



BROOKSTEAD STATE SCHOOL

PROSPECTUS

SCHOOL PROFILE

MISSION STATEMENT

“The mission of Brookstead State School is to develop within the child an attitude of “striving to achieve” in all endeavours.”

STATEMENT OF VALUES

At Brookstead State School we value the following concepts, and recognise their importance in our community:

- *honesty*
- *consideration for others and their property*
- *co-operation*
- *self-discipline*
- *diligence*
- *perseverance*
- *independent learning*
- *exemplary manners*
- *environmental awareness*
- *pride in oneself, one’s school, one’s country*
- *parental concern*
- *good sportsmanship*

SCHOOL ENVIRONMENT

Brookstead State School serves the rural community and township of Brookstead. Brookstead is situated on the Gore Highway, 60km west of Toowoomba and lies midway between Pittsworth and Millmerran. The community is made up largely of farming families engaged in wheat, sorghum, barley and cotton farming.

Due to drought and difficult economic conditions the school has gradually declined in numbers over the past years. Being a small school composite classes exist; currently the class break-ups are, Preparatory, to Year 2 & Year 3 to Year 6.

Brookstead School has a caring, friendly atmosphere where parents are welcome to assist in classrooms and encouraged to initiate and participate in various projects. The school has developed close ties with the surrounding community and both work together for the benefit of the students.

COMMUNITY / CLUSTER SCHOOLS

Brookstead is a semi-isolated community with few local facilities; however children have access to sporting, cultural and religious pursuits at either Pittsworth which is situated 20 km towards Toowoomba or Millmerran which is situated 20km west of Brookstead.

Brookstead School has close links with neighbouring small schools (Mt Tyson, Southbrook, Biddeston) and the larger Pittsworth Schools and is a member of the Pittsworth Geographical Cluster, well known for its innovative programs. The Year 6 to 7 transitions sees most children continuing their education at Pittsworth State High School.

SCHOOL FACILITIES

The School is well resourced and has excellent facilities in well maintained grounds. School buildings include 3 teaching classrooms (computers in each), 1 general-use room, 1 office/administration building and a well resourced library. Students also have access to several undercover areas, 2 adventure playgrounds, an oval with a cricket pitch and soccer goals and tennis courts.

SCHOOL STAFF

TEACHING PRINCIPAL:

MR MICK LALOR

TEACHING STAFF:

Preparatory/ Years 1& 2

Mrs Cheryl Janz & Mrs Kristy Colthup

Years 3, 4, 5 & 6

Mr Mick Lalor

Years 3 to 6 Relief Teacher

Ms Rowan Morphett

TEACHER AIDES:

Mrs Leah Anderson

Ms Oksana Shevchenko

Miss Caitlin Uebergang

Miss Jessica Jackson

BUSINESS SERVICES MANAGER:

Mrs Kim Harris

SUPPORT STAFF:

PE Teacher

Mr Tony Morris

Music Teacher

Mrs Beth Wheeldon

LOTE Teacher

Mr Saufi Kasim

CLEANER:

Mrs Karen Brose

GROUNDSPERSON:

Mr Donald Moore

DAILY SCHOOL ROUTINE

Daily Routine		
8.10am		<i>Arrival of School Bus</i>
8.50am	130 min	<i>Morning Session</i>
11.00 – 11.45	45 min	BREAK
11.45- 1.15	90 min	<i>Middle Session</i>
1.15 – 1.45	30min	BREAK
1:45- 3.00pm	75 min	<i>Afternoon Session</i>
3.00pm		<i>School finishes</i>
3.50pm		<i>Buses depart</i>

A-Z OF INFORMATION

ADMINISTRATION

If you have any general queries relating to the school please contact the school office between 8:30am and 3:30pm Monday - Friday. The office is attended all day on a Tuesday & Thursday, however when the office is unattended, the answering machine will be turned on. Please leave your name, number and a brief message and someone will return your call at the next convenient break. The best time to contact the Principal is between 8am-8:30am or 3pm-3:30pm each school day.

ARRIVAL/DEPARTURE FROM SCHOOL

Students should not arrive at school before 8.10 am and children not travelling on buses should depart as quickly as possible after the completion of school at 3pm. We realize that from time to time circumstances may cause exception to this rule and, if the Principal is notified of the instance in advance, suitable supervision may be arranged. Before 8:45am there is no staff rostered for playground supervision as this is the time when they are preparing for the day. Students who travel by bus are supervised each afternoon by a staff member from 3pm until the bus arrives at 3:50pm.

On occasion, parents may need to take their students out of school for appointments etc. or a child may take ill and need to go home early. On such occasions, you are required to sign the "Register of Part-Day absences", which is kept at the office. This register will also need to be signed if the student has been to an early appointment and is coming to school after the normal starting time.

ASSEMBLY / PARADE

Every Monday morning and Friday afternoon a whole school assembly takes place on the parade grounds, located between the buildings. Messages are passed onto the students and students are rewarded for classroom effort/behaviour (Student of the Week.) Assembly is lead by the teachers and commenced with the National Anthem.

ATTENDANCE & ABSENCE

The attendance of all school age children is compulsory by law. Each day is important and children should not be absent on any day without a valid reason.

Written advice from a parent/carer is required to explain **ALL** absences. This note is needed to satisfy legal requirements and must detail the date & specific reason for absence. Unfortunately a note which only advises that the child was absent on a particular day will not suffice. Notes explaining a student's absence should be handed to the students' teacher on the day following the absence. A reminder will be sent home from the classroom teacher if a written explanation has not been received. All absences are recorded on the school's administration system and unless a reason is submitted detailing the absence, it will be recorded as 'unexplained'.

Parents are also required to advise the school in writing if their children are to be absent for five or more days.

AWARDS NIGHT

At the end of each school year an awards night is held at the Brookstead hall to present students from each Year level with Academic and citizenship awards. Preschool and Year 6 Graduation Certificates are presented as well as sporting awards and School and House Captains are announced.

BEHAVIOUR

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

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

BUS TRAVEL

The school, is run by Darling Downs Transit (07 46962577), driven by Mr Jerry Spackman (Ph. 0428589711 OR Hm. 46937208) covers many of the local roads on the northern side of Brookstead. Students who continue their high school education in Pittsworth can take this same bus which travels to the Pittsworth schools each day after dropping off at Brookstead.

Students travelling by any school bus are bound by a Code of Conduct, which is a set of behavioural guidelines. Copies of this code are available from the bus operator or Queensland Transport. Good bus behaviour is essential to the safety of all that travel on them. The bus operator and conveyance committee have the right to suspend students from the bus run if they are guilty of wilful and persistent misconduct.

Conveyance committee...

Normally local buses are also hired for Interschool sports, swimming lessons and local excursions/ activities.

Student Bus levy...

Students using school transport services are covered by the third party insurance held by the owner of the vehicle as well as a policy taken out by Education Queensland.

EMERGENCY CONTACTS

Emergency contact information is required for the schools records and should be provided to the school on enrolment. In the event that your child needs urgent medical attention, parents/carers will be contacted as soon as possible. It is the parents/carers responsibility to ensure the schools emergency contact details for their child is kept current.

EMERGENCY EVACUATIONS

Emergency procedures are rehearsed once a term at Brookstead School, to ensure the correct safety procedures are understood in the event of an emergency. Upon the alarm sounding, staff, students and any visitors will leave their rooms immediately and assemble at the cricket pitch on the school oval. The roll will be called when children are assembled to ensure all are accounted for.

Emergency Evacuation Plans detailing the procedure are displayed in each school room.

ENROLMENT GUIDELINES

Prep eligibility for children is from the beginning of the school year in which they will reach the age of 5 years by 30 June. From 2017, all Queensland children are required to undertake Prep, prior to commencing Year 1. Early or delayed entry to Prep are options which may be considered in specific circumstances and where it is in a child's best educational interests.

Early entry to Prep

Early entry to Prep is only possible if the child meets all the legislative conditions set out in Part 4, Section 15 of the Education (General Provisions) Regulation 2006.

A child who is younger than the prescribed age for Prep is only able to commence school early if:

- they turn 5 years by 31 July in the year they propose to attend Prep or
- they have previously enrolled at school in another state or country and, in both cases,
- the school principal is satisfied that the child is ready for education.

A parent who is interested in early entry to Prep should contact the school where they wish to enrol their child to discuss the requirements with the school principal or a member of the school's senior management team. Schools require proof of the child's date of birth, such as a birth certificate, passport or visa on enrolment.

Admission of students to all other years is on the presentation of a Certificate of Transfer issued by the child's previous State School in Queensland. Students being enrolled from a non-State school or from interstate are requested to produce documentation from their previous school before enrolment proceeds.

FORMS/ PAYMENTS

During the school year, activities will come up that require permission forms & sometimes payment to be completed and returned to the school. All forms & moneys must be 'posted' in the black mailbox outside the school office. Under no circumstances is money to be left at the office without being contained in a sealed envelope with full details as to who it is from and what it is for.

GROUNDS

The general maintenance and mowing of the school grounds is completed by our groundsman, Mr Donald Moore. Also working bees are held occasionally throughout the year to maintain these conditions and also before any events being held at the school. All parents are encouraged to volunteer whenever able.

HEALTH

ACCIDENT/SICKNESS

Despite care and supervision, accidents do happen at school. No treatment is permitted in the school except First Aid. This is an immediate, temporary measure given by a staff member.

In the event of sickness or an accident, parents will be contacted promptly, if possible. Please endeavour to supply us with an emergency phone number in the event that you, as parents/caregivers cannot be contacted. Failure to contact you or your chosen emergency contact will result in the ambulance being called.

If your child has sores or cuts, these should be adequately dressed and attended to at home each day. The school will not be responsible for looking after these types of wounds. Please help us to take the best possible care of your child by advising us promptly of any illness, allergies or physical disabilities that your child may be suffering.

It is most important that you contact the office if you change your family doctor or your preferred emergency contact person.

COMMUNICABLE DISEASES

Parents may find attachment 3 taken from 'The Exclusion Table of Infectious Diseases' approved by Education Queensland, helpful when diseases occur. For the purpose of this table, a "contact" means a child of school age living in the same residence as the patient.

HEAD LICE

Head lice are prevalent in many areas of Queensland. With so many children playing and working together, there is always the possibility that there will be some in our school. Parents should regularly check their children's hair as cross-infection can occur easily when one child's hair brushes against the head of another. Please inform the school immediately if your child has head lice.

LEAVING SCHOOL GROUNDS

Children will not be allowed to leave the school grounds during the day unless a note from the parent or guardian requesting this is produced. Parents of course, may collect their own children at any time during the day but are required to sign out their child at the school office. In the interests of safety, if you wish a person not known to us to collect your child, please inform the school of this move, otherwise the child/children cannot be released. After school, children waiting for parents will be encouraged to wait at the front of the school.

LIBRARY

The school has a well equipped library containing books on a wide variety of subjects, both fiction & non-fiction. Each class has an allotted time every week to visit the library where every student has the opportunity to choose a book to take home and read. Each child should have a Library bag to use when borrowing or returning school library books. Parents are asked to encourage your child/s participation in borrowing books on a regular basis, as this is a positive way to improve their reading skills. Parents are also welcome to use the school library.

Books are costly items and we expect that students look after them. However, we enlist the help of all parents in keeping a watchful eye on all school property/ Library books loaned to your child/ren. If we feel a child has

deliberately damaged/ misused school property, parents will be asked to reimburse the school for the lost or damaged item.

MEDICATION AT SCHOOL

Parents are asked to adhere to Education Queensland Regulations regarding the administering of medicine to pupils. At Brookstead this is done by completing an Authority to Administer Medication Form. A copy of which is included in the back of this booklet (Attachment 4).

Only prescribed medication can be administered. This means the medication that is sent to school is labelled outlining the name of the doctor/ pharmacist and the dose that is to be given to the child. Under no circumstances can un-prescribed medicines such as Panadol, Disprin or cough mixtures be administered by school staff.

NEWSLETTERS

The Brookstead School newsletter is published fortnightly and distributed to each family via the eldest student in the family. The Newsletter contains general school & community information as well as reports and work samples from the different classrooms. Any announcements for the newsletter must be delivered to the school office by 9am Tuesday morning. Copies are also delivered to the Brookstead shop each fortnight for the benefit of the local community.

PARENTS CONCERNS/COMMENTS

It is the school policy to make parents very welcome to visit or telephone the school to discuss matters of interest or concern. Please try to plan communication before or after school, or during the lunch hour. All teaching staff place great importance on these discussions with parents and are able to spend more time when this occurs outside of teaching time. Please feel free to ring for an appointment.

PARENTS & CITIZENS ASSOCIATION

The P & C Association meet at a mandatory five meetings a year, on a Wednesday at 7:00pm, with extra meetings as required. You are cordially invited to attend all meetings of this Association so that you may be acquainted with the workings of the school. Opportunity is given to all members to put forward ideas, which could improve the grounds, the teaching equipment within the school or in general, help maintain the high standard of our school through co-operative spirit. Copies of the P & C minutes are sent home to parents in the newsletters. All parents need to complete an application for membership to be eligible to vote at a monthly meeting. These forms are sent out prior to the AGM, which is held at the beginning of each year. New Memberships are accepted at the end of each Monthly General Meeting, making the person eligible to vote at the next meeting.

PERSONAL PROPERTY

All parents are encouraged to clearly mark/ label all of their child's belongings, particularly their clothing. Lost property may be claimed/ inspected from the lost property box located in the storeroom next to the school office. The cleaner is very diligent in gathering clothing left lying around and putting it in the Lost Property box. Students who know they have missing clothing should check there on the next school day.

Students are asked to have their books neatly covered, named and kept in good condition. Students are not permitted to bring other personal items to school, such as toys, as the school holds no responsibility if anything is broken.

REPORTS

Individual student reports are issued at the end of each semester. Parent- Teacher interviews are conducted once a year at the beginning of Semester 2.

However if you have any concerns during the year, please make an interview time with your child's teacher that is mutually suitable. Brookstead School encourage parents/carers to contact teachers and exchange information, to help students achieve the best possible outcome.

SCHOOL LEADERS

A Student Council is operated by Years 3- 6. Many of the activities will involve students in other classes. A Chairperson, Secretary and Treasurer are elected annually from the Year 3- 6 class. The Student Council allows the children to learn meeting procedures, the keeping of records and accounts and generally encourages self-reliance. In the past the Student Council has sponsored school events and assisted with the costs of excursions.

SCHOOL TRANSFER

When a parent wishes to transfer a child to another State School, please forward a note to the school to this effect or visit the school personally. A transfer note will be prepared for the child on his/her last day of attendance at this school, and forwarded directly to the new school. All reading books and school materials must be returned to the school before the child leaves. Children should collect all their own books and personal items before leaving.

SPORTS HOUSES

Competition between house teams is encouraged in sporting activities. Once enrolled, a student will be allocated to either Graham or Lord House; with families being kept together. Class teachers are placed in charge of a particular house for guidance and supervision. Students from Year 6 are elected as house captains each year. Brookstead School also participates in the annual Rossvale Interschool & Bunya District Sports.

SPORTS HOUSES WAR CRIES

GRAHAM - RED

Graham, Graham is our team
Get behind your mates and scream.
Red's the greatest, Red's the best
We are better than the rest!
G-R-A-H-A-M..... yeah GRAHAM

LORD -BLUE

Lord, Lord, Here we are
Blue House, Red House
Raa, Raa, Raa,
We can run, And we can swim
You can try, But we will win
L-O-R-D..... Go Lord

WHOLE SCHOOL WAR CRIES

Thunder, Thunder, Thunderation
We're the Brookstead generation
We can run and jump and throw
Brookstead, Brookstead go, go go
B-R-O-O-K-S-T-E-A-D

Brookstead, Brookstead ra ra ra !
We'll beat everyone by far
We can run and jump and throw
Brookstead, Brookstead go, go go
B-R-O-O-K-S-T-E-A-D
Yeah BROOKSTEAD

SUN PROTECTION

The schools Sun Protection Policy states that all children must wear a suitable hat (broad brimmed or bucket) if they wish to play outside. If the student does not have a suitable hat they will be asked to remain under the school building. Sunscreen is available at the school for all students to use each day.

SUPERVISION

Morning: Parents are reminded that although teachers are usually at school by 8.00 am there is no organised supervision. Teachers are busy preparing lessons before school.

Morning & Afternoon Breaks: Adult supervision is provided at these times. A playground duty roster is prepared by the Principal with all teachers and teacher aides rostered for duty.

After School for Bus Children: Rostered supervision is provided for bus children only, until 3.50 pm.

TUCKSHOP

The school tuckshop is run through a sub-committee of the P&C Association. Our tuckshop operates weekly on a Wednesday, through the efforts of parents who volunteer their time to this worthy cause. Additional voluntary workers are always welcome

UNIFORM

All students are expected to wear the correct school uniform every day. Our uniform is simple, smart, practical and relatively inexpensive. We hope that students wear their uniform with pride by ensuring that shirts are tucked in, shoelaces tied and that clothes are generally clean and in good condition. The school uniform policy has been established in conjunction with the P&C association. Uniforms can be purchased through the school office; however the uniforms are managed by the P&C association's elected uniform convenor. A uniform price list can be obtained from the school office.

Brookstead colours are Navy, Gold, & Bottle Green. All clothing should be clearly named.

SUMMER UNIFORM:	Bottle Green Bottom. Green/Gold/Navy Polo shirt (embroidered with school logo).
WINTER UNIFORM:	Bottle Green Tracksuit or combination of school colours (green/gold).
SHOES:	White socks to be worn with joggers, sneakers or other 'closed in' suitable footwear. Thongs are not acceptable.
HATS:	Bottle Green bucket or broad brimmed hat (caps are not permitted).
JEWELLERY	The wearing of jewellery at school is strongly discouraged and no responsibility will be taken for loss or damage. Other decorations such as nail polish, tattoos etc. are also discouraged and not considered appropriate for school days. Watches, plain studs or sleepers for pierced ears and signet rings are allowed.

USE OF SCHOOL GROUNDS/FACILITIES

Members of the community are 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 of school hours are requested to seek permission from the Principal prior to entering the premises. Please note that all reasonable requests will automatically be granted permission.

PLAYGROUND BEHAVIOUR MANAGEMENT

The playground behaviour management policy is in force before school, at morning and afternoon breaks and after school.

AIMS:

- To ensure a safe and caring school environment.
- To develop student's self-discipline and individual responsibility for their own actions.
- To develop children's problem-solving strategies and conflict-resolution skills.

TARGET BEHAVIOUR

- Keep hands, feet and other objects to yourself
- Follow adult's directions immediately

CONSEQUENCES: (A) POSITIVE

- Students who display appropriate behaviour will receive "Congratulations Cards".
- "Congratulations Cards" are placed in house boxes and earn house points (20).
- Teachers will give out these cards on duty.
- Once a week on assembly prizes are awarded to 1 student who has received a "Congratulations Card" that week (random draw)

CONSEQUENCES: (B) NEGATIVE

- Inappropriate behaviour is sighted by teacher, admitted by student or physical evidence exists to prove it.
- Students who display inappropriate behaviour receive a "warning" except if the behaviour involves deliberate physical aggression when no warning is given. Time out is the immediate consequence.
- Time out means the student must go to the designated "Time-out" area near the Staffroom for the lunch break.
- After 3 separate sessions of Time-out, he/she will contact a parent in the presence of the Principal and Class Teacher to discuss the problem.
- After 4 sessions of Time out, his/her participation in the playground will be reduced for a full week (ie 5 consecutive playtimes in "Time-out"). Compulsory parent interview and Guidance Officer/Support Teacher-Learning Disability involvement.
- Slate wiped clean at the end of the term.

HISTORICAL MILESTONES

21 January 1908	-	Application for a school to be built
October 1908	-	Application rejected
22 January 1913	-	Further application for a school to be built
14 October 1913	-	Approval for a school be built
28 May 1914	-	Site Selected
25 January 1915	-	OFFICIAL OPENING OF BROOKSTEAD STATE SCHOOL
6 March 1965	-	50th Jubilee
15 September 1990	-	75th Jubilee
30 th August 2015	-	Centenary Celebrations