

2023

Be Respectful

Act Responsibly

Strive for Excellence

PADTHAWAY PRESCHOOL PARENT HANDBOOK



Government of South Australia
Department for Education



WELCOME

We welcome you and your child to Padthaway Preschool and hope that your association with us will be enjoyable and rewarding.

At Padthaway School-Based Preschool we believe learning is a lifelong journey and realise early childhood is the foundation on which children build the rest of their lives. We acknowledge that parents are a child's first teacher and that collaborative relationships between educators and families are vital to ensure children reach their full potential. We offer a play based programme encompassing all areas of the curriculum. We view children as competent and capable learners and as individuals, and build on the skills and knowledge they have previously acquired. The wide range of open-ended experiences provided allow for all children to engage with, take ownership of and be extended in their learning. Opportunities for social interactions, inquiry, exploration and self-directed learning are continually available for all children.



HISTORY OF PADTHAWAY SCHOOL

The original school in the district was Yallamurray and moves were made to have a school built at Padthaway. The original Padthaway School was built in 1935 from stone quarried on land donated by Mrs Lucy Lawson. The school was built in six weekends by voluntary labour.

The first teacher was Miss Myra Peake. For the first term of 1935, Miss Peake taught classes in the shearers' dining room at nearby Padthaway Homestead. Later in the year, Mrs Lawson opened the new school.

That original building was demolished when the grounds were extended and the current main school building was opened in 1973.

Facilities and communication advancements continue to develop to provide the best possible support for students' growth and learning.



GENERAL INFORMATION

Phone: 8765 5028

Fax: 8765 5109

Email: dl.0593_info@schools.sa.edu.au

Staff:

Principal: Corinne Mowat

Preschool Teacher: Bec Catt

School Services Officer: Tammy Mathews

Christian Pastoral Support Worker: Lisa Graetz

Finance Officer: Vicki Heym

TERM DATES 2023

Term 1	January 30 th – April 14 th
Term 2	May 1 st – July 7 th
Term 3	July 24 th – September 29 th
Term 4	October 16 th – December 15 th



Government of South Australia

Department for Education

PARENT PARTICIPATION

Parents perform an essential role in the running of the school. Parents are welcome to participate in any aspect, from decision making to volunteer support. Various working bees, fundraising and social events are organised throughout the year. Parents and staff representatives manage these.

To maintain continuity of learning, parent involvement in classroom activities needs to be negotiated with the classroom teacher and arranged around what works best for the students in the class. Parent support is highly valued, adding significantly to the progress of learners.

Workshops are held to address particular needs expressed by staff and parents to support the curriculum. Some examples are Volunteer Training and training in the areas of social skills, curriculum areas and a Learning Assistance Program (LAP).

Specific skills volunteered by parents are an important aspect of Padthaway Primary School being part of the wider community. Any skill can be incorporated into student learning, enhancing their understanding of the world around them. Please contact the School if you feel you have a skill that will help students expand their knowledge of the world around them or provide them with an experience to broaden their understanding.

Parents are encouraged to discuss appropriate issues openly by attending workshops, attending Parent Committee or Governing Council meetings or by contacting the staff at school.



PARENT PARTICIPATION – VOLUNTEERS

The Principal has a role in balancing the rights of volunteers and the welfare of students. Staff and students appreciate and enjoy widespread support from volunteers. Additional programs to assist learning, activities such as sport, excursions and Tuck Day services are reliant on the generosity of volunteers. Given the diversity of volunteers at Padthaway, procedures for appropriate volunteer management practices have been developed.

Before volunteers start working at a department service, school or preschool, they must:

- complete the [Working With Children's Check](#)
- complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training
- complete the volunteer induction, including work health and safety

The Administrative Guidelines under which we operate states that where volunteers work directly with students '*...the Principal or supervising teacher is under a duty of care to ensure that the Volunteer possesses the necessary skills and is not a potential threat to the health, safety and welfare of students*'.

For volunteers with young children who are not yet school age, the duty of care for these children lies with the volunteer. They will not be able to be left in classrooms as the teachers do not have duty of care for them.

A brief induction process led by the Principal (or designate) will be undertaken prior to commencement of a new volunteer's role.



PARENT PARTICIPATION – GOVERNING COUNCIL

The Governing Council, with 3 sub-committees, involves the school community in the governance of the school to strengthen and support public education in the community. The Governing Council has joint responsibility with the Principal for the involvement of the school community by providing a focus and a forum for the involvement of parents and the school community, ascertain the educational needs of the local community, determine the attitudes of the community to educational developments within the school and ensure that the cultural and social diversity of the community is considered and needs identified.

Governing Council is composed of elected representatives from parents and the principal. Nominations and elections for Governing Councillors are held early each year. Each Governing Council member acts as a representative to the community. The representative can be contacted if you have any queries or concerns. You will be advised of your Governing Council representative at the start of the school year or shortly after enrolling.

Governing Council endeavours to create and maintain an effective way to make initial contact with families for purposes of informing, sharing and to raise issues. Through Governing Council, parents have a direct opportunity to become involved in the decision-making processes of the school.

A Working with Children Check is required for all Governing Councillors. Please see the Front Office if you need assistance with this process.



PARENT PARTICIPATION – COMMITTEE

The Parent Committee meets each term. This group is a sub-committee of Governing Council, having an elected coordinator who is the representative on Governing Council.

The Parent Committee works to support the parents and community volunteers involved with Padthaway Primary School. The Parent Committee works to improve the opportunities for student learning in conjunction with the Principal and works to support events such as Tuck Day and Athletics Day.

Support of the Parent Committee ensures programs such as Tuck Day can run for the students. Without parent support, it is not possible to continue Tuck Day and other events.

If you are interested in being on the Parent Committee, please contact the School on 8765 5028.



ATTENDANCE

Children in South Australia are entitled to an average of 15 hours of preschool each week. **Children attend (Tuesday, Thursday and part day Friday). Preschool hours are 8:50 am to 3:30 pm Tuesday and Thursdays and 8:50am to 11am Fridays.**

Regular attendance at Preschool is very important for continuity in children's learning. To allow for maximum learning opportunities for your child it is preferable that family holidays are taken during Preschool holidays.

If your child is going to be away for any reason please notify the School as soon as possible. If your child arrives late or departs early on Preschool days please record this in our sign in book. This is located in the Preschool foyer area.

Playgroup will be parent run by **Hannah Vogelsang** on **Wednesdays 9am-11am** during Term times.

BUS TRAVEL

Children from outlying areas are able to travel on the school buses to access preschool when they commence full time (equivalent to 15 hours per week) if there is room on the bus. Prior to using the school bus, relevant forms must be completed. These can be found in this information pack or by contacting the Front Office.

BIRTH CERTIFICATE

Please provide a copy of your child's birth certificate and a statement of their immunisation history. These documents can be copied at the school when enrolment forms are submitted.

Immunisation History Statements are available on request by contacting Medicare:

- by phone on 1800 653 809
- by email – acir@medicareaustralia.gov.au
- in person at your local Medicare service centre.

This information is also available in your child's 'blue book'.



BOOK CLUB

Scholastic Book Club brochures are sent home on a regular basis. Families are able to purchase items from Scholastic through the school. Please return orders with payment to the Front Office. Orders usually arrive in a few weeks and items are sent home when they arrive at the school.

CLOTHING/FOOTWEAR

School uniforms are available for purchase at the Front Office. Please ensure children have suitable footwear for use when climbing and running. Thongs and rubber boots are not suitable.

At times your child may become dirty/wet depending on the learning experiences offered/weather/toileting accidents.

Please send a change of clothes (including underwear).

Please send a rain jacket in winter.

COMMUNICATION AND CORRESPONDENCE

All children will be supplied with a document folder. Please check the folder each time your child attends Preschool for notes. Please phone the School to discuss absences and all confidential matters. Please return any required notes to ensure your child is able to be involved with all activities offered by the School.

The Preschool teacher is available at the commencement and completion of the Preschool day for informal discussions regarding your child. If you wish to discuss a confidential matter please arrange a mutually convenient time for an appointment.

All families will receive information via phone, email and Facebook which will be used as an additional means of communication between home and Preschool. More information will be provided.



CURRICULUM

The Early Years Framework (EYLF) is a national curriculum document used by educators working with children aged from birth to five years. It has a specific emphasis on play based learning and recognises the importance of children's communication, language and social and emotional development.

The Early Years Framework describes childhood as being a time of Belonging, Being and Becoming.

Belonging – The relationships children have formed with family, friends and community leads to a sense of belonging.

Being – This is the here and now in children's lives. Children need time to know themselves, develop relationships, enjoy life and just 'be'.

Becoming – This involves children's learning and development and will allow participation in society.

The Framework comprises of five learning outcomes:

1. Children Have A Strong Sense Of Identity
2. Children Are Connected With And Contribute To Their World
3. Children Have A Strong Sense Of Wellbeing
4. Children Are Confident And Involved Learners
5. Children Are Effective Communicators.

(Belonging, Being and Becoming DEEWR. 2009)

Aboriginal Perspectives and DfE Child Protection Curriculum are implemented during your child's Preschool year.

NATIONAL QUALITY FRAMEWORK

Australian Early Childhood Services are regulated by a National Quality Framework. There are 7 quality areas contained in the National Quality Standards. The Regulatory Authority assesses early childhood services every 3 years. A Quality Improvement Plan and Annual Report for Padthaway School are completed as part of the process. These are available at the Front Office.



ROUTINE

Our daily routine is fairly consistent but remains flexible to allow for special events and children's interests. Children are able to move between the indoor and outdoor learning environments during play based learning times to allow them to engage in a wide range of experiences.

Children come together at group and lunchtimes. At certain times the preschool teacher may encourage or request children to participate in specific learning opportunities.

8:50 am Children arrive Play based learning - Planned and emergent intentional teaching time

10:00 am (approximately) Fruit time

10:15 am Play based learning - Planned and emergent intentional teaching time

11:45 am Group time

12:00 pm Lunch time

12:15 pm Play based learning - Planned and emergent intentional teaching time

2:00 pm (approximately) Reset/Fruit time/Pack bags for the bus/home

2:15 pm Play based learning - Planned and emergent intentional teaching time

3:20 pm Group Game

3:30 pm Preschool finishes

To reduce stress and worry for children please arrive on time at the end of the preschool day. Children are only able to be **collected by persons nominated** on your child's enrolment form.



FINANCE

The school's Finance Officer is Vicki Heym who is available from 8:30 am – 4:00 pm Monday - Friday for any school finance queries.

The School banking details for any school payments are:

Account Name: Padthaway Primary School Council Inc

BSB: 105-043

Account Number: 0491 84440

The School has various payment options including EFTPOS (at the Front Office or via telephone), direct payment (using the banking details above) or you are welcome to discuss a payment plan.

Please do not hesitate to contact Vicki at the Front Office.



POLICIES

Padthaway Preschool Policies are available for reference at any time and located in the Preschool kitchen area.

DENTAL CARE

Dental Care is available free of charge to all preschool children. Please phone the Naracoorte Clinic on 8762 2614 to make an appointment. Staff from the Naracoorte Clinic may visit Padthaway Preschool during the year to complete a “Lift the Lip” session.

EMERGENCY PROCEDURES

Invacuation and Evacuation procedures are practised each term and are displayed within the Preschool building.

FAMILY INFORMATION/DETAILS

Please advise the Front Office if there are any changes to family information provided on your child's enrolment form. This includes a change of address, phone numbers, change of employment status, allergies, medical information, family information and custody arrangements.

FEES

Families are required to pay Preschool fees each term. Fees for 2023 will be advised.

FOOD/DRINK

Please provide a clearly named lunch box containing sufficient healthy food options and **2 serves of fruit/vegetables**. Please place an icepack in your child's lunch box. Please supply a clearly named drink bottle containing water. Fruit and lunch times at preschool provide opportunities for children to develop etiquette and social skills involved with eating.



INFORMATION PRIVACY STATEMENT

This statement has been developed to meet the Department's legal obligation to inform Parents/Guardians of our commitment in supporting and maintaining the confidentiality of student personal and health information provided on the Student Enrolment Form.

ILLNESS AND INFECTIOUS DISEASES

Please do not send your child to preschool if he/she is unwell. Several infectious diseases require exclusion from Preschool. We will notify you of any known case of infectious diseases.

Exclusion periods for infectious diseases can be found at:

<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

or at the Front Office.

MEDICATION

Staff are only able to administer medication to children if an ACTION PLAN or MEDICATION AUTHORITY has been completed by a doctor.

If your child has a medical condition or allergy, eg asthma, anaphylaxis, bee allergy, epilepsy etc, a current Health Care Action Plan must be completed by your doctor and returned to preschool.

NO MEDICATION CAN BE GIVEN WITHOUT A WRITTEN PLAN FROM A DOCTOR.

NEWSLETTER

The school newsletter contains current information about all aspects of the School and its programmes this is emailed every third week. Not for Profit community groups may use the newsletter to advertise local functions. All items should be submitted by Monday afternoon of each newsletter week.



TUCK DAY

The Padthaway School Parent Committee runs Tuck Day each Tuesday and Preschool children are able to order their lunch on this day. Menus and price lists will be sent home each term. Half serves are available when appropriate. If you wish to order a half serve for your child the cost will be half the stated amount.

PORTFOLIOS

Each child has their own portfolio which contains a record of their learning during their time at Padthaway Preschool. Portfolios are kept at Preschool. They can be borrowed at any time and will be sent home at the end of each term. These are kept by families at the end of the Preschool year. If you would like any additional information about your child's development please speak with the Preschool teacher.

STATEMENT OF LEARNING

Children receive a Statement of Learning each semester during their preschool year. This will be placed in children's portfolios.

TOYS AND SPECIAL ITEMS FROM HOME

To avoid disappointment children's own toys need to be left at home. If your child has a need for a comforter or similar item please speak with the Preschool teacher. We welcome special items of interest for sharing. Please pass on to the Preschool teacher to ensure the item is kept in a safe place.

SUN PROTECTION

We are an accredited Sun Smart Preschool. Children need to wear the bucket hat provided by the Preschool (please see attached policy) during Terms 1, 3 and 4. Please apply sunscreen to your child's skin before arrival each day. Staff will assist with re-application as required throughout the day. Cancer Council sunscreen is used. If this product is unsuitable for your child you will need to supply an alternative option. Please speak with your child's teacher if necessary.



CONDUCT – GRIEVANCE PROCEDURES

We support the right of any member of the School community who believes our School Behaviour Code is not being supported or followed appropriately, to have their grievance addressed.

It is important to:

- Keep grievances confidential.
- If you are unsure about an issue your child has raised, contact the School, bearing in mind that you may only have some of the information relevant to the incident.

STUDENTS

- Speak to the staff member with whom the grievance was initially raised.
- If the problem is not resolved you should speak to another staff member, the Principal, Student Representative Council or a trusted Parent/Caregiver.

PARENTS/CAREGIVERS

- Arrange a time to speak to the teacher.
- If a problem is not resolved you should arrange a time to speak to the Principal.
- If still dissatisfied and an appropriate time has passed, approach the Education Director.

STAFF

- Arrange a time to speak to the person concerned.
- If problem persists speak to the Principal/Equal Opportunity Representative and ask for support in addressing the grievance.
- If problem has not been resolved approach the Education Director.

Students, parents/caregivers and staff have the right to have an advocate with them when discussing grievances.

