

DEAKIN PRESCHOOL HANDBOOK



DEAKIN PRESCHOOL PHILOSOPHY

Children come to Deakin Preschool as knowledgeable and experienced learners. It is the responsibility of educators and the creative environment to nurture and inspire curiosity by immersing the children in a rich, inclusive and expressive learning space.

Deakin Preschool provides children with every opportunity to showcase what they already know and understand, through an inquiry process and accessibility to open ended play experiences.

Deakin Preschool holds the belief that the environment is the third teacher; it acts as a tool to enrich children's curiosity about the world around them.

You will see children engaged in play, exploring personal interests through the inquiry process, exhibiting originality, and constructing knowledge through the spontaneity of the arts.

As educators, we hold great value in building relationships with each child and their families. We hold high expectations for each child, by allowing them the opportunity to express their capabilities in a safe and trusting space. We gain knowledge by understanding how children expose their knowledge of the world through Reggio's 100 languages. We are passionate educators who believe in the pedagogy of listening and questioning. By listening to children's self-dialogue as they explore different elements of creativity, educators can deepen curiosity by constructing questions which provoke new ideas and ways of thinking.



PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you to Deakin Preschool.

Deakin Preschool responds to our community by providing an international style of education where we bring hearts and minds together to develop global citizens who will make a difference in the world. In order to develop learners who are knowledgeable and compassionate we provide an inspiring, challenging, significant and relevant educational programme.

The preschool programme is informed by Belonging, Being and Becoming – The Early Years Learning Framework (EYLF). This describes the principles, practices and outcomes that support and enhance young children's learning from birth to five years of age, as well as their transition to school.

The framework is a key component of the National Quality Framework for early childhood education and care.

Children at Deakin Preschool are nurtured and challenged through a play based approach to learning. This Education, which is based on the International Baccalaureate Primary Years Programme and the Early Years Learning Framework values creativity, personal identity, self-expression, meaning and independence. This approach fosters children's individual needs, interests and skills, creating a learning environment in which children can progress at their own pace. Activities that foster cultural diversity within the community, language, individuality and real life issues are embedded in the programme. At Deakin Preschool we strongly believe that it is important to recognise and respect diversity within the school, curriculum, families and community.

The Reggio Emilia approach is used at the Deakin preschool. This approach is an inquiry model, with an emphasis on children's connection with the natural world, enhancement of the learning environment, play, belonging and acknowledgement that children communicate in a multitude of ways, some of which may be less visible to adults.

The Reggio Emilia approach sits aside The International Baccalaureate, enhancing the way in which we cater for the unique needs of early childhood. Both philosophies adopt an inquiry method, and both place the individual child at the heart of the teacher's actions. The Reggio approach enhances the structure of the International Baccalaureate through a strong emphasis on the learning environment and a focus on expression, giving teachers a tool box to help develop connection and communication skills for each child.

To learn more about the Reggio Emilia approach please visit <https://www.reggiochildren.it/en/reggio-emilia-approach/>

In all of our endeavours we maintain the integrity of an individualised programme that is tailored to the needs of every child. This has the effect of providing both extension and remediation as appropriate. The preschool uses a Restorative Practice approach to both student welfare and staff cohesion. This approach focuses on developing and maintaining healthy, thriving relationships that underpin effective learning. From this approach we cultivate a strong staff culture and we develop students who are confident, emotionally literate and resilient.

IB learners strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. These attributes represent a broad range of human capacities and responsibilities that go beyond intellectual development and academic success.

I hope this handbook answers any important questions that you may have as you join us at Deakin Preschool.

I look forward to meeting you and your family

Kind Regards

Laurel Rodrigues

Principal

GENERAL INFORMATION

Forrest Primary School Contact Details

Location: 9 Hobart Avenue, Forrest, ACT 2603

Telephone: 02 61421470

Email: ForrestPS@ed.act.edu.au

Website: www.forrestps.act.edu.au

Deakin Preschool Contact Details

Location: Hopetoun Circuit, Deakin, ACT, 2603

Phone: 02 61422853

Leadership Team

Principal	Laurel Rodrigues
Deputy Principal	Hayley Singh
Deputy Principal	Jemma O'Brien
Executive Teacher	Kylie Dorsett
Executive Teacher	Sarah Bauer
Executive Teacher	Molly Pianca

Deakin Preschool Session Times

Magpies - Monday, Tuesday, Wednesday (odd weeks)

8.45am - 2.45pm

Kookaburras - Wednesday, Thursday, Friday (even weeks)

8.45am - 2.45pm

Preschool Team (current team)

Magpies

Emma Heaven	Teacher (Mon-Thurs)
Polly Wilson	Assistant Educator

Kookaburras

Jordanna Robson	Teacher (Wed - Fri)
Polly Wilson	Assistant Educator

2024 Term Dates

Term 1 - Tuesday 30 January - Friday 12 April

Term 2 - Tuesday 30 April - Friday 5 July

Term 3 - Tuesday 23 July - Friday 27 September

Term 4 - Tuesday 15 October - Tuesday 17 December



THE INTERNATIONAL BACCALAUREATE MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

FORREST PRIMARY MISSION STATEMENT

Forrest Primary School helps all of our students reach their full potential in a safe, loving, inspiring and challenging learning environment.

We strive to develop confident, compassionate responsible children who are lifelong learners and can make the world a better place.

Our community is culturally diverse and we value and celebrate the perspectives, knowledge, skills and abilities all bring to our school.



THE REGGIO EMILIA APPROACH AT DEAKIN PRESCHOOL

“Our task, regarding creativity, is to help children climb their own mountains, as high as possible.”

Loris Malaguzzi

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The Reggio Emilia approach sits aside The International Baccalaureate, enhancing the way in which we cater for the unique needs of early childhood. Both philosophies adopt an inquiry method, and both place the individual child at the heart of the teacher’s actions. The Reggio approach enhances the structure of the International Baccalaureate through a strong emphasis on the learning environment and a focus on expression, giving teachers a tool box to help develop connection and communication skills for each child.

To learn more about the Reggio Emilia approach please visit <https://www.reggiochildren.it/en/reggio-emilia-approach/>



LET'S GET STARTED



Our school community is looking forward to getting to know you and your child. Please feel free to have a chat with a staff member if you have any questions.

In 2024, there will be two preschool groups. These will be the Magpie group (Mon, Tues, and odd week Wednesdays) and the Kookaburra groups (Thursdays, Fridays and even week Wednesdays).

The **Magpie's first day is Tuesday, 30 January 2024**, and the **Kookaburra's first day is Thursday, 1 February 2024**. These days are a full day - drop off at 8:45 am and pick up at 2:45 pm.

What your child needs to bring each day:

- A backpack containing spare clothes to accommodate changes in weather and accidents if needed.
- A clearly labelled drink bottle filled with water
- A small container with fruit for fruit break.
- A lunchbox filled with a healthy lunch and afternoon snack
- A wide-brimmed hat

On the first day, we will collect the following items and keep them at Preschool for the children to use every day.

- A pillow slip for rest time
- Roll on sunscreen
- Roll on bug repellent

Please ensure that all items are labelled with your child's name.

Your child's Book Pack will be delivered to Deakin Preschool and used over the year.

DAILY RHYTHM

This rhythm is flexible. There are no set times for each movement so that we are able to listen to the children's needs and adapt to seasonal changes.

Unpack
Inside and outside explorations
Morning meeting
Fruit break
Inside and outside explorations
Group time
Lunch
Inside and outside explorations
Group time
Rest time
Afternoon tea
Pack up
Reflection
Home

A-Z INFORMATION

ABSENCES/LATE SLIPS

The class roll is a legal document and it is maintained electronically. Parents are requested to report all absences from school. Absences should be reported in one of the following ways:

1. Email to forrestps@ed.act.edu.au
2. Call 02 6142 1470
3. Let the staff know

Parents collecting a child for appointments or private arrangements during the day are required to inform the preschool staff and sign out their child.

ALTERNATIVE PICK-UP ARRANGEMENTS

Please complete the Alternative Pick-up form at preschool if your child is to be collected by someone other than the usual person. This is a protective measure for your child and, if we do not have written consent, we cannot release him/her. Please call preschool staff if the unexpected happens during the day and you need to change arrangements. Alternative pick up people will have to present their identification to staff on arrival.

APPROPRIATE CLOTHING/ UNIFORM

Children are offered a range of valuable sensory experiences at preschool, both inside and outside. Please dress your child in sensible clothes to allow free movement and participation in messy play. Physical play including running, climbing, balancing, jumping and kicking balls is also a planned part of the program. We encourage children to wear safe shoes or sandals, therefore thongs, dress up shoes, crocs and slip on shoes are not suitable. Long skirts and dresses can also be dangerous, particularly when participating in physical activities.

During winter terms, students will need a jacket or an extra layer of clothing for outside time. Preschool students are welcome to wear school uniform if they wish, which is available from the school uniform shop.

Please provide a complete change of clothing every day as children sometimes have accidents with paint, water or toileting. It is very important that you label every item belonging to your child (hats, jackets, lunch boxes, drink bottles and school bags). Anything that your child might bring to preschool should be clearly marked.

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APPROPRIATE CLOTHING/ UNIFORM CONTINUED

Children have the option to wear a Forrest hat, polo shirt and jumper. These can be purchased from the Forrest Primary School Uniform Shop, by completing the uniform order form at preschool or online through the Flexi Schools website - <http://www.flexischools.com.au>.

The Uniform Shop at Forrest Primary is open each Monday from 3pm-5pm.

ARRIVING AT AND LEAVING PRESCHOOL

In accordance with the National Quality Standards, collection of children must be by a parent or authorised nominee. Parents are required to personally deliver their children to and collect them from preschool premises. Children will only be released to parents/carers or authorised adults at the end of each session unless otherwise advised. For safety reasons, please do not leave your child at preschool before the normal starting time (8:45am) as staff are preparing for the day or attending meetings and are unavailable to supervise children. It is really important that a staff member is aware that you have arrived so that we know your child is on preschool premises and that your children isn't left unattended. It is important that contact details of anyone who collects your child on a regular basis are listed in the additional contacts page of the enrolment form.

ATTENDANCE

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. The attendance record at preschool is in the form of a class roll which is filled out at the start and end of each session. If a child is brought to preschool after morning roll time or is collected before the end of session, parents or the authorised nominee are required to sign their child in/out.

BIRTHDAYS AND FAMILY CELEBRATIONS

Our preschool like to acknowledge children's birthdays and family rituals. If families wish to bring a cake or other celebratory food item, please include a list of ingredients. This enables us to cater for allergies within the group. Please talk with our staff if your child has allergies to make sure they are included in celebrations.

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CHILD PROTECTION PRACTICES

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence. Staff will deliver lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

COMMUNITY NOTICE BOARD

Notice boards are situated near the lockers and we ask that parents/carers check these each day for any new notes or relevant information that is on display.



COMMUNICATION

HOW DOES THE SCHOOL COMMUNICATE WITH YOU?

Newsletter - An online newsletter is published each fortnight. Please make sure the front office has your email address so that you can receive the e-newsletter. If you require a paper copy please leave your name at the front office.

Website - The website is well maintained and all notes such as excursion notes are available on the website if you have not received your paper copy. You will also find term overviews, Programmes of Inquiry (POI) and other important information.

Seesaw/Email - Teacher often use the announcements feature of Seesaw and email to communicate important messages with families. Please ensure you check these regularly.

Facebook -Facebook is a way we can communicate on a regular basis with photos, videos, reminders and highlights of school activities. Make sure to follow us!

Talking to the teacher- There are both formal processes and less formal meetings available.

If at any time you have concerns or need a chat, please ring the front office and they will let your child's teacher know that you require a meeting time. You can also email teachers.

Access to the Educational Leader and the Principal - The Principal and Educational Leader are always happy to talk to parents & carers! This can be through email, phone and/or face to face conversations. Contact the front office for appointments.

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CONCERNS OR COMPLAINTS

If you have a concern about your child's education, please have a conversation with the preschool teacher. You are also welcome to make contact with the executive teacher or Principal in the primary school. Should the need arise the ACT Education Directorate has a policy for complaints

https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback. The telephone number is 6205 5429.

CONTACT DETAILS

It is important that the class teacher is notified in writing when access arrangements, telephone numbers, addresses, pickup arrangements, health advice and absences change. This notification can be by email or if you prefer, forms are available from the preschool. When notifying us of a change of address, proof of your new address must be provided to Forrest Primary School's front office.

CUSTODIAL ARRANGEMENTS

Please make sure the Forrest Primary School front office and the preschool staff have a copy of any custodial arrangements. Information supplied will be kept strictly confidential.

EARLY YEARS LEARNING FRAMEWORK

Together with the beliefs and values that drive the IBO Primary Years Programme, the Early Years Learning Framework guides our pedagogy, principles and practice. The Early Years Learning Framework has been developed to ensure children receive quality education programs in their early childhood settings. The Framework's vision is for all children to experience play-based learning that is engaging and maximises their potential in a way that lays the foundation for future success in learning and in life. The framework recognises the importance of communication, language (including early literacy and numeracy) and the social and emotional development of students.



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EARLY YEARS LEARNING FRAMEWORK CONTINUED

Our intention is always to recognise that children learn through play and to develop learning programs, in partnership with families, which are responsive to children's ideas, interests, strengths and abilities.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

- Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- Being is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.
- Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

EMERGENCY CONTACT DETAILS AND INFORMATION

Please keep staff and the school informed of any changes to address, childcare arrangements, medical information and emergency contact phone numbers. It is very important that we have up to date details for every student in case of an emergency. At the beginning of each school year the most current information is sent home to families. Your assistance in promptly checking, amending and returning this is appreciated.

EMERGENCY MANAGEMENT PLAN

Forrest Primary and Deakin Preschool have Emergency Management Plans in place for each campus to assist us in making prompt and responsible decisions in any situation that could threaten the safety of the students. This covers circumstances such as evacuation due to fire or damage to buildings and lock down/lock out procedures if there is a danger to students from events in the vicinity of the preschool. Preschool emergency management procedures are practised every term with preschool students. This ensures our preschool students are aware of the sound of our alarms, how to react to the different signals and how and where to assemble in any emergency situation.

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EXCURSIONS

Excursions/incursions are an integral part of the education programme at Deakin preschool. Through excursions, students enhance their knowledge and understanding of a Unit of Inquiry. A note detailing the purpose of the excursion, times, cost and transport arrangements is sent home prior the excursion.

Excursions and performances are planned as part of the Units of Inquiry and are an essential curriculum requirement.

FOOD

Forrest Primary School is a "Fresh Tastes" school and promotes healthy eating and drinking choices in accordance with the "Traffic Light" system. Children need to bring a container with fruit for Fruit Break and a packed lunch and snack for afternoon tea. Parents/carers are urged to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. Food such as sandwiches, fruit, cheese, sultanas, celery and carrots are ideal. Each child must have water in a named drink bottle for every session as water is the school's preferred drink. Please remember that preschool is an allergy aware environment, and that Forrest and Deakin are "nut free" environments.

FOOD SAFETY TIPS FOR HOMEMADE LUNCHESES & SNACKS

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to food poisoning, especially in the summer heat.

Parents and carers are reminded of a few simple food safety rules to prepare safe, healthy lunches and avoid likelihood of food poisoning bacteria.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse.
- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. This includes leftover meals such as pasta and rice dishes.
- Food is normally stored in a child's lunch box for several hours, so please ensure the lunch box is kept cool by using an insulated lunch box or including a wrapped frozen water bottle.

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FOOD SAFETY TIPS CONTINUED

- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.
- Although we are not able to refrigerate children's lunch boxes at school, we ensure they are kept in cool places away from direct sunlight and other heat sources.

HEALTH AND SAFETY INFORMATION

Staff, children and volunteers must adhere to the hand washing procedures required for early childhood settings.

All children are encouraged to wash their hands:

- on arrival
- before and after eating or touching food
- after toileting
- after blowing their nose, and
- when leaving the preschool.

All scratches and cuts must be covered.

HOURS OF OPERATION

Deakin Preschool hours of operation are strictly 8:45am - 2:45pm. Gates are open from 8:30am every morning. Parents/carers are not to leave until 8:45am. Pick up is at 2:45pm.

ILLNESSES AND ACCIDENTS AND INFECTIOUS DISEASE

If a child becomes ill or is injured at school, appropriate first aid will be given, and parents/carers will be notified. If necessary, parents will be asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. It is important that sick children are kept at home for their own health and well-being as well as the health and well-being of other children and staff. Should your child develop chicken pox, mumps, measles or any other contagious condition, please contact the school for information about exclusion periods and to enable the school to warn other parents/carers that their children have been exposed to possible infection. Head lice are extremely contagious but easily eradicated. If we suspect a child may have head lice, we will contact parents/carers to collect him/her from school.

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ILLNESSES AND ACCIDENTS AND INFECTIOUS DISEASE CONT.

Once treated, children can return to preschool. A comprehensive fact sheet on head lice is available at the preschool or Forrest Primary School front office or by visiting www.health.act.gov.au.

IMMUNISATION

The ACT Department of Health recommends that all children attending school in the ACT be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We would ask that you check your child's immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. Families will be advised in writing of any communicable or infectious disease reported to school staff. A copy of exclusion periods for students with infectious diseases appears in the Appendix at the end of this handbook.

LABELLING

Labelling all your child's personal belongings i.e. clothes, hat, school bag, library bag, lunch box, drink bottle need to be clearly labelled. This avoids lost belongings or confusion with ownership.

LOCKERS

Each child has a labelled locker, outside under the veranda. There is hook to hang your child's backpack. Above the backpack, there is a red tub. This is where your child's lunchbox will go. Fruit snack goes in a separate tub and drink bottles are placed on the trolley. By the end of Term 2, we encourage the children to independently unpack their belongings at the beginning of the day and pack their belongings at the end of the school day.

MEDICAL ALLERGIES AND ANAPHYLAXIS

We are a 'nut free' school environment We have a number of students and staff who suffer severe allergies to particular foods (nut and nut products) which may produce a life threatening anaphylactic reaction. Whilst each of these students and staff members has their own individual Emergency Medical Management Plan, we ask that students do not bring any nuts or products' containing nuts, such as peanut butter or chocolate nut spreads, to school.

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MEDICAL ALLERGIES AND ANAPHYLAXIS CONTIUED

Please be aware that many muesli snack bars may pose a risk to students and staff with these medical conditions. We are aware that there are many different foods and environmental factors that result in allergies with life threatening anaphylactic reactions. If this applies to your child, please notify the school immediately to enable us to take the necessary action to protect them.

MEDICAL CONDITIONS AND EMERGENCY TREATMENT PLANS

All children diagnosed with Anaphylaxis, Asthma, Diabetes, Epilepsy or any other known medical condition must have a Personalised Emergency Management Plan. This includes completing the Directorate's Known Medical Condition Response Plan, providing an authorized personal Emergency Treatment Plan and a Medication Authorisation and Administration Record signed by parents/carers and your child's doctor. These must include clear instructions of all steps to be taken along with any required medication necessary to care for your child should there be an incident within school hours. Relevant forms can be collected at the school front office. If your child has any other medical conditions that require special care or medication, please speak with the preschool or front office staff who will advise and assist with any long or short term medical requirements.

MEDICAL INFORMATION AND CONSENT

Medical Information and Consent Forms are sent home at the beginning of each school year. One form must be completed for each child in your family and returned to the school as soon as possible. Information on these forms is noted on each child's records to enable us to give the best possible care to your child. These forms are stored at preschool for teachers take with them on excursion. The information on your child's form will assist staff attending excursions should your child become ill or injured while away from the school. Please note: The Medical Information and Consent Form is independent of any Personalised Emergency Management Plan and associated paperwork in place for your child. Medication ACT Education Directorate policy requires a that Medication Authorisation and Administration Record be completed if your child is required to take short or long-term medication which must be administered by preschool staff. PLEASE NOTE: This includes all prescribed medication and antibiotics, all over the counter pain and cold/flu or allergy relief. The preschool does not hold analgesic pain relief such as Panadol to administer to children, however parents and carers may provide this as part of a documented treatment plan.

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PARENTS AND CITIZENS ASSOCIATION (P&C) AND PRESCHOOL SUB-COMMITTEE

All parents, carers and citizens are invited to be a part of the P&C Association. Preschool parents make up a Sub-Committee of the school's P&C Association with their own President, Secretary, Treasurer and committee members. The sub-committee operates its own bank account, conducts specific preschool fundraising and holds general meetings. It has a valuable role in supporting the preschool units through the purchasing of resources to enrich the program and assisting with the costs of excursions and incursions. It also plays a key role in building community by arranging social events and working bees for preschool families. Sub-committee meetings are a valuable opportunity for parents to get more insight into the preschool program and to meet other families. An AGM is held at the beginning of each year to elect the office bearers. All preschool parents are automatic members and are welcome to attend the meetings, which are held once per term.

PARENT REPRESENTATIVES

The purpose of the Parent Representative Programme is to build a positive community by fostering communication through its members. The programme provides another means of uniting the school community, enhancing the quality of relationships and channels of communication between teachers, parents and the children. The parent representative must be a part of the P&C Preschool sub-committee and attend termly P&C meetings to share Preschool news.

Each class is assigned a Parent Representative and their job can include:

- Welcome new parents and assist them in getting to know each other
- Organising a class contact list for families who would like to share their contact details
- Make parents feel part of the school community and provide opportunities for them to feel that they are valued members and welcome to be involved in any way they can e.g. informal coffee gathering or morning at a par.
- Encourage parents to be involved in school life, e.g. P&C or Working Bees
- Assist the teacher, school and P&C with passing along class, year, school and P&C specific information as appropriate.

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POLICIES AND PROCEDURES

Deakin Preschool adhere to all Forrest Primary School and ACT Education Directorate policies and procedures along with site specific procedures and processes that align with the Education and Care National Regulations.

The development and revision of policies is an ongoing process and new policies are continuously being brought into effect as they are developed. Where Forrest Primary and Deakin Preschool do not have its own policy, we follow, and are bound by the Education Directorate policies. The School Board reviews and approves a number of policies. Deakin Preschool policies can be found here

http://www.forrestps.act.edu.au/our_preschool

Directorate policies can be found at

http://www.det.act.gov.au/publications_and_policies

Note: School procedures are regularly reviewed, and the latest versions can be found on the Forrest Primary School Website.

REST TIME

All children have individual rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. Deakin Preschool will ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs. We will consult with families about their children's rest needs. Educators will be sensitive to each child's needs so that rest times are a positive experience. We create a relaxing atmosphere for resting children by playing relaxation music and reading stories. We encourage children to rest their bodies and minds for 20-30 minutes. Each child prepares their rest space by putting their pillow slip onto a cushion and packs up afterwards.

ROAD SAFETY AND PARKING

Legislation regarding school zones is in force in the ACT which requires motorists comply with a 40km speed limit between the hours of 8.00am and 4.00pm within school zones. Please ensure that you park safely in either the car park at Deakin Preschool or the available kerbside parking on Bedford Street, Deakin.

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SCHOOL BOARD

School Board Each government school in the ACT is administered by a school board whose membership comprises the school principal, two elected staff members, three elected members of the parent body and a nominee of the Education Directorate. Elected members normally serve for a two-year period.

SCHOOL PSYCHOLOGIST

The school psychologist visits Forrest Primary School two days per week and works with students referred by either staff or parents/carers. The psychologist also meets with parents/carers, through appointment, to discuss issues relevant to their child's educational needs. The main role of a school psychologist is to assess students with learning needs and work with the school to develop and implement useful strategies. Permission is sought from parents/carers prior to students being given an assessment by the psychologist.

SEESAW

Seesaw is an App and is used as an online digital portfolio that links the classroom to home. Teachers and students can upload photographs and learning stories to Seesaw for parents to view. Teachers also provide regular updates about learning programs, important events and other notices. At the beginning of the year and after Seesaw permission forms are returned, families will receive information about how to access their child's Seesaw account.

STUDENT WELLBEING AND MANAGEMENT

We work in a restorative context so that all members of our school community are safe and secure in a caring environment. The environment is focussed on learning so that teaching and learning can be maximised.

Our goal is to maintain a safe, supportive learning environment in which children can grow and learn, and within which all members of our school community are able to build relationships and connections. Our school curriculum is underpinned by restorative and relational practices, Positive Education and the International Baccalaureate Learner Profile attributes.

Documents can be found at

http://www.forrestps.act.edu.au/our_school/school_policies

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SUNSMART PRACTICES


We are a SunSmart School and as such all students must wear a SunSmart Hat (wide brimmed or Legionnaire's) throughout the year, except for the months of June and July. All hats available at the Forrest Primary School Uniform Shop are in accordance with National SunSmart Standards. If a child does not have a suitable hat, they will be asked to play in the shade whilst outside. Please apply your child's sunscreen before starting preschool each day. Students may bring sunscreen to school with them and will be given time to apply this if needed.

SUSTAINABILITY PROGRAMME

We encourage our students to develop an understanding of our environment. The Sustainable Schools Programme teaches children about the importance of resources and how we need to reuse and recycle when possible. Recycling of the food scraps and composting is used to mulch the vegetable garden. Students are encouraged take action on climate change and embed sustainability into everything they do. Parents belong to our sustainability group, contributing by developing and maintaining gardens. You can join by contacting the front office.

VOLUNTARY CONTRIBUTIONS

At Deakin Preschool we pride ourselves on providing the highest quality education for your children and this involves providing quality resources for them. These allow them to explore, create, imagine, investigate and experiment as they develop their skills and knowledge in literacy, numeracy, science and other subjects in both indoor and outdoor environments. Our school encourages families to give a voluntary contribution to enable us to purchase special resources and offer specialised programmes. Contributions can be made online using the Quickweb facilities. Quickweb is a Secure online payment facility hosted by Westpac and can be accessed from the home page of the school's website.



GETTING TO KNOW YOU INTERVIEWS

Term 1

The purpose of Getting to Know You interviews is for the parent, student and teacher to discuss your child's learning goals for the year. In collaboration, the teacher, parent and child formulate up to three personalised goals, one literacy, one numeracy and one interest or competency goal. Where special requirements are applicable, Individual Learning Programmes (ILPs) will be devised in consultation at a later date.

LEARNING JOURNEY

Term 2, Week 10

Families are invited to come into the preschool for a Learning Journey. This is a time for children to showcase their learning and share their environment with you.

REQUESTED MEETINGS

Anytime

Parents may request an interview with a teacher at any time. Parents will be informed as soon as an issue concerning their child's education arises and will be invited to discuss the concerns with the relevant staff members.

WRITTEN REPORT

Term 2, Term 4

A comprehensive written report will be sent home at the end of term 2 and term 4 outlining your child's strengths and areas of development linked to the Early Years Learning Framework and personalised goals.

SEESAW

Throughout the year

This is an online digital portfolio that links the classroom to home. Teachers and students can upload photographs and learning stories to Seesaw for parents to view. Teachers also provide regular updates about learning programs, important events and other notices.

PRESCHOOL CELEBRATION

Late Term 4

End of year celebration which acknowledges the preschool children's accomplishments. Each preschool group performs songs they have learnt over the year and receives a special certificate and gift.

OTHER IMPORTANT INFORMATION

APPENDIX 1 DISEASES – OUTBREAK PROCEDURES AND EXCLUSION PERIODS

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

The Public Health and Wellbeing Regulations 2009 are available from the [Victorian Legislation and Parliamentary Documents](#)

[http://docs.health.vic.gov.au/docs/doc/E61571BE8D0CB41BCA2578CC0026143B/\\$FILE/DH1310023_SchoolExclusion_A3poster_web.pdf](http://docs.health.vic.gov.au/docs/doc/E61571BE8D0CB41BCA2578CC0026143B/$FILE/DH1310023_SchoolExclusion_A3poster_web.pdf)