Dear Parents/Caregivers,

30th January 2017

Welcome back to school for 2017. I am looking forward to getting to know my new students and their families and also pleased to welcome back some familiar faces in my class again this year. My name is Robyn Ranford and I have been working as a teacher for 20 years, the last 11 years have been at Murray Bridge North School R - 7, mostly teaching year 3 & 4 students. The following information is to enable us to get off to a smooth start and I will endeavour to keep you further informed as the year progresses. Also, of course, if you have questions or queries I will be happy to answer them.

COMMUNICATION
Each student will receive a Communication Book and folder to keep it in. Please take time to have a look through it, each week is set out in an easy to follow format. At the back is space to write notes of absence, messages and it also contains the Oxford word list of commonly used words. In it students and I will write down information to go home, notes and homework. I ask that you also write down any communication for school in it, as I will usually check daily. This will help keep a record of communication, as pieces of paper may get misplaced. It is a legal requirement that the School is informed with written communication of ALL lateness’s and absences of every student.

BOOKS
Student books will not need to be covered; we will be putting cover sheets and jackets on them on the first day back. Students will each receive their Communication Book, folder and a packet of coloured pencils which should be labeled. All other consumables (glue sticks, erasers, sharpeners, rulers, etc) will be used in the classroom collaboratively.

HEALTHY SNACK
At 10 am daily, students are encouraged to eat a healthy snack – fresh/preserved/dried fruit and vegetables only. No cheese, yoghurt, nuts, fruits sticks/roll-ups or similar processed foods.

DRINKS
Students are encouraged to have drink bottles of water on their tables. No juice, soft drink or cordial. This helps with continual hydration without the disruption of leaving the room.

GOAL & TARGET SETTING
As a part of team work building and behaviour management, each term students in my class set a target of points to be earned. During the term points are tallied for behaviour, effort, tidiness, cooperation, etc. Each week there are prizes for highest point earners, and all points for that week are added to Term Tally. The points are recorded on “Class Dojo”. I will be sending home a personal code for each family and once you register, you can follow your child’s progress through the app. Students are responsible for choosing most of the tasks/behaviours that will earn or lose points and also the allocation of many of the points. A goal is chosen by the students, when they set the target, in the past some of the rewards chosen have been a trip to Sturts Reserve, class sleepover, class party, movie, going to the swim centre. Some of these rewards will include a small cost, if that is the case I will give you notice of the children’s choice. If the students do not reach their target they do not receive their reward.

BEHAVIOUR MANAGEMENT
The class points and goal setting is to encourage positive behaviour in the classroom. If a student makes poor behaviour choices it is recorded in the Class Behaviour Book. There are (except in extreme cases) four opportunities for students to rethink their choices. If they do reach the fourth step, I will contact you and your child will need to be taken home. If your child receives steps during the day they will be recorded in the Communication Book. Also once you have signed up with “Class Dojo” you will be able to see what
points your child has earned or lost during the day. Just something to be aware of, sometimes points may be awarded to/or taken from the whole class in certain situations.

**HATS**
Hats must be worn in term 1 and 4. The hats must be sun safe – broad brim or legionnaire. CAPS ARE NOT TO BE WORN AT SCHOOL.

**HOMEWORK**
This Homework is consistent for the year;

Monday to Friday – Reading  
Monday & Thursday – Spelling Words  
Tuesday & Wednesday – Times Tables

I do not expect more than 10-15 minutes per night and the onus is on the student to be pro-active. I will not give consequences for not following this routine, but proof that homework has been done will earn points and rewards.

On other occasions homework may be set – for example unfinished work or collection of information. This can earn a negative consequence if not completed.

I hope this has answered many questions, if there is something you are still unsure of write me a note in the Communication Book and I will tee up a time to meet, or call you if that is more convenient. Looking forward to a busy and productive year.

Regards

Robyn Ranford  
Teacher  
Room 6.5

For ease of communication, please write your up-to-date email address below, then tear off and return this slip.

Name: _______________________________  
Student Name: _______________________________  
E Mail address: _______________________________