



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Preschool Governance and Management Procedure

Curtin Primary School has been granted approval to operate two off-site preschools. The governance and management of the preschools is undertaken by the Principal and leadership team of Curtin Primary.

As an approved service provider, Curtin Primary School will:

- Ensure the preschools operate in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschools operate in accordance with the conditions of approval
- Ensure that all staff members are aware of their obligations under the relevant legislation and the implication of thing a Nominated Supervisor, Educational Leader and Teacher in day to day charge of the preschool
- Actively encourage participation of families in the management of the preschool through:
 - participation in the P&C and School Board
 - providing feedback to preschool staff and the Leadership Team through surveys and other communication strategies
 - involvement in social and community events
- 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
- ensure that the operation of the preschool reflects the philosophy
- ensure policies and procedures are updated regularly to make certain they meet current needs, and that all procedures and policies are implemented by all staff members
- adhere to the Confidentiality of Records Procedure in line with all ETD Records Management Processes.