



# Menzies Creek Primary School

## Menzies Creek – Aligned Practices

### **Purpose**

The best possible student improvement comes from the least difference in teacher practise within a school.

### **Aim**

Our teaching practise at Menzies Creek Primary School will be aligned to create least variation in teacher practise.

### **Implementation**

### **Well Being**

Our school community will follow three guidelines:

#### **Three guidelines:**

1. Do your best
2. Help others succeed
3. Respect your environment

We will correct student behaviours with short sharp statements that reference the appropriate guideline.

### **Student complains about what another student is doing.**

Aligned practice: Staff member will say: 'That's their program.'

If they continue to complain: Staff member will say: 'Come and see me after school to discuss the problem.'

### **Praise**

#### **Aligned Practice:**

- Teach how to accept praise
- Praise students for positive behaviours using three guidelines
- Establish clear expectations for desirable behaviours and then catch them doing it
- Take time to praise students
- Use anchor charts to reinforce desired behaviours

### **Stationery**

#### **Aligned practice:**

At the end of every session all students need to have on display their grey lead/pens, rubber, ruler.

### **Settling after breaks.**

#### **Aligned practice:**

Reading time (5 – 20min)

- Read to self
- Read to others

#### **Eating Breaks**

- All teachers to read to class during eating time



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### **Student repeatedly interrupts.**

Aligned practice: Use visual aid

### **Teacher Voice**

Aligned Practice

- At all times a teacher shall use a non-invested voice

### **Correspondence between teachers and families:**

Aligned Practice:

No diaries

Staff email or phone

Junior School – Reading log

### **Documentation of incidents:**

Aligned practice:

Write behaviour and quote student. Don't label.

Email Tanya with the following in subject box

Incident on GradeXpert - Matt Cody

Upload to GradeXpert within 24 hours.

### **Yard Duty**

Aligned practice:

- Each staff member on duty must be carrying a bum bag
- No hat – play undercover on decking outside Tanya's office
- Students must see staff member on duty and obtain a card before entering staff room

Areas to be supervised:

1.Senior playground

2.Junior playground and toilets

3.Basketball court and flagpole

4.Oval (When oval closed, take over flagpole area)

### **Corridors**

Aligned practice:

- No jumping
- Limit use of corridors during class time unless raining

### **Junior Building**

Aligned practice:

- No photocopying during class time

### **Hands Up:**

Aligned Practice

- Students do not put up their hands to answer a question unless requested to do so by the teacher
- Provide 'thinking time'



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**Circle Time:** important for collaborative problem solving, student voice  
Aligned Practice

- Only one person speaks at a time
- A child can pass
- No judgements made
- No names used
- If a child passes they may request to speak at the end

### **Toilets**

Aligned Practice

- One student at a time

### **Working outside of class**

Aligned practice:

- F – 2 must be within sight
- 3 – 6 regular monitoring
- No laptops outside the classroom

\*\*\*Throughout term 1 only 5/6 students permitted to play outside unsupervised.

### **Lining Up**

- All students will always line up in alphabetical order ( Emergency Management strategy)

### **ICT**

Aligned practice:

- Students must be explicitly taught how to use iPads and laptops appropriately.
- Teacher to check all iPads and laptops have been put away properly after use.
- Students to have a 'tech buddy'.
- Laptops not to be left unattended when using on floor.
- Teacher must be roving when class using laptops and iPads.



# Menzie's Creek Primary School

## Menzie's Creek – Aligned Practices

### **Feedback**

Aligned Practice:

### **Foundation**

- I can statements working towards displayed on wall.
- I can table in the Learning Journal.
- Stamps and feedback in the writing book.
- Goals set at each conference in Mathematics, Reading and Writing.
- Teacher records all goals idocoo.

### **Year One/Two**

- Learning Journal: I can statements in the back of the Journal to be checked and dated when reached
- Work Books- Star and Step in writing and mathematics books
- Email about 4-6 families per week which includes a photo, or scan of effort or great work showing stars and steps
- Rubrics for writing and Inquiry to be handed out to students and emailed to families prior to unit starting, then filled in, discussed with students and pasted into Learning Journal
- Mathematics- pre and post testing- feedback to be given to student about their understanding. At the end of each unit families are emailed results and they are welcome to view tests

### **Year Three/Four**

- Learning journal – “I can statement...” in the back of the book. Personalised for each student, with Star & Steps.
- Stars & Steps approach for all student workbooks.
- Email about 4-6 parents per week – include photo or scan of workbook of effort or great work showing stars & steps on the page.
- Rubric for each writing & Inquiry unit. Student conference with each student about their assessment. Paste in Learning journal.
- Pre & Post test for Maths units. Feedback to be given to students about their understanding. Email parents a short simple email with pre & post test results stating “If you wish to view the test, please come and see me”.
- Student reading conferences ongoing during quiet reading time.
- Student conferences with each child to check how they are going with their learning and wellbeing – 3 per term.



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### Year Four/Five/Six

#### Learning Journals:

- Use the back of Learning Journals for 'I can' statements.
- Date and stamp with Steps and Stars
- Excursion/Incursion reflections
- Rubrics
- Photo of work piece with reflection
- Cover all learning areas each term
- Parent feedback on Celebration of Learning nights

#### Rubrics:

- Emailed home at beginning of unit (English, Maths, Inquiry)
- Copies sent home at end of unit with comments
- Teacher to keep copy
- Conference with students before sending home

#### Email:

- Parents will receive a minimum of one feedback email per term.

#### Pre and Post testing:

- Results of pre and post testing sent home
- Parents can request to see tests
- Conference with students after pre-test and post test

#### Conferencing

- Use reading time to conference
- Use planners to schedule in students

**Principal:** Tanya Cooke

**School Council President:** Nicole Cashmore

Date ratified at School Council: March 2017

Three Year Cyclic Date for Review: May 2020