



# Hughes Primary School

*Learning for Life*

Groom Street Hughes ACT 2605  
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## Enrolment and Orientation Procedure

### Purpose and Scope

Enrolment and orientation processes will be planned and implemented in consultation with families, in order to orient a child and family to the preschool.

### Procedure

Parents and carers are welcome to enrol or transfer their son or daughter at any time during the school year. The Parent and carer guide to enrolment and transfer for ACT public schools provides an overview of the procedures and requirements when enrolling in an ACT Public School or transferring between ACT Public Schools. It is available online at

[https://www.education.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school)

Enrolments for preschool occur the year prior to commencement and when a child turns four prior to the 30 April in their preschool year. The online enrolment process opens on the first day of term two each school year. Each ACT public school gives priority to the enrolment of children living in its Priority Enrolment Area (PEA). ACT public schools are non-selective. If a school has room available after accepting students from its PEA, it may offer places to students who live outside the area. Hughes Primary School has an School Enrolment Management Plan to support this process and ensure all decisions are transparent to our community.

### Preschool Orientation

Our preschool welcome visits from prospective families and children at a mutually convenient time. The Nominated Supervisor or delegated authority may provide the visiting family with a tour of the preschool and information that may include:

- preschool philosophy and curriculum
- approaches to documentation, curriculum and planning
- viewing learning journals, and learning experiences set up across the indoor and outdoor learning environments
- introductions to educators
- a tour of the physical environment
- discussing parental and family engagement with and involvement in the preschool program
- In addition to this, a comprehensive information session is held at the end of the year prior to commencement and then again in February of the school year to orientate families to all aspects of the preschool program. Families are given information packages at the end of year session including a handbook detailing the preschool philosophy and curriculum, approaches to documentation, the National Quality Standards and the Early Years Framework.
- Children are invited to join the preschool staff and meet other children and families during two transition visits in Term Four.
- Prior to starting school, every family is given the opportunity to meet with the Educational Leader to share information about their child and ask questions regarding the program.



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- Within the Hughes Primary School community, we are catering for a highly transient population and as a result, avail ourselves to meeting with prospective families throughout the year.

To further inform our families of our practices, procedures and policies, they are encouraged to access the school website and view this information under the preschool tab. They will also be able to view school wide policies and procedures along with newsletters and general information about the school. Hard copies of our policies and procedures are also available at the preschool for viewing by all families.