

Parent Information Booklet



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PRINCIPAL'S WELCOME



Welcome to the wonderful school Brookman Primary School is.

Brookman Primary School is a leader in contemporary education within Western Australia and has a proud reputation for achieving excellence. We were delighted to be recognised as the 2018 Primary School of the Year at the WA Education Awards, and for our 'Excellence in Leadership' at the Governor's School STEM Awards for three consecutive years before being promoted to the Governor's Primary STEM Alumni. These achievements not only acknowledge the dedication, hard work and skill of our staff, but also challenge us to further improve learning outcomes and engagement of our students. Our staff are committed to success for all children and are leaders in innovation and educational best practice.

We believe that high performing schools celebrate discovery and innovation. Our teachers deliver a rich, educative experience where every child develops key capabilities across creativity, independent thinking, critical analysis, problem solving, teamwork and communication - the skills needed for the most in-demand jobs of the future.

We are known for our approach to developing the Literacy, Numeracy and Science skills of all children, and our project-based STEAM learning provides fresh challenges for children to engage in learning programs that are fun, interactive and interesting. Our Intentional Play Based Learning approach in early childhood guides students through planned activities that maximises prospects for them to reach their potential and succeed in school. We also offer valuable extension opportunities and challenges through our regional PEAC program, Lego League, Chess Club, Genius Hour, maths extension and choir.

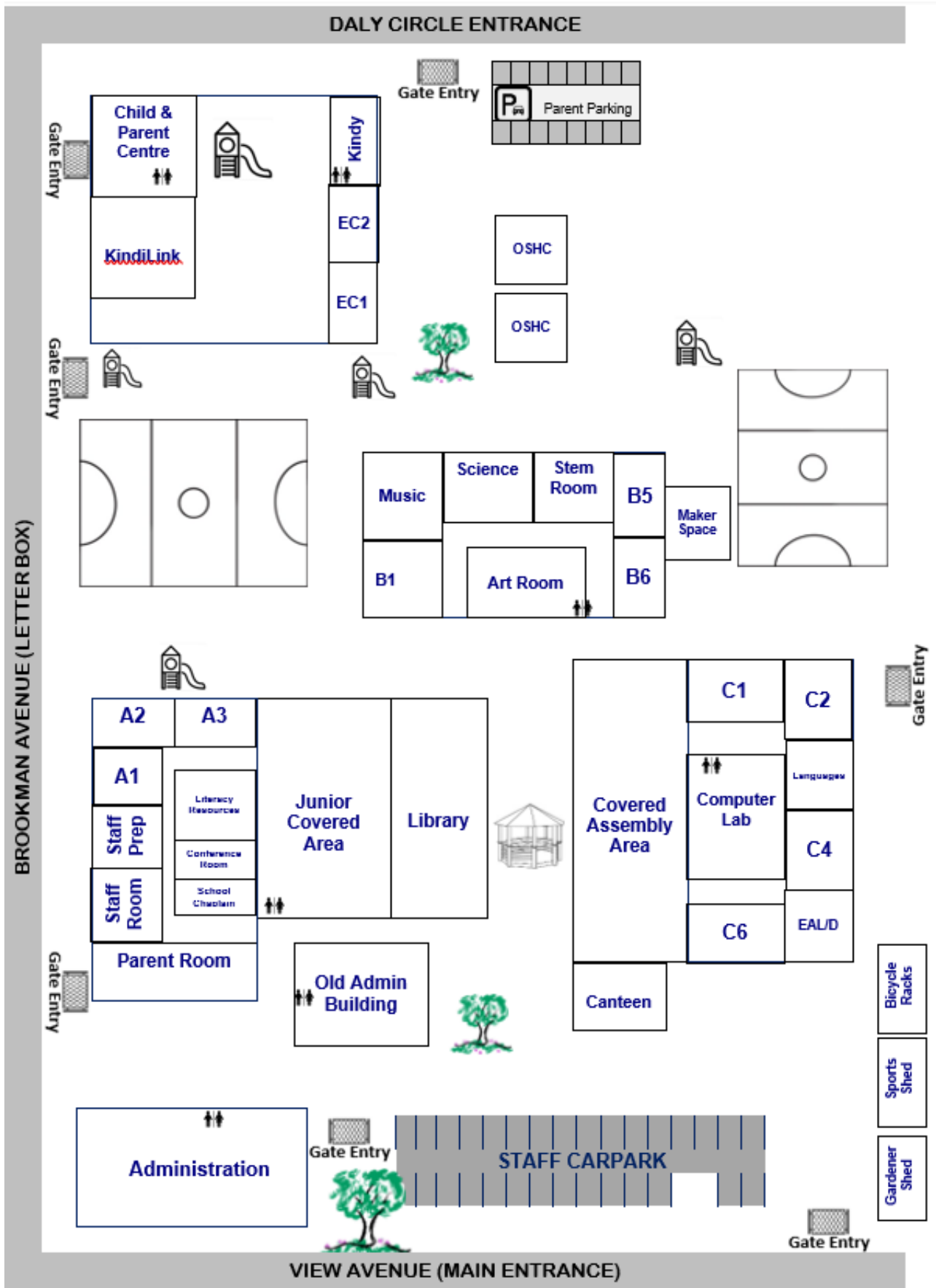
Our behaviour programs focus on building a sense of respect, responsibility, positive work ethic and an appreciation of diversity.

We look forward to welcoming your family and offering each and every child an extremely progressive learning environment. For more information, please contact us on 9366-0950 or Brookman.PS@education.wa.edu.au

Nikki Lyons
Principal



SCHOOL MAP



HOURS OF INSTRUCTION

Children are supervised from 8.15am to 2.35pm each day. If they arrive or are picked up outside of these hours, supervision cannot be guaranteed.

If parents know they are going to be late picking up a child, they must contact Reception so that appropriate arrangements can be made for supervision.

Hours of instruction are:

First Siren	-	8.30 a.m.
Morning Recess	-	10.30 a.m. – 10.50 a.m.
Lunch Break	-	12.50 p.m. – 1.25 p.m.
Final Siren	-	2.35 p.m.

The school office should be entered for official business only and not used as a pathway to and from classrooms as it becomes quite congested.

Office hours are 8.00am - 3.15pm each day.

ABSENCES/ATTENDANCE

Under the Education Act (1999) all absences from school must be explained. Legitimate reasons for absence are genuine illness, medical appointments that could not be expected to be made outside of school hours. We request that you advise the office via the school's message system (0437 515 023), in writing or email Brookman.ps@education.wa.edu.au.

The school uses a SMS attendance program that autogenerates an SMS to your mobile phone by 10:30am on the day your child is absent. We encourage you to reply to this message with a reason for your child's absence. A medical certificate is required for any extended absences. Please save this number into your phone, **0437 515 023** to report any planned absences.

When a student's attendance falls below an acceptable level, the school investigates the matter and develops a plan in consultation with the family to address and restore regular attendance. 85% attendance is required for good standing.

ASSEMBLIES

Assemblies are held in the undercover area every second Friday starting at 8.40am. Classes take turns to host assemblies during the year. Honour Certificates are presented at these assemblies. Parents/carers will be informed ahead of time by the classroom teacher if their child is to be awarded a certificate. Parents, friends and relatives are welcome to attend. Please check the Term Planner on our website for assembly dates.

BEHAVIOUR MANAGEMENT

Core values underpin the expected behaviour of students, staff and parents. A safe learning environment is provided through a consistent whole school approach to Pastoral Care.

As part of our holistic approach we see behaviour management as an integral part of every aspect of school life. Our aim is:

- To provide a unified consistent approach to behaviour management;
- To provide Brookman Primary School members with positive behaviour strategies;
- To develop self discipline and resilience within students; and
- To provide staff with a support structure for managing student behaviour.

Class

Teachers determine their own class reward system according to the needs and interests of the students. These positive incentives may vary from class to class.

Whole School Rewards

The school employs a range of strategies to positively reward students. Visits to the office for positive feedback are encouraged with a range of progressive rewards offered to students.

BICYCLES & SCOOTERS

The National Safety Council does not recommend children under the age of nine (9) ride a bike to school. Bike helmets are compulsory by law. All bike/scooter riders need to walk alongside their bike or scooter whilst on school grounds. A locked bike rack is available behind the C Block, best access point is on View Avenue. It is recommended that students also lock their bike/scooter. The school will take all care possible but accepts no responsibility for loss or damage to personal effects.

CHILD AND PARENT CENTRE

The Child and Parent Centre (CPC) Brookman is located in the red brick building on Brookman Avenue Langford, inside the school grounds. CPC Brookman is a community resource that provides access to a range of services for pre-school children and their families. The CPC brings together allied health services as well as government and non-government agencies, for the purpose of early intervention to ensure children have optimal health and development. The CPC provides high quality, targeted programmes and services for children pre-birth to eight years of age and their families. These services and support aim to increase the capacity of families to provide experiences and home environments that enable children to thrive in all developmental domains and achieve smooth transitions, sustained engagement and success with schooling. Please contact the Coordinator, Grace Wallace on 9235- 7032 for more information.

CHILDREN'S PROPERTY

Please **clearly mark** all of your child's items with their name in a place where it is easy to see. Include uniforms, coats, bags, books and pencils. Lost property may be claimed by children or parents from the lost property box located near the Parent Room in A Block.

CONNECT

Connect is a secure online environment developed by the Department of Education for staff, students and parents in public schools. It gives our teachers a tool to deliver content to the students via an online classroom. This means your children will be able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For you as the parent / guardian , Connect provides easy access to information relevant to your child's classes and learning such as assessments, teacher feedback, attendance data and to keep you updated with important information. The Connect Now app can be downloaded from the Apple App Store or Google Play. Contact the office via email on brookman.ps@education.wa.edu.au to receive your login details.

DENTAL SERVICE

The School Dental Service provides general and preventative dental care for school age children from Pre-Primary to Year 11. Children from Brookman Primary School can access this service through the Bannister Creek Primary School Dental Therapy Centre, located at 20 Purley Crescent, Lynwood. They can be contacted on 9451 1761.

DOGS ON SCHOOL GROUNDS

Due to health and safety concerns dogs are not permitted on the school grounds at any time, before, during or after school hours.

EARLY COLLECTION OF STUDENTS

During School Hours

In certain circumstances, such as illness, medical or dental appointments, it may be necessary to collect children from school during school hours. Parents are required to come to Administration to sign students out before picking up their child/ren from their classroom/s. This is a necessary legal requirement for reasons of safety and duty of care.

After School Hours

At times, parents can be unavoidably late to collect their children from school. In such instances, please ring the school to let us know so that we can inform your child, to assist in easing their anxiety. If any students are not collected within a reasonable time at the end the school day, they will be taken to the Junior undercover area.

EXCURSIONS / INCURSIONS

We endeavour to keep the cost of excursions and incurSIONS as low as possible. At the beginning of each term a planner is provided, showing activities planned. This ensures parents have time to budget for upcoming events. Parent permission forms and payment must be received before the event takes place. Permission forms will be available online via a QR code provided on the individual excursion letter. Students will not be able to attend if forms or payment have not been received in time. If you experience financial difficulties, please contact the office and organise a payment plan. There may be circumstances where students are excluded from attending an excursion because they have lost their 'good standing.'

FACTIONS

The school is divided into three Factions: Red (Boodja), Blue (Wardan), and Green (Marlak). Students are placed in a faction as part of the enrolment process. They usually remain in the same faction throughout their stay at the school. Parents can purchase coloured faction shirts for students to wear for sporting events from the Uniform shop.

FAMILY CONTACT DETAILS

Please inform the school if any changes occur to your child's details; particularly telephone contact numbers, emergency contacts, address and medical issues.

In the case of separated or divorced parents, documentation detailing custody arrangements/access rights to the child within school hours should be provided to the school. Please complete the online form by scanning the QR code with your smartphone camera and follow the pop up link.



GOOD STANDING POLICY

Students must maintain good standing as outlined in the school policy to represent the school or participate in extra activities. Good Standing is based on 85% attendance and responsible behaviour.

HEAD LICE

Head Lice is a common problem in schools throughout WA. They are **not** an indication that a child has dirty hair, in fact lice prefer to live in hair that is relatively free of dirt and oil. Head lice are infectious and difficult to control if not treated immediately on detection. If a child has been identified as having lice, parents will be notified. It is strongly recommended you treat your child's hair using a procedure recommended by a chemist or doctor. Parents are asked to check their children's hair regularly.

HOMEWORK POLICY

The following information details the whole-school homework policys. For further queries about homework parents are encouraged to approach their child's classroom teacher.

Homework for primary school children should be minimal, in order that a balance of play, rest and exercise can be achieved. Homework should always be seen as a vehicle to enhance student learning outcomes and foster positive school-home partnerships. The following statements provide a uniform approach to homework at Brookman Primary School.

Kindergarten – Year 2:

- ✓ Reading every day: With a focus on parents reading to their child in Kindy and supporting the child to read in Years PP-2. All reading needs to be recorded in the student's reading logbook.
- ✓ Maths: Incidental Maths opportunities such as counting, recognising shapes and ordinal numbers
- ✓ Other: Any other homework given is at the individual teacher's discretion, supporting the current learning program in the classroom.

Years 3-6:

- ✓ Reading every day: 15-30 minutes per night, depending on the individual student's ability. All reading needs to be recorded in the student's reading logbook/diary.

- ✓ Maths: Revision of addition/subtraction facts or current tables each night.
- ✓ Other: Reading log over the holiday periods, research, and other teacher directed activities or completion of unfinished work set by the teacher.

K-6 Additional activities:

If parents would like their child to participate in additional activities at home, they may choose to encourage:

- ✓ Outdoor play for physical development
- ✓ Board games, card games, dice games
- ✓ Cooking (an important life skill which also promotes reading and Maths)
- ✓ Jigsaw puzzles
- ✓ Word puzzles or crosswords
- ✓ Play charades and other drama type activities.
- ✓ Reading stories at bedtime
- ✓ Reading newspapers and magazines
- ✓ Help with chores: building responsibility.
- ✓ Phone calls to a relative: listening and speaking skills.

ILLNESS

Parents are encouraged to keep their children home if they appear sick prior to school as they can become very distressed at school if they are not well. Should a child be sufficiently ill to be withdrawn from class, parents will be contacted and requested to collect their child. Students leaving school will need to be signed out at the front office. If your child is involved in an accident or becomes sick at school, every effort will be made to contact parents/caregivers and to arrange medical attention. It is essential the school is kept up to date with changes in telephone numbers - home and work, address, place of employment and an emergency contact person. In exceptional circumstances immediate outside medical help will be sought and the caregiver contacted as quickly as possible. The cost of medical attention including an ambulance, if needed, will be the parents' responsibility.

INFECTIOUS DISEASES

In the case of highly infectious diseases, the following may assist in determining how long to keep a child at home:

- **Chicken Pox:** Exclude from school. Where no medical certificate of recovery is available, students can attend 5 days after the rash first appears and once the blisters have all scabbed over. Contacts are not excluded.
- **Measles:** Exclude from school. Where no medical certificate of recovery is available, students can attend 4-7 days after rash appears, if well. Contacts are not excluded. Should a measles outbreak occur, children not vaccinated against measles can be excluded from school until they show medical proof of vaccination.
- **Mumps:** Exclude from school. Where no medical certificate of recovery is available, students can attend 9 days after onset of swelling. Contacts are not excluded.
- **Ringworm:** Exclude from school. Re-admit the day after fungal treatment has begun. Contacts are not excluded.
- **Impetigo:** Exclude from school until treatment starts. Sores should be covered with a watertight dressing.
- **Slapped Cheek:** A child may attend school, as they are most infectious before rash appears.

JEWELLERY AND MAKEUP

Students become very distressed when they lose or break jewellery. In some cases, jewellery may cause an injury. Therefore Jewellery should not be worn except for ear studs and inexpensive watches. Similarly, **nail polish and make up are not regarded as suitable for primary school pupils.**

KINDERGARTEN AND PRE-PRIMARY

The school operates Pre-Primary and Kindergarten classes. Attendance in Kindergarten is expected to be every day of your child's rostered times as these early years are very important to your child's overall development. Kindergarten children attend 3 days one week and 2 days the following week.

Pre-primary attendance is compulsory in Western Australia. Students are therefore expected to attend all sessions. The purpose of Kindergarten and Pre-Primary programs is to provide your child with an interesting and stimulating learning environment building on the attitudes, skills and abilities that they have already learnt at home. This is conducted in a structured environment that allows for formal and informal learning with flexibility and safety in mind, thus providing a classroom in which your child will feel happy, secure, content and confident of success. Parents are welcomed into our classrooms and every opportunity to develop a close bond between home and school is encouraged.

KINDILINK : ABORIGINAL 3 YEAR OLD PRE KINDERGARTEN CLASS

Brookman offers a program for three-year-old Aboriginal children (and siblings) and carers called 'KindiLink'. KindiLink is a play and learn based program for Aboriginal children who are not old enough to enrol at school. Children and parents/carers are encouraged to attend the 'play and learn' KindiLink sessions for three hours, two times a week on Monday and Tuesday mornings. An early childhood teacher and Aboriginal and Islander Education Officer run the sessions.

LATE ARRIVAL

Students who arrive at school on time are more relaxed and feel more organised. We encourage you to assist your child by being punctual. If your child arrives after 8.30am they will need to obtain a late slip at the front office before going to their classroom.

Gates open at 8.15am and students should be in class before 8.30am to prepare for the day.

LEAVING / TRANSFERRING FROM BROOKMAN PRIMARY SCHOOL

If you know in advance that you will be withdrawing your child/children from Brookman please notify the office or complete the online form by scanning the QR code with your smartphone camera and follow the pop up link to ensure that all records can be brought up to date. Parents are requested to return library books and reading books belonging to the school and take their belongings from their desk prior to departing. Your child's formal records will be forwarded to your new school via the school courier system.



LIBRARY

All classes including pre-primary regularly use the library. Books are borrowed for one week and must be carried in a library bag for protection. It is expected where a loss or irreparable damage has occurred that parents replace or reimburse the library for the damage or loss. Students will be unable to borrow books if they have any outstanding library items on file.

LOCAL AGENCIES TO ASSIST PARENTS

There are a number of local agencies listed below that can assist families. For a more detailed list and further information please call your local council.

William Langford Community House, Inc. offers a variety of services including financial counselling, family support and legal advice for all Cultures. William Langford Community House, Inc. is not a crisis centre. They are located at 82 Langford Avenue, Langford. Phone: 9350 6236.

Interpreter Services can be arranged, if required, for enrolments, parent meetings etc. Please contact the school if you wish to access this service.

Langford Aboriginal Association Inc (LAA) is located at 15 Imber Place, Langford and assists Aboriginal families with a variety of programs aimed at men, women and children.

If you wish to receive their termly newsletters to obtain further information, or you need to contact them please phone 9451 1424.

Family Support Network provides support to families led by Centrecare and Wungening to coordinate services. Phone: 1300 038 850.

LUNCHES

Children bringing lunches from home to school should have a lunch box clearly marked with their name. Lunch is eaten under supervision for the first 10 minutes of lunchtime. The school encourages children to eat a nutritious lunch. During hot weather, the use of an insulated carry bag plus cooler block is suggested.

MEDICATION

When parents send medication to school a student "Administration of Medication" form must be completed at the admin office. Medication must be in its original box with a valid expiry date. Parents must notify their child's teacher of the required medication but the medicine must stay with, and be administered by admin. All dosages will be recorded until the completion of the course. Parents with students that require ongoing medication must have the medication available to admin at all times. It is vital to the student's health and well-being that parents advise the school of any health issues as soon as possible.

MOBILE PHONES AND ELECTRONIC DEVICES

The Department of Education mobile phone policy from 2020, bans the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day") unless the student has an exemption to monitor a health condition as part of a school approved documented health care plan.

Smart watches are required to be turned onto aeroplane mode.

The school cannot accept responsibility for damage or theft. It is not appropriate for a student to use their phone to take audio, photographic or video recordings of school personnel or events.

NEWSLETTERS

Newsletters are an important way of communicating with all parents/carers on matters concerning the school. Please keep a look out for these publications as they contain vital information on the current school activities. The newsletter is also available on the Brookman Primary School website at: www.brookmanps.wa.edu.au

NOONGAR LANGUAGE

Brookman PS teaches Noongar Language as part of the Western Australian Curriculum, to all students from Years 3 to 6 for one hour a week.

P & C ASSOCIATION

We are fortunate to have the support of an active Parents and Citizens' Association (P&C) who work tirelessly in partnership with the school to provide that 'little bit extra' for our students. All members offer their services on a volunteer basis and are led by a strong executive which ensures that the relationship between student-teacher-parent is fostered. The P&C meets on a regular basis. Times and dates are published in the term planner. If you have a fundraising idea for our committee or just want to contribute and learn more then please feel free to contact us via email at, pncbrookmanps@gmail.com. The P&C would like to invite all parents to join our parent Facebook page (Brookman Primary School P & C). Please note: when requesting to join the group, there will be a couple of questions to answer before being accepted.

PARENT INFORMATION: WEBSITE and INSTAGRAM

The school web site contains information regarding the school, newsletter, policies and events. Our web site address is: www.brookmanps.wa.edu.au The school also has Instagram for updated information [@brookmanps](https://www.instagram.com/brookmanps).

PARENT INTERVIEWS

These are usually of two kinds –

- (a) Minor Importance: (lunches, lost property, absences, etc.) These visits are brief and can be attended to with a minimum of interference with class routine. Parents are asked to make direct contact with the class teachers.
- (b) Major Importance: Parents are always welcome to discuss their children's progress, difficulties, future plans and behaviour. This type of visit can interrupt a teacher's timetable and the first approach in this case should be to the teacher to make a suitable time for an appointment.

PARENT ROOM

A parent committee maintains the Parent Room near the staff entrance to A Block. This is available for use by the Uniform Shop and as a meeting place for parents or for organised activities. You are invited to make full use of this facility. All are welcome.

PARKING

In the interests of the safety of all students attending Brookman PS, parent or caregiver vehicles are not to be driven onto any part of the school grounds without the express approval of the Principal. Parents are asked to follow all road rules and road safety guidelines when dropping students off or picking students up from school. The school promotes safe routes to school, common sense, courtesy and safety.

- ✓ Park on the school side of the road facing the correct direction of traffic flow.
- ✓ Students are to leave and enter the car from the kerb side.
- ✓ Travel in the direction your vehicle is facing.
- ✗ No U-turns.
- ✗ Do not use driveways for drop-off or pick up.
- ✗ Do not use driveways for turning around.

Where possible choose alternative modes of transport (i.e. walk, cycle)

There is also a carpark on Daly Circle at the back of the school ideal for Kindergarten and Pre Primary parents

PUBLICATION OF IMAGES & WORK

The Department of Education's Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. Our school regularly uses images of students in a variety of ways to recognise excellent achievement, inform parents/carers and the local community of school matters, publicise events and to promote the school via the school Instagram page. From time to time we may also be asked to contribute photos of students and/or their work to Department of Education media.

In addition to this, the publication of our Newsletter on our school's website may result in your child's image potentially being accessed worldwide through the Internet. Permission of parents/carers for the use of images is through either the individual signed consent form, or that completed at enrolment.

REPORTS

Reports will be emailed at the end of Terms 2 and 4. If you have any queries or concerns about your child's progress please contact the teacher and make an appointment to see them. Please make sure a current email address is given to the office. Students in Years 3 and 5 will also receive NAPLAN data in Semester 2.

SCHOOL BOARD

The Brookman Primary School Board consists of parent representatives, community members, staff representatives and the Principal. Members of the community may also be co-opted by the Board for specific duties as needs arise. The Board meets regularly throughout the year.

Responsibilities of an IPS School Board

- Work within the Department of Education's relevant legislation and regulations
- Sign the school's Delivery and Performance Agreement (DPA)
- Monitor the progress of the school's Business Plan
- Endorse and review the annual budget
- Assist with the formulation of Codes of Conduct
- Participate in a review of the performance of the school
- Approve fees, charges, contributions and items of personal use (booklists)
- Liaise with other committees within the school e.g. the P&C

SCHOOL CHAPLAIN

Brookman Primary School is committed to providing the best care possible for its students and whole school community. A part of this care is the in School Chaplaincy program provided by the YouthCARE organisation.

Our Chaplain is **Samantha Wilson**, who is available every Monday and Tuesday from 8am – 3pm to support families, increase the resilience of children and strengthen links between the school and wider community.

SCHOOL HEALTH SERVICE

A Community Health Nurse visits our school. Community Health Nurses work in schools to promote healthy development and wellbeing so students may reach their full potential. A major part of the work of a Community Health Nurse within a school is to focus on early intervention and the School Entry Health Assessment Program. Community Health Nurses serve as a health contact point for children and their families providing information, assessments, health counselling and referral. The services provided are free and are confidential. If there are any Pre-Primary or Year 1 students who have missed out on having their School Entry Health Assessment in Kindergarten, please pick up a Health Assessment form from the school office, fill it out and return it to the office. The Community Health Nurse will attend to the assessment when she screens the Kindergarten students. If you have any concerns about your child's health or development, please contact the Community Nurse on 6330 3123.

SCHOOL PSYCHOLOGIST

To assist students and families Brookman has a School Psychologist available. Our School Psychologist is in on Tuesday and Thursday to support families and students. Support can be offered with self-esteem, anger or aggression, family or relationship issues, grief and loss and a range of other areas. Referrals need to go through classroom teachers or Deputy Principals.

SMOKING

Under the Western Australian Tobacco Products Control Act 2006, smoking is banned in all public places to protect people, particularly children, from exposure to second-hand smoke. The Law Includes, **no smoking on school grounds.**

STATIONERY

A personal items list (book list) is distributed toward the end of each year for the following year with details of suppliers included. Pre-ordering these items ensures your children have everything they require at the start of the school year. A copy of our booklist is available on the school website or via the office.

SUN PROTECTION

Brookman Primary School has a "**NO HAT, NO PLAY**" in the sun policy during the **whole year**. Children will not be permitted out in the sun unless they are wearing a Brookman Primary School broad brimmed hat. Sunscreen is available to students to apply on excursions and it is their responsibility to apply it.

STEAM Science Technology Engineering Arts Mathematics

Digital Technologies and STEAM (Science, Technology, Engineering, Arts and Mathematics) play an important part of the school curriculum at our school. Brookman Primary School is focused on providing opportunities for its students in 'Discovery and Innovation'. Brookman has established a reputation as a school highly regarded in leading through innovative approaches to STEAM education. Our school focuses on real-world, meaningful, integrated cross-curricular activities and projects that include facets of all of these key learning areas. Teachers motivate students to explore and utilise their creative skills to problem solve. Through these activities student interest and engagement has increased significantly.

TERM CALENDAR

At the beginning of each term a calendar is published online and sent via Connect advising parents of significant events during the term. School Development Days, Holidays, Assemblies and specific activities are included in the term calendar. You are able to access up to date events on the schools website at <https://brookmanps.wa.edu.au/calendar/> .

UNIFORMS

Uniforms are available for purchase from the P&C Association at the Uniform Shop, **located in the Parent Room** in A Block.

The Uniform Shop is **open** : Wednesday -Friday 8.15 a.m. – 9.00 a.m.

HATS: Brookman Primary School has a "NO HAT, NO PLAY" in the sun policy during the whole year. Students without hats will play in the shaded areas of the school buildings.

Only students wearing school uniform and a hat will be allowed on the oval.

HAIR: It is a common understanding in Department of Education primary schools, that for occupational health and safety reasons students, both boys and girls:

- should not have hair impeding their vision at any time; and
- that long hair down to the bottom of the shirt collar is to be tied back neatly.

SUMMER:

Boys Royal Blue shorts, Royal Blue/Gold short sleeve polo shirt.
(Can be worn all year round)

Girls Royal Blue shorts or skirts, Royal Blue/Gold short sleeve polo shirt.
(Can be worn all year round)
Hijabs are available for purchase



WINTER:

Blue microfibre track pants, microfibre sport zip up jacket with emblem, blue polar fleece jumper with half zip and emblem or V-neck jumper and royal blue/gold short sleeve Polo Shirt. **No hoodie jumpers allowed.**



VISION

Brookman Primary School students will achieve to the best of their ability and develop a love of learning within a safe, positive environment. Students will take pride in what they do, value cultural diversity and enjoy active engagement in a supportive community.

VISITORS

All visitors and volunteers must report to Administration to sign in. They need to state their purpose for being on the school grounds and receive a visitor's lanyard or sticker. Prior to leaving, visitors return to the front office to sign out. Anyone without a visitor's lanyard or sticker will be asked to leave or proceed to the office to follow this procedure.

Visitors other than parents will be required to produce a valid Working with Children card.

VOLUNTARY CONTRIBUTIONS

While contributions are voluntary, the quality of our teaching and learning program is maximised when each family makes a contribution to supplement funding gained from other sources, including the State and Commonwealth Governments. The amount the School can request is set by regulations and is agreed after consultation with the School Board. Each year this amount is reviewed by the School Board and is communicated to parents two months prior to the start of the new school year. Voluntary Contributions can be made directly to the school.

School Contributions are:

Kindergarten to Year 6

\$60 per child payable at the commencement of the year
or \$15 per term payable at the **commencement of each term.**

Brookman Primary School accepts payment for all school voluntary contributions, camps, interschool activities, excursions and sporting events using the following methods:

1. **EFTPOS / Credit Card in the school office or**
2. **Online Direct Deposit to:**
Brookman Primary School

BSB: 066 040

ACCOUNT NUMBER: 1990 0129

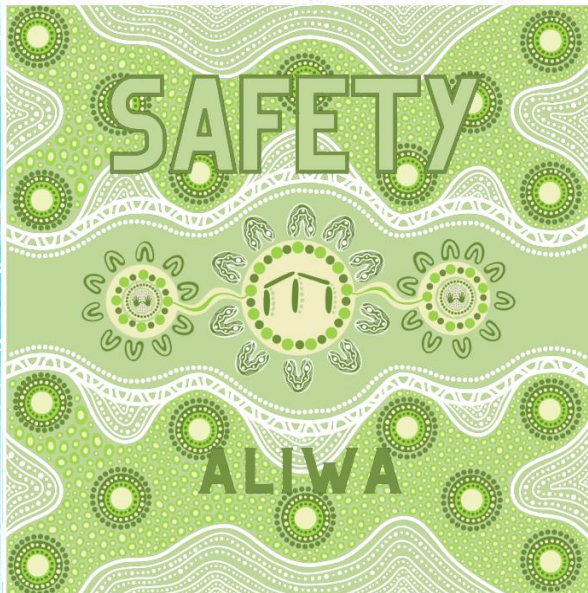
REF: Student Full Name and Reason. EG. John Smith Camp

We encourage parents and carers to use one of the above methods of payment, however If this is not possible, payments can be made by cash:

- All cash payments should be given directly to the front office staff in a sealed envelope with your child's name, room number and the purpose of the payment.

Please note: no payments are collected by teachers in classrooms.

The school office does not accept payments for the P & C (including Uniforms, Book Club and special lunch orders) or school photos – these payments are made directly to the supplier.



...building towards the future...

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