

# Orientation for Families Policy

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Being flexible and sensitive to each family and their children will assist to make the orientation process a positive experience. The Principal along with the Teachers will consider the individual needs of children and families at this time as well as any previous experiences that the family may have had with other children's Schools.

To enable children to feel safe & secure and to set the foundations for a trusting partnership we feel that it is necessary for the family to attend orientation visits.

When planning an orientation process for a family the following factors may be considered:

- The cultural and/or linguistic background for families from non-English speaking backgrounds (external support may be required)
- The family's needs in relation to work or other commitments
- The family's previous knowledge or experience of other children's Schools as well as our own
- Any additional needs of the child and/or their family
- The child's age

The 2-3, 3-6 year olds are encouraged to attend the School for an orientation Welcome Morning tea for approximately 1 ½ hours at the beginning of the year they start. Once your child has commenced the intake will be staggered in all rooms. Parents will be notified of all dates at your own orientation evening the year before your child starts.

The 6-9 year olds at Nth Head are encouraged to attend the School for orientation for an hour before they start at the beginning of the year. This day will be only for transitioning students. This date will be advised by the school office. If the student is transitioning during the year a time and date will be made in consultation with the class Teachers.

Additional information such as allergies, food intolerances, food preferences, special needs, court orders etc. will also be discussed and documented between the relevant Teachers that will be caring for the child, the family and the Nominated Supervisor, during orientation visits.

To facilitate opportunities for successful information exchange between the School and families the School offers a number of strategies to support the orientation process these include:

- Holding orientation evenings
- One-on-one meetings with families during the orientation process to exchange information
- Inviting families to visit the School and participate in the program at a time mutually suitable to both parties before the child starts at the School

The School's objective is to ensure that orientation programs are successful in meeting individual needs of children and families. Orientation is available at any time throughout the year.

A few points that we are mindful of for the Nth Balgowlah Campus:

- The parent must remain present to enable the School to stay within its licensed staff/child ratio.

Families who are enrolling their child for the first time will be sent the Parent Information Handbook. Families should read this handbook so that their child is prepared for their first day at the School and to give them time to complete all relevant forms.

Parents should advise Teachers when they are greeted that it is their child’s first day at the School and the educator will introduce themselves and guide them through the sign-in/out process, check that all relevant forms and authorities have been signed and show them around the School.

- The School is committed to adjusting the orientation process to suit individual families and their needs.
- The School relies on information gathered from family input and surveys to review and assess our orientation experience for our new families.
- Teachers will assist both adults and children with the daily routine so that the School is a familiar place by the time the child’s first day arrives.
- Families are encouraged to ask any questions they may have.

An [Orientation Evaluation Form](#) will be provided to new parents to complete and return to the School. This will allow Teachers to reflect upon the orientation process and gain ideas to better provide for individuals and meet needs, interests and cultural beliefs/diversity.

**Families can expect that:**

Management will:

- Provide all families with an enrolment package
- Maintain children’s enrolment records
- Ensure all required forms are completed and any relevant paperwork is sighted and copied
- Ensure any medical information included on the enrolment form is accompanied with relevant management plan (If applicable)
- All information is treated confidentially

Teachers will:

- Provide families with all relevant information about the educational program
- Develop relationships with each child and their families
- Consistently record child interactions, interest and needs according to the Early Years Learning Framework and National Quality Standards.

The School asks that families:

- Participate in parent/Educator meetings
- Provide the School with as much information about their child as possible
- Ensure all information about their child and family is up to date
- Provide feedback on the program and observations relating to their child

**Source**

- National Law and National Regulations
- National Quality Standards
- Being, Belonging, Becoming

<b>Policy Review Date</b>
<b>February 2017</b>
<b>New Logo Feb 2018</b>

# Orientation Evaluation Form



Presenter: \_\_\_\_\_ Date: \_\_\_\_\_

Topics to be rated. Please place a check mark in the boxes below your choice	Strongly Agree (5)	Agree (4)	Somewhat Agree (3)	Disagree (2)	Strongly Disagree (1)
The orientation session was clear and easy to understand					
The presenter explained about the pigeon holes /Pouches ,school newsletter, Noticeboard, Blackboard for communication					
The presenter discussed if all parents had received a copy of the current parent handbook and where the school policies where located for viewing as well as the school website address and school email contact details					
The presenter advised us about the class parents					
The presenter advised us about the members of the school management (board)					
Parent teacher conferences where explained					
Social events like annual fundraiser, end of Year Concert and information evening where explained					
Arrival and Departures times discussed-Sign in & Out at Nth Balgowlah only					
Before and after School Care discussed-Booking and payment-Both campuses					
Absentees –Forms to complete and notification to school discussed both sick, leave and Authorization and consent of parents. forms					
Car parking discussed –Both Campuses					
Allergies food where discussed (Lunches)					

**QA 6 Orientation for Families & Evaluation Form**

Excursions and the procedure was discussed					
Sickness at school and the procedure to follow as well as vaccine preventable diseases.					
The orientation was organized and the presenter was able to answer all questions					

	Excellent (5)	Very Good (4)	Met My Expectations (3)	Needs Improvement (2)	Unacceptable (1)
Overall Rating					

Comments: \_\_\_\_\_

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