Dear Parents and Carers

It is a pleasure to welcome your child/children to Durack State School and to wish them happiness and success in all aspects of their school life. Our school strives to provide high quality education programs with an emphasis on creating learning environments that are innovative and enriching. Staff place great emphasis on the development of students' oral language, literacy and numeracy skills. The school has been recognised as Showcase State winners in both literacy and mathematics. The full scope of our achievements can be found on our website.

We have an inclusive approach where specialists provide programs that cater for individual needs while supplementing classroom practice. Programs include EALD, learning support, language and students with disabilities programs.

Various enrichment programs focus on our gifted and talented students. These include robotics, coding, chess, academic competitions and challenges. Leadership is a key focus in Year 6. We also support elite athletes to progress to Regional and State levels. Cultural dance, choir, instrumental music and keyboard opportunities are part of the performing arts program.

Classroom computers, iPads and laptops with internet access offer exciting opportunities to integrate information and communication technology as a teaching tool in all areas of learning. All students access a wide range of the elements of STEAM.

Students are recognised as “Durack Dragons - Safe, Respectful, Learners”. Our school uses the iconic dragon as a unifying symbol to our school wide positive behaviour program for learning that supports the diverse nature of our multicultural school. This program has resulted in recognition as State Showcase Finalists on two occasions.

I would like to take this opportunity to invite you to become a part of your child's school experience. Please feel free to join the Parent and Citizens Association or become actively involved as a volunteer. We gratefully accept help in the school and I urge you to get involved for your child's sake. Studies have repeatedly shown that children who have parents involved with their school do better in their studies.

To ensure open lines of communication are maintained, information is sent home regularly, via the fortnightly School Newsletter, student communication books, emails and SMS texts. As the Newsletter (can also be accessed online) contains information about the day to day operation of the School, including excursions and other variations to the School routine, it is important that attention is given to its contents.

The staff at Durack State School endeavour to be role models for our students. Positive attitudes greatly enhance a child's chances of developing their full potential at school. Please do not hesitate to contact class teachers on any matter concerning your child's education. You will always be welcome.

We are very proud of the quality education our school provides. I look forward to working with you to ensure our school maintains its vitality, relevance and effectiveness.

Beth Petersen,
Principal
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Mission Statement for Durack State School
Our mission is to encourage students to strive to reach their potential within a safe, nurturing, learning environment built on respect.

School Dragon Creed
Here at Durack we are Durack Dragons.
Dragons are Safe Respectful Learners.
Every day every Dragon counts.
Every Dragon can be high achievers.

Through our approach our students have every opportunity to become true Durack Dragons – Safe Respectful Learners

School Key Priorities
- To improve student learning and academic outcomes
- To develop and implement a whole school approach to science
- To provide a whole school targeted intervention approach
- To provide a learning environment where teacher capacity building is the norm
- To build meaningful school and community partnerships
- To enhance the image of the school within the local and wider community

School Contact Information
OFFICE HOURS: 8.00 am to 4.00 pm

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td>1. Student Absence line</td>
</tr>
<tr>
<td>2. Tuckshop</td>
</tr>
<tr>
<td>3. Online Bpoint Payments</td>
</tr>
<tr>
<td>4. Other enquiries</td>
</tr>
</tbody>
</table>

Absence Phoneline 3714 2660
Address 69 Inala Avenue Durack 4077
Fax Number 3714 2600
Tuckshop 3714 2608
Website www.durackss.eq.edu.au
Email admin@durackss.eq.edu.au principal@durackss.eq.edu.au

School Leadership & Administration Personnel

<table>
<thead>
<tr>
<th>Principal</th>
<th>Beth Petersen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Principal: Prep To Year 3</td>
<td>Wendy Harling</td>
</tr>
<tr>
<td>Deputy Principal: Year 4 To 6</td>
<td>Jonas Shantz</td>
</tr>
<tr>
<td>Head of Curriculum</td>
<td>Allison Horne</td>
</tr>
<tr>
<td>HOSES</td>
<td>Natalia Rico</td>
</tr>
<tr>
<td>Guidance Officer</td>
<td>Rod Nelson</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Colleen Hollis</td>
</tr>
<tr>
<td>Administrative Officers: (*EQI Officers)</td>
<td>Tanya Meiring</td>
</tr>
<tr>
<td></td>
<td>Narelle Upton*</td>
</tr>
<tr>
<td></td>
<td>Kelly Nguyen*</td>
</tr>
<tr>
<td></td>
<td>Amina Muse</td>
</tr>
<tr>
<td></td>
<td>Kathy Le</td>
</tr>
<tr>
<td>Librarian</td>
<td>Mai Quach*</td>
</tr>
</tbody>
</table>
Absence of the Principal
In the absence of the Principal, the Deputy Principal assumes the Principal’s responsibilities and in the absence of both; an experienced teacher will be nominated by the Principal to assume the duties and responsibilities of the Principal during their absence.

Administration, Teaching and Support Staff
The professional staff at the school consists of the Principal, Deputy Principals, Literacy/ Numeracy Coaches, Guidance Officer, HOSES, Speech Language Pathologist, Occupational Therapist, Specialist and Classroom teachers. The number of classroom teachers, EALD and Special Education teachers are appointed to Durack dependent on enrolments as assessed at various times through the year. Additional staff assist in the operation of the school; these include Teacher Aides, Ancillary Officers and a Facilities Officer. We also have a Business Manager, Administration Officers, Welfare Officer and Teacher Librarian.

Assembly
School assemblies are held on alternate Monday afternoons at 2:30pm in the hall for Prep to year 3, then Year 4 to 6. Parents are always welcome. There is an expectation that students are attentive and do not talk and we ask parents to support our assemblies by being good role models.

Attendance
Once enrolled at this school, daily, on time attendance in Prep to Year 6 is compulsory unless through reasonable excuse. When children are absent on any occasion, please:
- Provide a note signed by a parent or guardian explaining the reason for the absence
- Call the absence line on 3714 2660 and leave a brief message stating your name and relationship to child, the child’s name and class; reason for absence and expected return date
- In the interest of student safety, an SMS will be sent to one parent who has a recorded mobile phone number, advising them of their students’ unexplained absence for that day. This is an automated service.

Expectation of Parents:
Advise the school of known future absences. Any consecutive absences from school over 10 days require the parent to complete an “Exemption from Compulsory Schooling & Compulsory Participation” form which must be signed by the Principal prior to taking leave.
You are encouraged not to schedule holidays during school time. The school is not obligated to provide the student with schoolwork in advance.

N.B. Continued absenteeism will result in Queensland Department of Education policies being adhered to; this can lead to prosecution.

Behaviour (Student Code of Conduct)
Durack State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Durack State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Durack State School’s Student Code of Conduct comes into effect at the start of 2021. A copy can be found on the school website https://durackss.eq.edu.au/support-and-resources/positive-behaviour-for-learning or you can scan the QR code:

The Student Code of Conduct was developed in consultation with students, parents and staff and aligns with departmental requirements and legislation. It includes information for parents and students about Durack’s PBL program, disciplinary consequences, preventing and responding to bullying, mobile devices policy and more.
Please familiarize yourself with the Student Code of Conduct.

**Book Lists**
Book lists are available at any time from the school office and can also be found on the school’s website. These lists are developed by the teachers of each year level. It is strongly suggested that your child has the items on the list and that they are clearly marked with your child's name. Items such as pencils and glue will likely need to be replenished during the year.

**Breakfast Club**
Students may access breakfast club every days from 8.30am. There is no cost for breakfast. While eating, students are required to remain seated in the breakfast club area. Parents are actively encouraged to assist with the running of our breakfast club. Please see Breakfast Club organisers if interested. The Breakfast Club is intended to provide an extra boost for our growing students once they are at school. It is not to replace breakfast at home with the family.

**Student Leadership**
To be eligible for a Student Leadership role, a student must have an outstanding behavioural record in the previous year and be able to demonstrate:

- High levels of participation
- Willingness to use own time where necessary to fulfil role
- Effective public speaking skills
- Commitment to own learning and development
- Initiative and flexibility and
- Demonstrate competencies in social situations with both students and adults

The roles captain roles include: School, Sports, Indigenous, Choir, Band and Library. They area selected through a process that involved voting by staff and students.

**CCTV**
Durack State School is covered by Closed Circuit Television (CCTV). There are a number of cameras installed at various locations around our school. CCTV has been increasingly deployed across Queensland public authorities for a variety of visual surveillance purposes. These purposes span incident monitoring, detection and deterrence, contributing to the safety of the public, personnel and property. Whilst images from the CCTV will assist public authorities at times, only images pertaining to an incident will be provided thus protecting the privacy of other individuals.

**Class Organisation**
Classes are organised into teaching units based on Year Levels, from Prep to Year 6. Children are allocated to year levels on the basis of age, on current academic achievement, or on previous educational experience in Queensland or in other educational systems. Gender and cultural balance is also important while taking into account behavioural issues.

Our school has the facilities to enable the use of a variety of teaching and class grouping techniques. At any given time, we are employing those best suited to the needs of the children, having regard for staffing levels and space available. It is our desire to achieve stability for the children's sake.

Day 8 (see Day 8 Procedure) – The department make staffing changes up until Day 8. To reduce stress to families and students, Durack may start the year with gender classes.

There are times however, when other changes are necessary. Sometimes these changes are made for the benefit of the children. On other occasions, they have to be made because of changing enrolments or enrolment patterns within a particular year level, as a result of teacher transfers, or changes to the number of teachers on staff. Thus, it may be necessary to form or to disband a multi-age class group, to implement co-operative teaching practices or
change teachers or children from one class group to another. On such occasions, parents will be advised as early as is practicable before the change takes place. If necessary, a Parent Information Meeting will be held.

**Code of Conduct**

Staff and Students adhere to their own Codes of Conduct. All parents, community members and visitors are required to adhere to the Visitor & Volunteers Code of Conduct.

All people coming into our school are asked to:

- Respect the rights of all students to access the education we provide
- Respect the professional role of our staff
- Respect other parents and visitors
- Respect the physical environment for learning
- Respect the policies and procedures established for the school’s good order and management

It is inappropriate to speak, regarding incidents that may or may not have happened at school, with any student of who you do not have guardianship. Involvement can be in conflict with the school’s investigation of the incident and make it extremely difficult to respond in a fair and ethical manner and, if deemed serious enough, could result in a period of exclusion from the school grounds for the offending parent.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please make an appointment with your child’s teacher or the leadership team to discuss the matter. All of our students will benefit from families and the school being in a positive, healthy and working partnership.

**Collection of students**

Should parents wish to collect pupils during school hours, they must make contact in person, by phone or by note. Parents need to report in person to the office where they will be issued with an early slip which they take to the class teacher in order to collect children. Parents are not to collect children from classrooms without this slip from the office. The only exception to this is at the Principal direction as response to severe storms – this is advised via the PA system.

**Day 8 Procedure**

The school is staffed on the actual number of students attending school on the 8th day of the school year. Therefore it is essential that if your child will not be commencing the school year by Day 8, written evidence is provided. Please contact the school prior to this date. Situations where this may occur include extended holidays, illness or a death in family.

**Enrolment**

All children need a current birth certificate or passport to be enrolled. Parents can obtain the application form at their local courthouse or by phoning the Registry of Births, Deaths and Marriages on 137 468 to have an application form sent to them. Parents can also submit the form at any local courthouse or by mail and should receive the certificate within three weeks. For information including pricing and certificate access policy, visit the website https://www.qld.gov.au/law/births-deaths-marriages-and-divorces/birth-death-and-marriage-certificates/birth-certificates/applying-for-a-birth-certificate/

Kindergarten is a joint facility but it is run by C&K. It is essential that if you are seeking a placement for your child that you place your child’s name on the waitlist at the C&K facility. Spaces fill quickly. You can add your child’s name to waitlists well in advance of the year your child is eligible to attend.

**Excursions & Incursions**

Educational excursions and incursions are a practical part of our school program and at times students will be given the opportunity to participate. We are careful to ensure that excursions and incursions relate to the educational program.
Parents are advised in advance as to costs, venue, transport and other arrangements, and are required to return signed consent form. No child is permitted on an excursion unless a signed consent form is received from a parent or guardian or by special arrangement via phone contact. From time to time the school will recognise sign off for excursions from the enrolment form when students have paid but have not returned their permission form and phone contact is not achieved – please note this is a last resort.

To assist with transport, staff and parents may assist by providing private transport. Requirements are:
- Parent permission must be sought before any private transport is provided
- The driver must have a current driver’s license
- The vehicle must be registered (this includes third party insurance)
- The vehicle must have seat belts for all occupants

Excursions, school activities and transporting of students all carry inherent risks of injury. Please refer to section below on insurance.

High standards of behaviour are expected of students when they participate in activities and represent our school in the community. Students who have displayed at risk behaviour or who have demonstrated an inability to follow the Student Code of Conduct may require negotiated support such as parental supervision to be able to participate.

**Family Contribution**
At the commencement of each year, families are invited to make a monetary contribution to the school via a Family Contribution. This contribution has assisted with the cost of consumables e.g. replacement readers or targeted key school improvements e.g. air-conditioning, seating, fencing, grounds improvements. A letter is sent home to each family acknowledging this support and outlining the vision of the school in the year ahead. The family contribution is voluntary.

**Homework**
Education Queensland has guidelines for student homework emphasising the need for balance between family life and consolidating classroom learning.

At Durack State School we believe that homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes time for family, recreation and cultural pursuits.

Homework that enhances student learning:
- is purposeful and relevant to student needs
- is appropriate to the phase of learning
- is appropriate to the capability of the student
- develops the student’s independence as a learner
- is varied, challenging and clearly related to classroom work
- consolidates newly learned skills
- allows for student commitment to recreational, family and cultural activities

The purpose of homework is to engage students in independent learning to complement work undertaken in class through:
- revision and critical reflection to consolidate learning (practise for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

Homework may be completed daily or over a weekly or fortnightly period and can take many forms including but not limited to:
- handouts/textbook/computer based activities
• assignment drafting
• reading
• note taking, revising and studying
• completion and extension of class work, projects and research.

<table>
<thead>
<tr>
<th>Homework Schedule:</th>
<th>(DETE – Homework – State Schools Policy)</th>
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</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Generally no homework is set. At Durack State School, homework in Prep is optional – individual teacher decision</td>
</tr>
<tr>
<td>Years 1-3</td>
<td>Will not exceed 1 hour per week</td>
</tr>
<tr>
<td>Years 4 &amp; 5</td>
<td>Will not exceed 2-3 hours per week</td>
</tr>
<tr>
<td>Year 6</td>
<td>Will not exceed 3-4 hours per week</td>
</tr>
</tbody>
</table>

House System
All children are allocated to a School House upon enrolment. There are three Houses; Alpha (Blue), Beta (Red) and Gamma (Gold). Children from the one family, where possible, will be allocated to the same House.

How do I Voice any Concerns?
The following procedures are to be used to resolve complaints or concerns at our school.
• Notify the school know via email, letter, telephone, or in person that you have a concern, providing details of the issue.
• The school will investigate to try and find out the facts surrounding the concern.
• The school will contact you to discuss the matter, or to organize a meeting.
• Many concerns are quickly resolved once the parent is aware of all the facts. If, however, the matter remains unresolved, a formal appointment to discuss the issue with the Principal can be arranged.
• If you have not reached a resolution please contact the Metropolitan Regional Office by phone 3028 8052.

Insurance
The Department of Education does not have personal accident insurance cover for children/students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

ICT and Digital Devices

Social Media
Please be aware that social networking sites such as Facebook are illegal for children to access under the age of 13. Due to the level of distress caused by misuse of these sites, the school strongly recommends that no child under 13 be allowed to access to them. Parents need to be vigilant concerning your child’s social media interaction.

Student Internet Access Agreement
An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Student access to these school-provided services is governed by the Student Internet Access Agreement. Parents/carers are required to read and sign the agreement when enrolling their child. Students in Years 3 to 6 also sign the written agreement while children in Prep to Year 2 are provided with a simplified oral version appropriate to their age and understanding. The substance of the Student Internet Access Agreement is below:

1. I will use the internet for curriculum purposes only.
2. I will not look for anything that is illegal, or may be dangerous or offensive.
3. I will keep my password/s to myself, and not seek the passwords of others.
4. If I accidentally come across something that is illegal, dangerous or offensive, I will
   • clear any offensive pictures or information from my screen by clicking HOME;
• immediately, quietly, inform my teacher

5. I will not give out personal information about others or myself e.g. name, address, phone number, and parents’ names.

If a student breaks the agreement, the school will take appropriate action which may include loss of Internet access.

Third Party Website Parental Consent
The use of web based educational resources, including third party (non-departmental) online services hosted and managed outside of the Department of Education has risen steadily over the last decade. Such services include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services. Using third party web based service providers to aid student learning may involve disclosing information about your student such as student name, class teacher and school email. In some cases student work such as student projects, assignments, portfolios, images, video or audio is also being stored on third party web servers. The school seeks parental/carer consent on the enrolment form for your child to use the third party services and will re-seek consent at intervals if required.

Keeping You Informed
Official communication from the school to the home is by way of Newsletters, Email or Communication books.

Alerts and Notices
As a school we are trying to reduce our environmental footprint by limiting the number of notices being sent home; emails, SMS will be used instead. Please ensure that you update your contact details in the office as soon as they change.

• SMS Messages are used to also communicate/alert unexplained absences
• Notices for excursions and for matters of a more urgent nature, are sent home as the need arises.

Communication Book
Please check your child’s communication book daily. This book is to go home and come back to school every day. You can communicate with your child’s teacher and track reading and student behaviour every day in this book. A replacement can be purchased from the office for $10.

Newsletters
Newsletters are generally sent home fortnightly and are a primary source of information. Newsletters contain items of interest and important information relevant to both school and community. The newsletter can be accessed via

• Hardcopy - sent home with your child
• Electronically - emailed to parents who provide email address to the school or
• School website

Note: The newsletter is provided in English and Vietnamese.

Term Letters
Term Letters outlining proposed units of work, assessment expectations, excursions and class events are sent home via email and student communication books at the beginning of each term.

Library Borrowing
Borrowing from our school library is as follows:

• All students may borrow 4 books for up to 2 weeks – this could be limited early in the year until younger students are used to borrowing.
• Additional books may be allowed for special projects and needs. Audiovisual items and computer software are not normally available for borrowing for home use.
• The school would prefer students of Prep to Year 3 use a library bag. Band members may borrow music books up to the end of the year.
• Overdue notices will be sent out regularly. When books are grossly overdue, a letter will be sent to you requesting payment for the book.
• It is important to return borrowed books if transferring to another school.
Lost Property
A lost property box is kept at the office. Students, who have lost items of clothing, lunch boxes, etc, should make a thorough search of the box before reporting the item as being lost. In any case, if all belongings are clearly labelled with the child's name, the anxiety of children who have mislaid something will be greatly reduced. From time to time the contents of the lost property box are put on display. Items not claimed will be used by the school or donated to charitable organisations.

Music Programs
Music Ensembles - Instrumental Music
Durack State School has a Strings ensemble as well as a Concert Band that consists of brass, woodwind and percussion. The strings ensemble is open to students from year 3 – 6 while the band is open to students from years 4 – 6. Intake generally happens at the beginning of year 3 and year 4 respectively.

Students who are successful in gaining a place in the school band will be issued with a school musical instrument in their first year playing. This instrument is loaned to a student subject to certain conditions. A fee per student is payable annually by all band members which covers instrument loan and curriculum cost. Please contact the school if you are interested for your child to join the school ensemble. For more details please browse the Music Handbook.

School Choir
The school has a choir open the students from years 4 – 6. Choir members rehearse once a week during lunch time in preparation and training for various performances and community events throughout the year. For more details please browse the Music Handbook.

NAPLAN
NAPLAN stands for National Assessment Program – Literacy and Numeracy. It is an assessment of literacy and numeracy for students in Year 3 and 5 and occurs yearly during Term 2. Results for the test are provided to parents usually in Term 3 or 4 following the test. The school is provided with one hard copy of the results which is provide to parents. No copies are kept on school premises. It is the parent’s responsibility to keep their copy safe as these can be requested by high schools upon enrolment.

Nappies
In the interests of health and safety for all our students, parents, staff and visitors, should your young child require a nappy change, we request that the used nappy be placed in a plastic bag, tied securely and taken home for disposal or disposed in an appropriate manner. If you do not have a bag, please request one from administration.

Parent Information Sessions
Early in Term 1, teachers will conduct Parent Information Sessions. Parents are invited and encouraged to attend. Topics covered at these meetings include school policy, class policy, and informational about teaching and learning pertaining to your child’s year level/class. Teachers will also discuss expectations in relation to school work, behaviour, social development and other relevant areas.

These sessions provide an opportunity to meet teachers and other parents, as well as to become more informed about the school.

Parent Interviews
The purpose of parent-teacher interviews is the sharing of information that will be beneficial to your child. The opportunity to discuss your child’s strengths and weaknesses will assist with programming at school and at home. For these reasons, your attendance would be greatly appreciated, as we all share the same concerns. Parents of students in Years 3 to 6 are encouraged to bring their child to the interview. Where possible, the school will seek to assist with translation. Parent-teacher interviews will be held during Semester 1 and as requested by either parent or teacher.
Parking & Traffic Expectations

Pedestrian Traffic
- Access to and from the school by pedestrians must be via the front entry
- Walk across the staff car park with care on the zebra crossing
- Do not block the driveways
- All scooters and bikes must be dismounted while on school grounds

Stop, Drop, & Go Zone (also known as 2 Minute Zone or Pick up/Drop off Zone)
This zone is designed to operate in the following manner:
- All drivers must remain in the vehicle (no parking)
- As spaces become available cars must move forward
- No car is to be parked blocking off the Kindy driveway
- Students wait along the fence for their parents to stop and quickly jump in/out

NB: there is a police presence from time to time in this area and non-compliance will result in a fine

Staff Car Park
The staff car park is restricted to Education Queensland employees. This is not to be accessed by community members dropping off and collecting students.

Kindergarten Car Park
Only Kindy parents are permitted to access this car park. Do not park across the driveway or in the Kindergarten car park unless you have a student enrolled.

NB: from time to time the kindergarten gates will be secured at 3pm, your vehicle will not be accessible until the following day.

Community Car Park (parking at the Hall)
The car park operates as follows:
- Speed limit of 5km
- Cars to move in a clockwise direction
- Parking is restricted to designated car parks and the grass overflow area
- Drivers are to use in/out driveways when entering grass overflow area
- Do not stop and allow passengers in or out of the vehicle until the vehicle is parked
- Do not drive around and around the car park waiting for your child to come to your car as this is putting students at risk and holds up traffic flow
- Do not proceed down the driveway past the front of the hall. This is a restricted area on school property.
- Do not drive over curbed areas
- Pedestrians are not to enter or exit through the community car park gates
- Pedestrians use the footpaths where possible
- Students are to remain within the fenced area until the vehicle is parked. It is the parents’ responsibility to collect their child/children from this area
- Do not leave young children in car unattended.

Avocet Street – There are No Standing signs on both sides of Avocet Street (the small street that leads into the car park). Parking in this area may result in a fine.

Durrang Street - Alternate parking is available at the rear of the school in Durrang Street.

Please be aware Education Queensland is not required to supply parking to parents; this was a school initiative under State Schools of Tomorrow. We ask that you demonstrate patience and courtesy when using this facility.
Failure to do so could result in access to parking on site being denied. Your cooperation and assistance is appreciated.

**Pedestrian Crossing (Traffic Lights)**
A light controlled pedestrian crossing has been provided outside the Inala Avenue entrance to the school. In the interests of safety, it is recommended that all children who need to cross Inala Avenue should do so at this point. Students must remain behind the yellow painted line while waiting for lights to change. Students are encouraged to walk across the road – D NOT RUN! The help of parents in instructing children in this matter is appreciated. Durack State School is a designated 40km zone between the hours of 7am to 9am and 2pm to 4pm.

**Permission to Leave School Grounds**
In general, children must not leave the school grounds once they have arrived. However, parents sometimes require their children to go home for lunch. If this is a permanent arrangement, that is, on a regular basis throughout the year, one letter to the Principal at the beginning of the year giving full details is sufficient. In all other cases, a separate note to the class teacher is required for each instance the child is to go home. In emergencies, a telephone call is acceptable.

**Physical Education and Sporting Activities**
All children are expected to participate in the school's physical education and sports program. We believe that physical education and organised sport play a major role in child growth and development, in respect of physical, social and academic areas.

Some features are:
- **Physical Education** - Children will participate in a program of regular fitness and skill development.
- **Swimming** - Children in Year 4 take part in our swimming program (5 weeks long).
- **Sport** – Year 5 & 6 students have access to inter-school sport and Gala Days.
- **Athletics** - Children train in athletics skills as a prelude to our Inter-House Athletics Carnival held at the school. Selected children then compete in the Inala District Athletics Carnival.

Physical activity & physical education, particularly contact sports, carry inherent risks of injury. Please refer to section above on insurance.

**Prep Program**
To assist your child in their first year of school can you please do the following:
- Provide your child with a spare set of clothing (including underwear and socks)
- Provide morning tea and lunch in a cooled lunch container that students can open
- Drink bottle with water only
- Ensure correct money is sent in a named envelope if required for any school activities
- School starts at 8:50am in the morning and collect your child at 3:00pm
- Label hats, clothing and all lunch items

**Recognising and Rewarding Behaviour and Academic Achievement**
Behaviour rewards our outlined in Student Code of Conduct,

Academic awards include the following:
1. Principals Awards – for academic achievement in Numeracy and Literacy. These are awarded with end of semester reports.
2. Annual Academic Awards Assembly – including
   - Dux
   - Citizenship Awards
   - Top 2 Band result NAPLAN
   - English and Maths Book Prizes
   - 100% Attendance
   - Sports awards
Refund Policy
Under the *Education (General Provisions) Act 2006* state schools can charge fees for some services to enhance students’ educational experiences. A school fee for each service is calculated on a cost recovery only basis. Please refer to the User Charging procedure for details of the types of fees.

Excursions and Camps
School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:
- payment of a fee, and
- provision of a permission form completed by the parent/carer.

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:
- completing the Request for Refund form available from the school office
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity.

Where possible, we prefer to credit the refundable amount against the student’s account at the school, and use it to offset any future charges.

Department of Education policy references:
- *Education (General Provisions) Act 2006*
- Departmental User Charging procedure
- Departmental Student Resource Scheme procedure

Religious Instruction
Religious instruction include Christian and Buddhist lessons once per week. Eligible students from Years 1 to 6 receive religious instruction in accordance with information provided on their Application for Student Enrolment, unless parents have provided other written instructions.

Class access is dependent on availability of religious instruction teachers. Church representatives take classes for 30 minutes and cover all Christina Denominations and Buddhist instruction. Those children that do not participate in the Religious Instruction lesson are supervised by teachers. These students undertake a revision of their work or engage in independent literacy or numeracy activities.

Islamic prayer group is offered at 1pm Monday to Friday in the hall foyer.

Reporting (Report Cards)
The purpose of reporting is to provide information to parents/carers about the learning and achievement of their children. Reporting also gives students a sense of how they are going and the areas of the school curriculum in which they might need to improve. Throughout the year, teachers evaluate children's work against the Australian Curriculum’s Achievement Standards by means of regular tests, projects and other activities. All results are recorded, so that over the year a profile of each child is being developed. Reports are emailed to parents at the end of each semester. If parents do not have an email address, one paper report will be printed for their child. Requests for re-prints will incur a $5 charge. Please update the school if your email changes. Please look out for your child’s report in your email account in the last days of each semesters. Year 5 and 6 students may be asked for a copy of their reports when enrolling into high school. It is the families’ responsibility to provide the reports to the high school. Usually reports can be emailed by parents to the high school.

School Photographs
School photographs are taken each year by a professional photographer. All students are included in class photographs. Individual photographs may also be purchased. Other group photos may also be taken i.e. Band and Choir groups. Parents can order these photos upon viewing.
**School Start/Finish Time**
School officially starts at **8:50am** each day. Our school policy is that students may arrive at school after 8:00am on the condition they go to the outdoor learning area outside the Resource Centre. A bell will ring at 8:30am to go to the breakfast area, their classroom (may or may not be open) or play area.

Be aware that access to the school site prior to 8:50 is at the Principal’s discretion and access will be denied until 8:50am if students’ behaviour places themselves or others at risk, or they do not remain in the designated areas.

Students are expected to be in classrooms by **8:50am**. After **9:00am** students will require a late slip from the office. Late arrivals will be recorded on One School as per Departmental regulations and absences monitored. *Please note late arrival is disruptive to students, teachers and Admin staff.*

All students are to be collected by 3:15. Students who are not collected by 3.15 are to go to the Outdoor Learning Area (outside the Resource Centre). The office is not an area to wait for parents. Parents need to understand that the school is not a babysitting service. If you require care prior to 8am or after 3.15pm, Camp Australia offers outside of school care on Durack’s premises in the hall. If you require assistance with registering, please see the office staff.

**Smoking**
From 1 January 2015, smoking is banned at all Queensland state and non-state schools, and for 5 metres beyond their boundaries. The law applies at all times during and after school hours, on weekends and during school holidays. It includes the use of all smoking products, including electronic cigarettes. See [https://www.qld.gov.au/health/staying-healthy/atods/smoking/laws/index.html](https://www.qld.gov.au/health/staying-healthy/atods/smoking/laws/index.html) for further information.

Please dispose of all cigarette butts in the bin. In support of the schools drug strategy we ask parents to be positive role models as the school discourages smoking within the view of students.

**QUITLINE** – 137 848 or visit [www.quitnow.gov.au](http://www.quitnow.gov.au)

**Sun Smart**
Durack State School is a Sun Smart School as of 2020. Sun safety is implemented as follows:

- Students are aware sunscreen is provided for student and staff use.
- Approved school hat to be worn when accessing outdoors’ e.g. bucket, legionnaires or broad rim – see Behaviour Expectations matrix in Student Code of Conduct
- Teachers explicitly teach expectation while raising understanding of why it is necessary to be sun safe.
- Swim shirts must be worn for all swimming activities.
- Outdoor activities kept to a minimum between 10:00am and 3:00pm. Physical Education to be conducted in hall where appropriate.
- The school provides shade structures for students as practically; particularly over high density play areas such as sand pits and play equipment.
- Staff to demonstrate appropriate role modelling.
- The school newsletter and school assemblies will be used to highlight and reinforce the Sun Smart policy.
- Sun Smart activities and sun protection will form part of the Health and Physical Education curriculum at all year levels.

**Support Personnel**
**Advisory Visiting Teachers**
Teachers for students with language, visual, hearing or physical impairment or behavioural concerns visit the school. Details are available from the school Office.

**English as an Additional Language Dialect – (EALD)**
Teachers are provided for students from a non-English speaking background who are operating at a D or E level. EALD teachers may contact families for further information prior to assisting students in their learning.
Guidance Services
This school has an onsite Guidance Officer between 3-4 days per week. Children may be referred to the Guidance Officer following a referral protocols. If you wish for your child to see the Guidance officer you should first discuss your concerns with your child’s class teacher, who will refer your child if required. If the referral is of a more sensitive nature please speak with the Principal, year level Deputy Principal, or HOSES.

Speech Language Pathologist
This school has an onsite speech pathologists. This service is prioritised and access is limited. All students are initially screened in Prep during term 2. Students will be re-screened as required or at the directive of the inclusion committee or at the request of the principal. Language support programs, therapy and Teacher Aide programs are then provided.

Support Teacher Literacy and Numeracy (STLaN)
The school employs a Support Teacher focusing specifically on literacy and numeracy. Prioritization is via inclusion committee referral and responsive to academic results. Programs accessed include Minilit or Macqlit.

Transfers
When a child is enrolled at a State School, all information is accessible from the department’s OneSchool system by the enrolling state school. If you are moving to a new locality please call our Office to advise the new school your child will be attending. Please return all books, including library and reading books, prior to departure.

Tuckshop
The school tuckshop is operated by the P&C Association and is open each school day. Children must place their orders by 8.45 am at the tuckshop. Current price lists are available from the tuckshop and provide to students throughout the year.

Uniforms
Uniforms are available from Lowes Menswear – Inala Plaza Phone: 3278 8340

Durack is a uniform school and therefore the expectation is that all students must wear the correct uniform. Persistent refusal to comply with school uniform expectations may result in withdrawal from playground activities, sporting and school excursion program. Please label all items of clothing.

The Parents and Citizens' Association support the Education Queensland uniform policy. The uniform is designed with regard to sun safety and gender equity. This ensures that all students are dressed appropriately, and are easily identified at school and on excursions. Student safety is enhanced, as staff can easily supervise those in our school uniform.

The uniform consists of:

- Green shorts, skirt or skorts.
- Durack school uniform shirt. Winter and summer weight available at Lowes at Inala Plaza.
- All track pants, long pants, jumpers, jackets, skivvies, vests and tights must be green.
- Year 6 shirt is optional

Hats are a requirement - styles include:

- Green reversible bucket hat - available at Tuckshop
- Green legionnaires or broad rim hat - available at Lowes at Inala Plaza
- Green hijab – available at Tuckshop

Please label all items of clothing.

Footwear

- Closed in footwear is mandated, preferably joggers. Thongs and slip on shoes are not acceptable. These are a safety concern.
Hair
- For safety and reduction of the transmission of head lice, we ask that all shoulder length or longer hair be tied back.
- Bottle green elastic hair ties and hair clips are periodically available from the office – elastic hair ties are 0.50c each, hair clips are $1.00 each.

Jewellery
- The school would prefer that no jewellery is worn as there are concerns around safety and loss, however, in recognition of our cultural diversity, health issues and educational learning about time, the following are acceptable
  - Watches
  - Medical Alerts
  - Items of religious significance (if necklace - to be worn under shirt)
  - Small ear studs

Swim Shirts and Swim Caps
- Swim shirts and swim caps are a mandated requirement to participate in the swimming program. Please label all items of clothing.

Sport Uniforms
- The school does not have a separate sports uniform, however, we encourage the wearing of house colours on inter-school sports days (Gamma – Gold, Beta – Red, Alpha – Blue). Reversible hats include house colours are available for purchase at the tuckshop.

Uniforms Checks
- We regularly conducts uniform checks and recognises and rewards students who are in full uniform.

Visits to the School
We are always pleased to discuss with parents any matters relating to the education of their children, or other items connected with their being a member of our school community. Ensure that you speak with your child’s class teacher before approaching the year level Deputy Principal.

So that such discussions may be meaningful and helpful, it would be appreciated if advance notice could be given, either in writing or by telephone, that an interview or meeting time is requested. This allows time to gather relevant information.
P&C - PARENTS AND CITIZENS ASSOCIATION

The Durack State School Parents and Citizens Association (P&C) is a voluntary body of parents and citizens interested in the welfare and advancement of the school and its members. While the Association is concerned with fund raising, it does not neglect its interest in matters of an educational nature.

Meetings are held monthly in the School Administration building. Our P & C Association is a very active group who welcomes new membership. Meetings are currently on the fourth Monday of each month at 1:45pm in the conference room.

A Register is maintained of current members to ensure that they are covered by insurance when helping our School.

Code of Conduct
For all volunteers including P&C members: There is Code of Conduct booklet which has been adopted to aid all members of our school community to work as a well ordered group that promotes interest and facilitates development to further improve Durack State School.

Volunteers are required to read the Volunteers Code of Conduct including the Student Protection Fact sheet then sign the register to acknowledge their awareness and understanding of the policies and guidelines within.

A harmonious working environment is essential, to the effective conduct of our school’s volunteer contribution and job satisfaction. It is required that:

- Personal privacy is of paramount concern to all
- Information gathered or obtained as a result of roles as volunteers is only passed on to the relevant school authority with the permission of the person disclosing the information
- Courtesy and respect is to be observed by all. Discussion is healthy – personal attacks are destructive and to be avoided
- Constructive criticism is always welcomed
- Discrimination on racial, ethnic, or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment

All volunteers must sign the electronic visitors register on arrival.

We value your assistance in our school as volunteers; however for safety reasons we discourage small children being with you when you are here in a working capacity. Other than parents all volunteers must present a valid Blue Card (https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card). Due to insurance requirements high school students do not meet the Department guidelines as volunteers unless a formal agreement has been provided through their school e.g. work experience.
FIRST AID AND MEDICAL PROCEDURES

Medication
Children are not to have medication at school without school staff knowledge. Medication will only be administered from the school office unless parents wish to administer medication themselves.

Strict procedures have been developed by the Department of Education regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents / caregivers must:
- Notify our school in writing of a health condition requiring medication at school – please complete a Student Medical Condition form available from the office.
- If school staff is to administer medication, a request to administer medication form must be completed, forms are available from the office, please obtain prior to seeing your doctor as this form is to be signed by both the parent and the medical practitioner. Alternatively this form can be downloaded from http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Administration%20of%20Medication%20in%20Schools/routine-shortterm-medication.DOCX
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken (medication will only be administered at school if unable to be administered from home eg 4 doses a day of antibiotics)
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- Advise our school in writing and collect the medication when it is no longer required at school

School personnel are not permitted to provide or administer analgesics such as Panadol, Panadeine and the like (unless prescribed within above guidelines).

Exception to the above guidelines is asthma puffers (such as Ventolin) which may be kept by the child.

Frist Aide Procedures
In the event of an accident/injury to a student, the procedure is as follows:

Serious Accident/Injury
i.e. Fractures, Serious Head Injury, Suspected Spinal Injury etc.
1. Appropriate First Aid is administered.
2. The Ambulance is rung immediately.
3. The parent/guardian is contacted. If unavailable, the emergency contact is rung.
4. The student is conveyed to the appropriate medical facility nominated by the Ambulance.

Minor Accident/Injury
1. Appropriate First Aid is administered.
2. Student is placed in Medical Room or returned to class.

Accident/Injury which may require further treatment at a medical centre, private doctor, hospital etc.
1. Appropriate First Aid is administered
2. The parent/guardian is contacted, is advised of the accident/injury and is asked:
   “Do you wish to collect your child for further medical treatment?”
   or
   “Do you wish the school to contact the ambulance?”
If, in the opinion of the attending first aid person, the student requires hospital treatment, a decision to call the ambulance may be made without consultation with a parent/guardian.
Dental Treatment
Metro South Health provides free dental care to children throughout our region. If your child is eligible for the Child Dental Benefits Schedule (CDBS), the cost will be billed to Medicare. If your child is not eligible for the CDBS, they will still receive dental care at no charge until they complete Year 10. Phone 1300 300 850 to make an appointment.

Record Keeping
1. Any First Aid administered is recorded on the First Aid register kept in the Medical Room by the person who provides the First Aid.
2. Minor Accident/Injury. Occurrence is to be recorded as above and on MyHR WH&S
3. Serious Accident/Injury. Occurrence is to be recorded, as above. In the event of a serious injury, this procedure automatically instigates notification to Organisational Health.

Ambulance
All students and staff are covered for ambulance services. Therefore, should any accident involving your child occur while at school, at sport or on an excursion, they will be transported to the hospital free of charge.

Head Lice
From time to time, there are unavoidable infestations of head lice in all schools. Should this occur you will be advised via class notices. You are expected to take responsibility to check your child’s head and obtain treatment if necessary.

It is not policy, in the first instance, to send home children who have been found to have head lice, but families will be notified. It is recommended that parents are proactive when it comes to treating head lice.

Time Out (Exclusion Table for Illnesses)
The following is the Exclusion Table of Infectious Diseases approved by the Department of Education. For the purpose of this table, a contact means a child of school age in the same residence as the patient. Teachers suffering from infectious diseases will follow the same exclusion period as children. Except in the case of Diphtheria, teachers will not be regarded as contacts.

The Qld Health Timeout (Exclusion) Poster can be obtained from https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf
## Time Out

**Keeping your child and other kids healthy!**

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Person with the infection</th>
<th>Those in contact with the infected person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>COVID–sp*</td>
<td>EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>NOT EXCLUDED Pregnant women should consult with their doctor.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Diarrhoea* and/or Vomiting</td>
<td>Exclusion periods may vary depending on the cause.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>including:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>amoebiasis</td>
<td>EXCLUDE a simple case until 24 hours after the last loose bowel motion and the person is well.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>campylobacter</td>
<td>EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>cryptosporidium</td>
<td>If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>glandula</td>
<td>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</td>
<td></td>
</tr>
<tr>
<td>rotavirus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>salmonella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viral gastroenteritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>but excluding:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>norovirus</td>
<td></td>
<td></td>
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<tr>
<td>shigellos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>but toxin-producing forms of E.coli (STEC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>See specific information below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterovirus 7* and/or rotavirus</td>
<td>EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person’s bowel motions.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>(EVR)*</td>
<td>EXCLUDE until the day after antifungal treatment has commenced. (No exclusion forthcoming).</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Fungal Infections of the skin and nails (ringworm/tinea)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glandular fever</td>
<td>NOT EXCLUDED</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>(mononucleosis, Epstein-Barr virus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German measles (rubella)</td>
<td>EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Haemophilus Influenza type b (Hib)</td>
<td>EXCLUDE until the person has completed a course of appropriate antibiotic treatment.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td>Hand, foot and mouth disease (FV2)</td>
<td>EXCLUDE until all blisters have dried.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Hepatitis A*</td>
<td>EXCLUDE until at least 14 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.</td>
<td>NOT EXCLUDED</td>
</tr>
</tbody>
</table>

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1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of contact will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escape a child’s watery.
4. Doctors should notify the Local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antimicrobial treatment will vary between diseases. If unsure, contact your Public Health Unit.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Person with the infection</th>
<th>Those in contact with the infected person*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B and C</td>
<td>NOT EXCLUDED; Cover open wounds with waterproof dressing.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Hepatitis E</td>
<td>EXCLUDE until at least 2 weeks after the onset of jaundice.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Human immunodeficiency virus (HIV/AIDS)</td>
<td>NOT EXCLUDED; Cover open wounds with waterproof dressing.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>EXCLUDE until symptoms have resolved, normally 5–7 days.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Measles*</td>
<td>EXCLUDE for 4 days after the onset of the rash.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vaccinated or immune contacts NOT EXCLUDED,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>EXCLUDE until well and has received appropriate antibiotics.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>EXCLUDE until well.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>EXCLUDE until 24 hours of appropriate antibiotics have been completed.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
<td></td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>NOT EXCLUDED</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Mumps</td>
<td>EXCLUDE for 5 days after onset of swelling.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td></td>
<td>Pregnant women should consult with their doctor.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Norovirus</td>
<td>EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Roseola, sixth disease</td>
<td>NOT EXCLUDED</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Scabies</td>
<td>EXCLUDE until the day after treatment has commenced.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>EXCLUDE until 24 hours of appropriate antibiotics have been completed.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td></td>
<td>Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.</td>
<td></td>
</tr>
<tr>
<td>Shiga toxin-producing E.coli (STEC)</td>
<td>EXCLUDE until diarrhoea has stopped and two samples have tested negative.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
<td>Contact your Public Health Unit for specialist advice.</td>
</tr>
<tr>
<td>Slapped cheek syndrome, fifth disease (varicella zoster)</td>
<td>NOT EXCLUDED; Pregnant women should consult with their doctor.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shigellosis</td>
<td>EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
<td>Contact your Public Health Unit for specialist advice.</td>
</tr>
<tr>
<td>Shingles (herpes zoster)</td>
<td>EXCLUSION MAY APPLY</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td>If blisters can be covered with a waterproof dressing, until they have dried (NOT EXCLUDED).</td>
<td>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>EXCLUDE until 24 hours of appropriate antibiotics have been completed.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Tuberculosis (TB)*</td>
<td>EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.</td>
<td>NOT EXCLUDED</td>
</tr>
<tr>
<td>Typhoid* and paratyphoid fever</td>
<td>EXCLUDE until diarrhoea has stopped and two samples have tested negative.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
<td>Contact your Public Health Unit for specialist advice.</td>
</tr>
<tr>
<td>Whooping cough (pertussis)*</td>
<td>EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days since onset of cough.</td>
<td>EXCLUSION MAY APPLY</td>
</tr>
<tr>
<td></td>
<td>Contact your Public Health Unit for specialist advice.</td>
<td>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Worms</td>
<td>EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.</td>
<td>NOT EXCLUDED</td>
</tr>
</tbody>
</table>

Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: http://disease-control.health.qld.gov.au

Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

Updated for January 2021
International Students Program

CRICOS Provider Number: 00608A
DEPARTMENT OF EDUCATION AND TRAINING

As an ISP School (International School Program), Durack is required to meet the standards outlined in the National Code (established under the Education Services for Overseas Students (ESOS) Act 2000).

Educational Queensland International (EQI) is the governing body for all Dependent and International students.

- All students born outside Australia require a visa check upon enrolment
- Dependent and International student Visa subclass determines if fees need to be paid
- Contact EQI for further information Phone 1800 316 540 or Email EQInternational@qed.qld.gov.au
- EQI approval is required prior to enrolment being accepted

Details on conditions of enrolment for fee paying students, short term visitor visa holders and dependant students are available on the EQI website - www.eqi.com.au.

NB: Deferral or the cancellation of an enrolment by the family/guardians require the family/guardians informing EQI prior to leaving, failure to do so will result in additional cost.

Care and Support
The International Student Coordinator (ISC) is Mai Quach who works alongside the school Principal Beth Petersen to ensure international students receive quality education and social emotional support.

Enrolment Support
Dependent/International students

- Copies of student and parent’s passports are required at enrolment
- Photocopy students passport including
  - Photo page
  - Visa subclass and expiry dates
  - Arrival and departure date
- Family provided with assistance at enrolment by
  - Seeking EQI assistance as required
  - Utilising culturally connected staff with interpreting capabilities
  - Conducting and age appropriate orientation for student
  - Linking families with appropriate support staff e.g. Class teacher, EAL/D teacher, Learning Engagement Officer etc.

Study Program
Students are able to access all subjects and programs available within the school.

EAL/D program (English as an Additional Language or Dialect)

- For many years Durack State School, Home of the Dragons, has been the learning environment for many students from various linguistic and cultural backgrounds.
- Durack State School offers a unique opportunity for all our learners, regardless of their backgrounds, to access a world class education to equip them for their future learning and real life experience. In our school we recognise, encourage and celebrate our students’ diverse cultural and linguistic backgrounds. Many of our school staff members are themselves bilingual.
- To support learners from Non English Speaking Backgrounds (NEBS), there is an EAL/D programme taught by qualified and experienced bilingual EAL/D teachers and teacher–aides. They liaise between parents, teachers, learners and administrative staff to assist and facilitate learning.
- In our EAL/D class, learners from various linguistic backgrounds work with the specialist teachers and/or teacher-aides at different levels individually or in small groups to achieve specific learning objectives in listening, speaking, reading and writing.
- Our EAL/D programmes link very closely with our classroom curriculum to ensure academic success for our EAL/D learners.
- A homework program is also available to students as part of the EAL/D support service offered by the school.

**Monitoring and assessment**

Students are to be
- Tracked and assessed in line with the school assessment regime including EAL/D band-scales
- Reported on a 5 point scale as per EQ standards.
- Provided with 2 written reports standards, one per Semester.

**Staff, educational resources and premises**

Qualified personal include
- Culturally connected staff who reflects the backgrounds of the students.
- EAL/D teachers
- EAL/D T-Aide targeted intervention
- Guidance Officer
- School Chaplain

**Year Level Placement**

Placement of international students in appropriate year level (or repeating) is responsive to
- Student performance.
- Teacher feedback.
- Inclusion executive committee (Principal, GO, EAL/D, SLP and HOSE) recommendation.
- Parental/guardian information.

**Adjustment to year level placement requires**
- Consultation with EQI
- Schools recommendation with supporting information to be provided to EQI

**Procedures and Policy**

**Attendance** - see Attendance -Students
1. As a proactive approach the school engages ‘Every Day Counts’ strategies to achieve positive student attendance.
2. Attendance will be recorded on OneSchool as per Education Queensland requirements.
3. Follow up to non-attendance will be in line with EQI Policy and Procedures for Monitoring Attendance for International Students.
4. Contact with guardian/parent to be recorded on OneSchool

Absences of 3 consecutive days without medical certificate or unexplained/non approved absences will be responded to in accordance with EQI expectations.
- SMS text will be sent daily – notifying family of nonattendance without explanation
- Class teacher contact guardian/parents after 3 consecutive days
- International Student Co-ordinator (ISC) contact guardian/parents if the student is at risk of not meeting the standard terms and conditions of enrolment
- Principal/ISC contact guardian/parent and provide Guidance Officer counselling/support as required
- Principal to provide EQI official letters
Complaints and Appeals
School complaint and appeals process for international students will be consistent with Education Queensland, the school and EQI procedures and may involve
- Principal and International Student Co-ordinator
- Class teacher
- School Leadership Team –
  - P – 3: Wendy Harling
  - Yr 4 – 6: Jonas Shantz
  - Special Ed Program – Natalie Anstee

If not resolved:
- Consistent with EQI procedures – follow appeals checklist
  - External
    - General Manager
  - Education Queensland International
    - Phone (within Australia): 1800 316 540
    - Phone (Outside Australia): +61 7 3513 5301
    - Email: EQInternational@qed.qld.gov.au

If not resolved:
- Independent authority
  - EQI recommends the following independent mediator:
    - Dispute Resolution Branch
    - Department of Justice and Attorney General

Critical Incident Response
A critical incident is defined as a traumatic event or threat of such (within or outside Australia) which does, or is likely to cause extreme fear, physical and/or emotional distress or injury to staff and/or students and may be regarded outside the normal range of experiences of the people affected. A critical incident may take place at school or outside the school.

All responses to critical incidence will be in line with Department of Education critical incident policy while drawing on EQI International Student Critical Incident Policy as additional procedures with regard to the reporting.

Deferring, Suspending or Cancelling Student Enrolment
Referral of requested deferral or suspension of studies to EQI is responsive to
- Compassionate or compelling circumstances.
- Breaches of behaviour expectations.

If student’s enrolment is cancelled there is 20 days to respond through the ‘complaints and appeals processes’.

NB: Deferral or the cancellation of and enrolment, the family/guardians must inform EQI prior to leaving.

Comprehensive International Student Program Handbook available through school office or on school website.