



Broadford Primary School

Believe in yourself

School Information Booklet



Respect Responsibility Resilience Readiness

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Welcome to Broadford Primary School!

At Broadford Primary School, we take pride in being a caring and supportive community. Together, we will build a strong educational foundation for your child, fostering their growth and success throughout their primary school years.

We encourage you to take an active role in your child's learning journey. There are many opportunities to get involved, such as classroom reading, grade excursions, sports days, the school canteen, and working bees. Your participation enriches our school environment and strengthens the connection between home and school.

If you ever have concerns about your child's schooling, please don't hesitate to speak with their classroom teacher. I also welcome the opportunity to discuss any school-related matters with you. Appointments can be arranged through the school office.

We look forward to working together to support your child's education!

Jennene Cooney
Principal

School Values and Mission

SCHOOL VISION

At Broadford Primary our vision is to inspire confident, independent learners in a safe and inclusive environment. We empower students to achieve success, embrace growth, and foster a love of learning.

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

TERM DATES FOR 2026

- Term 1:** Tuesday 27th January to Thursday 2nd April
(Staff members start Tuesday 27th/ students start Wednesday 28th)
- Term 2:** Monday 20th April to Friday 26th June
- Term 3:** Monday 13th July to Friday 18th September
- Term 4:** Monday 5th October to Friday 18th December
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TERM DATES FOR 2027

- Term 1:** Wednesday 27th January to Thursday 25th March
(Staff members start Wednesday 27th / students start Thursday 28th)
- Term 2:** Monday 12th April to Friday 25th June
- Term 3:** Monday 12th July to Friday 17th September
- Term 4:** Monday 4th October to Friday 17th December
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SCHOOL HOURS

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

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

Children should not arrive at school before 8.40am

ASSESSMENT AND REPORTING

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 or Disability Inclusion, in Out of Home Care, identify as Koorie, and students who are deemed at risk.

STUDENT LED CONFERENCES

This is an opportunity for students to share their progress in semester and for students and parents to discuss how the year has gone to date.

Attendance

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 with an adult 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

All children are offered camps in grade 3-6. Camps are incorporated into the curriculum and are an important part of your children's education and social development. Information about 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://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Child Safe Standards

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.

COMMUNICATION

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. 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

All permission notes and monies should be enclosed in an envelope, marked with the child's name and brought to the office.

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.

General Information

ASSEMBLY

A whole school assembly is held fortnightly on a Monday morning and commences approximately 9am 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, Wednesday, Thursday and Friday. Lunch orders are only accepted online via Flexischools and a menu will be available on Flexischools at the start of each term. Window sales are available at recess and lunchtime on the outlined days.

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 (e.g. 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 Check'. Applications are free and completed online.

At the start of each year and as required throughout the year, a volunteer 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 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).

School Council

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.

School Essentials

Essential Education Fee

For 2026 the Essential Education Fee has been set at \$151.00 per student by School Council. This amount will be confirmed in term 4 for the following year.

The Essential Education Fee covers visual arts, science, physical education and 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.

Other Parent Payment Contributions

Other Parent Payment Contributions have been set at \$35.00 per student per year by School Council. This year School Council is using Voluntary Contributions paid by parents to fund the following:

Maintenance and upkeep of school grounds (gardening etc) \$20.00 and First Aid Supplies contribution for \$15.00.

Booklists

Students will be provided with a booklist each year. The booklist is for all classroom materials and stationery, including workbooks, writing paper, exercise books, pencils and a range of stationery needs required throughout the school day. Booklist pricing is communicated to parents/carers in Term 4 of the previous year.

Booklists can be purchased online from the school supplier, or they can be supplied by the parent/carer. If you chose to supply the booklist yourself, please ensure it has the exact same materials that are listed on the booklist for example line sizes vary across grade levels. Booklists vary in price for each year level. We source the best quality product that is guaranteed by the supplier

School Travel

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 Broadford Secondary College who 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, EMAIL 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 encouraged 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 Gavan Street. Please ensure your child crosses at these safe points.

SCHOOL UNIFORM

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 reader bags are available from the office.

SUMMER Uniform Options

- Navy blue shorts or skort
- 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.

Broadford Primary School SWPBS Matrix				
	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 changes.	Readiness WE show readiness when we are motivated and willing to learn.
All Settings Inside and Outside BPS	We are honest about our actions We take care of everyone's belongings We keep our hands and feet to ourselves We follow all staff instructions We keep ourselves and others safe	We show kindness We use our manners at all times We respect everyone's space and boundaries We care for and look after our community We take pride in our school and our community	We 'bounce forward' We can find other solutions We have a go at challenging ourselves We listen to and take on feedback We accept our mistakes	We are ready and prepared with all equipment We listen and follow instructions We are in line when the bell rings We try our best and have a go We demonstrate our 4 R's
Learning Areas	We keep our learning areas tidy We use technology as directed by staff We enter and exit learning areas safely	We show the 5L's We follow instructions given by all staff We listen to everyone's ideas and opinions We share and return equipment we borrow	We challenge ourselves and ask for help We encourage each other and give helpful feedback We celebrate each other's success We give everything a go	We focus on our own task We are prepared and ready to learn We transition quickly and quietly between learning spaces
Outside Areas	We play games safely We play football using the touch rule We wear our school hats when required We play games in the assigned area	We seek permission to leave the school grounds We look after our school environment We put rubbish in the bin We eat in the eating area	We listen to what others have to say We include others We accept outcomes calmly	We follow staff instructions We stop playing when the music plays We line up before the bell rings We follow the agreed rules of the game
Assembly	We encourage others to do the right thing We enter and exit safely with our class and teacher	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 our class lines We listen and focus on the speaker We stand quietly and sing the words we know
Toilets	We keep the walls, floors and toilet stalls clean We use the toilet for the correct purpose We wash our hands and turn taps off We leave lights on in the toilet	We respect everyone's privacy We keep the toilet clean and ready for the next person	We quietly wait our turn We use a toilet that is available We wait for our toilet partner	We return to class when we are finished We go to the toilet before school, at recess and lunchtime
Office Areas, Foyer, First Aid and Movement Areas	We always have a hall pass/note from a staff member We walk quietly and safely when entering and exiting all buildings	We use our inside voice We keep walls clean and tidy We wait until the staff member is ready	We accept the response from all staff We accept where we are in line We wait until instructed	We go out to play when asked We return to our learning spaces ready to learn We only leave a learning area with a hall pass We move as a class together
ICT	We return equipment to the correct location We report damage to staff We plug our computers back in when finished	We use the computers with care We only access our own documents We use the internet safely	We are patient when equipment is not working	We log out when we are finished We follow instructions

