Anula Preschool

New Enrolment Parent Questionnaire

Child's Name:_____Date:_____

Parent Name (s):_____

Language Spoken at home:_____

If your child speaks English as an additional language, can they understand simple English instructions (We can provide bilingual support for your child): yes / no

What is your preference for the days you would like your child to attend preschool:

☐ Mon/Tues/odd Weds 8:00am-2:30pm

☐ Odd Weds/Thurs/ Fri 8:00am-2:30pm

We use a communication app called Seesaw. Would you prefer to receive Preschool correspondence via email? Yes / No

If Yes, please provide your email address:_____

Please help us to best support your child when they come to preschool by answering the following questions:

Please list some of your child's interests:

_____
_____
_____
_____

Does your child have any food or other allergies?

_____
_____
_____
_____

Does your child have any cultural or religious requirements i.e. Halal food required/Vegetarian etc

_____
_____
_____
_____

Does your child have any fears or phobias?

_____
_____
_____

Are there any cultural celebrations that you would like us to celebrate with your child throughout the year (You are welcome to attend cultural celebrations or run a cultural activity with the children):

_____
_____
_____

Do you (the parents) have any skills that you would like to share with the children at preschool? For example sewing, art, music, craft etc:

_____
_____
_____

Please list your vocation(s) – both parents:

_____
_____
_____

Would you be interested in talking to the children about your vocation? Yes/No

Please list availability:

Day/s:_____

Please circle: Morning / Afternoon.

Time:_____

Has your child:

- ☐ Been separated from parents
- ☐ Socialised with other children
- ☐ Toileted independently
- ☐ Dressed themselves

On the days they don't attend preschool, how are your children cared for?

- ☐ Family
- ☐ Friends
- ☐ Childcare Centre, If so please name:_____
- ☐ Family Day Care, If so please name:_____

Preschool Enrolment Form

Students Name_____

Under the Education and Care Services (National Uniform Legislation) Act and Education and Care Services National Regulations preschool records must include other prescribed information and authorisations in addition to the information currently collected on the standard enrolment form.

Authorisations

I authorise the following individuals to collect my child from the Preschool (other than the parent/guardian 1 or parent/guardian 2).

Name in Full	Gender	Relationship	Phone Number	Address

☐ Please tick this box if no other person besides the parent or guardian is authorised to collect my child.

In the case of an emergency and a person needs to collect your child that is NOT on this list, you must notify the Preschool via phone.

I authorise the following individuals to consent to medical treatment of or administration of medication to my child if the parent or guardian cannot be contacted.

Name in Full	Name in Full
Relationship	Relationship
Phone Mobile	Phone Mobile
Work	Work
Home	Home
Address	Address

☐ I authorise the Department of Education, Principal or preschool educator to seek:

a. medical treatment for my child from a registered medical practitioner, hospital or ambulance in an event that such action seems necessary; and
b. transportation of my child by an ambulance in an event that such action seems necessary.

☐ I authorise the educators at the Preschool to take my child on planned regular outings which have been communicated to me in advance and are regular part of the educational program. A separate authorisation will be sought from parents and guardian for one-off type excursions.

Signature of Parent/ Guardian **Name in full** **Date**

Student Medical Details and Health Conditions

It is essential that you inform the preschool before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the preschool as soon as you are aware of any newly diagnosed allergies/ other medical conditions or change to existing conditions. This will assist the preschool to support the health, safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the preschool.

Student's Medicare Number_____ Expiry Date_____

Doctor's Name / Medical Centre_____

Doctor's address(e.g 50 Woods St Darwin NT)

_____

Doctor's phone number (work)_____

Please provide the name, address and phone number of any other doctor or medical specialist who may be currently treating your child for any allergy or other medical condition you may list when completing your child's medical details and health conditions. Attach an additional page if required.

Allergy/Medical Condition	Doctor's Name	Address	Telephone

If your child's has a documented plan to support any health or medical needs from a previous preschool or child care provider please provide a copy to the preschool as an attachment to this form.

Allergies – these can include allergies to insect stings, drugs, latex, food (eg nuts, eggs, peanuts) or other

If your child has an allergy, please specify in the box below. Please answer the 10 questions that follow(where applicable). If there is insufficient space, please attach additional pages clearly marked: STUDENT MEDICAL DETAILS AND HEALTH CONDITIONS.

Allergy to:_____

1. Has a doctor diagnosed this allergy? ☐ Yes ☐ No
2. Is this a severe allergy (anaphylaxis? ☐ Yes ☐ No
3. Has your child ever been hospitalized with a severe allergic reaction (anaphylaxis) or other allergy? ☐ Yes ☐ No
4. Does your child have an action plan for anaphylaxis? ☐ Yes ☐ No
5. If YES is this plan attached? ☐ Yes ☐ No
6. Has your child been prescribed an adrenaline auto injector (EpiPen/Anapen)? ☐ Yes ☐ No

If your child has been prescribed an adrenaline auto injector, you will need to provide one to the school (and renew prior to expiry date).

7. What is the date on the adrenaline auto injector that will be provided to the school?

If not known at the time of enrolment the preschool will require this information upon commencement.

8. Does your child have an action plan for Allergic reactions? ☐ Yes ☐ No
9. If YES – is this plan attached? ☐ Yes ☐ No

Each time your child is prescribed a new adrenaline auto injector the doctor should issue an updated Action Plan for Anaphylaxis. It is important that a copy of any updated plan is provided to the school.

10. Please list any other medication prescribed for this allergy.

The preschool will require further details in relation to prescribed medication on commencement.

Parents of children who require their child to be administered prescribed medication at preschool must complete a written request form (available from the preschool).

Other medical conditions – asthma, diabetes, epilepsy, severe asthma

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space please attach additional pages and include answers to all 6 questions that follow).

Medical Conditions_____

1.Has a doctor diagnosed this condition?	☐ Yes	☐ No
2.Has your child be hospitalized with this condition?	☐ Yes	☐ No
3.Does your child have a documented action plan?	☐ Yes	☐ No
4.If YES is this plan attached?	☐ Yes	☐ No
5.Is your child taking prescribes medication for this condition?	☐ Yes	☐ No

6.If YES – what is the prescribed medication?

*Parents of children who require their child to be administered prescribed medication at preschool **must** complete a written request form (available from the preschool).*

Cultural background

What is the child's cultural background?_____

What is the cultural background of the child's parents?_____

Does the preschool need to be aware of any cultural, religious or dietary requirements? Yes ☐ NO ☐

If YES, please provide details.

Anula Primary School

anula.admin@ntschools.net
08 8997 7500
anulaprimaryschool.com

Dear Parents and Carers,

At Anula Preschool we offer children the choice of playing barefoot both outside and inside. The reason for this is that children are encouraged to strengthen their connection with nature, that going barefoot strengthen the muscles in our feet and ankles thereby enhancing stability, balance and posture, and that our feet are hard-wired with multiple pressure points and nerve endings to convey messages to other parts of our bodies. Wearing shoes dulls the effectiveness of these nerve endings, while going barefoot stimulates them and, in turn, our entire nervous system.

We recognise that in the Top End there is a risk of contracting meliodosis, and have attached an information sheet for you to read.

Should a child, have an open sore on their feet parents are required to inform preschool staff and staff will ensure your child leaves their shoes on when outside. If you have any concerns, please speak with one of the preschool staff.

We ask that you sign the permission below accordingly.

Regards,

Anula Preschool Team

I have read the meliodosis information sheet Yes/No

I give permission for my child to play barefoot when at Anula Preschool Yes/No

my child _____ (full name)

Parent name _____ (full name) Signed _____

Date_____

Anula
Primary School

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Dear Parents and Carers,

As a Sun Smart School, and in line with our Preschool Sun Safe policy and Cancer Council NT recommendations, we seek permission for children to have sunscreen applied whilst they are attending Preschool.

We request parents apply sunscreen before bringing their child to preschool and to provide educators with permission to reapply sunscreen before children eat their lunch. This will ensure it is applied 20 minutes before sun exposure.

We are using the Cancer Council Kids sunscreen 50+ (fragrance and paraben free). Please sign the permission form below and return to school.

Regards,

Anula Preschool Team

I have read the policy Yes/No

I give permission for Preschool staff to apply Preschool supplied sunscreen on

my child _____ (full name)

Parent name _____ (full name) Signed _____

Due to my child having known allergies to sunscreen I have provided the following brand of

sunscreen _____. Please only use this for my child

_____ Date _____

(Child's full name)

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General Consent for the usual uses of student photos and work

Due to legislative changes to the *Information Act 2003*, permission is required for photos to be taken and used for school publicity purposes and student work to be displayed.

This consent is *valid* for the term of your child's enrolment at the school, or until it is withdrawn.

This consent can be rescinded at any time by contacting the Principal in writing. This information will not be used for any other purpose than that stated.

Consent to use student photos/work in the school newsletter, on the school website, on the Seesaw app (individual and group photos) and other school publications.

The school may use photographs of students and/or their work in school publications such as the weekly newsletter, year book, promotional brochures, and community newspapers and on the school website. Use of photographs and displaying student work would typically be in connection with an achievement or participation in school activities such as sport, music, drama, excursions and co-curricular programs.

Do you consent to the use of your child's photo/work in the school newsletters, on the Seesaw app (individual and group photos) other school publications and the school website?

YES **NO**

Note: Consent to display or publish your child's work does not mean your child loses their rights over their work, simply that the school has permission to use the work for the purposes mentioned in this consent form.
Please read these forms carefully before completing and signing. This consent may be withdrawn at any time by writing a letter to the Principal. If you have any queries please contact the Principal.

Signed by the parent/guardian

Name: (please print)_____

Signature:_____ Date:_____

Student Consent Form – Media & Intellectual Property

This document gives the Northern Territory of Australia (NT) and its Department of Education and Training (DET) permission to use works created by students in the course of their studies for purposes associated with the promotion of DET or the Northern Territory and in educational resources created or published by DET or the Northern Territory. This does not mean that you, the student, lose ownership rights over your works—simply that DET has permission to use your works for the purposes mentioned.

It also gives permission for NT and DET (and media organisations, but only with DET permission) to use audio and visual recordings of students in publications, communications and media generally.

Name of Student: .....

Name of Parent/Guardian: .....

Address: .....

1. During the course of my studies with DET I may produce works that create intellectual property rights, for example, copyright. These works may form part of my academic assessment or my studies generally.
2. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.
3. DET may record sound and/or vision of me and my works whilst I am at school or taking part in school-related activities or performances.
4. DET understands that I own the intellectual property rights in my works and that this Consent Form is not meant to transfer my ownership.
5. I give permission to NT and DET (and media organisations, but only with DET permission) to use my works, my sound/vision, and/or my name in publications, communications and media generally.
6. I understand that should I choose to withdraw my permission, I can only do so by notifying DET in writing, and understand that my withdrawal of permission is not retrospective.
7. DET understands that I may choose to give permission to other people to also use my works.
8. I understand that by giving this permission, DET can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may be reproduced in any form, in whole or in part, and distributed by any medium including but not limited to Intranet, Internet, CD, DVD, social media, or other multimedia uses.
9. DET may disclose my works, my sound/vision, and/or my name or permit other people to use and reproduce these on similar terms to this consent. I understand that DET may not always name me in recordings, images or copies of my work and consent to any uses that might otherwise breach my moral rights (eg the right to be named as the creator of my work).
10. I understand that I will not be paid by DET for giving this permission or for the use of my works, sound or vision.
11. Wherever possible, the Northern Territory of Australia will remain sensitive to and understanding of cultural, family and personal sensitivities.

    Are you of Indigenous or Torres Strait Islander descent? ☐ Yes ☐ No

    Any special consideration for use of the visual/audio recording(s):

    .....

    .....

12. As the parent/guardian signing this consent form I understand that if I or other members of my family are participants at school events involving my child, that sound or vision of me or other members of my family may also be used by the NT and DET in publications, communications and media generally.

.....	.....
Signature of student:	**Signature of parent/guardian:**
.....	.....
Signature of Witness:	**Signature of Witness:**
.....	.....
Name of Witness:	**Name of Witness:**
Date: ..... / ..... /	**Date:** ..... / ..... / .....

Collected on behalf of the Northern Territory of Australia by:

Name: _____ **Signature:** _____
[Teachers name]

The Northern Territory of Australia is collecting the information in this form to obtain permission to use visual and audio recordings in Northern Territory of Australia publications, communications and media generally. Visual and/or audio recordings, or personal information included in this form may be supplied to contractors or service providers engaged by the Northern Territory of Australia to develop or produce publications, communications and media generally. Visual and/or audio recordings or personal information included in this form may also be provided to media organisations for DET promotional and news purposes. You are entitled at any time to access and amend the information provided by you on this form. Withdrawal of permission is not retrospective.

Northern Territory Government, GPO Box 4396, Darwin NT 0801, Australia

For more information please contact:

Agency Name: _____ **Telephone No:** _____
[School name] [School phone number]

Northern Territory Government

DEPARTMENT OF EDUCATION AND TRAINING

Acceptable Use Agreement for Students

The following agreement covers the student's use of Internet, intranet, portal, Student Profiles, network and email.

Anula Primary School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments and communication. The resources provided include computers and peripherals, access to network resources, e-mail, the NT DET Educational Portal and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use portable drives or discs to transfer work between the school network computers and computers outside the network, discs must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or unassociated with school activities are not permitted unless approval is sought from a school staff member. This may incur a charge.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:
    - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP3's, MPEG's and other large files. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.

- Inappropriate language or harassing others when communicating online is not permitted.
- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe Internet practises must be applied.
- Personal details of students may only be provided online if permission is given by a teacher.

Note: Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.

By signing this agreement and using the equipment and resources of Anula Primary **School, the student agrees to abide by these conditions.**

Parent

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name: _____

Address: _____

Signature: _____

Student

I understand the conditions outlined in the school's Acceptable Use Agreement. This document has been explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please Print (Student) Name: _____

Signature: _____

Home Group / Class: _____

Agreement signed this _____ day of _____, 20_____

Anula Primary School

anula.admin@ntschools.net
08 8997 7500
anulaprimaryschool.com

Acceptable iPad Use Agreement for Students

The following agreement covers the student's use of iPads and is in addition to the Acceptable Use Agreement for internet, intranet, portal, student profile, network and email signed at enrolment.

Anula Primary School is providing a fleet of iPads for student usage. Students may use these tools for class work, research, the preparation of assignments and communication. Particular care must be taken to ensure the resource is protected from damage or loss and that no users are exposed to materials considered offensive or illegal.

Students and parents must carefully read the conditions below. To have access to these resources, students and parents must agree to abide by the school's Acceptable Use Agreement.

1. Only applications purchased by the school and installed by the school can be used on the iPad.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to, or installed on the school iPad.
3. Students must follow the rules for the use and care of the iPad at all times.
4. Students using the iPads may only do so under the supervision of school staff. Any student not following the staff instructions may have further access restricted or denied.
5. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
6. The use of iPads specifically the internet, is for educational, communication and research purposes only:
    - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials for school activities as directed by the teachers may be downloaded. If students should unknowingly navigate to a web site that contains materials that may be considered offensive, they must clear the screen immediately and notify the teacher.
7. Privacy and ownership of others' work and materials from web sites must be respected at all times.
8. The use of on-line chat facilities and instant messaging must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities. Safe internet practices must be applied.
9. Students will provide their own set of headphones (Primary students who have purchased mainstream book packs will have these) which will be kept in a sealed, labelled container.
10. Please be aware if students deliberately mistreat the device, parents will be responsible for costs incurred.

Deliberate misuse of an iPad or deliberate breaches of the conditions of this agreement may result in access restriction or access denial.

Parent

I understand the conditions under which the iPads have been made available to my child and agree to those conditions, including providing a set of headphones. I further understand that clear explanations must be provided to my child regarding the agreement prior to them signing the agreement.

I understand that my child may be accessing the internet for educational purposes or in accordance with the Agreement.

I understand that any behaviour contrary to this Agreement will be treated as a breach of school discipline and shall be dealt with accordingly.

I understand that photos, images and student work will be collected and used for educational purposes. Anything used for advertising or promotion will have further permission sought by parents or Guardians.

Parent/Guardian Name: _____

Address _____

Signature _____

Student

I understand the conditions outlined in the Acceptable iPad Use Agreement. This document has been explained to me and I am fully aware of my responsibilities with regard to the use of iPad, internet, applications and communication.

Student Name: _____

Signature _____

Class/Area _____

Agreement signed this _____ day of _____ 20

Anula
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28th January 2020

Dear Parents/Carers,

Students at Anula Primary School regularly access the Anula Oval and Anula Park for learning activities and school events such as Sports Day and the Colour Run. When participating in activities/events at the Anula Oval and Anula Park, appropriate supervision requirements will be adhered to during the activity/event and whilst walking to and from these locations. Supervision will be in line with the ratio requirements set out in the NT Department of Education Policy. A risk management plan for excursions to the Anula Park and Oval has been undertaken by the school and has been approved by the Principal.

Please sign and return the form below to approve your child participating in excursions to the Anula Park and Oval throughout 2020.

For further information please contact Tanya Harvey on 89977500 or tanya.harvey@ntschools.net

Kind regards,

Tanya Harvey
Assistant Principal

2020 PERMISSION TO PARTICIPATE IN ALL ACTIVITIES/EVENTS AT THE ANULA PARK AND ANULA OVAL

Student Name:_____ **Class:**_____

☐ I give my child permission to participate in excursions to the Anula Park and Anula Oval in 2020.
☐ I agree that Anula Primary School staff will administer first aid and secure medical attention if needed.

Name of parent/carer (please print): _____

Parent/Carer signature _____ Date: _____

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Code of Conduct for Parents

Here at Anula Primary School we provide an open, welcoming and safe learning environment for all students. We believe that families play a crucial role in their child's education and that a reciprocal partnership bridging the gap between home and school is an essential ingredient to foster positive relationships with parents and carers.

We value open and honest communication in a respectful and ethical exchange. Everyone has the right to feel safe and respected whilst on Anula School premises. Anyone who behaves in a way that is considered unsafe or disrespectful will be asked to leave the premises.

As a parent/carer at Anula Primary School I adhere to the following Principles of Standards of Conduct

- **Safety**: Comply with all Policies and Procedures at Anula Primary School.
- **Respect:** Always act in the best interests of children, their families and staff. Treat everyone with respect, honesty, courtesy, sensitivity, tact, consideration and humility. Respect the rights of others as individuals.
- **Support:** Work in a cooperative and positive manner with all staff.
- **Effective communication:** Use courteous and acceptable language and refrain from the use of profane, insulting, harassing or otherwise offensive language. Be aware of your own body language and stay calm and relaxed. Use non-discriminatory, respectful and non-judgemental language.
- **Ethical conduct:** Value diversity and refrain from all actions and behaviour that constitute harassment or discrimination. Understand that sometimes staff decisions may differ from your own however there will be purpose and reasoning behind this.

Parents/carers at Anula Primary School are welcomed as partners in their child's education. As a result:

Families have a right to be:	**Families have the responsibility to:**
❖ recognised as the major influence in their child's life ❖ a partner in their child's education ❖ informed about issues affecting their child ❖ treated with courtesy by teachers, students and other families	❖ recognise and support the school's behavioural expectations ❖ treat others with respect and courtesy ❖ develop helpful communication links with Anula staff as partners in your child's education ❖ provide information that may impact on your child's learning.

I have read, understood and agree to adhere to the code of conduct policy.

Child's Name: _____Parent/carers names_____

Signed:_____ Date: _____

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NEWSLETTERS

Our weekly newsletters are digital, we do not print a paper copy.

To see our newsletter every week you can either:

- Download the SchoolStream app onto your smartphone or tablet device. This is a free app and is regularly updated with everything that happens at our school. This app can be translated into many different languages.

- Visit our website www.anulaprimaryschool.com

- Receive an email every week. Please fill out the tear off slip below with your email address.

.....

Please include me in your email contacts.

Student's name_____

My email address is _____

Signed _____

Anula Primary School

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Anula Preschool
'Learning through play'

Anula Preschool Sun Safety Procedure

Introduction

This sun safety procedure outlines Anula Preschool's commitment to sun safety and the practices undertaken to reduce risk of over exposure. It will outline responsibilities for staff, responsibilities for parents/families and responsibilities for children.

Well designed and effective shade not only provides sun protection, it will also help to cool the grounds and reduce heat. Natural shade in the form of well planted trees and shrubs can provide shade and help to improve the natural environment at the same time. Anula Preschool is proud to have a beautiful environment that provides many shaded areas.

Rationale

Australia has the highest rate of skin cancer in the world. Research has indicated that young children have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Preschool plays a major role in minimising a child's UV exposure, as children attend during times when UV radiation levels are highest.

Anula Preschool sun safety procedure has been developed to protect all children, staff and volunteers from the harmful effects of ultraviolet (UV) radiation from the sun and should be read in conjunction with the Department of education Sun Safety in Schools Policy.

Definitions

As per Department of Education Sun Safety in Schools Policy.

Roles and Responsibilities

As per DoE Sun Safety in Schools Policy.

Procedures

Managing the physical environment

Times of UV radiation exposure

- ✓ Staff will utilise the shaded areas of the outdoor environment for play and plan outdoor play experiences bearing in mind the peak UV radiation period is between 10am and 4pm.

Shade provision, outdoor play and outdoor play equipment

- ✓ Anula Preschool will consider the availability of shade when planning and programming for outdoor play experiences or excursions.
- ✓ Outdoor equipment that is not fixed will utilise the shaded areas of the outdoor environment where possible during the day.
- ✓ The service will continually assess the shade coverage of the outdoor play environment and seek avenues to improve the conditions if required.
- ✓ Outdoor play equipment that is fixed will be monitored for usability throughout the day by staff.

Protective behaviours and practices

Hats

- ✓ All children must wear an approved sun protective hat that is a broad-brimmed, legionnaires or bucket when outdoors.
- ✓ It is recommended that a sun protective hat adequately covers the face, back of the neck and ears.
- ✓ Spare hats may be available for children who do not have a hat. The service will ensure that hats are laundered after each use to minimise cross infection (for example, head lice).

Clothing

- ✓ Loose fitting and closely woven fabrics assist in protecting children from exposure to the sun.
- ✓ Sleeveless shirts, dresses and singlets are not considered as appropriate clothing to protect children from the sun. Children may need to change their clothing or not be allowed to access outdoor play.
- ✓ Children are encouraged to wear rash vests when swimming. The pool is shaded.

Sunscreen

- ✓ SPF 30+ broad spectrum water resistant sunscreen is applied to exposed skin of children.
- ✓ Parents are requested to apply sunscreen before the start of the day (sunscreen is supplied by the Preschool). It is available and can be reapplied throughout the day.
- ✓ Sunscreen must be applied at least 20 minutes before commencing outdoor play (or as per manufacturer's instructions).
- ✓ Sunscreen must be reapplied every two hours (or as per manufacturer's instructions).
- ✓ Some children may present with an allergic reaction to sunscreen. In this situation, the service will stop applying the sunscreen, notify the family and request that a hypoallergenic sunscreen be supplied by the family for the child to use.
- ✓ *Children with allergies are requested to provide their own sun protection (ie long sleeve shirts, hypoallergic sunscreen, barrier cream)*

Eye protection

- ✓ Anula Preschool supports the use of a sun protective hat to protect eyes from UV radiation.
- ✓ Sunglasses may be worn by children and staff.

Maintaining hydration levels

- ✓ Children's body/water ratio mass is significantly different from adults, therefore the risk for dehydration from outdoor play and hot weather is high and can be dangerous.
- ✓ Water will be offered to children throughout the day regardless of indoor or outdoor play settings.
- ✓ Children have access to water bubblers throughout the day and/or they can bring a water bottle from home and are encouraged to drink water throughout the day.

Role modelling by staff, students and volunteers

- ✓ Children learn through example and role modelling is an important strategy in children's services to maintain quality standards.
- ✓ Staff, students and volunteers must comply with the Sun Protection Policy as per Department of Education.
- ✓ Staff, students and volunteers must wear a sun protective hat and clothing, apply SPF30+ broad spectrum sunscreen, and seek shade whenever possible when supervising outdoors or facilitating children's play experiences and excursions.

Communication with different stakeholders

Children

- ✓ Children's play and learning experiences will reflect the importance of sun protection behaviours and practices.
- ✓ Staff have the responsibility to develop children's understanding of the importance of sun-safe behaviours for ***all*** skin types.

Families

- ✓ Sun protection behaviours and practices are outlined in the Parent Handbook, enrolment forms, newsletters and excursion permission forms.
- ✓ Families will be encouraged to implement the service's sun protection behaviours and practices when engaged in service experiences and excursions. For example, parents must wear a sun protective hat when volunteering on excursions.

Staff

- ✓ Staff are expected to implement the service's sun protection behaviours and practices as part of their duty of care/work practices. For example, staff must wear a sun protective hat when supervising in outdoor areas and/or on an excursion.

Policy Review

- ✓ The service will review the Sun Safety Policy and Procedures, and related documents, including behaviours and practices every two years.
- ✓ Families are encouraged to collaborate with the service to review the policy and procedures.
- ✓ Staff are essential stakeholders in the policy review process and will be encouraged to actively be involved.

Information

Sun protection information will be regularly communicated through newsletters, meetings and noticeboards. The sun protection policy (including updates) will be provided to all staff. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart.

Effective Date: **May 2020**

Policy review date: **May 2021**

Anula School Policy Statement
Well Being

Policy Area
Sun Safe Practices

Rationale

Anula School is a values-based learning community that has well being and connectedness at the core of its operations. Being sun sage is one aspect of the long term well being of students. Australia has the highest incidence of skin cancer in the world with 140, 000 new cases and 1,000 deaths each year.

There are four factors, often occurring simultaneously, which contribute to these statistics:

- The population is predominantly fair skinned.
- Ultraviolet light from the sun is of sufficient intensity to induce skin cancer in this susceptible population.
- Social values have supported the belief that a suntan is healthy and attractive.
- Lifestyle, work, school and recreational habits in the Northern Territory expose people to the sun for long periods of time. Darwin has the highest UV rays in the country.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature aging. Most skin damage and skin cancer is, therefore, preventable. This is important in young children who have sensitive and easily damaged skin.

The purpose of this policy is to ensure that ALL children attending Anula School are protected whenever possible from skin damage caused by the harmful ultraviolet rays of the sun.

Aim of the Policy

The aims of this policy are to promote amongst the students, staff and parents/carers:

- Positive attitudes towards skin protection
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths, e.g. hats, sunscreen, suitable clothing
- Personal responsibility of their own skin protection
- Helping others to understand the need for skin protection
- Awareness of the need for possible environmental changes within the community to reduce the level of exposure to the skin e.g. plant trees, put protective shade up.

Implementation

As part of the general skin-protection program:

Students:

- Should wear suitable hats which protect the face, neck and ears such as a broad-brimmed hats, bucket hats, or legionnaire hats whenever they are outside e.g. walking to and from school, sports, outdoor excursions and activities;
- Should apply sunscreen that is SPF 30 (or higher), broad-spectrum and water-resistant 20 minutes before heading outdoors and re-apply every 2 hours.
- Who do not have their hats with them will be asked to play in an undercover area of the school;
- Who do not have their hats for sports activities/PR will remain in the shade
- Will be encouraged to use available areas of shade for outdoor play activities especially on very hot days;
- Should be encouraged to make full use of the 'bubblers' especially on very hot days.

Anula School Policy Statement
Well Being

Staff
Will be asked to act as role models and are encouraged to:

- Wear protective hats and appropriate clothing during outdoor activities;
- Use sunscreen whenever appropriate;
- Seek out shade whenever possible;
- Time outdoor activities to avoid hours of peak radiation levels between 10am – 3pm all year round. Note: UV levels in NT are above 3 (high to extreme) all year round hence sun protection is needed daily.
- Ensure that adequate shade is available for use at outdoor events.

Anula School Community Council will:

- Ensure that the school hats sold by the school are appropriate and satisfy Cancer Council guidelines;
- Ensure that adequate shade is available for use at sporting carnivals and outdoor events;
- Provide shelters and shade trees as required;
- Provide funding to resource programs on skin cancer prevention for use in the school curriculum;
- Reinforce the Sun Safety program in a positive way through the newsletter and council meetings and activities

When enrolling a child, **parents** will be:

- Informed of the Sun Safety policy;
- Requested to purchase a school hat or to provide an appropriate hat for their child's use;
- Encouraged to provide sunscreen for and to teach their child how to use sunscreen that is SPF 30 (or higher), broad spectrum and water resistant type.
- Encouraged to set an example by practicing skin-protection behaviour themselves.

Resourcing

- Sunscreen supply to each learning area of the school and front office
- Education Officer – Cancer Council to address staff and students

Monitoring and Evaluation

- Monitor skin protective behaviours in the school e.g. hat use, use of shade, use of sunscreen;
- Monitor the effectiveness of the classroom program activities involving skin protection;
- Monitor outdoor activities times e.g. sports, swimming, gardening, excursions;
- Review policy against Sunsmart's "Challenges" document after one year (http://www.sunsmart.com.au/downloads/schools/primary/being_sunsmart_challenges)

References

Jingili School Sunsafe Policy
Cancer Council
For further information: http://www.bom.gov.au/products/UV/Darwin_NT.shtml
http://www.sunsmart.com.au

As at 23/4/2020

NORTHERN TERRITORY GOVERNMENT

DEPARTMENT OF HEALTH

Providing your child's immunisation record to their school: information for parents

Why do I need to supply the school with my child's immunisation record?

If there is an outbreak of a vaccine preventable disease (e.g. measles) at your child's school, immediate access to the current vaccine status of all children helps to identify those who are at risk of getting the disease and those who are able to pass the disease onto others. If your child has not supplied an immunisation record or is not up to date with his/her vaccines, they may be excluded from school if an outbreak occurs. This is done to prevent any further spread of the disease and to protect those who are most vulnerable to complications of that disease.

Provide your school with one of these recognised immunisation records:

1. Australian Immunisation Register (AIR) History Statement

This statement is automatically sent to your child's Medicare address when the 4 year old vaccines are given or when your child turns 5, whichever comes first. If your child is up to date, the AIR certificate will include the statement "This child has received all vaccines required by 5 years of age".

If your child is starting school before 4 years of age, you can obtain a copy of their immunisation record through

- https://my.gov.au/
- Your local Medicare Office
- Tel: Australian Immunisation Register 1800 653 809

2. Northern Territory (NT) Immunisation Record

This is a NT Department of Health issued statement which indicates which vaccines your child has received and if they are up to date. It is available from the NT Immunisation Register by phoning (08) 8922 8315.

If your child has an immunisation record from another country that has not previously been recorded in Australia contact your health/vaccine provider for advice.

What does the school do with my child's immunisation record and who has access to it?

Your child's immunisation record is stored with their individual school file (either electronically and/or as a paper based record) If you have provided an **NT Immunisation Record** or an **AIR History Statement**, the school is able to record whether your child is up to date with the scheduled age appropriate vaccines. Access to your child's immunisation record is limited to the parent/guardian, the school nurse and the school administrative and teaching staff. In the event of an outbreak of a vaccine preventable disease at the school a public health doctor or nurse from the Centre for Disease Control may also access the immunisation record to help identify children at risk and help facilitate a public health response to that disease.

What if I choose not to vaccinate my child or my child has a medical reason for not being vaccinated?

Vaccination is highly recommended but not compulsory and there is no legal requirement for your child to be vaccinated to attend school in the Northern Territory. If there is a medical reason why your child cannot be vaccinated you will need to discuss these issues with your general practitioner and complete an exemption form.

Where can I go to get my child vaccinated?

Any community care/health centre or Aboriginal Medical Service in the NT can provide scheduled childhood vaccines free of charge and will also assist you in working out what your child requires to complete his/her recommended vaccinations according to their age. Look for Health Centres in your phone book or online for their locations and phone numbers. Some General Practitioners also administer childhood vaccines however they may charge a consultation fee.

Anula
Primary School

anula.admin@ntschools.net
08 8997 7500
anulaprimaryschool.com

UNIFORM POLICY

STUDENT UNIFORM AND DRESS CODE POLICY

RATIONALE

The Anula Primary School Uniform Policy has been established to clarify expectations of students, their families and the school. The intention is to promote a sense of community, equity and self respect and to meet departmental requirements for the compulsory wearing of school uniform by students across the Northern Territory.

Wearing a school uniform affirms the individual students' acceptance of the values of Anula Primary School. This is an integral part of participation in the life of the school, symbolising the equal basis from which students can develop and project a positive image. By minimizing the impact of the different socioeconomic backgrounds from which students come, students are given the opportunity to be valued for what they do and say, not their appearance.

The Uniform has been designed for comfort and durability in our tropical conditions and it is priced to meet the needs of the community.

UNIFORM REQUIREMENTS

All compulsory uniform requirements are available for purchase through the front office (with the exception of long pants and shoes) and parents are able to use the $150 Back to School Voucher to purchase them, in Term 1 only.

Compulsory Uniform Components

Students will be expected to wear a shirt and shorts/skorts/skirt/long pants OR a dress, hat and footwear as follows:

Shirts: [unisex] Green polo shirt with ribbed collar and sleeve bands – poly/cotton
[unisex] Green sports polo with yellow collar and side panels - polyester

Shorts: [unisex] Green with zip pocket – poly/cotton

Skorts: [girls] Green

Skirts: [girls] Plain green pleated sports skirt (available from retail stores not available from the front office)

Dresses: [girls] School Tartan, available from the front office.

Long Pants: [unisex] Plain Green, without pictures, patterns or edgings. No denim.

Hats: The school's bucket or wide-brimmed hats are available from the front office although any hat that sufficiently shades the head and face is acceptable (does not include visors or beanies). In keeping with the Anula School Sun Safe Policy students are unable to play outside the covered areas unless they are wearing a suitable hat.

Shoes: Sandals (with a back strap), runners or leather 'school shoes' with no high heels. Thongs or backless shoes are not acceptable for school wear and runners/sports shoes should be worn for all physical education/sports sessions.

SCHOOL UNIFORM MANAGEMENT / ENFORCEMENT

The school uniform must be worn fully and correctly at all times. A child not in full uniform will be reminded by staff. If more than 3 reminders a term are given to a child, the parents will be contacted by a senior staff member to discuss the matter and negotiate appropriate consequences.

It is expected that parents will fully support the Uniform Policy and have children dress as ambassadors of our school. Parents unsure of the expected standard should contact the principal for any clarification.

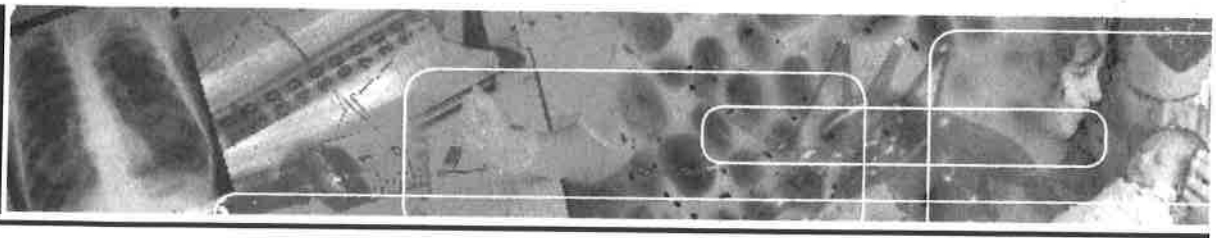
EXCEPTIONAL CIRCUMSTANCES

The school understands that there may be exceptional circumstances where students are unable to comply with the School Uniform Policy including students who have recently arrived at the school. In all of these situations parents are requested to contact the school to discuss their needs with senior staff in order to negotiate a mutually acceptable outcome.

The school does hold a limited supply of uniforms to lend students in emergency situations. The school requests that when these are supplied to students that families launder them and return them to the school promptly.

SECOND HAND UNIFORMS

Second hand uniforms that are handed back to the school are available for students in exceptional circumstances (see above) and are used in emergency situations. When parents request second hand uniforms they will be issued and parents will be asked for a donation.



Centre for Disease Control

December 2015

Melioidosis

What is melioidosis?

Melioidosis is a disease caused by bacteria known as *Burkholderia pseudomallei*. The bacteria live below the soil's surface during the dry season but after heavy rainfall are found in surface water and mud and may become airborne.

How is it spread?

The bacteria that causes melioidosis usually enters the body via cuts and sores in the skin or via inhalation of dust or droplets and very rarely by ingestion of contaminated water.

The disease has been found among some domestic and farm animals. Melioidosis does not usually spread from one person to another or from animals to humans.

Where does melioidosis usually occur?

Melioidosis is found in tropical areas throughout the world, particularly in South East Asia and northern Australia.

In Australia cases typically occur in the Top End of the Northern Territory (NT) and in far north Queensland and the Kimberley region of Western Australia. Cases have been found in the NT occasionally as far south as the Tennant Creek region.

What are the symptoms?

The symptoms of melioidosis depend on the site of the infection and this can vary. Often it starts as a chest infection with shortness of breath, productive cough and fever. Other possible presentations include fever with headache and confusion, or pain and/or difficulty passing urine. People can become ill from 1 to 21 days after being infected and the onset of symptoms may be sudden or gradual. The infection can be fatal and melioidosis requires urgent medical attention and treatment with specific antibiotics.

In some cases the illness may come on much more slowly with weight loss, intermittent fever, chest pain and a cough. Some people may present with skin ulcers, boils or joint or bone infections.

There have also been cases where the disease has caused illness many years after the initial infection. In these cases, the bacteria have been carried by the person and have become active due to a weakening of the immune system.

The diagnosis of melioidosis is made by growing the bacteria with laboratory testing of blood, sputum, urine or a swab from an abscess or non-healing ulcer.

Who is at risk?

People most at risk are those with conditions such as diabetes, heavy alcohol consumption, kidney disease, lung disease, and cancer and those on immunosuppressive therapy including steroids.

Healthy people can also get the disease if they work in muddy soil without good hand and foot protection. Children are at a lower risk for acquiring melioidosis compared with adults. However, it is still possible for children to acquire melioidosis during the wet season, particularly those with chronic diseases or weakened immune systems.

What is the treatment?

All patients should be admitted to hospital initially. They are treated with antibiotics, which usually have to be continued for at least 3 months. If treatment is started early, recovery is usually complete. It is important to complete all antibiotics to prevent a relapse.

How can melioidosis be prevented?

There is currently no vaccine against melioidosis. Therefore preventive measures are the key to avoiding infection. People with past melioidosis can be infected again after new exposure.

Waterproof shoes or boots will protect your feet when you walk in wet soil where there is pooled water or you work in muddy conditions, for example, when gardening or working in excavations. Open footwear such as sandals are not very good protection. Protective gloves should be worn when handling soil, particularly during the wet season.

Wounds should be promptly and thoroughly washed clean and covered.

If necessary, use pumping equipment to control water ingress when working in excavations.

Due to the potential for aerosolisation (airborne droplets) of *Burkholderia pseudomallei* people with risk factors such as diabetes, heavy alcohol consumption, kidney disease, lung disease and cancer and those on immunosuppressive therapy should stay indoors during periods of heavy wind and rain in the Top End. People using high pressure hoses around soil should cover their mouths and noses with a mask to avoid inhalation of bacteria.

Children should avoid playing in muddy areas, wet sandpits or places where water has pooled in grassy areas or where grassed areas are boggy. Sandpits which are dry or dry enough to comfortably play in are also low risk.

These preventative measures are most important if you have any of the following conditions:

- Diabetes
- Heavy alcohol consumption (>20 standard drinks a week or binge drinking)
- Kidney disease
- Lung disease
- Cancer
- Receiving immunosuppressive therapy, including steroids
- Cuts or sores in your skin, particularly on the hands and feet.

For more information contact the CDC in your region

Alice Springs	8951 7540
Darwin	8922 8044
Katherine	8973 9049
Nhulunbuy	8987 0357
Tennant Creek	8962 4259

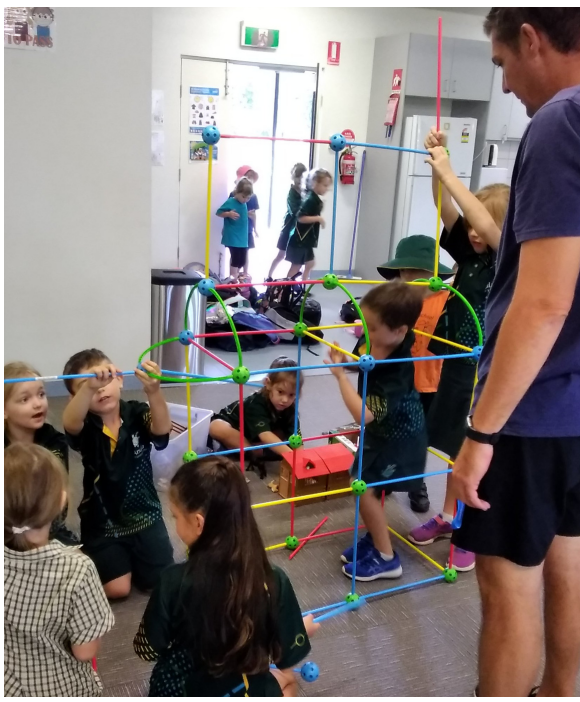
or

www.nt.gov.au/health/cdc

Anula Primary School

child Anula OSHC

After School Care



Our service offers the Anula community After School Care and Vacation Care from Pre-School to Grade 6.

Our environment allows children to create their own safe play spaces while developing a strong sense of belonging and identity; encouraging friendships and sharing. Through play and allocation of tasks educators are able to strengthen and develop the child, bringing out the best in all of their abilities.

After School Care | 2.30 - 6pm M-F | $30/day
Vacation Care | 7am - 6pm M-F | $70/day (ex. 23 Dec - 5 Jan)
Public Holidays | Closed

Area 10 (next to Art Room) | Anula Primary School
73 Yanyula Drive, Anula NT

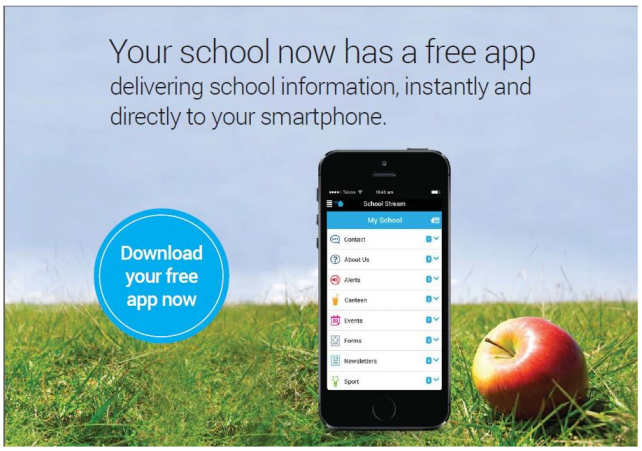
anula.oshc@childaustralia.org.au

08 8997 7515 | 0450 463 620

@anulaoshc

Anula OSHC is managed as a partnership between Anula Primary School and Child Australia.

SCHOOL STREAM APP



DOWNLOAD THE SCHOOL STREAM APP ONTO YOUR DEVICE NOW!!

TO KEEP UP TO DATE WITH WHAT IS HAPPENING AT ANULA PRIMARY SCHOOL!!

- INFORMATION
- EVENTS
- NEWSLETTERS
- CANTEEN MENU

THESE ARE SOME OF THE THINGS AVAILABLE ON OUR SCHOOL APP

KIDS HELP DOWNLOAD THIS APP ON MUM AND DADS PHONE

4 year old Development Assessment includes making appointments with:

School Dental Nurse: 8922 6466
NT Hearing Service: 8922 7110
Bulk Billing Optometrist
Child's Development Assessment at GP or with Child Health Nurse
Immunisation Record