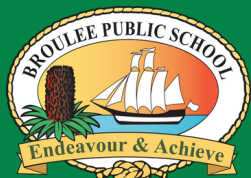




**Welcome to  
Broulee Public School  
Where great minds grow!**



**INFORMATION BOOKLET 2025**

# Principal's Welcome

On behalf of all staff, students and parents of Broulee Public School, I extend a very warm welcome to all families who commence their journey in education with our school community this year. We value the supportive relationships that exist between students, staff and parents within our happy, caring and safe school and look forward to building these relationships with you and your children as we learn together.

**Broulee Public School sits on Yuin country and we thank the first nations people for their custodianship of the land and waterways we have the privilege to share, live and learn on. We acknowledge their enduring connection with country, elders past and present and those of the future.**



*Sophie Bissell,*  
Relieving Principal





# Our school vision

Broulee Public School exudes a culture of high expectations in an environment where teachers and the school community work in partnership to develop students who are critical thinkers, successful collaborators, effective communicators and creative individuals. Staff are committed to ongoing development of their teaching skills, providing challenging and inclusive learning opportunities. We are mindful and demonstrate that learning is a lifelong process that is enhanced when all members of the school are known, valued and cared for.

## Our core values

- Fair** – To make decisions based on equity and social justice.
- Inclusive** – To value difference, to learn with and from each other.
- Safe** – To promote and support risk taking within a safe learning environment.
- Honest** – To play, grow and learn with integrity and ethics.



# ENROLMENT

The NSW Department of Education advises that:

- All children must be in compulsory schooling by their 6th birthday.
- Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.

## Local enrolment area

Check your address online via School Finder at [schoolfinder.education.nsw.gov.au](https://schoolfinder.education.nsw.gov.au) to see if it is within our local intake area. Most schools have designated local enrolment areas.

## How to enrol

If you live in our intake area and are an Australian or New Zealand citizen or permanent resident, you are eligible to apply online via the Enrolment tab on the Broulee Public School website. You will need proof of address, birth certificate and immunisation records to complete your enrolment.

## Out-of-area enrolment

Applications are assessed on a case by case basis, as per the Department's enrolment policy. Visit our out-of-area enrolment online at: <https://ehub.enrol.education.nsw.gov.au/ooainfo?schoolCode=4612>

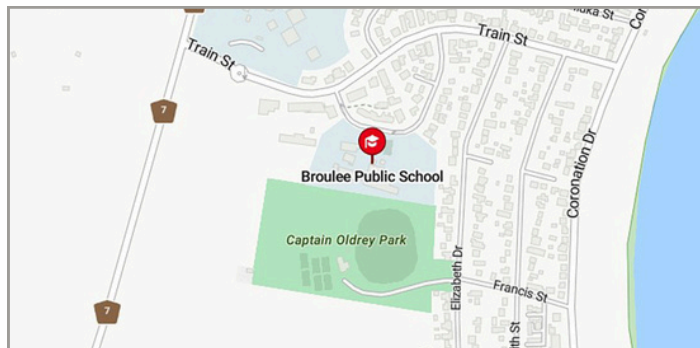
## Starting Kindergarten?

For virtual tours and information about what we offer visit the “Starting Kindergarten” link on our school website.

We are also happy to arrange a meeting and tour with our Principal. Please call our office on (02) 4471 6120 to organise a time.



# SCHOOL TRAVEL



## Getting to and from school safely

As a parent or carer, it's your responsibility to get your child to and from school safely. Student safety is our priority. Please keep our school community safe by:

- driving and parking safely, even if it means parking further away and walking the rest of the way to school.
- being a good role model when walking, riding and crossing roads to school.
- never calling your child from across the road.
- using the flagged crossing to cross the road.

We have limited parking at the front of the school on Cambridge Crescent. You may choose to collect your child from the back gate at Captain Oldrey Park.

*Please do not park in Train Street Central as this is for their customers only.*

## Catching the bus to school

The School Student Transport Scheme (SSTS) gives eligible school students free or subsidised travel between home and school on NSW public transport, including trains, buses, ferries and light rail. Eligible cards are automatically updated for the new school year, so you will only need to apply if you are:

- applying for a school travel pass for the first time
- changing name, school and/or address, or
- requesting an additional pass as a result of a new shared parental responsibility situation.

# SCHOOL TRAVEL

## How to apply for a school bus pass

### Eligibility

You need to live a minimum distance from your school to be eligible for a free school travel pass. The minimum distance varies according to the year/grade you are enrolled in, in that calendar year:

- Years K to 2 (Infants): no minimum distance
- Years 3 to 6 (Primary): 1.6 kilometres straight line distance or 2.3 kilometres walking or further
- Years 7 to 12 (Secondary): 2 kilometres straight line distance or 2.9 kilometres walking or further.

### What you need

You will need a valid email address. Applications must be made by a parent or legal guardian if you are under 16 years of age.

### How to apply

1. Go to <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>
2. Select the 'Apply online' button.
3. Complete the online application.
4. Note down your application ID number, starting with the prefix 'N' or 'UN'.
5. You'll then be able to track the status of your application.

For more information on travel concessions available for school students visit <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

### Broulee Public School's local bus providers are:

Priors Bus Service - <https://www.priorsbus.com.au/>

Marshall's Bus Service - <https://marshallsbus.com.au/>

Visit their websites for further information including bus routes and numbers.

# SCHOOL ROUTINES

## Bell Times

At Broulee Public School supervision begins from 8.30am. Students arriving before this time must sit quietly under the COLA until the first bell.

MORNING BELLS:      8.30am Morning Play Time  
                             8.50am Classes Commence

FRUIT BREAK:        10.00am – 10.20am

LUNCH:                11.00am – 11.30am Play Time  
                             11.30am – 11.40am Eating Time

RECESS:                1.10pm – 1.40pm Eating and Play Time

AFTERNOON BELL:   2.50pm End of school day

## Attendance

Parents or carers of children of compulsory school age are responsible for ensuring their child attends school every day as set out in the NSW Department of Education School Attendance Policy.

***If your child needs to be absent from school, please let the school know as soon as possible. You can call the office on 4471 6120 or submit an absence form via our School Bytes app. If no reason has been given before 9.30am you will receive an automated SMS message which you can reply to with the reason for the absence.***

If your child will be **absent for more than five consecutive school days** due to travel, an Application for Extended Leave Form must be completed prior to travel and must include travel documentation. These can be obtained from the school office.

# SCHOOL ROUTINES

## Late Arrival or Early Pick Up

To minimise disruption to your child's school day we prefer that appointments are made outside of school hours. If this is not possible and you need to collect your child early, please let the office know prior to pick up. This will allow us to advise teachers as class activities often have students in different locations.

- Students arriving after the 8.50am bell must come to the school office with an accompanying adult and collect a late note to give to their class teacher.
- Students leaving before the 2.50pm bell must be collected by an adult from the office. The school needs to be given reasonable notice prior to pick up of the time and reason for leaving early.

## Fruit Break (Crunch N Sip)

At 10am each day students have a short break. Please pack your child a piece of fruit, vegetable sticks or similar healthy snack options and a drink of water. Please don't pack processed foods as this break is designed to provide students with healthy nourishment and encourage healthy eating habits.

## Afternoon Messages

If you need to get an urgent message to your child before the end of school please **phone the office before 2.30pm** and it will be put on our Afternoon Messages sheet. Messages are delivered to students at 2.30pm every afternoon. It is important that you phone your message through as online communication can be unreliable.

## Visiting the School

**All visitors MUST come to the front office to sign in** and return to the front office when leaving to sign out. Visitors are required to wear a Visitor Lanyard whilst on school grounds, these are available from the office.



# SCHOOL POLICIES

## First Aid

We are able to provide ice packs and bandaids only. If a child is ill or injured we will contact parents or emergency contacts to collect the student. If prescribed medication is required during school hours you will need to sign a Request To Administer Medication form (available from the office).

## Dogs/Pets at School

We all love our furry friends, but they can only be on school grounds under special circumstances. NSW Department of Education states under the Companion Animals Act 1998 (NSW), Section 14, dogs are prohibited on school grounds unless the Principal grants permission. Reasons why the Principal may grant permission for a dog to be in a school include:

1. Assistance or Service dogs – are accredited and specially trained to assist an individual person with a disability. Assistance dogs have undertaken a Public Access Test (PAT) and meet the NSW standards for public access rights. The term assistance dog is the generic term for a guide, hearing, or service dog, specifically trained to perform identifiable physical tasks and behaviours that assist a person with a disability in order to aid in quality of life and/or independence.
2. Visits by organised groups or programs for school incursions – includes such programs as Responsible Pet Ownership Education Program offered by the Office of Local Government.
3. School support dogs – are used in schools to provide emotional support, companionship or wellbeing support. They are often known as therapy, emotional support or companion dogs.

Occasionally a community member may request a visit to the school with their pet including a family dog or puppy for a news item. These will be considered on a case by case basis, be well managed and only for a limited time where the adult brings the animal to the school for the item. The Principal must grant permission and be supported by a risk assessment.

# **SCHOOL POLICIES**

## **Lost Property**

A lost property wheelie bin is located outside the front office. If your child has lost an item of clothing, drink bottle or lunch box this is where it might be found. Valuable items including jewellery, wallets and watches are held in the front office until claimed. We recommend that you clearly label your child's hat and jumper with their full name and leave valuables at home.

## **Mobile Phones**

If your child needs to bring a mobile phone to school, the student must switch the phone off and we ask that they hand the phone into the front office to then be collected at the end of the day.

## **We are a "Nut Aware" School**

We ask that parents and carers be mindful of our students with nut allergies and do not send to school any nut products (peanut butter, nut bars, nutella etc). While we can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nuts, we hope that families will assist us in working towards minimising the risks.

## **Sun Safe Hats**

We encourage our students to wear their Broulee Public School broad-brimmed hat when outside throughout the school year. During Terms 1 and 4 we have a "no hat no play" policy. Students without their broad-brimmed hat are only permitted to play in undercover or shaded areas of the playground. Please ensure your child's hat is clearly marked with their name as hats are the most common lost item at school.

# COMMUNICATION

## Home/School Communication

Effective communication between teachers and parents/carers is vital to ensure the best learning environment for each student and school experience for families. The main ways we communicate are:

### Whole School Communication

- School Bytes - Mobile app or website
- Newsletter - The SCOOP published digitally every fortnight
- School website and Facebook page

### Classroom Communication

- Class Dojo
- Appointment with teacher (made through the school office)
- Annual Parent/Teacher Interviews

### P&C Communication (for Uniform Shop, events and fundraising)

- P&C Meetings - held in weeks 3 and 8 of each school term
- P&C Facebook page
- Email - [brouleepc@gmail.com](mailto:brouleepc@gmail.com)
- MySchoolConnect App - for online ordering

## School Reports

Through School Bytes, parents are provided with reports on their child's progress at the end of each semester. Reports are designed to provide parents with a profile of their child's strengths and areas of improvement.

## NAPLAN

Each year students in Year 3 and 5 sit for national tests in literacy and numeracy. Parents/carers receive a diagnostic report which shows the child's level of achievement compared to school and national averages.

# COMMUNICATION

## School Bytes for Permissions, Payments & More

**It is vital to download the School Bytes app as this is our main source of communication for permission notes, notifications and payments.**

Parents/carers can visit the portal at any time to make a payment online, view payment history, permission notes, the school calendar and more.

You are able to access your child's information by logging into the School Bytes Parent Portal through the School Bytes mobile app or on the School Bytes website - <https://www.schoolbytes.education/>.

**IMPORTANT: To ensure that the registration process works smoothly and you can link your account to your child(ren), you must use the same email address that you have provided to the school. Contact the school if you are unsure which email address we have on file.**

A step by step set up guide can be found online here:

<https://support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account>



The graphic features a dark blue background with a central smartphone displaying the app's interface. The interface includes a 'Welcome John' message, a dashboard with icons for Finance, Payment History, Activities, Forms, Documents, and Attendance, and a list of students with their names and school affiliations. Surrounding the phone are various icons representing app features: a calendar, a credit card, a checklist, a bell for notifications, and a group of people. At the bottom right, there are logos for the App Store and Google Play.

**School Bytes**

# Parent App

**Available now!**

**Key Features**

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news

Download on the App Store

GET IT ON Google Play

# P&C ASSOCIATION

## A Message from our P&C

Our Parents and Citizens' Association (P&C) is made up of parents, carers, school staff and community members. Together, we have the common goal of enhancing your child's experiences at Broulee Public School. We work in partnership with the school principal and the community to promote the interests of the school by bringing parents and carers, citizens, students and school staff into close cooperation.

To make these contributions to the school we need the help of volunteers. We have an Executive Committee and a number of sub-committees to develop fundraising activities, manage the Uniform Shop operation, apply for grants and host working bees and fundraising events.

The P&C committee and members meet on a Thursday, twice a Term in Weeks 3 and 8. Look out for announcements in the school newsletter - The SCOOP - and on our Facebook page. There is no obligation to attend every meeting but everyone is welcome when they are able to come along.

**If you would like to shape the way forward, become involved in any of our events during the year or simply help out wherever you can, please contact Broulee Public School P&C by email at [brouleepc@gmail.com](mailto:brouleepc@gmail.com) or visit our Facebook page.**



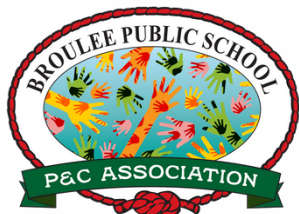
***We would love your input so please lend your voice and your hands to the fun and exciting community activities and initiatives throughout the school year.***



# P&C FACILITIES

## Uniform Shop, Fundraising and Events are Online

Broulee PS P&C uses My School Connect for online uniform orders, event tickets, fundraising and more.



1. DOWNLOAD THE MY SCHOOL CONNECT APP  
OR VISIT [MYSCHOOLCONNECT.COM.AU](https://myschoolconnect.com.au)



2. CREATE YOUR ACCOUNT



3. ADD YOUR STUDENT  
INFORMATION



4. TOP UP YOUR ACCOUNT



5. START ORDERING!



6. FOR ADDITIONAL INFORMATION  
VIEW OUR HELPFUL VIDEOS

STUDENTS CAN ORDER  
LUNCH VIA THE APP

ORDERING VIA THE MY  
SCHOOL CONNECT APP  
MAKES LIVES EASIER FOR  
PARENTS AND STUDENTS!

# UNIFORM SHOP

Our Uniform Shop is run by Broulee PS P&C volunteers. You can order online at any time through the My School Connect app or visit the shop on Fridays from 8.30am - 9.30am.



Short sleeve White Polo Shirt  
Sizes 4 to 16 and S/M/L \$22



Long sleeve White Polo Shirt  
Sizes 4 to 16 \$25



Tartan Dress  
Sizes 4 to 18 \$40



Green Shorts  
Gaberdine Sizes 4 to 16 \$20  
Rugby Knit Sizes S/M/L/XL/XXL \$20



Tartan Culottes  
Sizes 4 to 22 \$35



Broad-brimmed school hat  
Sizes XS/S/M/L/XL \$15

**You will find the most current pricelist on the school website or My School Connect app**



Green Long Pants  
Sizes 4 to 16 \$24



Microfibre Tracksuit Pants  
Sizes 4 to 16 \$30



Fleece Tracksuit Pants  
Sizes 4 to 16 \$24



Microfibre Zipper Jacket  
Sizes 4 to 16 \$40



Crew Neck Jumper  
Sizes 4 to 16 \$25



Hoodie Jumper  
Sizes 6 to XL \$35



House Shirts  
Short Sleeve Sizes 4 to 16 \$22  
Long Sleeve Sizes 4 to 16 \$22



Black Sports Shorts  
Sizes 4 to XL \$20



Black Sports Shorts  
Sizes 4 to 16 \$22



Black Tracksuit Pants  
Sizes 4 to 16 \$30

**We also have secondhand uniforms available at the Uniform Shop. Come in and browse the rack.**

# UNIFORM SHOP ORDER FORM

Open Fridays 8:30am to 9:30am

Pay by Cash, EFTPOS or ORDER ONLINE with the My School Connect app



Your Name:

Phone:

Student Name:

Class:

As at Term 1 2025

ITEM	Size (please circle)												Price	Quantity	Total Cost		
SCHOOL UNIFORM																	
Red Crew Neck Jumper - fleece	4   6   8   10   12   14   16												\$ 25.00				
Red Hoodie Jumper - fleece	6   8   10   12   14   16   S   M   L   XL												\$ 35.00				
Green Zipper Jacket - microfibre	4   6   8   10   12   14   16												\$ 40.00				
White Polo Shirt - Short sleeve	4   6   8   10   12   14   16   S   M   L												\$ 22.00				
White Polo Shirt - Long sleeve	4   6   8   10   12   14   16												\$ 25.00				
Green Shorts - gaberdine	4   6   8   10   12   14   16												\$ 20.00				
Green Shorts - rugby knit	Adult S   M   L   XL   XXL												\$ 20.00				
Green Long Pants - gaberdine	4   6   8   10   12   14   16												\$ 24.00				
Green Trackpants - microfibre	4   6   8   10   12   14   16												\$ 30.00				
Green Trackpants - fleece	Select: Cuff or Straight   4   6   8   10   12   14   16												\$ 24.00				
Tartan Culottes	4   6   8   10   12   14   16   18   20   22												\$ 35.00				
Tartan Dress	4   6   8   10   12   14   16   18												\$ 40.00				
SPORT UNIFORM																	
Colour Polo Shirt - Short Sleeve	Select Blue   Green   Red   Yellow - 4   6   8   10   12   14   16												\$ 22.00				
Colour Polo Shirt - Long Sleeve	Select Blue   Green   Red   Yellow - 4   6   8   10   12   14   16												\$ 22.00				
Black Sport Shorts	4   6   8   10   12   14   16   Adult S   M   L   XL												\$ 20.00				
Black Sport Skorts	4   6   8   10   12   14   16												\$ 22.00				
Black Sport Trackpants	4   6   8   10   12   14   16												\$ 30.00				
HATS																	
Green Broad Brim - cotton, stiff brim	Last sizes - XS   S   L												\$ 11.00				
Green Broad Brim - microfibre, soft brim	XS/S   S/M   M/L   L/XL												\$ 15.00				
														Total no. of items			Total Cost

PLEASE INCLUDE PAYMENT WITH ORDER: [ ] CASH ONLY

Please note: Orders can not be filled without payment. EFTPOS only available at the Uniform Shop. Orders and CASH payment can be left at the front office.

Please select [ ] I will collect from the Front Office OR [ ] Please send home with student



# **SIGN AND RETURN**

**Please read the permission note on the  
following page.**

**Then sign, remove from the booklet and return  
the signed note to the school office.**

# SIGN AND RETURN

## Scripture and Ethics Classes

Dependent on the availability of Scripture and Ethics Teachers, we are sometimes able to offer Scripture or Ethics Classes to our students.

*Could you please indicate below your preference of:*

*Scripture, Ethics or Neither for your child.*

**If no selection is made then your child will automatically be placed into a scripture group as per NSW Department of Education regulations.**

Students who select neither are supervised in a classroom by one of our staff members. Please note that as Scripture and Ethics are conducted at the same time, we require you to only make one selection. You can find Scripture/Ethics information in the 'Learning at our School' section of our school website.

.....

## Scripture and Ethics Classes Preference Form

Please remove this form from the booklet, fill and sign then return it to the office.

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Please select one:

☐ Scripture

☐ Ethics

☐ Neither

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Please read the permission note on the  
following page.**

**Then sign, remove from the booklet and return  
the signed note to the school office.**

# SIGN AND RETURN

## Permission to Participate in Walking Excursions within the School Vicinity

Sometimes a learning opportunity arises in the local area. This may be a one-off or an unexpected event that we do not have time to obtain written permission for students to participate. An example might include walking along the beach on a nice day. Of course, any such walking excursion will have full permission of the Principal, be appropriately supervised and any potential risks identified and assessed according to the NSW Department of Education & Communities' Excursion Policy.

We seek the permission of all parents so we can make the most of the opportunities and facilities of our local area. ***Please remove this form from the booklet, fill and sign then return it to the office.***

.....

## Permission to Participate in Walking Excursions within the School Vicinity

I give permission for my child \_\_\_\_\_ (full name) to undertake walking excursions within the school vicinity. This permission remains effective until I advise otherwise.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
Parent / Guardian

Date: \_\_\_\_\_

**Please read the note on the following page.  
If applicable, please sign, remove from the  
booklet and return the signed note to the  
school office.**

# SIGN AND RETURN

## Volunteering at Broulee Public School

Helping out at school is a great way to get involved in your child's education as well as get to know the staff and other parents and carers. If you would like to volunteer for activities involving your child or family member, you will need to complete a **digital** Declaration for Volunteers.

Volunteering examples include:

- listening to children read in the classroom
- volunteering on sports days
- helping supervise excursions
- assisting with school events
- helping in the canteen or uniform shop

### What you need to do to volunteer in these activities

*(for family members of students)*

1. Provide the school with your first name, surname, date of birth, contact number & email address.
2. An invitation will be sent to your email to initiate a digital declaration.
3. Complete the declaration form online.
4. Once this is cleared by the Department and the school is notified, we will ask you to bring your photo ID to the school for final checks.
5. The screening is finalised and you can begin your engagement with Broulee Public School.

**Please Note:** For volunteers not directly related to a student at the school, a current Working With Children Check must be completed as well as a digital declaration and must be provided with photo ID prior to arriving at the school to volunteer.

Visit <https://ocg.nsw.gov.au/working-children-check> for more information or contact the school office on 44716120.

# SIGN AND RETURN

## Volunteering at Broulee Public School

When you arrive at the school after completing the online declaration form (allow time for this process).

1. Come to the School Office and show a government-issued photo ID (driver's license).
2. The School Office will confirm your identity on the DET system.
3. Sign in through your ServiceNSW app with the School Visitor Check-in QR code or use the iPad at the School Office. You are now cleared to begin volunteering.

**IMPORTANT: You must sign in at the front office at the beginning of EVERY visit.**



## I'd like to volunteer at Broulee Public School

First Name:\_\_\_\_\_

Surname:\_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

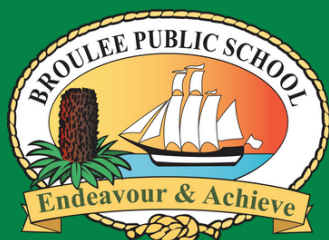
Contact Number:\_\_\_\_\_

Email:\_\_\_\_\_

Student's Name:\_\_\_\_\_



# We look forward to welcoming you to our school



## **BROULEE PUBLIC SCHOOL**

21 Cambridge Cres

Broulee NSW 2537

Phone: 02 4471 6120

Email: [broulee-p.school@det.nsw.edu.au](mailto:broulee-p.school@det.nsw.edu.au)

**Visit our website:** [broulee-p.schools.nsw.gov.au](http://broulee-p.schools.nsw.gov.au)