



Parent Information

Our Values



| | |
|----------------------|-----------------------|
| Relationships | Rigour |
| Respect | Responsibility |

BROMPTON PRIMARY SCHOOL
NAPIER STREET RENOWN PARK
PHONE: 8346 3701
FAX: 8340 3241
Email address: dl.0646_info@schools.sa.edu.au
Web site: www.bromptonps.sa.edu.au



**Government
of South Australia**

Department for Education

Dear Parent/Carer,

I am very proud to have been re-appointed as the Principal of Brompton PS for a second tenure. I choose to stay on here as this is a great school that is committed to continuous improvement.



Our focus is on **every child, every day learning**. Every person in a child's life is pivotal to creating a well-rounded, active participant in our society.

At Brompton Primary School (BPS) we are committed to working in partnership with parents/caregivers as we understand the important role you play in the development of your child's love of learning.

Your child's teacher, our regular class and school newsletters, website and SkoolBag App service will keep you in touch with what's happening with education and special events at BPS.

You and your child/children have the following to look forward to at BPS:

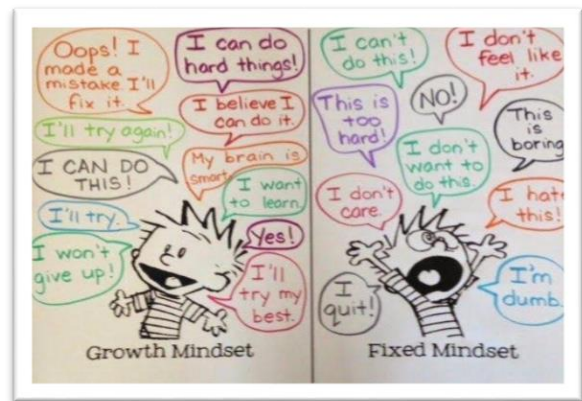
- A dedicated and caring staff, committed to ongoing professional learning
- A focus on effective teaching through the development of quality relationships
- Behaviour Support policy that supports the development of effective social competencies by using a trauma informed practices
- A highly effective parent body/Governing Council
- A diverse range of learning opportunities offered
- Beautiful, natural school grounds – with a school garden
- Great playground as well as an increased focus on nature and loose part play
- A diverse, multi- cultural community

Brompton is an inner-city school that, despite growing rapidly, takes pride in being described as having a family-orientated atmosphere.

As much as we would love to take every enrolment our site is now zoned- so I suggest contacting us to determine if we have the capacity.

It takes a village to raise a child.

At BPS we collectively support student engagement by using effective and innovative teaching – enabling the development of expert learners who display a 'growth mindset'.



As a team, we strive to develop quality relationships with every child

Effective feedback is given to all our learners- identifying what has been mastered, what the next step of the learning continuum is and what processes are needed to achieve the outcome.

The ability for students to articulate their learning, not what they are doing using key scripts is a focus at BPS.

- WALT - (We Are Learning Today)
- TIB - (This Is Because)

We aim for students to be able to set goals

- What am I going to do better today than I did yesterday?

As a parent/carer it is important that you know what standards your child needs to reach in order to be successful at their next stage of their schooling. Along with your child's teacher I will guide and support you in your child's journey.

Take the time to read this booklet and if you would like any more information you can contact me by phone or email me direct on

tina.treffers145@schools.sa.edu.au

Tina Treffers

ASSEMBLIES

We invite families and friends to our assemblies. Dates are included in the newsletter and via Skoolbag App. These have tended to follow a more 'pop up' style as we want to showcase excellent practice and address issues as soon as they occur.

ATTENDANCE

If absent or late please notify the school promptly and have your child sign in at the front office on arrival. Students will need to be signed out (and in if returning) during the school day. Parents need to go through the front office at all times.

Educational experts consider 10% absenteeism, or 5 days per term, can have a serious impact on learning. An average of 6 days per term is equal to a year of learning missed by the time that child reaches Year 7. Continued lateness can lead to children missing the important learning about routines that set them up for daily success in the classroom.

At BPS we take attendance very seriously. If you are having issues with getting your child to school and/or on time please make a time with your class teacher or a member of the leadership team so support can be given. You will receive information about your child's attendance pattern at the end of each term.

The Department for Education's target is for 95% attendance rate. This looks like only having 2 days off per term.

BEHAVIOUR SUPPORT

It is expected that parents/caregivers will support the standards of behavior required of children in this school and subsequent negotiated outcomes as outlined in the school policy, updated July 2020, if children fail to meet them.

Our Student Behaviour Support Policy recognises the successful journey from childhood to adulthood is rarely done well without the guidance of adults, and as adults we must rise to the demands of meaningful, consistent and honest guidance.

Our aim is to ensure children have opportunities to

- ✓ Develop connection and belonging
- ✓ Experience trust and respect
- ✓ Develop a sense of personal competence
- ✓ Learn how to repair relationships

Behaviour Education is about using 'wisdom' not force to guide children in the development of positive social behavior. We aim for students to do the 'right thing' simply because it is the right thing to do.

The school has a responsibility to ensure that all students have the right to learn and are safe. Where this is

seriously affected as a result of student/s behaviour, the school may invoke a suspension for a period of time to be determined.

Our Golden Rule is to 'Treat others as you expect to be treated'. At BPS we believe if you can choose to be anything – BE KIND.

BIKES

Bikes are parked in the shed near OSHC. While every care is taken to keep bikes secure, we cannot be responsible for loss/damage. For safety reasons students are required to walk their bike through the school yard.

Helmets are required by law.

BUDDY BENCH

There is a special bench in the school where children can sit if they are feeling lonely. Older students have been trained to be special buddies. They might play a game with them, introduce them to some other potential new friends or sit and talk to them.

CANTEEN

There is no canteen service operating at BPS. We work with CBF (Chicken, Burgers, Fish) to provide lunch orders on Fridays. An order form comes home on Mondays and can be collected from front office.

COMMUNICATION

Communication between home and school is essential. At BPS we are constantly reviewing better ways to keep communication flowing while also being conscious of our environmental footprint.

SKOOLBAG app is the main source of communication. It enables the school community to have instant and up to date access to important school information including policies, event dates, contact details, term times, volunteer information, class information and much more.

Our website also has the app imbedded, with newsletters and other notices available from the front office if you would like a printed version.

Class teachers use CLASS DOJO and they will invite you to join this platform on enrolment.

CUSTODY ARRANGEMENTS

If there are any specific access restraints concerning your child we ask that you inform the school during the enrolment process. To support the family, copies of any paperwork pertaining to orders is kept on file. Confidentiality is always upheld.

EMERGENCIES and STUDENT ILLNESS

If students have symptoms of being unwell please do not send them to school.

It is important that we have up-to-date information in order to contact you or another responsible person should your child become ill or have an accident at school. Please ensure front office is notified of any change in personal information so that our central system holds current contact information.

If the need arises, an Ambulance will be called.

Meeting ambulance costs is primarily the responsibility of the individual or their caregiver. Those that have private ambulance cover should recoup costs from that source.

Where a student or volunteer does not have private cover, a request for payment can be made through the Department for Education Legal Services Directorate.

1. The school will supply a Department for Education [statutory declaration \(DOCX, 61.6 KB\)](#) to the parent or carer.
2. The parent or caregiver must complete this in full.
3. Director or Principal signs the bottom of the statutory declaration.
4. The ambulance account is presented to the preschool or school by the carer.
5. Copy of the ED155 Accident or Incident report is collected by the director or principal.
6. All items are forwarded to the Legal Services Directorate for payment.

To keep staff and students safe the following Department for Education medical requirements are in place:

Medication must be prescribed by a Doctor. Medication that needs to be taken three times per day can be taken **before school, after school, and before bedtime.**

Medication must be delivered in the original container, clearly labelled by the pharmacy with the child's name and dosage. The label information must match with the instructions outlined on the Medication Authority form that is completed by the Doctor. This includes analgesics and other medication that can be bought over the counter. Medication will be locked securely in the office. In the interests of students' safety, no medication is permitted to be held in the student's possession.

NOTIFIABLE DISEASES:

(as defined by Department for Education regulations)

CHICKENPOX: Stay at home for not less than seven (7) days from the appearance of spots.

CONJUNCTIVITIS: Stay at home until there is no discharge from the eyes.

EPIDEMIC INFLUENZA: Stay at home until **after** the symptoms have disappeared (usually seven days)

GERMAN MEASLES: Stay at home for seven (7) days after the appearance of the rash or until a medical certificate of recovery has been obtained.

HEAD LICE: This has been a spasmodic problem in all schools in recent years. We ask that you regularly check your child's head. Head Lice are almost transparent and stick to the hair, usually around the bases of the neck or around the ears. If you find any –keep calm! Correct treatments are available from any chemist.

INFECTIVE HEPATITIS: Stay at home until a medical certificate of recovery has been obtained.

MEASLES: Stay at home for no less than seven (7) days from the appearance of the rash.

MUMPS: Stay at home for no less than fourteen (14) days

RINGWORM: If the ringworm is confined to a part which is covered by clothing the sufferer may attend school. Otherwise, stay at home until a medical certificate is produced regarding freedom from infection.

SCHOOL SORES (IMPETIGO): Stay at home until, the sores have healed or are properly covered with a dressing, or certificate of treatment is obtained.

END OF TERM DISMISSAL

Students are dismissed at **2:00pm** on the last day of each term. Reminders are included in newsletters and via the SkoolBag App.

EXCURSIONS / INCURSIONS / CAMPS

At BPS we reinforce and extend our classroom programs by organising excursions/incursions/camps of various kinds. The senior class attends a camp every second year and collective fundraising efforts throughout the year help reduce the cost.

All extra-curricular activities are always undertaken with a view to meeting our educational aims in specific curriculum areas and we highly recommend students participate.

Water safety training and aquatics activities are an integral part of our Physical Education program and it is mandated that all Department for Education sites support ALL students to participate.

GOVERNING COUNCIL

BPS Governing Council is the main parent-teacher body responsible for policy development within the framework of Department for Education guidelines. Members are elected at the Annual General Meeting held in Term 1 and serve a two year term of office. The name of our current Chairperson is on front cover of newsletter. If you would like to contact them please contact the school and we will arrange a returned phone call.

Members of the Governing Council are elected to represent the community of the school. Each member brings a different and valued perspective.

GROWTH MINDSET

People with this mindset believe their basic qualities, like their intelligence or talent, can be developed through dedication and hard work- brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for accomplishment.

HEADLICE

If staff suspect or detect head lice in your child's hair they will remove the child from direct head to head contact with others. The child is not isolated. Contact is made with the parent/guardian to arrange for the child to be checked and advised that proper treatment, as recommended by health authorities, is carried out before the student returns to school.

Parents / guardians are asked to

- Check your child's hair regularly for head lice and nits.
- Ensure your child does not attend school with untreated head lice.
- Inform the school that your child has head lice and when treated.
- Use appropriate head lice treatments to address infestation.

HELP your child and our school by:

- Attending interviews to ensure you are aware of your child's learning strengths and future goals.
- Attending school events when invited to get to know our community.
- Supporting your child to come to school every day and be on time.
- Listening to your child read every day while in the Junior Primary and then encouraging them to read every day.
- Downloading SKOOLBAG app and CLASS DOJO to keep informed with the school's events.
- Keep informed by reading the NEWSLETTER

INCLEMENT WEATHER

Inclement weather: The existence of abnormal climatic conditions, including but not limited to – rain, hail, snow, high wind, severe dust storm, high humidity, extreme high and low temperature or any combination thereof. Exposure to UVA and UVB is also included in this definition.

Wet Weather/Hot Weather processes occur.

We are an air-conditioned school therefore there is no need for students to go home early on hot days. The educational programme will continue as usual.

ISSUE RESOLUTION

It is recognised that from time to time issues may arise and be expressed by parents related to:

- The quality of the service
- The behaviour and decisions of a staff member
- A particular policy, procedure or practice

The policy, in full, is uploaded on our website and the process is shared regularly SKOOLBAG APP. This aims to support the prompt resolution of the issue and preserve the relationship.

JUST BRASS troupe

The **Salvation Army** funds our **JUST BRASS** troupe with the resourcing of both the tuition and instruments. Students in the middle primary have the opportunity to participate in weekly lessons and present as part of a larger band at concerts.

LITERACY TEACHING

Our teaching is based on supporting students to gain a logical understanding of the building blocks of literacy through explicitly teaching the relationship between the 44 phonemes (sounds) of English and the 26 letters of the alphabet. (PHONICS)

Your child will describe language using these key terms:

- Phoneme- speech sound
- Grapheme- spelling choice
- Graph - one letter that makes one sound (b as in bird)
- Digraph – two letters that make one sound (ch as in chair)
- Trigraph – three letters that make one sound (tch as in watch)

Families/ Carers will be provided with opportunities to work with our Literacy Consultant to ensure you are able to better support your child's learning.

LOST PROPERTY

Please make sure that all clothing is marked clearly so it can be returned to its rightful owner. All items look very similar if they are not named. Unclaimed clothing is handed out to families at the end of each term.

Lost items are placed in baskets in front office.

LOTE (Language Other Than English)

We do not currently offer a LOTE as part of the curriculum. The Adelaide School of Languages offers after school and holiday programs. If interested contact the Principal for enrolment support.

MESSAGES FOR STUDENTS

Please phone the front office if a message of an urgent nature is needed to be forwarded on to your child. Front office staff will contact the classroom teacher.

MOBILE COMMUNICATION DEVICES

Mobile communication devices include laptop/notebook computers, tablet devices, Apple watches, mobile phones and smartphones. At BPS students are discouraged from bringing mobile devices to school.

Students are not to have mobile communication devices in their possession during school hours: 8:50 am to 3:00 pm. Devices need to be placed in the classroom 'Mobile Hotel' at the beginning of each day.

The full policy can be found on the school's website.

NDIS FUNDING

Your child may receive federal funding from the **National Disability Insurance Scheme**. Funding is provided for you to arrange service from independent providers. Often these providers will want to see your child during school time. Unfortunately, this is not always an option. You will need to discuss your child's individual requirement with the school Principal.

NEWSLETTER

Our newsletter is published on even weeks of each term e.g. 2, 4, 6, 8, and 10. It is one of our main means of keeping you informed about general educational programs. Classes often have their own newsletter detailing class news and events. The newsletter can also be accessed via the school website at www.bromptonps.sa.edu.au and is available on our Skoolbag App.

In order to decrease our environmental footprint the newsletter is no longer being printed. A number of copies will be available from the front office.

We do recommend parents/carers read the newsletter as it contains important information and showcases the learning occurring across the site.

NO SMOKING ZONE



The entire Department for Education site is a no-smoking zone. This includes outside of the school, near entry points. Please respect the rights of others and promote a healthy image to our children.

OSHC

Out of School Hours Care is available at Brompton PS during term time at the following times:-

- 7:00 am to 9:00 am
- 3:00 pm to 6:00 pm

Phone: 8340 4486 or 0412 246 645 for any further information.

A Vacation Care Program operates during each school holiday period.

PARENT INVOLVEMENT / PARTICIPATION

Parents are a vital part of the BPS school community and we welcome your participation in the school program. If you would like to be involved, have a chat with your child's teacher **and** see Volunteer training requirements below.

PARKING



Parking for staff only

Parking facilities are very restricted around schools. The roadways near our school become easily congested, creating potential danger to children. We ask that if you bring or collect your child by car please obey all the road signs and drive with extreme

caution. It is important that parents model responsible driving/parking behaviours for all students.

Please do not park over driveways, even only briefly, as this causes potential issues to arise.

The school car park is reserved for staff cars and service vehicles.

PLAY

Our nature-based and loose part play outdoor learning environments offer a unique opportunity for educators to encourage the stretching process in children and help them realise their full potential. Our outdoor learning environments are places that allow inspiration and creativity to take root, for curiosity and spontaneity to be realised and importantly, for risk and failures to be viewed as positive learning experiences. This learning can help them develop the life skills and awareness they need to be confident, resilient and able-bodied adults who take responsibility for themselves and their actions. At BPS we are 'hazard aware' not 'risk averse'.

PRESCHOOL

Renown Park Preschool is co-located on our site within the new Children's Centre. For any Preschool or Children's Centre enquiries phone 8346 4306.

QKR

This is our preferred payment method. There is an APP to download that makes payment cashless and convenient. Instruction template is included in Enrolment Pack.

READING LEVELS

Department for Education has set benchmarks that provide an indication as to how your child is travelling academically. In the Junior Primary years there is a focus on 'learning to read' so that 'reading to learn' can occur as your child enters the middle and senior years of primary school.

- By the end of Reception – reading at level 5 or above
 - By the end of Year 1- reading at level 15 or above
 - By the end of Year 2- reading at level 24 or above
-

RESOURCE CENTRE / LIBRARY

At BPS we do not have a dedicated library space. We prioritise reading and want our students to have access to as many books as possible so each classroom has many, many books that your child can take home. Each classroom has responsibility to choose the reading material relevant to their class interests and abilities. Each classroom has established borrowing processes.

There is the BOOK NOOK outside- a community library: take a book and leave a book.

At BPS we aim to foster a love of reading.

REPORT CARDS

Your child will come home with a report card in the last week of term 2 and term 4. They will be given two grades for each curriculum area (except in Reception) One is for effort and one is for achievement. This one is coded A-E.

A 'C' grade reflects that your child is exactly where they should be. In order to achieve a B or higher your child must be demonstrating a high level of competence and consistently show evidence of this in their work.

SCHOOL CARD

You may be eligible for financial assistance towards the cost of school fees. Applications for School Card are sent home with enrolment information and at the beginning of each school year.

SCHOOL DRESS CODE

AIM

The purpose of our dress code is to ensure that students are dressed in a practical way that is suitable for a range of school activities and appropriate to the weather conditions. It ensures the inclusion of all students in the schools educational program, helps to develop pride in the school and encourages a sense of belonging. A copy of the full Dress Code policy is available on the BPS website.

DRESS CODE

Our dress code is a 'mix and match' of clothing in the school colours of navy blue and gold. Specific items with our school logo can be purchased from the school outlet at SC School Wear, 142 Port Road, Hindmarsh – Telephone 8346 3411.

EXEMPTIONS as set out by DEPARTMENT for EDUCATION

Parents/Guardians have a right to seek exemption from this policy for their children. Exemption requests must be in writing to the Principal and within the guidelines set by the education department regulations.

COMPLIANCE

Parents/Caregivers of all students attending BPS are responsible for their child(ren) wearing and maintaining colour coded, acceptable items of clothing to school and excursions.

Parents/Caregivers will provide a note of explanation to the classroom teacher, in the diary, on the day in question, if their child(ren) is unable to comply with the dress code for a short period of time (1-2 days).

Students are expected to be in school uniform unless advised otherwise by parents.

SCHOOL FEES

Invoices are issued at the commencement of each school year. Payment may be paid in full at the beginning of the new school year or by instalments pre-arranged with school Finance Officer or Principal. Credit card and EFTPOS services are available. Payments by Direct Debit and by instalment are available.

Cash, cheque, EFTPOS, credit card, debit and by instalment payments are accepted at the Reception Desk, between 8:30am to 10:30am and 2:00pm to 3pm. Payments can also be paid by credit/debit cards over the phone. Payments outside of these hours can be placed in the secure slot outside the finance office.

SCHOOL GARDEN

In the centre of our school is a beautiful garden that is used as an integral part of our learning. Classes are responsible for garden beds and grow produce to eat. The concept of sustainable environments is embedded in our learning.

SCHOOL PHOTOS

The school arranges for individual, family group and class photographs by a company specialising in school photography each year. This date will be published via the newsletter or Skoolbag app.

SCHOOL TIMES

- 8:50 am Students are expected to be in class by this time. Yard supervision occurs in the main yard and junior primary playground from 8:30am
- 11:30 am *Lunch eating time*
- 11:40 pm *Lunch time*
- 12:10 pm Afternoon learning sessions commence
- 1:50 pm *Afternoon Recess*
- 2:10pm Last afternoon learning session commences
- 3:00 pm School finishes. Yard - dismissal supervision commences in the main yard.
- 3:10 pm Yard supervision finishes

Any student(s) in the yard without parent supervision after this time will be taken to the front office and contacts phoned. Gate on Torrens Road is locked. Exit after 3.10pm via front entrance or Gosport Street.

SITE IMPROVEMENT PLAN

Our Site Improvement Plan can be located on our website. This document guides our improvement focus for the year.

Our current Site Improvement Plan focuses on improving the reading abilities and comprehension levels of all students.

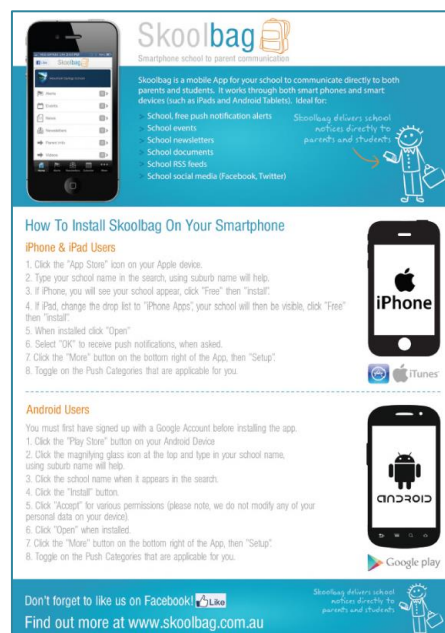
Our goal is to maintain and increase the high level of reading achievement made by our Reception students through to Year 2 with a focus on developing vocabulary and activating prior knowledge.

The focus within the older grades is on developing comprehension levels to enable students to analyse, interpret and evaluate what they read to a high degree.

SKOOLBAG APP

Our Brompton Primary Skoolbag App contains current information such term calendars, class, volunteer, policy and newsletter information. It is constantly being updated and is often used to send reminders/alerts to the school community around events. **The ALERT function has been very useful in the past, notifying the community instantly of important information. We highly encourage each family to download it.** If you do not have a 'smart' phone, the link to the App is also available on the school website:

<http://www.bromptonps.sa.edu.au>



The graphic is a promotional poster for the Skoolbag app. At the top left is a smartphone displaying the app interface. To its right is the Skoolbag logo and tagline 'Smartphone school to parent communication'. Below this, a blue box contains text describing the app's features: 'Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android tablets). Ideal for: School fire push notification alerts, School events, School newsletters, School documents, School RSS feeds, School social media (Facebook, Twitter)'. To the right of this text is a cartoon character holding a briefcase. Below the blue box is a white section titled 'How To Install Skoolbag On Your Smartphone'. It is divided into two parts: 'iPhone & iPad Users' and 'Android Users'. Each part lists 8 numbered steps for installation. To the right of the iPhone section is an image of an iPhone with the app icon. To the right of the Android section is an image of an Android phone with the app icon. At the bottom left, it says 'Don't forget to like us on Facebook!' with a Facebook Like button icon and 'Find out more at www.skoolbag.com.au'. At the bottom right, it says 'Skoolbag delivers school notices directly to parents and students' with the cartoon character again.

SPECIAL SERVICES

The Department for Education and Child Development has consultants who are available to support students, teachers and parents:

- Educational Psychologist – provides professional expertise and assessment for students who have specific learning difficulties.
 - Speech Pathologist – assesses students speech/language needs.
 - Centre for Hearing Impaired Children – visiting teachers to support and monitor hearing impaired children.
 - Behaviour Support Coach – work with students who require specific support.
 - Social Workers
-

STUDENT PROGRESS

At BPS we believe that communication between home and school is of the utmost importance. As a partnership in your child's learning journey we communicate in a number of ways to share ongoing progress throughout the year.

It is a site expectation that parents/carers attend the scheduled interviews.

- **Term 1:** Open Night and Interview – setting goals
- **Term 2:** Student reports go home
- **Term 3:** Learning Journey so far - Student led interview
- **Term 4:** Student reports go home

At any point throughout the school year, teachers and/or parents can organise a meeting to discuss your child's learning.

STUDENT TESTING – PUTTING FACES ON DATA

In our Meeting Room we have every child's face on a data card that shows their reading levels and results from PAT R and PAT M assessments. This is updated every 5 weeks so that we know where 'every' child is at - no child falls through the cracks.

Classrooms also have Data Walls on display that indicate to the child where they are and where they need to be.

If we want students to be successful then they need to know the SUCCESS CRITERIA.

SUNSMART

The aims of being Sunsmart are to promote among students, staff and parents:

- A positive attitude toward skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for the decision making about skin protection.
- Awareness of the need for environment changes in schools to reduce the level of exposure to the sun.
- Encourages students to play in shaded areas.
- Students will wear a broad brimmed (7.5cm brim) or legionnaire style hat during *Terms 1, 3 and 4 and when the UV level is 3 and above.*
- Students not wearing a hat must move to the benches underneath the blue canopy.
- Students will be encouraged to apply sunscreen before school in the morning, and 20 min before outdoor activities when the UV is 3 and above.

In 2015 every student received a new hat, free of charge that is to remain at school. New Receptions and enrolments will be provided with a hat free of charge.

Replacement hats can be purchased from Front Office.

Brompton Primary School will review the SunSmart Policy regularly (at least every 2 years) to ensure information remains current, relevant and to ensure it is meeting the standards needed to retain the SunSmart status.

TRANSITION FROM PRESCHOOL

Same day, same start applies in all Department for Education sites. If your child turns 5 before 1st May they will start school on the first day of term 1 in the particular year. During your child's time at Preschool you will receive information about the transition to school program.

VOLUNTEERING at Brompton Primary School

At BPS we value the significant contribution that our volunteers make. It is appreciated and highly valued. To support both volunteers and students a policy document *Volunteers working in Educational Sites and Settings* has been developed by Department for Education.

Before volunteers begin working at a Department for Education site or service, except parents of a child attending the site, they are required to complete the following:

- Department for Communities and Social Inclusion (DCSI) screening and suitability requirements as per [Screening and Suitability – Child Safety policy \(PDF 146KB\)](#)
- Responding to Abuse and Neglect – Education and Care (RAN-EC) Induction for Volunteers
- Work Health and Safety and site induction

If you are a current parent/guardian you can apply through this school by:

- Asking the site requesting officer to initiate the online screening process.
- Selecting the link to the online application which will be forwarded to your personal or work email address, follow the instructions outlined in the [DCSI online application process fact sheet \(PDF 651KB\)](#) to complete your online application.

A 90 minute mandated **Responding to Abuse and Neglect - Education & Care** (RAN-ec) Volunteer Training session is offered at BPS prior to volunteering in any capacity.

Volunteers must have signed a Volunteer Agreement, have completed relevant documents and agree to sign in and out at the front office. This Department for Education process is around keeping students and volunteers safe.