DEAKIN PRESCHOOL

HANDBOOK 2027



Primary Years Programme

COLEGIO DEL MUNDO • WORLD SCHOOL • ECOLE DU MONDE

DEAKIN PRESCHOOL PHILOSOPHY

We acknowledge that Deakin Preschool is on Ngunnawal Country. We respect the continuing culture of the traditional custodians of this land where we play, laugh and learn. We belong within a network of IB PYP schools from around the world. Our shared experiences, cultures and languages connect us together.

Because we believe…our role as **educators** is to nurture the whole child.

You will see…educators curate experiences that are driven by children's interests and challenge them to grow as risk takers. Caring relationships are our foundation. We spend intentional time with our children, taking the time to listen and nurture connections through meaningful conversations.

Because we believe…children are curious and capable learners who are agents of play.

You will see… playing, running, swinging, making, painting, drawing, writing, reading, crafting, socialising, laughing, twirling, dancing, singing, communicating, climbing, caring, sliding, making friends, problem solving, children doing things themselves, sharing, inquiring, exploring, counting, reading and questioning. Our children find out who they are and what they are capable of as they exhibit their originality.

Because we believe…families and carers are a child's first teacher.

You will see…home stories and adventures of our community. Inclusion, respect and kindness are at the heart of what we do. As educators, we embrace sharing, storytelling and contributions from our families and carers.

Because we believe…our environment is the third teacher.

You will see…beautifully curated and homely spaces that enrich children's curiosity and spark inquiry. **This means**…children have access to open ended materials that invite them to express knowledge and understanding of their world. They wonder, ask questions, share their expertise, have a go and take risks to grow and learn.

GENERAL INFORMATION

Forrest Primary School Contact Details



Location: 9 Hobart Avenue, Forrest, ACT 2603

Telephone: 02 6142 1470

Email: ForrestPS@ed.act.edu.au

Website: www.forrestps.act.edu.au

Deakin Preschool Contact Details

Location: Hopetoun Circuit, Deakin, ACT, 2603

Phone: 02 6142 2853

Deakin Preschool Session Times

Mugmugs – Monday, Tuesday, alternating Wednesdays 8.45am – 2.45pm

Gang-Gangs – alternating Wednesday, Thursday, Friday 8.45am – 2.45pm

Executive Teacher:

Jessica Pickering jessica.pickering@ed.act.edu.au

Preschool Classes

Mugmugs (Owls in Ngunnawal language)

Emma Heaven (Teacher) emma.heaven@ed.act.edu.au

Gang-Gangs (Black Cockatoos in Ngunnawal Language)

*Jordanna Robson (*Teacher) jordanna.robson@ed.act.edu.au



Assistant Educators

Anu Yapa

Natalie Meredith

Rana Radhi

2027 Term Dates

Term 1 –Monday 1 February to Friday 9 April

Term 2 – Wednesday 28 April to Friday 2 July

Term 3 – Tuesday 20 July to Friday 24 September

Term 4 – Tuesday 12 October to Friday 17 December



Emma Heaven
Mugmugs Teacher



Jordanna Robson
Gang-Gangs Teacher



Anu Yapa
Preschool Educator



Natalie Meredith
preschool Educator



Jessica Pickering
Executive Teacher



Rana Radhi
Lunch Cover-Assistant



Chris Jones
Principal-
Nominated Supervisor



Nicole Jaggers
Deputy Principal-
Educational Leader



Georgina Sofatzis
Deputy Principal

Our Deakin Preschool Educators

THE INTERNATIONAL BACCALAUREATE
Mission Statement

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

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

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

FORREST PRIMARY SCHOOL
Mission Statement

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

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

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



LET'S GET STARTED



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

In 2027, there will be two preschool groups.
These will be the Mugmugs at the Beginning of Week (BoW- Mon, Tues, and **alternating** Wednesdays) and the Gang-Gangs at the End of Week (EoW- Thursdays, Fridays and **alternating** Wednesdays).

The **Mugmugs first day is Monday 1 February 2027,** and the **Gang-Gangs first day is Thursday, 4 February 2027**. These days are a full day - drop off at 8:45 am and pick up at 2:45 pm.

What your child needs to bring each day:

- A backpack containing labelled spare clothes to accommodate changes in weather, messy play and accidents.
- A clearly labelled drink bottle filled with water.
- A small container with fruit or vegetables for fruit break/snack.
- A lunch box filled with a healthy lunch and afternoon snack.

A wide-brimmed hat will be provided by our preschool and allocated to your child.

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

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

Flexible Daily Rhythm

This rhythm is flexible. There are no set times for each movement to ensure we can adapt to children's needs and seasonal changes.

- *8:45am*
  Unpack bags (as children gain confidence, we encourage children to do this themselves)
- Morning meeting
- Inside or outside explorations (weather/season dependent)
- Cafe fruit break (children have agency over when they eat their fruit or vegetable snack in the morning session)
- Group time
- Lunch
- Inside or outside explorations (weather/season dependent)
- Group time
- Mindfulness time (quie
- Afternoon snack
- Pack up
- Reflection
- *2:45pm*
  Home time



Important Dates and Events

Pre Preschool Interviews- Week 8, Term 4 2026

During Term 4, prior to the year of commencement, we hold an information session and Stay and Play orientation visit. During this time, parents and carers book an interview with their child's teacher to support the transition and preparation for the incoming school year. Parents and carers will be required to book an additional interview with the Executive Teacher if their child has a known medical condition (such as eczema, allergies, hay fever, asthma, anaphylaxis, epilepsy, diabetes etc).

INTERVIEW DATES

Mugmugs (Beginning of Week BoW group) with Emma Heaven: *Monday 30 November 2026*
Gang-Gangs (End of Week EoW group) with Jordanna Robson: *Thursday 3 December 2026*

Welcome Picnic

Early in Term 1, we will hold a Welcome Picnic for each group of children and their families. Families will be invited to bring along some food to share and spend time getting to know each other.

Learning Journeys

Families are invited to come into the preschool for a Learning Journey. This is a time for children to showcase their learning and share their environment with you. Learning Journeys are held once a semester. Specific dates will be communicated closer to the event.

Requested Interviews

Parents may request an interview with their child's teacher at any time by prearranging a time in consultation with the teacher.
Parents will be informed if teachers have concerns about their child and will be invited to discuss the concerns with the relevant staff members.

Mid Year Interviews

Mid year interviews will be held at the end of Term 2. This is an opportunity for parents and carers to meet with their child's teacher and discuss learning and progress.

Formal Report

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

End of Year Celebrations

Our school's end of year dance concert, Shivoo, takes place at the main school in the afternoon at the end of the year. We also have an end of year preschool based picnic to celebrate the year.

A-Z Information

Absences, Early Departures and Late Arrivals

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

1. Notify the school via Parent Portal
2. Email to forrestps@ed.act.edu.au
3. Call 02 6142 1470
4. Respond to the absence text message

Parents collecting a child for appointments or private arrangements during the day (prior to 2:45pm) are required to inform the preschool staff and sign out their child. Children must be signed in via the book in the Community Hub if they arrive after 9 am or depart prior to 2:45 pm.

Alternative Pick Up Requirements

Please complete the Authorised Nominee form at preschool if your child is to be collected by someone other than a parent or carer who is on file (enrolment). This is a protective measure for your child and if we do not have written consent, we cannot release them. Please call preschool staff if the unexpected happens during the day and you need to change arrangements. A follow up email stating the person's name and written authorisation to collect the child will be required. Alternative pick up people will be required to present their identification to staff on arrival.

Appropriate Clothing/ Uniform

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

During winter terms, students will need a jacket for outside time. Preschool students are welcome to wear Forrest Primary school uniform if they wish, which is available from the school uniform shop.

Please provide a complete change of clothing every day as children sometimes have accidents with paint, water or toileting. It is very important that you label every item belonging to your child (hats, jackets, lunch boxes, drink bottles and school bags). Anything that your child might bring to preschool should be clearly marked. The Uniform Shop opening hours will be updated on the school's website. A school hat will be provided for your child while they attend preschool.

A-Z Information

Arrivals and Departures

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

Attendance

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

Birthdays and Family Celebrations

Our preschool likes to acknowledge children's birthdays and family rituals. If families wish to bring a cake or other celebratory food item, please include a list of ingredients and ensure there are no nuts. This enables us to cater for allergies within the group. Please talk with our staff if your child has allergies to make sure they are included in celebrations.

Child Protection Practices

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

Community Hub

Our Community Hub space has an information and notice board with important information regarding compliance, events and staffing. We ask that parents/carers check these each day for any new notes or

A-Z Information

Communication

Newsletter – An online newsletter is published each fortnight. Please make sure the front office has your email address so that you can receive the e-newsletter.

Noticeboard -(Community Hub)- Upcoming events and important notices will be displayed in our Community Hub space.

Email – Teacher email to communicate important messages and learning reflections with families. Please ensure you check these regularly.

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

Parent Portal- This Directorate platform is used for booking parent teacher interviews, absence notifications, payments and as a communication tool. If you require any support to set this up, please contact us at the main school.

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

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

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

Principal: chris.jones@ed.act.edu.au

Educational Leader: nicole.jaggers@ed.act.edu.au

Concerns and 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 Educational Leader (Monique Darragh) or Principal (Chris Jones) in the primary school. Should the need arise the ACT Education Directorate has a policy for complaints https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback. The telephone number is 6205 5429.

Contact Details

It is important that the school is notified in writing when access arrangements, telephone numbers, addresses, pickup arrangements, health advice and absences change. This notification can be by email. When notifying us of a change of address, proof of your new address must be provided to Forrest Primary School's front office.

Custodial Arrangements

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

A-Z Information

Early Years Learning Framework

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

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

• Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

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

• Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.







Emergency Contact Details and Information

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

Emergency Management Plan

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

A-Z Information

Excursions

Excursions and in school experiences are an integral part of the education program at Deakin Preschool. Through excursions, students enhance their knowledge and understanding of a Unit of Inquiry. A note detailing the purpose of the excursion, times, cost and transport arrangements is sent home prior the excursion. We always need volunteers for excursions and invite parents or carers to come along to help. Please note, we can not accommodate younger or older siblings on excursions due to having to maintain ratio requirements.

Food and Drink

Forrest Primary School promotes healthy eating and drinking choices in accordance with the "Traffic Light" system. Children need to bring a container with fruit or vegetables for Fruit Break and a packed lunch and snack for afternoon tea. Parents/carers are asked to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. Each child must have water in a named drink bottle for every session as water is the school's preferred drink. Please remember that preschool is an allergy aware environment. We ask that you do not send nuts or foods containing nuts. Further information on allergies is displayed on the noticeboard in the Community Hub. Healthy lunchbox ideas are included below. **Don't forget to**






Health and Safety Information

Staff, children and volunteers must adhere to the hand washing procedures required for early childhood settings.
All children are encouraged to wash their hands:

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

Please ensure that all scratches and cuts are covered.

Hours of Operation

Deakin Preschool hours of operation are strictly 8:45am – 2:45pm. Gates are open from 8:30am every morning.

A-Z Information

Illness, Incidents and Infectious Diseases

If a child becomes ill or is injured at school, appropriate first aid will be given, and parents/carers will be notified. If necessary, parents will be asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital IF necessary. In such cases ambulance services and treatment are free inside the ACT. It is important that sick children are kept at home for their own health and well-being as well as the health and well-being of other children and staff. Should your child develop chicken pox, mumps, measles or any other contagious condition, please contact the school for information about exclusion periods and to enable the school to warn other parents/carers that their child has been exposed to possible infection. Head lice are extremely contagious but easily eradicated. If we suspect a child may have head lice, we will contact parents/carers to collect them from school. we ask that all parent and carers follow requirements for exclusion periods of infectious diseases. for exclusion periods for infectious diseases see: https://www.education.act.gov.au/publications_and_policies/policies

Immunisation

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

Labelling

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

Medical, Allergies and Anaphylaxis

We are an allergy aware school environment. We have a number of students and staff who suffer severe allergies to particular foods (including nut and nut products) which may produce a life threatening anaphylactic reaction. Whilst each of these students and staff members has their own individual Emergency Medical Management Plan, we ask that students do not bring any nuts or products containing nuts, such as peanut butter or chocolate nut spreads, to school. If your child has a known medical condition including allergies, asthma, anaphylaxis or eczema you MUST provide all requirement paperwork and medication prior to commencement at preschool.

A-Z Information

Medical Conditions and Emergency Treatment Plans

All children diagnosed with Anaphylaxis, Asthma, Diabetes, Epilepsy or any other known medical condition must have the correct documentation provided to the preschool prior to commencement. This includes completing, signing and providing:

- Known Medical Condition Response Plan (signed by qualified health professional)
- Risk Minimisation and Communication Plan (completed with parent/carer and Executive Teacher
- Medication Authorisation and Administration Record form
- Action plans
- Medication with a chemist label containing child's name

Relevant forms can be collected at the school front office. If your child has any other medical conditions that require special care or medication, please speak with the preschool staff.

Medical Information and Consent

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

Policies and Procedures

Deakin Preschool adhere to all Forrest Primary School and ACT Education Directorate policies and procedures along with site specific procedures and processes that align with the Education and Care National Regulations. These can be found on our website:

https://www.forrestps.act.edu.au/our_school/our_preschool/policies

Road Safety and Parking

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

A-Z Information

Safety Online and Photography of Children

Educators comply with the ACT Child Safe Standards and the Australian Children's Education and Care Quality Authority (ACECQA) National Model Code. Educators use school owned devices (iPads) to capture and collect photos of children's learning, with the child's permission. We use children's photos as evidence of learning in portfolios. Educators do not use personal devices to photograph children. We ask that parents and carers **do not photograph** children when on site at Deakin Preschool.

School Board

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

Student Wellbeing and Support

We work in a restorative context so that all members of our school community are safe and secure in a caring environment. Our goal is to maintain a safe, supportive learning environment in which children can grow and learn, and within which all members of our school community are able to build relationships and connections. Our school curriculum is underpinned by restorative and relational practices and the International Baccalaureate Learner Profile Attributes.

Sun Smart practices

We are a SunSmart School and as such all children must wear a SunSmart Hat (wide brimmed or Legionnaire's) throughout the year, except for the months of June and July. All hats available at the Forrest Primary School Uniform Shop are in accordance with National SunSmart Standards. A hat will be provided by Deakin Preschool and will be kept on site for your child to use whilst they attend. Hats will be washed termly. Please apply your child's sunscreen before starting preschool each day. Children are supported and encouraged to reapply sunscreen throughout the day.

A-Z Information

Sustainability

We encourage our children to develop an understanding of our environment and a sustainability mindset. Recycling of the food scraps and composting is used to mulch the vegetable garden. We reduce, reuse and recycle where possible. We always love donations of recycled materials to repurpose. If you are interested in helping us in our garden, please speak to your child's teacher.

Voluntary Contributions

At Deakin Preschool we pride ourselves on providing the highest quality education for your children. This involves providing quality resources that encourage them to explore, create, imagine, investigate and experiment as they develop their skills and knowledge in literacy, numeracy, science and other subjects in both indoor and outdoor environments. Our school encourages families to give a voluntary contribution to enable us to purchase special resources and offer specialised programs. Contributions can be made online using the Parent Portal.

Volunteering

We always love having volunteers at preschool. If you are interested in volunteering in the garden, on excursions or day to day, please speak with your child's teacher. A Working With Vulnerable People (WWVP) check may be required. https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/apply-for-or-renew-a-wwvp-registration

We are also require to ask volunteers to complete paperwork as per the Directorate guidelines.



