



Brighton Primary

School

Handbook

2014

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About Our School

Brighton Primary School is situated in Hobart's northern fringes just 30 minutes from the GPO but located in a semi-rural setting. The Brighton Municipality is currently one of Tasmania's fastest growing areas.

The school opened in 1952 as an area school (Years 1 to 10) with a school farm and an enrolment of 198 students. The school now has over 600 students from Kindergarten to Year 6. It also offers a comprehensive Early Years Program and Outside School Hours Child Care on site.

Our key purpose is to offer high quality learning opportunities for all our students. The school has a supportive environment which encourages student and staff to become lifelong learners. There are quality sport and music programs and the school is totally wireless allowing students and teachers to access ICT from anywhere in the school.

Our school colours are maroon and gold and the students wear the uniform with pride.

We all try to live and work according to our motto: *Together We Strive*.

School Values

At Brighton Primary School, we share the values of the Department of Education

Learning

Students are engaged in positive, productive and supported learning experiences; and encouraged towards lifelong learning.

Excellence

We have high expectations for our students and a strong commitment to the pursuit of excellence and innovation in our people, in our programs and in our resources.

Equity

We all have the right to challenging and engaging learning opportunities in appropriate settings.

Respect

Positive and effective interactions, with each other and with our environment, are conducted on the basis of responsibility, integrity and accountability.

Relationships

We achieve growth and strength through partnerships and connections with our learners and our community.

Absences

We value your courtesy in letting us know when your child is sick by telephoning the school on 03 6268 8200 or emailing brighton.primary@education.tas.gov.au or by sending a note of explanation when they return to school. Records of absences are kept electronically in a Department of Education database. The school is required to follow up on any unexplained absences of five days or more.

We would appreciate medical, dental and appointments of a similar nature be made out of school hours. Where this is not possible, resulting in an absence, please inform us of the absence.

Assemblies

Every Friday, the primary section of the school (Years 3 – 6) has an assembly where we recognise achievements and celebrate success.

On the last Friday of each month, we have an early childhood (Prep - Year 2) and primary (Years 3 - 6) Aussie of the Month assembly.

Parents are very welcome to attend our assemblies. Dates and times are advertised in the newsletter which is sent home with the eldest in the family every Friday.

Banking

A parent volunteer group receives deposits from students every Tuesday morning. The money is banked with the Commonwealth Bank. All students are welcome to use this service and our school benefits as a payment is made to the school for each deposit – irrespective of amount deposited.

Breakfast Club

Breakfast Club is a supervised service run by upper primary students offering a free breakfast to all students. It offers toast, fruit and Milo in the terrapin building used by Outside School Hours Care.

Mondays, Wednesdays and Fridays

8:15 – 8:45 am

Buses

Buses connect Brighton Primary School with Elderslie, Broadmarsh, Bagdad, Old Beach, Pontville, Mangalore, Dromedary and Tea Tree. Students from Prep to Year 6 who live in any of these areas may travel by bus to school. (Applications for bus travel by Kindergarten students will be considered on a case-by-case basis).

We ask that parents contact the school to advise of any changes to a child's bus travel arrangements; we ask this both to ensure the safety of your child and to help us with our duty of care for your child. We advise that to keep all children safe when travelling by bus, unsatisfactory and dangerous behaviour by children on buses will be treated seriously and may result in suspension from bus travel.

Canteen

The canteen sells nutritious food. A price list is regularly issued and is available from the school office. The canteen is supervised by a Canteen Manager assisted by volunteers on a roster basis. If you are able to help, please phone the school. Your assistance in this area would be greatly appreciated. Without volunteers, our canteen cannot continue to provide this valuable and valued service. The canteen currently has silver accreditation for healthy food. **The canteen operates from Tuesday to Friday.**

Class Sizes and Composition

Classes will be kept as close as possible to an optimum size of 25. Composite classes (classes which combine students from successive years, e.g Years 3 and 4) may be necessary to achieve this.

Students will be placed in the class considered most suitable to their personal, intellectual, emotional and physical wellbeing. Where possible, it is unlikely that a student will be placed in a composite class often in their time at Brighton Primary School.

Assistant Principals decide on class composition.

Contact Information

Street Address:	27 Downie Street, Brighton
Postal Address:	27 Downie Street, Brighton TAS, 7030
Ph:	03 6268 8200
Fax:	03 6268 1188
Email:	brighton.primary@education.tas.gov.au
Website:	http://education.tas.edu.au/brightonprimary
Principal:	Sharyn Gill

Enrolment Ages

Enrolment ages are set by the Department of Education and adhered to by all government schools. Ages are taken as at January 1st.

Kindergarten: 4 years of age;

Prep: 5 years of age.

Excursions

Excursions are intended to be an extension of classroom learning. Parental involvement is very welcome. Written parental permission is sought and required for every excursion.

Hall / Gymnasium

Our school is fortunate to have both a hall and gymnasium for assemblies, cultural events, films, indoor sport and physical education activities during inclement weather.

Health and Safety

Accidents/Illness

If your child is sick, he or she should not come to school. Minor injuries and illness which occur at school are treated by class teachers or one of our First Aid Officers. In the event of a more serious injury or illness, parents/guardians will be contacted.

Please advise us promptly of any changes in contacts, phone numbers, addresses or medical conditions.

Allergies and Asthma

If your child suffers from allergies or asthma, please bring this to the attention of the school either at enrolment or as soon as diagnosed, particularly where there is risk of anaphylaxis.

Several students are allergic to nuts. We therefore ask parents not to include nuts or nut-based products in school lunches because even being in proximity of such products can result in an allergic reaction.

Behaviour

High standards of behaviour are expected of students. Parents are informed when the behaviour of a student is of consistent concern. The school has a Behaviour Management Policy that is available from the office for your perusal. This policy is under constant review as we strive to improve our procedures. A Behaviour Management Response Outline and ICT User Agreement (including cyber safety) are shared with parents annually as a reminder of the shared role we have as educators of our children. All policies are on our web site.

Lunch, Recess and Before and After School Supervision

Students are supervised by teachers at these times to ensure a healthy and safe environment, whether indoors or outdoors. Duty of care for students dictates that we cannot allow them to leave the school grounds until the end of the day. Before school supervision is provided from 8:30 am and after school supervision is provided until 3:20 pm. Your cooperation is appreciated in ensuring that your child is not at school outside these times because we cannot provide supervision.

Road Safety

It is generally accepted that constant reminders are necessary if students are to remain safe on the roads. Your support is sought in helping us to make this an accident free year for our students.

Points to watch:

- **Downie Street.** Obey the traffic regulations about parking near the school. “NO PARKING” signs are clearly displayed and are for the safety of students as well as the driver. **Please do not park in the disabled car space** unless you or your passenger has a disability and you have a permit;
- **Midlands Highway Crossing.** Make sure your child obeys the road safety officer on duty and crosses at this point.

Students riding bikes to school should be made aware of all regulations for cyclists. An approved helmet **must** be worn. Bikes and scooters must be ‘walked’ within the school grounds.

Homework

Homework is provided as an extension and revision of learning. It is expected of Years 5 and 6 but is usually limited to half an hour. We strongly urge parents to encourage suitable reading at home by students of all years. Educational research shows that home reading is vital to the intellectual, social and personal development of students. The school rewards student effort in reading with our “**Home Reader**” program, which we encourage you to discuss with your child’s teacher.

Launching Into Learning (LiL)

LiL is based on the belief that parents are their child's first, ongoing and often most influential teachers.

Children's experiences in the earliest years of their life are critical to their ongoing development. Research verifies that these experiences have a significant impact on their future achievements at school and the extent to which they are able to take advantage of opportunities later in life.

At LiL, teachers, parents and children play, have fun and learn together through experiences such as baby massage, music sessions, physical activities and water awareness and exploring the local community. LiL promotes children's learning through play.

We offer the following LIL sessions:

Munchkins

Birth - 4 years

Tuesday 9:30 - 11:00 am

LiL for Indigenous pre-schoolers

Wednesday 9:00 - 11:00 am

Creative Kids

Birth - 5 years

Tuesday 1:45 - 3:00 pm

Pre-kinder (Beginning in Term2)

Wednesday 9:00 - 10:30 am and 12:30 - 3:00 pm

Detailed information on these sessions is available in brochure form from the school office.

Levies

The levy policy of the Department of Education has five principles:

1. Ensure the right of every student has equitable access to the curriculum;
2. Costs are clearly communicated and flexible in delivery;
3. Financial negotiations are arranged through parent/carer only;
4. Students be treated equitably and not to perceive or experience discrimination on the basis of their ability to pay;
5. Levies are set in consultation with the school community.

Accordingly, our school charges a small general levy. This enables the school to deliver learning experiences that would not otherwise be possible.

Levies are as follows:

Kindergarten	\$145
Prep - Year 6	\$170

Payment may be made in one lump sum or with a deposit of \$50 per student and instalments of \$40 per fortnight to be finalised by Term 3.

Student Assistance Scheme

Parents may apply for assistance with the cost of the general levy. This assistance is subject to a means test. Forms are available from the school office from October and, where possible, should be completed before the end of the current year for the following year.

Payment of Levies

See 'Uniform, Levy and Book Collection Days' under "Uniform".

Library/Information Centre

The library is very spacious and well stocked. The library houses books, magazines, pictures, computers, and DVD's. All students are welcome to borrow books. Parents are welcome to use the library to borrow and help students select books when the library technician is present.

Students require a library bag to help protect books that are borrowed.

Mobile Phones/Devices

Students and parents are asked to sign a Student User (of ICT) Agreement at the beginning of the year. The agreement prescribes, in detail, the acceptable use of ICT, including mobile phones and other devices at school.

In summary, mobile phones and devices:

- May be brought to school;
- Must be kept in the student's school bag;
- May only be used, with teacher permission, for educational purposes or emergencies.

Students are not permitted to receive calls or SMS messages. If it is necessary to contact your child, please call the school office on 6268 8200.

Music

We promote active involvement in the music area. Students from Prep to Year 6 participate in a wide range of classroom music activities including singing, rhythm games, xylophones and movement. Instrumental options exist for older students and we encourage students to join our junior and senior choirs.

There is an instrumental program of woodwind instruments provided by a visiting specialist in Years 5 and 6.

Newsletter

A newsletter is sent home every Friday to inform parents of coming events at the school and happenings during the week. The newsletter also provides a valuable form of communication about educational issues and celebration of student/school achievements.

Outside School Hours Care

After School Care/Before School Care/Vacation Care

Our most important goal is to provide a safe and friendly environment where children enjoy a wide variety of supervised play and recreational activities. As all children have different needs, activities are planned according to their interests.

At the After School Program a nutritious and varied afternoon snack is provided each day. In the Before School Program, a simple breakfast of cereal, toast and juice will be provided. If your child has particular dietary needs, please inform the program staff.

Priority of Access:

Priority of access will be given to this service as follows:

- Working parents and those undertaking study for future employment or looking for employment.
- Children with special needs.
- Children at risk of abuse or neglect.
- Children of parent/s at home with more children below school age and single parents at home. Evidence may be required to verify any of the above categories.
- Brighton Primary School children will be given first preference.

Enquiries:

Lisa	0408 630 300
Pam	03 62688200\0447 397 003

Hours

After School	2:50 - 6.00 pm
Before School	7:00 - 8:45 am
Vacation Care	7:00 – 6:00 pm

Costs

Vacation Care	\$45.00 per day
After School Care	\$15.00 per 3 hour session
Before School Care	\$10.50

Parental Involvement

One of the vital factors in a child's development is the close relationship between home and school. Parents are welcome to visit the school to assist teachers. Parents may help with art and craft, outdoor activities, sport at any time, excursions, hear students read or just work with a group of students. Parents are very welcome in the classroom but we ask that prior arrangements be made with the class teacher. Parents are also requested to sign in at the main office when volunteering time for our school.

Parent/Child Sessions

Children of 3+ years may attend Parent/Child sessions accompanied by a parent or carer. These sessions help bridge the transition from "home" to "school" and take place in our Kindergarten facility in Term 2. Please contact the school office for further information.

Reporting To Parents

We encourage all parents to make an appointment any time they have concerns about their child. Appointments are organised formally after each report in Terms 1 and 2.

We also encourage regular informal communication between school and home.

Formal reporting occurs as follows:

- A progress report during Term 1 (usually 6-7 weeks into term);
- A comprehensive report at the end of Term 2;
- A summary report at the end of Term 4.

School Association

Brighton Primary School has an active School Association which is comprised of parents, school staff and members of the broader community. This Association contributes to the life of the school in many ways but has a particular focus on participating in the development of school policies, contributing expertise to special projects within the school and raising funds to support identified projects.

The School Association is made up of elected members from our school community, and can be an open forum in which to discuss any issue to assist in building our school's capacity to meet the needs of all students.

Personal Property

All items of personal property should be clearly named for easy identification.

Should your child lose property, please enquire at the office.

Valuable and/or "treasured" items should not be worn or brought to school unless it is for a special, approved purpose. Games and toys from home can cause disruption in class, so we would appreciate it if they are not brought to school.

Personal Relationships

All Year 5 and 6 students participate in our “Growing Up” program conducted in our school by Family Planning Tasmania Inc. This is an integral part of our Health program and students are expected to attend. A parent session is offered prior to the commencement of class sessions where information can be provided and questions answered.

Please note, written permission is required from parents in order for students to be excluded from these classes. Further information on the details of the program may be obtained from an Assistant Principal.

Physical Education

Our Physical Education teacher works with all classes from Kindergarten to Year 6 at least once a week.

Additional programs include:

- Perceptual Motor Program (helping with movement skills)
- Aussie Sports Leaders Program (Year 5 and 6 gain leadership skills)
- Years 5/6 school-based football/netball roster (late Terms 1 and 2)
- Years 3/4/5 Swimming and Water Safety Program (dates to be centrally determined)

School Hours

Kindergarten:

We would appreciate parents not sending Kindergarten students to school until just prior to the advertised starting time for each session.

		<u>Week 1</u>	<u>Week 2</u>
K1	9:00 am – 2:50 pm	Mon, Tue, Wed.	Mon, Tue.
K2	9:00 am – 2:50 pm	Mon, Tue, Wed.	Mon, Tue.
K3	9:00 am – 2:50 pm	Thu, Fri.	Wed, Thu.
K4	9:00 am – 2:50 pm	Thu, Fri.	Wed, Thu.

Prep to Year 6:

Parents are requested not to send students to school before 8:30 am as teachers are not on duty until that time. Outside School Hours Care (OSHC) operates from 7:00 – 8:45 am and from 3:00 – 6:00 pm.

Start:	9:00 am	Recess:	11:10 – 11:30 am
Finish:	3:00 pm (2:50 pm for some students on early buses and OSHC)	Lunch:	1:00 – 1:40 pm

Teaching staff are available in their classrooms from 8:30 am for the exchange of messages. We appreciate separate appointment times being made with teachers to discuss more lengthy issues.

Specialist Support Staff

Professional staff work within our school to provide additional support in the areas of counselling and assessment which assists us in developing the best possible program for all students. As these staff members also work in other schools, any referrals for additional assistance are conducted through senior staff members.

Support Teacher

A support teacher is allocated to our school depending on the number of students on the Disabilities Register. The support teacher assists with programmes for these students, as well as overseeing the Life Skills programme, Individual Education Plans (IEPs), Personal Learning Plans (PLPs) and Transition (to classes at Brighton Primary School and to Year 7). The support teacher is located in the music block and can be contacted on 6268 8267.

Guidance Officer

A guidance officer is based in our school in a part time capacity and is available to counsel students as well as test individual students when the teacher feels a need for extra guidance on a child's progress. Before the guidance officer works with a child, permission is sought from parents and senior staff.

Social Worker

Our part time social worker is available to assist students and families who are experiencing social and emotional problems. Information is treated as confidential. Contact the school office for an appointment.

Speech Pathologist

We have a speech pathologist available to support in the areas of articulation of speech and language development.

Chaplain

We have a chaplain working in our school two days a week. He is involved in many support programs.

Sport

Participation in individual sporting pursuits and organised team sport is a necessity in the balanced development of children. By playing team sport we learn to include others, to share and to be “good sports” when we win and when we lose.

Regular opportunities are provided for as many students as possible to participate in a wide variety of sports. Parent participation is essential to this program. Teams include teeball, hockey, netball, soccer, football, cricket, indoor cricket/futsal.

In Prep, all students will be assigned to a House and will remain in that House for the duration of their stay at Brighton: Derwent (red), Wellington (green), Jordan (yellow) and Dromedary (blue).

Our Houses compete in major sporting events including:

- | | | |
|---------------------------------|-----------------|--------|
| • Interhouse Athletics Carnival | (Years 3-6) | Term 1 |
| • Interhouse Cross Country | (Prep - Year 6) | Term 2 |
| • Interhouse Swimming | (Years 3-6) | Term 4 |

Teams (Years 3-6) are chosen from these carnivals to represent Brighton at the Southern Primary School Sports Association (SPSSA) carnivals.

Our Kindergarten group celebrates Term 4 with their special Kinder Sports. An Early Childhood sports afternoon is held in Term 4 as well.

The Aussie Sports Leaders program operates with Year 5 and 6 students, as leaders, organising different games at lunchtime. Options include anything from ‘fruit salad’ to teeball.

From time to time, staff v students matches in soccer, netball and football take place.

Student Free Days

Thursday 17th April

Monday 21st July

Friday 24th October

Student Representative Council (SRC)

Involvement of students in school affairs leads to a better relationship between staff, students and parents and assists with the development of leadership skills. The SRC is elected from Years 3 to 6. The SRC decides the purposes for which money will be raised during the year. It also discusses issues of interest and concern to the student body.

Term Dates

Term	Start		Finish
1	Wednesday 5 February	Easter break: Friday 18 April – Tuesday 22 April	Wednesday 16 April (Thursday 17 April is a student free day)
2	Monday 5 May		Friday 4 July
3	Monday 21 July		Friday 26 September
4	Monday 13 October		Thursday 18 December (students finish) Friday 19 December (teachers finish)

Uniform

Policy

All students who attend Brighton Primary School are expected to wear the School Association approved uniform.

Students in uniform feel part of a team, generally have a more positive attitude and look great! Security around the school is also significantly enhanced as intruders can be readily identified. All items are available from the uniform shop at school and are reasonably priced.

Acceptable jewellery:

- one signet ring;
- one discreet necklace;
- a bracelet;
- a wristwatch;
- sleepers/studs for students with pierced ears.

For health and hygiene reasons students with long hair need to have their hair tied back, braided or plaited. Make-up or nail polish is not appropriate for primary school.

Girls' Uniform

- Maroon and gold polo shirt, short sleeves
- Maroon and gold track suit bottoms (microfiber or other)
- Maroon windcheater with school emblem
- Rugby top with school emblem
- Maroon polar fleece with school emblem
- Maroon, gold and white check dress
- Maroon shorts
- White socks
- Black shoes/sandshoes
- Hat (preferably school hat)
- Maroon/gold bag with emblem

Boys' Uniform

- Maroon and gold track suit bottoms (microfiber or other) or grey trousers or shorts
- Maroon and gold polo shirt, short sleeves
- Maroon windcheater with school emblem
- Rugby top with school emblem
- Maroon polar fleece with school emblem
- Hat (preferably school hat)
- Maroon/gold bag with emblem

Waterproof smocks for art and library bags are also available.

Representative Sports Uniform

- Brighton Primary School sports top (may be purchased if your child is selected to represent the school)
- Black shorts

Art Smock

All students from Kindergarten to Year 6 should wear a suitable cover-up (smock or shirt) to protect their uniforms during art and craft activities. Waterproof smocks are available for purchase from the school.

Marking of Uniform

All items of uniform should be clearly marked with the student's name.

Casual Uniform

Parents/guardians are asked to provide their child with a note if they are unable to wear the school uniform.

It would be appreciated on these occasions if clothing could match uniform colours, eg: gold, yellow or maroon polo top and maroon or grey track pants.

Sunsmart - Hat Policy

In terms 1 and 4, all students must wear a hat during recess, lunchtime and outside activities. Our aim is to see all students wearing a maroon coloured bucket, broad-brimmed or legionnaire's style hat.

Therefore, when you replace your child's current hat, it would be greatly appreciated if you could support our goal. Students without a hat will be instructed to play or sit in the shaded areas to protect them from ultra-violet rays. **Maroon bucket hats are available from the school office - \$10 each.**

Uniform, Levy and Book Collection Days

You can purchase uniforms on

28 th January (Tuesday)	9:00 am – 3:00 pm and
29 th January (Wednesday)	9:00 am – 6:00 pm.

During school terms, uniforms can be purchased from the office any time.