



# Bray Park State School Parent Handbook

*Believe | Achieve | Succeed*

**CONTENTS**

Contents ..... 1

Welcome and foreword from the principal ..... 3

School Directory ..... 4

School Contacts and Address ..... 4

School Map ..... 5

Key to School Map ..... 6

School Terms & Calendar Dates ..... 6

General Information ..... 7

    Absences ..... 7

    Book Club ..... 7

    Book Fair ..... 7

    Class Photos ..... 7

    Enrolment ..... 7

    PREP ELIGIBILITY ..... 8

    Large Sums of Money ..... 8

    Lost Property ..... 8

    Mobile Phones ..... 8

    Payments ..... 8

    School Fees ..... 9

    Newsletter ..... 9

    Official School Hours ..... 9

    Policy on Advertising in Newsletter ..... 9

    QKR ..... 10

    QParents ..... 10

    Refund/Reimbursement Policy ..... 10

    School Watch ..... 10

    Student resource scheme ..... 11

    Transfers ..... 11

    Uniform shop ..... 11

    Uniform and Dress Code ..... 11

    Sunsafety ..... 12

TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL ..... 12

    Bicycles and Racks ..... 12

    Bus Services ..... 12

    Entrances and Road Safety ..... 12

    Vehicles and Parking Areas ..... 13

BEHAVIOUR MANAGEMENT ..... 13

STUDENT HEALTH AND WELFARE ..... 13

    Accidents and Illness ..... 13

EARLY DEPARTURE of Students During School Time .....	13
Head Lice .....	13
Infectious/Contagious Diseases .....	13
Leaving the School Grounds (including Truancy).....	14
Medication .....	14
Persons on School Grounds – Identification Of .....	15
Total Ban of Smoking on School Grounds.....	15
Visits by School Dentists .....	15
Wet Weather Procedure.....	15
CURRICULUM INFORMATION .....	15
STUDENT CODE OF CONDUCT .....	16
Computers and Internet Use .....	16
Educational Excursions and School Camps .....	16
Enhancement Opportunities.....	16
Homework.....	16
House System.....	17
Inclusive Education .....	17
Instrumental Music .....	18
Intervention Curriculum Support.....	18
Interviews with Teachers or Administrators.....	18
LOTE - Languages Other Than English (French) .....	18
Library and School Resources .....	18
Music Program .....	19
Reporting to Parents.....	19
Sport.....	19
NAPLAN Testing for Year 3 and 5.....	19
SCHOOL COMMUNITY INFORMATION.....	20
Assembly Hall .....	20
Outside School Hours Care and Vacation Care .....	20
Parents and Citizens Association (P&C) .....	20
Tuckshop .....	20

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 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 succeed 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 21st 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

## SCHOOL DIRECTORY

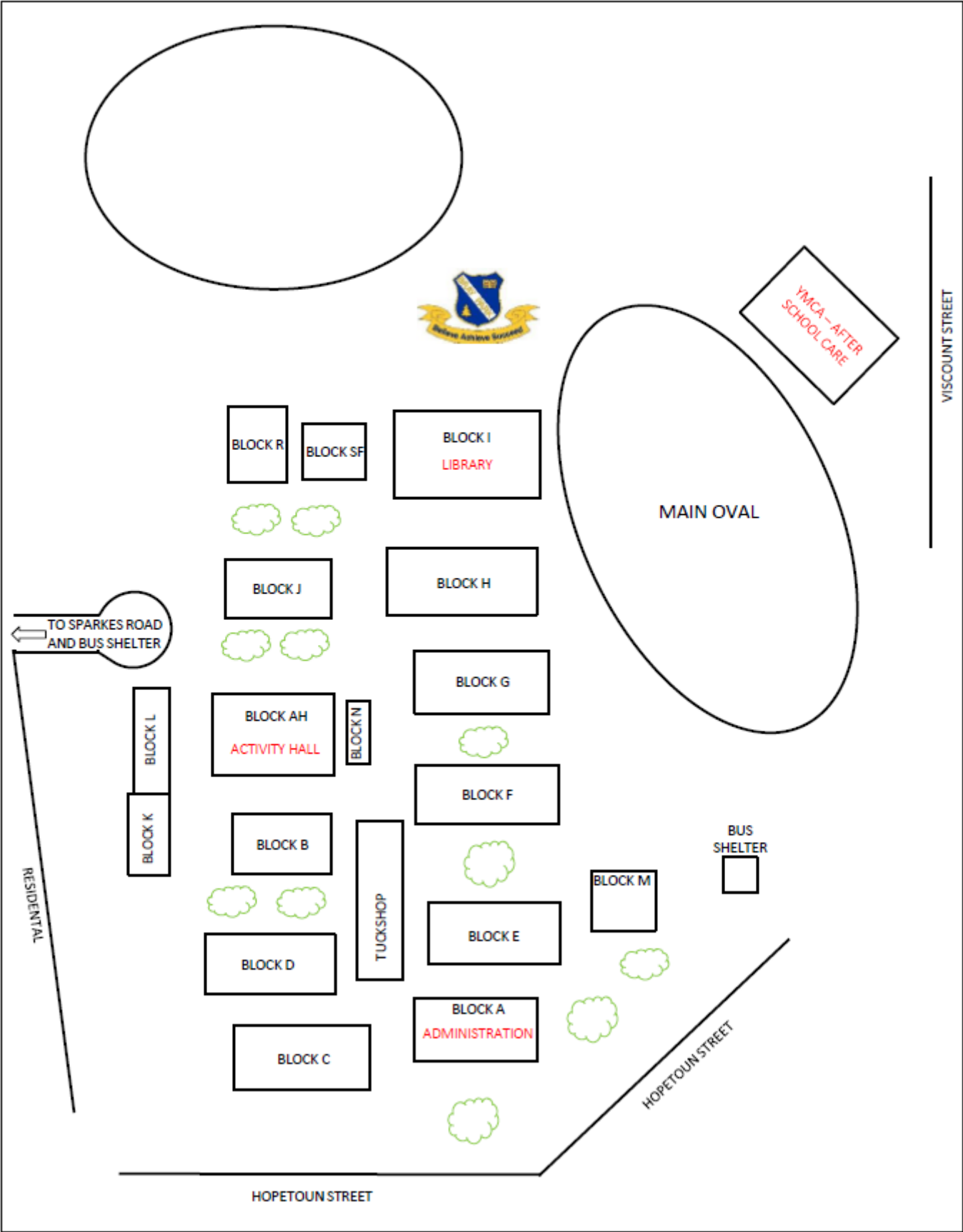
Principal	Mr Michael Hoey
Deputy Principal	Ms Helen Underwood
Head of Department Curriculum	Miss Kristy Leighton
Head of Student Services	Mr Colin Rhys-Jones
Business Manager	Mrs Kylie Orupold
Administration Officers	Mrs Sharron Charman Mrs Hollie Lollback
P&C Executive Team	pandc@brayparkss.eq.edu.au

## SCHOOL CONTACTS AND ADDRESS

Phone	07 3480 7333
Postal Address	PO Box 181 Lawnton, Qld 4501
Street Address	Hopetoun Street Bray Park Qld 4500
Email	<a href="mailto:principal@brayparkss.eq.edu.au">principal@brayparkss.eq.edu.au</a>
Web Site	<a href="http://www.brayparkss.eq.edu.au">www.brayparkss.eq.edu.au</a>
Office Hours	Monday to Thursday 8.00am - 4.00pm Friday 8.00am – 3.30pm

SCHOOL MAP

# SCHOOL MAP



## KEY TO SCHOOL MAP

Block A	Administration
Block AH	Assembly Hall
Block B	Inclusive Learning Centre
Block C	General Teaching
Block D	General Teaching
Block E	General Teaching
Block F	General Teaching
Block G	General Teaching
Block H	General Teaching
Block I	Library/ First Aid Room / Curriculum Resource Centre
Block J	Guidance/Moongalba Room/Speech Pathologists
Block K	Junior Toilets & Cleaners Storeroom
Block L	Storage & Schools Officer Room
Block M	Music
Block N	Senior Toilets
Block P & Q	YMCA – Outside School Hours Care
Block R	Teachers Meeting Room
Block SF	Computer Lab

## SCHOOL TERMS &amp; CALENDAR DATES

**2024**

Term 1	Monday 22 January – Thursday 28 March
Term 2	Monday 15 April – Friday 21 June
Term 3	Monday 8 July – Friday 13 September
Term 4	Monday 30 September – Friday 13 December

**2025**

Term 1	Tuesday 25 January – Friday 4 April
Term 2	Tuesday 22 April – Friday 27 June
Term 3	Monday 14 July – Friday 19 September
Term 4	Monday 7 October – Friday 12 December

**2026**

Term 1	Tuesday 27 January – Thursday 2 April
Term 2	Monday 20 April – Friday 26 June
Term 3	Monday 13 July – Friday 18 September
Term 4	Tuesday 6 October – Friday 11 December

## GENERAL INFORMATION

### ABSENCES

Schools are required to monitor student absences daily and the reasons for absence. Our school adheres 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:

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

### 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 Red Gum or the Scholastic Book Club. Online ordering is the only way to place an order through Red Gum. Scholastic orders can be placed online via the online Scholastic LOOP portal. Purchase of these books is optional.

### 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.

### 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.

### 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	2024	2025	2026	2027	2028	2029
July 2012 to June 2013	Year 6					
July 2013 to June 2014	Year 5	Year 6				
July 2014 to June 2015	Year 4	Year 5	Year 6			
July 2015 to June 2016	Year 3	Year 4	Year 5	Year 6		
July 2016 to June 2017	Year 2	Year 3	Year 4	Year 5	Year 6	
July 2017 to June 2018	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
July 2018 to June 2019	Prep	Year 1	Year 2	Year 3	Year 4	Year 5
July 2019 to June 2020		Prep	Year 1	Year 2	Year 3	Year 4
July 2020 to June 2021			Prep	Year 1	Year 2	Year 3
July 2021 to June 2022				Prep	Year 1	Year 2
July 2022 to June 2023					Prep	Year 1
July 2023 to June 2024						Prep

**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.

**LOST PROPERTY**

Personal belongings, including hats and jumpers, should be distinctly labelled with **FIRST 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. Loss of property does occur from time to time. As a general guide, children are encouraged to keep items of personal value at home.

**MOBILE PHONES**

If students bring 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.

**PAYMENTS**

Payments for school excursions etc. can be made at the Administration Office anytime. EFTPOS/Credit Card facilities are available for payments over \$10.00. 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.**

**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.

**NEWSLETTER**

The online Newsletter is issued fortnightly. 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)

**OFFICIAL SCHOOL HOURS**

Children are encouraged not to arrive at school before 8:30am. 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>	
<b>8.55am - 11:00am</b>	Morning Session (commences with housekeeping duties - note collections, roll calling etc).
<b>11:00am - 11:45am</b>	Lunch
<b>11:45am - 1:15pm</b>	Middle Session
<b>1:15pm - 1:45pm</b>	Afternoon Tea
<b>1:45pm - 3:00pm</b>	Afternoon Session
<b>3:00pm - 3:15pm</b>	Parent collection and student departure from school.

Students are only required to arrive prior to 8:30am 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.

**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.

## QKR

Qkr!™ by Mastercard® is a free mobile phone payment app designed for Australian schools, allowing for payment of school-based & P&C events. Qkr can be used on smart phones, iPads, laptops and desktop computers. The app enables parents and carers to pay for excursions, tuckshop orders and uniform shop orders.

Signing up for Qkr! is easy and all it takes is a few minutes. Download the app to your mobile device or open the Qkr! Web Store on your computer. After registering your email address, select 'Bray Park State School' and follow the prompts. Add your child's name, link your credit card and your ready to start ordering! Your Qkr! logon and password are interchangeable and can be used on either the web or the app version.

Should you have any questions regarding the use of the Qkr app please contact the office.

## QPARENTS

The QParents free web and mobile application provides a convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

## 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.

## 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.

## STUDENT RESOURCE SCHEME

At Bray Park State School, we offer a Student Resource Scheme to assist with efficiency and cost effectiveness of providing students with exactly the right resources to support their learning.

The types of resources that will be included are:

- Owned by the student – e.g. student diary – once provided, these items are retained by the student and used at their discretion.
- Hired to the student for a specific duration of time – e.g. textbooks or musical instruments – these items will need to be returned to the school in reasonable condition at the end of the hire period or if the student leaves the school.
- Used in class – e.g. stationery, timber, material, workbooks – these items will be used in class.

The resource scheme is for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

All Student Recourse Scheme payments must be paid by the due date. In cases of financial hardship, do not hesitate to contact administration.

A variety of Payments options are available: Cash or Cheque for whole amount or instalments directly to the school office, Bpoint payments or Eftpos.

## 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 and complete the 'Student Exit Form'. All school owned equipment and materials must be returned and personal items should be taken prior to leaving.

## UNIFORM SHOP

The schools P&C implemented an online ordering system for the school uniforms through the QKR App. This enables parents and carers to purchase uniforms at a convenient time for them. Online orders are checked and once filled are either delivered to the child's class or to the Admin Office for collection. 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, located near junior toilets, during the hours of 8:30am – 9:30am Tuesday mornings.

## 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.

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

## **TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL**

### **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.

### **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.

### **ENTRANCES AND ROAD SAFETY**

There are five pedestrian entrances (gates) located in Hopetoun Street and one located in Sparkes Road.

#### **Drop-Off-Zone**

A two-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 crossing supervisor each morning and afternoon. The pedestrian crossing on Sparkes Road is operated by traffic lights. Please advise and encourage students to use these crossings.

## VEHICLES AND PARKING AREAS

Parking in the school grounds is restricted to vehicles belonging to staff members, emergency services, school delivery services and permit holders.

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.

## BEHAVIOUR MANAGEMENT

The school's Student Code of Conduct is available for perusal from the office or on our website.

## STUDENT HEALTH AND WELFARE

### 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.

### EARLY DEPARTURE OF STUDENTS DURING SCHOOL TIME

While parents are required to minimise disrupting the child's school day to their child has the best opportunity to learn, we understand that there are times when parents/caregivers need to collect students during school hours. At these times, parents/caregivers must present at the Office. Office staff may ask the parents/caregivers to show proof of identity.

Parents/caregivers then receive an early departure slip which they resent to the class teacher. The teacher will release the child and keep the release slip. Please note that Departmental regulations mean that early departure **MUST** be for an acceptable reason.

### 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.

### 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)

Illness	Recommended Exclusion
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 Measels	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.
Measels	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. 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 & 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. <i>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.</i>

## 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.

## 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 sick bay, which is located in the Library. 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.

## **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.

## **TOTAL BAN OF SMOKING ON SCHOOL GROUNDS**

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

## **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.

## **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.

## **CURRICULUM INFORMATION**

The Bray Park State School motto is 'Believe Achieve Succeed'. We believe all students can achieve and succeed through the provision of an inclusive, caring and rigorous learning environment that engages our students and challenges them to grow academically, socially, emotionally, physically and creatively to their full potential. Students are encouraged to develop a social conscience which enables them to contribute to their family, school and the wider community.



The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students and includes:

- English, Mathematics, Science, HASS, The Arts, Technologies, HPE and Languages.
- General Capabilities
- Cross-Curriculum Priorities

## STUDENT CODE OF CONDUCT

Bray Park State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Bray Park State School's Student Code of Conduct is designed to facilitate positive support for high standards of achievement and behaviour combined with clear responses and consequences to inappropriate behaviour so that the learning and teaching in our school can be most effective and students can participate positively within our school community.

The Bray Park State School Student Code of Conduct, which includes the Anti-Bullying Policy, is available from the school website or from the school office.

## 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)

## 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 Manager if you have any queries regarding the cost/payment of the activity.

## 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.

## HOMEWORK

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

## HOUSE SYSTEM

Children are assigned to one of the four Houses

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

## INCLUSIVE EDUCATION

At Bray Park State School, we aim to use a whole school approach to differentiated teaching and learning for ALL students.

The diverse learning needs of the school community, cohorts, classes, groups and individuals are identified through the school data profile, individual class data profiles and assessment and reporting data.

Analysis of this data informs the teaching of the Australian Curriculum which is articulated in the school's whole school curriculum, assessment and reporting plan through three levels of planning.

Differentiated teaching and learning is identified in all three levels of planning to ensure that every student is supported to access and participate in the curriculum.

Within the context of the units being delivered in each learning area some students may require focused and/or intensive teaching for short periods of time; those students who are not yet meeting or are exceeding the year or band of years achievement standards may require this for a more prolonged period of time.

Focused and intensive teaching acknowledges that all students can learn successfully and achieve when given appropriate learning opportunities and the necessary support. Parents/carers are consulted if prolonged additional support is required.

At the same time as focused teaching is being provided, students continue to access the differentiated and explicit teaching planned within the context of the unit being provided to the class.

### **Individual Curriculum Plans**

The majority of students in Prep to Year 6 are able to access the curriculum and achievement standards for their year level/age cohort.

For the small percentage of students who are not yet meeting or who are exceeding the achievement standard for their year level, an individual curriculum plan (ICP) may be required. This will enable them to access either a higher or lower year level curriculum than their age cohort so they can continue to progress in their learning.

When providing an ICP, we:

- include one or more learning areas and cover all of the achievement standards for the identified learning areas
- ensure that the student is able to access, participate and achieve in all other learning areas

- identify which year level achievement standard the student can demonstrate: this will enable the selection of the appropriate year level curriculum to be provided through the ICP.

The decision to provide an ICP is done in consultation with parents after analysis of:

- student responses to assessment of the relevant achievement standards;
- student responses to focused and/or intensive teaching that has already been provided; and
- all other student assessment and reporting data.

## 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.

## 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.

## INTERVIEWS WITH TEACHERS OR ADMINISTRATORS

Parent teacher interviews are scheduled to occur twice 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, please make an appointment to arrange a convenient time. During class time 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.

## LOTE - LANGUAGES OTHER THAN ENGLISH (FRENCH)

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.

## 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:-

Prep	1 item for 2 weeks
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.

## 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.

## 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 beginning of Term 2 & end of Term 3. (optional)
- A standard school report is issued at the end of Semester 1 and 2 for all year levels.

## 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 available to all students from years Prep - 6. Fully qualified instructors provide a course which teaches children to swim.

## NAPLAN TESTING FOR YEAR 3 AND 5

These tests aim to provide details to parents on aspects of Literacy and Numeracy. It also provides the Department of Education 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.

## SCHOOL COMMUNITY INFORMATION

### 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.

### 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.

### PARENTS AND CITIZENS ASSOCIATION (P&C)

The school has an active Parents and Citizens Association which meets on the 2nd 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, assisting with fundraising and supporting classroom activities.

### TUCKSHOP

The Tuckshop operates 1 morning per week (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.**