| **ADDRESS** | 65 Main Street  
|            | BROCKLESBY NSW 2642 |
| **TELEPHONE** | 02 6029 4272 |
| **FAX** | 02 6029 4239 |
| **EMAIL** | brocklesby-p.school@det.nsw.edu.au |
| **WEBSITE** | http://www.brocklesby-p.schools.nsw.edu.au |
| **TEACHING PRINCIPAL** | Ms. Julie Hamilton |
| **TEACHERS** | Ms. Sara Vanzella Mrs Jacqueline Packer |
| **SCHOOL ADMIN MANAGER** | Mrs. Lorraine Koschitzke |
| **TEACHERS AIDE** | Mrs. Leeanne Koschitzke |
| **GENERAL ASSISTANCE** | Mr. Ra Pitman |
| **SCHOOL COUNSELLOR** | Mrs. Judy Dougherty |
| **ALBURY DISTRICT OFFICE** | 521 Macauley Street  
| | Albury 2640  
| | 02 6041 1919 |
| **BUS OPERATOR** | Mr. Allan Ofak  
| | 16 Commercial St, Walla Walla  
| | 02 6029 2209  
| | 0428 254 627 |
| **CLEANER** | Colin Joss Cleaning Services |
Our School Plan

- Covered Playground equipment
- Paved and covered seating area
- Basketball Court
- Toilets
- Sports and storage shed
- Library
- Covered Area
- Classrooms/Admin
- General purpose room
- Oval
- Veggie Patch

Main Street

Street
MISSION STATEMENT

At Brocklesby Public School we encourage students to achieve their Personal Excellence, Responsible Citizenship with a vision for Tomorrow’s World.

PURPOSE STATEMENT

The school’s Mission Statement was developed by teachers and parents. It focuses our purpose and planning and states that “Brocklesby Public School is committed to Educational Excellence.” Students are encouraged to strive for personal excellence and responsible citizenship, with a vision for tomorrow’s world.

At Brocklesby School we believe that educational standards are enhanced when parents and teachers share the expectation that children should work to the best of their ability, play enthusiastically and behave with consideration, concern and compassion. Brocklesby is a caring school dedicated to the concept of quality education for all.

THE SCHOOL

Brocklesby Public School is a small rural school located approximately 15 minutes from Howlong and 30 minutes from Albury in Brocklesby which is a village with a post office, community run general store and hotel. It is a small united community school with high educational expectations that delivers quality education to develop the individual talents, interests and abilities of all students. A small school setting provides the students with the opportunity to receive individual attention specific to their needs in a ‘family’ environment where each child’s individual personalities and skills are valued.

Parent support is very high and the parents have high expectations of the children’s performance. The school is well resourced with a new library with a connected classroom (interactive whiteboard and video conferencing), interactive whiteboards in each classroom, computers available to each student including wireless internet connected laptops, digital cameras and many more teaching and learning resources.

The school also offers a specialised dance program each week and the students perform at local eisteddfods throughout the year.
These school rules have been developed by the students of Brocklesby Public School and are the corner stones of the School Fair Discipline Policy. A copy of the full policy is available from the school office.
ENROLMENT

Students may be enrolled at Brocklesby Public School if they turn five years of age by July 31st in the year of their enrolment. To enrol a student the following documents are required: Birth Certificate and Immunisation Certificate. (A photocopy will be taken for the school records and the documents returned to the parent/caregiver).

Parents enrolling children in Kindergarten need to provide a copy of their child’s Immunisation Certificate. Failure to do this will require the school to regard the child as “unimmunised” and the child may be excluded from school should an outbreak of a communicable disease occur. Eg Measles.

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

- Acute Conjunctivitis
- Diphtheria
- Infectious Hepatitis
- Mumps
- Whooping Cough
- Ringworm
- Pediculosis/Head Lice
- Chicken Pox
- Glandular Fever
- Measles
- Rubella/German Measles
- Impetigo/School Sores
- Scabies

Please contact the school or your local health authority for information on when your child may return to school.

SCHOOL BELL TIMES

Morning Bell rings at 9.15am
End of the day bell rings at 3.15pm.
Morning recess is from 11.00am to 11.20am.
Lunch time is from 1.00pm to 1.50pm.
Students must sit for 10-15 minutes at meal times to eat.

SUPERVISION

Supervision of pupils within the school playground prior to the commencement of school begins at 8.45am each day. Responsibility for children entering the school grounds before that time rests with the parents.

Schools and their grounds are closed to pupils and others, except when under direct supervision for a specific purpose, immediately after 3.15pm each afternoon of school. Responsibility for behaviour and accidental misadventure outside school hours rests entirely with the parents.

VOLUNTARY SCHOOL

The P & C Association AND School Council have approved a book subscription to assist in purchasing texts, workbooks and other items used by the children. The amount of this contribution will be confirmed at the beginning of each year.
**SCHOOL COUNSELLOR**

There is a trained school counsellor available to the school. School Counsellors provide assistance to students experiencing emotional, psychological, social and learning problems. In supporting students, School Counsellors will also provide advice to parents and teachers as appropriate. If a parent wishes to speak with the School Counsellor, an appointment can be made by telephoning the school.

**ACCIDENTS AT SCHOOL**

If there is an accident at school, the parent is contacted. It is essential that telephone numbers be kept up to date. If necessary, the child is taken to the Albury Base Hospital by ambulance. The school belongs to the Ambulance Scheme however the hospital costs are the responsibility of the parent/careers.

**STUDENT ABSENCE**

Parent/Caregiver signed notes are required to explain an absence on the return to school by the child following an absence. This includes leaving school early for appointments, not returning to school after lunch, illness or any other reason. Absence note proformas are sent home regularly for you to use as absence notes.

**CONTACT DETAILS**

Please notify the school any time you change your address, telephone number, emergency contact. This information helps us to keep our records up to date, to be able to contact parents in the event of an emergency.

**MEDICATION AT SCHOOL**

If a student requires medication whilst at school, a medical administration permission note accompany the medication. The medication must be presented in the original container and preferably only one day's medication at a time. Medication will be administered whilst there is a staff member willing to administer the medication.

All medication brought to school must be handed in immediately on arrival at school to the teacher or the office.

If your child suffers from Asthma or Diabetes etc, please complete forms obtainable at the office. If your child is anaphylactic you will require to have a medical plan completed by your GP.

**VARIATION TO ROUTINES**

Telephone messages may be left by calling the school office between 8:45am and 3:45pm, these messages or variations of routine are written on a form and then passed onto the relevant staff member. Student absence notification is preferable by written note.
Our formal communication with every family is through a Newsletter each Friday fortnight, with all relevant notes attached. The newsletter is sent home with the oldest member of each family.

The blue school hat is part of our school uniform, and should be worn in Term 1 and Term 4. Students are encouraged to wear their hats at all times. We have a Sunsafe Policy at school which states “No hat, play in the shade.” This requires all students to wear their school hat at recess and lunchtime or play in the shade. Sunscreen is also issued to all students at play times. Should your child be allergic to the sunscreen please contact the school so alternative arrangements can be made.

All school excursions are undertaken with an educational goal in mind and provide first hand experience which is important in learning. The major excursions usually take place by combining the students from the Walbundrie Small School Group. As the regulations state that no student can be permitted to take part in an excursion without written consent from a parent or guardian you are urged to sign excursion forms when the occasion arises and return them to the school. Year 5/6 have a major excursion each year. This excursion rotates between Canberra and the YMCA Howman’s Gap Recreation Camp. K-4 have minor educational excursions throughout the year.

Home reading is a part of the K-2 homework plan. Additional homework at this stage of schooling is negotiated with the classroom teachers. Year 3-6 students are encouraged to enter a Homework contract that includes reading, spelling, maths and projects. It is the expectation that a student and family support the homework given to the children if a contract is has been negotiated. It is also expected that the homework be completed and returned to the school for marking on Friday and be returned to the student on the following Monday.
LOST PROPERTY

Lost property, of unknown origin, is kept in a box in the general purpose room and can be inspected at any time. These articles are put on display for collection by children at various times and at the end of each term. ALL clothing, lunch and lunch boxes, school bags etc should be clearly marked with your child’s name.

MONEY COLLECTIONS

Money brought to school should have an appropriate container. Special money envelopes are available from the office. These will be sent home regularly for your use. Please have these clearly marked with the student’s name, event the money is for and the amount enclosed.

VISITING THE CLASSROOM

An open invitation exists for parents to visit their children’s rooms. However parents are asked to consult with the class teacher to establish an appropriate time to visit the classrooms to see their children at work.

CLASSROOM HELPERS

Brocklesby School welcomes anyone who can help in the classroom. Helpers will be requested from time - to - time via the newsletter. Please contact the school if you would like to volunteer to help at the school in the classrooms.

PHOTOGRAPHS

School group and individual photographs are taken each year by a specially selected photographer. The photograph order form is sent home and must be returned to the school with the money included. The time of the year photographs are taken is generally term 4 in a summer uniform.
REGULAR ACTIVITIES

- Scripture lessons are given once a week by local volunteers each Tuesday afternoon at 2.30pm.
- Sport- Students are to wear Sports Uniform on that day which is generally a Thursday
- Dance lessons are on Mondays
- Library is generally on Thursdays

LIBRARY

Students are encouraged to borrow frequently. Four books per week can be borrowed from the school library using a library bag to protect the books from damage. No Bag No Books. Books must be returned weekly.

You will be informed of your child’s library day at the beginning of each year.

The Upper Murray Mobile Library visits Brocklesby every fortnight on a Friday and the students may borrow from this library also. These dates will be provided to you at the beginning of each term.

SCRIPTURE

Scripture is offered to all students for both Catholic and Anglican religions. The lessons are carried out by experienced and recognized scripture teachers each Tuesday afternoon. If you do not wish your child to participate in scripture lessons please notify the school.

SPORT

Sport and sports skills are taught to all students each week with variations to cater for the K-6 setting.
Annual sports for all students, include Term 4 Intensive Swimming Lessons, athletic skills and tennis.

SPORT CARNIVALS

Brocklesby Public School holds its own Athletics and Cross-Country Carnivals each year. We also join the Walbundrie PSSA for various trial and carnival days in Swimming, Cross-Country, Football, Cricket, Netball and Athletics.
Students wishing to utilise the school bus service must complete an application form available at the office.

SPORT HOUSES

Brocklesby Public School has two sport house. Your child will be placed into either of the houses on enrolment. The two houses are Wallabies who are yellow and Koalas who are red. These colours are worn at the various school carnivals.
The P & C welcomes parents of both Infants and Primary children, and any interested Brocklesby citizens. Its purpose is to:

* to promote the interest of the school by bringing parents, students and teaching staff into close cooperation.
* raise money for the school to buy books and equipment not provided by Government sources.
* assist in maintaining the school grounds
* pays for:

1. voluntary workers insurance - for those helping in classrooms, fundraising, excursions etc.
2. public risk insurance for those attending any functions organised by the P & C.

Parents are asked to pay a P & C Membership fee each year to cover these insurance and affiliation costs.

Meetings are held regularly and usually twice a term. Precise dates and times are advised in the School Newsletter.

FUNDRAISING

The actual school rarely carries out fundraising activities, however the P&C carry out various fundraising events throughout the year to raise money to supplement the cost of major excursions. The raised funds support all the children in the school so please support these activities where possible.

SCHOOL COUNCIL

A School Council was formed in 1992. Nominations for election of parent representatives will take place early in the year and dates of council meetings will be announced in the School Newsletter.

The function and responsibilities of the Council are set out in the School Council Constitution, a copy of which is available at the office.

At least two meetings are held throughout the year and additional meeting when necessary.
HOW CAN I HELP AT HOME?

Parents can assist their children at home by:

- Talking to your child about school and current events and any items of interest
- Reminding your child to develop courteous clear speech
- Encouraging your child to read as widely as possible
- Labelling all possessions clearly
- Encouraging your child by commenting on the good and improving features of work and conduct
- Reading to and with your child selecting suitable books and television material for him/her
- Supporting the teacher and school by supervising homework
- In the interest of safety and the welfare of your child a phone call to the school indicating that your child will not be attending, can be made between 8.50am and 9.15am.

REPORTING

Parents will receive half yearly written reports in June and December with Year 3 and 4 also receiving National Assessment Plan results in term 3. Interviews are also offered throughout the year and parents are encouraged to attend interviews regarding their child’s progress. Parents may also arrange an interview at any time. It is necessary for an appointment to be made with the class teacher beforehand.

SCHOOL DEVELOPMENT DAYS

Pupil free days are allocated by the Department of Education and Training each year for the professional development of staff in all NSW schools. The dates are usually the first day of Term 1,2,3 and the last 2 days of Term 4.

BUS TRAVEL

Application forms for travel to and from school on the bus are available from the office. New forms are to be completed when a student goes from Year 2 to Year 3. Other than travel to and from school, travel by bus will incur a nominal fee.

BUS TRAVEL RULES

The school and the bus company have a bus travel policy that states:

- Students must be seated at all times
- Windows of the bus must be closed at all times
- No objects including bags, hats, paper to be thrown around the bus
- Eating and drinking are allowed, bus must ask permission from the driver first.
- Bags are to be kept out of the aisle
- Bullying, intimidating, teasing is not permitted
- Any other student behavior deemed by the bus driver or bus company to be inappropriate.

A full copy of the bus policy is available from the school office at any time.
**SCHOOL BANKING**

Students are encouraged to save through weekly banking arranged with the Commonwealth Bank.
Application forms to open a savings account are available from the office.
Banking takes place each Tuesday - students to bring their books and money to the office.

**BOOK CLUB ABD BOOK FAIRS**

Throughout the year Scholastic Australia Book Club order forms will be sent home. Parents may order books if they wish, however they are under no obligation to do so. Bonus Points are given to the school for books bought which enable us to obtain books for the School Library.

**CHANGE OF CLOTHES**

The school tries to maintain a limited amount of change clothing to be used when children soil their own clothing in one way or another. If any of this clothing is used by your child, please launder it and return it to school as soon as possible.
GIRLS UNIFORM

SUMMER UNIFORM
Blue and white check gingham dress with sleeves, white trim
Plain Navy Blue shorts and pale blue polo top with collar
Plain white socks
Black shoes
Navy windcheater
Blue hat available at school (compulsory)

WINTER UNIFORM
Plain school blue polo top
White socks
Navy windcheater
Navy pants/trackpants
Black shoes

HOUSE SPORTS
Koalas have a red t shirt with navy shorts or skirt
Wallabies have a yellow t shirt with navy shorts or skirt.

BOYS UNIFORM

SUMMER UNIFORM
Grey shorts
Blue polo top
Grey socks
Navy windcheater
Black shoes
Hat available at school (compulsory)

WINTER UNIFORM
Grey school trouser
Navy tracksuit pants
Plain school blue shirt or long sleeve blue polo top
Navy windcheater
Grey socks
Black shoes

All Students

SPORTS UNIFORM
White polo shirts, navy shorts or trackpants, navy windcheater, socks and runners

HOUSE SPORTS
Koalas have a red t shirt with navy shorts
Wallabies have a yellow t shirt with navy shorts
As of 18th July, 1988 smoking is totally prohibited in all NSW Department of Education and Training premises including buildings and grounds.