



# DURACK SCHOOL

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## Durack Preschool Confidentiality Agreement

At Durack Preschool staff regularly collect and document children's development by observing and recording their activity and interactions. These observations are recorded in a variety of ways, including the child's individual portfolio.

At Durack Preschool we believe that the portfolio is a great way to share information with families about their child's progress. We believe that having these accessible by parents assists families as they are able to see evidence of their child's development. This often leads to conversations with staff regarding children's needs, interests and achievements.

The children themselves are very proud of what is placed in their portfolios and enjoy sharing them with parents.

**However, parents need to be aware that it is a very important confidentiality issue that they are ONLY TO VIEW THEIR OWN CHILD'S PORTFOLIO.**

Portfolios may be accessed within the Preschool at any time however must not be removed from the classroom. Portfolios will be given to parents to keep as a record of their child's time at Preschool at the end of the school year, or when a student is leaving Durack Preschool.

As an acknowledgement of the above mentioned request we thank you in advance for signing below to indicate your understanding of the importance of maintaining confidentiality in relation to viewing of student portfolios at Durack Preschool. Return of this completed form is required before Portfolios will be made accessible to parents in the classroom.

I \_\_\_\_\_ (name) mother/father/guardian of

\_\_\_\_\_ (child's name) understand that I must

**ONLY VIEW MY OWN CHILD'S PORTFOLIO  
and that I must not view any other child's portfolio.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_