

Coonamble Public School Preschool



Parent and Community Participation and Feedback

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
6.1	157	Leading and operating department preschool guidelines Complaints Handling Policy School Community and Consumer Complaint Procedure
Pre-reading and reference documents		
Together We Are, Together We Can, Together We Will -Partnership Agreement		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure ● this procedure is stored in the preschool, and it is accessible to all staff, families, visitors and volunteers ● active involvement in the review of this procedure, as required, or at least annually ● the details of this procedure's review are documented.
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Procedure

<p>Family participation in the preschool and special events</p>	<p>At CPS we recognise that family involvement in the preschool program has many benefits, for both the children and families. We regularly include families in preschool activities by:</p> <ul style="list-style-type: none"> ● invitations for families to 'stay and play' with their child ● invitations to family social events such as morning teas ● invitations to preschool and school events, for example, assemblies, sports days, cultural celebrations and colour runs. ● requests for parents to accompany the group on excursions as volunteers ● requests for families to join working-bees to maintain the preschool environment and equipment ● invitations for families to share a skill or interest with the group, for example, <ul style="list-style-type: none"> - share aspects of their Aboriginal culture - lead a cooking activity - help the children garden - read or tell the children a story in a home language - teach the children a song in a home language - help the children complete an art or craft project.
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**Communication
between
preschool and
families**

At CPS Preschool we aim to have clear and consistent communication between home and preschool. We communicate through:

- Regular informal 'chats'
- Photos and displays
- Notes and pamphlets
- Notice boards and posters
- Coonamble Public School Facebook page
- Coonamble Public School website - The school website has a preschool section, for parents to learn more about Coonamble Public School Preschool.
- Kinderloop - The preschool program, daily happenings and all upcoming events are documented on Kinderloop for families to view and also contribute.
- family information sessions - At the beginning of the year the preschool provides information sessions. This is an opportunity for families to ask questions or give feedback.
- Parent and Community Committee meetings - Our preschool parents can become part of the P&C. This committee contributes to preschool decisions and program review.
- Learning meetings - Learning meetings are held three times a year to create personalised learning plans and to check progress. These meetings provide families with the opportunity to create goals for their child.
- surveys

Regular communication to discuss children's learning and develop goals ensures that families have input into, and share in decisions about their child's learning and wellbeing. This may occur through informal and formal interactions between educators and family members such as:

- Regular informal 'chats'
- Parent teacher meetings
- Learning meetings
- via phone call or email
- through the use of Kinderloop

<p>Family involvement in preschool decision making</p>	<p>At Coonamble Public School Preschool families are given opportunities to contribute to decision making in relation to preschool operations and the curriculum. This occurs through:</p> <ul style="list-style-type: none"> ● invitations for families to offer input into preschool self-assessment processes ● Encouragement for families to share their ideas and feelings related to the purpose of the preschool and aspirations for their child to inform review of the preschool philosophy ● invitations for families to participate in the review of relevant preschool procedures through notification of procedure review and invitation to attend the review at Parent and Community Meetings. ● a suggestion whiteboard and suggestion box, which enables families to make general suggestions or complaints. ● surveys
<p>Relationships with other services and organisations</p>	<p>Building relationships with services and organisations in the community can facilitate access, inclusion and participation for children. This also supports children to develop a strong sense of identity within the community they reside in. At Coonamble Public School preschool members of the preschool staff are part of the:</p> <ul style="list-style-type: none"> ● Learning and support team within the school ● NSW Aboriginal Education Consultative Group ● Early Childhood Interagency Team - which include all education, health and community organisations involved with early childhood aged children ● Network meetings group. This is a network with other Department of Education Preschools and Connected Community Preschools. <p>Coonamble Public School Preschool is also in close communication through phone calls and emails, with other childcare providers in Coonamble. This ensures that children who we share have all required specialist reports and information distributed across both services, and enable all staff to be informed and best support the child and family.</p> <p>Other services CPS Preschool liaise with are:</p>

	<ul style="list-style-type: none"> • Mission Australia • early intervention services • therapists • other local prior-to-school services
Supporting families in their parenting role	<p>The following websites include information which can support families in their parenting role:</p> <ul style="list-style-type: none"> • Early Childhood Intervention Association (ECIA) – ecia.org.au/ • Learning Potential – learningpotential.gov.au • National Association for Prevention of Child abuse and Neglect (NAPCAN) – napcan.org.au • Parenting advice – kidspot.com.au • Raising Children Network – raisingchildren.net.au • Starting Blocks – startingblocks.gov.au

Record of procedure's review
Date of review and who was involved
17/8/2021 Carolyn Jones, Leanne McMaster, Shiralee Robinson and Natalie Kenny
Key changes made and reason/s why
Format was changed to make procedure more comprehensive.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
31/8/2022 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Annette Thomson and Miriam McKeown
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
9/8/23 Carolyn Jones, Shiralee Robinson, Annette Thomson and Miriam McKeown
Key changes made and reason/s why
formatting
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.