2027

DUFFY PRIMARY SCHOOL

PRESCHOOL HANDBOOK



Be respectful. Be responsible. Be inclusive.

DUFFY PRIMARY SCHOOL

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ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the Ngunnawal people as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region.

We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today's event.



CONTACT DETAILS

Address: 47 Burrinjuck Crescent, DUFFY ACT 2611

Preschool Unit Phone: (02) 6142 2523

School Front Office Phone: (02) 6142 2510

School Email: duffyps@ed.act.edu.au

Office Hours: 8:30am-3:30pm

School Website: http://www.duffyps.act.edu.au/

VISIT DUFFY PRESCHOOL

For further information or to request a tour of the Preschool facilities, please contact the Duffy PS Office via phone or email. For enrolments, visit the ACT Education website - Enrolling in an ACT Public School.

SESSION TIMES

Sessions are from 9am-3pm - parent supervision is up until 9am when the preschool doors open. Sessions are 15 hours a fortnight. Preschool groups and days are below.

Possums: Monday, Tuesday and alternate week Wednesdays 9:00am – 3:00pm

Wombats: Thursday, Friday and alternate week Wednesdays 9:00am – 3:00pm

ACT EDUCATION DIRECTORATE STANDARDS

We aim to nurture and support our young children through the early years of childhood and schooling, so that every Canberra child feels safe and respected.

Our children need a supportive learning environment to help broaden their skills and their abilities, and to further develop their talents so they can realise their potential.

High quality education in the early years has lasting benefits for a child's social, emotional and intellectual development.



OUR PHILOSOPHY

Early Childhood Education at Duffy Preschool

Duffy Preschool Philosophy 2026

At Duffy Preschool we support children to be **Collaborators** by:

- Prioritising teamwork and collaboration as a way of supporting peers, staff, and families
- Working with the broader community and networks by supporting families to achieve the best outcomes for their child
- Engaging with families by actively listening to and working together towards a shared goal and vision
- Creating inclusive environments which embrace diversity in every form, allowing every child to be a successful learner in their own unique way
- Planning environments and experiences which promote friendships, growth and enable all children to flourish

At Duffy Preschool we support children to be **Communicators** by:

- Valuing children's voice and agency
- Developing a culture of kindness and respect
- Modelling positive language from all educators
- Valuing diversity in children and explicitly teaching alternative ways of communication such as key word signs and valuing home language
- Providing opportunities to develop active listening skills through Reflection Circles and Little Yarns
- Practising Yoga to be mindful and self-regulate in challenging situations
- Engaging in Action Research

At Duffy Preschool we support children to be **Self-Managers** by:

- Believing that children are capable learners, we build on their current knowledge and experiences to support their emerging confidence
- Fostering independence by providing opportunities for self-directed learning, decision making and conflict resolution
- Understanding each child's strengths and abilities and steering them to achieve their full potential
- Modelling and teaching self-help skills through respectful, authentic and genuine interactions
- Encouraging growth mindset through sustained conversations and positive reinforcement
- Provide opportunities to build resilience and self-regulation through safe and connected relationships and environments.
- Transitions are planned, thoughtful and consistent providing an opportunity for growth and collaboration with families

At Duffy Preschool we support children to be **Thinkers** by:

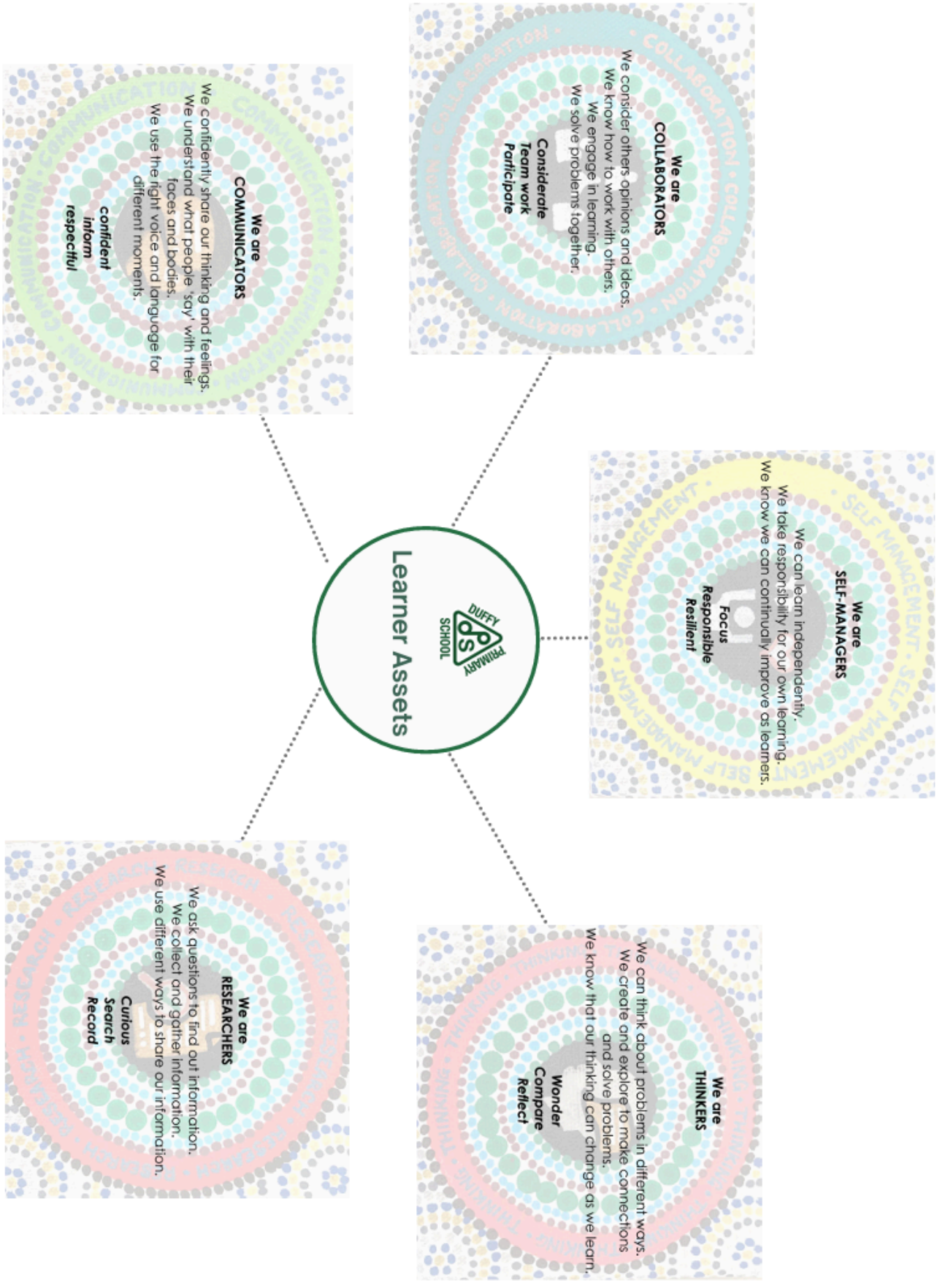
- Consulting and co-constructing authentic learning experiences, drawing from children's interests and needs
- Curating environments that fuel curiosity, creativity, critical thinking and problem solving
- Scaffolding children's learning in the moment through spontaneous learning opportunities and intentional teaching
- Using feedback from families to inform planning and goal setting
- Embedding Aboriginal and Torres Strait Islander perspectives through language, stories, songs, art and connection to Country through outdoor environments and community walks
- Strengthening our knowledge of sustainability through Indigenous ways of being on Country and living in harmony with nature
- Reflecting and learning valuable lessons from the past with the aim to build connection and close the gap

At Duffy Preschool we support children to be **Researchers** by:

- Believing and acknowledging families as their child's first teacher and a primary source of their learning
- Holding high expectations for each child's learning
- Using the 'See, Think, Wonder' routine as an approach to develop researching skills
- Highlighting varied sources of information such as books, adults, and peers to support language and literacy
- Developing a scientific mindset by creating environments that promote observation, investigation and inferring
- Drawing on the unique strengths and skills of families to engage in a positive home-school partnership

OUR LEARNER ASSETS

Early Childhood Education at Duffy Preschool

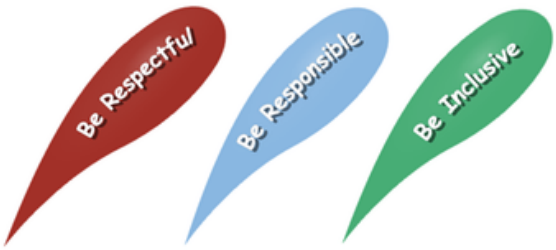


OUR VISION & MISSION

Our vision is to build an inclusive community that equips lifelong learners to thrive in an evolving world.

At Duffy, we empower learners through purposeful and authentic experiences, working in partnership with families and the wider community. As a professional learning community, we prioritise collaboration and strive to deliver high-quality teaching practices that value agency and voice. We hold high expectations for each student, believing in their potential for success. To ensure their achievements, we create a safe and supportive environment that nurtures their emotional wellbeing, encourages exploration, and lays the foundation for both academic achievement and personal growth

SCHOOL VALUES



LEADERSHIP

Principal - Katie Smith
Deputy Principal - Fiona Chapman, Preschool Team Leader
K-2 Executive Teacher - Sarah Moore
3-4 Executive Teacher - Julian Lafflan
5-6 Executive Teacher - Kylie Bennett







EARLY YEARS LEARNING FRAMEWORK

Curriculum

The EYLF 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.

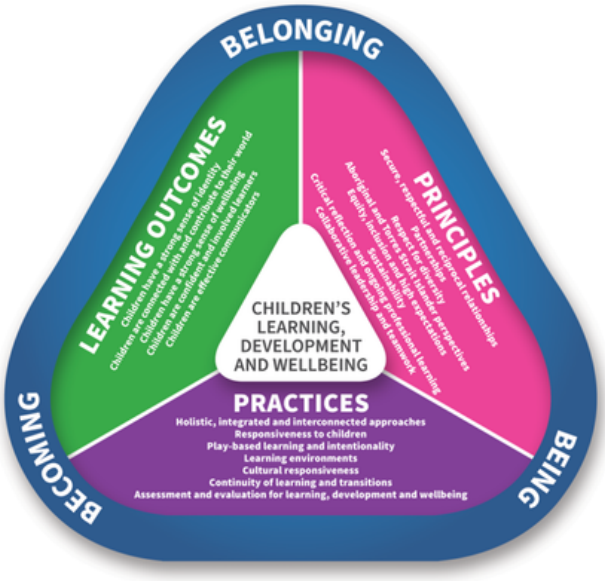
Being is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.

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.

At Duffy Primary School, we use the Early Years Learning Framework to work in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through their play.

Further information for families about the EYLF is available through the Australian Government Department of Education website:
https://www.education.gov.au/early-years-learning-framework-0





COMMUNICATION

Building connections

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

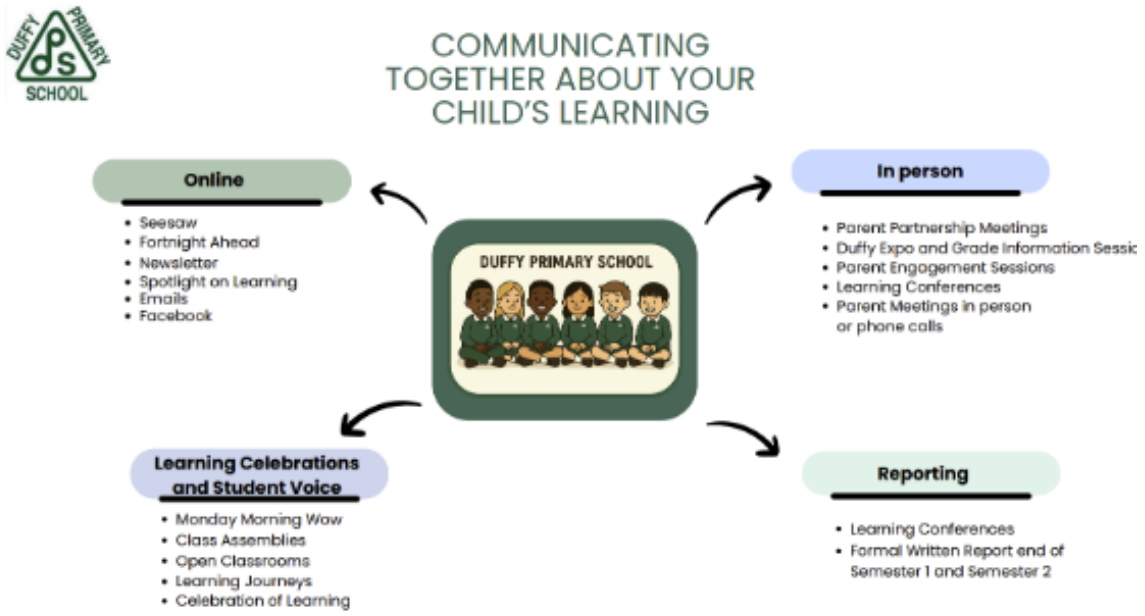
We encourage:

- 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 staff.

Important notices are placed on the noticeboards outside the classrooms. Newsletter articles are sent out fortnightly with information about what is happening in the school and the community. Educators communicate regularly with families via email and families have access to online learning journals through Seesaw and Fortnight Ahead.

Parents and Citizens (P&C) meetings are held throughout the term for your input and feedback. These are advertised on the school calendar, in the school newsletter and on the front noticeboard. The school P&C also has a Facebook page and a website for more information.

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. Parent Teacher Interviews will be held during your child's preschool year. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher at any time throughout the year.



COMMUNICATING TOGETHER ABOUT YOUR CHILD'S LEARNING

In Person

Learning Conferences

Structured meetings where students, alongside their teachers and parents, discuss their academic progress, goals, strengths, and areas for improvement. These conferences promote student reflection, ownership of learning, and meaningful communication about their educational journey.

Parent Meetings

Parents/carers are welcome to book a time to meet with their child's teacher anytime. Staff value these connections and encourage early communication of any concern.

Parent Engagement Sessions

Parent engagement sessions give parent/carers a chance to learn how key curriculum areas (Early Years Literacy) are taught at Duffy and how to support learning at home.

Parent Partnership Meetings

These are held at the beginning of the year to provide an opportunity for parents/carers to share their knowledge of their child and communicate their hopes, aspirations, and goals for their child for the year ahead.

Duffy Expo and Grade Level Information Sessions

At the start of the school year, families are invited to our Expo to explore stalls showcasing specialists, WCS, extracurricular activities, lunchtime clubs, and more. As part of the Expo, each grade will offer a short presentation about key information relevant to the year level.

Learning Celebrations and Student Voice

Monday Morning Wow

Merit and Principal awards are presented fortnightly. Parents are warmly welcomed to attend the announcements and award presentations.

Learning Journeys

Parents/carers are invited to attend learning journeys where students have opportunities to share their learning across all subject areas. Learning journeys offer collaborative learning experiences for students and families to engage with.

Celebration of Learning

At Duffy Primary School 'Celebration of Learning' events are held by each grade at least twice a year. These enable students to share their learning experiences with parents/carers. 'Celebration of Learning' provides an overview of the child's classroom experiences. This enables students to reflect on and articulate their own learning. The student's family is invited to give positive and constructive feedback.

Class Assemblies

Parents/carers are invited to Year level assemblies. These are held throughout the year where students showcase learning through short presentations and performances.

Open Classrooms

After assembly parents/ carers are invited to attend their child's classroom to see current learning and the classroom environment.

Online

Seesaw

Once a fortnight, parents can expect to receive a post showcasing student learning or achievement via Seesaw, in addition to photos of day-to-day activities that students post themselves. Reminders of upcoming events are posted on Seesaw.

Fortnight Ahead

A summary of intended learning for each child's year level, is posted at the beginning of each fortnight on Seesaw.

Newsletter

The Duffy School Newsletter is emailed out to families Thursdays of Weeks 3, 6 & 9 each term.

Spotlight on Learning

'Spotlight on learning' article, including photos from recent learning in your year level is shared via the school Newsletter.

Email

Parents/carers are welcome to email their child's teacher to discuss student learning or any other issue.

Facebook

Follow the Duffy Facebook page for posts including updates, reminders and celebrations of student learning.

Reporting

Learning Conferences

These are structured meetings where students, alongside their teachers and parents discuss their academic progress, goals, strengths, and areas for improvement. These conferences promote student reflection, ownership of learning, and meaningful communication about their educational journey.

Formal Written Report

Semester 1 & Semester 2

Formal written reports are published via Sentral at the end of Semester 1 and Semester 2. The written report serves as a tool for documenting student progress against the Australian Curriculum.

WHAT DOES A DAY AT PRESCHOOL LOOK LIKE?

A day at preschool looks like:

9am - Welcome
- Find your bag hook and hang up your bag
- Come inside and find a table activity

9:10 am
- Wave goodbye to parents/carers who have dropped us off
- Sit on the floor to mark the roll and have morning group time

9:30am onwards
- Crunch snack
- Indoor/ Outdoor play

12pm - Lunch
- Group time
- Indoor/ Outdoor play

2pm
- Zen time
- Music/ Movement, Games,
- Story

3pm - Home time

Sometimes we:

- Visit the Library
- Excursions & Incursions
- Cooking
- Community walks
- Join in with School Events, such as Reconciliation Week, Cup-a-Yum, Book Week, Simultaneous Storytime, Visiting Authors and many others!

WHAT TO WEAR?

Duffy Primary School uniform is preferred dress for preschool children.

The School Board endorses the wearing of uniform as it is part of the school ethos of helping to create a sense of belonging and pride in the school and foster a positive school spirit. Students at Duffy Primary School are encouraged to wear their school uniform or school colours each day, with exceptions on special days and sports carnivals.
Students must be in uniform when attending excursions or outside events; this is to ensure their safety.

When parents' complete permission notes for excursions or school events, they are acknowledging this requirement. Refunds may not be available if students do not comply with the uniform rule or if late notice is given of withdrawal from excursions or events.

We do not accept responsibility for lost items. Please name all articles of clothing and footwear as this saves valuable time in identifying lost property. We encourage children to take responsibility for their personal possessions. Please ask the Front Office for lost property.

Uniform Shop
A variety of good quality uniform items are available for purchase from the uniform Shop. Please order by going to www.Flexischools.com.au Orders will be filled in weeks 1-9 each term. Orders will be held up at the front office for collection Mon-Fri, you will receive a text message when your order is ready for collection. Alternately, the uniform shop opens **Fridays 8:30-9am.** The uniform shop will not open or fill orders in week 10 of each term for stocktake.

Duffy School Uniform consists of:

- Green or white school polo shirts
- Year 6 Polo Shirt
- Green school jumpers & jackets
- Green school pants, shorts, skirt, skort /checkered dress
- Green broad brim sun safe hat
- Sneakers/runners with black or white socks
- Green stockings



WHAT TO BRING?

A backpack big enough to hold all essential items including lunchbox, drink bottle and any clothing like jumpers and jackets that may be taken off throughout the day, as well as spare clothing.

The essential things to pack in this bag are:

- A **water bottle** clearly labelled with your child's name, filled with water only.
- A **lunchbox clearly labelled** with fruit, lunch and morning tea.
- Fruit snack should include fresh fruit and/or vegetables, lunch may include a sandwich, pasta, sushi or roti (or similar), plus yoghurt or cheese. Please feel free to provide what is the normal diet for your child, but you are encouraged to make these healthy choices that will help your child play and learn at preschool. These also need to have an ice pack to keep the food fresh and cool. We cannot heat up food.
- A **complete set of labelled spare clothes** in a plastic bag to accommodate changes in weather and accidents of all kinds. Children need to wear sensible shoes that they can run, jump and climb in.
- A **warm coat & beanie** in the colder months.
- A **library bag** will be provided to your child for them to be able to borrow books on their library day, you just need to bring it back each week to return/borrow.

It is really helpful in the early weeks to make sure that your child is familiar with their snack, lunch box and drink bottle. You may like to practise opening and closing containers in the weeks leading up to starting preschool so your child can independently access their food.

Please note: Duffy Primary School is a nut allergy aware school due to the inclusion of students with life threatening anaphylactic allergic conditions.

We provide protection for children who have severe allergic reactions to certain foods. Parents are asked to provide nut free food for their child's recess and lunch. This includes Nutella, peanut butter sandwiches and nut protein bars.

To view the ACT Education Directorate policies, visit: https://www.education.act.gov.au/

NUDE FOOD

We promote Nude Food lunchboxes everyday.

Our students will be joining other students across the country in bringing healthy, wrapper free lunches to school. Nude Food is a chance for our students to come together and learn what they can do for their health and the health of the planet by packing a healthy, wrapper free lunch!
Parents can join in the fun by helping students prepare a healthy, rubbish free lunch known as Nude Food.

Packing a Nude Food lunch has many benefits:

- Students learn to make healthy food choices.
- Students feel happier, are healthier and perform better at school with plenty of fresh, healthy food to give them energy.
- Students can learn about the environmental differences they can make in their school and for their planet.

Visit https://www.act.gov.au/campaigns/fresh-tastes for more information.

Duffy Preschool is an **allergy-aware** school. To help keep all children safe, we do not allow nuts or nut products, including peanuts, peanut butter, Nutella or similar spreads. We also ask that children do not bring chocolate or lollies to preschool.
Please see the images below for ideas on how to pack a healthy and suitable lunchbox.





Woden Community Service

Duffy Primary School
Outside School Hours Care

Junior Program: Years P-K
Senior Program: Years 1-6

BEFORE SCHOOL CARE: 7:15AM - 9:00AM
AFTER SCHOOL CARE: 3:00PM - 6:00PM
SCHOOL HOLIDAY PROGRAM: 8:00AM - 6:00PM

WCS.ORG.AU
ENROLMENTS@WCS.ORG.AU
(02) 6147 3318

Woden Community Service provides quality before and after Out of School Hours Care (OSHC) for families of pre-school and primary school children from 4 to 12 years of age.

Our OSHC services provide children with leisure-based activities that emphasise social engagement in a fun, safe and secure environment. A range of activities is offered based on the children's interests, needs and strengths.



A-Z GENERAL INFORMATION

Absences
Please call/email the school to let them aware of any absences to pass onto the teachers.

Birthdays
Birthdays are a special occasion for students to share their families traditions and we welcome you to ensure they are recognised within the school setting. This can include bringing a cake or cupcakes to share (please be aware that some children have allergies, we encourage you to talk to the preschool educators to determine an alternative option). Birthday invitations should be distrubuted discretely through children's work pockets outside the classroom.

Celebrations
Sharing special occasions of importance including students' cultural traditions can support them to understand other cultures and value diversity. We value the contribution families and students make in enriching the program and encourage you to discuss ways to acknowledge special occasions within the educational program.

Changes to Details
Please keep staff and the school informed of any changes to address, home/work phone numbers, childcare arrangements, medical information and emergency contact phone numbers. Contact the school via phone or email to let them know changes.

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. This is in accordance with the Children and Young People Act (http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf).

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 Deputy Principal & Team Leader Fiona Chapman.

Should the need arise email/phone the school, the Directorate has a policy for complaints resolution. This policy can be accessed within the policy section on the Directorate website: http://www.det.act.gov.au/publications_and_policies/policy_a-z

Contribution to Decision Making
Families are welcome to contribute to the decision-making procedures of the school through the School Board and/or P&C.

School Board
Each government school in the ACT is administered by a school board whose membership comprises of the School Principal, two elected staff members, three elected members of the parent body and a nominee of the Directorate. Elected members normally serve for a two-year period. The School 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 facilities, equipment, funds and teachers and other staff, and make recommendations to the Director-General (of the Directorate) with respect to the meeting of those needs
- determine the purposes for which funds made available for the school are to be expended
- make recommendations to the Director-General 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 Director-General on matters relating to the school

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

Parents and Citizens (P&C) Association
The P&C plays an important role within the school. Meetings are generally held twice a term (Tuesday evenings) and are advertised in the school newsletter, community calendar and signs within the school grounds. 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 teachers and serves a fundraising function for the school. The preschool has a P&C fundraising subcommittee. The school P&C also has a Facebook page and a WhatsApp Group. Please use this link for more information:

http://www.duffyps.act.edu.au/our_community/school_p_and_c\

Emergency Management Procedures
The school has a policy on emergency evacuations and are required to practise evacuation procedures. All staff and children participate.

Enrolment
Children seeking to enter the school at the preschool entry point should be four years of age on or before 30 April in that year. Preschool enrolments open in May prior to the commencement of the preschool year. The Directorate uses an online enrolment procedure which can be accessed via their website:

http://www.det.act.gov.au/school_education?enrolling_in_an_act_public_school

If you require assistance with enrolment, please discuss with the school front office. To be eligible to enrol, you will need to provide your child's birth certificate, immunisation details and proof of residence, i.e. utilities bill, mortgage document, lease or tenancy agreement.

Early Intervention
Early Intervention refers to services that support children with a disability or developmental delay so they can get the best start in life. Such services help optimise the child's development and ability to participate in family and community life.

Intervening early in the lives of children with a disability or developmental delay can lead to better outcomes for the child, and their families, over the long term.

Children with a disability or developmental delay may be eligible for the National Disability Insurance Scheme (NDIS). For more information on Early Intervention within the National Disability Insurance Scheme please review the following NDIS and Directorate websites:

http://www.ndis.gov.au/document/320
http://www.det.act.gov.au/school_education/disability_education.

Early Entry
Early Entry is offered to eligible families to meet the needs of their children in the early years of their education. Early Entry will only be considered for children in the following categories:

- English as an Additional Language or Dialect
- Aboriginal or Torres Strait Islander children
- Mobility (such as for Australian Defence Force personnel)
- Gifted and Talented children.

Please inform the school at the time of application should you be seeking eligibility for Early Entry. Further information on Early Entry is available at the website below.

http://www.det.act.gov.au/publications_and_policies/policy_a-z

Early Childhood Support at Preschool
Preschool is an important year for families and children. There are a range of services and support agencies that families can utilise to support their child throughout the preschool year. Please see the Preschool Matters or Preschool Pathways website below for more information.

www.preschoolmatters.act.gov.au
https://sites.google.com/ed.act.edu.au/preschool-pathways/home#h.zhl4k5dslwt1

Excursions
Excursions are part of the educational program at Duffy Preschool. On enrolment, parents are asked to give permission for their child to go on incidental excursions, for example, a walk to the shops. If children use any form of transport, parents will be advised in advance and asked to give permission, in writing, for their child to attend.

Food Safety Tips for Homemade Lunches and 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 and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

Some safety tips:

- 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. Children should also be encouraged to wash their hands before eating.

- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are, bread, cooked meat, cheese, baked beans or vegemite.

- 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 (do not pack these foods if just cooked, first cool in the refrigerator overnight)
    - if including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box. Drinks, such as water can be frozen overnight and then stored in your child's lunch box, helping to keep it cold.

- Make sure that while at school children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

Gates
Please ensure you keep the safety of all of our students in mind when entering and exiting the school grounds. The preschool gate should be secured every time you enter and exit the area. External gates will be locked at 9:15am. If you need to enter preschool after this time you will need to use the school's front office, and sign in and out.

Hats
Hats are provided as part of the preschool book pack. When paying for the book pack your child will receive a Duffy green bucket hat. These will be sent home daily, please wash as required.

Help Roster
Please speak to the preschool educators if you wish to nominate some time to help within the educational program.

Hours of operation
At Duffy Primary School we provide 15 hours of preschool per week. We offer two preschool groups operating from **9:00 am to 3:00 pm**: Monday, Tuesday and odd Wednesdays OR Thursday, Friday and Even Wednesdays. Children may find the long day program initially a bit tiring. We offer a flexible approach and welcome parents to assist within the program to support their child's transition to full time schooling.

Preschool starts at **9:00am and finishes at 3:00pm**. Teachers will open the door at 9:00am where parents and carers can hand their child over to staff. Preschool children need to be dropped off inside the classroom at 9.00am by a parent, carer or other responsible person (over the age of 18). Preschool educators do not have duty of care for children before 9.00am.

When the children arrive each morning, you are invited to spend some time doing a puzzle or activity together to help them settle and give other children time to arrive. Sometimes children may be a little upset during the first few weeks, but within a few minutes of your departure, usually students will have settled. Preschool staff will always contact you if they have any concerns. The teachers like to establish a routine for school each day, so it is important that children are at school on time. Sometimes if the child is late, it can be a little unsettling for them.

For pick up, please wait outside your child's classroom, until the Educator dismisses the children. Children must be collected by a person who is authorised on the enrolment form. **Pick up is at 3.00pm** as Educators have professional commitments each afternoon. If you are going to be late collecting your child, please let us know by contacting the preschool on **6142 2523**.

Hygiene Procedures
Staff, children and volunteers must adhere to hand washing procedures. Children are encouraged to wash their hands:

- on arrival
- before and after eating or touching food
- after toileting
- after blowing their nose and wiping tears and dribbles

Lost Property
Please name <u>everything</u> with permanent markers or a name label. Staff will make every effort to locate lost items that are named. Ensure your child's name is clearly visible. Lunch boxes and drink bottles need to be named also.

Medical Condition Management

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 Influenzae type B). We would 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.

Exclusion Periods

A copy of exclusion periods (Appendix A) for students with infectious diseases such as mumps, German measles and chickenpox is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Medical 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 staff. 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. All students who have an ongoing condition (e.g. asthma, diabetes, epilepsy etc.) must have a treatment plan completed by parents and their GP and lodged at the school. Plan proformas are available at the front office or from a staff member in the preschool.

Prescription Medicine

If a child is to take prescription medicine while at school, written directions and medicine must be left with preschool staff.

Head Lice

Head lice are extremely contagious, but easily eradicated. Children with either eggs or live lice will be excluded from preschool until treatment has been successful. Please report any cases of head lice to the school front office or a member of the preschool team.

Money

All money sent to school for excursions etc. is to be given to staff or the school front office in an envelope marked with your child's name, class, amount and what the money is for. Receipts will be issued once your payment is processed.

Parent Support

Parentlink is a website which parents can use to access parent guides, a directory of local parenting services, upcoming community events and parenting courses and further readings in relation to parent guides and links to other useful websites.

Parking
Parking at preschool can be challenging and there is limited space directly in front of the entrance gates. Please consider the safety of all students and families and use alternate street parking if required.

At times road safety police officers will patrol the area. It is important to obey all traffic road safety laws, both for your personal safety and that of our community.

Participation in Preschool Activities
Families are welcome 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.
- interacting with the daily program
- working bees in the garden etc.
- joining the Duffy Primary School P&C Association

Photography
Photographs used to demonstrate learning are taken frequently and are used to support communication home in relation to learning at preschool. In addition, photos may be used within the broader school to showcase learning at preschool. Your permission will be obtained in the same way for the rest of the school with a permission form outlining the intention for using the photographs. No Personal Devices, cameras, phones or recording devices are permitted in the preschool grounds.

If your child would like to bring photos from home of special occasions, places or things of importance to them, this can also assist in your child transitioning into school. This will ensure they have special photos they can discuss with students and the staff at preschool.

Policies
All School and Preschool policies are available on the Duffy Primary School Website: https://www.duffyps.act.edu.au/preschool/preschool_policies_and_procedures

Physical Activities
Physical activity is very important for children, so educators provide opportunities for structured and unstructured physical activity.

During the preschool sessions, your child will be involved with some hands on experiences both inside the classroom and in the outdoor area. These activities can, at times, be very messy. Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session. In keeping with the sun safe policy, children need to wear a legionnaires or wide brimmed hat. Please ensure that cords on hats will break under minimal pressure or removed as in compliance with Directorate policy.

If children do not have a hat, they will only be allowed to play in the shade. A warm coat and hat is required in winter. The children will be challenging themselves on the climbing equipment so sensible footwear is essential and long dresses and skirts can be dangerous.

School Bags
We strongly recommend that you buy a bag big enough for your child. It may look too big, but we can assure you that children have many things to carry in their bags, including coats in winter. Also, teachers encourage children to put jumpers, lunch boxes and other belongings straight into their bags to avoid losing them, so their school bag need to be big enough to fit all personal belongings.

Student Welfare and Management
At Duffy Primary School we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and by valuing their uniqueness and what they bring to the school. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a Student Management and Wellbeing policy that outlines the steps for addressing student welfare and management issues.

Rest Time
At Duffy Preschool we provide a routine rest time for children every day. Quiet experiences such as looking at books or doing puzzles are also available to children. The preschool educators will often play quiet music to assist children to rest in a calm and relaxing environment. We ask all children to bring a named towel or small blanket at the start of the year to use for rest time. This towel/blanket will be returned at the end of each term or when dirty for washing.

Sustainability
Duffy Primary School works hard to stay a sustainable and environmentally conscious school. Where possible, please pack lunches in reusable plastic containers to limit the amount of rubbish and waste at school. In addition, we contribute food scraps to the broader environmental program within the school. The importance of recycling and composting is a focus for children to understand their world and think about their environment.

Transitions
Your child is a member of the Duffy Primary School community. By enrolling your child into Duffy preschool your child will automatically move on to kindergarten in our school, provided you live in our Priority Enrolment Area. If you live outside of our area, you will have to put in a new application to join the kindergarten class.
We have implemented a transition program for our preschool children to facilitate a smooth transition into kindergarten. This involves:

- regular visits to the school (library, enviro centre, hall, etc.)
- year five/six buddy program with preschool
- whole school special events
- school assemblies
- informal visits to the playground equipment and kindergarten rooms
- whole school evacuation drills
- planned transition visits in term four for preschool children.

For more information about this topic, please follow the link to the Directorate website for some handy hints: Starting School - a guide for parents (http://www.det.act.gov.au/school_education/starting_school).

Valuable Items at Preschool
We ask that children do not bring personal toys or other items to school. This prevents loss, damage and theft of much-loved toys and possessions.

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, performances and class photos.

Schools do ask families to contribute a voluntary contribution to help to provide a quality learning environment for our children. We ask for a resource donation to enable resources to be purchased to enrich the learning programs for the children.

Volunteers
Volunteers have a special place at Duffy Primary School and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

All frequent volunteers (more than seven days per year) will be required to register for a Working with Vulnerable People background check. This is a three yearly application and is free for volunteers. For information please discuss with preschool educators, the school front office, or by accessing the Directorate policy: http://www.det.act.gov.au/__data/assets/pdf_file/0003/501249/Working-with-Vulnerable-People-Information-for-volunteers.pdf.

To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers (http://www.det.act.gov.au/__data/assets/pdf_file/0005/509486/Code-of-Conduct-Volunteers.pdf. This code has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, that cannot be delegated or transferred to others. Appreciate also that the Principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the Principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the Directorate's policies (http://www.det.act.gov.au/publications_and_policies/policy_a-z) and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/Directorate.

Student Work Pockets

Each child is provided with a work pocket for individual communication and as a safe place for their creations. These are located outside of your child's classroom, hanging on the wall. Please ensure you check the pocket frequently.

Periods of exclusion from school for children with infectious conditions

Outbreak periods and exclusion periods. Personal hygiene measures such as hand washing, 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. The ACT Public Health Regulations 2000 require 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 in the following table.

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
Chickenpox (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 diarrhoea ceases	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 (b) a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*#Haemophilius influenza 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. (c) 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. (b) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded

*#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).

A parent/carer of a child with a listed exclusion condition or a child who has been in contact with a listed exclusion condition must notify the school principal or principal carer as soon as possible.

* - These conditions must be notified by medical practitioners to the Chief Health Officer.
# - These conditions must be notified by the school principal or principal carer to the Chief Health Officer.