



Hughes Primary School

Learning for Life

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Preschool Governance and Management Procedure

Hughes Primary School has been granted approval to operate one off-site preschool. The governance and management of the preschool is undertaken by the principal and leadership team of Hughes Primary.

As an approved service provider, Hughes Primary School will:

- Ensure the preschools operate in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschool operates 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 being a Nominated Supervisor, Educational Leader and Teacher in day-to-day charge of the preschool (RP)
- 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.