Parent Information Booklet 2016
Room 7
Year 3
Miss Candice Wholohan
candice.wholohan@education.wa.edu.au
# DALKEITH PRIMARY SCHOOL STAFF

**Principal**  
Suzanne Pekin

**Deputy Principal**  
Nicole Hughes (Student Services)

**Deputy Principal**  
Tamara Doig (Instructional Leadership)

**School Psychologist**  
Erin Dunstan

**Manager Corporate Services**  
Carissa Macaulay

**School Officer**  
Aileen Milford

**Library Officer**  
Jane Zupp

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Year</th>
<th>Room</th>
<th>Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toni Kay</td>
<td>K</td>
<td>Red</td>
<td>Mon, Wed, Fri</td>
</tr>
<tr>
<td>Marie Tiley</td>
<td>K</td>
<td>Blue</td>
<td>Tue, Thu, Fri</td>
</tr>
<tr>
<td>Celeste Cunningham</td>
<td>PP</td>
<td>PP1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Jessica Vahala</td>
<td>PP</td>
<td>PP2</td>
<td>Mon-Wed</td>
</tr>
<tr>
<td>Anna Hocken</td>
<td>PP</td>
<td>PP2</td>
<td>Thu-Fri</td>
</tr>
<tr>
<td>Janet Wearne</td>
<td>PP</td>
<td>PP1 &amp; 2</td>
<td>Wed</td>
</tr>
<tr>
<td>Lynne Hamilton</td>
<td>1</td>
<td>1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Peter McSkimming</td>
<td>1</td>
<td>2</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Leanne Ikin</td>
<td>2</td>
<td>3</td>
<td>Mon–Fri</td>
</tr>
<tr>
<td>Aoife McCabe</td>
<td>2</td>
<td>5</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Lynn Bright</td>
<td>3</td>
<td>6</td>
<td>Mon-Thu</td>
</tr>
<tr>
<td>Tamara Doig</td>
<td>3</td>
<td>6</td>
<td>Fri</td>
</tr>
<tr>
<td>Candice Wholohan</td>
<td>3</td>
<td>7</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Stephanie Boyle</td>
<td>3/4</td>
<td>12</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Julie Greenhalgh</td>
<td>4</td>
<td>13</td>
<td>Mon–Fri</td>
</tr>
<tr>
<td>Shauni Redmond</td>
<td>5</td>
<td>11</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Roger Gianvill</td>
<td>5/6</td>
<td>10</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Lisa Iannello</td>
<td>6</td>
<td>8</td>
<td>Mon-Wed &amp; Fri</td>
</tr>
<tr>
<td>Nicole Hughes</td>
<td>6</td>
<td>8</td>
<td>Thu</td>
</tr>
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<table>
<thead>
<tr>
<th>Specialist Teachers</th>
<th>Area</th>
<th>Room</th>
<th>Roster</th>
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<tbody>
<tr>
<td>Janice Tesser</td>
<td>Art</td>
<td>Art</td>
<td>Mon-Wed</td>
</tr>
<tr>
<td>Lois Barndon</td>
<td>Japanese</td>
<td>9</td>
<td>Wed-Fri</td>
</tr>
<tr>
<td>Libby Dyde</td>
<td>PE</td>
<td></td>
<td>Thu-Fri</td>
</tr>
<tr>
<td>Brooke Milianku</td>
<td>Music</td>
<td>Music</td>
<td>Wed-Fri</td>
</tr>
<tr>
<td>Sarah Fiel</td>
<td>Science P-2</td>
<td>9</td>
<td>Wed-Thu</td>
</tr>
<tr>
<td>Brooke Milianku</td>
<td>Science 3-6</td>
<td>9</td>
<td>Mon-Tues</td>
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<tr>
<th>Education Assistants</th>
<th>Year</th>
<th>Room</th>
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<tbody>
<tr>
<td>Billie Chellew</td>
<td>K</td>
<td>Red</td>
<td>Mon, Wed &amp; Fri</td>
</tr>
<tr>
<td>Jay Freeman</td>
<td>K</td>
<td>Blue</td>
<td>Tue, Thu &amp; Fri</td>
</tr>
<tr>
<td>Kelly Green</td>
<td>PP</td>
<td>PP1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Rhoda Napier</td>
<td>PP</td>
<td>PP2</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Alessia Princi</td>
<td>1</td>
<td>1</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Liz Harris</td>
<td>1</td>
<td>2</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Stacey Bryce</td>
<td>6</td>
<td>8</td>
<td>Tue-Fri</td>
</tr>
<tr>
<td>Karen Pollard</td>
<td>6</td>
<td>8</td>
<td>Mon</td>
</tr>
<tr>
<td>Shanee Sekhon</td>
<td>MiniLit</td>
<td></td>
<td>Mon-Thu (am)</td>
</tr>
<tr>
<td>Lynne Holliday</td>
<td>MultiLit</td>
<td></td>
<td>Mon-Thu (am)</td>
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<thead>
<tr>
<th>Support Staff</th>
<th>Area</th>
<th>Roster</th>
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<tbody>
<tr>
<td>John Szydlowski</td>
<td>Gardener/Maintenance</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Thomas Wray</td>
<td>Kindy Gardener</td>
<td>Mon(am) &amp; Thur (pm)</td>
</tr>
<tr>
<td>Bob Rashidi</td>
<td>Head Cleaner</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Mulu Azale</td>
<td>Cleaner</td>
<td>Mon-Fri</td>
</tr>
<tr>
<td>Denis Monis</td>
<td>Kindy Cleaner</td>
<td>Mon-Fri</td>
</tr>
</tbody>
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OUR MISSION STATEMENT

Strive for excellence  
Respect and value others  
Inspire creativity and innovation  
Empower global citizenship  

Together we shape the future

OUR SHARED BELIEFS

Kids learn best when:

- Stimulating, meaningful experiences are provided
- Technology and innovation are integrated in all learning
- Reflection becomes a valued part of their learning
- Inclusive and co-operative environments are provided
- Visible Learning is embedded
- Explicit feedback and encouragement is received

SCHOOL BOARD

The role of the School Board is outlined in the Education Act 1999. In essence, the role of the ‘Board’ is one of setting the long term future for the school and maintaining oversight (not management) of the school’s operation. The DPS Board aims to provide additional expertise to help the school achieve the best outcomes for our students.

The responsibilities of the Board are to:
1. work within the Department of Education’s relevant legislation and regulations;
2. contribute to the School Delivery and Performance Agreement and the Business Plan;
3. endorse and review the annual budget;
4. assist with the formulation of Codes of Conduct;
5. review the performance of the school;
6. create interest in the school within and across the community;
7. assist with Principal selection when a vacancy arises;
8. approve fees, charges, contributions and booklists;
9. approve extra optional components of programs;
10. approve arrangements for sponsorship and advertising; and
11. liaise with other committees within the school eg. P&C.

PARENT FUNDED 1:1 IPAD PROGRAM

The Australian Curriculum mandates the integration of Information and Communication Technology (ICT) and the use of digital technologies across learning areas.

Teachers at Dalkeith Primary School, over the past three years, have undertaken extensive research and trials with some of Australia’s leading experts in technology use and found that ICT enhances student outcomes and takes learning to levels not previously possible.
To enact this across the school Dalkeith Primary School launched the 1:1 parent-funded iPad program last year in consultation with the school board and the community through parent forums. Students in years 3-6 are required to bring an iPad device from home to use at school.

Students, parents and teachers that are in parent funded iPad classrooms will also sign an iPad contract that is a partnership agreement. This addresses filming of individuals, screen time and the use of social media. This is signed in addition to the 3-6 Online User Agreements. These are included in the school diary and are signed by students and parents at the start of the year.

Parents have the option to purchase or lease an iPad in a comprehensive package that includes insurance, technical support and peripheral items from Winthrop Australia. Alternatively students can bring the device in from home. All iPad’s must have a robust cover, insurance and be an iPad Air or Mini (minimum iPad 3). There is a list of apps to be installed on the iPad at the start of the year. Teachers may ask for additional free apps to be installed throughout the year but parents will not be asked to pay for any further apps until the start of the following year.

Parents have the option to store and charge student iPads at school should they wish. It is highly recommended for year 3 students to keep their iPads at school for first term to assist with their transition from year 2. It may be necessary to take the device home periodically to update and back up your child’s iPad. iPads provided by the school for student use will be managed by the school and remain in locked charger trolleys at school overnight. Parent workshops will be offered throughout the year to assist with device management and to keep parents informed about how their child is using the iPad at school.

Please see the school website under For Parents>iPad Information for more information. Any enquires please email Tamara Doig, Deputy Principal at tamara.doig@education.wa.edu.au

**ICT ACROSS THE SCHOOL**

Dalkeith Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. In addition to the 1:1 iPad program in years 3-6, there is a MacBook Air laptop permanently in each classroom for student use and access to 32 MacBook Air laptops. Each 1:1 classroom has an LED display panel with Apple TV for wireless mirroring of computers and iPads to the screen.

All kindergarten to year 2 classrooms are equipped with interactive whiteboards and PP-2 classrooms will have timetabled access to the MacBook Air laptops. K-2 will also have about 10 iPads in their classroom throughout the year.

All classrooms negotiate an iPromise statement that outlines the classroom technology agreement. This is in conjunction with the classroom agreement and the K-2 and 3-6 Online User Agreements. These are included in the school diary and are signed by students and parents.

Wireless access has been installed across the school with all classrooms having their own access points. This ensures that all classrooms are able to use technology with minimal disruption.

A Digital Leaders Program is in place for student technology leaders in years 3-6. Students apply through a digital medium. Successful students are trained in iPad technical help to assist teachers and other students. A contract is signed to ensure that students in the program are kept accountable. An iPad helpdesk will run periodically on the verandah to assist families with any technical issues that arise with their devices.
THE EARLY YEARS - NATIONAL QUALITY STANDARDS

The National Quality Standard is the new benchmark for quality in children’s education and care services in Australia. It is based on comprehensive evidence from national and international research about how educators can best support and promote children’s learning. (http://www.earlychildhoodaustralia.org.au)

At Dalkeith Primary School we strive to provide a high standard of education in the Early Years (K-2). In 2015, staff at DPS began using the NQS documents as a basis for reflection and to engage in regular professional discussion with the aim of developing plans to help improve teacher practice.

The Standards are divided into seven Quality Areas:
- Educational program and practice
- Children’s health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

In 2015 the staff worked together to develop Quality Improvement Plans (QIPs) for two of the above Quality Areas; Physical environment and Relationships with children. The review and improvement process is ongoing. In 2016 we aim to reflect upon and develop a QIP for ‘Educational program and practice’, with a major emphasis on appropriate play-based learning practices in the Early Years.

HOMEWORK

Homework is academic work designed to extend the learning, practice and application of skills and ideas taught in the classroom. Homework supports the development of the student as an independent learner providing an opportunity to learn skills such as time management, perseverance, goal setting and critical thinking.

HOMEWORK RESPONSIBILITIES OF STUDENTS

Students are responsible for:
- completing work at a standard commensurate with their ability
- completing work independently
- submitting work on time
- communicating with teachers and parents when assistance is required.

HOMEWORK RESPONSIBILITIES OF PARENTS

Parents are responsible for:
- supporting students with their work
- communicating high, realistic expectations on the standard of work
- communicating with the teacher any concerns arising
- ensuring that students know ahead of time when homework should be completed each night.

The following is a guide to the types of homework likely to be provided at Dalkeith Primary.

YEAR 1-3
Home reading of teacher provided books
Home reading of individual choice books
Learning of spelling words
Mental math activities reinforcing number combinations and processes
Collecting simple data (eg record what you ate for dinner) to support class work
Mathletics tasks assigned by teacher
YEAR 4-6

As for year 1-3
Finishing off class work not completed during the school day
Research to support class work or study projects
Planning or refining draft work commenced in class
Weekly assignments or activities reinforcing concepts currently being taught in class, or providing remediation or extension of skills and concepts learnt in class

Music practice for those students involved in the SIM program is in addition to class homework.

SOME ADVICE TO PARENTS

- Children need the opportunity to play and relax after school.
- Homework is best done at a quiet time set aside for homework completion.
- Typically, children will become more independent in completing their homework as they reach middle / upper primary.

The time spent on homework depends on the child and homework set for that week. As a general guide junior primary students may spend between 5 and 15 minutes each night, middle primary 20 minutes and upper primary students approximately 30 minutes a night.

READING

Reading plays an integral part in all aspects of learning. It is important to encourage reading of all text types and check for comprehension of the written word. It is requested that you continue home reading of at least 15 minutes each night and sign the homework diary. Junior students have selected home readers from their teacher while senior students are to independently select suitable texts for home reading.

To help your child with reading:

- Have a routine of reading every day with most oral reading done by the child. This can be accompanied by oral reading by you where you become the role model. This is one of the best ways of developing lifelong positive attitudes to reading and an understanding of print and books.
- Praise every effort in reading, especially where confidence is low. Don’t compare a child’s performance with that of relatives or friends.
- Be seen as a reader yourself. Take the family to the local library. Help in selecting books but resist the temptation to impose your own choices.
- Give books as presents.
- Encourage the routine of reading in bed before lights out.
- Encourage good use of the school library and ask “What have you borrowed this week? Would you like to read some of it to me?”

Reference: Parents Teachers Partners by Barry Dwyer

Further:
- Provide a suitable reading environment that is quiet, comfortable, and relaxing for both you and your child and free from interruptions. Reading time should be enjoyable, interesting, passionate, and full of opportunities to praise your child.
- Encourage your child to guess what the story is about.
- Praise when your child suggests an idea or word that you know will come up in the story.
- Ask questions like: “What can you tell about the story from the picture?” “What do you think will happen in the story?”
- Talk about the start of the story, what happened by the end of the story, the people in the story.
- Mention the person who wrote the story – the author and the person who did the illustrations – the illustrator.
- Make sure that whenever your child reads, it is a complete story, chapter or thought.

Extract from READIT Home Reading Middle Level p. 11 and 15.
MATHEMATICS

To help your child with primary school maths:

- Maths is about understanding **number patterns**, not learning by rote.
- Saying “I was bad at maths too” lowers children’s own expectations of themselves.
- There is always more than one way to get the right answer.
- Mental strategies, for example using number lines, to work problems out in their head.
- Ask “What is the question asking you?”
- Practise the times tables.
- Don’t jump in with the answers.
- Stay positive and encourage think time.
- Talk positively about maths so your child also values it.
- Play games with your child, which involve adding dice or numbers.
- Ask your child how they work out maths problems; it helps them reflect on their strategies and boosts their confidence.
- Point out maths in everyday life with your child whenever you can.
- Talk to the teacher if your child needs more help with homework.
- Provide some concrete resources at home, for example counters, to help with maths tasks.

DALKEITH DIARIES

Dalkeith Primary School has produced a homework diary to assist students, parents and teachers with communication between home and school. The students will fill out the diary each day with assigned homework and any notes or communication for parents. It is expected parents will sign the diary once a week and use this diary in addition to e-mailing as a form of communication.

ATTENDANCE

Attendance of students, in years PP-6, is compulsory. It is expected that all students attend a minimum of 90% of the school year. At Dalkeith Primary School we strive for a target of 96%. In order to achieve this we encourage parents to;

- carefully plan holidays to avoid clashes with school term dates
- ensure punctuality as lateness is recorded
- schedule appointments outside of school hours

All absences require written or verbal confirmation from parent to teacher. Excessive absences will be followed up by administration.

If your child is absent from school we request you send an **SMS to 0417 948 524** (automated service) as early as possible and leave a message stating:

- Your child’s name
- Room number
- Reason for absence

**Late arrivals**
Parents and caregivers must sign students in at the front office if arriving after 9am.

**Early Departures**
Parents and caregivers must sign students out at the front office if departing before 3:10pm.

**Extended Vacation**
Families who take vacations for longer than are week are asked to inform the Principal via email prior to the vacation.
HOURS OF INSTRUCTION

Primary School Years 1-6  8:50am – 3:10pm
Tuesdays early close:   2:30pm

Pre-primary Centre (5 full days)  8:50am – 3:05pm
Tuesdays early close:   2:30pm

Kindergarten  8:50am - 3:00pm
Tuesdays early close:   2:30pm

Red   Week 1 Monday, Wednesday & Friday
      Week 2 Monday & Wednesday
Blue  Week 1 Tuesday, Thursday & Friday
      Week 2 Tuesday & Thursday

DAILY TIMETABLE (Years PP-6)
Classroom opens   8:40am
Start Instruction   8:50am
Morning recess   10:50am to 11:10am
Lunch   1:10pm to 1:50pm
School closes   3:10pm
School closes for PP  3:05pm
School closes for Kindy  3:00pm
EARLY CLOSE EVERY TUESDAY 2:30pm

Before School Supervision
Students who arrive at school before 8:20am are asked to sit on the verandah in front of the administration block. At 8:20am the duty teacher will release the students to participate in supervised fitness activities until classroom doors open at 8:40am.

After School Duty of Care
The school does not provide supervision for students once they have left the classroom therefore we ask that parents note that students may only use the school playgrounds under parent supervision.

Kiss and Drop Parking Zone
A section of parking on the northern side of the school is now a Kiss’N’Drop zone between the hours of 7:30-9:00am and 2:30-4:00pm. The zone will be supervised by staff to ensure the safety of the students both before and after school. Parents are asked to stay in their car whilst parked in the zone during these times.

PUNCTUALITY

Parents are asked to ensure that children are at school prior to the siren at 8:50am. It is important for parents to exit the Pre-primary prior to 9am for the start of instruction. Parents are asked to ensure that children are collected or leave the school grounds promptly after school unless special arrangements have been made by parents or teachers.
TERM DATES

Please note that term dates may differ from other public schools. As an IPS school, we have planned student free days throughout the school year to meet the needs of our community.

Term 1 Commences:
Monday 1 February to Friday 8 April 2016
Holidays: Saturday 9 April to Monday 25 April 2016

Term 2 Commences:
Tuesday 26 April to Friday 1 July 2016
Holidays: Saturday 2 July to Sunday 17 July 2016

Term 3 Commences:
Monday 18 July to Friday 23 September 2016
Holidays: Saturday 24 September to Tuesday 11 October 2016

Term 4 Commences:
Wednesday 12 October to Thursday 15 December 2016

STUDENT FREE DAYS 2016
Thursday 28 January
Friday 29 January
Friday 3 June
Friday 19 August
Monday 10 October
Tuesday 11 October
Friday 16 December

SPECIAL EVENTS 2016
Parent Information Evening 10 February at 6:00pm
Community ANZAC Service 8 April at 7:30am. School concludes 1:40pm
Parent/ Teacher interviews 29 June, School concludes for students at 11:40am
Reports issued Semester 1 - 24 June
Semester 2 – 12 December

PUBLIC HOLIDAYS
Labour Day 7 March Good Friday 25 March
ANZAC Day 25 April Easter Monday 28 March
WA Day 6 June Easter Tuesday 29 March
Queen’s Birthday 26 September

STUDENT BEHAVIOUR POLICY

Dalkeith Primary School is currently reviewing and updating its student behaviour policy in accordance with the Department of Education’s Policy.

RATIONALE
Dalkeith Primary School provides every student with the educational support the student needs to learn and maintain positive behaviour.

The student behaviour procedures that accompany the policy will:
- document a whole school plan to support positive student behaviour;
- implement the whole school plan to support positive behaviour; and
- provide individual student behaviour support where the need is identified.
POSITIVE BEHAVIOUR SUPPORT PROGRAM (PBS)

In 2015 Dalkeith commenced the PBS initiative. Through the program the school decided upon three expected behaviours:

RESPECT, RESPONSIBILITY, RESILIENCE

The following expected behaviour matrix is in draft form and forms the basis of behaviour management. It will be reviewed at the end of term one.

**EXPECTED BEHAVIOURS MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>Respect</th>
<th>Responsibility</th>
<th>Resilience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Our school community</strong></td>
<td>Wear your school uniform with pride</td>
<td>Be prepared and punctual</td>
<td>Be positive</td>
</tr>
<tr>
<td></td>
<td>Walk quietly on paths and verandahs</td>
<td>Bring and return required equipment</td>
<td>Come ready to learn</td>
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<tr>
<td></td>
<td>Move with your class</td>
<td>Pack resources away neatly</td>
<td>Be brave and bounce back</td>
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<tr>
<td></td>
<td>Use quiet voices in working areas</td>
<td>Model good behaviour</td>
<td>Encourage others to participate</td>
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<td></td>
<td>Speak positively</td>
<td>Take ownership of your actions</td>
<td>Try to include others</td>
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<tr>
<td></td>
<td>Accept other’s differences</td>
<td></td>
<td>Have a go</td>
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<tr>
<td></td>
<td>Be polite and courteous to everyone</td>
<td></td>
<td>Try your best</td>
</tr>
<tr>
<td></td>
<td>Keep the environment clean and tidy</td>
<td></td>
<td>Be a role model</td>
</tr>
<tr>
<td><strong>Our learning areas</strong></td>
<td>List to and follow all instructions</td>
<td>Follow the iPromise agreement</td>
<td>Persevere with all tasks</td>
</tr>
<tr>
<td></td>
<td>Raise your hand to speak</td>
<td>Stay on task</td>
<td>Ask for help</td>
</tr>
<tr>
<td></td>
<td>Work cooperatively with others</td>
<td>Use equipment properly</td>
<td>Seek solutions</td>
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<td></td>
<td>Take turns when talking</td>
<td>Wait for teacher presence or permission before entering classrooms</td>
<td>Set, work toward and reflect on goals</td>
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<td></td>
<td>Listen actively</td>
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<td></td>
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<tr>
<td></td>
<td>Share equipment</td>
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<td></td>
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<tr>
<td></td>
<td>Use quiet voices</td>
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<td></td>
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<td></td>
<td>Leave the area neat and tidy</td>
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<td></td>
<td>Take pride in your work</td>
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<tr>
<td><strong>Our school grounds</strong></td>
<td>Share the play space and equipment</td>
<td>Play inside the boundaries</td>
<td>Seek help if you have a problem</td>
</tr>
<tr>
<td></td>
<td>Use a friendly tone of voice</td>
<td>Ask permission before retrieving equipment</td>
<td>Agree to and follow the rules</td>
</tr>
<tr>
<td></td>
<td>Put your hand up to be dismissed at lunchtimes</td>
<td>Be sun smart – wear your hat</td>
<td>Use the friendship bench</td>
</tr>
<tr>
<td></td>
<td>Use toilets appropriately</td>
<td>Zip your bag and hang it on the hook</td>
<td>Be a problem solver</td>
</tr>
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<td></td>
<td>Keep your hands and feet to yourself</td>
<td>Line up quickly and quietly</td>
<td>Join in</td>
</tr>
<tr>
<td></td>
<td>Be respectful of others and their games</td>
<td>Report unsafe behaviour</td>
<td>Have fun</td>
</tr>
<tr>
<td></td>
<td>Take turns and give others a go</td>
<td>Use the toilet during break times</td>
<td>Make safe choices</td>
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<td></td>
<td>Take care of our grounds and gardens</td>
<td>Play safely</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Use the recycling and litter bins</td>
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CODE OF CONDUCT
Parents and carers are asked to refer to the Code of Conduct for Carers on the Dalkeith Primary School website.

PREVENTING AND MANAGING BULLYING

Dalkeith Primary School aims to offer a safe, caring and inclusive learning environment. All members of our school community are committed to ensuring a safe and supportive environment where all members have the right to be respected and have a responsibility to respect each other. We treat bullying as a serious issue.

WHAT IS BULLYING?

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion.

TO PREVENT BULLYING

Treat others with care and respect.
Work to create an inclusive school environment for all.
Learn to tolerate and accept individual differences.
Understand your rights and responsibilities

PARENTS CAN HELP

TAKE AN ACTIVE INTEREST
- in your child’s social life.
- in what is happening at school.

ENCOURAGE YOUR CHILD
- to bring friends home.
- to accept and tolerate differences in others.

BUILD THEIR SELF-CONFIDENCE
- by recognising and affirming their positive behaviour.
- by valuing them for who they are.

DISCUSS WITH YOUR CHILD
- the school’s expectations about rights and responsibilities.
- ways to respond if their rights are infringed.

ENCOURAGE CONSTRUCTIVE RESPONSES
- all types of bullying should be reported.
- hitting back or retaliating with negative behaviour won’t solve the problem.

SET AN EXAMPLE
- be firm but not aggressive in setting behaviour limits.
- be positive in things you say and do.

BE ALERT FOR SIGNS OF DISTRESS
- unwillingness to attend school.
- dropping off in academic performance
- damaged clothing and frequent loss of personal property.
- loss of confidence and uncharacteristic mood changes.
- withdrawal from social activities.

ACT
- if your child is being bullied at school report it to the teacher – do not approach other students.
- your report will be followed up.
NUT AWARE POLICY

RATIONALE

Nut allergies are real. Currently there is no cure for nut allergies. Avoidance of the food is the only way to prevent a reaction. 1:20 children suffer from food allergies and some of them will experience a life-threatening (anaphylactic) reaction.

We have a number of students who are allergic to nuts and are subject to an anaphylactic reaction.

PURPOSE

In an effort to provide a safe environment for students with allergies to nuts, Dalkeith PS is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips and dried fruit and nuts are not bought to school.

HEALTHY FOOD AND DRINK POLICY

PURPOSE

Dalkeith PS is committed to creating an environment that promotes learning and teaches good eating and physical activity patterns for long term health.

Dalkeith PS is well placed to support healthy eating and reinforce nutrition messages being taught in the classroom by modelling healthy food and drink choices that are tasty, interesting and affordable. Along with the requirement that students participate in a minimum of two hours of physical activity, the healthy food and drink policy is another step in ensuring our children are fit and healthy.

Implementation Strategies:
1. Classroom rewards not to include food.
2. P&C lunches to include food choices from Green and Amber.
3. Class parties and special celebrations - parents to provide food from Green and Amber.
4. Curriculum activities including food (eg. cooking, excursions, camps) to be selected from Green and Amber. If foods from Red are required for a specific purpose, written parent/caregivers permission to be sought (see letter to parents/caregivers appendix).
5. Birthday cakes not permitted during the school day.
6. Parents/caregivers are encouraged to follow traffic light system when packing lunchboxes.
7. Information provided to parents/caregivers through newsletter.

Dalkeith Primary School has an online lunch ordering system that complies with the school’s healthy food and drink policy. Further information can be found at [www.schoollunchonline.com.au](http://www.schoollunchonline.com.au)

CRUNCH AND SIP

‘Crunch & Sip’ encourages students to eat fruit or salad vegetables and drink water in the classroom. Dalkeith Primary School has introduced ‘Crunch & Sip’ to support students to establish healthy eating habits whilst at school.

The objectives of the ‘Crunch & Sip’ are to:
1. Increase awareness of the importance of eating fruit or vegetables and drinking water every day.
2. Enable students, teachers and staff to eat fruit or vegetables as ‘Crunch & Sip’ in the classroom.
3. Encourage students, teachers and staff to drink water throughout the day in the classroom, during break times and at sports, excursion and camps.
4. Encourage parents to provide students with fruit or vegetables every day.
<table>
<thead>
<tr>
<th>GREEN FOODS – FILL THE MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breads</strong></td>
</tr>
<tr>
<td><strong>Cereal foods</strong></td>
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<tr>
<td><strong>Vegetables</strong></td>
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<tr>
<td><strong>Fruit</strong></td>
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<tr>
<td><strong>Legumes</strong></td>
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<tr>
<td><strong>Reduced fat dairy products</strong></td>
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<tr>
<td><strong>Lean meat, fish, poultry and alternatives</strong></td>
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<tr>
<td><strong>Sandwich fillings</strong></td>
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<tr>
<td><strong>Hot food</strong></td>
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<tr>
<td><strong>Snacks</strong></td>
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<tr>
<td><strong>Drinks</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMBER FOODS – SELECT CAREFULLY AND LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast Cereals</strong></td>
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<tr>
<td><strong>Full fat dairy foods</strong></td>
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<tr>
<td><strong>Savoury commercial products</strong></td>
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<tr>
<td><strong>Snack food bars</strong></td>
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<tr>
<td><strong>Savoury snacks</strong></td>
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<tr>
<td><strong>Cakes, muffins and sweet biscuits</strong></td>
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<tr>
<td><strong>Ice-creams, ice blocks, fruit based icypoles and slushees</strong></td>
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<tr>
<td><strong>Drinks</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RED FOODS – OFF THE MENU</th>
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</thead>
<tbody>
<tr>
<td><strong>Sugar and artificially sweetened drinks</strong></td>
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<tr>
<td><strong>Confectionary</strong></td>
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<tr>
<td><strong>Pastry items</strong></td>
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<tr>
<td><strong>Sandwich Meats</strong></td>
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<tr>
<td><strong>Deep Fried Foods</strong></td>
</tr>
<tr>
<td><strong>Savoury Snacks</strong></td>
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<tr>
<td><strong>Ice-Creams</strong></td>
</tr>
<tr>
<td><strong>Sandwich Fillings</strong></td>
</tr>
<tr>
<td><strong>Cakes, muffins and sweet pastries</strong></td>
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</tbody>
</table>
The Dalkeith Primary School’s Dress Code has been developed to promote a positive image of the school and to create a sense of identity amongst students.

The code has been developed by School Board in consultation with students, teachers and parents. Students are expected to comply with the Code as they are expected to comply with other school rules i.e. classroom behaviour, absences, bullying etc.

Acceptance of enrolment at Dalkeigh Primary assumes an agreement between the parent/guardian and the student to conform to the Code.

| SUMMER Terms 1 and 4 |  | WINTER Terms 2 and 3 |  |  |  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| **Boys**             | **Girls**            | **Boys**             | **Girls**            | **Girls**            | **Boys**             | **Girls**            | **Girls**            | **Girls**            | **Boys**             | **Girls**            | **Girls**            | **Girls**            | **Girls**            | **Girls**            | **Girls**            | **Girls**            |
| Garnet polo shirt with school emblem | School checked cotton dress | Garnet polo shirt with school emblem | Tartan school pinafore or skirt | Garnet polo shirt with school emblem | White polo shirt with school emblem | Grey shorts, garnet polo shirt, grey socks, black shoes |  |  |  |  |  |  |  |  |  |
| Grey shorts          | Blue sandals (not thongs or platform) or White socks and black shoes | Grey shorts          | White short sleeve blouse | Grey shorts          | Garnet piped taslon shorts | Grey shorts, garnet polo shirt, grey socks, black shoes |  |  |  |  |  |  |  |  |  |
| Black shoes and grey socks or blue sandals | School hat with emblem | Black shoes and grey socks | White school socks or navy tights | Black shoes and grey socks | School tartan skirt, white blouse, white socks, black shoes |  |  |  |  |  |  |  |  |  |
| School hat with emblem | School windcheater | School hat with emblem | Black shoes (not platform) | School hat with emblem | School hat with emblem |  |  |  |  |  |  |  |  |  |
| School windcheater   | School windcheater   | School windcheater   | School windcheater   | School windcheater   | School windcheater   |  |  |  |  |  |  |  |  |  |

<table>
<thead>
<tr>
<th>SPORT: Yrs PP-3 Wed &amp; Fri, Yrs 4-6 Thurs &amp; Fri</th>
<th></th>
<th>CHOIR/ORCHESTRA: Performance</th>
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</thead>
<tbody>
<tr>
<td><strong>Boys and Girls</strong></td>
<td><strong>Boys</strong></td>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
<td><strong>Girls</strong></td>
<td><strong>Boys</strong></td>
</tr>
<tr>
<td>White polo shirt with school emblem</td>
<td>Grey shorts, garnet polo shirt, grey socks, black shoes</td>
<td>Garnet piped taslon shorts</td>
<td></td>
<td></td>
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<tr>
<td>House polo shirt (Friday only)</td>
<td></td>
<td>Garnet tracksuit pants (term 2 and 3)</td>
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<tr>
<td>Garnet piped taslon shorts</td>
<td></td>
<td>School windcheater</td>
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<tr>
<td>Garnet tracksuit pants (term 2 and 3)</td>
<td></td>
<td>School windcheater</td>
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<tr>
<td>School windcheater</td>
<td></td>
<td>White school sports socks</td>
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<tr>
<td>White school sports socks</td>
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<td>Sneakers</td>
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<tr>
<td>Sneakers</td>
<td></td>
<td>School hat with emblem</td>
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<tr>
<td>School hat with emblem</td>
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<td>School hat with emblem</td>
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Jewellery:
In the interest of safety and to minimize potential loss, jewellery should be kept to a watch and stud earrings.

Makeup:
Makeup and/or coloured nails are not appropriate.

Hair:
Hair should be neatly groomed and kept out of eyes. Longer hair should be kept tied back.
LANGUAGES – JAPANESE – LOIS BARNDON

All students in years 3-6 at Dalkeith Primary School study Japanese for an hour each week. This hour is spent learning the basics of the language, and is a busy time. I ask that students are organised to start work as soon as they enter the classroom. This means they have done their home practise (from Hiragana in 48 Minutes), that they have their Japanese file and exercise book, their iPads and a 'fully loaded' pencil case - a writing pencil and a spare, eraser, sharpener, ruler, glue, scissors, highlighter, fine-liner, coloured pencils and textas. It is also good if they bring a drink bottle to minimise the time they spend out of the room.

Japanese lessons follow a similar format at all levels. We begin with greetings and Japanese songs to practise pronunciation and intonation, then we proceed to a drill of the hiragana characters. After that we may spend time writing, reading and/or practising oral speech. Part of the lesson usually has some cultural input.

iPads have become significant in Japanese to practise the script (hiragana) and for research. Students will take a snapshot of all tasks completed on their iPads and save them in a Japanese album, to build up a portfolio to add to the other learning they do over the year. A very useful app for practising hiragana is called 'Kana Trace', but there are others which do a similar job. Parents may wish to download this app to assist with language development.

Parents are sometimes disappointed that their children don't speak a lot of Japanese. At the beginning stages of learning a scripted language, this is very normal. Japanese Hiragana has 45 basic characters and 25 modified characters. Until students have recall of these and a large vocabulary plus a significant amount of grammar, oral speech will be limited. The only way for younger students to speak is to memorise whole passages. This is not learning. Please be patient - the curriculum is a continuum of learning and extends beyond primary school. Each student will be given the opportunity to present in front of the class or at an assembly this year. They may not wish to speak in public when they start studying Japanese, but I will endeavour to develop their confidence and repertoire over time. My email address is: lois.barndon@education.wa.edu.au. You are welcome to contact me with any concerns.

Barndon sensei

MUSIC – BROOKE MILIANKU

All students from Pre-primary to year 6 participate in weekly classroom music lessons. Students are taught from the Australian Curriculum for Music. Strands include: Making and Responding.

ORCHESTRA YEAR 4-6
Orchestra rehearses on Wednesday mornings from 7.45-8.45am. The orchestra includes violin, viola, cello and double bass. All students who learn through the SIM program are expected to join and be committed members of orchestra. Any student in year 4-6 who has approximately one year’s playing experience is eligible to join orchestra.

SENIOR CHOIR YEAR 5-6
Choir is embedded into weekly classroom music lessons and is compulsory for all students in year 5-6. The aim is to sing in unison and in 2 and 3 part harmony.

All performances that occur during the school day will be compulsory. Performances that occur out of school hours, such as the WAGSMS Crown Theatre performance, are optional.

For students who choose to participate in out of school performances there may be occasional before school rehearsals leading up to the concert.

Students will need to wear black shoes for all performances.
JUNIOR CHOIR YEAR 3-4
Choir is embedded into weekly classroom music lessons and is compulsory for all students in year 3-4. The choir participates in many concerts throughout the year including the Children Sing Festival. The aim is to develop unison singing and beginning exploring harmony.

YEAR 2 CHOIR
Choir is embedded into weekly classroom music lessons and is compulsory for all students in year 2. Room 3 and Room 5 will combine to perform at the Children Sing Festival and community events. The aim of year 2 choir is to develop unison singing.

Brooke.milinaku@education.wa.edu.au

PHYSICAL EDUCATION – LIBBY DYDE
I am the PE teacher for all year 3-6 students and I will be at school every Thursday and Friday to teach your children. I have been at Dalkeith Primary School since 2006 and I am passionate about all sports, fitness and nutrition and I look forward to working with your children this year. It is really important that if your child is unable to participate in their PE lesson that you email me directly at libby.dyde@education.wa.edu.au and let the classroom teacher know.

We have a whole school focus on building up the students’ fitness this year together with all their other sporting and teamwork skills. Each term there will be a fitness Beep Test and the students’ will set their personal goals for the term and for the year.

Throughout the year we have many training opportunities and carnivals and I rely heavily on our wonderful parents for assistance and support. So when the time comes, feel free to email me your availability or if you have any other questions or queries please don’t hesitate to get in touch.

Thank you and best wishes.
Libby Dyde

PHYSICAL EDUCATION – KIDS’N’SPORT
Students in P-2 classes will participate in a Kids ‘n Sport session each Wednesday as part of the physical education program. Kidz ‘n sport will be focusing our attention to the following skills:

- Catching – static and moving
- Throwing – static and moving
- Running- basic techniques to enhance speed including relay carnival races with baton changes
- Agility – being able to change direction when running
- Teamwork
- Listening skills
- Persistence and determination
- Self confidence

Our amazing range of activities and equipment helps us keep the children engaged at every lesson.

Please remember to send your child dressed in their white sports t-shirt, shorts and sneakers on this day. Apply sunscreen before school, especially on hot days and ensure your child has a drink bottle and a hat.

Mike Mellor
Franchisor
mikem@kidznsport.com.au
www.kidznsport.com.au
SCIENCE – SARAH FIEL AND BROOKE MILIANKU

We have two science specialists at Dalkeith Primary. Leading the junior primary is Sarah Fiel (P-2) and the upper primary (3-6) is Brooke Milianku. Both are experienced science teachers who teach all lessons from the Australian Curriculum.

The focus for science across all years is the inquiry process. This underpins all topics and is the basis for all our investigations. The inquiry process supports the four topic areas of physical, earth and space, chemical and biological science. For 2016, as a whole school we will be reporting on chemical sciences and the inquiry process.

Sarah.fiel@education.wa.edu.au
Brooke.milianku@education.wa.edu.au

VISUAL ARTS – JANICE TESSER

My name is Janice Tesser and I will teach the visual art program for P-6 students. Every class will take part in one hour of visual art per week.

Students will participate in an engaging program developing a wide range of skills. They will learn various aspects of visual art including; clay work, drawing, painting and construction which will embrace the wide diversity of arts from other cultures.

They will learn about various artists and aim to recreate work using similar techniques. Students will make use of iPads to create multimedia art pieces through various apps and programs. Students are always encouraged to express their creative thinking ideas and skills and appreciate and value the worth and importance of art as it surrounds them and influences their choices.

Students are expected to respect the art room environment by behaving in a courteous and encouraging manner.

The year 3-6 classes are required to have a visual art diary that must be brought to each lesson. They will be given a task each week to complete in their diary. All students are required to wear an art shirt to protect their school uniform.

Looking forward to an exciting year in the visual art field.

Janice.tesser@education.wa.edu.au
My name is Candice Wholohan and I have the pleasure of teaching your year 3 child this year. I have been teaching for over 13 years, predominately in middle primary both in country and city schools. This will be my seventh year teaching at Dalkeith Primary School and have I found the experience rewarding and fulfilling. I have many wonderful learning experiences planned and I am really looking forward to spending this year working with your child.

CLASSROOM PHILOSOPHY

At Dalkeith Primary School we are committed to teaching the Australian Curriculum. To assist the children in achieving the outcomes a range of different teaching strategies will be used. The students will be using higher order thinking skills as well as having the opportunity to work in collaborative, cooperative and independent learning activities.

Student self assessment and reflection is used extensively in the classroom. The students are encouraged to look at their work and to set realistic, achievable goals for improvement and continued development.

CLASSROOM PRACTICE

Each morning the classroom door is open from 8.40am where students will be required to prepare for the day by changing reading books, sharpening pencils and organising their desk. Until the doors open at 8:40, students are required to go to the undercover area under the supervision of the morning duty teacher. Most days there will be an activity for the students to do. Crunch and Sip is encouraged in the classroom. The students are allowed to bring cut up fruit and vegetables and their water bottle into the room with them to consume at allocated times throughout the day. We have a strict no nuts policy, so please refrain from packing these. Studies have shown that concentration is maintained with regular sipping of water throughout the day. Please encourage your child to bring a water bottle to school each day.

BEHAVIOUR MANAGEMENT PLAN

Together with the students we have developed a Class Agreement for Room 7, a copy is attached. It would be appreciated if you would discuss the Class Agreement with your child and then revise it with them throughout the year. Consequences for not following the classroom agreement will be:

1. Verbal warning from the teacher: What are you doing wrong?
2. Name on board
3. Cross next to name
4. 2nd cross next to name
5. Visit to Deputy’s office - You will be contacted if your child gets to this stage.

PARENT-TEACHER COMMUNICATION

Parent and teacher communication is encouraged and can involve a variety of approaches. Parent interviews are welcomed and a time can be arranged with me. I am available for a brief, informal discussion before and after school but please remember that this time can be hectic so any formal discussions are best arranged at a more suitable time. I can also be contacted via email, which is the preferred mode of communication. My email address is: candice.wholohan@education.wa.edu.au.

Students arriving late to school must obtain a late slip from the office before coming into the classroom. Any student arriving after 9am will be recorded as being late on the attendance register.
HOMEWORK

Homework will form part of your child’s learning, although no longer than 20 minutes a night is recommended. It will take the form of spelling, revision of work covered in class and some research. Nightly homework Monday-Thursday will consist of a variety of tasks:

- Weekly spelling words: need to be learned each week.
- Nightly reading
- Mathletics: practice and the set tasks, which will match the learning unit in the classroom.
- NAPLAN practice in term 1.
- Research (term 2 onwards)
- Japanese as directed by Barndon Sensei.

Your child is encouraged to use his/her diary on a daily basis to note homework requirements and general reminders. The diary is sighted by me every day and I ask you to acknowledge that you have seen it by way of a signature each day. All homework books and diaries need to be organised into a homework bag this needs to be brought into class each morning before school and will come home every night.

CAFÉ DALKEITH/FROSTY FRUIT FRIDAY

Throughout the term the year 6 students sell homemade treats or frosty fruits as part of their fundraising program. All students are given an opportunity to purchase a treat for $1.00. Please see the term planner for Café Dalkeith/Frosty Fruit Friday dates and send some money with your child if you wish for them to be involved.

Please note students with allergies to food and nuts will be assisted in their purchasing. It is also a great idea to provide an alternative treat in their lunch box on this day.

UNIFORMS

Monday - grey shorts/garnet shirt/dress
Tuesday - dress/grey shorts and garnet shirt
Wednesday - dress/grey shorts and garnet shirt
Thursday - sport shorts and white shirt
Friday - sport shorts and house shirt

Regards,

Candice Wholohan
Year 3 Teacher
<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 – 9.20</td>
<td>Diary Writing</td>
<td>Spelling</td>
<td>Spelling</td>
<td>Spelling</td>
<td>Assembly</td>
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<td></td>
<td>Spelling (40mins)</td>
<td>10 minute writing</td>
<td>Reading</td>
<td>Reading</td>
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<td>9.20-9.50</td>
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<td>9.50-10.20</td>
<td>Literacy</td>
<td>Art</td>
<td>Library</td>
<td>Music (10:05-10:50)</td>
<td>Viewing</td>
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<tr>
<td>10.20 – 10.50</td>
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<td></td>
<td></td>
<td></td>
<td>Spelling</td>
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<tr>
<td>10.50-11.10</td>
<td>Maths</td>
<td>Maths</td>
<td>Maths</td>
<td>Physical Education</td>
<td>Maths</td>
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<td>11.10 – 11.40</td>
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<td>11.40 – 12.10</td>
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<tr>
<td>12.10 - 12.40</td>
<td>Science</td>
<td>Literacy</td>
<td>Computer (macbooks)</td>
<td>Maths</td>
<td>Literacy</td>
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<tr>
<td>12.40-1.10</td>
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<tr>
<td>1.10-1.50</td>
<td>Silent Reading</td>
<td>Blueearth</td>
<td>Silent Reading</td>
<td>10 minute writing</td>
<td>Japanese</td>
</tr>
<tr>
<td>1.50 – 2.20</td>
<td>Geography</td>
<td></td>
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<tr>
<td>2.20-2.50</td>
<td></td>
<td>EARLY CLOSE</td>
<td>Year 3 History</td>
<td>Health</td>
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<tr>
<td>2.50 -3.10</td>
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<td></td>
<td>Silent Reading</td>
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