

Wood, Lauren

From: smartforms@act.gov.au  
 Sent: Thursday, 22 May 2025 4:12 PM  
 To: enrolmentapplications@act.gov.au; Charles Conder PS Enrolments; Admissions App Applications  
 Subject: [REDACTED] 2026, Preschool, Charles Conder Primary School And Tharwa Preschool [SEC=UNCLASSIFIED, DLM=Sensitive: Personal]  
 Attachments: [REDACTED]

# Application to enrol in an ACT Public School

Enrolment year: 2026

Reference code

[REDACTED]

Student ID

Family name

Given name

Middle name

Preferred name

Date of birth

Gender

Year level applying for

Preschool

ENTERED  
17/11/2025

Previous school

Adult 1 name

Adult 1 contact phone number

Adult 1 address

Contact email

Disability education

Participated in the 3 Year-Old Initiative

[REDACTED]

<b>Application for enrolment at school</b>	Charles Conder Primary School And Tharwa Preschool
<b>Dual enrolment</b>	[REDACTED]
<b>Preschool Program type</b>	[REDACTED]
<b>Siblings</b>	[REDACTED]
<b>PEA</b>	true
<b>IEUStudent</b>	[REDACTED]

For issues or questions relating to enrolment, please contact the Enrolments Policy team on 6205 5429.

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[REDACTED]



**ACT**  
Government

**Access  
Canberra.**

## Application to enrol in an ACT Public School - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Enrolment year	Date and time	Reference code
2026	22 May 2025 4:10:59 PM	

Thank you for choosing ACT public education. We have sent your application to the school you selected.

### Change of details

To change any details on your application, submit another application form. We will automatically delete your earlier application.

### When to expect an offer

If you submitted your application by 11:59pm 6 June 2025, a school will email you with an offer from as early as Monday 28 July 2025. If you do not get an email by Monday 4 August 2025, contact the school you applied to.

If you submitted your application after 12am (midnight) 6 June 2025, a school will email you when they have processed your application.

### If you applied for preschool

Your child is guaranteed a preschool place in 2026, but it may not be your preferred preschool. Some preschools are in high demand

### If you applied for kindergarten to year 12

You are guaranteed a place in your Priority Enrolment Area (PEA). If you applied to a school outside your PEA, you may not get offered a place there. If this happens, you will get an offer from a school within your PEA.

### What happens next

Find out how to:

- [accept an enrolment offer](#)
- [request a review or appeal of an enrolment decision](#)

### Contact us

Contact our Enrolment Helpline if you need help at any stage.

Email [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au)

Call [02 6205 5429](tel:0262055429)

[Education Directorate contact form](#)

Information provided in this application form is true and accurate, signed



Reference code:		Enrolment year:	2026
Student ID:		Previous school:	
Given name:		Middle name:	
Preferred name:		Family name:	
Date of birth:		Gender:	
Adult 1 name:		Adult 1 address:	
Adult 1 contact ph number:		Contact email:	
Disability education:		Participated in 3 Year-Old Initiative:	
Application for enrolment at school:	Charles Conder Primary School And Tharwa Preschool	Year level applying for:	Preschool
Dual enrolment:		Preschool Program type:	Universal Preschool Program only
Siblings		PEA:	true
IEU Student:			

## A. Enrolment information

### Your details

Enter the name that is legally correct, for example as it appears on your birth certificate or passport.

Given name\*

Family name\*

Email address\*

Your relationship to the child you're enrolling\*

Parent (mother/father)

Other

What year do you want the child to start at this school?\*

2025

2026

Child's date of birth \*

Day	Month	Year
<input type="text"/>		

What school year level are you enrolling the child in?\*

Which statement is true for this child?\*

At some point in this child's schooling, they have been enrolled in an ACT public school, home educated (home schooled) in the ACT or have had a student ID issued by our International Education Unit

This child has only ever been enrolled in an ACT non-government school

This child has never been enrolled in an ACT school

## B. Student information

Enter the name that is legally correct, usually the one on a birth certificate.

Child's given name\*

Child's family name\*

Child's middle name

Preferred name (for example, if their given name is Jonathan but they prefer to be called Jon)

Child's gender\*

Is the child one of a multiple birth (for example, one of twins or triplets)?\*

Yes

No

## Student access and carer responsibility

Unless changed by a court order, both parents share parental responsibility for a child.  
Are there any court orders that change parental responsibility for the child?\*

Yes

No

Does the child have carer responsibilities?\*

Yes

No

### 3 Year-Old Initiative

The 3 year-old initiative is a targeted offering that is separate to the three-year-old preschool program. Families currently accessing the three-year-old preschool program do not require a reference code and can select 'No' for this question.

Did your child take part in the Quality Early Childhood Education for 3-year-olds initiative?\*

Yes

No

### Early education and care prior to school

We need the following information to:

- improve our understanding of your child's experience and needs
- develop early childhood and intervention policies.

In the 2 years prior to starting school, has the child attended any of the following care services?

Long day care\*

Yes

No

Family day care\*

Yes

No

Informal care (e.g. grandparent, nanny, other person)\*

Yes

No

Approximate number of hours per week\*



Other (any other form of non-parental child care e.g. preschool that was not part of a day care program, Playschool, Playgroup, occasional care, CCCares etc)\*

Yes

No

## C. Student demographic details

Does the child identify as an Aboriginal or Torres Strait Islander person?\*

Which country was the child born in?\*

Which language did the child grow up speaking from birth?\*

Which language does the child mainly speak at home? (If more than one language, enter the one that is spoken most often.)\*

Does the child speak a second language at home?\*

Yes

No

Has the child ever been enrolled in an Australian school? (kindergarten to year 12, not including preschool)\*

Yes

No

Is any parent, carer or guardian of this child a member, or former member, of the Australian Defence Force?\*

Yes

No

Child's citizenship or visa status\*



Child's religion



## D. Address and family information

You can have 2 addresses for a child, plus an emergency contact. You can add the emergency contact later in this form. You can have up to 2 adults linked to each address.

If the child lives at more than one address, select Add Address to add a second one.

### Address 1

#### Residential address

We work out your Priority Enrolment Area (PEA) or NSW Pathway School based on this address.

You can only apply if your child lives in the ACT or nearby NSW. If you are moving to the region, wait until you have proof of your address before you apply.

Start typing your address and select from the list that appears.

If you enter an address manually, we may check the PEA for that address before making an enrolment offer.

Start typing your address and select from the list that appears\*

Does the child live at this address?\*

Yes

No

**Postal address** Same as residential address**Details of adults who live at this address**

Please provide the details of the adults who live at this address:

**Adult 1**

Enter the name that is legally correct, usually the one on a birth certificate.

Title

Adult given name\*

Adult family name\*

--	--	--

Gender\*

		▼
--	--	---

Preferred name

--

Relationship to the child\*

		▼
--	--	---

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

--

--

--	--

Provide at least one email address: \*

Personal email

--	--

Work email

--

 This adult does not have an email address

The school will use the preferred email address when contacting you.

Does this adult identify as an Aboriginal or Torres Strait Islander person? (optional to answer)

	Page 10 of 24 ▼
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**We need the following information as part of our national reporting obligations. Your answers will not affect your application.**

Complete this section as much as you can. The school and the ACT Government use this information for a number of reasons, including allocation of school funding and national performance benchmarking.

Which country was this adult born in?\*

--	--

Does this adult speak a language other than English at home?\*

Yes

No

Prefer not to say

Does this adult require an interpreter or translation services?\*

Yes

No

What is the highest year level this adult completed in school? If they did not go to school, choose Year 9 or equivalent or below.\*

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Prefer not to say

What is the highest level of education this adult has completed?\*

- Bachelor degree or above
- Diploma or Advanced diploma
- Certificate I to IV (including trade certificate)
- School
- Prefer not to say

Which group best describes this adult's job? If they are not working now but had a job in the past 12 months, use their last job.\*

- Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals.
- Group 2: Other business managers, arts/media/sportspersons and associate professionals.
- Group 3: Tradespeople, clerks and skilled office, sales and service staff.
- Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.
- Group 8: Not in paid work in last 12 months.
- Group 9: I don't know or prefer not to say

## Adult 2

Enter the name that is legally correct, usually the one on a birth certificate.

Title                      Adult given name\*                      Adult family name\*

--	--	--

Gender\*

--	--

Preferred name

--

Relationship to the child\*

--	--

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

Provide at least one email address: \*

Personal email

Work email

This adult does not have an email address

The school will use the preferred email address when contacting you.

Does this adult identify as an Aboriginal or Torres Strait Islander person? (optional to answer)

**We need the following information as part of our national reporting obligations. Your answers will not affect your application.**

Complete this section as much as you can. The school and the ACT Government use this information for a number of reasons, including allocation of school funding and national performance benchmarking.

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- Year 10 or equivalent
- Year 9 or equivalent or below
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- Group 8: Not in paid work in last 12 months.
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## E. School information

**Most recent school or early education and care service**

The child has not yet attended a school or service

Name of school or early childhood service\*

Country\*

State\*

Year enrolled  
(yyyy)

Year they left  
or will be  
leaving (yyyy)

### New school

Which program are you applying for?\*

Select your preferred preschool.

This school will receive your application. We are unable to consider any second or third preferences.

**You can nominate your preferred preschool session after you get an enrolment offer.**

You are guaranteed a place at a public preschool. Usually this is your preferred preschool or a preschool in your PEA but not always. Read about [applying to 4-year-old preschool](#).

You can choose a school in your Priority Enrolment Area (PEA) or outside your area.

Schools in your Priority Enrolment Area\*

Applications are prioritised based on preschool enrolment criteria. Provide any information that may help us prioritise your application.

Read more about [enrolment criteria for 4-year-old preschool](#).

Are there any individual circumstances based on student wellbeing that we need to consider when assessing your application?\*

Yes

No

I understand that the Education Directorate does not guarantee this child a place at my preferred or nearest preschool. The child could be offered a place outside my local area.\*

Does the child have a sibling who will be attending the school at the same time? \*

Yes

No

## F. Emergency contact

### Emergency contact home address

We need the details of an additional adult to contact in an emergency, if we are unable to contact the parents or carers. They should live in the ACT area, in case the child needs to be collected from school.

If you do not have an emergency contact who lives locally, give the details of another adult. Let the school know as soon as you have a contact who lives locally.

Let your emergency contact know we will share their details with the school.

Start typing your address and select from the list that appears\*

### Emergency contact postal address

Same as above

### Adults living at this address

Provide details of the adults who live at this address:

#### Adult 1

Enter the name that is legally correct, usually the one on a birth certificate.

Title	Adult given name*	Adult family name*
-------	-------------------	--------------------

--	--	--

Relationship to student\*

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

Provide at least one email address: \*

Personal email

Work email

 This adult does not have an email address

The school will use the preferred email address when contacting you.

## G. Contacts for emergencies and school messages

### Contact priority

This allows you to choose who we contact first and the order in which we contact other adults, including in an emergency. Adults with contact priority 1 will be notified if the child is not at school. You can choose more than one adult to be a contact priority 1.

### Authorisation

This allows you to indicate which adults can consent to medical treatment for the child, collect them from school and authorise an educator to take the child on excursions. This is a requirement of the Education and Care Services National Regulations.

### Correspondence

This allows you to indicate which adults should receive school news, school reports and absence notifications.

### Contact 1

Name

Relationship to child

Contact priority\*

**Parental responsibility**

Does this adult have parental responsibility for the child?\*

Yes

No

**Authorisation**

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

**Correspondence**

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

**Contact 2**

Name

Relationship to child

Contact priority\*

**Parental responsibility**

Does this adult have parental responsibility for the child?\*

Yes

No

**Authorisation**

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

**Correspondence**

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

**Contact 3**

Name

[Redacted] [Text input field]

Relationship to child

[Redacted] [Text input field]

Contact priority\*

[Redacted] [Text input field]

**Parental responsibility**

Does this adult have parental responsibility for the child?\*

Yes

No

**Authorisation**

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

### Correspondence

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

## H. Child's medical information

You must let the school know about any allergies or medical conditions your child has before they start school.

Does your child have any health care needs, conditions or allergies?\*

Yes

No

## I. Permissions

### Computer network and internet

#### ICT skills in schools

The Australian Curriculum requires students to learn ICT (Information and Communication Technology) skills. We believe ICT is essential for a high-quality education and recommend that parents and carers allow their child to use all available ICT services.

#### ICT services provided

Students have safe access to tools like G Suite for Education, Microsoft Office 365, Adobe Creative Cloud and the internet through our SchoolsNET network. To create accounts, Google, Microsoft and Adobe need some personal information, like given and family names. This information is stored outside the ACT Government. Without these accounts, we cannot effectively teach the Australian Curriculum.

## Privacy and data use

The information given to Microsoft, Google, and Adobe is only used to provide their services. They do not use student data for advertising. Any student data they hold is subject to Australian laws and will only be disclosed if directed by the ACT Government or required by law.

### More Information

For more details on our privacy arrangements and acceptable use policies, refer to:

- [Communities Online: Acceptable use of ICT - Parents and Students Policy](#)
- [Office 365 Student Privacy Information](#)
- [G Suite for Education Student Privacy Information](#)
- [Adobe Privacy Policy](#)

### Territory Privacy Principles (TPPs)

The TPPs explain:

- how you can access personal information the Directorate holds about your child
- how to complain about a breach of the TPPs
- that educational apps like Google, Microsoft and Adobe may receive your child's name and email and data may be sent internationally.

I understand and agree to this child, while enrolled in an ACT public school, being taught with ICT, learning to use ICT and learning while using ICT.\*

Yes

No

I agree to the ACT Government sharing personal information, including the child's name, with Microsoft, Google, Adobe and other approved apps so the child can use the Directorate's ICT tools and services.\*

Yes

No

Many ACT public schools use additional third-party educational tools that may require students' personal information to access. Before allowing the student to use these tools, the school will request your consent to give this information to the tool providers.

I have read and understood the documents listed above and understand that I must help this child meet their responsibilities under the [Communities Online: Acceptable use of ICT - Parents and Students Policy](#).\*

## Photographs and recordings

The ACT Government and schools sometimes use photos and videos of students to promote public education. These may appear in school or government:

- corporate publications, like annual reports
- websites
- newsletters
- social media.

You can update your preferences with the school if needed.

I agree to the school and ACT Government using photos and videos of my child to promote public education. \*

Yes

No

I agree to the media using photos and videos of my child. The media includes newspapers, magazines, television, radio and their social media channels.\*

Yes

No

I agree to this student's work being published on the school and Directorate websites and social media channels.\*

Yes

No

I agree to this child's name being used in school newsletters, websites and media articles about my child's work and success.\*

Yes

No

I agree to the school sharing my child's name and student number with the school photographer. If you answer No, the child will not get a class photo.\*

Yes

No

To change this information at any time, contact the child's school.

**Australian Early Development Census (AEDC)**

We will provide the Australian Government with information collected in this form to pre-populate the Australian Early Childhood Development census survey. This includes the child's name, date of birth, address, gender, country of birth, language spoken at home and whether they identify as Aboriginal or Torres Strait Islander. More information is on the [AEDC website](#).

I agree to the Education Directorate collecting personal and sensitive information as defined in the *Information Privacy Act 2014*, including racial or ethnic origin, for the purpose of enrolment and participation in the AEDC census.\*

 Yes

 No

## J. General consent of person with parental responsibility for this child

Warning: Make sure the information you provide is accurate. It's illegal to give false information.

The name below is autofilled from Section A. If it's wrong, go back to Section A and correct it.

I, (name)\*

Agree to my child joining school activities approved by the principal. This includes all activities while they are enrolled, unless I say otherwise in writing. If I do not have parental responsibility, I will provide proof to the school on why I am enrolling this child.

This consent covers local excursions, usually walking or bike-riding. For other trips, the school will ask for your specific consent.

In an emergency, or if my child needs medical treatment, I allow the school to give first aid or follow the emergency treatment plan. If the school can't reach me, I allow the school to arrange necessary medical or surgical treatment.

 I understand that by clicking 'Submit', I agree to these conditions for enrolling in an ACT public school.\*

Do other adults with parental responsibility know about and agree to this application?\*

 Yes

 No

 Not applicable

If parents or carers disagree about this application, they need to resolve their issues. If the child is already enrolled, they will stay at the current school until both parents agree or a legal document, such as a court order, gives direction.

The information I provided is true. I know that if it's false or misleading, any decision made from this application can be changed.\*

I understand that giving false or misleading information is a crime under the *Criminal Code 2002* and can lead to penalties.\*

January			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

February			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

March			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

April			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

May			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

June			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

July			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

August			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

September			
Row Labels	Count of external	Count of internal	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

October			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

November			
Row Labels	Count of internal	Count of external	Sum of duration (minutes)
(blank)			
(blank)			
<b>Grand Total</b>			

Call Log May

Date	Responding to	Check one		Time	Name	Subject	Action	Check		duration (minutes)
		internal	external					Enquiry Type		
[Redacted]										



Date	Responding to	internal	external	Time	Name	Subject	Action	Enquiry Type	duration (minutes)	
22/05/2025	phone	x		11:36am	Theresa preschool		Resolved	Preschool		
[Redacted]										

9962 732

Wood, Lauren

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**Attachments:** [REDACTED]-2026-Preschool-CONP-5DZJJJ64.xml; [REDACTED] 2026-Preschool-CONP-5DZJJJ64.pdf

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Enrolment year: 2026

Reference code  
 Student ID  
 Family name  
 Given name  
 Middle name  
 Preferred name  
 Date of birth  
 Gender  
 Year level applying for  
 Previous school  
 Adult 1 name  
 Adult 1 contact phone number  
 Adult 1 address  
 Contact email  
 Disability education  
 Participated in the 3 Year-Old Initiative

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ENTERED

17/11/2025

**Application for enrolment at school**

Charles Conder Primary School And Tharwa Preschool

**Dual enrolment**



**Preschool Program type**

**Siblings**

**PEA**

**IEUStudent**



For issues or questions relating to enrolment, please contact the Enrolments Policy team on 6205 5429.

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**ACT**  
Government

**Access  
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## Application to enrol in an ACT Public School - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Enrolment year	Date and time	Reference code
2026	22 May 2025 4:10:59 PM	

Thank you for choosing ACT public education. We have sent your application to the school you selected.

### Change of details

To change any details on your application, submit another application form. We will automatically delete your earlier application.

### When to expect an offer

If you submitted your application by 11:59pm 6 June 2025, a school will email you with an offer from as early as Monday 28 July 2025. If you do not get an email by Monday 4 August 2025, contact the school you applied to.

If you submitted your application after 12am (midnight) 6 June 2025, a school will email you when they have processed your application.

### If you applied for preschool

Your child is guaranteed a preschool place in 2026, but it may not be your preferred preschool. Some preschools are in high demand

### If you applied for kindergarten to year 12

You are guaranteed a place in your Priority Enrolment Area (PEA). If you applied to a school outside your PEA, you may not get offered a place there. If this happens, you will get an offer from a school within your PEA.

### What happens next

Find out how to:

- [accept an enrolment offer](#)
- [request a review or appeal of an enrolment decision](#)

### Contact us

Contact our Enrolment Helpline if you need help at any stage.

Email [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au)

Call [02 6205 5429](tel:0262055429)

[Education Directorate contact form](#)

Information provided in this application form is true and accurate, signed



Reference code: [REDACTED]	Enrolment year: [REDACTED]
Student ID: [REDACTED]	Previous school: [REDACTED]
Given name: [REDACTED]	Middle name: [REDACTED]
Preferred name: [REDACTED]	Family name: [REDACTED]
Date of birth: [REDACTED]	Gender: Male
Adult 1 name: [REDACTED]	Adult 1 address: [REDACTED] [REDACTED]
Adult 1 contact ph number: [REDACTED]	Contact email [REDACTED]
Disability education: [REDACTED]	Participated in 3 Year-Old Initiative: No
Application for enrolment at school: [REDACTED] [REDACTED]	Year level applying for: [REDACTED]
Dual enrolment: [REDACTED]	Preschool Program type: [REDACTED] [REDACTED]
Siblings: [REDACTED]	PEA: [REDACTED]
IEU Student: [REDACTED]	

## A. Enrolment information

### Your details

Enter the name that is legally correct, for example as it appears on your birth certificate or passport.

Given name\*

Family name\*

[Redacted]	[Redacted]
------------	------------

Email address\*

[Redacted]
------------

Your relationship to the child you're enrolling\*

<input checked="" type="checkbox"/>	Parent (mother/father)
<input type="checkbox"/>	Other

What year do you want the child to start at this school?\*

<input checked="" type="checkbox"/>	2025
<input type="checkbox"/>	2026

Child's date of birth \*

Day	Month	Year
[Redacted]	[Redacted]	[Redacted]

What school year level are you enrolling the child in?\*

[Redacted]
------------

Which statement is true for this child?\*

<input checked="" type="checkbox"/>	At some point in this child's schooling, they have been enrolled in an ACT public school, home educated (home schooled) in the ACT or have had a student ID issued by our International Education Unit
<input type="checkbox"/>	This child has only ever been enrolled in an ACT non-government school

This child has never been enrolled in an ACT school

## B. Student information

Enter the name that is legally correct, usually the one on a birth certificate.

Child's given name\*

Child's family name\*

Child's middle name

Preferred name (for example, if their given name is Jonathan but they prefer to be called Jon)

Child's gender\*

Is the child one of a multiple birth (for example, one of twins or triplets)?\*

Yes

No

## Student access and carer responsibility

Unless changed by a court order, both parents share parental responsibility for a child.

Are there any court orders that change parental responsibility for the child?\*

Yes

No

Does the child have carer responsibilities?\*

Yes

No

### 3 Year-Old Initiative

The 3 year-old initiative is a targeted offering that is separate to the three-year-old preschool program. Families currently accessing the three-year-old preschool program do not require a reference code and can select 'No' for this question.

Did your child take part in the Quality Early Childhood Education for 3-year-olds initiative?\*

Yes

No

### Early education and care prior to school

We need the following information to:

- improve our understanding of your child's experience and needs
- develop early childhood and intervention policies.

In the 2 years prior to starting school, has the child attended any of the following care services?

Long day care\*

Yes

No

Family day care\*

Yes

No

Informal care (e.g. grandparent, nanny, other person)\*

Yes

No

Approximate number of hours per week\*

Other (any other form of non-parental child care e.g. preschool that was not part of a day care program, Playschool, Playgroup, occasional care, CCCares etc)\*

Yes

No

## C. Student demographic details

Does the child identify as an Aboriginal or Torres Strait Islander person?\*

Which country was the child born in?\*

Which language did the child grow up speaking from birth?\*

Which language does the child mainly speak at home? (If more than one language, enter the one that is spoken most often.)\*

Does the child speak a second language at home?\*

Yes

No

Has the child ever been enrolled in an Australian school? (kindergarten to year 12, not including preschool)\*

Yes

No

Is any parent, carer or guardian of this child a member, or former member, of the Australian Defence Force?\*

Yes

No

Child's citizenship or visa status\*

Child's religion

## D. Address and family information

You can have 2 addresses for a child, plus an emergency contact. You can add the emergency contact later in this form. You can have up to 2 adults linked to each address.

If the child lives at more than one address, select Add Address to add a second one.

### Address 1

#### Residential address

We work out your Priority Enrolment Area (PEA) or NSW Pathway School based on this address.

You can only apply if your child lives in the ACT or nearby NSW. If you are moving to the region, wait until you have proof of your address before you apply.

Start typing your address and select from the list that appears.

If you enter an address manually, we may check the PEA for that address before making an enrolment offer.

Start typing your address and select from the list that appears\*

Does the child live at this address?\*

Yes

No

**Postal address**

Same as residential address

**Details of adults who live at this address**

Please provide the details of the adults who live at this address:

**Adult 1**

Enter the name that is legally correct, usually the one on a birth certificate.

Title

Adult given name\*

Adult family name\*

--	--	--

Gender\*

	▼
--	---

Preferred name

--

Relationship to the child\*

	▼
--	---

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

--	--	--

Provide at least one email address: \*

Personal email

--

Work email

--

This adult does not have an email address

The school will use the preferred email address when contacting you.

Does this adult identify as an Aboriginal or Torres Strait Islander person? (optional to answer)

	▼
--	---

We need the following information as part of our national reporting obligations. Your answers will not affect your application.

Complete this section as much as you can. The school and the ACT Government use this information for a number of reasons, including allocation of school funding and national performance benchmarking.

Which country was this adult born in?\*

Does this adult speak a language other than English at home?\*

 Yes No Prefer not to say

Does this adult require an interpreter or translation services?\*

 Yes No

What is the highest year level this adult completed in school? If they did not go to school, choose Year 9 or equivalent or below.\*

 Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below Prefer not to say

What is the highest level of education this adult has completed?\*

- Bachelor degree or above
- Diploma or Advanced diploma
- Certificate I to IV (including trade certificate)
- School
- Prefer not to say

Which group best describes this adult's job? If they are not working now but had a job in the past 12 months, use their last job.\*

- Group 1: Elected officials, senior executives/manager, man organisation, government administration and defence, and quailed professionals.
- Group 2: Other business managers, arts/media/sportspersons and associate professionals.
- Group 3: Tradespeople, clerks and skilled office, sales and service staff.
- Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.
- Group 8: Not in paid work in last 12 months.
- Group 9: I don't know or prefer not to say

## Adult 2

Enter the name that is legally correct, usually the one on a birth certificate.

Title	Adult given name*	Adult family name*

Gender\*

Preferred name

Relationship to the child\*

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

Provide at least one email address: \*

Personal email

Work email

This adult does not have an email address

The school will use the preferred email address when contacting you.

Does this adult identify as an Aboriginal or Torres Strait Islander person? (optional to answer)

**We need the following information as part of our national reporting obligations. Your answers will not affect your application.**

Complete this section as much as you can. The school and the ACT Government use this information for a number of reasons, including allocation of school funding and national performance benchmarking.

Which country was this adult born in?\*

Does this adult speak a language other than English at home?\*

Yes

No

Prefer not to say

Does this adult require an interpreter or translation services?\*

Yes

No

What is the highest year level this adult completed in school? If they did not go to school, choose Year 9 or equivalent or below.\*

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Prefer not to say

What is the highest level of education this adult has completed?\*

Bachelor degree or above

Diploma or Advanced diploma

Certificate I to IV (including trade certificate)

School

Prefer not to say

Which group best describes this adult's job? If they are not working now but had a job in the past 12 months, use their last job.\*

Group 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals.

Group 2: Other business managers, arts/media/sportspersons and associate professionals.

Group 3: Tradespeople, clerks and skilled office, sales and service staff.

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers.

Group 8: Not in paid work in last 12 months.

Group 9: I don't know or prefer not to say

## E. School information

### Most recent school or early education and care service

The child has not yet attended a school or service

Name of school or early childhood service\*

Country\*

State\*

Year enrolled (yyyy)      Year they left or will be leaving (yyyy)

### New school

Which program are you applying for?\*

Select your preferred preschool.

This school will receive your application. We are unable to consider any second or third preferences.

**You can nominate your preferred preschool session after you get an enrolment offer.**

You are guaranteed a place at a public preschool. Usually this is your preferred preschool or a preschool in your PEA but not always. Read about [applying to 4-year-old preschool](#).

You can choose a school in your Priority Enrolment Area (PEA) or outside your area.

Schools in your Priority Enrolment Area\*

Applications are prioritised based on preschool enrolment criteria. Provide any information that may help us prioritise your application.

Read more about [enrolment criteria for 4-year-old preschool](#).

Are there any individual circumstances based on student wellbeing that we need to consider when assessing your application?\*

Yes

No

I understand that the Education Directorate does not guarantee this child a place at my preferred or nearest preschool. The child could be offered a place outside my local area.\*

Does the child have a sibling who will be attending the school at the same time? \*

Yes

No

## F. Emergency contact

### Emergency contact home address

We need the details of an additional adult to contact in an emergency, if we are unable to contact the parents or carers. They should live in the ACT area, in case the child needs to be collected from school.

If you do not have an emergency contact who lives locally, give the details of another adult. Let the school know as soon as you have a contact who lives locally.

Let your emergency contact know we will share their details with the school.

Start typing your address and select from the list that appears\*

### Emergency contact postal address

Same as above

### Adults living at this address

Provide details of the adults who live at this address:

#### Adult 1

Enter the name that is legally correct, usually the one on a birth certificate.

Title

Adult given name\*

Adult family name\*

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Relationship to student\*

Provide at least one contact phone number: \*

Home phone number

Work phone number

Mobile number

Provide at least one email address: \*

Personal email

Work email

This adult does not have an email address

The school will use the preferred email address when contacting you.

## G. Contacts for emergencies and school messages

### Contact priority

This allows you to choose who we contact first and the order in which we contact other adults, including in an emergency. Adults with contact priority 1 will be notified if the child is not at school. You can choose more than one adult to be a contact priority 1.

### Authorisation

This allows you to indicate which adults can consent to medical treatment for the child, collect them from school and authorise an educator to take the child on excursions. This is a requirement of the Education and Care Services National Regulations.

### Correspondence

This allows you to indicate which adults should receive school news, school reports and absence notifications.

### Contact 1

Name

Relationship to child

Contact priority\*

## Parental responsibility

Does this adult have parental responsibility for the child?\*

Yes

No

## Authorisation

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

## Correspondence

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

## Contact 2

Name

Relationship to child

Contact priority\*

## Parental responsibility

Does this adult have parental responsibility for the child?\*

Yes

No

**Authorisation**

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

**Correspondence**

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

**Contact 3**

Name

[Redacted Name Field]

Relationship to child

[Redacted Relationship Field]

Contact priority\*

[Redacted Contact Priority Field]

**Parental responsibility**

Does this adult have parental responsibility for the child?\*

Yes

No

**Authorisation**

What do you give this adult permission to do? Choose all that apply.

Collect this child from school

Give permission for school excursions

Give permission for medical treatment, including medication

## Correspondence

What would you like the school to send this adult? Choose all that apply.

Notifications that the child has not attended school

School news

The child's school reports

## H. Child's medical information

You must let the school know about any allergies or medical conditions your child has before they start school.

Does your child have any health care needs, conditions or allergies?\*

Yes

No

## I. Permissions

### Computer network and internet

#### ICT skills in schools

The Australian Curriculum requires students to learn ICT (Information and Communication Technology) skills. We believe ICT is essential for a high-quality education and recommend that parents and carers allow their child to use all available ICT services.

#### ICT services provided

Students have safe access to tools like G Suite for Education, Microsoft Office 365, Adobe Creative Cloud and the internet through our SchoolsNET network. To create accounts, Google, Microsoft and Adobe need some personal information, like given and family names. This information is stored outside the ACT Government. Without these accounts, we cannot effectively teach the Australian Curriculum.

## Privacy and data use

The information given to Microsoft, Google, and Adobe is only used to provide their services. They do not use student data for advertising. Any student data they hold is subject to Australian laws and will only be disclosed if directed by the ACT Government or required by law.

### More Information

For more details on our privacy arrangements and acceptable use policies, refer to:

- [Communities Online: Acceptable use of ICT - Parents and Students Policy](#)
- [Office 365 Student Privacy Information](#)
- [G Suite for Education Student Privacy Information](#)
- [Adobe Privacy Policy](#)

### Territory Privacy Principles (TPPs)

The TPPs explain:

- how you can access personal information the Directorate holds about your child
- how to complain about a breach of the TPPs
- that educational apps like Google, Microsoft and Adobe may receive your child's name and email and data may be sent internationally.

I understand and agree to this child, while enrolled in an ACT public school, being taught with ICT, learning to use ICT and learning while using ICT.\*

Yes

No

I agree to the ACT Government sharing personal information, including the child's name, with Microsoft, Google, Adobe and other approved apps so the child can use the Directorate's ICT tools and services.\*

Yes

No

Many ACT public schools use additional third-party educational tools that may require students' personal information to access. Before allowing the student to use these tools, the school will request your consent to give this information to the tool providers.

I have read and understood the documents listed above and understand that I must help this child meet their responsibilities under the [Communities Online: Acceptable use of ICT - Parents and Students Policy](#).\*

## Photographs and recordings

The ACT Government and schools sometimes use photos and videos of students to promote public education. These may appear in school or government:

- corporate publications, like annual reports
- websites
- newsletters
- social media.

You can update your preferences with the school if needed.

I agree to the school and ACT Government using photos and videos of my child to promote public education. \*

Yes

No

I agree to the media using photos and videos of my child. The media includes newspapers, magazines, television, radio and their social media channels.\*

Yes

No

I agree to this student's work being published on the school and Directorate websites and social media channels.\*

Yes

No

I agree to this child's name being used in school newsletters, websites and media articles about my child's work and success.\*

Yes

No

I agree to the school sharing my child's name and student number with the school photographer. If you answer No, the child will not get a class photo.\*

Yes

No

To change this information at any time, contact the child's school.

**Australian Early Development Census (AEDC)**

We will provide the Australian Government with information collected in this form to pre-populate the Australian Early Childhood Development census survey. This includes the child's name, date of birth, address, gender, country of birth, language spoken at home and whether they identify as Aboriginal or Torres Strait Islander. More information is on the [AEDC website](#).

I agree to the Education Directorate collecting personal and sensitive information as defined in the *Information Privacy Act 2014*, including racial or ethnic origin, for the purpose of enrolment and participation in the AEDC census.\*

 Yes

 No

## J. General consent of person with parental responsibility for this child

Warning: Make sure the information you provide is accurate. It's illegal to give false information.

The name below is autofilled from Section A. If it's wrong, go back to Section A and correct it.

I, (name)\*

Agree to my child joining school activities approved by the principal. This includes all activities while they are enrolled, unless I say otherwise in writing. If I do not have parental responsibility, I will provide proof to the school on why I am enrolling this child.

This consent covers local excursions, usually walking or bike-riding. For other trips, the school will ask for your specific consent.

In an emergency, or if my child needs medical treatment, I allow the school to give first aid or follow the emergency treatment plan. If the school can't reach me, I allow the school to arrange necessary medical or surgical treatment.

 I understand that by clicking 'Submit', I agree to these conditions for enrolling in an ACT public school.\*

Do other adults with parental responsibility know about and agree to this application?\*

 Yes

 No

 Not applicable

If parents or carers disagree about this application, they need to resolve their issues. If the child is already enrolled, they will stay at the current school until both parents agree or a legal document, such as a court order, gives direction.

The information I provided is true. I know that if it's false or misleading, any decision made from this application can be changed.\*

I understand that giving false or misleading information is a crime under the *Criminal Code 2002* and can lead to penalties.\*

**From:** [Howard, Glen](#)  
**To:** [EDU ELSO Office](#); [DDGEDUoffice](#)  
**Cc:** [EDU, PEA Branch](#); [School Operations](#); [EGMSIoffice](#)  
**Subject:** RE: FOR FURTHER WORK - FILE2025/32370 - RECORDS & INFORMATION MANAGEMENT - Compliance - DG Brief -  
Preschool site closure - Proposal  
**Date:** Tuesday, 23 September 2025 9:36:39 AM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.png](#)

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OFFICIAL

Thanks Jolene – noted. Michael will refer the Tharwa matter to ELSO for action too.

---

**From:** EDU ELSO Office  
**Sent:** Monday, 22 September 2025 3:03 PM  
**To:** Howard, Glen ; DDGEDUoffice  
**Cc:** EDU, PEA Branch ; EDU ELSO Office ; School Operations ; EGMSIoffice  
**Subject:** RE: FOR FURTHER WORK - FILE2025/32370 - RECORDS & INFORMATION MANAGEMENT  
- Compliance - DG Brief - Preschool site closure - Proposal

OFFICIAL

Hi Glen

This brief is now back with ELSO office for updating and is taking a different approach to previous attempts. This will now be a noting from SO about enrolment numbers being low and the potential for EDU to use the sits for alternative purposes.

Happy to chat.

Regards

Jolene

---

**From:** Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Sent:** Monday, 22 September 2025 2:01 PM  
**To:** DDGEDUoffice <[DDGEDUoffice@act.gov.au](mailto:DDGEDUoffice@act.gov.au)>  
**Cc:** EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>;  
School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>  
**Subject:** FW: FOR FURTHER WORK - FILE2025/32370 - RECORDS & INFORMATION MANAGEMENT  
- Compliance - DG Brief - Preschool site closure - Proposal

OFFICIAL

Courtney,

Hoping we can get this brief paused for a day or so – we may want to include another site, just checking exec will support.

Glen



**From:** [School Operations](#)  
**To:** [Crowther, Michael](#); [Collins, Steve](#); [EDU ELSO Office](#); [James, Brooke](#); [Howard, Glen](#)  
**Cc:** [School Operations](#); [Clinch, Jolene](#); [Alliston, Mark](#)  
**Subject:** RE: Tharwa preschool  
**Date:** Wednesday, 15 October 2025 9:48:31 AM  
**Attachments:** [image003.png](#)  
[image004.jpg](#)  
[image005.jpg](#)

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OFFICIAL

Hi Michael and Steve  
 I'll work with the comms team on this  
 Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

**From:** Crowther, Michael

**Sent:** Monday, 13 October 2025 2:02 PM

**To:** Collins, Steve ; EDU ELSO Office ; James, Brooke ; Howard, Glen

**Cc:** School Operations ; Clinch, Jolene ; Alliston, Mark

**Subject:** RE: Tharwa preschool

OFFICIAL

Hi Steve

Will defer to Ops re any broader/official comms. But I think the principal can have a conversation just with the impacted family, in the first instance, that they're the only enrolment so will be offered preschool at the main campus.

Cheers

Michael

---

**From:** Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>

**Sent:** Monday, 13 October 2025 12:38 PM

**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>

**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Alliston, Mark <[Mark.Alliston@act.gov.au](mailto:Mark.Alliston@act.gov.au)>

**Subject:** RE: Tharwa preschool

OFFICIAL

Thanks Michael,

Are there any official comms we can provide the principal to help liaise with anyone in the community that might have concerns?

**Steve Collins | Executive Education Leader – Tuggeranong**

Ph: 0402 252 507 | Email: [steve.collins@act.gov.au](mailto:steve.collins@act.gov.au)

School Performance and Improvement | Education | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



*I acknowledge the traditional custodians of the lands and waters where we live and work, the Ngunnawal people, and pay my respects to elders past, present and future.*

---

**From:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>

**Sent:** Monday, 13 October 2025 12:30 PM

**To:** Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>

**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Alliston, Mark <[Mark.Alliston@act.gov.au](mailto:Mark.Alliston@act.gov.au)>

**Subject:** RE: Tharwa preschool

OFFICIAL

Hi Steve

Yes, all OK to communicate to the principal from my perspective, and for the principal to offer a spot at the main campus to the family.

Cheers

Michael

---

**From:** Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>

**Sent:** Monday, 13 October 2025 11:41 AM

**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>

**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Alliston, Mark <[Mark.Alliston@act.gov.au](mailto:Mark.Alliston@act.gov.au)>

**Subject:** RE: Tharwa preschool

OFFICIAL

Hi Team,

Can I confirm that I can now communicate to the principal that Tharwa Pre will not be operating for 2026?

**Steve Collins | Executive Education Leader – Tuggeranong**

Ph: 0402 252 507 | Email: [steve.collins@act.gov.au](mailto:steve.collins@act.gov.au)

School Performance and Improvement | Education | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)



*I acknowledge the traditional custodians of the lands and waters where we live and work, the Ngunnawal people, and pay my respects to elders past, present and future.*

---

**From:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>

**Sent:** Monday, 29 September 2025 4:55 PM  
**To:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>; Alliston, Mark <[Mark.Alliston@act.gov.au](mailto:Mark.Alliston@act.gov.au)>  
**Subject:** RE: Tharwa preschool

OFFICIAL

Hi Ops

This was raised with Minister Berry this morning. Jo and Ang have been part of discussions but don't believe Mark H has been as he hasn't been able to attend those meetings.

The Minister understood the issues around there being only 1 enrolment and supported the Principal offering preschool session at the main campus.

Can this please be communicated to the principal (presumably post stand-down). I'm happy to chat with Mark (or if he wants to talk to Nicole/Ang).

Cheers

Michael

---

**From:** Crowther, Michael  
**Sent:** Wednesday, 24 September 2025 2:22 PM  
**To:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>  
**Subject:** RE: Tharwa preschool

Hi all

Sorry, Enrolments Policy can't lead / action this. It's not within our scope to determine whether preschool is offered at the site in 2026. The advice/decision will need to go through Mark H and Ang, so needs to come up from School Ops.

Although maybe it should be separate to the other brief given the challenges with that,

I'm not aware if the principal has discussed with the family, I suspect they would be waiting for coverage from the Directorate (asking family preference vs advising the service won't be offered at that site due to low numbers).

Thanks

Michael

---

**From:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Sent:** Wednesday, 24 September 2025 1:44 PM  
**To:** James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>  
**Subject:** RE: Tharwa preschool

OFFICIAL

Thanks Brooke. A agree and it probably needs to be addressed asap. The brief we have drafted was initially done in July and is still not close to getting to the delegate. @Howard, Glen I will leave this with EP to action.

Thank you

Jolene

---

**From:** James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>  
**Sent:** Wednesday, 24 September 2025 12:48 PM  
**To:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>  
**Subject:** RE: Tharwa preschool

OFFICIAL

Hi All

Given the community sensitivities of Tharwa preschool, I suggest a caveat to the Minister advising of the intention to surrender the service for 2026 due to enrolments.

[REDACTED]

We would also need to ensure that Charles Conder preschool site can accommodate the young person and that the family has been consulted around this decision.

Including this in a brief about the closure of the other [REDACTED] sites, may be insufficient for the Minister.

For consideration

Kind regards,

**Brooke James | Senior Director**

**School Operations**

School Improvement Branch | Education Directorate | ACT Government

Phone: 0401 805 628 or +61 02 6205 0293 | Email: [Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)

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[www.education.act.gov.au](http://www.education.act.gov.au)

*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

*Please note – this email is sent at a time that is convenient for me. No expectation of action is required outside of regular working hours.*

---

**From:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Sent:** Wednesday, 24 September 2025 12:07 PM  
**To:** Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>; James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>  
**Subject:** RE: Tharwa preschool

OFFICIAL

Hi Glen

I'm assuming Tharwa was given as an option when these went out on 1 August?

Thank you

Jolene

---

**From:** Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>  
**Sent:** Tuesday, 23 September 2025 3:02 PM  
**To:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Clinch, Jolene

<[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>; Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>

**Subject:** FW: Tharwa preschool

OFFICIAL

Hi team,

Pls see advice to EGM PEA below re a proposal to suspend preschool services at Tharwa Preschool in 2026.

Michael has asked me to refer to you for action pls, as this work links in with the work you are already doing on [REDACTED] [REDACTED]

Happy to discuss

Glen

---

**From:** Howard, Glen <[Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)>

**Sent:** Monday, 22 September 2025 12:09 PM

**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>

**Cc:** Collins, Steve <[Steve.Collins@act.gov.au](mailto:Steve.Collins@act.gov.au)>; Alliston, Mark <[Mark.Alliston@act.gov.au](mailto:Mark.Alliston@act.gov.au)>; EDU Enrolments <[EDUEnrolments@act.gov.au](mailto:EDUEnrolments@act.gov.au)>

**Subject:** Tharwa preschool

OFFICIAL

Michael,

For raising with EGM and possibly MO pls. Earliest advice appreciated as this decision has budget and staffing implications for Charles Conder PS.

There is currently one student enrolled at Tharwa preschool for 2026. Principal of managing school (Charles Conder) Jason Walmsley and Tuggeranong EEL Steve Collins have requested to not offer a preschool service for 2026 at Tharwa, noting the child would be offered a place at CCPS.

You will be aware the delivery of preschool services is a sensitive community issue for Tharwa.

Questions are often raised in the Assembly, and the Min has repeatedly assured the community the site will not be closed.

At any time, and especially in the current school budget environment, running an entire preschool session for a single or even a few children is financially inefficient. Educationally I believe the number for a session to be educationally viable is >13 children.

Can you pls sound out EGM and above whether we can change our service offering for 2026? I imagine we'd need comms support to msg community and support the school.

**Glen Howard – Director, Enrolment Policy**

E. [Glen.Howard@act.gov.au](mailto:Glen.Howard@act.gov.au)

P. 02 6205 5485

Education Directorate | ACT Government

[www.education.act.gov.au](http://www.education.act.gov.au)



**From:** [EDU ELSO Office](#)  
**To:** [vanAalst, Libby](#)  
**Subject:** FOR ACTION: FW: FOR CLEARANCE: Comms - Tharwa Preschool Unit  
**Date:** Wednesday, 15 October 2025 1:41:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

---

Hi Libby

Please note final version approved by EBM PA and ELSO. These can now go to CCPS for sending.

Thank you

Jolene

### **Advice for families enrolled in Tharwa Preschool in 2026**

Dear families,

I am writing to provide you with an update on Tharwa Preschool in 2026. Unfortunately, due to low enrolment numbers, we are unable to offer preschool sessions at Tharwa Preschool in 2026. However, I am pleased to let you know that Charles Condor Preschool is ready to welcome your child for the 2026 school year. Charles Condor Preschool is conveniently located at Tom Roberts Avenue in Condor. The preschool unit will be in touch shortly to discuss your student enrolment in 2026. If you have any concerns or would like to discuss your child's needs, please contact the school at **XX**. You can also contact the Education Directorate Enrolments Team with any questions you may have at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au). We look forward to welcoming **{STUDENT NAME}** to Charles Conder Preschool next year. You can read more about the school at:

[https://www.conderps.act.edu.au/our\\_school/preschool](https://www.conderps.act.edu.au/our_school/preschool)

Regards,  
 Principal

---

**From:** Crowther, Michael  
**Sent:** Wednesday, 15 October 2025 1:31 PM  
**To:** EDU ELSO Office ; Eppelstun, Krystal  
**Cc:** EDU, EarlyChildhoodEducation  
**Subject:** RE: FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Thanks Jolene

I've made a suggested edit (highlighted in **green**), to subtly point out they are enrolled in the same school still.

Happy with the text but wonder if some contact from the school directly with the family is beneficial? 'Low enrolments' is a different message for the family to receive compared to "you are the only enrolment".

Cheers  
 Michael

---

**From:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Sent:** Wednesday, 15 October 2025 12:40 PM  
**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; Eppelstun, Krystal <[Krystal.Eppelstun@act.gov.au](mailto:Krystal.Eppelstun@act.gov.au)>

**Cc:** EDU, EarlyChildhoodEducation <EarlyChildhoodEducation@act.gov.au>

**Subject:** FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Hi Michael

Please see comms below for your approval. [@Eppelstun, Krystal](#) for information.

Thank you

Jolene

---

**From:** Willis, Kris <Kris.Willis@act.gov.au>

**Sent:** Wednesday, 15 October 2025 12:14 PM

**To:** EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

**Subject:** RE: FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Cleared and yes, through the pathway you have proposed please

**Kind Regards,**

**Kris Willis | Executive Leader – School Operations**

Ph: 02 6205 3313 | Email: [kris.willis@act.gov.au](mailto:kris.willis@act.gov.au)

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*I acknowledge the Ngunnawal people as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region. I wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

*Please note – this email is sent at a time that is convenient for me. No expectation of action is required outside of regular working hours*

---

**From:** EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

**Sent:** Wednesday, 15 October 2025 11:23 AM

**To:** Willis, Kris <Kris.Willis@act.gov.au>

**Subject:** FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Hi Kris

For your approval. My thoughts are this should also go to Michael Crowther to clear and then to Krystal for visibility.

Thank you

Jolene

---

**From:** School Operations <SchoolOperations@act.gov.au>

**Sent:** Wednesday, 15 October 2025 11:06 AM

**To:** EDU ELSO Office <EDU.ELSOoffice@act.gov.au>

**Cc:** School Operations <SchoolOperations@act.gov.au>

**Subject:** FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Hi Jolene

For Kris' approval please Can you also see if he wants Michael Crowther to clear?

Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

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*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

**From:** Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>

**Sent:** Wednesday, 15 October 2025 10:57 AM

**To:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>

**Cc:** EDU, COMMS <[educomms@act.gov.au](mailto:educomms@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>

**Subject:** FOR USE Comms - Tharwa Preschool Unit

OFFICIAL

HI Lib – suggested tweaked version below. Sal

**Advice for families enrolled in Charles Conder Tharwa Preschool site in 2026**

Dear families,

I am writing to provide you with an update on Tharwa Preschool in 2026.

Unfortunately, due to low enrolment numbers, we are unable to offer preschool sessions at our Tharwa Preschool site in 2026. However, I am pleased to let you know that Charles Conder Preschool is ready to welcome your child for the 2026 school year.

Charles Conder Preschool is conveniently located at Tom Roberts Avenue in Conder. The preschool unit will be in touch shortly to discuss your student enrolment in 2026.

If you have any concerns or would like to discuss your child's needs, please contact the school at XX. You can also contact the Education Directorate Enrolments Team with any questions you may have at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au).

We look forward to welcoming {STUDENT NAME} to Charles Conder Preschool next year You can read more about the school at:

[https://www.conderps.act.edu.au/our\\_school/preschool](https://www.conderps.act.edu.au/our_school/preschool)

Regards,

Principal

**From:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>

**Sent:** Wednesday, 15 October 2025 9:56 AM

**To:** Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>; EDU, COMMS <[educomms@act.gov.au](mailto:educomms@act.gov.au)>

**Cc:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>

**Subject:** FOR CLEARANCE: Comms - Tharwa Preschool Unit

OFFICIAL

Hi team

Following discussions with the EEL – Tuggeranong Network and EBM PEA branch, Tharwa Preschool will not be offering preschool sessions in 2026 due to low enrolment numbers (email trail attached).

The EEL has requested comms for the impacted family to be sent following a phone call. I have attached previous comms we utilised when Hall Preschool Unit was not operating and re-worked them below. Any issues with the below being sent to the family, and would you recommend these are re-worked into broader community comms?

### **Update on the status of Tharwa Preschool**

Dear families,

I am writing to provide you with an update on the Tharwa Preschool campus of Charles Conder Primary School.

Unfortunately, due to low enrolment numbers, we are unable to offer preschool sessions at the Charles Conder - Tharwa Preschool campus in 2026.

I know that this may be disappointing news for you and your child, and I apologise for this inconvenience.

If you have any concerns or to discuss your child's needs, please contact the school at XX. You can also contact the Education Directorate Enrolments Team with any questions you may have at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au).

We look forward to welcoming {STUDENT NAME} at Charles Conder Preschool next year.

Regards,  
Principal

Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

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*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

**From:** [Collins, Steve](#)  
**To:** [vanAalst, Libby](#)  
**Cc:** [EDU ELSO Office](#); [School Operations](#)  
**Subject:** RE: FOR ACTION: Comms - Tharwa Preschool Unit  
**Date:** Thursday, 16 October 2025 2:36:15 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

---

OFFICIAL

Hi Libby,

Thanks so much. He is aware of the request for comms.

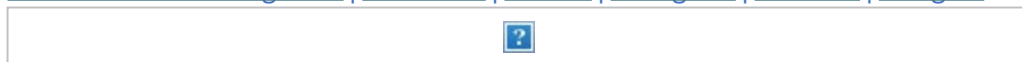
**Steve Collins | Executive Education Leader – Tuggeranong**

Ph: 0402 252 507 | Email: [steve.collins@act.gov.au](mailto:steve.collins@act.gov.au)

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*I acknowledge the traditional custodians of the lands and waters where we live and work, the Ngunnawal people, and pay my respects to elders past, present and future.*

**From:** vanAalst, Libby

**Sent:** Wednesday, 15 October 2025 1:44 PM

**To:** Collins, Steve

**Cc:** EDU ELSO Office ; School Operations

**Subject:** FOR ACTION: Comms - Tharwa Preschool Unit

OFFICIAL

Hi Steve

Comms for Jason to use re Tharwa Preschool, I'm happy to send these to him however would just like to confirm that he is aware of this?

**Advice for families enrolled in Tharwa Preschool in 2026**

Dear families,

I am writing to provide you with an update on Tharwa Preschool in 2026.

Unfortunately, due to low enrolment numbers, we are unable to offer preschool sessions at Tharwa Preschool in 2026. However, I am pleased to let you know that Charles Conder Preschool is ready to welcome your child for the 2026 school year.

Charles Conder Preschool is conveniently located at Tom Roberts Avenue in Conder. The preschool unit will be in touch shortly to discuss your student enrolment in 2026.

If you have any concerns or would like to discuss your child's needs, please contact the school at **XX**. You can also contact the Education Directorate Enrolments Team with any questions you may have at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au).

We look forward to welcoming {**STUDENT NAME**} to Charles Conder Preschool next year  
 You can read more about the school at:

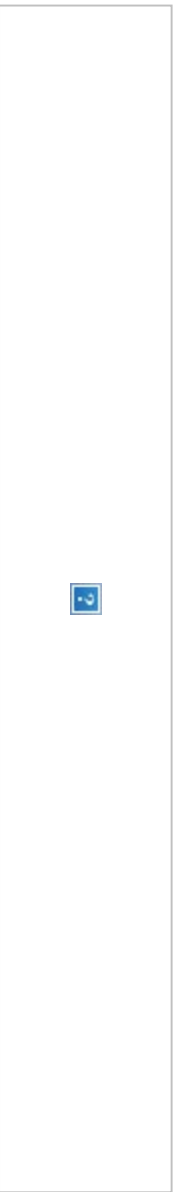
[https://www.conderps.act.edu.au/our\\_school/preschool](https://www.conderps.act.edu.au/our_school/preschool)

Regards,

Principal

Kind regards,

**Libby van Aalst**  
**Director – School Operations**  
E: [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) P: (02) 6205 3491  
School Improvement Group | Education Directorate | ACT Government  
Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the Ngunawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

**From:** [School Operations](#)  
**To:** [Walmsley, Jason \(ACTEDU\)](#)  
**Cc:** [Collins, Steve](#); [School Operations](#)  
**Subject:** Comms - Tharwa Preschool Unit  
**Date:** Thursday, 16 October 2025 2:43:00 PM  
**Attachments:** [image002.png](#)

---

Hi Jason

Please see below comms regarding Tharwa Preschool. These should be sent to the impacted family following a conversation with them. Reach out if you have any questions

**Advice for families enrolled in Tharwa Preschool in 2026**

Dear families,

I am writing to provide you with an update on Tharwa Preschool in 2026.

Unfortunately, due to low enrolment numbers, we are unable to offer preschool sessions at Tharwa Preschool in 2026. However, I am pleased to let you know that Charles Conder Preschool is ready to welcome your child for the 2026 school year.

Charles Conder Preschool is conveniently located at Tom Roberts Avenue in Conder. The preschool unit will be in touch shortly to discuss your student enrolment in 2026.

If you have any concerns or would like to discuss your child's needs, please contact the school at **XX**. You can also contact the Education Directorate Enrolments Team with any questions you may have at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au).

We look forward to welcoming **{STUDENT NAME}** to Charles Conder Preschool next year

You can read more about the school at:

[https://www.conderps.act.edu.au/our\\_school/preschool](https://www.conderps.act.edu.au/our_school/preschool)

Regards,

Principal

Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

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*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

**From:** [Short, Paul](#)  
**To:** [Education DLO](#); [EDU, Cabinet & Assembly](#); [Van Aalst, Sally](#)  
**Cc:** [Sloane, Brenton](#); [Burn, Emma](#)  
**Subject:** New QTB? Tharwa preschool  
**Date:** Sunday, 26 October 2025 7:54:17 PM

---

## OFFICIAL

Hi team

Mark Parton shared this video on Insta, claiming the govt is attempting to close Tharwa Preschool by stealth and that the directorate has discouraged people from applying:

[https://www.instagram.com/reel/DQQwLPGkV\\_z/?igsh=MWVxOWJ5ZnNhZnRqNg==](https://www.instagram.com/reel/DQQwLPGkV_z/?igsh=MWVxOWJ5ZnNhZnRqNg==)

I understand there was only one enrolment application for Tharwa preschool and that family has been redirected to Charles Conder.

- [@Education DLO](#) Adrienne - can you please check if the MO would like a QTB on this?
- [@EDU, Cabinet & Assembly](#) Pat - if yes, PEA Branch should draft, and I think [@Van Aalst, Sally](#) we should include some lines on promotion of public school enrolments.

Drop copy to Brenton, in case we get any media enquiries and can re-use lines.

Cheers,

Paul

**From:** [Crowther, Michael](#)  
**To:** [EDU, Cabinet & Assembly](#); [EDU, PEA Branch](#); [School Operations](#); [Early Childhood Policy](#)  
**Cc:** [Howard, Glen](#); [System Policy and Reform Office](#); [Burn, Emma](#)  
**Subject:** RE: FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Date:** Monday, 27 October 2025 9:51:12 AM  
**Attachments:** [xx\\_Tharwa\\_Preschool.tr5](#)  
[New QTB Tharwa preschool.msg](#)

---

## OFFICIAL

With relevant docs, sorry. Please let us know if there is input we can provide.

Cheers

Michael

---

**From:** Crowther, Michael  
**Sent:** Monday, 27 October 2025 9:50 AM  
**To:** EDU, Cabinet & Assembly <EDUCabinetAssembly@act.gov.au>; EDU, PEA Branch <PEABranch@act.gov.au>; School Operations <SchoolOperations@act.gov.au>; Early Childhood Policy <earlychildhoodpolicy@act.gov.au>  
**Cc:** System Policy and Reform Office <SPROffice@act.gov.au>; Burn, Emma <Emma.Burn@act.gov.au>  
**Subject:** RE: FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)

Hi

This QTB should be directed to School Ops. We were helping to support getting an answer on behalf of the principal & EEL. Have also cc'd in Early Childhood Policy.

Thanks

Michael

**Michael Crowther GAICD** | Executive Branch Manager, Planning, Evidence and Analytics  
**Education** | ACT Government  
Phone: +61 2 6207 3631 | Mobile: 0409 688 918 | Email: [Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)  
220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.*

*I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

*I often work flexibly and may send emails outside of normal business hours.*

*No need to respond to my emails outside of yours.*

**From:** Do, Patrick <[Patrick.Do@act.gov.au](mailto:Patrick.Do@act.gov.au)> **On Behalf Of** EDU, Cabinet & Assembly  
**Sent:** Monday, 27 October 2025 9:47 AM  
**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>  
**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>; EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>  
**Subject:** FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Good morning

MO has requested at QTB on Tharwa Preschool enrolments in light of recent media. The Instagram story is attached for your reference.

Grateful if we could get this back before Question time tomorrow. Cleared TPs provided by Comms on promoting public school enrolments have been included in the QTB.

QUESTION TIME BRIEFS REQUEST			
<b>TRIM Number</b>	SUB25/4601		
<b>Branch, title and status</b>	<b>Branch</b>	<b>Brief number and title</b>	<b>Status</b>
	PEA	Tharwa Preschool	NEW
<b>Action(s)</b>	1. Draft/review/update Question Time briefs as required		
<b>Clearance level required</b>	EGM		
<b>Date due to</b> <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a>	<b>10am Tuesday 28 October 2025</b>		
<b>Date due to MO</b>	<b>10am Tuesday 28 October 2025</b>		
BACKGROUND INFORMATION			
<b>Sitting week dates</b>	<b>28-30 October 2025</b>		
<b>Other details</b>	Please manage any redirections between branches directly.		
<b>For more info</b>	Please contact <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a> if you have any questions.		

Kind regards

Pat

**Patrick Do** | Assembly Liaison Officer

Phone: via MS Teams | Email: [EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au) or [patrick.do@act.gov.au](mailto:patrick.do@act.gov.au)

Ministerial & Corporate Reporting – Communication, Engagement and Government Service

Branch| Education Directorate| ACT Government  
220 London Circuit, Canberra City, ACT 2601 | GPO Box 158 Canberra ACT 2601

# Tharwa Preschool

## Talking points

- Tharwa Preschool received one enrolment application for the 2026 school year. As such, the Directorate deemed the operation of a preschool program not feasible for 2026 and not in the best interest of the student.
- The student has been offered an enrolment within their Priority Enrolment Area at Charles Conder Primary School – Preschool Unit.
- The Tharwa Preschool site will remain available for future enrolments, and the situation will be monitored for subsequent school years.

## Key information

- On 29 September 2025, the Minister for Education and Youth Affairs was made aware that there was only one enrolment for 2026 and was supportive of the principal offering a preschool session at the main site.
- Tharwa Preschool successfully operated sessions in 2024 and 2025, providing early childhood education for local families during this time.

## Background information

Public school enrolments:

- Throughout term 2, 2025, the Education Directorate informed ACT families about how to enrol their children at an ACT public school in 2026.
- We promote all schools and preschools equally, and encourage families to enrol at their local public school.
- A communications campaign is run annually for families who are considering public education.
- This year's campaign was widely distributed, providing advice on how and when to enrol at ACT public schools for the 2026 school year including enrolment criteria, process, timeframes, priority enrolments areas and where to find out more about the ACT public school offering.
- The campaign included paid social media and radio advertisements over a 6-week period from 29 April-6 June.
  - 117 radio spots were delivered over the period.
  - Paid social media posts delivered over 630,000 impressions.
- The campaign also used ACT Government channels to promote enrolments including website information, social media posts, phone line scripts, and posters and digital displays in ACT Government buildings.

Cleared as complete and accurate:	28/10/2025	
Cleared for public release by:	Executive Group Manager	Ext:
Contact Officer name:	Mark Huxley	Ext:53988
Lead Directorate:	Education	
TRIM Ref:	SUB25/4601	

- Social media posts on ACT Government channels delivered over 111,000 impressions.
- Communication materials were also provided to a range of stakeholder groups for distribution to their networks.

**From:** [Short, Paul](#)  
**To:** [Education DLO](#); [EDU, Cabinet & Assembly](#); [Van Aalst, Sally](#)  
**Cc:** [Sloane, Brenton](#); [Burn, Emma](#)  
**Subject:** New QTB? Tharwa preschool  
**Date:** Sunday, 26 October 2025 7:54:17 PM

---

## OFFICIAL

Hi team

Mark Parton shared this video on Insta, claiming the govt is attempting to close Tharwa Preschool by stealth and that the directorate has discouraged people from applying:

[https://www.instagram.com/reel/DQQwLPGkV\\_z/?igsh=MWVxOWJ5ZnNhZnRqNg==](https://www.instagram.com/reel/DQQwLPGkV_z/?igsh=MWVxOWJ5ZnNhZnRqNg==)

I understand there was only one enrolment application for Tharwa preschool and that family has been redirected to Charles Conder.

- [@Education DLO](#) Adrienne - can you please check if the MO would like a QTB on this?
- [@EDU, Cabinet & Assembly](#) Pat - if yes, PEA Branch should draft, and I think [@Van Aalst, Sally](#) we should include some lines on promotion of public school enrolments.

Drop copy to Brenton, in case we get any media enquiries and can re-use lines.

Cheers,

Paul



 **markpartonmla**  • [Follow](#) ...  
Original audio

 **markpartonmla**  4 w  
Let me know if Tharwa pre-school appeals to you.  
[Parton@parliament.act.gov.au](mailto:Parton@parliament.act.gov.au)



 **the\_littlediaries** 4 w  
 Help Tharwa Preschool!  
Like Reply

 **twylloflowerfarm** 4 w  
A beautiful bush preschool   
Like Reply

 **gracevgregory** 4 w  
Let's keep Tharwa Preschool open!   
Like Reply



**145 likes**  
25 October

[Log in](#) to like or comment.

**From:** [EDU ELSO Office](#)  
**To:** [EGMSlooffice](#); [EDU ELSO Office](#)  
**Subject:** RE: REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Date:** Monday, 27 October 2025 3:50:02 PM

OFFICIAL

The team is finalising now  
 Jolene

**From:** EGMSlooffice  
**Sent:** Monday, 27 October 2025 3:39 PM  
**To:** EDU ELSO Office  
**Subject:** FW: REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Hi Jess and Jolene,  
 Just confirming that this will sit with School Ops?  
 Thanks  
 Tonia.

**From:** Do, Patrick <[Patrick.Do@act.gov.au](mailto:Patrick.Do@act.gov.au)> **On Behalf Of** EDU, Cabinet & Assembly  
**Sent:** Monday, 27 October 2025 9:58 AM  
**To:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>  
**Cc:** Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>; EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>  
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OFFICIAL

Hi team

Could you please confirm if this QTB best sits with SI/SO? PEA have requested redirection to school ops.

MO has requested at QTB on Tharwa Preschool enrolments in light of recent media. The Instagram story is attached for your reference.

Grateful if we could get this back before Question time tomorrow. Cleared TPs provided by Comms on promoting public school enrolments have been included in the QTB.

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<b>TRIM Number</b>	SUB25/4601		
<b>Branch, title and status</b>	<b>Branch</b>	<b>Brief number and title</b>	<b>Status</b>
	PEA	Tharwa Preschool	NEW
<b>Action(s)</b>	1. Draft/review/update Question Time briefs as required		
<b>Clearance level required</b>	EGM		

<b>Date due to</b> <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a>	<b>10am Tuesday 28 October 2025</b>
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<b>BACKGROUND INFORMATION</b>	
<b>Sitting week dates</b>	<b>28-30 October 2025</b>
<b>Other details</b>	Please manage any redirections between branches directly.
<b>For more info</b>	Please contact <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a> if you have any questions.

Kind regards

Pat

**Patrick Do** | Assembly Liaison Officer

Phone: via MS Teams | Email: [EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au) or [patrick.do@act.gov.au](mailto:patrick.do@act.gov.au)

Ministerial & Corporate Reporting – Communication, Engagement and Government Service Branch| Education Directorate| ACT Government

220 London Circuit, Canberra City, ACT 2601 | GPO Box 158 Canberra ACT 2601

**From:** Crowther, Michael

**Sent:** Monday, 27 October 2025 9:50 AM

**To:** EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>; EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>; School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Early Childhood Policy <[earlychildhoodpolicy@act.gov.au](mailto:earlychildhoodpolicy@act.gov.au)>

**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>

**Subject:** RE: FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)

Hi

This QTB should be directed to School Ops. We were helping to support getting an answer on behalf of the principal & EEL. Have also cc'd in Early Childhood Policy.

Thanks

Michael

**Michael Crowther GAICD** | Executive Branch Manager, Planning, Evidence and Analytics Education| ACT Government

Phone: +61 2 6207 3631 | Mobile: 0409 688 918| Email: [Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)

220 London Circuit CIVIC ACT |GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.*

*I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

*I often work flexibly and may send emails outside of normal business hours.*

*No need to respond to my emails outside of yours.*

**From:** Do, Patrick <[Patrick.Do@act.gov.au](mailto:Patrick.Do@act.gov.au)> **On Behalf Of** EDU, Cabinet & Assembly

**Sent:** Monday, 27 October 2025 9:47 AM

**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>

**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Burn, Emma

<[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>; EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>

**Subject:** FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)

**Importance:** High

OFFICIAL

Good morning

MO has requested at QTB on Tharwa Preschool enrolments in light of recent media. The Instagram story is attached for your reference.

Grateful if we could get this back before Question time tomorrow. Cleared TPs provided by Comms on promoting public school enrolments have been included in the QTB.

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<b>TRIM Number</b>	SUB25/4601		
<b>Branch, title and status</b>	<b>Branch</b>	<b>Brief number and title</b>	<b>Status</b>
	PEA	Tharwa Preschool	NEW
<b>Action(s)</b>	2. Draft/review/update Question Time briefs as required		
<b>Clearance level required</b>	EGM		
<b>Date due to</b> <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a>	<b>10am Tuesday 28 October 2025</b>		
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Kind regards

Pat

**Patrick Do** | Assembly Liaison Officer

Phone: via MS Teams | Email: [EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au) or [patrick.do@act.gov.au](mailto:patrick.do@act.gov.au)

Ministerial & Corporate Reporting – Communication, Engagement and Government Service Branch| Education Directorate| ACT Government

220 London Circuit, Canberra City, ACT 2601 | GPO Box 158 Canberra ACT 2601

**From:** [EDU ELSO Office](#)  
**To:** [Huxley, Mark](#)  
**Cc:** [EGMSIoffice](#)  
**Subject:** FOR CLEARANCE FW: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Date:** Tuesday, 28 October 2025 9:47:00 AM  
**Attachments:** [xx. Tharwa Preschool.tr5](#)  
[New QTB Tharwa preschool.msg](#)  
[image001.png](#)  
**Importance:** High

---

Hi Mark  
 QTB on Tharwa for your approval. Due at 10am.  
 Thank you  
 Jolene

---

**From:** vanAalst, Libby  
**Sent:** Tuesday, 28 October 2025 9:02 AM  
**To:** EDU ELSO Office  
**Subject:** FOR CLEARANCE FW: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Hi team  
 For urgent clearance and progression please – due to MO 10am.  
 Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

---

**From:** Anderson, SarahK <[SarahK.Anderson@act.gov.au](mailto:SarahK.Anderson@act.gov.au)>  
**Sent:** Monday, 27 October 2025 1:20 PM  
**To:** vanAalst, Libby <[Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au)>  
**Subject:** FOR CLEARANCE FW: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Hi Libby,  
 Please see the QTB input for Tharwa Preschool.  
 Kind regards,  
 Sarah

**Sarah Anderson | Assistant Director – School Operations**

School Improvement Branch | Education Directorate | ACT Government  
 Phone: 6207 3051 | Email: [SarahK.Anderson@act.gov.au](mailto:SarahK.Anderson@act.gov.au)  
 Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au)

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**From:** vanAalst, Libby <[Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au)>  
**Sent:** Monday, 27 October 2025 10:57 AM  
**To:** Anderson, SarahK <[SarahK.Anderson@act.gov.au](mailto:SarahK.Anderson@act.gov.au)>; Cridland, Rachelle <[Rachelle.Cridland@act.gov.au](mailto:Rachelle.Cridland@act.gov.au)>  
**Cc:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Subject:** FOR ACTION: FW: REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Hi team  
 QTB for action please can I please get this by COB at the very latest?  
 Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

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 Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



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**From:** Walsh, Brooke <[Brooke.Walsh@act.gov.au](mailto:Brooke.Walsh@act.gov.au)>  
**Sent:** Monday, 27 October 2025 10:54 AM  
**To:** vanAalst, Libby <[Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au)>  
**Cc:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Subject:** FW: FOR ACTION: FW: REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Hi Libby,  
 As briefly mentioned – for allocation to Gov and Comp. Note content in Instagram post.  
 Brooke  
 Kind regards,

**Brooke Walsh | Director – School Operations**

School Improvement Branch | Education Directorate | ACT Government

Phone: 6205 8230 | Email: [Brooke.Walsh@act.gov.au](mailto:Brooke.Walsh@act.gov.au)

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[www.education.act.gov.au](http://www.education.act.gov.au)

*I acknowledge the traditional custodians of the lands and waters where we live and work and pay my respects to elders past, present and future.*

**From:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>

**Sent:** Monday, 27 October 2025 10:46 AM

**To:** Walsh, Brooke <[Brooke.Walsh@act.gov.au](mailto:Brooke.Walsh@act.gov.au)>

**Subject:** FOR ACTION: FW: REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)

**Importance:** High

OFFICIAL

Hi Brooke

We have been asked to draft a QTB on Tharwa preschool, would you please allocate for action.

Background I have is:

- One enrolment was received for 2026.
- It is not viable to run a preschool program with one student.
- The student was offered enrolment at another in area preschool (Conder Primary School – probably shouldn't be in the QTB as may be identifiable).
- There is currently no intent to close the site

Thank you

Jolene

**From:** Do, Patrick <[Patrick.Do@act.gov.au](mailto:Patrick.Do@act.gov.au)> **On Behalf Of** EDU, Cabinet & Assembly

**Sent:** Monday, 27 October 2025 9:58 AM

**To:** EGMSloffice <[EGMSloffice@act.gov.au](mailto:EGMSloffice@act.gov.au)>; EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; Clinch, Jolene <[Jolene.Clinch@act.gov.au](mailto:Jolene.Clinch@act.gov.au)>

**Cc:** Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>; EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>

**Subject:** REDIRECTION REQUEST: REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)

**Importance:** High

OFFICIAL

Hi team

Could you please confirm if this QTB best sits with SI/SO? PEA have requested redirection to school ops.

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Grateful if we could get this back before Question time tomorrow. Cleared TPs provided by Comms on promoting public school enrolments have been included in the QTB.

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Branch, title and status	Branch	Brief number and title	Status
		PEA	Tharwa Preschool
Action(s)	1. Draft/review/update Question Time briefs as required		
Clearance level required	EGM		
Date due to <a href="mailto:EDUCabinetAssembly@act.gov.au">EDUCabinetAssembly@act.gov.au</a>	10am Tuesday 28 October 2025		
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Kind regards

Pat

**Patrick Do** | Assembly Liaison Officer

Phone: via MS Teams | Email: [EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au) or  
[patrick.do@act.gov.au](mailto:patrick.do@act.gov.au)

Ministerial & Corporate Reporting – Communication, Engagement and Government  
Service Branch| Education Directorate| ACT Government  
220 London Circuit, Canberra City, ACT 2601 | GPO Box 158 Canberra ACT 2601

**From:** Crowther, Michael

**Sent:** Monday, 27 October 2025 9:50 AM

**To:** EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>; EDU, PEA Branch  
<[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>; School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; Early Childhood  
Policy <[earlychildhoodpolicy@act.gov.au](mailto:earlychildhoodpolicy@act.gov.au)>

**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Burn, Emma  
<[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>

**Subject:** RE: FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting  
Week 28-30 October 2025 (SPR)

Hi

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behalf of the principal & EEL. Have also cc'd in Early Childhood Policy.

Thanks

Michael

**Michael Crowther GAICD** | Executive Branch Manager, Planning, Evidence and  
Analytics

**Education**| ACT Government

Phone: +61 2 6207 3631 | Mobile: 0409 688 918| Email: [Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)

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**From:** Do, Patrick <[Patrick.Do@act.gov.au](mailto:Patrick.Do@act.gov.au)> **On Behalf Of** EDU, Cabinet & Assembly

**Sent:** Monday, 27 October 2025 9:47 AM  
**To:** Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>; EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>  
**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Burn, Emma <[Emma.Burn@act.gov.au](mailto:Emma.Burn@act.gov.au)>; EDU, Cabinet & Assembly <[EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au)>  
**Subject:** FOR ACTION : REC25/468880 : MO Request - New QTB Tharwa Preschool – Sitting Week 28-30 October 2025 (SPR)  
**Importance:** High

OFFICIAL

Good morning  
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Kind regards  
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**Patrick Do** | Assembly Liaison Officer  
 Phone: via MS Teams | Email: [EDUCabinetAssembly@act.gov.au](mailto:EDUCabinetAssembly@act.gov.au) or [patrick.do@act.gov.au](mailto:patrick.do@act.gov.au)  
 Ministerial & Corporate Reporting – Communication, Engagement and Government Service Branch| Education Directorate| ACT Government  
 220 London Circuit, Canberra City, ACT 2601 | GPO Box 158 Canberra ACT 2601

**From:** [Huxley, Mark](#)  
**To:** [School Operations](#); [EGMSlooffice](#)  
**Cc:** [EDU ELSO Office](#)  
**Subject:** RE: FOR APPROVAL: [REDACTED] interview request - Tharwa preschool  
**Date:** Wednesday, 29 October 2025 1:25:33 PM  
**Attachments:** [image001.png](#)

---

OFFICIAL

Thanks Libby. Appreciated.

Cheers

Mark

Mark Huxley PSM

Executive Group Manager - School Improvement

ACT Education Directorate

Email: [Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au) Ph: 02 62059388

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**From:** School Operations  
**Sent:** Wednesday, 29 October 2025 12:00 PM  
**To:** Huxley, Mark ; EGMSlooffice  
**Cc:** EDU ELSO Office ; School Operations  
**Subject:** RE: FOR APPROVAL: [REDACTED] interview request - Tharwa preschool

OFFICIAL

Hi Mark

I can confirm that the family of the student who applied for Tharwa Preschool have not yet accepted the place at Charles Conder Preschool Unit for 2026. The offer remains available to the family.

Kind regards,

**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

---

**From:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>  
**Sent:** Wednesday, 29 October 2025 11:16 AM  
**To:** EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>  
**Cc:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>; School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>  
**Subject:** Fw: FOR APPROVAL: [REDACTED] interview request - Tharwa preschool

OFFICIAL

Hi all,

Can we please get confirmation on the detail around student enrolment highlighted below please.

Thanks

Mark

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**From:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Sent:** Wednesday, October 29, 2025 10:47 am

**To:** Huxley, Mark <[Mark.Huxley@act.gov.au](mailto:Mark.Huxley@act.gov.au)>

**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>; Harper, Charlotte <[Charlotte.Harper@act.gov.au](mailto:Charlotte.Harper@act.gov.au)>; EGMSlooffice <[EGMSlooffice@act.gov.au](mailto:EGMSlooffice@act.gov.au)>

**Subject:** FOR APPROVAL: [REDACTED] interview request - Tharwa preschool  
OFFICIAL

Hello Mark,

As flagged, please see below proposed statement on Tharwa Preschool for [REDACTED].

It has been adapted from existing QTB, with additions to align with MO request.

Please advise if you approve of this. **NOTE** – MO has asked if we know whether that offer has been accepted, and if so can we say that? I have put in a highlighted line to address this point – please advise if that is appropriate:

Tharwa Preschool received one enrolment application for the 2026 school year. As such, the Directorate deemed the operation of a preschool program at Tharwa not feasible for 2026 and also not in the best interest of the student.

The student has been offered an enrolment within their Priority Enrolment Area at Charles Conder Primary School – Preschool Unit. We understand this offer [has been accepted / remains available].

It is not unusual for primary schools with multiple preschool sites to temporarily not operate one of them based on enrolment numbers. This doesn't mean those preschools are closed – it just means they are temporarily not in operation due to a lack of demand.

The Tharwa Preschool site will remain available for future enrolments, and the situation will be monitored for subsequent school years.

Cheers,

**Brenton Sloane | Director, Media and Content**

**Communications and Engagement | Education | ACT Government**

P: (02) 6205 4196 | M: 0431 252 698 | E: [brenton.sloane@act.gov.au](mailto:brenton.sloane@act.gov.au)

Level 4, Government Office Block, 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)

**From:** Phillips, Tori <[Tori.Phillips@act.gov.au](mailto:Tori.Phillips@act.gov.au)>

**Sent:** Wednesday, 29 October 2025 10:31 AM

**To:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>; Harper, Charlotte <[Charlotte.Harper@act.gov.au](mailto:Charlotte.Harper@act.gov.au)>; Shun Wah, Jane <[Jane.ShunWah@act.gov.au](mailto:Jane.ShunWah@act.gov.au)>

**Subject:** RE: FOR APPROVAL: [REDACTED] interview request - Tharwa preschool  
 Thanks do we know (and can we say) the student has accepted enrolment at Charles Conder? It would help close off this issue.

Also, can we please add some words around that this isn't unusual and there are other preschools in the ACT where this occurs.

**Tori Phillips**

**Media and Communications Adviser | Office of the Deputy Chief Minister**

**M: 047 878 7065**

**From:** Sloane, Brenton <[Brenton.Sloane@act.gov.au](mailto:Brenton.Sloane@act.gov.au)>

**Sent:** Wednesday, 29 October 2025 10:20 AM

**To:** Phillips, Tori <[Tori.Phillips@act.gov.au](mailto:Tori.Phillips@act.gov.au)>

**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>; Harper, Charlotte <[Charlotte.Harper@act.gov.au](mailto:Charlotte.Harper@act.gov.au)>

**Subject:** FOR APPROVAL: [REDACTED] interview request - Tharwa preschool

OFFICIAL

Hey Tori,

Further to our discussion, this is the statement I want to provide.

It is literally the talking points from the QTB we developed on this:

Tharwa Preschool received one enrolment application for the 2026 school year. As such, the Directorate deemed the operation of a preschool program not feasible for 2026 and not in the best interest of the student.

The student has been offered an enrolment within their Priority Enrolment Area at Charles Conder Primary School – Preschool Unit.

The Tharwa Preschool site will remain available for future enrolments, and the situation will be monitored for subsequent school years.

Cheers,

**Brenton Sloane | Director, Media and Content**

**Communications and Engagement | Education | ACT Government**

P: (02) 6205 4196 | M: 0431 252 698 | E: [brenton.sloane@act.gov.au](mailto:brenton.sloane@act.gov.au)

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**From:** Sloane, Brenton

**Sent:** Tuesday, 28 October 2025 4:31 PM

**To:** Phillips, Tori <[Tori.Phillips@act.gov.au](mailto:Tori.Phillips@act.gov.au)>

**Cc:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>; Short, Paul <[Paul.Short@act.gov.au](mailto:Paul.Short@act.gov.au)>; Van Aalst, Sally <[Sally.VanAalst@act.gov.au](mailto:Sally.VanAalst@act.gov.au)>; Harper, Charlotte <[Charlotte.Harper@act.gov.au](mailto:Charlotte.Harper@act.gov.au)>

**Subject:** FOR INPUT: [REDACTED] interview request - Tharwa preschool

Hello Tori,

Further to our phone conversation, please see below interview request we have received.

We can manage this in a variety of ways, but due to the history of this matter I am keen to get a steer from the MO on how you would like this matter approached.

Cheers,

**Brenton Sloane | Director, Media and Content**

**Communications and Engagement | Education | ACT Government**

P: (02) 6205 4196 | M: 0431 252 698 | E: [brenton.sloane@act.gov.au](mailto:brenton.sloane@act.gov.au)

Level 4, Government Office Block, 220 London Circuit Civic | GPO Box 158 Canberra ACT 2601

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---

**From:** [REDACTED]  
**Sent:** Tuesday, 28 October 2025 3:21 PM  
**To:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>  
**Cc:** [REDACTED]  
**Subject:** [REDACTED] interview request - Tharwa preschool

**Caution:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello,  
It's [REDACTED] here, producing the [REDACTED] Canberra, with [REDACTED] presenting.

We would be very grateful if someone from the Directorate was available for a 5-10-minute chat on the program tomorrow with [REDACTED] regarding the future of Tharwa Preschool.

Would a spokesperson be available between 12:30PM - 1:00PM?

Warmest,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

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[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [James, Brooke](#)  
**To:** [EDU ELSO Office](#)  
**Subject:** RE: FOR ACTION : FILE2025/37935 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)  
**Date:** Friday, 31 October 2025 10:49:42 AM  
**Attachments:** [image006.png](#)  
[image008.png](#)  
[image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)  
[image001.png](#)

OFFICIAL

Thanks Jess – Libby will action next week

**From:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Sent:** Friday, 31 October 2025 9:19 AM  
**To:** James, Brooke <[Brooke.James@act.gov.au](mailto:Brooke.James@act.gov.au)>  
**Subject:** FOR ACTION : FILE2025/37935 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)

OFFICIAL

Hi Brooke

Min corro for allocation and action. Apologies this was missed as a QTB came for it as well. Due to EGMSI 17 November. Can this please be back with ELSO office 13 November.

Thanks

Jess

**From:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>  
**Sent:** Monday, 27 October 2025 3:56 PM  
**To:** EDU ELSO Office <[EDU.ELSOoffice@act.gov.au](mailto:EDU.ELSOoffice@act.gov.au)>  
**Subject:** FW: FOR ACTION : FILE2025/37935 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)

OFFICIAL

Kind regards,

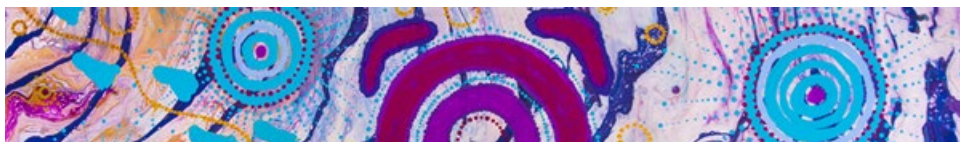
**Libby van Aalst**

**Director – School Operations**

**E:** [Libby.vanAalst@act.gov.au](mailto:Libby.vanAalst@act.gov.au) **P:** (02) 6205 3491

School Improvement Group | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



*I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect*

their continuing culture and the contribution they make to the life of this city and this region.

**From:** EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>  
**Sent:** Monday, 27 October 2025 3:51 PM  
**To:** EDU, Ministerial Liaison Officer <[EDUMinisterial@act.gov.au](mailto:EDUMinisterial@act.gov.au)>  
**Cc:** School Operations <[SchoolOperations@act.gov.au](mailto:SchoolOperations@act.gov.au)>; EGMSloffic <[EGMSloffic@act.gov.au](mailto:EGMSloffic@act.gov.au)>; EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>; System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; Early Childhood Policy <[earlychildhoodpolicy@act.gov.au](mailto:earlychildhoodpolicy@act.gov.au)>; Crowther, Michael <[Michael.Crowther@act.gov.au](mailto:Michael.Crowther@act.gov.au)>  
**Subject:** FW: FOR ACTION : FILE2025/37935 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)

OFFICIAL

Hi Sarabjit,

The QTB on this same topic was directed to School Ops, and we also cc'd in Early Childhood Policy.  
 Can this Minister advice also be re-directed to School Ops?

Thank you,

**Simone Cameron | Executive & Branch Support Officer**

Planning, Evidence and Analytics Branch (PEA) | Education Directorate  
 Email: [Simone.Cameron@act.gov.au](mailto:Simone.Cameron@act.gov.au) | Phone: +61 2 6207 6725  
 Level 4 220 London Circuit Canberra | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Pinterest](#) | [LinkedIn](#) | [Google+](#)

**From:** Kuar, Sarabjit <[Sarabjit.Kuar@act.gov.au](mailto:Sarabjit.Kuar@act.gov.au)> **On Behalf Of** EDU, Ministerial Liaison Officer  
**Sent:** Monday, 27 October 2025 12:13 PM  
**To:** EDU, PEA Branch <[PEABranch@act.gov.au](mailto:PEABranch@act.gov.au)>  
**Cc:** System Policy and Reform Office <[SPROffice@act.gov.au](mailto:SPROffice@act.gov.au)>; EDU, Ministerial Liaison Officer <[EDUMinisterial@act.gov.au](mailto:EDUMinisterial@act.gov.au)>  
**Subject:** FOR ACTION : FILE2025/37935 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)

OFFICIAL

Hi,

Please see attached for action.

Minister Advice Request	
<b>TRIM Number</b>	FILE2025/37935
<b>Title/Question</b>	MO REQUESTED ADVICE - Tharwa Preschool Proposed closure in 2026 (Tough office)
<b>Action(s)</b>	1. Prepare Advice for the Ministers office around the subject or issue raised in the Corro
<b>Responsible Area</b>	PEA – PEA is also preparing a QTB on this, and should feel free to use the same info twice if appropriate.
<b>Response type</b>	MIN corro – MIN Advice
<b>Clearance level required</b>	EGM
<b>Response Due</b>	17 November 2025
<b>Executive Support Office</b>	1. Executive office staff to coordinate drafting of advice with BU to meet due date or request extension if required 2. Executive office staff to complete final review before progression 3. Executive office staff to finalise TRIM workflows and ant final notes 4. Executive office staff to progress response to EDU Ministerial for final QA and progression to DLO
<b>Further information</b>	<b>If a redirection is required:</b> Please liaise directly between business units and once

	redirection is accepted, please forward allocation email to the accepting business unit with EDU Ministerial Cc'd for visibility.
<b>Comment</b>	Please contact <a href="mailto:eduministerial@act.gov.au">eduministerial@act.gov.au</a> if you have any questions.

Thank you.

**Sarabjit Kuar** | Ministerial Liaison Officer  
 Phone: Microsoft Teams | Email: [Sarabjit.Kuar@act.gov.au](mailto:Sarabjit.Kuar@act.gov.au)  
 Communications, Engagement and Government Support | ACT Education Directorate | ACT Government  
 220 London Circuit Canberra City ACT 2601|GPO Box 158 Canberra ACT 2601  
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---

**From:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Sent:** Monday, 27 October 2025 9:30 AM  
**To:** EDU, Ministerial Liaison Officer <[EDUMinisterial@act.gov.au](mailto:EDUMinisterial@act.gov.au)>  
**Subject:** ALLOCATION - advice - PEA: Tharwa Preschool Proposed closure in 2026 (Tough office)

OFFICIAL

Hi team,

This is an allocation to PEA for advice – they are also preparing a QTB on this, and should feel free to use the same info twice if appropriate.

Many thanks,  
 Adrienne

**Adrienne White** | Directorate Liaison Officer, Ministerial and Corporate Reporting  
*Pronouns: She/her*  
**You can call me directly on MS Teams**  
 Phone: 71833 | Email: [Adrienne.White@act.gov.au](mailto:Adrienne.White@act.gov.au)  
**MCR** | Education Directorate | ACT Government  
 GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | [Facebook](#) | [Twitter](#) | [Instagram](#)

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---

**From:** Shun Wah, Jane <[jane.ShunWah@act.gov.au](mailto:jane.ShunWah@act.gov.au)>  
**Sent:** Friday, 24 October 2025 1:41 PM  
**To:** Education DLO <[EDUDLO@act.gov.au](mailto:EDUDLO@act.gov.au)>  
**Subject:** FW: Tharwa Preschool Proposed closure in 2026 - Please don't let this happen!

OFFICIAL

Hello

Can EDU please provide advice on Tharwa preschool so I can brief Ms Tough

Kind Regards

Jane

Jane ShunWah  
 Education Adviser

Pronouns: she/ her/ hers | [jane.shunwah@act.gov.au](mailto:jane.shunwah@act.gov.au) | Phone + 61 2 6205 3312

**Office of Yvette Berry MLA** | Member for Ginninderra  
Deputy Chief Minister  
Minister for Education and Early Childhood  
Minister for Homes, Homelessness and New Suburbs  
Minister for Sport and Recreation  
Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)  
[Facebook](#) | [Twitter](#) | [www.yvetteberry.com.au](http://www.yvetteberry.com.au)



I acknowledge the traditional custodians of the land, the Ngunnawal people, and pay my respect to their Elders past, present and emerging.

---

**From:** BERRY <[BERRY@act.gov.au](mailto:BERRY@act.gov.au)>  
**Sent:** Friday, 24 October 2025 10:14 AM  
**To:** Shun Wah, Jane <[Jane.ShunWah@act.gov.au](mailto:Jane.ShunWah@act.gov.au)>  
**Cc:** BERRY <[BERRY@act.gov.au](mailto:BERRY@act.gov.au)>  
**Subject:** FW: Tharwa Preschool Proposed closure in 2026 - Please don't let this happen!

Hi Jane

Can I please leave this with you to advise min Tough?

Kind regards  
Sam Bessey

Office Manager  
**Office of Yvette Berry MLA** | Member for Ginninderra  
Deputy Chief Minister  
Minister for Education and Early Childhood  
Minister for Homes, Homelessness and New Suburbs  
Minister for Sport and Recreation  
Phone: +61 2 6205 0233 | Email: [berry@act.gov.au](mailto:berry@act.gov.au)  
[Facebook](#) | [Twitter](#) | [www.yvetteberry.com.au](http://www.yvetteberry.com.au)



I acknowledge the Ngunnawal people as traditional custodians of the land and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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---

**From:** TOUGH <[TOUGH@parliament.act.gov.au](mailto:TOUGH@parliament.act.gov.au)>  
**Sent:** Friday, 24 October 2025 9:46 AM  
**To:** BERRY <[BERRY@act.gov.au](mailto:BERRY@act.gov.au)>  
**Cc:** TOUGH <[TOUGH@parliament.act.gov.au](mailto:TOUGH@parliament.act.gov.au)>  
**Subject:** FW: Tharwa Preschool Proposed closure in 2026 - Please don't let this happen!

Hi

Could I seek a briefing on this please? Or just a chat with the Office? I'm curious about future enrolment projections

for Tharwa Preschool if it is going to be temporarily closed because of enrolments in 2026.

Kind regards,  
Caitlin Tough

---

**From:** [REDACTED]  
**Sent:** Friday, 24 October 2025 9:15 AM  
**To:** BERRY <[BERRY@act.gov.au](mailto:BERRY@act.gov.au)>  
**Cc:** TAIMUS.WG <[TAIMUS.WG@parliament.act.gov.au](mailto:TAIMUS.WG@parliament.act.gov.au)>; TOUGH <[TOUGH@parliament.act.gov.au](mailto:TOUGH@parliament.act.gov.au)>; PARTON <[PARTON@parliament.act.gov.au](mailto:PARTON@parliament.act.gov.au)>; MORRIS <[MORRIS@parliament.act.gov.au](mailto:MORRIS@parliament.act.gov.au)>; HANSON <[HANSON@parliament.act.gov.au](mailto:HANSON@parliament.act.gov.au)>; [nuttal@parliament.act.gov.au](mailto:nuttal@parliament.act.gov.au)  
**Subject:** FW: Tharwa Preschool Proposed closure in 2026 - Please don't let this happen!

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Hi,  
I have been advised that the proposed closure is only temporary and due to lack of enrolments for 2026 not the full closure of the Tharwa Pre-school.

---

**From:** [REDACTED]  
**Sent:** Friday, 24 October 2025 12:24 AM  
**To:** 'berry@act.gov.au' <[berry@act.gov.au](mailto:berry@act.gov.au)>  
**Cc:** 'TAIMUS.WG@parliament.act.gov.au' <[TAIMUS.WG@parliament.act.gov.au](mailto:TAIMUS.WG@parliament.act.gov.au)>; 'tough@parliament.act.gov.au' <[tough@parliament.act.gov.au](mailto:tough@parliament.act.gov.au)>; 'parton@parliament.act.gov.au' <[parton@parliament.act.gov.au](mailto:parton@parliament.act.gov.au)>; 'morris@parliament.act.gov.au' <[morris@parliament.act.gov.au](mailto:morris@parliament.act.gov.au)>; 'hanson@parliament.act.gov.au' <[hanson@parliament.act.gov.au](mailto:hanson@parliament.act.gov.au)>; 'nuttal@parliament.act.gov.au' <[nuttal@parliament.act.gov.au](mailto:nuttal@parliament.act.gov.au)>  
**Subject:** Tharwa Preschool Proposed closure in 2026 - Please don't let this happen!

To:

[berry@act.gov.au](mailto:berry@act.gov.au)

Yvette Berry MLA

Deputy Chief Minister

Minister for Education and Early Childhood

Minister for Homes and New Suburbs

Minister for Sport and Recreation

Cc

- Caitlin Tough Member for Brindabella Labor [tough@parliament.act.gov.au](mailto:tough@parliament.act.gov.au)
- Taimus Werner-Gibbings Member for Brindabella Labor [TAIMUS.WG@parliament.act.gov.au](mailto:TAIMUS.WG@parliament.act.gov.au)
- Mark Parton Member for Brindabella Liberal [parton@parliament.act.gov.au](mailto:parton@parliament.act.gov.au)
- Deborah Morris Member for Brindabella Liberal [morris@parliament.act.gov.au](mailto:morris@parliament.act.gov.au)
- Jeremy Hanson Liberal Early childhood education, schools and the University of Canberra [hanson@parliament.act.gov.au](mailto:hanson@parliament.act.gov.au)
- Laura Nuttall Greens Member for Brindabella - Early childhood education, schools and the University of Canberra [nuttal@parliament.act.gov.au](mailto:nuttal@parliament.act.gov.au)

Dear Minister for Education and Early Childhood, Yvette Berry,

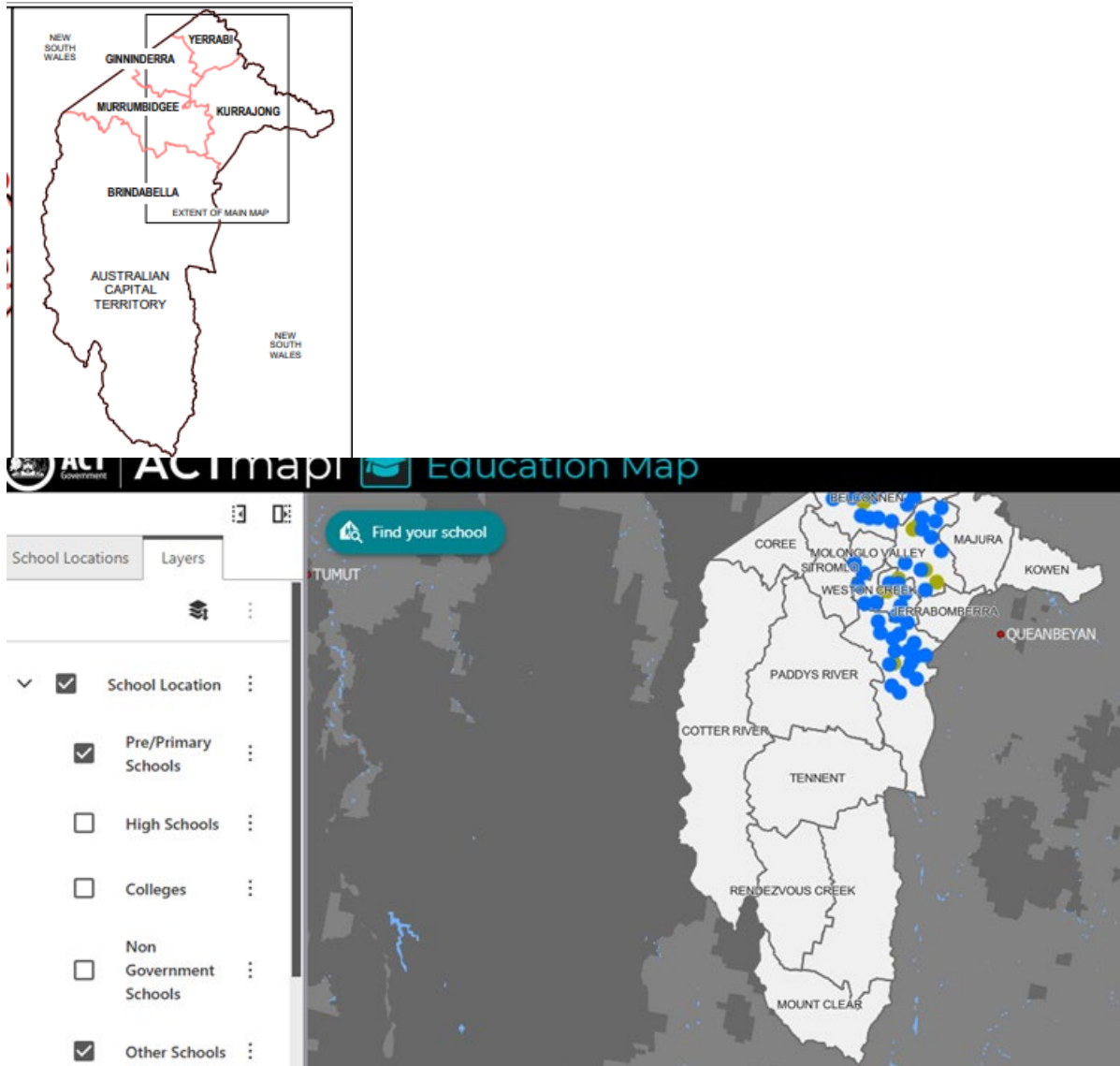
I am writing to you because a member of our community received a notification today that Tharwa preschool is not expected to operate in 2026. Presumably children would be expected to attend Charles Conder pre-school which is a further 6.9 kilometres away from Tharwa.

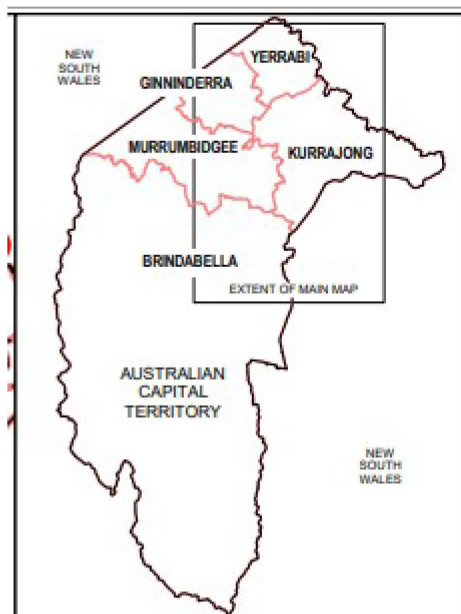
To deprive young children living in the ACT's south of an accessible and local preschool would be a very backward step. Expecting young children to travel additional kilometres into Canberra from their rural ACT homes for essential socialisation and early education seems unfair. The ACT and the Brindabella Electorate extend beyond the last roundabout at Banks. People live outside the urban boundaries of Canberra and should be provided with reasonable services. The ACT

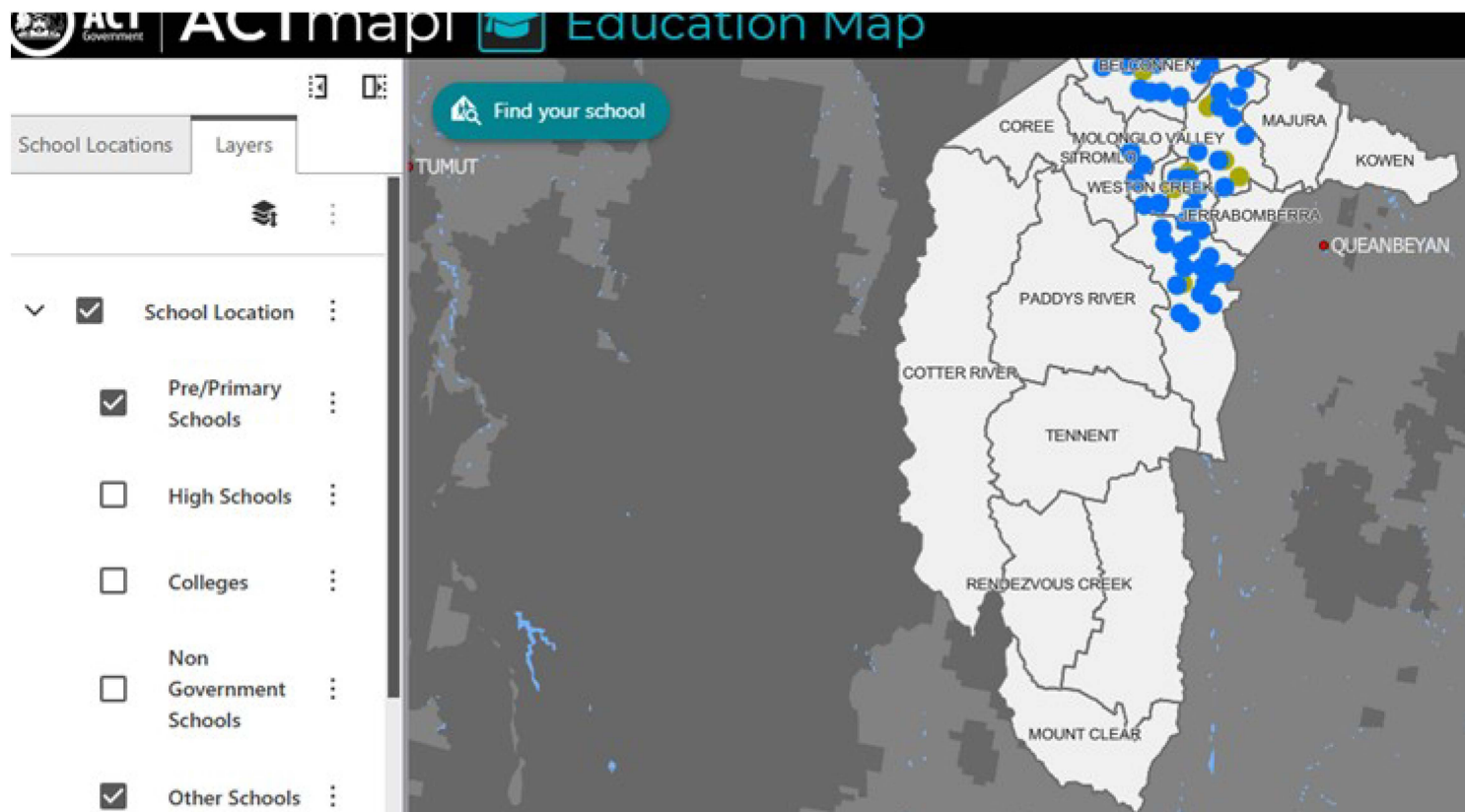
Education map below shows where ACT pre and primary schools are located. Charles Conder Primary is the southern most Government Primary School in the ACT.

The 2022 Early Years Learning Framework for Australia states that belonging is integral to human existence. Part of 'belonging' is to your local neighbourhood. It is hard to achieve this when early education is not available near where you live.

A Key reform under the 2022-2025 Preschool Reform Agreement is a 'funding follows child' approach to support the delivery of quality preschool programs. Please don't let the Tharwa pre-school be closed.







**From:** [Education Enrolment](#)  
**To:** [REDACTED]  
**Subject:** RE: Preschool enrolment question  
**Date:** Friday, 31 October 2025 2:17:00 PM  
**Attachments:** [image001.jpg](#)

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Dear [REDACTED]

Thank you for your enquiry regarding preschool enrolment options for your [REDACTED]. You are welcome to submit a new application at any time. However, please note that only one active application can be held at a time. Submitting a new application would override your current one and if you have already received and accepted an offer [REDACTED], this may affect your existing offer.

Charles Conder Primary School has previously run a session at Tharwa Preschool, however will not be offering sessions in 2026 due to low enrolments. You should contact the school to discuss their 2026 preschool program.

If have any further questions about enrolment, please contact the Enrolments Helpline on (02) 6205 5429 or at [education.enrolment@act.gov.au](mailto:education.enrolment@act.gov.au), or visit the Enrolling in a public school page. Kind regards,

### **Enrolment Policy Officer**

Phone: +61 2 6205 5429 | Email: [Education.Enrolment@act.gov.au](mailto:Education.Enrolment@act.gov.au)

Planning, Evidence and Analytics Branch | System Policy and Reform | Education | ACT Government

Website: [www.act.gov.au/education-and-training](http://www.act.gov.au/education-and-training) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)



-----Original Message-----

From: [REDACTED]  
Sent: Monday, 27 October 2025 12:16 PM  
To: Education Enrolment  
Subject: Preschool enrolment question

[You don't often get email from [REDACTED]. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi team

My [REDACTED] is currently enrolled [REDACTED] for 2026 and this enrolment has been accepted.

I am just wondering what options I have at enrolling [REDACTED] in another preschool, specifically Tharwa preschool.

I didn't want to start another enrolment in case it overrode the existing one.

Can you let me know how I might be able to progress this.

Thanks

[REDACTED]  
[REDACTED]

**From:** [Huxley, Mark](#)  
**To:** [Sloane, Brenton](#)  
**Cc:** [EDU Media](#); [Short, Paul](#); [Van Aalst, Sally](#); [Harper, Charlotte](#)  
**Subject:** Re: FOR APPROVAL: comment on closure of Tharwa preschool  
**Date:** Wednesday, 5 November 2025 2:55:35 PM

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Approved

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**From:** Sloane, Brenton  
**Sent:** Wednesday, November 5, 2025 2:49:17 PM  
**To:** Huxley, Mark  
**Cc:** EDU Media ; Short, Paul ; Van Aalst, Sally ; Harper, Charlotte  
**Subject:** FOR APPROVAL: comment on closure of Tharwa preschool

OFFICIAL

Hello Mark,

Further to our earlier conversation, I have added some extra content to this media response at the request of the MO. The extra content has come from Michael Crowther.

Can you please advise if you approve?:

The Education Directorate implements a communications plan each year in support of the opening of the new enrolment cycle in April. This communications plan is general in nature and emphasises making sure the ACT community understands the public school enrolment process, how to access the Online Enrolment Form and, if needed, where to get support. Regarding preschool enrolments, families apply through the managing primary school – in the case of Tharwa preschool, this is Charles Conder Primary School. This is how preschool enrolments are managed for all primary schools with multiple preschool sites. After enrolments are accepted, schools will allocate children to sessions and/or sites. Where possible allocations will consider parent site and session preference, session capacity, and demand.

In response to community feedback about the visibility of Tharwa Preschool on the Online Enrolment Form, the Directorate previously amended the school's name on the Online Enrolment Form from 'Charles Conder Primary School' to 'Charles Conder Primary School and Tharwa Preschool'.

The Education Directorate Enrolments Helpline has received a total of two enquiries about 2026 preschool enrolments at Charles Conder Primary School. By the end of September 2025 Tharwa Preschool had received one enrolment application for the 2026 school year. As such, the Directorate deemed the operation of a preschool program at Tharwa not feasible for 2026 and also not in the best interest of the student.

The student has been offered an enrolment within their Priority Enrolment Area at the Charles Conder Primary School preschool unit.

It is not unusual for primary schools with multiple preschool sites to temporarily not operate one of them based on enrolment numbers. This doesn't mean those preschools

are closed – it just means they are temporarily not in operation due to a lack of demand. The Tharwa Preschool site will remain available for future enrolments, and the situation will be monitored for subsequent school years.

Happy to discuss further if required.

Cheers,

**Brenton Sloane | Director, Media and Content**

**Communications and Engagement | Education | ACT Government**

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**From:** Lucy Arundell <[lucy.arundell@canberratimes.com.au](mailto:lucy.arundell@canberratimes.com.au)>

**Sent:** Wednesday, 5 November 2025 10:59 AM

**To:** EDU Media <[EDU.Media@act.gov.au](mailto:EDU.Media@act.gov.au)>

**Subject:** URGENT: comment on closure of Tharwa preschool

**Caution:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi media team,

Hope you're well,

Reaching out for a comment on the decision to close Tharwa preschool in 2026.

Several families who were planning to send their children to the preschool and submitted their preferences to the directorate said they were asked by the directorate to pick a different preschool.

Other parents said they were not allowed to advertise or promote the preschool, or host an open day.

Could you please advise how many queries about Tharwa preschool the directorate received this year?

Could you also please clarify why the preschool's P&C were not allowed to advertise for the 2026 school year, and why Tharwa preschool did not appear as its own option in the online form when ACT parents were enrolling their children for the 2026 school year.

My deadline is 5.30pm today.

Thanks,

**Lucy Arundell**

**City Reporter**

**Australian Community Media**

**M** 0497 213 995

**A** 121 Marcus Clarke Street, Canberra City ACT, 2600

**W** [www.canberratimes.com.au](http://www.canberratimes.com.au)



Born on Whadjuk Noongar land, I am living and working on Ngunnawal and Ngambri Land.

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