

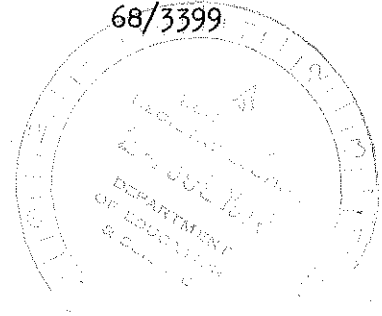
Please attach to file 68/3399 and return.

DEPARTMENT OF EDUCATION AND SCIENCE

DS:MPH

R/S.

68/3399



MR. GRAF:

Kootara Cres. Pre-School

Maintenance & Minor New Works

The Secretary of the above pre-school Parents' Association has requested a number of repairs and new works to be carried out, these items have been investigated and are listed below for action to be taken.

2. The boundary fence which was inspected by myself on the 24th August, 1970, will be replaced with cyclone mesh fencing and is on the 1972/73 work programme amount allowed \$1040.00. F49

3. The wooden play ladder installed in the tan bark area is weathered to such an extent that the rungs are cracked and splintering causing a danger to the children. This needs to be removed and replaced with a similar piece of equipment.

4. The concrete stands (6) in front of the toilet bowels have outdated their usefulness and need removing, on removal the floor being repaired and vinyl or semiglazed tiles laid on these floors to overcome the slippery nature of the existing surface.

5. Remove the wooden seats from the anteroom of one toilet as has been done in the other so this unused space can be put to a purposeful use.

6. Repair the patio where the surface is broken away and repaint to match the existing colour.

7. The supply of portable notice boards for parents information was requested by the department in 1970 and those pre-schools in need were listed and would be supplied when the boards became available.

8. Repainting of the pre-school buildings, 8 moveable book trolleys and swing frame - there is \$1800.00 on the 1972/73 work programme for internal and external painting.

9. Extension of office facilities - some action should be taken to improve this position as this is a double centre and will have large enrolments for some time to come, it is suggested that

Letter to works 18/4/72 as F 77

Letter to works prepared 18/4/72 as F 18

Listed as 18/9/72

On 72/73 work programme \$1800

Letter to MNW works 18/9/72 as F 7b

MR A. SMITH

- ① Please refer items 3, 4, 5, 6, 7, 8 to works for estimates.
- ② Send a copy of MR Doyle's sketch of 9 with the request.
- ③ Advise Parents Assoc of above info in regard to folios 62-69.

15/8/72

Received 3-5-73 JMC

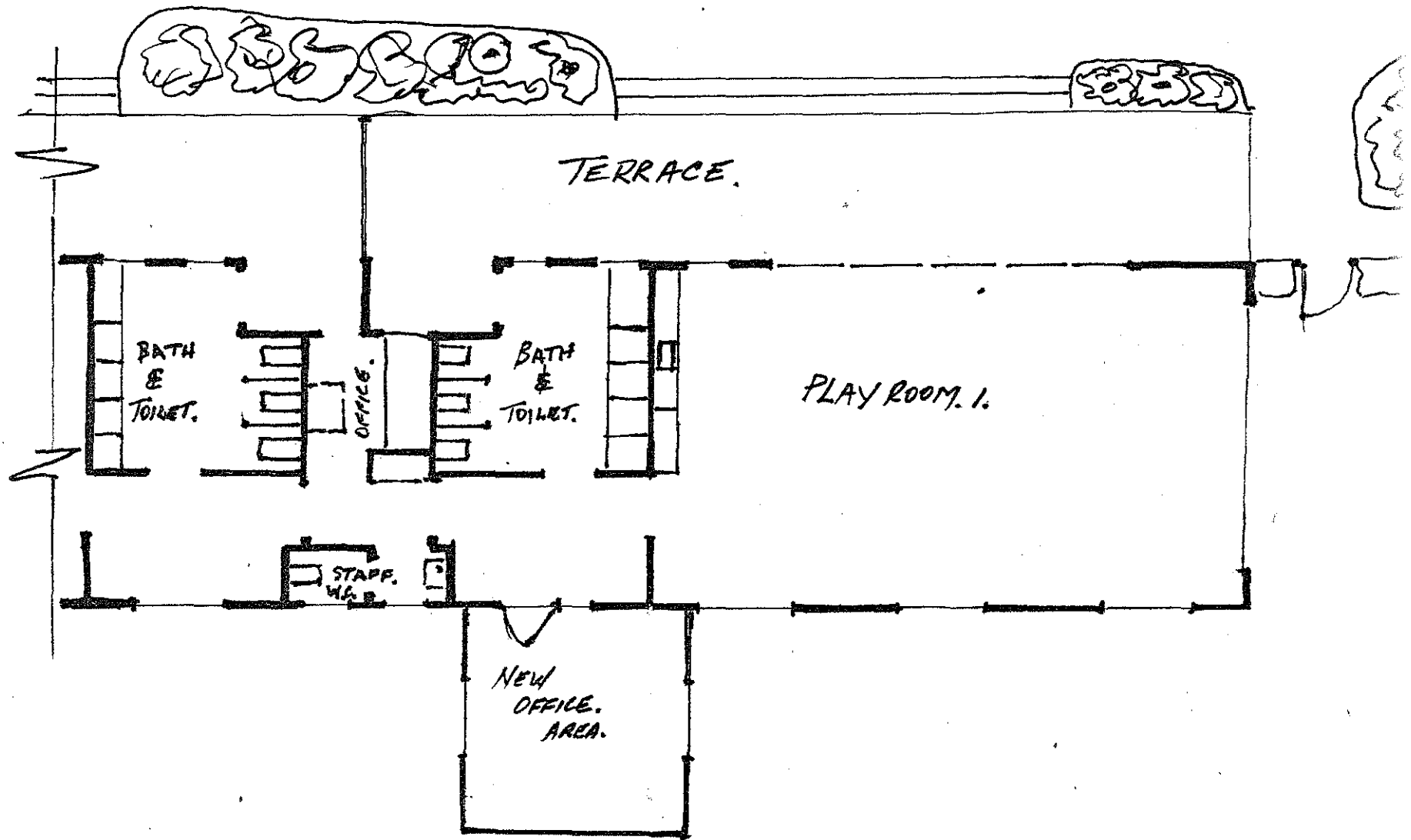
2.

a 12'0" x 12'0" office and interview room be constructed at the rear of the centre as indicated on the attached sketch for approval as the present office is only a corridor between the two bathrooms and is very congested and unsuitable for interviewing of mothers enrolling their children when there is more than one mother.

7th July 1972

Doug Styles
(D. Styles)

712



PROPOSED NEW OFFICE AREA

KOOTARA CRES. PRE. SCHOOL



DEPARTMENT OF EDUCATION AND SCIENCE

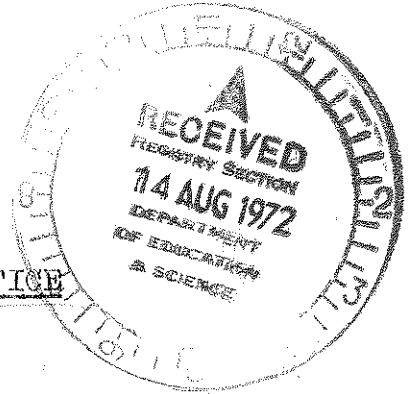
Narrabundah Kootara Cres. PRE-SCHOOL CENTRE

Kootara Cres., Narrabundah, 2604.

TELEPHONE No. 95,8022.

10th July, 1972.

The Secretary,
Department of Education
and Science,
P.O. Box 826,
CANBERRA CITY, A.C.T. 2601.



ATTENTION: PRE-SCHOOL OFFICE

Dear Sir,

Surfacing and marking parking area

We draw to your attention the rough state of the Pre-School parking area, some of which is not surfaced. In wet weather, the dirt area is so muddy as to be useless.

We therefore request

- (a) that the whole parking area be resurfaced;
- (b) that parking bays be marked out, preferably in two rows, one along the house fence and the other along the parkland boundary. This would leave a central access road, and not require so much of the area;
- (c) that the grass verge along the house fence be levelled, and preferably paved, to provide a safe footpath for the children.

*First seen today
15/8/72
[Signature]*

As there may be upwards of twenty cars in the parking area at any one time, with others leaving or arriving, and children and parents walking as well, the present state of the area is not conducive to safety. We would appreciate your immediate attention to this matter.

*Mr A. Smith
Please arrange for Mr Styles to investigate the above matters, and report ASAP. FMH.
Advise Parents Assoc of position.
Dorel F 87088
26/11/72 15/8/72*

Yours faithfully,

*(Mrs.) Jan Blank
Secretary*

*Report written 18/8/72
[Signature]*

Mrs Murray

ACTION OFFICER

Arumbo St, Massakunda

Pre-School

Massakunda

6.6.77

Mrs C. Murray

Pre-School Office

Pre-School Office

77/775

P/S 10/5

Dear Mrs Murray,

I would like to put in a request for the removal of the wading pool in the Pre-School playground. As the drains are continually blocking, it has become a health & safety hazard.

Yours sincerely
Dorrie Clark.

Mr. Clowry

see folio 204

Please investigate and obtain quote from D of C.

I don't think we can do it next year as we won't have any money for such things.

David 22/6/77

closed



COMMONWEALTH GOVERNMENT
DEPARTMENT OF CONSTRUCTION
AUSTRALIAN CAPITAL TERRITORY

SIRIUS BUILDING, FURZER STREET, PHILLIP, A.C.T. 2606

204
Telegrams • COMWORKS
Telex • AA 62022
Telephone • 81 9111
Our Reference
21531-7

Chief Education Officer,
A.C.T. Schools Authority,
CIVIC SQUARE, A.C.T. 2608

23 JUN 1976

*Look at Coes
(Annette H)*

MR SADLER
ACTION OFFICER
(Miss or New Works)

NARRABUNDAH PRE-SCHOOL - REMOVAL OF WADING POOL

Reference: Your April list 1977.

The preliminary estimate to carry out this work is \$450.

If further information is required please contact the District Manager
Fyshwick, phone 950435 ext. 30.

W. J. ...

(A.R. McINTYRE)
Director of Construction

*This work has been
completed by City
Maintenance. J. C. ...
27.9.77*

78/1184
A Reynolds
490377

14 JUN 1979

The Secretary and Manager
National Capital Development
Commission
P O Box 373
CANBERRA CITY ACT 2601

Attention: Mr D Patmore

\$1540000.00 NEW WORKS PROPOSAL
NARRABUNDAH EARLY CHILDHOOD CENTRE

This brief is to form the basis of the educational requirements for the programmed extension at Narrabundah Early Childhood Centre. Refer our memorandum 76/1620 21 February 1979.

The provision of the following facilities are similar to those constructed at Bannister Gardens Pre-School in the financial year 78/79 which incorporated an office, quiet room and extension to the playroom.

The enclosed site plan, sketch and itemised list of requirement have been prepared showing the proposed siting of the extension and the preferred layout of the rooms.

The proposal for the extension increases the total area by approximately $3 \frac{3}{4} \text{ m}^2$ to the recent modifications at Bannister Gardens. The increase in area has resulted from constraints imposed by the siting of the existing building and the preferred layout of the rooms. The room layout has been prepared to complement the intended usage of extension in line with the school curriculum.

The school has requested the tree adjacent to the proposed extension be retained, this request has been noted but has been given lower priority to that of the siting of the extension.

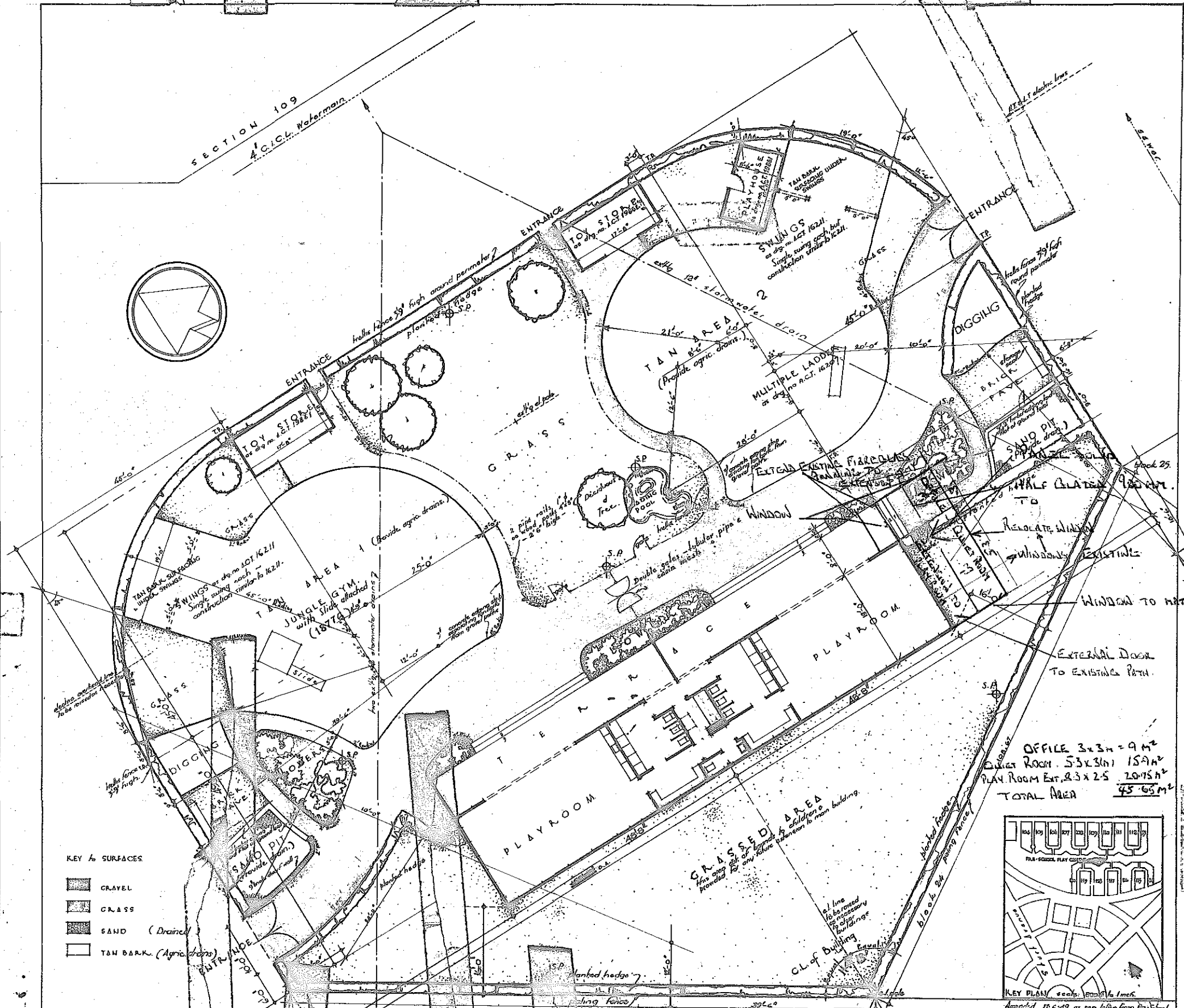
Your advice and comments would be greatly appreciated to ensure the implementation of this project.


A REYNOLDS
for CHIEF EDUCATION OFFICER

NARRABUNDAH EARLY CHILDHOOD CENTRE

- Playroom extension**
- GPO's 1000mm above floor level. Single outlets.
 - Lighting to suit the play activities
 - Floor covering - carpet
 - Windows - similar to existing
 - Pinboards - to maximum and 600mm above floor
 - Ceiling - acoustic
- Quiet Room**
- GPO - one (1) single unit - 1000mm above floor level
 - Lighting to suit story and language activities
 - Floor covering - carpet
 - Heating - Electric Fan assisted type
 - Ventilation - natural
 - Internal wall - glass for supervision purposes
 - Pinboard - to maximum - and 600mm above floor
 - Ceiling - acoustic
- Office**
- GPO - one (1) single
 - Lighting - to suit activity
 - Telephone - to be transferred from existing location
 - Heating - Electric Fan assisted type
 - Ventilation - natural
 - Floor covering - carpet
 - Internal wall - glass for supervision purposes - 900mm off the floor
 - Door - lockable
 - External window to have facilities for curtain track
 - Ceiling - acoustic
 - Pinboard 900 x 600mm with location close to telephone on the desk.

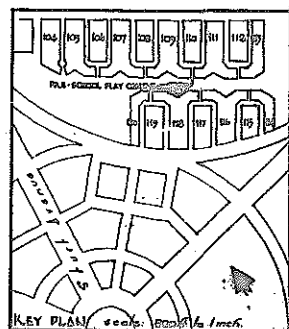
SECTION 109
A.C.I.C. Waterman.



KEY TO SURFACES

- GRAVEL
- GRASS
- SAND (Drained)
- TAN BARK (Agric. drains)

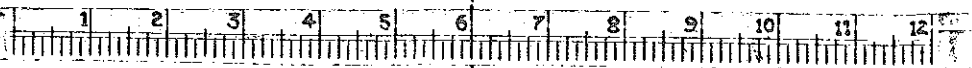
OFFICE 3x3m = 9m²
 PLAY ROOM 5.3x3.1m 15.9m²
 PLAY ROOM EXT. 2.3x2.5 2.0m²
 TOTAL AREA 45.65m²

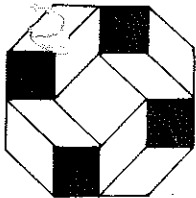


KEY PLAN scale: 1:1000
 Approved 17.6.49 as per letter from the Principal
 Officer of 15.6.49.

DEPARTMENT OF WORKS
 SANDS & R.
 DRAWN
 CHECKED
 SCALE: eight feet to one inch

NARRAUNDAH DEPARTMENTAL AREA E-SCHOOL PLAY





MINUTE PAPER

File Ref.:

To Director, Planning
Attention: Mr Reynolds

Date

19/6/79.

From

Anne Murray.

Telephone

Subject

EXTENSION NARRABUNDAH EARLY CHILDHOOD EDUCATION CENTRE

The proposed plans for the extensions to Narrabundah Early Childhood Education Centre would appear to be appropriate. However Mrs Caldwell is concerned as to the likelihood of the extension fitting in to the available space. It is agreed that any request for further alterations to the plan should not be proceeded with if the overall program would be put into jeopardy.

Anne Murray.

ANNE MURRAY
PRE-SCHOOL OFFICER

Mr. Reynolds,

*I have sited the plans
and documentations dated June 14,
and approve in principle.*

*Am.**20/6.*

NARRABUNDAH EARLY CHILDHOOD EDUCATION CENTRE

This article was written by Anne Murray, Pre-School Officer, Schools Office and staff at the centre.

Early in 1977, the Anembo Street, Narrabundah Pre-School was designated as an Australian Pre-School Association (APA) Centre. APA is a national, non-government organisation financed by the Commonwealth Government. One of its major functions is to supervise the Lady Gowrie Child Centres in State Capital cities.

The ACT Schools Authority approved the involvement of the APA in a co-operative program with the centre being administered by the Authority and receiving consultative professional support from APA.

THE CENTRE AND ITS RELATIONSHIPS TO THE COMMUNITY

The Canberra suburb Narrabundah serves a population of approximately 7,000 people and takes in some areas of low cost housing provided by the Australian Government for persons in need. It is within this low cost housing area, (some 483 pre-fabricated houses) that the Narrabundah Early Childhood Education Centre is situated. It has been functioning as a double unit pre-school since September 1951.

The Community comprises a large proportion of families in the following categories:

- single parent,
- both parents working,
- isolated families,
- families in social and economic distress,
- migrant families needing contact with the new cultural environment while keeping the connection with their inherited culture,
- itinerant caravan dwellers located in two caravan parks.

The population in the emergency housing can at times fluctuate with movement to new Government housing.

Many children from the above environments have language and behavioural problems, lack early stimulation and activation towards learning, have poor self concepts, some are under-nourished and neglected. The majority of children are within the special needs category for special place enrolment in ACT pre-schools.

It is because of the nature of this community that it is appropriate that the Narrabundah Early Childhood Education Centre program focuses upon the "Family and the Community" in establishing objectives. It aims to:

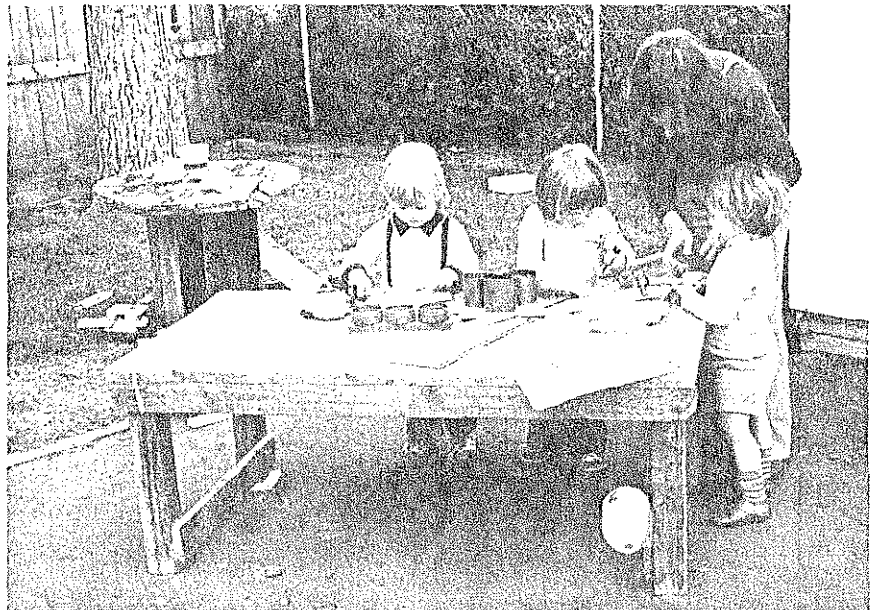


Photo by Kevyn Westbrook

- Integrate, co-ordinate and extend the existing support services which relate to the needs of families and young children in the suburb.
- Provide family support in health and child rearing practices in area of early childhood development.
- Provide opportunities for social experiences for isolated families in an educational environment.
- Provide continuity in transition of children from family to pre-school, pre-school to primary school.

The Centre's specific aims include:

- a) for children
 - opportunities and experiences to supplement those available in their homes.
 - opportunities to communicate and relate to peers and adults — enriching language development.
 - opportunities to use fine and gross muscles for promoting physical growth.
 - opportunities for sensory and manipulative experiences to encourage early cognitive growth.
 - opportunities to explore, gain confidence and independence.
- b) for parents
 - help and encouragement to parents in the role of parent-hood.
 - opportunities to learn more about their children and others.
 - opportunities for observing methods of handling children as employed by teacher working with the children.
 - opportunities for social contact with other parents thus lessening isolation and a break from their own home.

- learning opportunities relating to Early Childhood Development preparation of play materials for their children.

PROGRAMS

Priority is given to the enrolment of 4 year old children and sessional pre-school is provided for 45 four to five year old children for five ½ day sessions weekly.

The number of children in Narrabundah allows four year olds to be accommodated and there is still opportunity for other programs, which are as follows:

1. Extended day

This program was introduced at the beginning of Term 1 1978 — extension of one session weekly for one hour (lunch period) and during the term further extension made to meet the children's needs. These involved movement to school for half hour physical education program and lunch with Kindergarten children and one other session weekly when pre-school group integrate into Kindergarten classroom. The program continues to operate with emphasis on language and speech development.

12 children are involved in this program — providing continuity in transition from Pre-school to Kindergarten.

2. Child/Parent/Teacher Groups

In June 1977 two groups were initiated, catering for:

- 1) 15 three year old children. (Where the child was the youngest in a family with older siblings or the only child) with

NARRABUNDAH EARLY CHILDHOOD EDUCATION CENTRE

(Cont'd from p.7)

parent or minder in attendance each session.

- 2) 15 three year olds and their younger siblings with parent or minder in attendance one session per week.

Following the success of these sessions proposals for 1978 were accepted and are now operating as follows:

- 1) Continuation of group for children and parents who had attended in 1977-three year olds + young siblings + parent/minder.
- 2) Two new groups for children, and parents/minders. These three groups enrolling children 0-3+ years.
- 3) Extension program for three year old children attending above groups — parent/minder only attend on roster basis.

These Child/Parent/Teacher programs are providing valuable family support in health and child rearing practices and opportunities for social experiences for isolated families.

- 3. Parent get-together program,

which also involved any interested community residents.

This program is presented weekly with provision of care for children of participants.

A variety of programs and activities have been presented, generally subject areas suggested by parents.

- eg. ● talks and discussion of pre-school program
- role of parent and teacher
- Workshop — craft for children
- discussion groups presented through play reading
- guest speakers
 - diet and nutrition
 - role of social worker
 - psychologist — role within Child and Family Guidance Clinic
 - speech therapist — speech development
- films and discussion
- discipline

Research and Evaluation

Research and evaluation is being

carried out with the professional support of the APA Education Director.

The following areas are being evaluated:

- effects of extended day program on children,
- comparisons of verbal and social interaction patterns of children who attend Child/Parent/Teacher groups with or without a younger sibling,
- behavioural characteristics of children previously enrolled in Child/Parent/Teacher groups in 1977 who are currently enrolled in the Sessional Pre-school program.

It is hoped to use information from such evaluation to make future program plans for the Centre.

Staffing

The Centre is currently staffed by a teacher in charge, three additional teachers and a pre-school assistant. The Regional Pre-school Consultant is the Centre's co-ordinator.

CANBERRA'S EARLY SCHOOLS

(Cont'd from p. 1)

Wotherspoon had no course but to leave.

His successor was an Irishman named James Abernethy who remained at the school for seventeen years until it closed with the introduction of secular education in New South Wales in 1880. The building was restored by the National Capital Development Commission in 1969 and is now a tourist attraction.

Ginninderra's second school opened in 1862 at the request of William Davis, a prominent landowner. It was conducted by the Church of England at The Glebe, Ginninderra (now the suburb of Melba) and served the children at Weetangera as well as Ginninderra. A school was opened in 1870 at Parkwood, the property of Thomas Southwell, for the benefit of his children and grandchildren. Another school, this time at Weetangera, opened in April 1875 with Mr Ewan Cameron, the teacher. He was 35 and

had completed his own education at the age of 10, so he underwent a month's training in Yass to prepare himself for the position. He was paid £5 a month and 6d a week for each child he taught. The ages of Cameron's pupils ranged from four years to 18 but the older girls assisted in teaching the younger pupils.

A substantial stone school building with master's residence attached was erected by the NSW Department of Education in 1883 beside the road to Yass at Ginninderra. The building has been restored under the terms of a special lease and is open to the public.

Another school with master's residence attached was built by the Department at Tuggeranong in the 1880s and still stands on high ground overlooking the Monaro Highway.

At the time of the transfer of the district to the Commonwealth there were nine public schools in operation.

The first school to be built by the Federal Administration was Telopea

Park school in September 1923 to cater for the children of public servants transferred from Melbourne to Canberra.

(See also photostory, p4-5).

'EDUCATION A.C.T.'

'EDUCATION A.C.T.' was previously published by the Department of Education and is now published by the ACT Schools Office.

Inquiries about the publication can be made from the Community Relations Section, ACT Schools Office, Macarthur House, Lyneham ACT — phone 490-231.

Contributions are welcomed and may be forwarded to the editor at the above address.

Education ACT is printed by Canberra Publishing and Printing Co. Pty. Ltd.

78/1184
A Reynolds
490377

The Secretary and Manager
National Capital Development
Commission
PO Box 373
CANBERRA CITY ACT 2601

ATTENTION: MR D PATMORE

NARRABUNDAH EARLY CHILDHOOD CENTRE

Following our telephone conversation on 29 June, during which we discussed the intended usage of the proposed extensions in line with the school curriculum. I have sought additional information in support of the Schools Office Educational Brief 78/1184 14 June 1979, in the form of an article published in the Schools Authority Education ACT May-June 1979 edition which I have enclosed, page 7 refers.

The article covers the role the centre plays in the community in addition to that of a pre-school. One aspect not covered is the expansion of existing programs to cater for the envisaged increase in enrolments in the light of the Governments migrant policy to provide temporary housing for Indo-China refugees at Narrabundah.

The Schools Office request for the extensions at Narrabundah are considered necessary to ensure the service the centre provides to the community is ongoing.

A REYNOLDS
for CHIEF EDUCATION OFFICER

78/1184
Mrs. J. Reid
490393

26 MAR 1980

The Secretary and Manager,
National Capital Development Commission,
P.O. Box 373,
CANBERRA CITY. A.C.T. 2601.

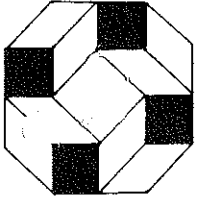
Attention : Mr. C. Shirley

\$15-40,000 MINOR NEW WORKS PROPOSALS
NARRABUNDAH EARLY CHILDHOOD CENTRE

It is proposed to include the above project in the 1980/81
\$15,000-\$40,000 Minor Works Program. This project was
briefed on 14 January 1979 and additional information and
justification was provided to the Commission on 4 July 1979. *f 221*

f 217
It would be appreciated if you could proceed with this
project as detailed in the above memoranda.


J. REID
for CHIEF EDUCATION OFFICER.



NOTE FOR FILE

(To be used for briefly recording discussions or other events which would be of interest to the reader of the file.)

File Ref: Date 5 June 1980
 Between and A Reynolds
 of of
 Telephone Telephone

Subject: Narrabundah N.E.C.E.C

The following members attended a meeting to discuss the location of the proposed extension to be considered in the 15 to 40,000 dollar M.N.W.'s program ^{with} for the 1980/81 financial year.

- In Attendance
- | | |
|----------------------|----------------|
| Mr J. Dunn | N.C.D.C. |
| Mr G. Scott Bohannan | " |
| Mrs R. Caldwell | Pre-School Ref |
| Mrs J. Reid | Schools Office |
| Mr A. Reynolds | " |

In the light of the redevelopment of the Narrabundah area the N.C.D.C. has requested this Office considers their proposal to locate the extension on the opposite end of the school building to that proposed in our memorandum 78/1184 dated 14 June 79.

The N.C.D.C. proposal is

1. Demolish the houses on lots 2 & 3 in Nimbin St. and provide ⁶⁰⁰⁰ parking facilities, entry and exit points for vehicles, landscaping, paths.
2. Modify, as necessary, the school fencing and pathways.
3. Possible enlargement of play area.

Preliminary sketch plans are to be prepared on a number of alternatives. They will be forwarded to this Office for our comment before the project proceeds.



National Capital Development Commission

220 Northbourne Ave., Canberra, A.C.T. P.O. Box 373 Canberra City 2601, Australia
 Telephone: 46 8211 Area Code: 062 Telegrams: Comdev Canberra Telex: 62673
 All correspondence to be addressed to The Secretary and Manager.

In reply please quote 79/442:I.Dunn:nb
 80/733

ATTENTION: MR G.I. WALL

The Chief Education Officer,
 ACT Schools Authority,
 MacArthur House,
LYNEHAM ACT 2602

TELOPEA PARK HIGH SCHOOL UPGRADING STAGE 1
NARRABUNDAH PRE-SCHOOL ALTERATIONS

Following discussions in your office on 28 July 1980 the Commission has decided to delay the above projects to meet the following timetable:

Telopea Park High School

Sketch Plans Submission	28 November 1980
Documentation Readiness	20 March 1981
Call Tenders	April 1981
Commence Construction	May 1981
Project Completion	January 1981

Narrabundah Pre-School

Sketch Plan Submission	7 November 1980
Documentation Readiness	30 January 1981
Call Tenders	February 1981
Commence Construction	March 1981
Project Completion	July 1981

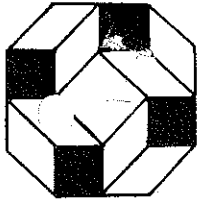
These amendments to the timetable are necessitated by the lack of manpower resources at the Department of Housing and Construction due to their current extraordinarily high workload. The Department is confident that these revised dates will be achieved.

Thank you for your co-operation in these matters.

Kevin Curtis
 K.J. CURTIS
SECRETARY AND MANAGER

30 July 1980

*Mr Reynolds
 for info
 2/8/80*



NOTE FOR FILE

(To be used for briefly recording discussions or other events which would be of interest to the reader of the file.)

File Ref.: Date 25 November 1980.
 Between and
 of of
 Telephone Telephone

SA35(4/80)

Subject: Nattabundah Pk. School
Extensions
Preliminary Sketch Plans.

A meeting was called by N.E.D.C. to discuss with this office the proposed alternative schemes for the car park siting and the location of the extension
 9:30 - 25 November 1980.

Members in attendance

- | | |
|------------------|--------------|
| Mr Scott-Balonna | } N.E.D.C. |
| Mr Rossiter | |
| Mr Patmore | |
| Mr Dunn | |
| Mr Van Brueker | |
| Mr Reynolds | } A.C.T.S.O. |

Drawing N^os CA 80/1243 and CA 80/1242
 Scheme 2 Scheme 1

The following matters were discussed:

1. Scheme 2, access and with 6 car spaces @ 60° with lay-by for pickup/drop down was accepted
2. The location as shown for the extension in scheme 1 was accepted
3. Paths to be provided
4. Fences to be provided except for existing 'high' fence.
5. Existing car park would be relinquished
6. Road way to be one way with signs.

The road works including the associated pathways and new fences will be provided at no cost to this office.

Final Sketch Plans to be forwarded for comment when available.



National Capital Development Commission

220 Northbourne Ave., Canberra, A.C.T. P.O. Box 373 Canberra City 2601, Australia
Telephone: 46 8211 Area Code: 062 Telegrams: Comdev Canberra Telex: 62673
All correspondence to be addressed to The Secretary and Manager.

In reply please quote: 80/733
I.D.:ve

The Chief Education Officer
ACT Schools Authority
MacArthur House
LYNEHAM ACT 2602

Attention: Mr C Van Breukelen

NARRABUNDAH EARLY CHILDHOOD CENTRE

We enclose for your perusal and comment one copy of the final Sketch Plans for the above project.

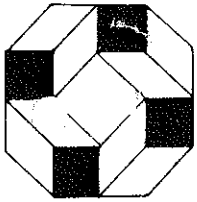
The plans have been examined within the Commission and we are satisfied that the requirements of the brief have been met. You will note that a further proposal for the access and carparking has been submitted; this too has been considered within the Commission but we are of the opinion that the scheme 2 as discussed and accepted at the meeting of 25 November 1980 would be the best solution in this situation.

Would you please examine these drawings and advise if any comments by 11 February 1981.

K.J. Curtis
K.J. CURTIS
SECRETARY AND MANAGER
KJC

Enclosure

Received 6/2/81
Mr Reynolds,
for your comments, if any, pls
6/2/81



NOTE FOR FILE

(To be used for briefly recording discussions or other events which would be of interest to the reader of the file.)

File Ref.: Date 11 February 1981
 Between Mrs B. Baldwin and A. Reynolds
 of Regional Pre-School Consultant of Projects Section
 Telephone Telephone

Subject: Narrabundah Early Childhood Education Centre
Final Sketch Plans

Mrs Baldwin requested the proposed access/carpark layout scheme 2 and 3 on behalf of the Pre-School Office.
Mrs Baldwin endorsed this office view for the acceptance of scheme 2 and requested the project proceed to the next stage.

A. Reynolds.