



# Broadford Primary School

*Believe in yourself*

## School Information Booklet



*Respect Responsibility Resilience Readiness*

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## *Welcome*

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Broadford Primary School is a caring community and together we will lay the foundations of a solid educational platform for your child.

We hope you will take an active interest in your child's schooling. This could be assisting in school activities such as classroom reading, grade excursions, sports days, school canteen, working bees etc. If there are any concerns with your child's schooling, please discuss this with their classroom teacher immediately. I also welcome the opportunity to discuss any school related topics with you at any time. Appointments can be made through the school office.



Jennene Cooney  
Principal

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## *School Values and Mission*

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### **SCHOOL VISION**

To provide a learning environment whereby all children can achieve to their potential.

### **MISSION STATEMENT**

Broadford Primary School is a dynamic learning community that provides structured learning to enable students to reach their full potential in a safe, supportive and friendly environment. With a strong emphasis on co-operation and teamwork, students are explicitly taught our key values of academic success and emotional well-being which are Respect, Responsibility, Resilience and Readiness. Our school is committed to maximising student engagement with a strong grounding in the eight key learning areas and a focus on the development of an environmental conscience at a local, national and global level. Our staff are committed to ensuring that all students are taught the academic, social and life skills that are critical for their future success in Australia's ever changing society.

### **SCHOOL VALUES**

**Responsibility:** WE are responsible when we show care and safety to ourselves, others and property.

**Respect:** WE show respect when we listen, ask for help and treat others in a positive way in our school community.

**Resilience:** WE show resilience when we accept challenges and make positive change.

**Readiness (to learn):** WE show readiness when we are motivated and willing to learn



## **DEMOCRATIC PRINCIPLES**

The programs and teaching at Broadford Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance

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## ***SCHOOL HOURS***

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***Gates open at 8:40am and classrooms are open from 8:45am***

<b>8:55 - 10:00</b>	Session 1
<b>10:00</b>	Fruit Bell
<b>10:00 - 11:00</b>	Session 2
<b>11:00 - 11:30</b>	Morning Recess
<b>11:30 - 12:30</b>	Session 3
<b>12.30 - 1:30</b>	Session 4
<b>1:30 - 1:40</b>	Lunch eating (in classrooms)
<b>1:40 - 2:20</b>	Lunchtime break (outside play)
<b>2:20 - 3:20</b>	Session 5
<b>3:20</b>	End of the day

***Children should not arrive at school before 8.40am***

## **ASSESSMENT AND REPORTING**

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Broadford Primary School wants to make the partnership between teacher, student, and family work when it comes to knowing how learning is progressing. Parents/Carers are always welcome to make an appointment with their child's teacher to discuss their child's progress.

### **SEMESTER REPORTS**

There are two written reports which are prepared by teachers in June and December of each year and are made available on Compass. These reports convey the academic and social achievements of your child.

### **NAPLAN**

In May the Federal Government requires students to undertake a testing process called National Assessment Program Literacy and Numeracy (NAPLAN) for those students in Years 3 and 5. NAPLAN is not a pass or fail test and families receive the outcome of their child's individual result usually before the end of term three.

For more information see <http://www.nap.edu.au>

### **INDIVIDUAL EDUCATION PLANS**

Some students will have Individual Education Plans (IEPs). These set goals and targets for individual students, and are developed in partnership by staff, parents and students. IEP's are required for our students who are funded under the Program for Students with Disabilities, in Out of Home Care, identify as Koorie and students who are 12 months above or below the expected level.

### **STUDENT LED CONFERENCES**

This is an opportunity to participate in your child's learning experience. These conferences are held in the last week of Term 2. Each child has around 10 minutes to present their year's best work via a 'Show & Shine' format which could be PowerPoint slide show, student work books or posters. This format is solely 'run' by your child!

## *Attendance*

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Every day counts in a child's education. Attendance every day is compulsory for all students up to the age of 15 years. Regular attendance at school helps social adjustments as well as academic development.

A roll is taken at the start of the day and after lunch time so that we know at all times where students are.

Please inform the school if your child is going to be absent. Students leaving school at any other time than the normal dismissal time must be accompanied by an adult. Parents/carers wishing to collect their children early from school should report to the general office and sign students out.

When your child is absence from school, it is your responsibility to contact the school on the same day of the absence or in advance if known. You can record your children's absent by calling the office, emailing the school/teacher or using Compass.

*Please refer to our school attendance policy for further information.*

### **ARRIVAL AND DISMISSAL OF STUDENTS**

Our first bell is at 8.55am and the last bell is 3.20pm. Supervision of students in the yard commences at 8.40am each day and ends 10 minutes after the final school bell. Please be aware that early arrival at school or staying after school is not supervised and is discouraged. Student safety is paramount.

### **LATE ARRIVALS**

Children arriving to school after 8.55am must report to the office to obtain a late pass which they will then give to their teacher. Parents should accompany their child to the office to sign the student in. Otherwise late students will be marked unapproved.

### **NOTIFICATION OF ABSENCES**

Where a student is absent, an explanation must be provided to the school. This can be a written note signed by the parent/guardian and given to the general office or classroom teacher. Explanations can also be provided online through Compass, emailing the school or calling the school office. If your child reaches five days of unapproved or unexplained absence over a 12 month period, the school will work with parent/carers to improve the child's attendance.

### **CAMPS/GRADE 2 SLEEPOVER**

All children are offered camps in grade 3-6 and a school sleepover in grade 2. The sleepover and camps are incorporated into the curriculum and are an important part of your children's education and social development. Information about the grade 2 sleepover and your child's camp will be sent home as soon as it's available.

### **EXCURSIONS/INCURSIONS**

Our school has an extensive excursion and incursion (in-school visits) program. These visits are a feature of our teaching programs and therefore all students are expected to attend. If the excursion involves travel or cost, a permission form will be sent home to be signed. For local walking excursions, parents/carers will be asked to sign an annual blanket approval form. Any student without a signed excursion permission slip and payment will be unable to attend.

### **CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)**

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible children to attend activities like:

- school camps or trips
- swimming and school-organised sport programs
- outdoor education programs
- excursions and incursions

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. A Special Consideration category also exists. Schools can receive applications from families over term one and two. Contact the school office for further information.

## *Children's Health*

If your child is ill, home is the best place to be. If children become sick or have an accident at school, they are cared for in the first aid room until contact can be made with parents/carers. If your child is unwell at school, parents/carers or emergency contacts are notified and asked to come and collect them.

Therefore, it is really important to have your most up-to-date contact details at the Office. The school needs a current daily phone number and that of an emergency contact. In cases of extreme emergency the school will call an ambulance at the parents' cost.

### **MEDICATION**

All prescribed medication will be stored securely in the school office.

If your child has been prescribed medication that needs to be administered during the school day you will need to fill out a medication form. Please contact the school office to discuss specific requirements.

### **ASTHMA**

If your child suffers from asthma, you **MUST** complete an 'Asthma Management Plan'. This form needs to be completed by your child's doctor and will be maintained on file at the school. If the plan is amended please provide an updated version as soon as possible.

### **ANAPHYLAXIS**

Children who suffer with Anaphylaxis **MUST** have an up-to-date Action Plan.

Children who are at risk of anaphylactic reactions must be identified on enrolment and plans put in place including having their EpiPen at school. Teachers undergo training to assist students who may have a reaction at school and EpiPens are maintained in the first aid room.

### **HEAD LICE**

Head lice occurs in all schools and are always a source of frustration to families.

Parents/Carers are urged to make regular inspections of their child's hair. When live head lice are found, children are **NOT** permitted to return to school until treatment has been completed. You should notify the school if your child has head lice and a note will be sent home to all children in that room to have them checked. This is confidential and your child will not be identified.

### **INFECTIOUS DISEASES**

Children are required to provide the school with an Immunisation Certificate upon enrolment.

Some illnesses require children to be kept at home whilst infectious. If your child has an infectious disease please notify the school straight away. The child must stay at home for the exclusion period. You can find this information on the Department of Health website under the schools exclusion table:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>



## *Child Safe Standards*

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Broadford Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

*For further information please read our Child Safety Policy.*

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## **COMMUNICATION**

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### **COMPASS SCHOOL MANAGER**

Broadford Primary School uses Compass School Manager. Compass provides an online parent portal, which includes many features, including the ability to:

- Monitor your child's attendance, and enter approval for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- Download and view your child's semester reports
- Book parent/teacher conferences

Important updates and reminders will be sent to families using our Compass Student Management System. You can download this app onto your phone to receive notifications or you will be sent an email when an update has been sent.

Parent account letters are generated by the General Office, and include a family username and password to allow access to the parent portal. Students can access Compass using their own username and password.

### **NEWSLETTERS**

A school newsletter is produced fortnightly on a Friday. On alternate Friday's a 'dates to remember' bulletin is published. These both contain up to date information on what is happening at the school. They will be sent through Compass or you can download a copy from our website [www.broadps.vic.edu.au](http://www.broadps.vic.edu.au). A hard copy can be collected from the office.

### **OFFICE HOURS**

The office is open from 8.30am to 4pm. Please contact the school office on 5784 1221 during these hours. Alternatively you can email the school at [broadford.ps@education.vic.gov.au](mailto:broadford.ps@education.vic.gov.au)

All permission notes and monies should be enclosed in an envelope, marked with the child's name and room number and then placed in the letterboxes at the office. These letterboxes

are clearly marked with your child's room number and as they are locked it keeps money and notes secure.

## FACEBOOK

Please join the BPS Facebook group for updates and reminders. You must answer the questions to be approved.

## PARENT TEACHER MEETINGS

Parents/Carers are always welcome to make an appointment with their child's teacher to discuss their child's progress and other matters that may arise throughout the year. Please make an appointment at the office (phone or call in). Teachers are not available to take calls during class time, a message will be taken and given to the teacher as soon as possible. Our welcome BBQ at the start of the year provides parents with an opportunity to meet with teachers and discuss any wellbeing or learning concerns.

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## *General Information*

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## ASSEMBLY

A whole school assembly is held fortnightly on a Friday and commences approximately 2.50pm in the multipurpose room (MPR). All families are welcome to attend. At assembly we celebrate student achievements and each room and/or grade level has the chance to showcase items to the whole school.

## BOOKCLUB

Scholastic Book Club is a fantastic and easy way to get your child excited about reading. Bookclub brochures and order forms are handed out to all students twice per term. It is a convenient shop at home way to purchase books with huge discounts and books are delivered to your child at school. All purchases earn free teaching materials and resources for your child's classroom and school.

## CANTEEN

The school canteen is open Monday, Tuesday, Thursday & Friday. A menu available on the school website and is also sent home at the start of each term. Correct money is appreciated and orders should be written on a paper bag, include your child's name, room number, order & amount enclosed. Lunch orders are collected & returned to the classroom.

## LOST PROPERTY

All lost property is placed in the lost property box located outside the library. Unclaimed articles are kept for the current term before being disposed of, sold, or given away. Parents are urged to **LABEL ALL CLOTHING AND BELONGINGS** clearly, and to check the lost property box for lost articles.



## MOBILE PHONES

Broadford Primary School understands that students may bring a personal mobile device to school, particularly if they are travelling independently to and from school or to extra-curricular activities. During school hours, personal mobile devices must be switched off and left at the school office in a lockable safe. *Please refer to our Mobile Phone Policy for further information.*

## PARENT AND FRIENDS

A great way to become involved in the school is to join the Parents and Friends Association. Working in cooperation with the Principal and School Council, the BPS P&Fs aims and objectives are to:

- contribute to the wellbeing of the school community
- encourage the participation of all parents in the life of the school and the education of their children
- provide opportunities for parents to get to know each other and to be informed about their child's school
- provide opportunities for parents to extend their understanding of school operations, and general education policy
- contribute to proposals on school policy and other educational issues (as identified or discussed with the Principal or School Council)
- raise funds for the benefit of the school.

## PARENT HELPERS/VOLUNTEERS

Parents and volunteers play a vital role in assisting the school to deliver quality programs. Members of our school community who would like to volunteer are encouraged to contact their child's teacher or leave your name and contact details with office. On occasions requests for volunteers (eg. Working bees, classroom helpers, and excursions) will be advertised in the school newsletter, via letter or on Facebook.

All volunteers in the school must have a volunteer 'Working with Children Card'. Applications are free and completed online.

At the start of each year and as required throughout the year, a volunteers training programs will be conducted by the Principal or a member of the leadership team. All volunteers must complete this training before working in classrooms.

## PERSONAL BELONGINGS

The school discourages valuable, personal items and/or large sums of money being brought to school and will not be responsible for loss or damage.

## POLICIES

School policies are available on the school website [www.broadps.vic.edu.au](http://www.broadps.vic.edu.au) or from the school office.

## **STUDENT LEADERS**

Our Junior School Council (JSC) is made up of Grade 5 & 6 students who are elected by their peers. House Captains are elected by the by their peers. The houses are Murchison (Red), Hickey (Blue), Piper (Yellow) & Sugarloaf (Green).

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## ***School Council***

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The School Council is a representative body of parents, teachers and members of the community. Nominations are called in February each year with parent members elected in March. If nominations exceed the number of vacancies a ballot will be called. Positions are held for 2 years.

The current composition (9 members) of the School Council is as follows:

- 6 elected parent representatives who are non-Department of Education & Training.
- 2 elected DET employees. These are usually teachers but may be parents who work for the Department of Education.
- Principal as Executive Officer

Parents are invited to contact any of the Council Members who will raise matters on their behalf at monthly meetings. Parents are also reminded that observers are always welcome at council meetings which are held 3rd Wednesday of each month. Observers may be heard but do not have voting rights. If any additional information is required about the School Council please contact one of the following:

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## ***Parent Payments***

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### **PARENT PAYMENTS**

The Education and Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program. The standard curriculum program includes the core learning and teaching activities associated with the Victorian Curriculum. School councils are responsible for developing a school-level policy which covers the request of voluntary Curriculum Contributions, optional extras and voluntary financial contributions. Optional items include excursions and camps. The cost for these vary and parents/carers will be advised of the costs as these events are coming up.

### **CURRICULUM CONTRIBUTIONS**

This amount of the Curriculum Contribution is confirmed in term 4 for the following year. The Curriculum Contribution covers general classroom materials, visual arts supplies, maths materials, physical education supplies, library resources and information and computer

technology requirements (inclusive of computer leases, software licences, inks, toner, internet access and additional technical support) necessary to provide an appropriate learning environment for each class.

## **BOOKPACKS**

Students will be provided with a booklist each year. The booklist is inclusive of the provision of all materials and stationery, including workbooks, writing paper, exercise books, pencils and a range of other stationery needs required throughout the school day.

Book lists can be purchased in a bookpack from the school supplier or they can be purchased from any stationery supplier. If you chose to purchase the items from a stationery supplier, please ensure it has exactly the same materials that are listed on the booklist as, for example, line sizes vary across grade levels. Bookpacks vary in price for each year level and are sent out in Term 4 for the following year.

## **VOLUNTARY CONTRIBUTIONS**

Voluntary Contributions are set each year and are requested for areas such as Grounds works, First Aid Supplies, Maintenance etc. Details of these contributions are advised with the Curriculum Contributions.

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## *School Travel*

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### **SCHOOL BUSES**

School buses are available for eligible children attending Broadford Primary School or where seats are available. To be an eligible traveller, the distance from door to door must be no less than 4.8 kilometres. To travel on the bus, parents/carers must complete the 'PT Form1 Application for Permission to Travel' and returned to the school office. Broadford Secondary College coordinates the school buses. If parents/carers want to change the normal arrangements for their children's bus travel, (eg; student not travelling home on the bus that night) they must provide the school with a written explanation or phone call to the office of the change. **NO NOTE OR CALL - NO CHANGE.**

### **CONVEYANCE ALLOWANCE**

If you live more than 4.8km from your nearest bus stop or school, you may be eligible for conveyance allowance. This is paid to the school and reimbursed to the parent to help with the cost of student travel to and from a student's nearest government school. Please ask at the school office for an application form. This payment is made at the end of each semester.

### **BICYCLE AND CROSSING SAFETY**

All students are permitted to ride bicycles and scooters to school. Students from Foundation to year 2 are encourage to have a parent/carer or older sibling to ride with them.

Parents/cares should ensure that children who ride to school have the necessary skills to ride safely, including the wearing of a compulsory correctly fitted helmet. A bike shed is



provided for the housing of bicycles and scooters. Although care will be taken, the school cannot accept responsibility for bicycles/scooters brought to school. Students and adults are not permitted to ride in school grounds. This ensures the safety of all our community members.

We have one crossing supervised by the Mitchell Shire in Gavin Street. Please ensure your child crosses at these safe points.

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## **SCHOOL UNIFORM**

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Broadford Primary School has a compulsory student uniform. The uniform has been developed through the School Council. Students are expected to be dressed in the appropriate school uniform at all times whilst at school.

*Uniforms are available from 'All Things Uniform' High St Broadford. School bags, hats and iron on logos are available from the office.*

### **SUMMER Uniform Options**

- Navy blue shorts or skirt
- Navy blue and white check gingham dress with short sleeves (navy or black bike. Shorts can be worn under dresses but must not be longer than the dress).
- Approved navy skirt
- Navy blue track pants or approved navy blue trousers (jeans and active wear are not approved trousers)
- Sky blue school polo shirt
- Royal Blue School jumper, jacket or vest
- Black school shoes
- Runners
- Plain blue, black or white socks

### **Additional WINTER uniform options**

- Navy blue pinafore
- Light blue skivvy
- Blue or white tights
- Navy blue beanie

### **Grade 6**

School windcheater and tee shirt which has been designed and approved each year

### **Sunhats**

School broad brim sun hats, with logo

***Clear labelling of ALL CLOTHING AND SCHOOL ITEMS is strongly encouraged.***

## School Wide Positive Behaviour Support (SWPBS)

The goal of School-Wide Positive Behaviour Support (SWPBS) at Broadford Primary School is to create and maintain a positive and safe learning environment that enhances our school culture where we maximise individual academic and social growth.

SWPBS Purpose Statement:

*At Broadford Primary School, we create positive learning environments to allow all students to develop respect, responsibility, resilience and a readiness to learn. This encourages us to believe in ourselves and contribute positively to our community.*

Broadford Primary School is committed to the implementation of a whole school approach to positive behaviour support for engagement and learning. Our approach aligns academic and behavioural systems to create an emphasis on explicitly teaching, monitoring, and rewarding appropriate behaviour

Through our Behaviour Matrix, students have a strong understanding of what each of our values look like in operation – whether they are learning in the classroom, socialising in the yard, or at assembly. An important element of the SWPBS framework is the acknowledgement of good decision-making by students which reflects our schools values.

<h2 style="display: inline; margin-left: 10px;">Broadford Primary School Behaviour Matrix</h2>				
Expectations	<b>Responsibility</b> <small>WE are responsible when we show care and safety to ourselves, others and property.</small>	<b>Respect</b> <small>WE show respect when we listen, ask for help and treat others in a positive way in our school community.</small>	<b>Resilience</b> <small>WE show resilience when we accept challenges and make positive changes.</small>	<b>Readiness (to learn)</b> <small>WE show readiness when we are motivated and willing to learn.</small>
<b>All settings</b>	We are honest about our actions We care and look after each other We keep our hands and feet to ourselves We take care of everyone's belongings	We show kindness We use our manners at all times We take pride in our school and our community	We 'bounce back' We speak calmly We accept our mistakes We can find other solutions	We try our best We listen and follow instructions We are in line when the bell rings
<b>Classroom</b>	We keep our classrooms tidy We use technology as directed by a teacher We enter and exit classrooms in an orderly manner	We share equipment We follow instructions given by all staff We listen to everyone's ideas and opinions	We challenge ourselves We encourage each other We celebrate each other's successes We give and receive helpful feedback	We ask for help We focus on our own task We come to school on time We are prepared and ready to learn
<b>Outdoor Areas</b> (basketball court, oval, playgrounds, sandpit)	We play games safely We play in our areas We play football using the touch rule We wear our school hats when required	We put rubbish in the bin We follow the rules of the game We keep our hands and feet to ourselves We look after our school environment	We accept the rules of the game We listen to what others have to say We include others and make them feel welcome	We play in planned groups We follow staff instructions We line up when the music plays
<b>Assembly</b>	We listen and follow instructions We encourage others to do the right thing We enter and exit sensibly with our class and teacher	We use the 5'U's We take hats off We are quiet when we are sitting We show pride in our National Anthem	We accept when others receive awards We congratulate all award winners equally	We sit in class lines We stay focused on the speaker We get ready to listen to the speaker
<b>Canteen</b>	We only spend our own money We pay for things we are buying We wait in line with hands and feet to ourselves	We speak nicely We pay for our food We say please and thank you	We will wait in line patiently	We buy canteen goods only for ourselves We will be organised with our order and money
<b>Toilets</b>	We leave lights on in the toilet We use the toilet for the correct purpose We keep the walls, floors and toilet stalls clean We turn taps on, wash hands and turn taps off	We keep the area tidy We use the toilet correctly We respect everyone's privacy	We quietly wait our turn We use a toilet that is available	We return to class when we are finished We go to the toilet before school, at recess and lunchtime
<b>Office Areas, Foyer and First</b>	We always have a pass/note from a staff member We enter and exit all buildings quietly and sensibly	We use our manners We use our inside voice We wait quietly for a staff member	We accept the 1 <sup>st</sup> aid treatment given We accept the response from staff members	We go out to play when asked We return to class ready to learn
<b>Movement Areas</b>	We always walk inside the buildings	We walk in all hallways We knock on the door before entering the classroom We value our displays and students belongings	We wait until instructed We accept who we are standing next to	We return to our learning spaces We only walk around with permission

