Partnership with families
12th October to 16th October 2020

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* comparing the way we develop and implement our curriculum against the Government’s exceeding measures in these areas. If you’d like more information about the practices required to achieve exceeding please let me know
* reviewing our Educator and ManagementPolicy.A Summary follows:

**Educator and Management Policy**

Contains:

* Code of Conduct which we covered in Week 21 2020
* Procedures if staff wish to babysit outside work hours
* Management responsibilities
* Procedures for managing visitors
* Communication procedures including procedures for meetings
* Performance development and performance management guidelines
* Work health and safety issues – bullying, harassment and discrimination, stress management
* Orientation procedures for new or returning staff
* Procedures for managing students and volunteers.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it.

We value any feedback you may have.

Nominated Supervisor