

## **Caroline Chisholm School - Preschool Unit Governance Procedures**

### **Context of Caroline Chisholm School - Preschool Unit**

Caroline Chisholm School - Preschool Unit service is currently rated overall at **Working Towards National Quality Standard**. Date of issue 05 October 2018.

- Quality Area 1 (w)
- Quality Area 2 (w)
- Quality Area 3 (m)
- Quality Area 4 (e)
- Quality Area 5 (w)
- Quality Area 6 (m)
- Quality Area 7 (m)

Caroline Chisholm School - Preschool Unit provides quality early childhood education, operating in accordance with all legal and regulatory requirements. The educators make every effort to reflect the special nature of their community and encourage family input into the running of the preschool.

### **Contribution to decision making**

Families are encouraged to participate in all aspects of their children's learning at Preschool. Their news and suggestions are sought in many various ways throughout the school year in relation to the curriculum. Families are welcome to contribute to the decision-making procedures of the school through the Parents and Community (P&C), School Board or the Parents and Citizens, responding to surveys and drop ins and providing feedback to the staff at the preschool.

### **P and C**

The Caroline Chisholm School – Preschool Unit. There is a subcommittee that is elected at the beginning of each year that raises funds for the preschool. All social and fundraising events and activities are organised by the P&C subcommittee. Some of these events include raffles, Mothers/Father's gifts, book clubs, and family pizza or movie night. Money raised by the subcommittee goes into the Preschool, enabling the purchase of new equipment and games.

The P&C plays an important role within the School and provides an informal meeting ground for parents and educators. Meetings are held on regularly approximately twice a term and are advertised in the Newsletter and email. All parents and carers are invited to attend the meetings and either as committee members or as parent members.

### **Communication avenues with staff**

Caroline Chisholm School recognises the importance of a positive parent/staff relationship. There are a range of strategies to promote communication links between school and the home. The Preschool Educator has engaged all families with Seesaw, providing information about and evidence of their child's involvement at preschool. As additional reminders notices are placed on the noticeboards, in the parent communication corner, individual notifications are made via email/seesaw, or phone calls. Parents are encouraged to spend time in the classroom with their children each day, providing an opportunity for any discussions. School newsletters are sent home via email once a fortnight and on the opposite fortnight a catch up calendar is sent home. Hard copies are available in the front office.

The Principal, Campus Principal, Executive Teachers and Preschool teachers are all available to discuss any

aspect of a child's education. Parents are encouraged to speak regularly with the preschool educators and if needed, contact a member of the Executive Team. The Caroline Chisholm School actively encourages participation of families in the management of the preschool through:

- providing feedback to preschool staff via surveys and other communication strategies
- participation in the P&C
- involvement in social, fundraising events and community events.

### **Caroline Chisholm School Board and Parents and Citizen's Association**

The Education Act 2004 (the Act) requires that each public school is to have a school board as a way of sharing authority and responsibility with the local school community. Information for families about the School Board is available on the ETD website (School Board Handbook). Caroline Chisholm School have an active P&C. Preschool parents are invited attend these meetings.

The members of the board are elected for a period of at least 12 months and not more than 24 months and comprise the principal, 1 appointed member, 2 staff members and 3 P & C members. The School Board must meet 4 times a year at the times determined by the Board as a whole. The School Board is responsible for the school's strategic direction. Operational matters are the responsibility of the principal.

The School Board is responsible for overseeing the curriculum of preschool to Year 10. The School Improvement Framework which includes preschool is approved by The School Board. The Board has a monitoring role in the review and school board members or community members may be involved in the school's review. This currently operates over a 4 year cycle. The preschool is reviewed under the National Quality Standards (NQS) and The School Board is informed of the requirements and progress of NQS.

### **Legislative requirements**

Caroline Chisholm School - Preschool Unit will:

- ensure that the preschool operates in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschool operates in accordance with the conditions of approval.
- ensure all staff members are aware of their obligations under the relevant legislation and the implication of being a Nominated Supervisor, Certified Supervisor and Educational Leader.
- ensure the philosophy reflects the needs and values of the educators, children and the broader community, by reviewing and updating the philosophy at least annually. The Caroline Chisholm School Executive Team will also ensure the operation of the preschool is consistent with the philosophy and ensure policies and procedures are updated regularly to make certain that they meet current needs, and that all policies and procedures are implemented by all staff members.
- adhere to the Confidentiality of Records Procedure in line with all ETD Records Managements processes.