumstances. A Holiday Request form can be obtained from the school office.



**Castletown Primary School**

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**43 Easton Road**

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**(08) 9076 2800**

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**[castletown.ps@education.wa.edu.au](mailto:castletown.ps@education.wa.edu.au)**

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**[Castletownprimaryschool.wa.edu.au](http://Castletownprimaryschool.wa.edu.au)**

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**Find us on Facebook**

## Uniform

Castletown Primary School Board has established a dress code for all students which can be found on the school website.

[Castletown PS Uniform Policy](#)

Broad-brim hats must be worn by students during recess and lunch play.

The uniform shop is in the New Undercover Area and details regarding opening hours and online orders can be found on the school [website](#).

 <b>SCHOOL WIDE POSITIVE BEHAVIOURS</b>	<b>CLASSROOM</b>	<b>PLAY AREAS</b>	<b>COMMUNITY</b>
 <b>Be a Learner</b>	I use Attentive Listening I follow the classroom rules I use my manners and speak kindly	I learn from my mistakes I think about what I can do next time I admit if I have done something wrong	I participate in all school activities I try my best and persevere I am in charge of my choices
 <b>Be Respectful</b>	I look after my classroom equipment I keep my hands and feet to myself I am honest about my actions	I use all equipment safely I care for my school environment I return all equipment that I use	I treat others how I would like to be treated I represent my school in a positive manner I keep my hands and feet to myself
 <b>Be Resilient</b>	I have a go at all activities I try my best and don't give up I am in charge of my choices	I bounce back when things don't go my way I follow the rules of games I work with others to solve problems	I travel safely to and from school I make safe and healthy choices I follow the CPS expectations in the community
 <b>Be Friendly</b>	I share and take turns I help others I am a positive group member	I let people join in I speak positively to others I look after others	I greet others I welcome new students to the school I make visitors welcome
 <b>Be Responsible</b>	I listen to feedback I look for ways to improve my learning I make safe and healthy choices	I share space and take turns I speak to duty teachers when I need help I keep my hands and feet to myself	I think before I act I contribute to the community I set a good example for others

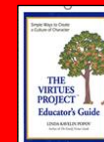


## Promoting Positive Behaviour – PBIS Rewards & Castle Points

At Castletown PS we like to *Catch 'em being good!* - The strongest influence on shaping the positive behaviour of our Castletown kids is to promote, reinforce and incentivise the behaviour we want to see. These target behaviours are set out in the School Wide Positive Behaviour Matrix above.

We actively seek to reinforce the positive behavior of students through giving students direct feedback and awarding *Castle Points* to individual students through the PBIS Rewards system. Students can save up their Castle Points to spend on classroom and whole-school incentives.

Our class uses the CPS Choices Check-In Chart as a visual system to promote and track behavior. Students each have an individual peg that links onto the chart.



## The Virtues Project

A virtue is a quality of character that allows you to behave and interact in a positive and meaningful way in society.

*What is the Virtues Project?*

The Virtues Project at Castletown Primary School is a layer of our Positive Behaviour programs that helps students and teachers create a total environment of caring and respect by focusing in on positive character traits. The Virtues Project is important because virtues are present in all cultures and they build and promote the growth of a child's character.



## Reporting and Assessment

- Parent Information Night for our class is Wednesday the 17<sup>th</sup> Feb at 7.00pm.
- Formal reports are sent home to families at the end of Semester 1 and 2.
- Parent Open Night, Term 3 – TBC
- Families are welcome to come into room 14 before and after school to view their child's work.

## Homework

It has become part of my developing teaching philosophy not to assign weekly homework tasks. I believe that a child's school day is becoming increasingly busy and with many students completing extracurricular activities outside of school hours, I feel it is important not to overload their routines. Rather, I encourage families to practise the skills that we do not have time in school for students to master.

At CPS we encourage students to read nightly and record reading in RIBIT reading logs so they can celebrate their reading achievements at school. Additional details on how to support home reading are provided on the back of students reading logs.

Students' spelling words will be made accessible for them to take home and weekly spelling lists will be sent home via Seesaw.

I encourage families support students to practise their math facts (times tables, doubles, near doubles and bonds of ten) at home as poor factual memory increases cognitive demand and can limit student's success in mathematics.

Most importantly, I encourage discussion surrounding students daily learning. Regular updates on learning content will be provided to facilitate such discussions.



## Timetable

Physical Education	Monday (9:50 - 10:40)
Indonesian	Monday (1:20 – 2:10)
Music	Tuesday (1:20 – 2:10)
Art	Tuesday (2:10 – 3.00)
Science	Wednesday (9:00 – 10:40)
Health	Wednesday (1:40 - 3:00)
HASS	Thursday (11:35 – 12:45)
Library	Friday (11:55 – 12:45)
Choir	Friday (1:20 – 2:10)
Whole School Sport	Friday (2:10 – 3:00)

## Crunch n Sip

- Crunch N Sip is a primary school nutrition program, developed to increase the quantities of vegetables, fruits and water being consumed by Western Australian children. It is an easy way to help kids stay healthy and happy.
- Please provide your child fresh fruit and/or vegetables daily, cut up and stored in a container.





## Canteen

Our School Canteen is open on Monday, Thursday, and Friday. Orders are placed online through [QuickCliq.com.au](http://QuickCliq.com.au).

The canteen provides healthy choices and have specials on each day. See the school website for further information.

## Food

### Food

Our school is a Nut Aware school and in the interest of the health and safety of all students do not send food that contains nuts for Crunch and Sip, Recess or Lunch. If your child has an allergy or an intolerance to food, please let me know as soon as possible as I may include cooking in our classroom activities.

## Parent Help

While we do not have a parent help schedule, please make contact if you have a particular skillset or interest that can be capitalised upon to enhance our classroom learning or if you wish to become directly involved in our classrooms learning environment.

## Allergy and Anaphylaxis Awareness

Food allergies are the most common cause of anaphylaxis. There is no cure for food allergy, therefore avoidance of known food allergens is crucial. Peanuts and tree nuts are the foods most likely to cause anaphylaxis. We also have students with severe allergies to fish, egg and dairy products.

The school is supporting children at risk of anaphylaxis by:

- training staff,
- encouraging children to wash their hands after eating,
- educating children about food allergies, and
- choosing not to sell foods in the school canteen which have peanuts or tree nuts (e.g. hazelnuts, cashews, almonds etc) or fish in the main ingredients list.

We ask you to support children at risk of anaphylaxis by:

- not sending food which has peanuts or tree nuts (eg hazelnuts, cashews, almonds etc) in the main ingredients list. Also, for students in Kindergarten or Pre-Primary, not sending fish. Note: products containing traces of peanuts or tree nuts can be sent to school.
- teaching your child not to share food with friends that have food allergy,
- encouraging your child to wash their hands after eating,
- asking your child to get help immediately if their allergic schoolmate gets sick.

With your help we can provide a safe environment that meets the needs of all our children.

