



A Learning Community

# NAMADGI SCHOOL PRESCHOOL HANDBOOK

*Namadgi Preschool is a place of wonder and learning for all of us.*



**ACT**  
Government  
Education

# Principals Message

Dear Preschool Families,

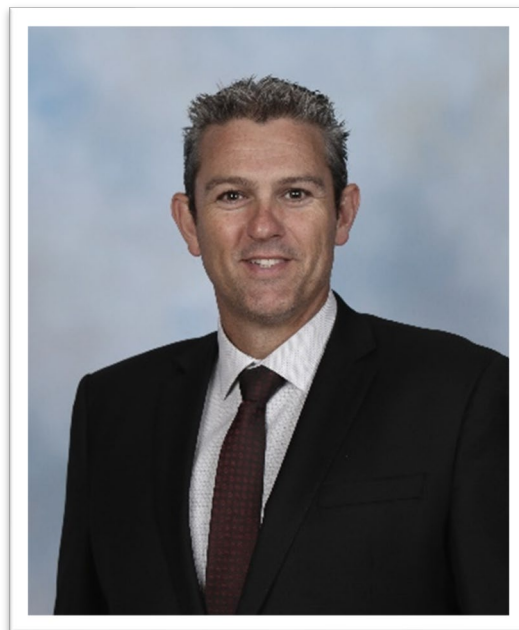
On behalf of our staff from across Namadgi P-10 School, welcome to Namadgi Preschool! My name is Gareth Richards and as the Principal of Namadgi School I extend a warm welcome to students and families. Starting school for the first time is an important step in life, and our staff at Namadgi Preschool work to meet the needs of all students as they start their educational journey.

We have highly accomplished teaching staff and learning support assistants working in our preschool. Our facility is modern, with recent upgrades to our outdoor play spaces and classrooms. The philosophy of play-based learning drives our educational and social skills programs to enable students to get the best start possible.

At Namadgi School our student pathway is nurtured through our preschool experience into our K-10 programs with staff and students undertaking transitions and important handovers at the conclusion of every year. Our staff ensure early intervention needs are supported, and ongoing education requirements are met to cater for individual learning goals. Namadgi School offers several learning support units from K-10 with inclusive pathways for all students.

Our preschool programs are culturally inclusive and support the learning of Aboriginal and Torres Strait Islander cultures as well as multicultural diversity from around the world. I look forward to meeting with students and families as you commence your preschool year and developing strong partnerships into the future at Namadgi School.

Gareth Richards  
School Principal



## School Overview

The Mission of staff at Namadgi School is to be a powerful force for change in the lives of our children and young people. Our Namadgi school community values diversity and our staff nurture social, cultural, and academic differences. The Namadgi School P-10 setting means that students can grow and learn with their cohort from Preschool entry to Year 10 Graduation.

The core beliefs of Namadgi School centre around the understanding that all children can learn. Whilst this will look different from student to student our central belief is that through personalised learning approaches and differentiated classroom practice, all students will get what they need to thrive and grow at Namadgi.

We believe that the use of 21<sup>st</sup> Century Learning Skills, such as collaboration, problem solving, presentation skills, critical thinking, creativity, teamwork, digital literacy skills and exposure to learning a second language are core principles to incorporate into regular school practice from Preschool to Year 10. We believe that through these guiding principles our students will graduate ready to engage with the broader community and global society.

## Our School Vision and Values

At Namadgi P-10 School our vision is to be innovative and responsive to the contemporary world by providing students with access to quality 21<sup>st</sup> Century teaching and learning practices. We strive to create a collaborative culture that fosters educational partnerships throughout our community. Our staff are passionate about their professional knowledge and view learning as accessible and achievable for all.

The Namadgi School values include Learning, Caring, Respect and Positive Attitude. Our staff and community have helped shape these values and they are explicitly taught and recognised through pastoral care classes, award systems and the work of our executive team.

Namadgi School is a Positive Behaviours for Learning (PBL) school. Our Positive Behaviour for Learning framework ensures students, staff, families, and the school community all contribute to create a safe and supportive learning environment for all students.

## Welcome to Namadgi School

The first day of preschool is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning. We are here to help make your child's preschool year a rich experience and we look forward to an exciting year in partnership with you.

## School contact details

<p><b>Principal:</b> Gareth Richards</p> <p><b>Deputy Principal:</b> Liz Baker-Matterson</p> <p><b>Executive Teacher:</b> Emma Vince</p>	<p>Preschool Phone number: 6142 0920</p> <p>School Phone number: 6142 0900</p> <p>Email: <a href="mailto:info_namadgi@ed.act.edu.au">info_namadgi@ed.act.edu.au</a></p> <p>Website: <a href="http://www.namadgi.act.edu.au">www.namadgi.act.edu.au</a></p> <p>Facebook: <a href="https://www.facebook.com/NamadgiSchool/">www.facebook.com/NamadgiSchool/</a></p>
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# Namadgi Preschool Philosophy

We believe all children are curious, capable learners with ideas, strengths, and voices. You will see unique children who love learning and taking risks, they naturally question, investigate, choose, and explore the world around them.

We respect families as children’s first educators, and we value the diverse qualities they bring to our Namadgi Preschool community. You will see a welcoming, supportive, and inclusive environment with open communication.

We know that what happens for children in their early years is of critical importance to their lifelong wellbeing. You will see educators working together, striving for excellence in practice, cultivating a culture of inquiry and critical reflection, paying attention, documenting, and sharing learning, and being valued for their work with each child and family.

We understand quality learning happens in the context of secure, respectful, and reciprocal relationships. You will see rich interactions, sustained conversations, irresistible environments, confident children immersed in play and acquiring social responsibility for the world around them. We acknowledge the First Australians: The Aboriginal and Torres Strait Islander Peoples who have been taking care of this land for thousands and thousands and thousands of years. You will see respect for land and culture in our daily practice and a pursuit of further knowledge, understanding and connection.

We welcome parent feedback on our preschool philosophy. Please send through to: [info@namadgi.ed.act.edu.au](mailto:info@namadgi.ed.act.edu.au)



# Operational – Day to Day

## *Hours of Operation*

Preschool classes operate from 9am to 3pm for a 5-day fortnight. Families will have the option of choosing Monday, Tuesday and alternate Wednesday, OR Thursday, Friday, and alternate Wednesday.

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group.

**Help us keep our children safe: Please ensure that you pull the gate shut after you go through at pick up and drop off.**

- ✓ information
- ✓ Stay for as long as you like and join in with your child.

## *Delivery and Collection of Children*

Regular attendance and punctuality are important as this allows the children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, collection of children must be by a parent or authorised person over the age of 16. Teachers require written parent/guardian permission to release a child to any person other than their parent/guardian. Children must not be left unattended before the start of class and must be accompanied on arrival into the preschool classroom. Please discuss alternative pick up arrangements directly with preschool staff. Parents can phone the preschool to inform staff of last-minute changes to pick up arrangements. In case of emergency, you can phone through an authorisation, which must be signed when next at preschool.

Please wait outside the classroom when you arrive as your child will be come out to meet you at the end of the session.

When collecting your child:

- ✓ Check your child's "home pocket"
- ✓ Assist your child to wash their hands
- ✓ Help your child collect any belongings, artwork, etc.

## *Arrival*

When you are dropping off your child for the start of the session, it is important that you bring your child to the classroom and wait until a staff member opens the door at 9am. Under no circumstances should you leave your child alone in the playground before the session. Educators are not responsible for your child until the session commences at 9am.

On arrival, please assist your child to:

- ✓ Place their bag in a locker
- ✓ Place their lunch box and drink bottle on the trolley provided
- ✓ Wash their hands
- ✓ Check the window displays and notice board for any important messages

## *Hygiene Procedures*

Educators, children, and volunteers must adhere to the hand washing procedures.

All children must wash their hands:

- ✓ On arrival
- ✓ Before and after eating or touching food
- ✓ After toileting
- ✓ After blowing their nose and wiping tears and dribbles
- ✓ Open sores must be covered.



## *Separation from your child*

Many children settle quickly and happily into preschool; others find it more difficult. For some children, separation from parents or carers in the mornings can be quite stressful and worrying in the first few weeks. There are some simple ways to make that separation easier for your child and for you.

- ✓ Always speak positively about preschool and do not indicate to your child that you are worried about separation, even if this is true.
- ✓ There is no necessity for you to leave preschool quickly in the morning. Wait until you are ready, and you feel your child is settled. Just let an educator know that you intend to stay for a while and join in the activities if you wish.
- ✓ Always say goodbye when you leave and reassure your child that you will be back to collect him or her when it's time to go home. It is better to tell your child that you are leaving than to sneak away, even if your child will be upset.
- ✓ If you know your child will be upset when you leave, please let the educators know when you are ready to depart. Once you have said goodbye, depart promptly with a smile and a confident wave and, no matter how distressed your child sounds, keep walking. We will stay with your child. Be assured we will give you a call if your child doesn't settle.
- ✓ Most children are easily distracted by an activity and recover quickly. However, do not hesitate to ring after 20 minutes to check that your child has settled.

Allow these strategies time to work. If separation is still a problem after a few weeks, then please speak to the educator to discuss some other options.

## *What do I need for my child for preschool?*

A separate checklist is also provided with the preschool pack.

- ✓ A school uniform
- ✓ A large backpack – a size big enough to fit all your child's belongings (including lunch box, jumper, spare clothes, and a library bag)
- ✓ A labelled library bag – to transport borrowed library books
- ✓ A labelled lunch box – filled with healthy food
- ✓ A labelled drink bottle – filled with water
- ✓ A labelled school hat with a brim
- ✓ A labelled coat for cold weather
- ✓ A full set of labelled spare clothes (including socks)

## *Personal Belongings*

We encourage children to 'leave home toys at home'. Toys and other personal belongings can be easily lost or broken at preschool. They can also be the cause of unnecessary conflict between children. Children are welcome to bring in 'special' items to talk about as part of our oral language program, these will then be placed away for the rest of the day. We take all care, but no responsibility for the safe keeping of these special items.

## **Food**

### *Lunches and Snacks*

Provision is made for children to have two eating times during each preschool session. Parents/carers are urged to supply children with healthy foods which will enable the educators to assist in the development of lifelong healthy eating habits. Promoting a healthy lifestyle is an important part of our program. All children will need their own drink bottle with WATER ONLY. We discourage chips, chocolates, pre-packaged food, lollies, or cordial.

It is against health regulations for educators to heat children's lunches, so please do not provide food that requires heating.



### *Food safety tips for homemade snacks & lunches*

Healthy snacks and lunches are important for children and help with their concentration and learning. School lunches however spoil quickly, especially in the summer heat. Parents and care givers are reminded of a few simple safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:

- ✓ Choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool
- ✓ Perishable foods such as dairy products, eggs and sliced meats should be kept cool and eaten within about four hours of preparation. Don't pack these foods if just cooked, first cool in the fridge overnight
- ✓ If including leftover meals such as meats, pasta, and rice dishes, ensure you pack an ice block into the lunch box
- ✓ Healthy drinks, such as water and milk can be frozen overnight and then stored in your child's lunch box, helping to keep it cold

Educators will ensure that children store their lunch boxes in cool places away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

## *Birthdays*

Birthdays are celebrated at preschool with a "birthday story". Your child is welcome to bring cupcakes or a healthy treat to share with the other children. Please ensure there is enough to share with all the children in

the class on that day. If your child has a food allergy, we encourage you to send along appropriate treats your child can eat on other birthdays. We generally store them in the freezer until required.

### *Clothing - Uniform*

Namadgi School has a uniform for preschool. Students will need to wear a school hat, shirt, jumper, and pants. There is also a dress available. All uniform items can be purchased from our P&C uniform shop which is open Tuesday mornings from 8at the Front Office. Please **label all items** of clothing and pack spare underwear and suitable clothing in case of a change in the weather or for after extremely messy play.

Children often leave toileting to the last minute and trying to undo difficult belts and buttons can cause accidents. Please dress your child appropriately so that they feel confident to participate in all the challenges provided throughout the session. The children will be challenging themselves on the climbing equipment so sensible closed footwear, is essential. Thongs, gumboots and long dresses or skirts can be dangerous.

### *Sun Protection Policy*



Namadgi School enforces SunSmart the Sun Cancer Council Protection Policy. All children must wear a broad brimmed hat at preschool. If your child comes to school without a hat, we will ask them to play in the shade. Leaving a spare hat, clearly labelled, in your child's home pocket is a good idea. Children are not required to wear a hat in June and July due to the reduced UV rating in Canberra over these months. Please ensure that cords on hats are detachable in compliance with Directorate regulations. The cord must be designed to detach under minimal strain or remove the cord altogether.

Please apply sunscreen to your child before attending each session, except June/July. Educators can assist children to reapply their own sunscreen during the day.

## **Curriculum**

### *National Quality Framework*

National Quality Framework for Early Childhood Education and Care (NQF) was introduced across Australia in 2012. Its aim is to raise quality and drive continuous improvement and consistency in education and care.

As part of this Framework the preschool is involved in a continuous process of self-evaluation against 7 quality areas in the National Quality Standards. From this evaluation a Quality Improvement Plan is developed and followed. Parent input is important to evaluate the preschool from different perspectives. Your input can influence the direction the preschool takes.

Namadgi preschool is rated at meeting the National Quality Standards, this is a testament to the quality of our staff and education program. In 2018 the preschool was rated as meeting or exceeding in all seven of the Quality Learning Areas. Our Quality Improvement Plan is available for families upon request and identifies goals and opportunities to achieve exceeding in all the National Quality Standards at our next assessment. We look forward to working with our parent and school community to achieve this outcome.

## *Early Years Learning Framework*

The Early Years Learning Framework (EYLF) has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop. Research and ongoing documentation of children's development informs us that the preschool years lay the foundation for success in future learning.

The framework's vision is for all children to experience play-based learning that is engaging and builds success for life. To access this framework, go to:

<http://www.deewr.gov.au/Earlychildhood/Programs/EarlyChildhoodEducation/Pages/default.aspx>

The EYLF is a guide for early childhood educators who work with children from birth to five years. They will use the Framework in partnership with families, the children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

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.

## *Learning Experiences offered in our Preschool Program*

### **Language (emergent literacy and numeracy)**

The following activities help promote strong pre-literacy and pre-numeracy skills. Singing, rhyming, drawing, reading, talking, having small and large group discussions, informal sharing, small group structured games (bingo, memory, dominoes etc.), role play writing, music and library. Children will develop differently, and a lot of these opportunities are repeated at various levels to accommodate individuals.



### **Socialising**

Learning how to look after yourself, make friends, join games, voice emotions, initiate play, problem-solve with peers and be part of a large group are various aspects of social learning. Children will interact with their educators and each other in a variety of ways. Children learn a lot of social behaviours through modelling.

### **Development of Independence Skills**

Managing personal belongings by unpacking and packing their school bags, personal hygiene (such as washing hands, eating and toileting), getting dressed and undressed and asking for assistance (for materials or ideas) are all independence skills that are used and encouraged at preschool. Sometimes we allow a little bit of extra time for these activities and support children by vocalising the steps.

## **Constructive Play**

Children can select from an extensive range of activities including Lego, blocks, boxes, craft collage, puzzles, play dough and painting. Constructive play is a way for children to share and expand on their knowledge and often involves teamwork with a friend or two.

## **Exploratory/Sensory Play**

Children may be exposed to a variety of activities including playdough, slime, paint, clay, sand and water play. This supports sensory, fine motor and language development. Some children do need to be encouraged to participate in “messy” activities. It is a great way to build fine motor strength and vocabulary.

## **Dramatic Play**

The preschool environment is about learning to use questions and ideas to investigate the world. Your educators will use dramatic play to help build on the student’s ideas, teach emotional literacy and explore friendships. It is a wonderful experience for the children to become the teachers with their peers and practise their negotiation skills. Children will often use the dramatic play area to consolidate their learning.

## **Physical Play**

Physical movement is important for children to build their muscle strength and stamina. We will spend a portion of our day outside ALL year round. Our preschool has class sets of raincoats and gumboots for wet weather. The children will be encouraged to participate in activities aimed to challenge them.

## **Information Technology**

We have an interactive white board in the classroom used to support the program at times. We also use iPads to observe, document and reflect on children learning. The children often look back through photos to build on experiences or retell what they were doing.

## **Rest/Relaxation**

Our preschool program provides regular opportunities for children to rest throughout the day by engaging in individualised, quiet activities on their own. If your child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there is a comfortable, safe area available for them to rest. It is important that opportunities for rest and relaxation, as well as sleep, are provided.

## ***Participation in preschool activities***

Families are encouraged to share their special skills, interests and diverse family cultures with the preschool.

Families are encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school.

Families can help in the following ways

- ✓ Sharing knowledge and expertise of craft, cooking, music, storytelling, job skills, etc.
- ✓ Participating in the daily program

- ✓ Attending excursions
- ✓ Working bees in the garden etc.
- ✓ Joining the Namadgi School Parent and Citizens Association
- ✓ Becoming involved with policy development
- ✓ Assisting to set up learning experiences and in the creation of resources

### *Preschool Readiness*

Each child in the ACT is eligible to begin preschool in the year they turn four by the 30 April. However, we do recommend that parents consider their child's readiness on an individual basis, particularly those who turn four in January, February, March or April. Children may meet the age criterion; however, they may vary widely in how prepared they are for preschool and in turn kindergarten the following year.

A child's future success and confidence at school can be significantly influenced by their readiness to learn and participate in preschool. If you are unsure about your child's readiness, consider talking to the preschool teacher or the executive at Namadgi School.

### **Assessment and Reporting**

Assessment is part of an ongoing cycle that includes planning, documenting and evaluating children's learning and includes the voice of the child, parent and educator. Assessment is linked to the Early Years Learning Framework. This information is used to indicate progress and inform planning for individual needs. Children's learning is displayed in a variety of ways. Preschool staff are very happy to answer all or any questions about assessment practices.

### **Excursions and Incursions**

Excursions and incursions are part of the educational program at Namadgi Preschool. We go on regular local walks to explore the environment. When other excursions are arranged or children use any form of transport, parents will be advised in advance and asked to give permission, in writing, for the child to participate.

### **Library**

Children will have the opportunity to borrow books from the preschool library. The library book should be kept in a library bag whenever it is not being read. If books are damaged please return them to a staff member to be repaired. Library bags are available for purchase at the preschool for \$5.00.

### **Child Wellbeing**

At Namadgi School we value everyone as an individual and acknowledge we all have the special qualities that make us who we are. It is important that students are treated with respect and we value the uniqueness each child brings to the school. We provide a supportive, welcoming, and culturally inclusive educational environment where students feel safe and happy. The preschool has an 'Interactions with children' policy that outlines the strategies for building relationships and ensuring children's wellbeing.

## Communication

Namadgi School is committed to providing consistent communication between school and home. We use a range of media platforms to communicate notes home, newsletters, dates to remember, event information/updates and stories about what students are learning about to in their classrooms.

If you would like to keep up to date on Namadgi events and achievements join us through any of the below platforms:

- ✓ **Facebook:** @Namadgi School <https://www.facebook.com/NamadgiSchool>
- ✓ **Twitter:** @NamadgiSchool <https://twitter.com/NamadgiSchool>
- ✓ **Instagram:** namadgi\_school <https://www.instagram.com/?hl=en>
- ✓ **Namadgi School Website:** <http://www.namadgi.act.edu.au/>
- ✓ **SeeSaw** (Preschool – Year 6 only): *access individually provided following enrolment*

For more information about Namadgi School and programs on offer we have created a Namadgi School Information Night website.

Follow the link below to take a virtual tour around Namadgi School and meet our Executive team.

<https://sites.google.com/ed.act.edu.au/namadgischoolinformationnight/home>

We look forward to seeing you soon.

## Communication with Educators

Our school recognises the importance of a positive parent/educator relationship.

We encourage:

- ✓ Sharing knowledge to enhance the growth and development of your child
- ✓ Developing positive relationships with families that are based on mutual trust and open communication
- ✓ Developing a sense of belonging to the preschool for the children, parents, and educators

Our school implements a range of strategies to ensure effective communication between home and school.

**School newsletters** are produced in week 1, 5 and 9 and are emailed to your nominated email address with information about what is happening in the school.

**Seesaw** is a fantastic tool for teachers and students to record and share their learning and investigations that occur daily in Preschool. Students each have their own journal. Educators will add photos, videos, drawings or notes which are sent digitally to the Seesaw app for families to view in real time. A note will be sent to families in early 2026 providing them with their child's unique QR code and details of how to sign up. We encourage active family involvement through liking posts and commenting.

**Parent interviews** are held prior to the commencement of preschool and throughout the year. You can arrange a meeting with the teacher any time throughout the year.

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. This ensures valuable insights and understandings can be appreciated about a child's individual development journey. We encourage families to communicate freely with educators so that minor problems do not become major ones. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the educator. Open communication and cooperation are keys to a successful education.

Every child has a “home pocket” in which we will place your child’s work and notices. These pockets are outside the classroom and should be cleared at the end of every session.

## Seesaw

Namadgi School uses an online documentation and communication tool called Seesaw, for Preschool to Year 5. Seesaw creates a secure online network of the people that matter most for your child. It helps us develop and maintain partnerships with families to ensure your children receive the best opportunities possible. Seesaw can be accessed via an app for iPhone or Android phones or via a web browser.



Important notices are placed on Seesaw and the windows or noticeboards outside the classrooms.

### *What is Seesaw?*

Seesaw is a simple way for teachers and students to record and share what’s happening in the classroom.

Seesaw gives students a place to document their learning, be creative and learn how to use technology to share knowledge, understandings, and skills.

Each student gets their own journal and will add things to it, like photos, videos, drawings, and notes.



When there are new Seesaw posts, families can be notified via app notification, email or SMS.

Parents are only notified about their own child’s work and all data is safe and secure.

For more information talk to Namadgi School staff or visit <https://web.seesaw.me/parents>

## Transition to Kindergarten

Your child is a member of the Namadgi School community. To ensure the transition from preschool to kindergarten is successful we have implemented a transition program for our children. This involves activities throughout the year with more formalised transition activities during term 4.

## Before and After School Care

Before and After School Care is available via Play-Base. Play-Base is run in the VPAC adjacent to the Front Office.

Contact Details

Website: [www.play-base.com.au](http://www.play-base.com.au)

Email: [info@play-base.com.au](mailto:info@play-base.com.au)

Phone: 0412 818 836

Information packs including enrolment forms are available to download on Play-Base’s website or a paper copy is available for collection from the Front Office.

## Administration/ Governance

### *Medical conditions and management*

If your child has a medical condition, it is a requirement that a medical action plan be completed and returned to the school prior to commencement. If required, educators will collaboratively complete a medical conditions risk minimisation and communication plan to minimise medical incidents in the preschool setting. Medical documents are available to download on the school website or paper copies are available from the Front Office. Please see link [http://www.namadgi.act.edu.au/our\\_school/notes\\_home](http://www.namadgi.act.edu.au/our_school/notes_home) to locate the electronic version on the Namadgi School website.

### *Immunisation*

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We would also ask that you check your child's present 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. A copy of exclusion periods for students with infectious diseases is available upon request. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Provided here are the links to the [Immunisation Schedule](#) and [Immunisation Parent Guide](#) for your information

### *Illness and Accidents*

It is important that sick children are kept at home for their own comfort as well as the comfort of other children and educators. If a child becomes ill or is injured at school appropriate first aid will be given and if necessary, parents will be notified and 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 treatments are free. All students who have an ongoing condition (e.g., asthma, diabetes, epilepsy) must have a treatment plan completed by parents and their GP and kept on file at the school.

Medical Plan proformas are available from the Administration office or from preschool. Please note that your child cannot start at preschool till these forms are completed.

Exclusion periods for infectious diseases are stated in the ACT Immunisation booklet and Immunisation schedule, both documents are available for download from ACT Health <https://www.health.act.gov.au/services/immunisation>.

If a child is to take any medicine while at school, an Authority to Administer Medication form, providing written dosage instructions, must be completed and medicine must be left with staff. Information on a child's health status e.g., epilepsy, diabetes, should be given on enrolment or on diagnosis.

## Exclusion periods

Exclusion periods apply for certain infectious diseases such as mumps, German measles, measles and chicken pox.

If your child is to take a prescription medicine whilst at school, written directions and medicine must be left with staff. Information on your child's health status e.g. epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious a photograph of your child will be placed on our Medical Alert board to support staff in caring for your child.

### Diseases- Outbreak Procedures and Exclusion Periods

Personal hygiene measures such as hand washing, sanitising, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

Our preschool is guided by ACT Health. The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, childcare or family day care for the periods specified below:

[https://www.education.act.gov.au/\\_data/assets/pdf\\_file/0005/845267/Procedure-Infectious-Diseases-Procedures-Published-April-2019.pdf](https://www.education.act.gov.au/_data/assets/pdf_file/0005/845267/Procedure-Infectious-Diseases-Procedures-Published-April-2019.pdf)

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
Amoebiasis (entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chicken pox (varicella and herpes zoster)	Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.	Not excluded Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes ceases.	Not excluded
*Cryptosporidiosis	Exclude until diarrhoea ceases	Not excluded
Diarrhoea	Exclude until 48 hours after diarrhoea has ceased	Not excluded
*#Diphtheria	Exclude until— (a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.

	(b) a certificate is provided by a medical practitioner recommending that the exclusion should cease.	
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*# <i>Haemophilus influenzae</i> type b (Hib)	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Hand, Foot and Mouth disease	Exclude if— (a) child is unwell, or (b) child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded
*Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Herpes (cold sores)	Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
*Leprosy	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*#Measles	Exclude for at least 4 days after the rash appears.	(a) Immunised contacts not excluded.  (b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised.  (d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact

		with the index case are not excluded after being given NHIG.
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. (b) Otherwise, excluded until 10 days after last contact with the index case.
*#Mumps	Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).	Not excluded
*#Poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until effective treatment has commenced.	Not excluded
Rotavirus	Exclude until diarrhoea ceases	Not excluded
*#Rubella (German measles)	Exclude for 4 days after the appearance of the rash.	Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
*Salmonellosis	Exclude until diarrhoea ceases	Not excluded
*Shigellosis	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.	Not excluded
*Tuberculosis	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*Typhoid and paratyphoid fever	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school. (a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.

*#Whooping cough (pertussis)	Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.	Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner).
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded

## Head lice

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from school until treatment is undertaken. Please report any cases of head lice to the School Office.

It is recommended that you check your child's hair regularly as early detection will minimise the problem. Follow these steps for preventative checks:

- ✓ Comb inexpensive hair conditioner on to dry, brushed (detangled) hair. This makes it difficult for lice to grip the hair or move around
- ✓ Wipe the conditioner from the comb onto a paper towel or tissue and check for lice and eggs
- ✓ If lice or eggs are found, the child should be treated. Additional information is available from a chemist.

## Absence Notifications

We value effective communication between school and home and enjoy working closely with parents and our students. as part of our procedures the school has an electronic absence program. This SMS program allows us to notify parents/carers of their students unexplained absences each morning. Parents/carers can respond to the SMS or email [info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au) to advise the absence reason.

An SMS message together with an email will be sent to the preferred contact as specified by you in the enrolment form. If you do not wish to receive this notification from the school, please advise us via [info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au).

Currently the system will only allow for 1 parent to receive the absence communication. We apologise for this inconvenience; it is a system wide issue that we hope will be rectified in future to allow for multiple contacts to receive these notifications.

## Changes to Details

Please keep educators and the school informed of any changes to address, home/work phone numbers, childcare arrangements, medical information, and emergency contact phone numbers. Please contact the front office on 6142 0900 if you have any changes to your contact details.

All changes to contact details can be completed by emailing [info@namadgi.act.edu.au](mailto:info@namadgi.act.edu.au) or completing a change of contact details form located on the school website.

## Book Pack

A book pack will be provided for students use for a small payment to the school. We will provide all stationery, and consumables for your child to use in the Preschool classroom.

## Voluntary Contributions

Public education is free. A school may offer or facilitate some specific optional items, activities and services for which parents may be asked to pay if they want their child to access them. Such activities may include excursions, class photos and incursions.

Schools do ask families to contribute to a voluntary contribution fund to contribute towards quality resources and learning opportunities for our children. Many purchases rely upon the commitment and generosity of our parent community.

## Credit/debit card payment

To make a secure credit/debit card payment you will be directed to Westpac's online payment system, known as [QuickWeb \(click here\)](#). Please see school website for further information.

## Emergency Management Procedures

To ensure the safety of all members of the Namadgi school community we have developed a set of emergency procedures. These include evacuation and lockdown procedures. Staff and children participate in the practise of these procedures and children are talked through what is happening, so they understand the purpose of the experience. A copy of our emergency procedures is displayed in each learning space. In the event of an emergency, please ensure you follow the direction of a member of staff whilst you are on the school site.

## Contribution to decision making

Families are welcome to contribute to the decision-making procedures of the school through the School Board or P&C Association.

### *School Board*

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

The Board is the policy-making body of the school. Its major functions are to:

- ✓ Determine the educational policies to be implemented at the School
- ✓ Assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Executive Director (of the Education Directorate) with respect to the meeting of those needs
- ✓ Determine the purposes for which the funds made available for the School are to be expended
- ✓ Make recommendations to the Executive Director in respect of the use of the buildings, facilities and equipment of the School for purposes other than school purposes

- ✓ Develop relationships between the School and the community and between the School and community organisations
- ✓ Make recommendations to the Executive Director on matters relating to the School

Responsibility for the implementation of policies established by the Board rests with the Principal and the staff.

### *Parents and Citizens Association*

The P&C plays an important role within the School. Meetings are held twice a term and are advertised in the school newsletter and Facebook page. All parents are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and families and serves as a fundraising function for the school.

## Child Protection Practices

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

## Parent Support

Parentlink [www.parentlink.act.gov.au](http://www.parentlink.act.gov.au) is a website which parents can use to access:

- ✓ Parents guides, including electronic order forms
- ✓ A directory of local parenting services
- ✓ Upcoming community events and parenting courses
- ✓ Further readings in relation to the parent guides
- ✓ Links to other useful websites

## Parent/carers responsibilities

Parents/carers are responsible for:

- ✓ Reading and complying with Namadgi Preschool policies and procedures (these can be found on the Namadgi School website or hard copies are available from the class teacher)
- ✓ Engaging in open communication with educators about their child
- ✓ Informing educators of events or incidents that may impact their child
- ✓ Informing educators of any concerns regarding their child's behaviour or the impact of others
- ✓ Signing and dating permission forms for excursions
- ✓ Late arrivals are recorded by the class teacher
- ✓ Ensuring an authorised nominee collects their child from preschool
- ✓ Providing written authorisation when children require medication to be administered by educators
- ✓ Ensuring other children who accompany them to preschool (i.e., siblings) are closely supervised and are the responsibility of the parent/carer
- ✓ Closely supervising their preschool children before the start of a session, and after a session
- ✓ Ensuring the educators are aware their child has arrived, and aware that their child has been collected
- ✓ Out of Hours or events being held, students must be supervised by their parents.

- ✓ If you have any questions, please do not hesitate to contact the school and we will be happy to assist

## Volunteering - Working with Children and Young People

- ✓ ACT Public schools' welcome volunteers and value the support they provide to schools, students, and educational programs. As a volunteer, you must complete the included nomination form before your first visit to the school. You will also be required to complete a daily sign-in register on each occasion you enter the school at the front office
- ✓ The duty of care owed to students in ACT public schools requires that all persons working with students, including volunteers, promote a safe environment and a positive education climate. You are asked to comply with the Code of Conduct.
- ✓ To assist schools in providing a safe environment, you must consider before signing this document whether there is a need for you to possess and carry an ACT Working with Children registration card. The Working with Vulnerable People (Background Checking) Act 2011 requires volunteers who are engaged in a regulated activity on more than 3 days per month or 7 days per year and who make contact with students under the age of 18 years to register.

If in doubt whether you are required to register with the Office of Regulatory Services, you should read the Directorate's Working with Vulnerable People guide Information for Volunteers *and Visitors in Schools*. Further information can also be obtained from the Office of Regulatory Services on 6207 3000.

## Feedback

We welcome feedback from our families, please talk to us at any time to discuss your child or the school. We will do our best to address any concerns you may have. You are also welcomed to contact the executive teacher or Deputy Principal.

The Regulatory Authority contact details are:

### Children's Education and Care Assurance (ACT Regulatory Authority)

ACT Education Directorate  
GPO Box 158  
CANBERRA ACT 2914  
02 6207 1114

### Preschool operates under the National Law and National Regulations

[CECA@act.gov.au](mailto:CECA@act.gov.au)

#### National Law:

<http://acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-law>

#### National Regulations:

<http://acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Preschool use Belonging, Being and Becoming: The Early Years Learning Framework for Australia, to guide their education program:

<https://docs.education.gov.au/node/2632>

These links are also on our school website on the preschool tab:

<http://www.namadgi.act.edu.au>

## Information Privacy Act 2014: Territory Privacy Principle 5

### Notification of collection of personal information

The ACT Education and Training Directorate is obliged to handle your personal information openly, transparently and in accordance with the Territory Privacy Principles set out in the Information Privacy Act 2014.

We explain how we collect, use, share, and store your personal information and how you can access and correct it in our privacy policy. You can view our privacy policy on the [About Us](#) page of the Directorate's website ([http://www.det.act.gov.au/about\\_us](http://www.det.act.gov.au/about_us)).

If you complete these forms your personal information will be collected and handled by us. This information is necessary for us to provide support, medical permissions, and contact details to ensure your child receives the best care whilst attending Namadgi School.

- ✓ Parent information sharing
- ✓ Parental privacy consent form – Third party ICT consent form
- ✓ Preschool session choice
- ✓ Medical consent forms

If you do not consent to supply us with this information, then there could be potential delays with communicating your child's needs.

Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose.

Normally we only share information with other ACT Government Directorates/the AFP/ACT Ombudsman/Human Rights Commission in order to assist you more efficiently if needed.

If you believe that your personal information has not been handled appropriately or that we have breached the Territory Privacy Principles, you can contact us to make a complaint. Refer to the Directorate's Complaints Policy which is located on the [Policies](#) page of the Directorate's website, ([http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)).

### You can contact us for general privacy enquiries at:

ACT Education and Training Directorate  
Privacy Contact Officer  
Governance and Legal Liaison Section  
Governance and Assurance Branch  
post: GPO Box 158, CANBERRA ACT 2601  
email: [DET.legal.liaison@act.gov.au](mailto:DET.legal.liaison@act.gov.au)  
phone: (02) 6205 9159

# Namadgi School



- 1 ENTRY
- 2 EXIT
- 3 PUMP & WASTE FNCI OSURF
- 4 PARKING
- 5 BUS ST DOWNPICKUP
- 6 ADMIN ENTRY
- 7 ENTRY SHELTER
- 8 PRESCHOOL ENTRY
- 9 PRESCHOOL EXTERIOR PLAY AREA
- 10 RUBBER SOFTFALL COVERED PLAY EQUIPMENT
- 11 SYNTHETIC GRASS COVERED PLAY AREA
- 12 PRIMARY SCHOOL ENTRY
- 13 PRIMARY SCHOOL BICYCLE ENCLOSURE
- 14 CONNECTION TO EXISTING PATH
- 15 CENTRAL PRECINCT
- 16 HIGH SCHOOL ENTRY
- 17 VEHICLE TURNING CIRCLE
- 18 DRYLAND GRASS PLAY AREA
- 19 BASKETBALL COURTS
- 20 AGRICULTURAL PLOT
- 21 OUTDOOR LEARNING COURTS
- 22 MIDDLE SCHOOL ENTRY
- 23 LSU ACTIVITY COURTYARDS
- 24 TENNIS COURTS
- 25 SENIOR BICYCLE ENCLOSURE
- 26 FENCELINE

