**4/5K Class Information & Procedures**

Monday 5th February 2018

Dear parents,

Welcome back to another exciting year at NEPS. Please read this note carefully as it contains important information about this year.

Maternity Leave

It is estimated I will begin my maternity leave Week 3, Term 2. Lucy Partridge, who has been a teacher at NEPS for the past 2-3 years, will be taking the class for the remainder of the year. Lucy has had the opportunity to teach most of the students in 4/5K in previous years and will be spending plenty of time in the classroom getting to know the students prior to her start date. Lucy will also be our priority casual teacher for this term. Together, we hope to make the transition as smooth as possible for the students and aim to keep the classroom environment and procedures consistent.

Classroom Management Policy

I aim to create a positive culture within my classroom where students feel safe, valued and happy. A ‘House Points’ rewards system will be used this year to encourage positive behaviour and work ethic, with the winning house each week receiving minor privileges the following week. Any negative behaviour issues will follow the procedures outlined in our School Welfare and Discipline Policy (if you would like to see a copy of this, please let me know).

Homework

Homework is handed out each Monday, to be handed in on Friday. Please see the inside cover of the homework booklet for detailed instructions. Homework completion is not mandatory, but highly encouraged. As a class, 4/5K agreed that we will award ‘House Points’ to students who complete their homework each week.

Library

Library lessons are on Tuesday mornings at 9:45am with Mrs Mason. Students are required to bring their library bags to school each Tuesday (beginning Week 3). Library bags can be purchased from the office, but any protective carry bag is suitable.

Science

Mr Ringis will be teaching science lessons this year each Thursday at 11:05am.

Dance & Choir

Mrs Edge is returning for another year of Friday dance troupes and choir lessons. Keen dancers and singers in 4/5K are encouraged to audition for a place in the Senior Dance Troupe and Senior Choir. The Senior Dance Troupe will be performing at the annual *Dance Fest* later this year, and the Senior Choir will have opportunities to perform at local events and school assemblies throughout the year.

Sport

Sport for Term 1 includes surfing and beach games. Surfing is offered to Year 6 first, followed by Year 5 (all positions have now been filled). Surfers will catch a bus to Nobby’s Beach with Mrs Kirkman leaving NEPS at 8:45am sharp after an 8:30am roll call. Mrs Thompson, Mr Daniels, Mrs Enwright, Mrs Powell and Miss Varagnolo will be walking the remainder of the primary students to Newcastle Beach for beach activities each Friday morning, leaving promptly after the bell. Please ensure your child is wearing their sports uniform on Fridays.

Excursions

In Term 3 this year, Stage 3 students will attend the Canberra excursion and Stage 2 students will attend the Sydney excursion. Further information regarding these excursions will be communicated in Term 2.

Notes & Money

All notes and money are to go through the office, unless otherwise stated on the note. Correct change is required when providing the office with cash, and should be placed in the envelopes provided at the front counter with the student’s name and the event written on the front of the envelope. There is also an eftpos machine in the office and an online payment option.

This year, we are implementing a firm cut-off date for notes and money for excursions/incursions. If notes and money are not returned to the school by the specified cut-off date, students will not be allowed to attend. Teachers will ensure notes are handed out at least two weeks prior to the cut-off date to provide adequate time for notes to be signed and returned and payment arrangements made. Any parents who are experiencing financial hardship may contact the office to make alternative arrangements.

Crunch & Sip

Each day, students have an opportunity to enjoy a healthy snack during class time. To participate in this whole-school program, your child needs a piece of fruit or vegetable and a bottle of water.

Assemblies

Communication assemblies will be held under the COLA each Monday morning at 9:45am. Further information regarding assembly procedures after the building works commence will be communicated later this term.

Peanut Allergies

We have a number of students in our school who suffer from severe peanut allergies, one of whom is in 4/5K this year. Please be mindful when packing your child’s lunchbox and ensure the teacher is informed if any nut products are packed.

Reports & Interviews

Parent teacher interviews will be held in Weeks 9 & 10 of this term, and Semester 1 reports will be sent home at the end of Term 2.

Clothing and Equipment

Please make sure your child’s name is on all clothing, food containers, stationary and other belongings. It is a whole school expectation that your child is in full school uniform every day.

Communication

I make it a priority to ensure I am available before and after school for informal discussions with parents. As mornings are a busy time, quick conversations are welcome, but afternoons are preferred if you wish to discuss an issue or concern at length. I prefer face-to-face communication, but if you are unable to make it to school to see me, please call the school and leave a message with the office and I will get back to you as soon as I can.

If you have any questions or concerns, please do not hesitate to come and see me. I look forward to an exciting year!

Kind regards,

Laura Kirkman

**4/5K Stationary Wish List**

Here is a list of items your child will be required to supply at school as soon as possible:

* ball point pens (3 blue, 3 black, 3 red)
* 3 lead pencils
* 2 rubbers
* scissors
* 30cm ruler
* headphones - in labelled zip lock bag
* 1 glue stick per term
* homework book – A4, covered and labelled please. Preferably not spiral bound
* library bag
* paint shirt – any old shirt will do!
* 1 box of tissues
* 1 soap dispenser
* 1 novel to read in class

Optional:

* coloured pencils and/or textas

Please label **all** supplies (except tissues and soap) to avoid any mix-ups of belongings.