

# Bray Park State School

Providing quality educational experiences  
in a safe, supportive and sustainable learning environment.



## Parent Handbook



Believe

Achieve

Succeed



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1. **WELCOME AND FOREWORD FROM THE PRINCIPAL**

Dear Parents, Caregivers and Students

We wish you a warm welcome to Bray Park State School and look forward to a long and happy association with you and your family.

At Bray Park we are proud of the warm and supportive learning environment we offer our students. School staff members endeavour to offer the very best in education to your children, because like you, they want to see every child develop into a skilled and successful adult. We value working together as a team with our families; making the most of each others' knowledge and skills, and showing our students that the adults around them want to support and help them in a caring and respectful way. Our school belongs as much to our community as it does to Education Queensland, and parents and caregivers are welcome and encouraged to be a part of everything that happens in the school. We all know that children whose families spend time getting to know about school and being part of their child's education tend to do really well at school. And that's what we all want for your child!

The curriculum at Bray Park is designed to offer your child the very best education possible. Teachers embark on rigorous reflection about the things that children are learning and the ways in which this is presented to students. Student work is graded through the application of a moderated assessment system, ensuring that all students are graded across a common assessment platform.

As we continue through the 21<sup>st</sup> century, our teachers remain focused on grounding students with a sound understanding of the traditional basics; at the same time grappling with the need to prepare students for a future in a world that is rapidly changing. The support and input of our whole school community remains a vital part of that endeavour. In recognition of these needs, the school is well equipped with computers and other technology and our children are learning through these in many different ways.

Once again, welcome to Bray Park School; a school that genuinely cares about its students, and lives by the motto: "Believe, Achieve, Succeed!"

Regards,

Michael Hoey  
Principal  
2019

**2. SCHOOL DIRECTORY**

|   |                     |
|---|---------------------|
| <i>Principal:</i>                         | Mr Michael Hoey     |
| <i>Deputy Principal:</i>                  | Mrs Jo Reid-Speirs  |
| <i>Head of Curriculum:</i>                | Mrs Sharon Hoisser  |
| <i>Head of Special Education Program:</i> | Mr Colin Rhys-Jones |
| <i>Business Services Manager:</i>         | Mr Keith King       |
| <i>Admin Officers:</i>                    | Mrs Kylie Orupold   |
|   | Mrs Jane Pereira    |
|   | Ms Cathy Foxe       |
| <i>P &amp; C President:</i>               |                     |

**3. SCHOOL ADDRESS**

**Bray Park State School**

|                        |  |
|------------------------|--|
| <i>Phone:</i>          | 3480 7333  |
| <i>Postal Address:</i> | PO Box 181, Lawnton Qld 4501   |
| <i>Street Address:</i> | Hopetoun Street, Bray Park Qld 4500  |
| <i>Email:</i>          | <a href="mailto:principal@brayparkss.eq.edu.au">principal@brayparkss.eq.edu.au</a> |
| <i>Web Site:</i>       | <a href="http://www.brayparkss.eq.edu.au">www.brayparkss.eq.edu.au</a>             |

**OFFICE HOURS**

|                     |                    |
|---------------------|--------------------|
| Monday to Thursday: | 8:00 am to 4:00 pm |
| Friday:             | 8:00 am to 3:30 pm |

4.1 SCHOOL MAP

BRAY PARK STATE SCHOOL MAP



Updated April 2013

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**4.1 KEY TO SCHOOL MAP**

|                        |   |
|------------------------|---|
| <b>BLOCK A</b>         | ADMINISTRATION                                      |
| <b>BLOCK AH</b>        | ASSEMBLY HALL                                       |
| <b>BLOCK B</b>         | INCLUSIVE LEARNING CENTRE (ILC)                     |
| <b>BLOCK C</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK D</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK E</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK F</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK G</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK H</b>         | GENERAL TEACHING BLOCK                              |
| <b>BLOCK I</b>         | LIBRARY/ FIRST AID ROOM/ CURRICULUM RESOURCE CENTER |
| <b>BLOCK J</b>         | SPECIAL EDUCATION UNIT                              |
| <b>BLOCK K</b>         | JUNIOR TOILET BLOCK & CLEANERS' STOREROOM           |
| <b>BLOCK L</b>         | STORAGE & SCHOOL'S OFFICERS ROOM                    |
| <b>BLOCK M</b>         | MUSIC BLOCK   |
| <b>BLOCK N</b>         | SENIOR TOILET BLOCK                                 |
| <b>BLOCK O</b>         | OUTSIDE SCHOOL HOURS CARE TOILET                    |
| <b>BLOCK P &amp; Q</b> | PREP A AND B – ACROSS OVAL                          |
| <b>BLOCK R</b>         | OUTSIDE SCHOOL HOURS CARE – YMCA                    |
| <b>BLOCK SB</b>        | PE STOREROOM  |
| <b>BLOCK SF</b>        | COMPUTER LAB  |
| <b>BLOCK SI</b>        | INDIGENOUS ROOM & GUIDANCE OFFICER'S BASE           |
| <b>BLOCK SI</b>        | MATHS & SCIENCE CENTRE                              |
| <b>BLOCK SK</b>        | OSHC – YMCA   |
| <b>BLOCK SL</b>        | OSHC – YMCA   |

## 5. CALENDAR DATES FOR 2019

### School Resumes 2019

Tuesday 29 January, 2019

### School Terms 2019

|        |  |
|--------|--|
| Term 1 | Tuesday 29 January – Friday 5 April    |
| Term 2 | Tuesday 23 April – Friday 28 June      |
| Term 3 | Monday 15 July – Friday 20 September   |
| Term 4 | Tuesday 8 October – Friday 13 December |

## 6. GENERAL INFORMATION

### 6.1 Absences NUMBER TO CALL WHEN STUDENTS ARE ABSENT- 3480 7366

Schools are required to monitor student absences daily and the reasons for absence. In 2016, as directed by the Department, our school will be adhering to the 'Same Day Student Absence Notification' process. A text message will be sent to all parents/caregivers of students who are not present at school for the day and their absence reason is 'unexplained'.

There are many options available to parents/caregivers to advise the school of absences:

- 1- Student Absence Line - leave a message anytime on 07 3480 7366
- 2 - Online via our website [www.brayparkss.eq.edu.au](http://www.brayparkss.eq.edu.au) via the "Register Absences" link on the Home Page
- 3 - Email to [office@brayparkss.eq.edu.au](mailto:office@brayparkss.eq.edu.au)
- 4 - Call the Office on 07 3480 7333
- 5 - Providing a note to the Office explaining absence
- 6 - In person to Office staff

If you do not provide a reason for your child's absence or respond to the text message, you will receive a phone call from the Office. In the same percentage of cases where student attendance is a concern, parents will initially be contacted to work on proactive support measures. Improvements will be monitored pending further action if necessary.

### 6.2 Book Club

Approximately twice per term, information brochures of available publications and order forms are distributed to each student to provide an opportunity to purchase books through the Scholastic Book Club. Orders should be placed in a named, sealed envelope and returned to the office before the due date. Purchase of these books is optional. Correct money would be appreciated.

### 6.3 Book Fair

This annual event offers families an opportunity to purchase quality books at very reasonable prices. Families are under no obligation to buy these books. Should families choose to do so, the school receives a commission of the sales total which then enables purchases of further resources for the library.



#### 6.4 Class Photos

Photos are taken annually in Term 1 or early Term 2. Please assist us by ensuring students wear the correct school uniform for photos.

#### 6.5 Enrolment



An admission form will be completed or updated for each child upon enrolment. The parent will receive a prospectus folder and a booklist. Parent/s and child are then referred to the relevant administrator for class allocation.

#### PREP ELIGIBILITY

Children are eligible to enter Prep if they turn 5 before June 30. Children generally enter Prep at the beginning of the school year (ie at 4 ½ - 5 ½ years of age). Compulsory schooling begins when children turn 6 years and 6 months.

Please refer to the following age/year level chart:

| BORN                   | 2017   | 2018   | 2019   | 2020   | 2021   | 2022   | 2023   |
|------------------------|--------|--------|--------|--------|--------|--------|--------|
| July 2005 to June 2006 | Year 6 |        |        |        |        |        |        |
| July 2006 to June 2007 | Year 5 | Year 6 |        |        |        |        |        |
| July 2007 to June 2008 | Year 4 | Year 5 | Year 6 |        |        |        |        |
| July 2008 to June 2009 | Year 3 | Year 4 | Year 5 | Year 6 |        |        |        |
| July 2009 to June 2010 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |        |        |
| July 2010 to June 2011 | Year1  | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |        |
| July 2011 to June 2012 | Prep   | Year1  | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
| July 2012 to June 2013 |        | Prep   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| July 2013 to June 2014 |        |        | Prep   | Year 1 | Year 2 | Year 3 | Year 4 |
| July 2014 to June 2015 |        |        |        | Prep   | Year1  | Year 2 | Year 3 |
| July 2015 to June 2016 |        |        |        |        | Prep   | Year1  | Year 2 |
| July 2016 to June 2017 |        |        |        |        |        | Prep   | Year1  |
| July 2017 to June 2018 |        |        |        |        |        |        | Prep   |

#### 6.6 Large Sums of Money

Please assist us in discouraging students from bringing valuable items and large amounts of money to school. As a general guide, limit the maximum funds to \$5.00. A note of explanation is required from parents/carers for amounts exceeding \$5.00. No responsibility can be taken for such items.

#### 6.7 Lost Property

Personal belongings should be distinctly labelled with **CHRISTIAN NAME** and **SURNAME**. This will greatly assist us in returning misplaced clothing and other items to the rightful owner.

Many students regardless of age do not recognise their own property. A lost property box is located near the hall. Students and parents are encouraged to look for lost items there.

#### 6.8 Loss of Property

Loss of property does occur from time to time. As a general guide, children are encouraged to keep items of personal value at home.

### 6.9 Mobile Phones

If students brings a mobile phone to school it must be turned off and handed in at the Administration Office each morning and collected at the end of the school day. No phones are to be kept in bags or classrooms.



### 6.10 Payments



Payments for school excursions etc. can be made at the Administration Office from 8:00 am to 9:00 am daily.

EFTPOS/Credit Card facilities are available for payments over \$10.00. Credit Card payments may also be made by phone to the office.

When cut-off dates are specified for payment, it is imperative for payments to be **finalised** by 9:00 am **on the morning of the cut-off date**. Cut-off dates are necessary for excursions, as payments must be made to venues and transport services **before the excursion**.

**NO LATE PAYMENTS WILL BE ACCEPTED.**

### 6.11 School Fees

School fees comprise a Voluntary Contribution of \$50.00 per child or \$75.00 per family. This payment will contribute to class sets/resources and photocopying for your children. If students join the school during Semester 2, we request a fee of \$25 per student or \$35 per family.

### 6.12 Newsletter

The Online Newsletter is issued fortnightly on Wednesday. Copies of the newsletter are also available from the office. Every endeavour will be made to ensure that events and school information are communicated through our newsletter.

The links between school and home are vital in working together for the benefit of your child. From time to time, letters, surveys or updates of outcomes and happenings may be forwarded home also. The school newsletter is also available on the web - [www.brayparkss.eq.edu.au](http://www.brayparkss.eq.edu.au)

### 6.13 Official School Hours

Children are encouraged **not** to arrive at school before 8:45 a.m. Official school hours are from 8.55am to 3:00pm. The routines and time sessions adhered to throughout the day are acknowledged by sets of musical chimes sounded at the times shown below.

|                  |                   |  |
|------------------|-------------------|--|
| <b>Sessions:</b> | 8.55am - 11:00am  | Morning Session (commences with housekeeping duties - note collections, roll calling etc). |
|                  | 11:00am - 11:45am | Lunch  |
|                  | 11:45am - 1:15pm  | Middle Session   |
|                  | 1:15pm - 1:45pm   | Afternoon Tea  |
|                  | 1:45pm - 3:00pm   | Afternoon Session  |
|                  | 3:00pm - 3:15pm   | Parent collection and student departure from school.                                       |



Students are only required to arrive prior to 8:45am if they are involved in a morning extra-curricular activity such as band practice or choir rehearsals.

**Late Slips**

If your student arrives after 8.55am, they **MUST** come to the Office to be signed in with a **Late Slip**.

If your child goes straight to class after 8.55am, they may have missed the morning roll. If they are marked 'Absent' and don't subsequently sign in at the Office, you will receive a text message advising that they are absent from school. It can be stressful for parents to receive this notification when they believe that their student is in fact at school.

The YMCA offers a 'Before School' service for parents who have work commitments. Early arrivals at school will be escorted to the YMCA for 'Before School Care' and invoiced accordingly.

**6.14 Policy on Advertising in Newsletter**

Community members intending to utilise the school newsletter as a vehicle for advertising, are advised that only matters directly related to school curriculum, P & C and related sub-committees and School Council are published. In the light of this policy, groups and organisations not directly associated with the school are encouraged to seek local media support. From time to time outside organisations ask us to distribute handouts to students. This takes time and effort so unless there is a direct educational benefit to students such items will NOT be distributed.

**6.15 Refund/Reimbursement Policy**

When a payment has been made for a classroom activity or excursion and the child has been unable to attend, a refund will only be issued under extenuating circumstances. Please note this is due to the school being invoiced for full costs when students do not attend.

**6.16 School Watch**

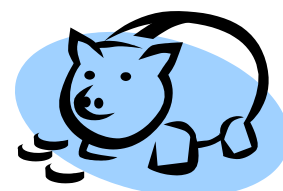
School Watch is a community based awareness and crime prevention program, which is being implemented to reduce vandalism, theft and arson in Queensland schools. All community members who use school facilities and all those who have an interest in the protection of school property are invited to participate in this program. The role of Education Queensland in School Watch is to support and assist in the development of improved security in schools. The role of the Police Service is to support and assist communities in developing and sharing the responsibility of crime prevention.

**DOs and DON'Ts of School Watch.**

- DO** be observant when walking or driving past your school
- DO** observe anything out of the ordinary and make notes about what is happening.
- DO** phone 13 17 88 if you are at all suspicious or phone the nearest Police Station.
- DON'T** enter school grounds out of hours unless you have the authority to do so.
- DON'T** place yourself in any form of danger.

**6.17 Student Banking**

Student Banking can be set-up at any Commonwealth bank. Once the account is set-up, students may bring their deposit book to the office, where they will be issued with a student number. Student Banking is carried out each Thursday.

**6.18 Transfers**

A school transfer certificate is not required when a student transfers from one Queensland State School to another. Please notify the school a few days prior to the planned date of departure as a courtesy to us. All school owned equipment and materials must be returned and personal items should be taken prior to leaving.

## 6.19 Uniform/BookShop

The schools P&C implemented an online ordering system for the school uniforms through local business 'Official Clothing'. This enables parents and carers to purchase uniforms at a convenient time for them. Online orders are checked daily and once filled are either delivered to the child's class or to the Admin Office for collection. The web address is [www.schoolshoponline.net.au/brayparkss](http://www.schoolshoponline.net.au/brayparkss) or alternatively a direct link is available via the school homepage. At the commencement of each school year extended opening hours apply. These will be publicised to new parents and also printed in the newsletter. Uniforms are also available in the P&C Room in the hall during the hours of 8:00am – 9:30am Monday, Tuesday & 2:30pm -3:30pm Wednesday afternoon.

The school P&C has been using local supplier 'My school Gear' to supply the students booklists. The prices are very competitive and book packs are delivered directly to the home or work for a small fee of \$6.60. Orders placed online and paid for in full by the cut-off date in November are delivered free of charge. The web address is [www.myschoolgear.com.au](http://www.myschoolgear.com.au) or alternatively a link is available via the school homepage. Registration instructions are available on the school homepage via the curriculum tab located at the top of the page. Hard copies of the order forms are available from the Admin Office for those who don't wish to order online but will incur the delivery charge.

## 6.20 Uniform and Dress Code

The school uniform contributes greatly to the tone of the school, encourages students to take pride in the school and their appearance and it ensures identification outside the school confines. Children are expected to wear the school uniform to school at all times. Uniforms are required on school outings and excursions.

### Boys

Tri-colour polo shirt  
Black shorts  
Black track pants  
Black zip up wool jacket  
Socks – black  
Shoes – black leather or sneakers  
Hat – reversible or broad brim

### Girls

Tri-colour polo shirt  
Black skirt  
Black shorts / skorts  
Black track pants  
Black zip up wool jacket  
Socks – white  
Shoes – black leather or sneakers  
Hat – reversible or broad brim

### Jewellery

Jewellery is restricted to a wristwatch and stud or sleeper earrings.

### Footwear

Footwear must be worn at all times as a matter of safety. No thongs or shoes with a high heel are permitted.



## Sunsafety



The school and Education Queensland are committed to providing a safe learning environment for students and will complement the efforts of parents/caregivers in maintaining sun awareness education. We ask for your support in encouraging:

- the wearing of protective clothing
- the wearing of school hats to and from school
- the application of sun factor 15+ broad spectrum sunscreen
- discussion about the importance of trees and importance of playing in shade areas
- the use of a school water bottle in summer months

## 7. TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL

### 7.1 Bicycles and Racks

It is compulsory for all bicycle/scooter riders to wear an approved safety helmet. All students riding or pushing a bicycle/scooter to and/or from school must wear an approved safety helmet in the correct manner.



- Bicycles are to be walked within the school grounds at all times.
- Bicycles will be securely locked in the bicycle racks located near the corner of C Block & D Block.
- Whilst all care will be taken, no responsibility is accepted for loss of bicycles or parts while in the school grounds.
- Parents/caregivers will be notified if expectations are not met.
- Students not acting in accordance with our expectations will not be permitted to bring a bike into the school grounds.

### 7.2 Bus Services

Buses are operated by Thompson's Bus Service (Phone 3882 1200). Areas covered are Strathpine, Strathpine West, Bray Park and Lawnton. Precise route and fare details are available from the bus operator.

### 7.3 Entrances

There are 5 pedestrian entrances (gates) located in Hopetoun Street and 1 located in Sparkes Road.

### 7.4 Road Safety

#### Drop-Off-Zone

A 2-minute drop-off zone is located along Hopetoun Street for your convenience. Please abide by the signage. Drivers are not permitted to leave their vehicles whilst in the zone.

The Moreton Bay Regional Council maintains the drop-off zone. As such, any contravention of the rules may result in a parking offence.

#### Pedestrian Crossing



The pedestrian crossing on Hopetoun Street is operated by the 'Lollipop Lady' each morning and afternoon. The pedestrian crossing on Sparkes Road is operated by traffic lights. Please advise and encourage students to use these crossings.



## 7.5 Vehicles and Parking Areas



### Parking

1. Parking in the school grounds is restricted to vehicles belonging to staff members, emergency services, school delivery services and permit holders.
2. If you wish to visit staff or wait for your children within the school grounds, parking is available along Hopetoun Street or Sparkes Road. Please remember to set a positive example to our students and always use the supervised pedestrian crossings.

## 8. BEHAVIOUR MANAGEMENT

The school's Responsible Behaviour Plan is available for perusal from the office.

## 9. STUDENT HEALTH AND WELFARE

### 9.1 Accidents and Illness



In the case of an accident or sudden severe illness, every effort will be made to contact parents/caregivers. If the accident is serious, an ambulance will be called and parents/caregivers advised accordingly.

It is vital that the school is notified regarding any changes to phone contacts or other personal details.

### 9.2 Collection of Students During School Time

Students must not leave the school grounds without the permission of the Principal once they have arrived at school. Parents/caregivers wishing to collect students during school hours must present at the Office to collect an early release slip to present to the class teacher. The teacher will then release the child and keep the release slip. Please note that new Departmental regulations mean that early departure **MUST** be for an acceptable reason.

### 9.3 Head Lice

From time to time head lice can be a problem in schools. This is an unfortunate consequence of having groups of children together. The problem occurs in schools everywhere.

It is a **parent's responsibility** to keep their child's head free of lice and nits. Weekly head inspection and prompt treatment are the best preventative measures. Teachers are not authorised to conduct hair checks. If it is suspected that a child may have head lice, parents will be advised. Be on the lookout for class notes or information in newsletters advising of outbreaks.

### 9.4 Infectious/Contagious Diseases

Students who contract infectious/contagious diseases should remain at home for certain periods of time. In the event of your child contracting one of the illnesses outlined, please notify our Administrative Officers or the Principal.



*(Recommended by National Health and Medical Research Council, August 1996)*

CHICKEN POX

Until a medical certificate of recovery is presented, or 14 days from the onset, if well.

CONJUNCTIVITIS

Exclude from onset of illness, until discharge from eyes has ceased and until cleared by doctor.

|                            |  |
|----------------------------|--|
| GERMAN MEASLES             | Until a medical certificate of recovery is presented, or symptoms have subsided.   |
| GLANDULAR FEVER            | Exclude from onset of illness and until cleared by doctor.   |
| HEAD LICE                  | Re-admit when appropriate treatment has commenced.   |
| MEASLES                    | Until a medical certificate of recovery is presented, but in any case not less than 7 days from the onset. Where no medical certificate is available, re-admit after 14 days if well.  |
| MUMPS                      | Until a medical certificate of recovery is presented, or 14 days from the onset, if well.  |
| SCABIES                    | Until all evidence of the disease has disappeared.   |
| SCARLET FEVER              | Until a medical certificate of recovery is presented, but in any case, not less than 10 days from the onset. Where no medical certificate is available, admit 4 weeks from onset.<br>Contacts in the patient's house shall be excluded from school until 7 days after the patient has resumed school. Contacts not residing in the patient's house are excluded for 7 days after the last exposure to infection if in good health and free from sore throat or discharge from ears and nose. |
| SCHOOL SORES &<br>RINGWORM | If suitably treated and covered, with suitable dressings, may attend school.   |
| VIRAL HEPATITIS            | Re-admit the student on receipt of a medical certificate of recovery or on subsidence of symptoms but not before 7 days after the onset of jaundice.   |
| WHOOPING COUGH             | Until a medical certificate of recovery is presented, or 4 weeks from the onset of the whoop.  |

Note: If the sick child has a sibling who has not had whooping cough, the sibling must be excluded for 21 days after the last exposure to the infection.

### 9.5 Leaving the School Grounds (including Truancy)

Children are not permitted to leave the grounds until they are dismissed at 3:00pm unless a parent has made a special arrangement with the Principal.

Truancy is a breach of the Education Act and is a reportable police matter.

### 9.6 Medication

Education Queensland regulations, under Section HLS-PR-009 of the *Education Policy and Procedures Register*, state that the following requirements must be met by the parent before medication can be administered to a student:

- Complete an Administration of medication at school record sheet for medication to be administered by school staff.
- Notify the school of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Advise the school in writing and collect the medication when it is no longer required at school.

Copies of the permission form can be obtained from the Resource Room or Admin Office. Please note that school staff cannot administer paracetamol, cough mixture and the like, unless it has been labelled with the students name & dosage and all the corrected documentation has been filled out and provided.

## Asthma

Students may self-administer medication for asthma, such as Ventolin, if the following requirements are met:

- The parent provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The Principal determines if the student is capable of assuming this responsibility.
- Parents should ensure that children carry their puffer with them, and can use it effectively.

From October 2010, staff in schools will no longer be able to purchase, access or administer asthma medication without appropriate training.

### 9.7 Persons on School Grounds – Identification Of

Persons not associated with the school community are required to present to the School Administration Office, where they will be provided with an Official Visitor's Badge.

### 9.8 Total Ban of Smoking on School Grounds

At a school site, smoking is NOT permitted in any school building nor on school grounds.



### 9.9 Visits by School Dentists

The State Government School-Based Dental Program provides free oral health care to school students from Prep up to 12 years of age. Treatment is provided at a mobile dental clinic which comes to our school approximately once every two years. If you would like to contact the Dental Van outside these times please call this number: 1300 300 850.

### 9.10 Wet Weather Procedure

Students will be supervised in class or the hall during wet weather. They will be allowed to attend the tuckshop to buy extra items on a class by class basis.

## 10. CURRICULUM INFORMATION

Students at Bray Park State School undertake instruction in the following Key Learning Areas:

- English
- Mathematics
- Science
- Studies of Society and Environment (SOSE)
- Health & Physical Education
- The Arts – Music, Art
- Technology (integrated throughout the curriculum)
- L.O.T.E.



## 10.1 School Wide Positive Behaviour Support Program

Children at Bray Park State School participate weekly in lessons from our School Wide Positive Behaviour Support Program. These are designed to foster an understanding of the importance of socially acceptable behaviour and assist children in developing behaviours which are in keeping with our behaviour expectations. Bray Park State School has an Anti-Bullying Policy which is available for your perusal on the school website or from the school office.



## 10.2 Computers and Internet Use



Computers have become an integral part of the learning environment at Bray Park. To meet the needs of the children the school has made provision for access to computers at all levels. Children are able to access the Internet. Safeguards against inappropriate use of information available on the Internet have been put in place. The school Web Site can be found at [www.brayparkss.eq.edu.au](http://www.brayparkss.eq.edu.au)

## 10.3 Educational Excursions and School Camps

Activities which broaden the learning experiences of the students are encouraged and supported by the school. Classroom teachers will advise parents of specific details of excursions and camp. Information regarding the trip including cost and a permission notice will be issued. Please see Office Staff or the school Business Service Manager if you have any queries regarding the cost/payment of the activity.

## 10.4 Enhancement Opportunities

At Bray Park we offer enhancement opportunities in relation to curriculum. This is provided by identifying Gifted and Talented students and ensuring they are placed within a group of academically able students. Following teacher nomination, parents/carers are invited to discuss the suitability of this class structure for their child with the administration team.

## 10.5 Homework

The school's Homework Policy is as follows: Homework is routine in all class programs and is fundamentally a revision of concepts covered in class. It is set regularly on a nightly basis, a weekly basis or over a number of nights per week. At the commencement of the school year, your child's class teacher will notify you of the homework arrangements.

The following time frame provides a reasonable time expectation for homework.

- Yr 1 5-10 minutes
- Yr 2 10-15 minutes
- Yr 3 15 minutes
- Yr 4 15-20 minutes
- Yr 5 20 minutes
- Yr 6 30 minutes

## 10.6 House System

Children are assigned to one of the four Houses

Armstrong (Blue)  
Barnard (Red)  
Fraser (Yellow)  
Sutherland (Green)

## 10.7 Instrumental Music

The Instrumental Music Program is coordinated by the Music Specialist and supported by two visiting instrumental teachers who teach children brass, woodwind, percussion and strings.

Enquiries regarding the Instrumental Music Program can be made by contacting the music teacher or the instrumental teachers.



Once students have mastered the basic skills on their instruments, the Concert Bands are available to them for group playing. At present the Concert Bands consist of players who practise for one morning each week.

Junior Concert Band players graduate to the Senior Concert Band when their instructors consider them ready, as do string players in the string ensemble.

## 10.8 Intervention Curriculum Support

Bray Park School provides quality intervention support programs to supplement the efforts of class and support teachers. From Year 1, children are monitored closely to identify early weaknesses in Literacy and Numeracy. Support programs (e.g. Support-a-Reader; Support-A-Writer and Numeracy programs) are then provided for the children identified.

## 10.9 Interviews with Teachers or Administrators

Parent teacher interviews are scheduled to occur once a year. Parents will be notified of actual dates through the newsletter. If parents wish to have an interview with an administrator or a class teacher at other times, it is advisable to make an appointment to arrange a convenient time. During class time it is not convenient for teachers as they are unable to leave their class. We strongly recommend that parents discuss issues with teachers prior to involving school administration.

## 10.10 L.O.T.E. - Languages Other Than English

Students in years 5 and 6 are offered French classes on a twice a week basis. Our LOTE specialist develops both language skills and cultural knowledge through a dynamic and interactive class program.

## 10.11 Library and School Resources

The library is fully computerised and children receive a borrowing number which is retained for their entire schooling at Bray Park.

The library is open from 8:30am to 3:15pm daily (except Mon and Fri). Parents are most welcome to come and help their child choose a library book, whether before school, after school or at lunch time. Students may change their library books daily if they wish. Independent borrowing is encouraged. Books are on loan for a two week period. Student loans are as follows:-

|             |                             |
|-------------|-----------------------------|
| Years 1 & 2 | 1 item for 2 weeks          |
| Years 3 -5  | 2 items for 2 weeks         |
| Years 6     | 3 items for 2 weeks         |
|             | Reference books for 1 night |

A library bag is required by **ALL** students when borrowing, as this helps them care for their library books.

Library staff are available to help parents and children with any query or request. Lost library books will incur a \$10.00 replacement fee.

### 10.12 Music Program



All students from Prep to Year 6 attend music lessons at least once per week. This includes recorder playing from Years 4 - 6.

The school has a junior and senior choir. They are involved in competitions and concerts during the year. All musical groups and individuals are given the opportunity to display their skill and ability. A musical evening is held during the year.

### 10.13 Religious Instruction

Queensland state schools provide religious instruction in accordance with Chapter 5 of the Education (General Provisions) Act 2006 (EGPA) and Part 5 of the Education (General Provisions) Regulations 2006 (EGPR) by making available up to one hour per week for the provision of religious instruction to students (except Prep students) who are members of a faith group that has approval to deliver religious instruction at the school.

All students (except Prep Students) are placed in either religious instruction or other instruction 493K in accordance with information provided on their Application for Student Enrolment unless parents have provided other written instructions.

If a parent indicates on the enrolment form 'no religion' or 'no religion nominated' or a religion that is not represented in the school's RI program, then the student will receive other instruction. Religious instruction and other instruction are not conducted in the same classroom. In accordance with s.76 (5) of the EGPA parents may withdraw their child from RI by notifying the principal in writing.

At Bray Park SS, the Holy Spirit Parish of Pine Rivers has approval to instruct from an authorised Religious Instruction program. The program provided is called 'Godspace'.

### 10.14 Reporting to Parents

Where there is concern about a child's progress, behaviour etc. parents are urged to make an appointment to see the class teacher. If school personnel are concerned about a child, parents will be advised and an interview/discussion time, (possibly also involving the Principal or Deputy) will be arranged.

**The General reporting cycle for Prep to Year 6 is:**

- Parent/teacher interview during Term 2. (optional)
- A standard school report is issued at the end of Semester 1 and 2 for all year levels.

### 10.15 Special Education Unit (SEU)

Support is provided for students with a range of disabilities, but SEU staff have particular skills and knowledge for assisting within the following disability areas:

- Intellectual Impairment;
- Physical Impairment; and
- Autistic Spectrum Disorder

The SEU is staffed by special education teachers and teacher aides. Support models offered are determined by the needs of the individual student and in consultation with parents and classroom teachers.

Support models offered include:

- Total support within the SEU
- Support within the classroom for specific times throughout the week
- Small group withdrawal support to address specific individualised programs and learning needs
- A combination of both in class and small group withdrawal support

The SEU develops Individual Education Plans (IEP's) for each student. IEP's are developed every 6 months (end term 1 & 3) in consultation with parents and classroom teachers. An IEP identifies up to 4 priority goals for the student and SEU programs are developed with the identified goals as the main focus.

For Prep and most year 1 students, SEU support is initially provided within their classroom. This allows the student to identify with their classroom teacher and peers within their class. When their IEP is developed at the end of term 1, decisions are then made about the support model that will best suit the student's needs.

Therapy support (eg Occupational or Physiotherapy), can be utilised, if the student has specific needs in these areas. Support provided is determined through a prioritisation process and where appropriate specific programs are developed and implemented by the SEU.

The SEU also offers a range of Life Skills Programs, including cooking, shopping, social skills and gardening. These programs are provided for students who have specific needs within these areas.

### 10.16 Sport

The school's spacious grounds include a full size oval, two tennis courts, netball, newcombe and softball courts, cricket pitch and two practice wickets. At the interschool level, years 5 and 6 students are eligible for selection depending on the availability of coaches and teacher supervision. Students from Bray Park have the opportunity to represent their school at District Level which can then lead to representation at Regional, State and National events. Swimming lessons are currently available to all students from years Prep-3. Fully qualified instructors provide a course which teaches children to swim.

### 10.17 NAPLAN Testing for Year 3 and 5

These tests aim to provide details to parents on aspects of Literacy and Numeracy. It also provides Education Queensland with some indication as to how Queensland students are faring against children in other states. A report, which indicates how your child has performed in particular aspects of the test, is forwarded to the school for distribution to the parents in Semester 2. If you have any concerns regarding the test results, please contact your child's teacher.

## 11. SCHOOL COMMUNITY INFORMATION

### 11.1 Assembly Hall

The Assembly Hall is used for activities including assemblies each Tuesday, performances, functions and meetings, sporting activities and school dances. It is available for hire by individuals or groups outside school hours. All enquiries for hire of the Assembly Hall should be made at the Office where you will be provided with the appropriate forms to make application to use school facilities.

### 11.2 Outside School Hours Care and Vacation Care

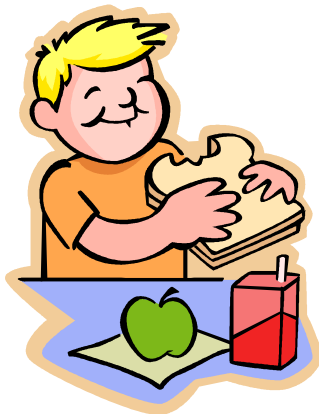
YMCA offers a fully supervised program for children before and after school on school days. Holiday Care programs are also in place. This service is available on a regular or casual basis at a relatively low care cost.

Please contact the coordinator of the program on 3205 4639 for full details or further information.

### 11.3 Parents and Citizens Association (P&C)

- The school has an active Parents and Citizens Association which meets on the 2<sup>nd</sup> Wednesday of each month in the Staffroom at 6:00pm.
- The objectives of the Association are to promote the interests of students and staff and to facilitate the development and further improvement of resources at Bray Park State School.
- It is in the interests of all parents to become a member of the P & C, to have input into their Association and school and to keep informed of what is happening within the school and education generally.
- All parents are urged to support the Association by attending meetings, supporting the various committees, assisting with fundraising and supporting classroom activities.

### 11.4 Tuckshop



The Tuckshop operates 2 mornings per week (Thursday & Friday). The tuckshop is always on the lookout for volunteers. Please call in and meet the tuckshop parents and put your name on the roster.

Please assist us in discouraging students from bringing large amounts of money to school. As a general guide, limit the maximum funds to \$5.00. A note of explanation is required from parents/carers for amounts exceeding \$5.00.

**The Tuckshop is closed during the first and last weeks of the school year.**

**Believe!**  
**Achieve!**  
**Succeed!**