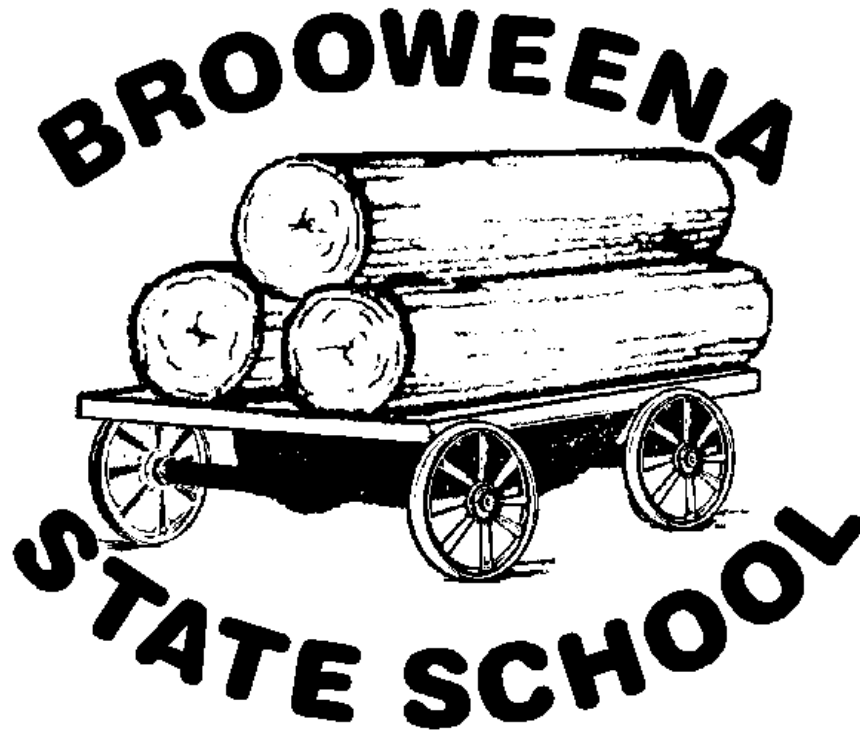


Brooweena State School



Handbook 2016

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Queensland
Government

INTRODUCTION

The main objective of the educational process is to prepare each child to become a responsible member of the community. It is the policy of this school to prepare students to take their place as responsible adult citizens in the future, and to be happy, well mannered and industrious students of the present.

If the business of education is to proceed smoothly and successfully, parents need to be aware of the aims of the school and in cooperation with the school, strive for the achievement of these goals.

The fostering of a positive partnership between this school and parents, in the planning of the educational directions of our students, will provide stability and continuity within the educational process. Continuity is an essential ingredient of education given the circumstances of the ever changing world in which we live.

Given these factors, the following school policy is provided as a statement of the aims and procedures which have been adopted by this school.

SCHOOL PROFILE

Mission Statement

To provide a supportive and challenging environment where each child has the opportunity to develop their potential.

Motto: **BELIEVE ACHIEVE SUCCEED**

Location

Brooweena State School was established in 1904 and is located 47 kilometres west of Maryborough. It is a small country school located in the village of Brooweena. The school services the communities of Brooweena, Boompa, Aramara, North Aramara and other nearby areas.

Enrolment and Staffing

Approximately 10-20 students attend the school from Prep to Year 6. The school is staffed by professional, committed and enthusiastic staff.

<i>Staff</i>	<i>Visiting Specialist Staff</i>
1 teaching Principal [P – 6]	Music teacher
1 Administration Officer	LOTE (Japanese)
1 Special Needs/Support Teacher: Learning Difficulties	Physical Education
2 Teacher aides	Guidance Officer
1 Cleaner / Schools Officer	Advisory Visiting Teachers
	Head of Special Education
	District Behaviour Management
	Speech Language Pathologist

Organisation

The school is organised in a single Prep to Yr 6 class. The class size is small, allowing maximum attention to individual student learning needs. We aim to promote an inclusive, student centred approach to learning and accommodate the needs of all learners.

Supportive School Environment Behaviour Management and School Values

Brooweena State School operates within the principles of a Supportive School Environment. Behaviour management practices apply to all children, a copy of our Responsible Behaviour Plan for Students is available from the school. The school's Responsible Behaviour Plan for Students focuses on providing a safe and supportive environment. The high expectations of behavioural standards are generally achieved. It should be noted that all adults employed at the school have the delegated authority and responsibility of the principal to ensure that the school's Code of Responsible Behaviour and Expectations as well as Education Queensland's regulations are observed by the pupils at all times. Our values of respect, responsibility, care and compassion, doing your best and valuing life long learning is actively promoted in our school throughout the year.

School Rules

- **Be Safe**
- **Be Responsible**
- **Be Respectful**

FACILITIES

The facilities at the school consist of:

1 traditional style building housing a classroom/technology room/ office	4 storage sheds
1 modular building, double teaching space	1 toilet block
1 Maximum Use Building (Max Building)	1 large, covered playground
1 tennis court	1 undercover area
Water tanks	Bore supply
1 Modular building for Library	



Our grounds are large with attractive flower, shrub, vegetable, indigenous gardens and a fenced frog pond. In 2011, our school received 1st equal place in the Fraser Coast Schools' Garden Competition.

Use of School Facilities

Subject to Regulations 5 and 6 of the Education Act, school premises may be used when not required for school purposes.

This is subject to the written approval of the principal.

Riding of bicycles, rollerblades, skates and skateboards in the school ground is prohibited.

Please consider the following when using school facilities:

- Eat and drink only in appropriate areas
- Alcohol can only be consumed at licensed functions within the school grounds
- Smoking on school grounds is prohibited by law
- Only court appropriate furniture and equipment can be used on tennis courts
- Supervise your children at all times when you are in school grounds. The school/P&C/Education Department takes no responsibility for accidents
- Damage to school property must be compensated by users
- Please complete a registration form for the use of school facilities (available from the office)



CURRICULUM

Key Learning Areas

Our curriculum includes the following Key Learning Areas and is structured to ensure focussed teaching in English and Mathematics. From 2012 the national Curriculum in English, Maths & Science will be implemented.

English	Mathematics
The Arts (Visual Arts, Dance, Drama, Media, Music)	Science
Studies of Society and Environment	Health and Physical Education
Languages other than English (Japanese) Yrs 5-6	Technology

Specialist teachers in Japanese, Health and Physical Education and Music visit the school weekly.

From 2011, Education Queensland is mandating a minimum teaching time for the teaching of English, Mathematics and Science.

	Years P-2	Years 3-4	Years 5	Years 6
English	7 hours per week	7- 6 hours per week	6 hours per week	6 hours per week
Mathematics	5 hours per week	5 hours per week	5 hours per week	5 hours per week
Science	1 hour per week	1.75 hours per week	1.75 hours per week	1.75-2.5 hours per week

An increased focus on integrating literacy, numeracy and information communication technologies throughout all Key Learning Areas is a priority for our school.

Our curriculum programs are developed using Education Queensland's P-12 Curriculum Framework, Queensland Curriculum, Assessment and Reporting Framework, Early Years Curriculum Guidelines (Prep – Yr 3) and Australian National Curriculum. We aim to provide a range of learning opportunities for all students in authentic, real life situations which will help prepare students for the real world. Units are implemented across the school which emphasize connections and relationships with prior knowledge and experiences in a number of Key Learning Areas.

Information Communication Technologies

Our school has computers/laptops in each classroom and an interactive white board in the Technology Room. All computers are connected to the internet and the curriculum network which allows access to a number of educational programs and applications. The Library and A Block have wireless network and internet access allowing for flexibility in using these devices.

The computer is viewed as a valuable learning tool and students are instructed in how to make effective use of available hardware and software resources.

Physical Education and Sport

Students participate in a range of sporting and physical activities as part of the curriculum. Through these activities we aim to develop in each child a good general fitness, and spirit of sportsmanship as well as enjoyment and willingness to participate. We attempt to give all children opportunities to participate in sport. We encourage participation and doing your best in all sporting activities.

A range of inter-school activities are held annually and include:

- Cross Country
- Athletics
- Swimming
- Softball/Teeball
- Dance
- Touch Football

Additionally, sport development officers for a range of sports visit the school when available.

As part of the State Government's Smart Moves Program, we also run 30 minute daily physical activities to develop the skills and fitness of our students.



Swimming

Children attend the Biggenden Pool for swimming during Term 4. Due to the varied ability levels in swimming, parents are invited to attend lessons whenever possible, as their assistance is invaluable.

Lessons include water safety and skills development. Families are asked to pay a stipulated amount per lesson to assist with the cost of bus and pool hire. The school and the P & C subsidise the balance of costs.

Swimming is part of the curriculum, so children are required to attend, even if they do not swim. There is no provision for students to be supervised at school if they are unable to swim. Therefore, non-swimmers will travel to the pool and work in the undercover area. These students will need to pay the stipulated amount for each week.

It is now a requirement of Education Queensland that all students wear a swimming shirt for all swimming lessons. Any child not wearing a sun safe shirt will be unable to participate in swimming lessons.

Religious Education

Interdenominational religious education is offered once a month and is taken by a minister of religion. Students not participating in these lessons are required to have written permission from their parents. Class teachers supervise these lessons.

Assessment and Evaluation

As part of the curriculum cycle, students are evaluated and assessed on an ongoing basis. These results are used to plan and improve student learning. A number of school based assessment items (tests, demonstrations, written pieces, projects, presentations etc) are held throughout the year. Additionally, Education Queensland requires all state schools to participate in the following:

Assessment	Year Levels	Dates
Year 2 Net	1-3	May/June annually
National Assessment Program – Literacy and Numeracy (NAPLAN)	3, 5	May
Queensland Comparable Assessment Tasks (QCATs)	4 and 6	Term 3

NAPLAN: Unless granted an exemption, all students residing in Australia and in Years 3, 5 and 7 must participate in these tests. Tests cover numeracy, spelling, reading, language conventions (grammar and punctuation) and writing. This is a testing program administered nation wide on the same dates. Results are usually available by September each year and will be sent home to parents. Parents are given the opportunity to discuss these results with class teachers.

QCATs: The QCATs are authentic, performance-based assessment tasks. Each year, students in Years 4 and 6 will be given opportunities to demonstrate their achievement of targeted Essential Learnings in English, Mathematics and Science. Results are published in second semester report cards.

Homework

Homework should be used by parents as a link between home and school and an opportunity to share the child's developing skills and knowledge. Homework is set by the class teacher. While the responsibility for the completion of the homework task is clearly the child's, parents are encouraged to take an active interest in their child's work. Reading at home is encouraged for all year levels.

Children benefit from homework by:

- Reinforcing learning
- Developing and consolidating responsibility of your own learning
- Encouraging, supporting and expanding interests
- Developing study and research skills
- Developing of organisation and self discipline

Homework may be set for all curriculum areas but generally focus on literacy and numeracy. Children may also be required to spend time on preparing projects and assignments. Generally, homework is set over a one week period.

The following strategies may assist in the completion of homework:

- Set a regular time when homework must be done
- Set conditions (not allowed to play or TV before homework is done)
- Have a special area for homework completion
- Spend time with your child discussing what is required
- Keep homework area free from distractions if possible
- Look at and discuss completed work
- Have child redo unsatisfactory work

Homework guidelines for state schools help children establish a balanced lifestyle that allows time for activities with family and friends. The homework guidelines for each year level are outlined below.

- | | |
|-------------|------------------------------|
| • Prep | Generally no homework is set |
| • Years 1-3 | Up to 1 hour per week |
| • Years 4/5 | 2-3 hours per week |
| • Years 6 | 3-4 hours per week |

Please contact your child's class teacher if there are any issues with homework completion.

Student Support Services

A number of support personnel and services are available to assist students at our school:

- Guidance officer (twice a term)
- Speech Language Pathologist (twice a term)
- Occupational Therapist (as required)
- Head of Special Education (once a month)
- Special education teacher (once a fortnight)
- Support Teacher: Learning Difficulties (once a fortnight)

Class teachers will contact parents if referrals to these personnel are required. If you wish to discuss the possibility of a referral for your child, please contact the class teacher.

The staff at Brooweena State School are passionate about student learning and are keen to assist each child to learn to the best of their ability.

Children identified as gifted or talented are given opportunities to participate in suitable activities.

Library

In 2010, our school received a new library building under the Building the Education Revolution. Our library is continually updated with new acquisitions.

Time is set aside each week where students have the opportunity to borrow books from the library. A library bag for children in Prep – Year 3 is required in order to help protect the books. Overdue notices will be sent home as required. Please take care with library books.



If books are damaged or lost books, an account for its replacement may be sent home.

Children may borrow up to four books each week.



Excursions, Camps and Guest Presenters

Throughout the year students in all classes are given opportunities to attend excursions and participate in sessions with visiting guest presenters. Such opportunities extend the children's learning by offering experiences not available at school. Included in these activities are visits to plays, concerts, environmental locations, museums and other places of interest. Guest presenters from a range of disciplines are also available to visit the school to enhance student learning.

Written consent and payments costs are required but excursions should not be considered optional as they are a valuable learning experience. Your child will not be allowed to participate in excursions, camps or other special activities unless written permission has been obtained for each occasion.

Camps occur usually on a biannual basis and may be held on campus or at a venue away from the school. Our next camp is due in 2017.

Information regarding camps, excursions and guest presenters are advertised in newsletters and letters.

The procedure for an excursion, camp or visiting guest is:

- A permission form will be sent home explaining the details
- A request may also be made for parent/guardian assistance
- The cost will be stated on the permission form
- You will be asked to return the signed permission form in a sealed envelope with your child's name and class clearly marked on the front with the money enclosed
Please ensure it is paid to the school office

Please ensure notes and monies are returned by the due date as booking of transport and confirmation of numbers are required by presenters and venues. Failure to return money and permission by the due date may prevent your child from participating in these events.

Extra Curricular Activities

Activities outside the normal school routine are seen as being of much value in assisting the development of children's full potential. Such activities are arranged for children throughout the year. These include visiting artistic and cultural performers, participation in sporting events (with opportunities to represent the school, district and zone), musical and academic competitions, school camps and discos. The school also enters student work in local shows and events. In recent years, students have performed well in the areas of visual arts, photography and hand writing at these events.

HEALTH AND SAFETY

Accidents and Illnesses

Every effort is made to ensure the safety of our students. When children become sick, parents will be contacted and asked to collect their child if required.

In the event of an accident or injury at school, first aid will be administered. For more serious injuries, an ambulance will be called. In the case of an accident or injury, parents will be contacted by the school.

Dental Service & School Dental Hygiene

We would like to advise the Maryborough School Dental Service is now in a place to offer your child a dental examination appointment to be held at the Maryborough West State School Dental Clinic. Forms are sent to the school periodically. Please complete and return ASAP the relevant forms provided, for your child to be eligible for an appointment.

Please note: The Maryborough West SS Dental Clinic is located on the grounds of Maryborough West SS - Ariadne Street, Maryborough QLD 4650.

This service, with its main focus on the prevention of tooth decay, will have a marked effect on the future dental health of our children. The school strongly recommends the use of this service. To this end, our school has initiated a tooth brushing program, which

occurs after the second break each day. Please ensure your child has their own toothbrush and toothpaste in a container.

School Dental Emergency Phone Numbers are:

Student Toothache/Emergency 41228670

All other enquiries 41228861

Fire/Lockdown Procedure

Fire/Lockdown drills are conducted at least once a term. Throughout the year, students are reminded of these procedures.

Fire:

- 1. The continuous sounding of a siren indicates the presence and location of the fire.*
- 2. The children will exit through classroom doors depending on where the fire is situated.*
- 3. The children will assemble under the large fig tree, near the tennis courts, in their year levels or on the top oval, depending on the location of the fire.*
- 4. The teacher in charge will call the roll and ensure all students are accounted for.*
- 5. The teacher in charge will wait for the all clear before allowing children to return to school buildings.*

Lockdown: A lockdown procedure is used in the case of a dangerous event in or near the school.

- 1. Siren is sounded for 5 second intervals. Remain calm.*
- 2. All windows and doors are closed, lights are switched off and curtains closed, if possible.*
- 3. All persons are to remain in classrooms.*
- 4. Students involved in outside activities are to immediately move into the nearest classroom.*
- 5. Call roll and record students' name not on class roll.*
- 6. Students to stay low, out of sight and away from windows where possible.*
- 7. Remain inside until directed by staff or emergency services officers.*

Head Lice Policy

Aim: To minimise the likelihood of head lice infections.

Preventative Measures:

- No sharing of hats at school
- Encourage students with long hair to keep it tied back
- Discourage head to head contact
- Regular reminders via newsletters and parades about preventative measures

Procedure for children with suspected head lice:

- When an outbreak is detected, a head lice alert letter will be issued to all families. If you detect head lice in your child's hair, please alert the school. All notifications will be treated confidentially.
- Parents will return the head lice letter tear off slip on the bottom of the letter to demonstrate they have read and understood its contents.
- Treatment of head lice should be started as soon as possible.
- Parents are encouraged to check their child's hair on a regular basis, especially after an outbreak has occurred. This will help to prevent further infections.

Heat Alerts

When needed, the Health Department will notify Education Queensland of coming hot weather that is for a prolonged period. Education Queensland does not close schools or send students home in hot weather conditions. Children should have a refillable water bottle to bring to school at all times.

The following steps will be taken to prevent discomfort and illness:

- Teachers modify or suspend normal school activities during excessive heat
- Outdoor or sporting activities will be postponed
- Students given access to and encouraged to use the coolest areas of the school for lessons or other activities
- Staff ensure students with special needs (including specific medical conditions) are appropriately supervised, including monitoring of their hydration
- Lunch boxes to be stored in cool areas (each classroom has a fridge)
- Staff facilitate and encourage students to drink plenty of water and to stay out of the sun
- Staff undertake normal first aid procedures in the event of student becoming heat stressed – including parents or caregivers being contacted and arrangements made for students to be collected

Infectious Diseases

The National Health and Medical Research Council has determined the period of exclusion in relation to infectious diseases:

Disease	Exclusion of Case	Exclusion of Contacts
Chickenpox (Varicella)	Exclude until all blisters have dried, at least 5 days after the rash first appeared in unimmunised children and less in immunised children.	Any child with an immune deficiency (eg, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded.
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed non-infectious conjunctivitis.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by the appropriate health authority.
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day (ie the child doesn't need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded.
Influenza and similar illnesses.	Exclude until well.	Not excluded.
Measles	Exclude for 4 days after the onset of rash.	Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case. All immunocompromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
Mumps	Exclude for 9 days after onset of swelling.	Not excluded.
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered.	Not excluded.
Whooping Cough	Exclude until 5 days after starting appropriate antibiotic treatment or 21 days from the onset of coughing.	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Worms	Exclusion is not necessary if treatment has occurred.	Not necessary.

Medical Conditions and Medications

All medical conditions and allergies must be made known to the school during enrolment or as such conditions occur. Should your child have an illness that is contagious, please notify the school immediately. If your child has a specific condition which requires a treatment plan, please contact the school.

Education Queensland has set strict guidelines around administration of medications at schools:

- The parent/legal guardian must notify the school in writing of a health condition requiring medication at school.
- Request in writing if school staff are to administer medication or assist in the management of a health condition (forms available at the back of this booklet or from office).
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original package. This package must be labelled with the child's name, frequency of administration and dosage. It is preferable the medication is delivered to school by parents. Under no circumstances should medication be kept in the child's bag or desk.
- The school is unable to administer the medication if this is not clearly labelled. The school can not administer medication prescribed for a specific child to another child, even if they are related.
- Please check the medication is in date when sent to school.
- Notify the school if a change of dose is required. This must be accompanied by a letter from a medical practitioner.
- Advise the school in writing when the medication is no longer required and collect the medication from the school.
- Non-prescribed medications (such as panadol, cough mixture etc) can not brought to school.

School **staff can not administer over the counter medications**, including analgesics (eg panadol), homeopathic or prescribed medications. The exception is reliever puffers such as Ventolin - this is included for the emergency treatment of asthma under the treatment of asthma guidelines.

Morning Fitness and Fruit Break

Each morning students participate in organised physical activity as part of the Smart Moves Program. The Smart Moves Program requires students be engaged in physical activity for at least 30 minutes a day. This time is made up from morning physical activities, classroom activities and physical education classes.

After morning fitness activities, children need to drink water and eat a small piece of fresh fruit or vegetable to help replenish their energy. Please ensure fruit is peeled and chopped as required before bringing it to school. For health and safety reasons, school staff will not peel or cut fruit. Please note the following are not acceptable for morning fruit break, but may be included for morning tea or lunch:

- Roll ups
- Fruit in jelly
- Fruit lollies
- Chips
- Muesli bars

Sun Protection

Sun protection is enforced at our school by:

- Provision of sunscreen for all outdoor activities, including sports and swimming.
- Provision of shaded areas and alternate play activities, especially on hot days.
- Reminders to wear hats through the newsletter and parade
- The availability to purchase sun safe hats at the school (\$5.00 each)
- Incorporating sun safety into the curriculum
- Minimising the time spent outdoors in the hotter parts of the day
- Encouraging students to drink water throughout the school day

The school has a sun protection policy which is available from the office.

GENERAL INFORMATION

Arrival Time and Procedures

Most students travel by bus to our school. **Buses arrive at 8.45 am.** A staff member is on duty at this time. Students arriving before this time will sit outside the office until a staff member is on duty. Prior notice is appreciated if your child will be arriving early to ensure adequate supervision is available, although this can not be guaranteed.

Attendance and Absences

Regular attendance and punctuality are essential. All children are obliged, by law, to attend school regularly. In the case of absence or late arrival, a note, written by the parent, or a phone call, is required to be given to the principal or classroom teacher. If an

absence is anticipated, the school should be advised beforehand. It should be noted that a complete record of student attendance is kept.

Under the Education Act 2006, it is a legal requirement that parents ensure that their children attend school during their compulsory schooling years, (from 6 years 6 months to 16 years and not yet completed Year 10). A letter will be sent to parents for unexplained absences.

The school's Student Attendance Policy is available from the office.

Books and Materials

Booklists are included in this Handbook. Please ensure all items on the list are purchased prior to the beginning of the school year. All items should be clearly named. Spare equipment is kept in the classroom. The school provides some equipment and this will be advertised through the newsletter. Some local newsagencies provide a service whereby they take the booklist and pack your order for you.

Please ensure your child has sufficient materials for class. Notes may be sent home to ask for replacement items if required.

Book Club

Book Club is held twice a term. Catalogues are sent home with children with a due date written on them. Please ensure orders are paid by card and returned by this date to ensure the order is placed on time. The school receives bonus points for each purchase which is put towards new purchases for the library.

Leadership Program

1. ***Kids' P&C:*** Students from Years 4-6 are elected by their peers to represent them on the Kids' P&C. This group advocates for other students in order to help improve school life. They often help solve problems and disputes and arrange for fun activities for all students. They also organise fundraising events for charities and to purchase resources or treats for students.
2. ***School Leaders:*** The positions of school captain is offered at the school. Their roles are to provide help and leadership to fellow students as well as learn leadership skills. They represent our school at sporting, academic and cultural events and on camps and excursions. They organise and run the school parades and help staff where possible.
3. ***Prep – Year 3:*** Children in the class are encouraged to provide help and leadership to younger class members. Older students help younger students learn organisation skills and assist teachers where possible. Year 3 children may represent the class on appropriate occasions.

Complaints Process

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you do not talk to the school staff about them.

Education Queensland and Brooweena State School are committed to ensure that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directed to the teacher involved or lodged directly with the principal.

If the problem can not be resolved within the school, you should contact the North Coast Region- Maryborough Area Office, Lennox Street, Maryborough on 4121 1633. All Area Offices also provide access to a community participation officer or an officer responsible for parent liaison.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens' Association (QCPCA) on 3352 3900 or visit their website www.qcpc.org.au for help and support.

Both the QCPCA and Area Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve the issues if required.

Enrolment and Change of Details

See the table in Preparatory Year section for birth and admission dates to schools.

The Principal is required to sight your child's original birth certificate prior to admission. Admission to all other grades will be made upon the production of a Transfer Form. Confirmation of identity and principle place of residence of the student and parent will also be required. A parent or legal guardian is required to accompany all new students and to fill out enrolment forms. An interview with the principal will be organised as well. Parents will be requested to read and sign the Enrolment Agreement Form at this interview.

Parents are invited to enrol their children for the coming year during the last term of the school year.

The school needs to be advised of the following changes:

- Address
- Phone numbers
- Emergency Contacts
- Medical Conditions
- New custody or court orders

Family Law Court Orders

Please inform the school of any custody or Family Law Court orders involving your child.

Free Dress Days

From time to time Free Dress Days are used as fundraising events. For such days, students should:

- Wear clothes suitable to participate in normal school activities
- Wear sun safe clothes including shirts with sleeves (no singlets)
- Wear closed in shoes
- Not wear clothing with inappropriate or offensive words or images

Internet Usage

The internet is available for students to use for research and learning purposes. Student use of this resource is monitored closely to ensure appropriate and responsible use. Every year students and parents are required to read, agree to and sign an Internet Access Agreement. This form must be returned before students can access the internet.

Leaving School Grounds in School Time

If your child is required to leave school grounds in school time, written permission must be provided. It is preferable that students are collected by parents or caregivers when leaving the school grounds during school hours. Students are to be collected from their classrooms.

Lost Property

Lost property is kept in each classroom. Please ensure all clothing items are clearly marked with your child's name to minimise the amount of lost property.

Media Agreement

A Media Release form is also completed each year to give permission to the school to reproduce portions of sound, video or photographs of students taken in the course of their schooling.

If at any time you wish to withdraw from this Media Agreement a letter must be lodged at the school office.

Money Collection

Payment envelopes are provided with invoices and permission notes. The school can provide payment envelopes to families upon request. If payment envelopes are not used, please ensure that money is sealed firmly in an envelope or press seal bag. Students are to hand in money to the school office or class teacher as soon as possible. Receipts are issued as required.

Newsletter

The school newsletter 'Brooweena Bulletin' is sent home every second Wednesday. Please ask your child for your copy. This is the main communication tool for the school with important dates, messages about class activities, homework and excursions. Community members are welcome to advertise in the school newsletter. Deadline for the newsletter is 9 am Wednesday mornings. If you wish your newsletter to be emailed to you, please contact the school. The newsletter is also placed on the school's website www.broweenss.eq.edu.au.

Parents and Citizens Association

The greater the parental and community involvement in our school, the greater influence they can have on the decision making process in the school. Parents who can understand the aims of the school are in a better position to support school activities and to help their children learn more effectively.

The school Parents and Citizens Association provides financial assistance to the school. Over the years, this Association has provided many facilities for the school by purchasing and improving sporting equipment and facilities, by improving grounds, by purchasing teaching aids, materials and by subsidising bus trips for the school.

Meetings are held monthly and are advertised in the newsletter.

Parking of Vehicles

It is requested that parents park their vehicle outside the boundary of the school. However, if it is necessary for a vehicle to enter the school grounds, such as when a parent is working at the school, the greatest care should be taken and a 5 km per hour speed limit should be adhered to. No parking is permitted in front of school buildings. Please do not park in the bus zone outside the school.

Preparatory Year

A full time preparatory year is offered at all state schools in Queensland. Prep is a non-compulsory year of school. Orientation Days for Prep Students are offered towards the end of Term 4.

The following table shows when your child will be eligible for prep.

Birth Date	Eligible for Prep Year in:	Eligible for Year 1 in:
1 July 2009 – 30 June 2010	2015	2016
1 July 2010 – 30 June 2011	2016	2017
1 July 2011 – 30 June 2012	2017	2018

A Preparatory Year Handbook is available from the school.

Reporting to Parents

Reporting is aimed at improving your child's performance. The following procedures are adopted and encouraged to help improve your child's results.

- Your observation of the books and work samples brought home will show you what your child is achieving
- Personal contact with your child's teacher on a regular basis is encouraged. If at any time you have an area of concern, feel free to contact the school to make an appointment
- After Term 1 and Term 3 are completed, an interview with your child's teacher will be requested. Please take this opportunity to discuss where your child's learning is at for this part of the year
- Twice yearly, in June and December, formal written reports are compiled to let you know your child's progress in all aspects of the curriculum. As your child's progress is the focal point of the school, it is important that you do take the opportunity to speak with your child's teacher regarding any concerns

Achievement codes are explained on the report card and range from Very High Achievement to Support Required for Years 1-3 and A – E for Years 4-6. Prep students do not receive a formal report. A copy of their Early Learning Record will be sent home at the end of the year.

Riding Bikes and Walking to School

If riding bikes to schools students are encouraged to practice road safe behaviours by being aware of other vehicles and pedestrians. It is a requirement by law that any person riding a bike is wearing a helmet. Bike racks are located inside the main school gate.

Students walking to school are advised to walk on available footpaths or the right hand side of the road so they can see oncoming vehicles.

Please discuss road and bike safety with your children on a regular basis.

School Photographs

School photographs occur around June each year. All students are required to attend for photographs. Pre-ordering of school, class, family and individual photos is required as orders are collected on the day of the photographs. Dates, payment envelopes and prices are advertised in the school newsletter before the day of the photographs.

Toys, Mobile Phones and Other Electronic Equipment Usage by Students

Mobile phones and other electronic equipment (eg, CD players, MP3 players, cameras, hand held computer games, toys etc) should stay at home. The school will not accept responsibility for the safety of these items. Requests for use of these items for Show and

Tell shall be taken on a case by case situation. Please make arrangements prior to the day to allow for provision of safe keeping of items.

Toys that are brought to school are the responsibility of the owner. These toys should be of \$10.00 or less in value. Any items of greater value should stay at home. If your child does not intend to share with other children, the school suggests that toys are kept at home. For further prevention of loss, all toys should be named.

Transfer of Students

Children leaving the school will require a transfer note. Please notify the school administration and your class teacher in writing of your intending transfer. All borrowed school items must be returned prior to leaving. All personal items should be taken with you. Student files will be sent to the new school through the school office.

Transport for Students

One school bus operates in our area. One bus services Aramara, North Aramara, Teebar, Gigoongan. Please contact the school for bus information.

A Code of Conduct that guides the way a child should behave whilst travelling on a bus has been created, a copy of which is available from the school.

Allowances are available to parents who transport their children to a bus route or school. When a parent conveys their child more than 3.2 kilometres to school by private vehicle, conveyance allowance (Class A) is issued. When a parent living more than 3.2 kilometres from the nearest school, conveys their child more than 3.2 kilometres to school transport service, a licensed bus or railway, conveyance allowance (Class C) is issued.

More information of school bus travel is available from bus drivers and the following websites:

<http://education.qld.gov.au/students/transport/>

http://www.transport.qld.gov.au/Home/Assistance_and_services/School_transport/

Buses are organised for travel to some sporting events, camps and excursions. Many of these trips are subsidised by the school and P&C. A small fee is usually required for each child.

For some events where there are insufficient numbers to hire a bus, parents will be asked to organise private transport for their children.

Please ensure you discuss bus and travel safety with your children on a regular basis. Safe bus travel is also discussed at school.

Student Lunches and Tuckshop

The school encourages healthy food for both breaks. Please ensure you provide a water bottle and suitable drinks for break times (poppers, juice etc). Children not eating all their lunch will be asked to take it home. Please ensure your child has sufficient food for

both breaks. On sport and swimming days, some children may require extra food to replenish their energy. Fridges are provided in both classrooms for the storage of lunches.

Tuckshop is held occasionally throughout the year. Menus and dates are advertised in the newsletter. Please contact the school if you are interested in helping with tuckshop days.

Uniform and Dress Code

School Uniform

The school strongly encourages all children to wear their school uniform as it creates a sense of pride and belonging.

The school has a colour scheme of navy and royal blue, green and red trim.

Boys' Uniform: Navy blue shorts or pants with school polo shirt.

Girls' Uniform: Navy blue skorts, skirt, pants or shorts with school polo shirt.

A broad brimmed hat is also required as part of the uniform.

Hats and school shirts are available for purchase from the school. Order forms will also be sent out during the year as the need arises. Please contact the school for further information.

Students must present themselves in a neat, tidy manner at all times.

All uniform items should be clearly labelled with your child's name.

Footwear

Students must wear closed in shoes to school. No thongs are allowed. Shoes should be comfortable and appropriate for school activities. You may wish to provide different shoes for sporting lessons and activities. Socks must be worn with shoes at all times.

Jewellery

- Sleepers or studs may be worn in ears only. No long earrings are permitted
- Watches may be worn to school at the student's own risk
- No wristbands are to be worn to school
- Other jewellery such as necklaces, bracelets (unless identity bracelets for health reasons), anklets, are not permitted

Wearing prohibited jewellery can cause a safety risk.

Make Up and Cosmetics

- Make up and nail polish should not be worn to school
- No tattoos – permanent or temporary should be visible
- Hair should be neat and tidy

Visitors

Visitors to the school are required to sign in at the office or the Prep-Year 3 classrooms. This ensures the safety of students and visitors.

Volunteers

The school encourages parents, families and community members to volunteer at our school. In recent years, volunteers have assisted in specialised reading programs which have improved the reading abilities of many students. Volunteers can perform a range of activities:

- Reading groups, home reading, reading programs.
- Assistance in class work.
- Art and Craft Activities.
- Excursions and camps.
- Sharing of special skills.
- Tuckshop.
- Library.
- Sport days.
- Preparation of class materials.

Please contact the school if you are interested in volunteering.

A Blue Card is required for volunteers who are not parents at our school. Contact the office for an application form.

School Times, Terms and Holidays

School Times

Time	Activity
8.45 am	Bell rings. Morning physical activity and fruit break.
9.00 am	Class starts.
11 am	First Break – Eating time.
11.15 am	First Break – Play time.
11.45 am	Bell rings. Start of classes.
1.30pm	Bell rings. Second Break – eating time.
1.40 pm	Teeth brushing and play time.
2.00 pm	Bell rings. Class starts.
2.55 pm	Bell rings. End of school day.

Changes to this timetable may be made to accommodate specialist lessons. Such changes will be published in the newsletters.

2016 School Terms and Holidays

Term 1:	Wednesday 27^h January – Thursday 24th March
Easter Break:	Tuesday 29th March – Monday 11th April
Term 2:	Tuesday 22nd April - Friday 27th June
Winter Break:	Monday 27th June – Sunday 10th July
Term 3:	Monday 11th July – Friday 16th September
Spring Break:	Monday 19th September – Sunday 02nd October
Term 4:	Tuesday 04th October – Friday 09th December
Summer Break:	Monday 12th December, 2016 – Sunday 22nd January 2017
Term 1 - 2017:	Starts Monday 23rd January 2017

2016 Public Holidays:

- | | | | |
|---------------------|----------|------------------|---------|
| • Australia Day | Thursday | 26 th | January |
| • Good Friday | Friday | 25 th | March |
| • Easter Monday | Monday | 28 th | March |
| • Anzac Day | Monday | 25 th | April |
| • Labor Day | Monday | 02 nd | May |
| • Fraser Coast Show | Friday | 20 th | May |
| • Queen's Birthday | Monday | 03 rd | October |

2016 Student Free Day/Staff Professional Development:

- Thursday & Friday 21st/22nd January
- Monday 17th October

