Welcome to Southbrook Central State School

When parents enrol their children at this school, an important partnership is entered into between teachers, parents and students in order to achieve the best educational outcomes for every student.

Parents are their child’s first teachers and the supportive messages parents give to their children regarding education and schooling are so important. Parents have the opportunity and are encouraged to become actively involved with the school via the P & C, becoming a classroom volunteer and being involved in school activities.

To enable this partnership to work effectively we need to have good communications to you through newsletters, parent interviews, informal chats, report cards and special meetings and events. We do encourage you to keep the school up-to-date with information that could affect the learning ability of your child.

Southbrook Central is a vital part of this community. We are sure your child’s time here will be fruitful and together we can develop pride in these valuable resources: our students and our school.

STAFF
Principal: Mrs Terri-Anne Simpson

Teachers: Jude Nestor
Kathryn Haylock – Principal’s replacement teacher
Julie Rice-Teacher/Learning Support Teacher
Beth Wheeldon - Music
Tony Morris- Physical Education
Cecily Bissop - LOTE teacher
Kaye Thomas- Advisory Visiting Teacher
Sue Ellen Taylor - Guidance Officer

Teacher Aides: Lou Ferguson
Heather Holmes
Maree Andrews

Administrative Officer: Jenny Johnson

Cleaner: Mary Diggles/Robyn Rickert

Groundsman: Gary Rowen

The school also accesses the services of a speech–language pathologist once per term.

Address: 1 School Road
Southbrook. Q. 4363

Correspondence: P.O. Box 471
Pittsworth Q 4356

Telephone: 07 46 910142
Fax: 07 46 910334

Email: Principal@soutcentss.eq.edu.au

Website: www.soutcentss.eq.edu.au
THE SCHOOL YEAR - 2017
1st Term - Monday 23 January to Friday 31 March
2nd Term - Tuesday 18 April to Friday 23 June
3rd Term - Monday 10 July to Friday 15 September
4th Term - Tuesday 3 October to Friday 8 December

Pupil Free Days: Thursday 19 & Friday 20 January
Monday 16 October

THE SCHOOL DAY
08:30 am Bus arrives. Children should not be in the school grounds before this time
08:45am Fitness Commences
09:15am School begins with Ripper Reading
10:00am Fruit break
11:30-12:00 pm Lunch
1:45-2:15pm Afternoon Tea
03:00 pm School finishes
03:30 pm Bus arrives

Children should not arrive before 8:30 am, unless prior arrangements have been made with the Principal. All children must be collected from school by 3:15pm. Please contact the school if you are unable to collect your children on time.

Absences
Attendance at school is compulsory by law. All parents of children who have been absent from school are to notify the school or their child’s teacher on the same day to explain the absence. If the school has no explanation of absence, a staff member will contact the parents on the same day. Please NB: If your child will be absent from school for more than 10 days, it is a requirement by law that parents contact the school to complete a Student Exemption form.

Parents have the following options to notify the school of absences:
- Telephone the school on 4691 0142 and speak to someone, or leave a message on the answering machine
- Speak to your student’s teacher face to face on the same morning
- Send an SMS to 0429365090
- Email Principal@soutcentss.eq.edu.au

Unexplained absences are recorded on the system database. The Principal is required to inform Education Queensland and Police following periods of unexplained absences. Five consecutive days of absence will initiate further contact from the Principal. If the absences continue, formal letters of notification are sent to the parents. Upon fifteen days of unsatisfactorily explained absenteeism, the Principal will notify the Director General and the process of prosecution may begin. Student Report Cards reflect individual rates of attendance compared to State Targets. This assists parents to monitor attendance across each semester.

Occasionally, parents have to collect children early. Please organise this with school staff prior to your arrival to pick up the child and ensure that you sign your child out with their class teacher.

If your child is to be picked up by a person other than the usual carer, please contact the school, either by phone or a written note.

COMMUNICATION

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Intended Audience</th>
<th>Type of news</th>
<th>Frequency</th>
<th>Your Participation</th>
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<tbody>
<tr>
<td>School Newsletter</td>
<td>Parents and wider community</td>
<td>Whole school news, coming events and class news</td>
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<td>Email Newsletter feedback anytime</td>
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<tr>
<td>Email &amp; SMS</td>
<td>Parents/staff</td>
<td>Special messages, updated information</td>
<td>As the need arises</td>
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<tr>
<td>Tuesday’s Assembly</td>
<td>Students, parents and staff</td>
<td>Revisiting expectations, student awards, messages and coming events</td>
<td>Weekly</td>
<td>Parents warmly welcomed and encouraged to see the</td>
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<tr>
<td>Website</td>
<td>Wide ranging</td>
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<td>Weekly</td>
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</tr>
<tr>
<td>Road sign</td>
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<td>Post cards</td>
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**Newsletter**
A newsletter is sent home every second Friday. (Parents can elect to have a copy emailed instead). Please take time to read it carefully and note forthcoming events on your calendar. Older students are encouraged to read the newsletter. We do expect all students to give their parents the newsletter on the day it is issued.

**Change of Personal Details**
If you change your address or telephone/mobile number during the year, please let school staff know so that school records can be kept up to date. Without updated personal details we cannot contact you in an event of an emergency.

**PARKING**
For safety reasons, we ask that parents pick up and drop off on Oberhardt Road. Parents are asked to take extreme care when moving in and out of the parking area. Please do not use the front of the school area as this is our bus zone and needs to be kept clear at all times.

**LOST PROPERTY**
It is absolutely essential that items such as coats, hats, school bags etc be clearly marked with the child’s name. The school cannot be held responsible for any loss of property by a student. However, if early notification of loss is given, every effort will be made to locate the missing article. Lost property not claimed by the end of each term will be donated to charity.

**VALUABLES**
Expensive items such as cameras, electronic games and CD players and large amounts of money should be left at home. We encourage toys be left at home. It is preferable that children make use of equipment and games available at the school. Personal mobile phones, i-pads, i-pods and other such devices are not permitted at school. Children are asked not to bring aerosol cans to school.

**ADMINISTRATION**

**Enrolment & Transfers**
Anyone wishing to enrol new students should contact the Principal and will be required to complete an enrolment form. Proof of age (i.e. birth certificate) and home address (rates notice) is necessary when enrolling a child.

**Money/Payments**
Periodically, money needs to be brought to school for such things as swimming and excursions. Please ensure that all money is brought to school in a sealed envelope with the child’s name, amount and purpose clearly written on it and handed to your child’s teacher. Monday-Wednesdays are the preferred money collection days. If payment isn’t received by the date of the event, we can only assume that you do not wish your child/ren to attend. Should you be experiencing financial difficulties, please contact the Principal.

**Book List**
A booklist is included with this handbook. Please endeavour to purchase all items for the beginning of Term 1 - students are disadvantaged if they do not have the correct material at the beginning of the year. All items should be clearly named and books last better if they are covered.

**Bus Travel**

**Bus Route 124:** This route services the Southbrook area, south of the Pittsworth-Wyreema Road. This bus also has an extension to Pittsworth State High School.

**Bus Route 150:** This route services the area north of Southbrook School (the Toowoomba side of the school).
As the need for safe travel is paramount, we therefore insist that behaviour on the bus in no way endangers the safety of others. The bus operator and the conveyance committee have the right to suspend students from the bus if they are guilty of wilful and persistent misconduct. The Principal also has the power to discipline students for breaches of ‘bus code of conduct’ while the students are travelling to or from school. Parents will be informed should a child misbehave on the bus.

**Fire Drill/Lockdown Drills**
The design of the school allows for speedy evacuation in cases of emergency. Regular drills will be given to familiarise students with evacuation procedures should a fire or other emergency occur. Drills are carried out once a term.

**Photographs**
Class group photographs and individual photographs are taken annually. Photographs are generally taken in May. Parents have the option of purchasing these photographs if they wish.

**Parent Involvement**
The school welcomes the involvement of parents. Class teachers may issue requests for volunteers. Please let us know if you are available.

All parents and friends have a standing invitation to attend all our school functions. You are always most welcome and your children benefit from your attendance. We encourage parents to be present on Tuesday Assembly mornings at 8.45am. Messages for parent are generally included in the Principal messages during assembly.

**P & C**
The P & C is a group of parents and friends who have a strong interest in the education of the children at the school. Membership is open to parents and community members. Meetings are held in the afternoon in the Staff Room commencing at 3:15pm. At the end of the every meeting, the next meeting is scheduled and advertised through the newsletter. Meetings are selected on the suitability of best available times to suit parents.

**Use of school Grounds**
The community is encouraged to use the school grounds, but in the interests of school property, safety and security, persons without permission are not allowed in the school grounds outside of school hours. Persons or organisations wanting to use the school grounds or facilities outside school hours are requested to seek permission from the principal.

**HISTORY OF SOUTHBROOK**
The town of Southbrook began to take shape after the construction of the railway line from Beauaraba Junction (now Wyreema) to Pittsworth in 1887. The township grew rapidly and a number of services and sporting clubs were established in the late 1800s. It was this growth that encouraged a petition to be sent to the Minister for Education in August 1907 asking for a second school in the district to be constructed. This application was denied and was not reapplied for until 1909. The school finally opened on 31 October, 1910 as Elville, the name of the property site it was built on. There was an enrolment of 35 students.

With an increase in numbers, 45 in 1911, a pupil teacher was appointed and renovations to the original buildings took place to cater for the growing numbers. In June 1916, with Samuel J. Dunsdon as head teacher, the name of the school was changed to Southbrook Central.

In 2010 the school celebrated the 100th anniversary of the school. Souvenirs from the celebrations are available from the office.

**VISION STATEMENT**
At Southbrook Central State School, in all situations, teachers are consistent, insistent and persistent. Our students are our core business and we take responsibility for their progress. Our teachers have the courage and ability to innovate, reflect and adapt their teaching practices. We are a high performing staff who supports our students in achieving success academically, physically, socially and emotionally. Our people are encouraged to find work/life balance and continue to grow professionally and nurture their passion for education.

**SCHOOL PLEDGE**
Lee McCallum and Sandra Stark, Year 6 students of Southbrook Central SS, composed this school pledge in 1993.

I believe in myself and will respect and support
my family and fellow students.
I will strive for honour in my community.
I am proud of my country, Australia.

**CURRICULUM**
The school caters for Prep to year 6 students. Learning is organised around the teaching of English, Maths, Science, History, Geography, Civics and Citizenship, Health and Physical Education and Technology (from the National Curriculum), LOTE (year 5 & 6 students) and Music.

The students have weekly lessons in P.E., Music and LOTE by visiting teachers.

Prep students are integrated with years 1 and sometimes year 2 students. Their program is designed to promote the five key components of the Early Years Curriculum - understanding children, building partnerships, establishing flexible learning environments, creating contexts for learning and exploring what children learn.

**Religious Education**
Our school is visited by a church representative once per week. Classes are held on a non-denominational basis and use the Connect Program.

**RESPONSIBLE BEHAVIOUR PLAN**
Positive Behaviour for Learning (PBL)

 школь Expectations

PBL aims to:
- Build capacity in schools to increase appropriate students behaviour and decrease problem behaviour
- Build a continuum of support for all students
- Have clear systems within the school

The essential features of PBL are:
- Statement of purpose
- Clearly define 3-5 school rules
- Procedures for teaching & practicing expected behaviours
- Procedures for encouraging expected behaviours
- Procedures for discouraging problem behaviours
- Procedures for record-keeping and decision making

Our values/rules from the Golden Pentagons, based upon the 5Cs:
- Courage
- Commitment
- Courtesy
- Care
- Consideration

Each rule/value is defined by a short statement:
- Courtesy means- using our manners in all situations
- Courage means- knowing what is right and acting upon it
- Consideration means- thinking about others
- Care means- caring for ourselves, our school and our community
- Commitment means- always doing my best
See Appendix 1 and 2 for further details around our school wide values, expectations and consequences.

Our values underpin the expected behaviours and responsibilities across our school as seen below.

### School-wide Staff Expectations

All staff members are expected to show...

- **Care** – Do I come to school with the attitude of caring for myself, caring for my students, school and caring for our community?
- **Commitment** – Am I showing commitment to my learning by using the most powerful and effective teaching strategies for students? Do I have everything ready for the day? Am I proud of what I accomplish each day?
- **Courtesy** – Am I not just on time, but at work with enough time to meet the needs of my students and other responsibilities? Do I conduct myself in a professional manner every day?
- **Consideration** – Do I consider other’s feelings in all situations? Am I mindful of how and what I say to others and the impact this can have?
- **Courage** – Do I have the courage to innovate, reflect and adapt in my teaching practices. Do I have the courage to respectfully challenge my colleagues?

### School-wide Student Expectations

All students are expected to show...

- **Care** – Do I come to school with the attitude of caring for myself, caring for my school and caring for our community?
- **Commitment** – Am I showing commitment to my learning by organising, active listening, inquiring, applying, persevering and completing tasks? Am I proud of what I accomplish each day? Is my work the very best I can do?
- **Courtesy** – Am I always on time? Do I conduct myself in a courteous manner every day?
- **Consideration** – Do I consider other’s feelings in all situations? Am I mindful of how and what I say to others and the impact this can have?
- **Courage** – Do I have the courage to be a problem solver, risk taker and leader? Do I have the courage to respectfully challenge my fellow students when necessary?

### SPORT

All children are expected to participate in sport and physical education and will not be exempted unless a satisfactory reason is forwarded to the school. Each year the school is involved in sports days, the school athletics carnival and the Rossvale sports day. Some children are then selected to participate in the Bunya sports carnivals.

### SWIMMING

As swimming is a part of the Physical Education Program during Term 1 and Term 4, all children are expected to participate. A note advising the reason for non-participation should be handed to the teacher. Children participate in a swimming carnival at the end of Term 4.
There are several requests we make to the children who are swimming, for their safety and well-being at the pool.

- Use of broad-spectrum sunscreen is encouraged
- Jewellery should not be worn into the pool or to school at any time
- Girls need a one piece costume
- Children are not to wear their swimmers to school unless advised otherwise
- Children must wear their uniform on the bus, to and from the pool
- Children will change out of all wet gear after lessons
- A swimming cap is compulsory
- A swim shirt is compulsory
- Students may wear thongs to and from the pool

Education Queensland helps to meet the instructional costs of non-swimmers. Students will pay a small amount each week towards the cost of swimming.

**SCHOOL ACTIVITIES**

Throughout the year, our school is involved in a number of events. Details are included in newsletters at the time.

**Excursions**

From time to time, children are taken on excursions as part of the normal school program, i.e. camps, sporting teams, bus trips etc. No excursion from the school will be undertaken, unless due notice has been given to parents and a permission form has been received by the school.

On most occasions, parents will also need to send along money for children to participate in the excursion. If you are having any financial difficulties in funding these excursions, please arrange for a confidential interview with the Principal so alternative arrangements can be made. All monies and permission forms must be at the school before the day of the excursion, as we have to bank all monies, organise cheques and transport for the day. It is unreasonable to expect these duties to be carried out by staff on the day of an excursion. Therefore, children who do not have permission forms and money at school before the excursion will not be attending the excursion. Although we like to provide every opportunity for students to participate in excursions, it is paramount to find a balance between uninterrupted curriculum time and excursions. To this end the following outlines our agreed excursions.

- P-2 Amaroo outdoor education once every three years
- Under eights day term 2
- Year 3-4 Amaroo outdoor education (may include a possible Camp Over) (every second year)
- Year 3-4 Bike Ed (alternating year)
- Year 5-6 participate in a number of camps – A Coastal camp, a Canberra/Sydney trip in the alternate year and they also participate in a Leadership Camp the same year as they visit Canberra.
- Cluster sport activities – Super Sevens Soccer (term 2), AFL (term 3), Softball Carnival (term 4)
- Arts Performance – Term 1 and 2
- P-6 Curriculum based sport – Athletics & ballgames (term 2 & 3), swimming and cross country (term 1 & 4)

**Camps**

Students in years 5 and 6 have the opportunity to participate in a school camp. When it is time to pack for the school camp, make sure your child packs his/her bag with your assistance, so that they can help to decide what they will need and where things can be found in their bag. This will help them to become more independent and organised.

If you are packing for more than one child, please ensure that each child has his/her own bag and that their luggage is not too heavy or bulky for them to carry.

It is also very important that all items are clearly labelled with the child’s name.

**ASSESSMENT**

The assessment of your child is undertaken on a continual basis throughout the year. Teachers follow the Southbrook Central School Wide Assessment...
Framework which consists of scheduled standardised assessments and outline expected curriculum assessment methods. Students in years 3 and 5 are involved in National testing, (NAPLAN). The school organises Student Progress Interviews between teachers and parents at the end of Term 1 and Term 3 whilst formal written Student Reports are sent home end of Term 2 and Term 4. Parents are encouraged to contact the school to arrange an interview at any time during the year.

**INTERVIEWS**

Interviews with the Principal and members of the staff are welcomed and encouraged.

The Principal and staff find it most beneficial to meet with parents and children. We believe in strengthening the family and staff bond where possible. The Principal and staff are willing to explain their actions at any time to parents who may have a concern.

Except in an emergency, an appointment should always be made. If you wish to have an interview with the Principal on a specific topic, for instance, your child’s progress, behaviour etc., please mention this when you’re making an appointment. This allows the Principal and staff members time to gather information.

As all members of staff have teaching and supervision duties, they are not always available for interviews. Unless an appointment is made, you may find, when you arrive, that the person you wish to see is unavailable.

As a matter of courtesy, the Principal asks (except in emergencies) that staff not be contacted at home regarding matters at the school.

**HOMEWORK**

Homework is intended to:

- enhance student learning
- be purposeful and relevant to student needs
- be appropriate to the phase of learning (early/middle)
- be appropriate to the capability of the individual student
- develop the student’s independence as a learner
- clearly relate to class work
- enable practice of known or taught concepts

**Responsibilities**

**Teachers**

Teachers can help students establish a routine of regular, independent study by:

- Ensuring their school’s homework policy is implemented
- Setting homework consistently and regularly
- Clearly communicating the purpose, benefits and expectations of all homework
- Checking homework regularly and provide timely and useful feedback
- Using homework that is revisional and directly related to class work in a consistent format
- Teaching and providing strategies that help the students’ have success, such as time management and organisational skills

**Students**

Students can take responsibility for their own learning by, following the values of our School Wide Positive Behaviour plan, and in particular commitment to:

- Accepting responsibility for the completion of homework tasks within set time frames.
- Accepting responsibility for setting and monitoring their own learning goals
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities

**Parents and caregivers**

Parents and caregivers can help their children by:

- Supporting the school program
- Supporting children when necessary in terms of time management, organizational skills, providing an appropriate workspace for their child to complete homework and talking about the homework expectations
- Contacting teacher if any concerns arise
A comment regarding homework is included in reporting. The school often offers a Homework Club through the week. Please ask the teachers or check the Newsletter if you require more information about Homework Club.

**RESOURCE CENTRE**

Our school has a growing, well-selected collection of books. Your child will be permitted to use the resource centre for leisure and borrowing. Children are encouraged to borrow books on a regular basis. This is often done in a set class time. Library books should be returned after one week, unless a prior arrangement has been made. Lost or damaged books must be replaced and the costs borne by the parent.

**SPORTING SCHOOL ACTIVITIES**

Southbrook Central State School is part of the Nationally funded Sporting Schools program. After school sporting activities occur each term on three afternoons a week. In order for students to be included in this program, they must be a student of Southbrook Central State School and have written parental permission. Parents are asked to collect their child or children in a timely way at the conclusion of Sporting Schools.

**FOOD**

Research has shown that it is essential for students to start the day with a healthy breakfast. This will ensure that they will make the most of their school day.

Here are some great breakfast ideas that combine the ideal mix of goodness:

- toasted multigrain sandwich with baked beans & low fat cheese.
- poached, boiled or scrambled egg, plus banana smoothie with low-fat milk.
- 1 cup of porridge with milk, topped with a sliced banana, plus a toasted wholemeal muffin topped with a slice of low-fat cheese or thin spread of jam.
- 1 cup fresh fruit salad followed by a slice of wholegrain toast with a poached egg & half a grilled tomato
- a bowl of oatmeal with low fat milk, topped with a sprinkling of chopped dates and walnuts.

On arrival at school all students place their lunch boxes into the fridges provided in the classrooms. There are three eating breaks at school: fruit break, lunch and afternoon tea. If children cannot eat all of their food, we encourage them to take the remainder home so you can gauge the amount of food to give your child. Sharing food is not encouraged due to known and unknown food allergies. Children must be seated while eating and must finish eating before they are allowed to play.

Healthy, well-balanced meals should be provided. Bubble-gum, soft drinks, chips, cordials, lollies and chocolate are not appropriate at school.

**Tuckshop**

The P & C operate a tuckshop once a week. The menu varies each term. Notification of the food available and the cost is advertised in the fortnightly newsletter and available on the school website. Students who wish to order tuckshop must do so before school starts.
**HEALTH**

**Headlice**

From time to time infestations of head lice may occur. We ask that you assist us by checking your child’s hair on a regular basis and treating it if necessary. Where children are found to have head lice at school, parents are advised by telephone and are to collect their child from school and commence treatment before the child returns to school.
Medical Problems / Medication –

The school asks to be notified of any medical problems from which students might suffer. Students are also required to report to their teacher any accident or anything else that causes them distress. No medical treatment is permitted in the school, except for First Aid, which is given by staff as immediate, temporary treatment in the case of an accident. After the emergency has been met, responsibility rests with the parents or family doctor. The school’s obligation extends to placing the injured in the care of the proper people. At school, a register is kept to record serious accidents. Teachers are UNABLE to administer any medication (including paracetamol/aspirin) without written instruction from a parent or doctor. A medication form is available on request.

Accidents

If your child should have an accident of a serious nature or become ill, every effort will be made to contact the parents or your nominated emergency contact person. If however, this cannot be done, the Principal (or in their absence, the teacher in charge) will take any necessary action to ensure the well-being of your child, including the use of the Ambulance service.

EXCLUSIONS

The Principal has to exercise due care and attention to all students. This may necessitate the use of the right to exclude children with infections. It is also a legal responsibility to report to the relevant authorities any cases of malnutrition, neglect or maltreatment. Children suffering from a condition or disease should be excluded according to the attached page.

DENTAL CARE

The School Dental Service, provided by the Toowoomba Oral Health Service, offers general treatment to children from Prep to Year 7, during their visit to the school. In the event that eligible children and school students experience dental pain, swelling or trauma outside the regular school visits, an emergency service is available. All other routine matters such as check-ups, orthodontic assessments and fillings cannot be provided until the dental van returns to the school. As an alternative, dental care may be sought at any time at your own private family dentist.

DRESS CODE

A student dress code consists of an agreed standard and items of clothing that students may wear when:

- Attending or representing their school;
- Travelling to and from school; and
- Engaging in activities outside of school hours.

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Easy identification of students;
- Fostering a sense of belonging; and
- Developing mutual respect among students by minimising visible evidence of economic and social differences.

Student dress codes clearly explain the acceptable standards in relation to:

- Clothing worn by students including footwear and head wear; and
- Other aspects of personal presentation of students.
**Boys’ Uniforms**

![Boys’ Formal Uniform](image1) ![Boys’ Summer Uniform](image2) ![Boys’ Winter Uniform](image3)

*Parents and Citizens’ Association Endorsement*

The P&C of Southbrook Central State School resolves that it supports a student dress code as it believes that a student dress code promotes the objectives of Education (General Provisions) Act 2006.

In particular the P&C supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social difference.

Endorsed, December, 2007

Students are encouraged to take pride in the school by wearing their uniform each day and by maintaining a clean, neat and tidy appearance. The school has two uniforms - a formal and sports uniform. **Students are to wear their checked uniforms on Tuesday for the School Assembly.**

When representing the school at functions outside the school or sporting events and when school photographs are taken, the Principal will indicate which uniform is to be worn.

**Girls’ Uniforms**

![Girls’ Formal Uniform](image4) ![Girls’ Summer and Winter Uniforms](image5)

Uniforms can only be purchased from our Uniform Shop. Logos on clothing and hats is an embroidered logo.

*Formal uniform*

Formal uniforms are to be worn on Tuesday, for school excursions and other formal functions.

**BOYS**

- Maroon & white checked shirt, with maroon trim on collar, pocket and sleeves
- Maroon shorts
- Maroon broad brimmed hat

**GIRLS**

- Maroon and white checked blouse with maroon tie
- Maroon skirt/shorts/skorts
- Or Maroon and white checked dress
- Maroon broad brimmed hat

In winter, ‘rugby’ style jumper may be worn or maroon tracksuit with yellow inserts.
**Casual/Sports uniform**

**BOYS**
- Maroon, collared polo shirt with gold inserts
- Maroon shorts with gold inserts
- Maroon broad brimmed hat

**GIRLS**
- Maroon, collared polo shirt with gold inserts
- Maroon shorts with gold inserts
- or maroon skort
- Maroon broad brimmed hat

**House colours**

*Goldstars - RED*

*Superstars – BLUE*

Every year the students in year 6 have the additional opportunity to have a maroon shirt, which they design, as their ‘Senior’ shirt. They may wear this shirt to acknowledge that they are senior students.

Materials, patterns for uniforms and various items can be bought from the clothing pool every Tuesday morning from 8:30am – 9am. Should you require assistance, the clothing pool organiser is Kirsty Brown, and can be contacted through the school. Second hand school clothing items are welcomed to help maintain this pool.

**HATS**
The risks associated with contracting skin cancer through over-exposure to the sun are very high. We stress this to the children and ask for your assistance in ensuring that every child has a maroon broad brimmed school hat to wear in the playground. Our Sun Safe Policy is - ‘No Hat - No Play’ The use of broad-spectrum sunscreen is encouraged.

**SHOES**
For safety and hygiene reasons, covered in shoes are necessities at school. Joggers or leather school shoes, with socks, must be worn at all times.

**JEWELLERY**
Jewellery is not regarded as suitable school attire and therefore is not to be worn to school. The exceptions are that a child who has pierced ears may have sleepers or studs and the wearing of a watch. Teachers may confiscate other items of jewellery worn to school as being a safety issue.

**MAKE-UP**
Make-up, except for medical reasons, is not allowed at school. Coloured nail polish is not acceptable.

**HAIR**
Hair should always be neatly groomed with natural hair colours and neat hairstyles permitted. Long hair, if below the collar, should be secured in a presentable manner away from the face.
All teachers have a responsibility to ensure that students adhere to the dress code. Teachers should contribute to endorsing these guidelines by:
- Reminding students of the school’s expectations
- Articulating the students’ responsibilities regarding uniform and appearance
- Reinforcing the importance of portraying a positive image of the school and taking appropriate action with students who regularly disregard these guidelines.

In special circumstances, i.e. medical conditions, where students are unable to wear the school uniform, parents are required to contact the school, by note or telephone, to explain the circumstances. Documentation may be requested. New families may require time to purchase uniforms and this is to be negotiated with the principal.

**SUN PROTECTION**

**Statement of intent**

In view of the dangers of overexposure to the sun in Queensland, Southbrook Central State School has developed a Sun Protection Policy in which we have considered the most practical and effective ways of enhancing sun protection for our students.

**Key Components:**

The key components to this policy are:
- The wearing of swim shirts by students for all water based activities
- The provision of SPF 30+ broad spectrum water resistant sunscreen for students to wear on uncovered areas of the skin
- Timetabling of the day to reduce the amount of time spent in the sun, as far as practicable
- No hat, no play!
- Educational Programs on sun safety and preventative measures
- Promotion of the importance of sun protection strategies by teachers, support staff parents and voluntary helpers by them acting as role models.

**Wearing of Swim Shirts/Rashie**

All students are required to wear swim shirts for all water based activities, including swimming lessons- with the exception of carnivals. If parents are unable to provide a swim shirt, students may wear a t-shirt; however they do not provide the same level of sun protection as swim shirts/Rashie.

**Application of Sunscreen**

The school will provide SPF 30+ broad spectrum water resistant sunscreen for students to wear on uncovered areas of the skin. Parents may supply their own sunscreen, should their children have allergies to some brands. Teachers are not required to apply sunscreen to students; however they can provide assistance to students who express difficulty in applying sunscreen.

**No hat, no play!**

It has been the policy of the school for the last 8 years that **students without a wide brimmed hat cannot go out in the sun to play**. These students are required to sit in a shaded area of the playground instead. Caps do not provide sufficient protection to the ears and neck and are not acceptable at school or on school excursions. Wide brimmed hats are available from the Clothing Pool at the school.

**Educational Programs**

As part of the school’s curriculum, students will undertake units regarding sun safety in the Health and Physical Education Key Learning Area.

**Role Models**

Teachers, support staff, parents and voluntary helpers will promote the importance of sun protection strategies by acting as role models and providing students with the appropriate resources to remain sun safe.

**Responsibilities**

Teachers and staff have a responsibility to ensure that they follow the procedures contained in this policy with their students and consider sun safety when planning for their class.

Parents have a responsibility to ensure that their children come to school with appropriate resources to comply with this policy.

Policy Published – November 2008
**MORNING FITNESS PROGRAM**

**Introduction**
Our Fitness Program aims to increase student participation in physical activity and to improve the quality of that activity. It is widely recognised that physical activity is essential for good health and wellbeing, enhances students’ educational outcomes, supports their personal development and promotes lifelong active lifestyles.

**Principles:**
The following principles guide our Fitness program:
- Regular physical activity enhances students’ ability to learn
- Physical activity must be sustained and be of at least moderate intensity
- Physically active children are more likely to become physically active adults
- The physical activities are aimed to prepare students for upcoming curricular competitions. Eg. Cross country, athletics, softball etc.

**Key Components:**
**Fitness Program** Key Components are:
1. Allocate required time for physical activity
2. Improve access to resources for physical activity
3. Increase capacity to deliver physical activity
4. Provide professional development in physical activity
5. Build community partnerships to enhance physical activity
6. Be accountable for physical activity

**Required time for physical activity:**
30 minutes per day of physical activity of at least moderate intensity as part of the school day.

**Procedures**
This school has implemented a daily fitness routine for the last eight years. School commences at 8:45am with students assembling in the undercover area, with a drink bottle for fitness until 9:15am. Students also participate in Physical Education lessons with the PE teacher on one day during the week.

Each session starts with students stretching, completing a run and then the set activities for that morning. Fitness is conducted at the beginning of the day to comply with our Sun Strategy Policy and as we believe it is a great way to begin the day!

Swimming is conducted in two groups:
- Prep - 2
- Year 3 - 6

Swimming Lessons are conducted over a period of ten weeks, across terms 1 and 4.

Staff will receive training as it is available. Mrs Nestor has level 2 qualifications in softball and athletics and level 1 in netball; Mrs Andrews has level 1 in tennis. Mrs Nestor is the contact person for the Department of Sport and Recreation and has attended training sessions.

The school has contacts with a range of community groups and individuals to support our Fitness program:
- Heart Foundation
- Various Sports Development Officers
- Cricket coach
- Department of Sport and Recreation, including visiting coaches
- Shooting Stars- sports competitions for students with disabilities
- Dance and Gym coaches

**Responsibilities:**
- Teachers and staff have a responsibility to ensure that they follow the procedures contained in this strategy with their students.
- Parents have a responsibility to ensure that their children come to school with appropriate resources to comply with this policy.

Policy Published – November 2008
COMPLAINTS MANAGEMENT

During the course of your child’s school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. **Discuss your complaint with the class teacher**

   If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school Principal. Together, both you and your child’s teacher should be able to resolve the problem at this level.

2. **Discuss your complaint with the Principal**

   If after approaching your child’s teacher your complaint remains unresolved, make an appointment to see the school Principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem. If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal. Complaints to the Principal may be lodged in person, by telephone, writing or via email.

3. **Contact your local education office**

   If you have discussed your complaint with the Principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office. Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school Principal.

   When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

4. **Independent review**

   If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:
Office of the Ombudsman
GPO Box 3314, Brisbane, Qld 4001
Email: ombudsman@ombudsman.qld.gov.au
Telephone (07) 3005 7000 or
Toll Free 1800 068 908
<table>
<thead>
<tr>
<th>Values</th>
<th>All Areas</th>
<th>Transitions</th>
<th>Learning Areas</th>
<th>Library</th>
<th>Toilets</th>
<th>Tuckshop/ Eating Area</th>
<th>Playground</th>
<th>Bus Travel/ Time After School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consideration</strong></td>
<td>• Help and encourage others</td>
<td>• Walk quietly</td>
<td>• Classroom</td>
<td>• Be quiet</td>
<td>• Flush toilet</td>
<td>• Line up</td>
<td>• Agree on game rules</td>
<td>• Sit quietly and wait for teacher</td>
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<td></td>
<td>• Active listening</td>
<td>• Line up quietly and quickly</td>
<td>• Music room</td>
<td>• Put books where they belong</td>
<td>• Be patient</td>
<td>• Be patient</td>
<td>• Play fairly</td>
<td>• Line up</td>
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<td></td>
<td>• Follow directions</td>
<td>• Chairs up</td>
<td>• Fitness/Sport Areas</td>
<td>• Floor clean</td>
<td>• Stay seated in eating area</td>
<td>• Stay seated in eating area</td>
<td>• Share areas</td>
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<td></td>
<td>• Include others</td>
<td>• Walk safely on paths</td>
<td>• Classroom</td>
<td>• Be quiet</td>
<td>• Take turns</td>
<td>• Take turns</td>
<td>• Take turns</td>
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<tr>
<td><strong>Care</strong></td>
<td>• Look after and put away belongings and</td>
<td>• Clean shoes for inside</td>
<td>• Library</td>
<td>• Wash hands with soap</td>
<td>• Be quick</td>
<td>• Be quick</td>
<td>• Notify of change in travel</td>
<td>• Walk to bus</td>
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<td></td>
<td>equipment</td>
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<td></td>
<td>• Keep toilets tidy</td>
<td>• Respect privacy</td>
<td>• Respect privacy</td>
<td>arrangements</td>
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<td></td>
<td>• Rubbish in bins</td>
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<td>• Ask to leave</td>
<td>• Wait your turn</td>
<td>• Wait your turn</td>
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<td></td>
<td>• Look after school grounds</td>
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<td>• Hands and feet to yourself</td>
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<td>• Be safe</td>
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<td><strong>Courtey</strong></td>
<td>• Speak politely</td>
<td>• Speak quietly</td>
<td>• Use a library bag</td>
<td>• Be quick</td>
<td>• Ask to leave</td>
<td>• Ask to leave</td>
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<td></td>
<td>• using manners in all situations</td>
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<td>• Be quick</td>
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<td>• Share school equipment</td>
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<td>• Respect privacy</td>
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<td></td>
<td>• Use appropriate language</td>
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<td>• Wait your turn</td>
<td>• Wait your turn</td>
<td>• Wait your turn</td>
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<td></td>
<td>• Be a good sport</td>
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<td><strong>Commitment</strong></td>
<td>• Be organised</td>
<td>• Go directly to your lesson teacher</td>
<td>• Complete set tasks</td>
<td>• Return books on time</td>
<td>• Orders and money on time</td>
<td>• Eat own food</td>
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<td></td>
<td>• Be on time</td>
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<td>• Responsibly use paper &amp; soap</td>
<td>• Orders and money on time</td>
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<td>• Be a positive role model</td>
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<td><strong>Courage</strong></td>
<td>• Believe in yourself and have a go</td>
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<td>• Be truthful</td>
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<td>• Make good choices</td>
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<td>• Ask for help</td>
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Appendix 1: Positive Behaviour Learning
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<th>Minor - MINOR</th>
<th>Major - MINOR</th>
<th>Minor – MAJOR (Tier 2)</th>
<th>Major - MAJOR</th>
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<tbody>
<tr>
<td>Inappropriate behaviour that is managed in-situ by the supervising teacher and recorded using behaviour referral form. Behaviour does not put person or others at risk.</td>
<td>Inappropriate behaviour that is <strong>persistent</strong> or for which ESCM strategies are not effective. These behaviours are managed by supervising teachers / staff who may consult with colleagues.</td>
<td>Inappropriate behaviour that is <strong>chronically persistent</strong> (over a long period of time) or has severe consequences for self and others. This behaviour can be managed by the supervising teacher, however will often be in consultation with the Principal and Behaviour Team.</td>
<td>Inappropriate behaviour that is chronically persistent or has severe consequences for self and others. This behaviour is managed in consultation with administration staff.</td>
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**Consequences**
ESCM strategies
Behaviour referral form to record behaviour and frequency
Thinking time out of play – 5min, 10min, Minor-MAJOR consequence.

**Consequences**
(third Minor - MINOR in a short space of time)
Reflection Table – in class
Loss of privileges – during lunch breaks
Completion of work – during lunch breaks
Buddy Teacher – class time

**Consequences**
(third Minor - MINOR in a short space of time after having been on an Individual Behaviour Monitor Plan)
Meeting with parents
Functional behaviour analysis
Community Service appropriate to misdemeanour

**Consequences**
Immediate contact with parents - meeting
Individual Behaviour plan
Referral to Behaviour Coach and other specialist as appropriate
Internal suspension
Disciplinary absences

Non-preparedness
- Late returning to class after break
- Not having equipment ready

Physical Aggression
- Direct physical contact to others or self
- Physical aggression resulting in serious injury
- Sexual harassment
- Misconduct involving dangerous object

Indirect but inappropriate physical contact e.g. pushing and shoving on line / in play etc.

- Leaking learning area
- Echoing comments
- Repeated/continuous disruptive behaviours detrimental to learning
- Leaving school grounds without permission

Disruptive Behaviours
- Roaming around the class area
- Back chatting & arguing
- Calling out
- Talking over the staff member
- Noise making

Bullying & Harassment
- Persistent targeted teasing & gossip
- Directing verbal threats to others.
- Racist comments

Bullying & Harassment
- Continued direct swearing at adults/students

Aggression
- Direct verbal threats to others
- Bullying & harassment via technology e.g. internet & phone
- Combined verbal and physical aggression directed at students or adults

- Use of personal technology at school e.g. iPads, iPods, mobiles etc.
- IT misconduct - Using technology inappropriately e.g. photographing, videoing, accessing blocked websites

- Indirect swearing e.g. upset or in general conversation
- Direct swearing at others

- Off task behaviours
- Defiance/refusal to follow instructions

- Low level vandalism e.g. scratching furniture / breaking small items
- Littering

- Dishonesty
- Unfair play
- Cheating / copying work

- Deliberate property damage & misuse of own or other’s
- Plagiarism
- Intentional theft

- Deliberate property damage of property eg. Lighting fires, interfering with cars,
- Intentional theft of a major item
- Possession of prohibited items – medications, weapons, drugs, alcohol, cigarettes

Appendix 2