



# Melrose Way



## Classroom

- Students not to enter classroom at lunch or break times (locked if unattended)
- Assist students in their organisational skills:
  - Ensure books are put away after usage
- School bags are to be placed in class lines before school then when the teacher takes the class to the classroom they are to be neatly put on hooks or in bag cubes
  - If raining before school, bags are to be placed on A Block verandah
- Toys are to be left in bags (discouraged from being brought to school)
- Mobile phones and smart watches are to be handed in at the office
- Success cards - majority of students should receive a badge/star by the end of the year so keep a track and ensure they get 30 success cards = 3 success certificates
- MPPS workbooks are set at the start of the year and used
- Learner qualities are reinforced to promote engagement in learning
- Medical
  - Treat minor issues using items in the class bum bag
  - Send students with a peer to the sick bay with a sick note as needed
- Posters displayed:
  - VCOP wall (updated regularly)
  - Learner qualities (including matrix for 3-6)
  - Zones of regulation
  - Uplevel
  - Student Behaviour Management
  - Respectful, Responsible, Learners
- Bathroom usage
  - Students record name and time (session for K-2) in toilet book
  - Limited to break times where possible
  - Not within 30 minutes after a break
  - Teacher chooses another student to accompany - not sent with a friend
- Students going on messages
  - Only if needed
  - Not sent with a friend

## Teaching Strategies

- Cold Calling - no hands up
- Ask a question and provide wait time
- Uplevel student responses
- LISC - ensure LISC is clear to students (LISC terminology only - no WILF/WALT, etc) LISC does not need to be written by students in their books; where possible, teachers add it to worksheets
- Follow bookwork [policy](#) and success criteria [Bookwork Success Criteria](#) (page 1 is K-2; page 2 is 3-6)
- Student seating placement - consider placing higher need students towards the front
- Marking:
  - Keep up-to-date - students require timely feedback
  - Initial and date each piece of student work
  - Use [MPPS stamps](#) as much as possible
    - Writing - both 'success' and 'next steps' used for every Big Write with individualised feedback for both
    - Written teacher feedback is needed throughout the week for each student

## Class Programs

- To be completed online
- Follow timeline in Program Monitoring Overview
- Follow scope and sequences and MPPS programs

## Behaviour

- PBL: Respectful, responsible learners
- Zones of regulation are used to assist students to monitor and manage their emotions
- Discipline in the classroom
  - 2 warnings within class (move child if necessary)
  - Time out within classroom
  - If continued - send to AP
- Discipline in the playground
  - 1 warning
  - Time out/walk with teacher
  - If continued - follow MPPS Behaviour Policy

## Uniform

- Remind correct uniform policy for those not in uniform
- No jewellery except watches & stud/sleeper earrings
- Encourage pride in the school
- If repeated uniform issues, discuss with executive

## Assembly

- Hands by side, facing flag and singing national anthem
- Seat potentially disruptive students near adults and away from distractions
- Teachers should intervene to minimise disruptive behaviour
- Assembly items should be no longer than 5 minutes, with all students involved in an equal capacity where possible
- Book awards and assembly awards are due to the principal on the Monday before assembly (no additional stickers on awards)

## Sentral is used to:

- Record (paper rolls for casual teachers)
  - All awards
  - All behavioural incidences
  - Wellbeing observations
  - Parent contact
- Make referrals to **LST**
- Document IEPs and PLPs
- Communicate messages via Staff Broadcast
- Take and monitor attendance (refer to **Attendance Policy**)
- [w Melrose Park Public School Attendance Flow Chart 23.docx](#)
- Report to parents
- Organise parent/teacher interviews

## Seesaw

- One-way communication tool from teacher to parents to promote student work, class activities, learning snapshots (K-2), class specific messages and assessments (also see assessment schedule)
- Teachers are only to post between 8am - 5pm school days
- Minimum of one post per student per week

- NOT to be used for parents to contact the teacher - if parents send messages teachers are to remind them of the proper communication channels (email or call the school)