



# Brighton State School

*Where Every Child Matters, Every Day*

## Parent Handbook



[www.brightonss.eq.edu.au](http://www.brightonss.eq.edu.au)

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## WELCOME FROM THE PRINCIPAL

Brighton State School has been providing quality education in the Brighton area since 1920 and I am very proud to be the Principal of this wonderful school.

The staff at Brighton are committed and work tirelessly to allow every student to reach their potential. Our staff believe that every child can succeed and programs are tailored to provide a differentiated approach to maximise achievement for each child.

The relationship between home and school is vital if children are to succeed. We are very fortunate at Brighton to have caring and supportive parents who work closely with teachers to make sure we work together to allow every student be the best they can be. Our supportive Parents and Citizens Association works hard to support our school and we have a number of exciting projects planned for the year to make our school even better.

Brighton students come to school every day ready to learn. While literacy and numeracy remains a strong focus in all learning at Brighton, our students are engaged in a wide range of fun and interesting activities that nurture their academic, as well as social and emotional needs.

If you have any questions about our school or you would like to have a tour and see for yourself why we are the school of choice in Brighton, please don't hesitate to call our office.

Principal

### *Mission Statement*

*It is our aim to create and maintain a school with a warm and co-operative atmosphere where teachers and children in co-operation with parents and other community members are happily engaged in developing their knowledge, talents, skills and abilities to their full potential in preparation for life in the 21st century.*

### School Times

Starting time	8:40am
First break	10:40 to 11:20am
Middle session	11:20 to 1:10pm
Second break	1:10 to 1:40pm
Afternoon session	1:40 to 2:40pm
Finishing time	2:40pm.

Our office is open from 8am until 3:30pm

## Brighton State School

We are looking forward to welcoming you and your child as we embark on this new and exciting adventure in your child's life.

This section is designed to prepare you for what the year ahead will bring and outline requirements for your child. If there is anything that requires clarification, please do not hesitate to speak to a member of our staff who will be only too happy to help.

### ENROLMENT PROCEDURES

Proof of date of birth (original birth certificate) must be provided for all new enrolments including students from interstate or from non-Queensland schools. Passport and visa details for overseas students must also be provided.

All enrolments will require an interview with the Principal or Deputy Principal prior to commencement.

### CATCHMENT AREA

It is a department requirement that evidence of the student's principle place of residence is within the Brighton State School catchment area. Current proof of residency at the address indicated can be provided by way of **one of each** of the following:

- One primary source - a current lease agreement, or rates notice or unconditional sale agreement and
- One secondary source – a utility bill (eg electricity, gas) showing the same address and parent's/legal guardian's name.

### PREP PROGRAM

Our students are immersed in learning episodes that have been designed to foster the development of positive capabilities, attitudes and skills that will enhance our children in their years of education to come. At Prep, the children will be encouraged to:

- Express themselves and communicate with others in an effective way;
- Form basic concepts that help them understand their world;
- Develop self-confidence;
- Make new friends;
- Share and co-operate with others;
- Develop physical skills;
- Develop a positive attitude to learning;
- Participate in pre-reading, writing and mathematical activities;
- Be responsible for themselves and their belongings;
- Make sensible choices with regard to their behaviour;
- Relate to other adults.

As Prep students, our children are immersed in experiences that develop their literacy and numeracy understandings, their problem solving capabilities and their awareness of the wonders in the wider world. They will use a range of technologies, be encouraged to think critically and have opportunities to explore and share their interests.

### BEHAVIOUR MANAGEMENT WITHIN OUR PREP

Our Prep classes focus very heavily on establishing and developing a learning environment that fosters positive meaningful relationships, enhances all learning opportunities and prepares our Preps for their dive into the wider school environment.

In Prep we...

- ★ **Learn lots**
- ★ **Make Friends**
- ★ **Have fun**

These three ideals form the basis of our behaviour management strategies. .. and mesh in nicely to Brighton State School's overarching policy of

- ★ **Be Safe**
- ★ **Be Responsible**
- ★ **Be Respectful**
- ★ **Be a Learner**

The teachers discuss the choices the children make, offering alternatives that could have been explored. We follow the line that as class members, we make the most of our opportunities and have a responsibility to enable and encourage others to do so. The staff understand that the Preps are in the early stages of developing an awareness of rules and social norms. Much emphasis is given to positive reinforcement, immediate feedback, and capturing and embracing the many wonderful moments that fill up our day.

Our Prep children are unique individuals with differing needs, interests, values, expectations and abilities. Our teachers are also individuals who will use different teaching strategies to promote learning and manage behaviour. On our information night and throughout the year, your Prep teacher will discuss the "nuts and bolts" of the strategies that will be utilised in your particular Prep class. These will change and develop according to need.

The strength in our program lies in the wonderful support and backup we receive from our families and open communication underpins this. Each Prep child's development is enhanced when the influences of the home and school are in harmony. The teachers look forward to working with your family in the wonderful, busy year ahead.

Brighton State School's Responsible Behaviour Plan for Students outlines the expectations for student behaviour as well as possible consequences for students who breach the school rules. This plan was developed collaboratively with the school community. The full plan is available from the school web site: [www.brightonss.eq.edu.au](http://www.brightonss.eq.edu.au).

### **PAYMENT FOR EXCURSIONS AND MONEY COLLECTION**

Parents are given plenty of notice for excursions. Each child is "bulk billed" for their excursion and when payment is made, a receipt will be issued. Excursions need to be pre paid – we always provide a cut off date on all excursion notes. Parents are asked to make sure payment is made by the due date. All cash payments are made into the slot in the front counter in the School office foyer.

Preferred payment is by **BPpoint**, payments can also be made by cash, Eftpos (at the office anytime) or Direct Deposit.

Please use your family name as the reference.

### **TOYS / SHOW AND TELL**

Please do not allow your child to bring toys from home to play with at school. It is easy for these treasures to be lost or broken. However, for learning purposes your child is encouraged to bring in any type of interesting specimens or objects eg: rocks, shells, flowers, insects etc to enrich the science program.

### **SPECIALIST LESSONS**

All children will be involved in the specialist program run by the school. This will include Library, Music and Physical Education. These are conducted by specialist teachers once each week.

### **TECHNOLOGY**

Computers are used on a regular basis in the classroom and we have a wide range of software to enhance the children's computer skills. Access to the internet is provided under adult supervision. Internet agreement forms are given in your enrolment pack or sent home in the beginning of the school year.

### **PARENTS IN THE SCHOOL**

We encourage parents to become involved in their child's education. You can do this by:

- Spending a session with us;
- Sharing a skill or a hobby;
- Supporting your child to develop a positive feeling about school;
- Keeping in touch by reading notice boards and newsletters;
- Discussing any problems and worries;
- Collecting and recycling materials which can be used for craft.

Communication between school and home is our highest priority. We look forward to becoming partners in your child's scholastic career.

### **VOLUNTEERS**

Parents need to be aware that there are a number of protocols, which our parent helpers observe in their role as parent helper. One of the most critical of these protocols is the need for confidentiality. As a matter of Workplace Health and Safety, all voluntary helpers are required to report to the office to sign in upon arrival. They will also need to sign out when finished for the day.

Volunteers, other than current parents of enrolled students, are required by law to hold a Suitability Card (or "Blue" card). Application forms are available from the office.

### **BIRTHDAYS**

We are happy to celebrate your child's birthday at school. If you wish to send cake – small patty cakes or individual serves already prepared would be greatly appreciated. We will provide candles and matches.

### **HEALTH AND SAFETY**

Please keep your child at home if they are suffering from an infectious illness. If a child becomes ill at school, you will be notified so that they can be taken home. Please ensure that emergency contact details and phone numbers are kept up to date at the school office.

### **FOOD**

Our school encourages healthy eating practices. We understand that parents know their children best and what is suited for them to eat during the day at school. We would request that they do not have the following items in their lunch box:

- Chips;
- Chocolate;
- Lollies;
- Peanuts.

Our tuckshop sells foods which are predominantly low in fat, sugar and salt. Children are able to order from our Tuckshop on Monday, Wednesday and Friday. Sometimes there are dates the Tuckshop is closed, please always check the school newsletter.

If you are able to assist from time to time in the preparation and serving of food at the tuckshop, pop in and see our lovely Tuckshop Convenor.

### **OUTSIDE SCHOOL HOURS CARE**

Should you require care for your child before or after school and holidays, please contact the staff at YMCA on 3269 0144 / 0436 683 375.

### **STAFFING**

#### **Teaching Staff**

Brighton State School Teachers ....

- Are caring, positive and dedicated teachers;
- Have a professional team approach to responding to student needs;
- Are concerned with individual students and their needs.

#### **Support Teacher: Literacy and Numeracy (ST:LaN)**

The role of our ST:LaN:

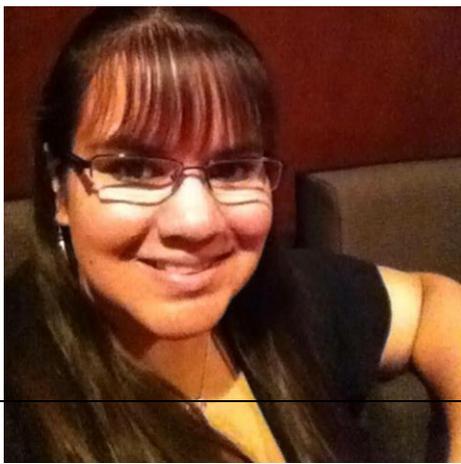
- To support teachers in their quest to help all students in their class to learn;
- Provide in class support;
- Organise programs to be run by tutors or teachers to maximise literacy and numeracy within the school;
- Administration of testing.

#### **Guidance Officer**

The Guidance Officer has an important role in assisting with:

- Assessing all aspects of a student's profile;
- Health and Medical issues, learning difficulties, social interaction and counselling.

The Guidance Officer is accessed by referral through the Student Welfare Committee and visits our school 2 days per week.



### **CHAPLAINCY**

The purpose of our chaplaincy program is to enhance the development and implementation of initiatives that improve the wellbeing, participation and achievement of students through the provision of chaplaincy/pastoral care services. Our chaplain is a support person for students, parents and staff.

Involvement with the Chaplain is entirely voluntary and families choose whether or not they want to be a part of the activities that are offered.

Parents will be consulted if their child wishes to be involved in ongoing one-to-one meetings with the Chaplain or in any program or group involving spiritual or ethical content. Parents have the right to refuse permission for their child to be involved in any Chaplaincy activity or event.

## **SCHOOL CURRICULUM**

### **School Value & Belief Statement**

At Brighton State School, we strive to:

- stimulate the learner;
- provide a supportive school environment;
- develop a love of learning;
- expose children to real life and life-like experiences;
- develop positive self-concepts;
- support a variety of learning styles.

We strive for:

- an appreciation of the environment;
- independent and knowledgeable people;
- a friendly atmosphere;
- learning to be a lifelong process;
- high professional standards and ethics;
- development of thinking skills and concepts;
- a shared vision of the future;
- working partnerships between staff, parents and the wider community;
- valuing people and their contributions to our school;
- developing a sense of responsibility.

## **CURRICULUM & EXTRA CURRICULAR ACTIVITIES**

- ✓ Curriculum Learning Areas
- ✓ Japanese taught in Year 5 and 6;
- ✓ High quality, evidence-based teaching practices focused on success for every student;
- ✓ Strong focus on literacy and numeracy;
- ✓ Differentiated approach to teaching and learning;
- ✓ Access to a range of Information Communication Technologies including a well-resourced computer lab, ipads, bank of laptops and a range of other devices;
- ✓ Interactive Whiteboard in every classroom;
- ✓ Access to a range of online learning programs
- ✓ Interschool Sport in Years 5 and 6;
- ✓ Active Student Council;
- ✓ Instrumental Music Program year 4, 5 and 6;
- ✓ School Band;

- ✓ Choir;
- ✓ Active House Captains involved in Sports Day organisation;
- ✓ Camp programs Yr 5 and 6;
- ✓ Whole school consistent Pedagogical Framework;
- ✓ A wide range of excursions and incursions that link to curriculum delivery;
- ✓ Resident Scientist Program.

### **LOTE (Languages Other Than English) JAPANESE**

LOTE is offered in years 5 and 6 at this school. LOTE offers students the opportunity to expand their horizons, examining another culture and language that they would not necessarily be familiar with.

### **BRIGHTON STATE SCHOOL LIBRARY**

Brighton State School library houses an extensive collection of new Australian and International fiction, non-fiction, picture books and popular series specially selected to inspire and encourage students to borrow and develop a love of reading. Our library is open each day from 8:00 – 8:30 am and then again from 11:00 – 11:30am for browsing, borrowing, games and activities.

Students visit the library to borrow and return books with their class each week. Students may borrow up to two books for two weeks. We encourage students to return and renew books each week during their class borrowing time.

All students must have a waterproof library bag to borrow books and carry to and from school. The Uniform Shop stocks a good quality library bag that will last through until year 6.

Our library hosts a computer lab with 24 student workstations which is used by classes throughout the week. Students may access the computer lab at first break. Lunchtime activities in the library include quiet reading, games and puzzles, colouring and drawing, chess, Lego and craft activities.



### **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

Brighton State School has a fully networked computer system. The network (computers linked to each other) allows students and teachers access to common resources from any workstation within the school.

Each classroom has access to a small bank of at least 4 computers in the room. Students have access to class and library computers for school activities throughout the day. Every classroom has an interactive whiteboard which is a touch sensitive screen that connects a computer to a projector. Teachers use the Interactive White Boards for a range of great teaching and learning activities.

A wide range of digital technologies are utilised in the teaching and learning process at Brighton State School including:

- Online virtual classrooms and courses;
- Chat rooms, forums and discussion boards;
- e-books are used and created using software such as Photostory and Powerpoint;
- Moviemaker is used to create animations;
- Robotics;
- Digital imaging.

## **COMMUNICATION**

Communication between home and school is vital to ensure students are given every opportunity to succeed.

- Information about school events and achievements are advertised on our school notice board on North Road;
- Class notes or emails may be sent home by teachers to inform or gain permission regarding special events or to keep parents informed about class programs;
- All teachers have an email address. Often sending an email can be an effective form of communication if parents are unable to come to school to meet with teachers. Please see your class teacher or contact the office to receive teachers' email addresses;
- Our school web site [www.brightonss.eq.edu.au](http://www.brightonss.eq.edu.au) contains a variety of information regarding school policies, events, past newsletters, class curriculum, etc to keep families informed;
- Report Cards are issued at the end of Term 2 and Term 4. Parents or teachers may request an interview following the release of report cards;
- Formal interviews are offered to parents at the end of Term 1 and Term 3. To allow working parents to attend, interviews are held in the hall after school and into the evening on the same day. An online booking system is utilised to make booking times for siblings easier;
- Parents are welcome to meet with teachers at any time of the year to discuss their child's progress. Unscheduled meetings before school are difficult for teachers as they are preparing for the day. Please either contact the office or contact the teacher to make a mutually convenient time to meet;
- If parents have any questions or concerns or they would like to raise an issue, your child's teacher is the first point of contact. If the issue cannot be resolved, parents should make a time to meet with the teacher and the Deputy Principal or Principal together to work on a successful outcome.

## **HOMEWORK**

Homework at Brighton State School aims to be an educationally enhancing experience by revising and practising common concepts of literacy and numeracy providing parents with a regular view of the curriculum and establishing a habitual work routine. A reasonable amount of time for homework has been set so as not to create stress within already busy family routines.

Mathematics and English are the key learning areas covered as part of the homework program. A gradual increase in the time spent on homework has also been adopted to create more demand and challenge as the children move through the year levels.

Homework criteria is set for each year level. Activities are devised either to be completed daily or weekly. Reinforcement of common concepts is achieved through regular activities.

For each year level there is a **maximum** expectation for time to be spent on homework tasks, based on Education Queensland Homework Policy.

### Homework Overview

No set time allocation for Prep year – regular reading and real life numeracy activities are advisable. Prep Teachers usually send home sight words and home readers.

Year 1	Year 2 & 3	Year 4 & 5	Year 6
<ul style="list-style-type: none"> <li>• Sight words</li> <li>• Counting</li> <li>• Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Sight words / spelling</li> <li>• Tables</li> <li>• Reading</li> </ul>	<ul style="list-style-type: none"> <li>• Spelling</li> <li>• Tables</li> <li>• Reading</li> <li>• Lifeskill matrix</li> </ul>	<ul style="list-style-type: none"> <li>• Spelling</li> <li>• Tables</li> <li>• Reading</li> <li>• Lifeskill matrix</li> </ul>
Maximum time <b>15 min/day</b> 60 min/week	Maximum time <b>15 min/day</b> 60 min/week	Maximum time <b>35 min/day</b> 2hr 20min/week	Maximum time <b>50 min/day</b> 3hr 20min/week

Should the task prove too onerous, the activity should be signed off by the parent after the recommended time.

Teachers **may** also send home any class work that was incomplete during that day or project work that is current. Students will be required to complete this work as part of their homework routines.

### ASSEMBLY

Whole school assembly is held in the hall at 8.50am on Friday mornings, all families and friends are welcome and encouraged to attend. Assemblies are compered by Brighton students and messages by teachers and the Principal are provided to the school community. Quality Student Awards, Spottos and Awards are given out at Assembly as well as any other class or school presentations or celebrations.

### ARRIVALS AND DEPARTURES AT SCHOOL

Children who arrive at school before 8.10 am are required to sit quietly under 'A' Block.

Staff cannot be responsible for the care and well-being of students who arrive at school before this time. For this reason, it is not advisable for children to arrive at school earlier than necessary. Students who arrive at school before this time should be enrolled at our Outside School Hours Care program, YMCA. They provide supervision from 6.30am to 8.40am and 2.40pm to 6pm. Please contact YMCA on 3269 0144

It is important that children are at school on time ready to begin lessons at 8:40am. Students arriving late may miss out on important information or the commencement of the lesson. This can cause disruption to the learning of that child as well as the rest of the class. If a student arrives late to school they must report to the office accompanied by a parent/guardian. The child will be issued with a late slip which must be presented to the class teacher on arrival at the classroom. Students are not permitted to leave school grounds before 2:40pm, unless they have been signed out as an Early Departure by a parent/guardian.

If a person other than the parent / guardian is to take a child home, then the parent must contact the office to inform the school. Identification may be required if this person is not known to office staff.

After school, students waiting for their parents move to their respective pick up area. Students are not to play in the playground after school, as there is no supervision. Parents are responsible for the safety of their children after school.

Students going to After School Care should move immediately to YMCA as soon as they are dismissed from class.

If a child has not been collected by 3:00, they should report to the office. The office staff will contact the parent.

### **ATTENDANCE & ABSENTEEISM**

A parent/guardian of a child of compulsory school age, enrolled at Brighton State School, has the legal obligation to ensure that their child attends school on every school day. Under the law, parents must make sure their child is enrolled and attends school on ALL school days unless there is a reasonable excuse. You must not keep your child away from school for minor reasons. Going shopping, visiting family, staying up late, being tired or extending school holidays are not acceptable reasons to be away from school.

Research shows that students who have a good attendance record are more likely to achieve high results. If a child is sick, parents are required to contact the school on the morning of the absence.

Visit the Department of Education and Training website for more information:  
[www.education.qld.gov.au/everydaycounts](http://www.education.qld.gov.au/everydaycounts).

The school must be notified of absences prior to the commencement of the school day by either ringing the school: 3631 9111 and choosing option two or emailing:  
[absence@brightonss.eq.edu.au](mailto:absence@brightonss.eq.edu.au) .

Please state the name of the adult advising of the absence, the child's name and class, reason for absence and the expected duration of the absence.

### **PUBLISHING NAMES/PHOTOS/SCHOOL WORK**

Consent forms will be given to you in your information pack or at the beginning of the school year. Parents are asked to read the form carefully, sign and return to the office. If parents do not wish their child's work /photo to be used in this way, the form still needs to be returned stating clearly the restrictions.

### **MOBILE DEVICE POLICY**

Mobile devices including mobile phones, iPods and tablets **ARE NOT** permitted at Brighton State School.

This policy is in place for a number of reasons including to:

- Prevent loss or theft of an expensive item
- Avoid misuse by the owner and others
- Prevent disruption to class

**Mobile phones brought to school are to be left at the school office on arrival and picked up after school at 2.40pm each day.**

Students who choose not to follow these instructions are breaking school rules and risking their own property. If students have phones or other devices confiscated more than once, they may be suspended for disobedience.

**Brighton State School takes no responsibility for the loss or theft of any mobile device.**

### **ACCESS AND PARKING**

- School Crossing Supervisors are on duty at North Road and Holmes Street crossing daily, morning and afternoon. Please cross the road at these crossings;
- Parents are asked NOT to park inside the school grounds. All gateways are to be kept clear before and after school to facilitate deliveries and emergency vehicles. Parking within the school grounds is restricted to school staff;
- For children who ride to school, we have a secure bike enclosure. Bicycles /scooters must be walked through the school grounds. Bicycles /scooters are to be stored within the bike racks provided. The school will endeavour to lock the bike enclosure each day, but it is strongly recommended that bikes/scooters are locked using a chain and padlock by the student. The school accepts no responsibility for the security of bicycles and scooters brought into the school grounds. Students are to enter and depart the school grounds, exercising care, through the closest school gate.

### **INSTRUMENTAL MUSIC**

Brighton has an Instrumental Music Teacher visiting 1 day per week to teach selected students from Year 4-6. The school owns instruments for borrowing in the first year of the Instrumental program.

### **MEDICATION AT SCHOOL**

At times, it is necessary for children under doctor's instruction to take medication during school hours. We are aware of this need and willing to assist in this situation. A Parent/Guardian is required to complete and sign the relevant form giving details of dosages, etc. These can be

obtained from the Office or our website. **All medication must be labelled with the child's name and dosage from the pharmacy.**

For safety, all medication is held in the First Aid room. Except in exceptional circumstances, medication is administered during break times. When the school has been notified in writing, children who have Ventolin prescribed may keep and administer this themselves. If your child is attending an excursion or camp, please ensure the supervising teacher is made aware of medication requirement and current medical condition.

## HOUSE TEAMS

Each child is allotted to one of the school's four house teams. Students remain in that house for the duration of their enrolment. Children enrolling in PREP will be allotted to the same house as another family member.

Brighton School has four sport houses -

Kendall (Maroon)

Evans (Blue)

Paterson (Green)

Lawson (Yellow)

Sport - Children in the Year 5 and 6 classes will participate in the Interschool Sports Program. The Athletics team will consist of selected children from Year 4 upwards. Children representing school teams should wear correct school sports uniforms.

## School Sports Days

An athletics carnival is held each year for older students while the lower school students take part in tabloid sports events.

## SCHOOL SECURITY

- ✓ All visitors to the school must report to the main office on arrival and departure from the school and sign the visitor's book;
- ✓ Children will be encouraged to report immediately, anyone in the school whom they cannot identify;
- ✓ If you are helping a teacher in the classroom or doing voluntary work in the school, you are required to sign the Voluntary Workers register, which is located at the office.

## SCHOOL NEWSLETTER

On Thursday, our fortnightly newsletter is sent home electronically. This circular contains items of news, coming events, community notices etc. Parents are urged to read this as it is a vital means of communication. Extra copies are available from the school foyer or on our website.

## QSchools APP



The **new version** of the [QSchools app](https://brightonss.eq.edu.au) has been released for iOS and Android. The QSchools app integrates with our website <https://brightonss.eq.edu.au> and displays information conveniently to smart devices. Access the latest News, newsletters, contact information and emergency information from your mobile device. QSchools V2.0 is available for download from [iTunes store](#) and [Google](#)

[Play.](#)

## **SCHOOL UNIFORM**

Brighton State School has a School Dress Code that has been endorsed by the P&C. It is expected that all students wear the school uniform whether at school or representing our school.

Prep children wear the full Brighton school uniform. Please Note.... Recommended footwear for Prep students is plain black joggers with velcro fastening straps (for those children who cannot tie up their shoelaces). Please name all items of clothing so it is easily returned.

The full dress code can be found in our enrolment pack or on our school website:  
[www.brightonss.eq.edu.au](http://www.brightonss.eq.edu.au)

**School Uniform Shop** – The Uniform Shop is currently open Tuesday and Friday morning- 8am to 9am (please check the school newsletter for any date changes). Cash or Eftpos are available at the Uniform Shop. Uniforms can be ordered via the FLEXISCHOOLS website.

[www.flexischools.com.au](http://www.flexischools.com.au)

Our school has a 'No hat, No play' policy. Students must wear the Brighton State School bucket hat.



## **SCHOOL TUCKSHOP**

The School Tuckshop operates three days per week (Monday, Wednesday and Friday). Children are able to choose their lunches from a variety of food lines that meet the government healthy food and drink strategy that is in place at our tuckshop. Orders are placed either before school at the Tuckshop or via FLEXISCHOOLS. Orders must be into the tuckshop by 8.45am. Payment can be made by Cash, EFTPOS or through FLEXISCHOOLS.

## Ordering Procedures

Parents are asked to provide a suitable sized paper bag containing sufficient money to pay for the lunch that is ordered. Bags are available at the tuckshop. On the outside of the paper bag, record the child's order etc.

### Ordering Procedure Format - Sample Only

Please set out bags like this .....

<b>1<sup>st</sup> Break</b>
Name .....
Class .....
Order .....
Amount .....

<b>2<sup>nd</sup> Break</b>
Name .....
Class .....
Order .....
Amount .....

Each class has their own lunch basket. Children should place their order in the basket as soon as they enter the classroom in the morning or order at the Tuckshop before school. These baskets are delivered to the Tuckshop for processing by 9.00am. Should it be necessary to give change, the bag will be stapled inside the large paper bag. Children can purchase snack food and drinks over the counter but no hot food.

At the commencement of Semester 1, a request will be issued for volunteer helpers. The degree of success and smooth running of the Tuckshop depends largely on the number of offers of assistance received. Your help with the tuckshop will be greatly appreciated.

## HEAD LICE

It is the parent/caregivers' responsibility to detect and treat head lice infestations. Staff at the school are not permitted to do head inspections or treat head lice. If a member on staff suspects or detects head lice on a student, the parent will be contacted and an information letter will be sent home with the child and all members of that class.

Should you detect head lice, we would appreciate your help in treating the problem immediately.

## LOST PROPERTY

All articles are placed in a lost property box located near the uniform shop. Parents are encouraged to check this box as soon as it is realised a child's piece of property is missing. Please label with your child's name all items of clothing, lunch boxes and drink bottles.

## RELIGIOUS INSTRUCTION (RI)

Religious instruction classes may be available at the school depending on available volunteers. These classes are conducted for Years 2 -5.

Arrangements for programs:

Cooperative Program

Participating faith group:

Christian

Program of instruction authorized by the faith group: Connect developed by Christian Education Publications.

Students are allocated to these classes in accordance with the information provided at enrolment. This information remains operational unless the parent informs the school otherwise in writing. Students who are not participating in religious instruction will undertake the following activities: Work set by their class teacher such as wider reading, personal research, revision / homework tasks.

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used by their child/ren.

Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child's participation.

### **PARENTS AND CITIZENS ASSOCIATION**

The Parents and Citizens Association (P&C) is the representative body of parents of students who attend Brighton State School, citizens with an interest in state education and the staff at Brighton.

The P&C and school work closely together to build a stronger school community where all children benefit. The P&C and school are committed to achieving common goals including improved school services and facilities, purposeful engagement in community focused activities and shared policies and procedures that contribute to delivering great outcomes for our children and school. This partnership is built on trust, respect and shared values with a commitment to open and honest communication.

The P&C is established under the Education (General Provisions) Act 2006 and its operations are guided by an endorsed constitution.

P&C membership is open to all members of the community. The role of the P&C is with many responsibilities which includes monthly meetings, Fundraising, School Tuckshop.

The P&C meets on the 2<sup>nd</sup> Tuesday of each month.

### **ANIMALS IN SCHOOL GROUNDS**

No animals should be in the school grounds.

### **SUPPORT NETWORKS**

School Dental Service - The State Government School-based Program provides free oral health care to school children from PREP approximately every 18mths.

We have a Clinical Nurse - School Health visits our school - usually visiting the PREP children.

<b>Hours of operation</b>	-	<b>8am to 4:30pm</b>
<b>Clinic phone no.</b>	-	<b>1300 300 850</b>