

BROOKVALE PUBLIC SCHOOL

HANDBOOK



| CONTENTS | | | |
|---|----------|---|-----------|
| School Emblem | 3 | Mandarin Language Lessons | 9 |
| School Purpose | 3 | Performing Arts | 10 |
| History and Location | 4 | Environmental Programs | 10 |
| School Grounds | 4 | Homework | 11 |
| Before and After School Care | 4 | Home Reading | 11 |
| Kindergarten Enrolment | 5 | Scripture Program | 11 |
| Kindergarten Orientation Program | 5 | Student Wellbeing | 11 |
| Kindergarten Buddies | 5 | Health | 12 |
| School Costs | 5 | Crunch and Sip | 12 |
| Classroom Requirements | 6 | Allergies | 12 |
| Uniform | 6 | Canteen | 12 |
| School Bell Times | 6 | Volunteer Helpers | 13 |
| Assembly | 6 | Student Absences | 13 |
| Curriculum | 7 | Communication with Parents | 13 |
| Technology | 8 | Change of Address | 14 |
| Visual Art | 8 | Parents & Citizens Association | 14 |
| Library | 8 | Notes | 15 |
| Sport | 9 | School Contact Details | 16 |

School Emblem

Incorporating the school's philosophy is the school motto *Strive to Achieve*. The school colours are maroon and gold.



School Purpose

"To provide a respectful and happy environment that promotes high expectations for all"

This is achieved by:

- Creating a happy, supportive and safe environment
- Providing a wide range of high quality educational and social experiences
- Fostering high academic achievement
- Caring for each other
- Encouraging appreciation of diversity
- Using a collaborative and co-operative approach
- Encouraging students to do their best at all times



History and Location

Brookvale Public School opened its doors in 1887 in a hall in Manly Vale and moved to its current site in 1902. It has been serving the local community for more than 130 years. Situated in the heart of Brookvale, it is easily accessible and well serviced by public transport.

School Grounds

Our grounds are attractive and spacious, featuring two adventure playgrounds, grassed areas and shade trees.

The school also features bright and spacious technology-rich classrooms, a library, an assembly hall, a well-equipped visual arts studio and two connected classrooms with video-conferencing facilities.

Also located within the grounds of Brookvale Public School:

- A car park which may be used by parents who are dropping off or picking up children or volunteering in the school
- A beautiful eco-garden where students learn about sustainable living
- A school hall and kitchen facilities available for use by community groups

Before and After School Care

A privately operated Early Learning Centre providing a pre-school and long day care is situated within our grounds. It also provides before and after school care and vacation care for our students. The telephone number for the Brookvale Early Learning Centre is 9905 9564.



Kindergarten Enrolment

If your child turns five on or before 31 July, they can enrol for Kindergarten in a NSW Public School. However, some children benefit from being a little older when they start school. By law, all children must start school by their sixth birthday.

As a general guide, if your child's birthday falls in:

August to December – Start school in the January after turning five.

January to April - Unless there are identified problems (physical, social, language) start school the year they are turning five.

May to July – Each child should be assessed individually.



Kindergarten Orientation Program

Starting school is an important milestone in a child's life. Two information sessions for parents and several orientation sessions for children are offered to assist with preparation for school. More information about starting school can be found by visiting the Department of Education website: www.det.nsw.edu.au Click on the link for 'public schools'.

Kindergarten Buddies

Kindergarten students are helped in their early days at school by Stage 3 students. They are allocated a buddy who acts as their 'big friend' at school.

Stage 3 buddies welcome Kindergarten students to our school and help them make friends and settle into their new environment.

Formal structured activities are organised so the students are able to mix and work together.

Activities include reading and maths games, art activities and a Teddy Bears Picnic. The buddies often meet informally before school or on the playground to talk or play together.



School Costs

At the beginning of each term an invoice will be sent home giving details of costs for that term. Most schools request an annual voluntary contribution which is used to supplement the general budget and helps to provide those little extras that enhance students' learning. In Term 1 the invoice will include charges for textbooks and stationery, the voluntary contribution (not tax-deductible) and any excursion/incursion costs. Later in the year each

family is asked to make an annual tax deductible contribution to the P&C Building Fund. This fund is used to improve and upgrade the school grounds.

In Terms 2, 3 and 4 the term invoice will detail costs of excursions and special programs as they arise throughout the year.

Payments to the school can be made through a secure payment page hosted by Westpac. The link is attached to each term invoice. The secure site to pay may also be accessed through the school's website <http://www.brookvale-p.schools.nsw.edu.au> by selecting **\$ Make a payment**. Credit card, cheque and cash payments can also be made at the school office.

Classroom Requirements

All students will need a school bag, lunch box, pencil case with lead and coloured pencils, ruler, sharpener and eraser. Class teachers will inform you of any further requirements. The school supplies exercise books and parents pay for textbooks and stationery. It is a good idea to keep a raincoat in the bottom of the school bag. All items should be marked clearly with your child's name.

Uniform

Students are required to wear a school uniform which encourages a feeling of pride in themselves and their school. The uniform can be purchased from Pickles Uniform Supplies, Wattle Road, Brookvale. Hats, jumpers and school bags are available from the school office. Orders for Pickles can be placed at the office. Black leather shoes and a school hat are essential.

School Bell Times

School starts at 9:00 am and finishes at 3:00pm. Teacher supervision is available in the playground from 8:35am. Other play times are:

Recess: 11:00am-11:25am

Lunch: 1:00pm-1:50pm

Assembly

Short assemblies are held Monday and Friday mornings before school in the playground adjacent to the main building. Formal school assemblies are held each week on Thursdays at 2:20pm, with assemblies alternating between student leadership and performance assemblies. Classes take turns to prepare an item for the performance assembly. Parents are encouraged to attend assemblies.



Curriculum

Our school provides high quality, student-centred teaching in the six Key Learning Areas (KLAs) of the curriculum:

1. English
2. Mathematics
3. Science & Technology
4. Creative Arts
5. HSIE - incorporating Geography and History
6. Personal Development Health and Physical Education

A variety of co-curricular activities are offered at school including choir, dance, gymnastics, drama, training and concert bands, recorder ensemble, instrument tuition, chess, computer coding and lessons in Mandarin.

Special emphasis is placed on meeting the individual needs of all students, whether they are gifted and talented or have additional learning needs.

Tests, state-wide competitions and selective high school tests reflect the focus placed on literacy and numeracy throughout the school.



Technology

Brookvale Public School is a technology-rich school. Every classroom has an interactive whiteboard or TV and technology is fully integrated into classroom learning. We have two rooms with equipment for connected learning, including video-conferencing facilities. All students use iPads regularly in their classrooms and in our library. Digital photography and recording equipment is used to record and publish school events and students' work. Students learn coding skills and are able to attend special interest clubs at lunchtime.



Visual Art

All students have weekly lessons with a specialist teacher in our visual art studio. Students work with a range of media to produce individual and collaborative artworks.



Library

All classes have a lesson each week in our library. Students may borrow books and take them home provided they have a library bag to carry them in. A cloth bag is ideal; however a plastic carry bag is acceptable. Please encourage your child to read and/or look at books as this assists them in their reading development. Reading to, and with your child frequently will help to develop literacy skills and a life-long love of literature.





Sport

The school encourages sport and physical fitness as an important part of the educational program. Brookvale Public School has a strong sporting tradition. Currently, the school participates on Friday afternoons in PSSA (inter-school) sports competition in Terms 1 and 4 in eagle tag and softball, and Terms 2 and 3 in netball and soccer.

A Fundamental Movement Skills program for students in Kindergarten to Year 2 teaches skills such as running, catching, throwing and jumping. Programmed lessons are taught by qualified

external instructors in dance and gymnastics.

In Term 4, Kindergarten to Year 4 students participate in a swimming program. Stage 3 students learn surf safety skills at Freshwater Beach. Instruction is by trained swimming/surf teachers. Athletics, cross country and swimming carnivals are held each year. Outstanding athletes are given the opportunity to compete at zone, regional and state levels in a number of sports.



Students in Years K-6 are placed in house groups. The four house names are Aboriginal words:

Baringa- meaning light **Eurobin** – meaning lagoon

Malbooma – meaning wind **Woomera**- meaning throwing sticks

Mandarin Language Lessons

All students from Kindergarten to Year 6 attend weekly Mandarin lessons. Research tells us that learning a second language has many benefits, including:

- Enhanced literacy learning in English by developing better understandings of the structure and workings of languages
- Developing skills and strategies for decoding and making meaning from words
- Developing flexibility and competence in dealing with language concepts
- Developing sensitivity to language with a better 'ear' for listening
- A positive effect on a child's intellectual growth and flexibility in thinking
- An appreciation of other people and their culture
- An opportunity to communicate with people from another culture

Performing Arts

Great emphasis is placed on the performing arts. Brookvale Public School has choirs, dance groups and recorder ensembles. Our school also features two bands, with instrument tuition

available at school.

Regular performances at school concerts, open days and assemblies help to develop confidence and performance skills. Access to the choirs and bands is open to students in Years 3-6.



Environmental Programs

In recent years the school grounds have been transformed by planting of native trees and shrubs which have encouraged visits from a wide variety of native birds. We also have extensive and highly productive vegetable gardens.

Students are responsible for paper recycling, composting of food scraps, and looking after worm farms.

Solar electricity panels and water tanks have been installed to utilise freely available resources that reduce our carbon footprint. Students are taught to be environmentally aware and to reduce

waste.

The school participates in activities such as Clean

up Australia Day, World Environment Day and National Tree Day. Students attend excursions to Stony Range, Manly Dam, National Parks and Aboriginal rock art sites.



Homework

Homework is set at the discretion of individual teachers within the guidelines of the Department of Education's policy, having regard to the age and ability of the students within the class. Homework is to be relevant and is to encourage the development of the students' interests, knowledge and skills. Extension homework is provided for students where it is appropriate.

Home Reading

Reading is the single most important skill children will learn at school. A Home Reading record sheet is issued each term to all students from Kindergarten to Year 6. All children will be encouraged to read regularly at home and will need your assistance to complete the record sheet as part of their class homework. Children will be encouraged to borrow home readers from school as well as from the school library.



Scripture Program

Each week volunteers offer religious instruction in various denominations through our scripture program. This includes Protestant and Roman Catholic. Non-scripture groups are also available at this time. Ethics classes are available for some age groups, depending on availability of teachers.

Student Wellbeing

Our Student Wellbeing Policy has been developed to encourage appropriate behaviour, self-discipline and self-esteem. All teachers operate positive reinforcement programs in their classrooms. Our reward system enables students to earn rewards as they progress through the school. Brookvale is a PBEL school (Positive Behaviour Engaging Learning); the school expectations are simple and apply to all students, namely:

BE RESPECTFUL

BE RESPONSIBLE

BE YOUR PERSONAL BEST



Health

Good health is vital to progress in learning. A balanced diet is highly important to your child's health and wellbeing. Please ensure your child has a healthy breakfast and has a suitable amount of healthy food for morning tea and lunch.

Immunisation is an important safeguard for health and we suggest that you consult your doctor concerning protection against a range of diseases. If your child is not immunised and there is an outbreak of a communicable disease, they will be excluded from school.

It is possible that at some time during your child's school career, he or she will contract one of the common diseases of childhood as listed:

- Chicken Pox: Remain at home until seven days after the first spot appears or when the doctor advises return to school
- Pediculosis (Head Lice): Inform the class teacher or office staff and keep your child at home for treatment. Children should be kept at home until all eggs (whether dead or alive) are removed from the hair
- Impetigo: Consult your doctor and keep your child at home to prevent the spread of infection

Crunch and Sip

To encourage healthy eating, students bring a piece of fruit or vegetable sticks from home to eat in class in the middle of the morning. We encourage students to keep a bottle of water on their desk.



Allergies

Most schools have children with allergies, especially to foods like nuts. Some children can have such a reaction that their life is in danger and they will need urgent medical attention.

We have students who have allergies including nut allergies. Please check all food that you send to school to minimise the risk of these students being exposed to nuts. No peanut butter, Snickers, muesli bars, biscuits or cake with nuts please.

Canteen

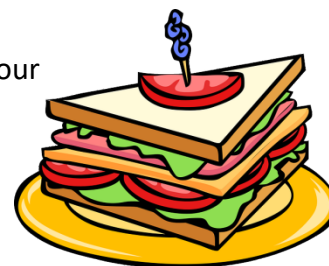
Nutritious, healthy food is available from the canteen. The canteen is open every day. Volunteer helpers are essential and are always welcome – contact the office on 9905 4168. Parents are requested to support the school canteen policy of healthy eating by providing a healthy morning tea and lunch for your child. Lollies and chewing gum are not allowed at school.



Simplify your day by ordering your child's lunch and recess on line.

Flexischools is the fast and secure way to order and pay for your child's lunch and recess order.

Register at flexischools.com.au



Volunteer Helpers

Helpers are always welcome in the school. If you are able to help in the classroom by listening to students read, covering books in the library or helping in the canteen, please contact your child's teacher or the office. It is a Department of Education requirement that volunteers complete a 100 points identity check.

Student Absence

Regular attendance and punctuality are vital in promoting progress at school. Parents/carers must notify the school office promptly of students' illness or injury, preferably by sending a text message with details of the absence to 0436 695 071. A doctor's certificate is required for more than 4 days absence due to illness.

In the event of late arrival to school students must report to the school office for a 'late pass'. They must be accompanied by a parent or have a note explaining the lateness.

Parents collecting their children early from school should collect an 'early leaver's pass' from the office. All absences, full day or partial day are noted on the half yearly and yearly progress reports. For extended periods of absence, such as a family holiday in term time, written notification must be sent to the Principal. It is preferable to avoid such absences in term time.

Communication with Parents

Parents are invited to a parent information night at the beginning of each year, where class teachers outline their programs and classroom organisation for the year ahead.

Reports are sent home twice a year, in June and December. Assessments of students are continuous, both formative and summative, using a range of pre and post testing.

Parent/Teacher interviews are held in Term 1. However, parents may make an appointment to see the class teacher or Principal about their child's progress at a suitable time.

Two presentation assemblies, K-2 and 3-6, are held in December to acknowledge and celebrate outstanding achievement and effort in academic areas, citizenship, the arts and sport.

Parents are always welcome at the school, as are their suggestions and ideas. If you have any concerns at all, you should firstly contact your child's teacher.

At the beginning of each term a calendar of the term's events is uploaded to the app. In Weeks 1, 5 and 10 newsletters are published. Important school information is sent via the app when necessary.

To receive your newsletter and important information from the school you will need to download the free *enews* app.

Google *schoolenews* and search for Brookvale Public School.

Change of Address and Telephone Numbers

Any change of family address or phone numbers should be notified immediately to the school office and class teacher. It is also important that we have up to date details of emergency contact names and phone numbers.

Parents and Citizens Association (P&C)

Brookvale Public School has an active P&C that meets twice per term. This provides an opportunity for parents to meet, find out what is happening in the school, ask questions and act as a forum to express ideas and make suggestions. The P&C has a very important role in the social and community aspect of the school. It organises regular events throughout the school year with the purpose of fundraising, building connections and promoting the school to the wider community. All parents and friends of the school are welcome to attend the meetings. Meetings are held on Tuesdays, usually starting at 6.30pm. If there is a variation to the time it will be notified via the school calendar on the app.



We are on a voyage of discovery!

NOTES

BROOKVALE PUBLIC SCHOOL

2-8 Old Pittwater Road

Brookvale

NSW 2100

Phone: 9905 4168 Fax: 9905 7780

Email: brookvale-p.school@det.nsw.edu.au

Internet: <http://brookvale-p.schools.nsw.edu.au>

Principal: Mrs Bev Maunder

beverley.maunder@det.nsw.edu.au