



Parent Info Handbook

Durack State School

69 Inala Avenue, Durack QLD 4077

Phone: 07 3714 2666

admin@durackss.eq.edu.au

www.durackss.eq.edu.au

www.facebook.com/DurackStateSchool

Durack State School

DURACK STATE SCHOOL

Our mission is to encourage students 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 Contact Information

OFFICE HOURS: 8.00 am to 4.00 pm

Contact Information	
Phone	3714 2666 Then select an option: 1 Student Absence line 2 Tuckshop 3 Online Bpoint Payments 4 Other enquiries
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
Facebook	https://www.facebook.com/DurackStateSchool/



WELCOME TO DURACK STATE SCHOOL

Home of the 'Durack Dragons'



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 provides high quality education programs with an emphasis on creating learning environments that are innovative and enriching.

Durack State School is a vibrant and rich multicultural community with students from diverse linguistic, cultural, religious and socio-economic backgrounds. Our focus is on knowing our students, how they learn and embracing our school motto of “forever onwards.” Durack has recently been coded as a school for the education of the deaf and hard of hearing and AUSLAN is studied by all students from Year 3-6 as the school’s Languages Learning Area.

Teachers are committed to growing professionally and have engaged with professional learning practices of data analysis, moderation, planning and peer observation with the intention of ensuring consistency of practice across the school and improves student outcomes.

Differentiation and wholly inclusive practices ensure a sense of wellbeing and pride in our school. The teaching of social-emotional and behaviour lessons is key in every teacher’s daily program. Wellbeing is paramount to establishing our school’s culture of learning.

In addition, our international program is CRICOS accredited and the school hosts a number of students as international enrolments.

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 and instrumental music 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.

Students are recognised as “Durack Dragons - Safe, Respectful, Learners”. Our school uses the dragon as a unifying symbol to our school wide positive behaviour for learning program that supports the diverse nature of our multicultural school.

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. 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 school newsletter, Facebook, emails, SMS texts and through the SeeSaw app. The newsletter (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.

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.

Anja Janosevic,
Principal

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Durack State School
Home of the Dragons!



SCHOOL INFORMATION

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.

Assembly

School assemblies are held throughout the term on Monday afternoons in the hall (weeks 1, 5 and 9). 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 Durack, daily on time attendance in Prep to Year 6 is compulsory unless there is a reasonable excuse. The Education (general provisions) 2006 requires that children of compulsory school age must be enrolled and attend school on every school day.

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 student's unexplained absence for that day. This is an automated service.

Departmental policy documents and resources for parents regarding attendance may be found at: <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community>

Requirement 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.

A copy of DSS CoC 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 Positive Behaviour for Learning (PBL) program, disciplinary consequences, preventing and responding to bullying, mobile devices policy and more.



Please familiarise yourself with the Student Code of Conduct.

Bell times

BELL TIMES

- Before school - students arrive from 8:15am and go to the Outdoor Learning Area (OLA).
- **8:30am** bell - releasing students to go to tuckshop, classroom (may/may not be open) or play.
- **8:50am** bell - students go to class
- **9:00am** bell - **learning commences** (students who arrive after 9am must collect a late slip)
- 11:00am to 11:30 first break (little lunch) and 1:00pm to 1:45pm second break (big lunch)
- **3:00pm** bell - end of learning (3:15pm all students on site must go to Outdoor Learning Area)

School officially starts at **8:50am** each day. Our school policy is that students may arrive at school after 8:15am on the condition they go to the Outdoor Learning Area (OLA) which is 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 student's 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. The office is not an area to wait for parents. Please see 'Outside School Hours Care (OSHC) – Camp Australia' section for more information.

WHAT SORT OF START IS YOUR CHILD GETTING?

Just a little bit late doesn't seem like much but...

Missing just...	That equals...	Which is...	and over 13 years of schooling that's...
10 min per day	50 min per week	Nearly 1.5 wks per year	Nearly half a year
20 min per day	100 mins per wk	Over 2.5 wks per year	Nearly 1 year
½ hour per day	½ day per week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 years

Did you know your child's best learning time is at the start of the school day?

That's why EVERY MINUTE counts!

Does your child have a chance at being successful?

1 or 2 days off a week doesn't seem like much but...

If your child misses...	That equals	Which is...	And over 13 yrs of schooling that's...	Which means that the best your child might perform is...
1 day per fortnight	20 days per yr	4 wks per yr	Nearly 1.5 yrs	Equals to finishing in Yr 11
1 day per wk	40 days per yr	9 wks	Over 2.5 yrs	Equal to finishing in Yr 10
2 days per wk	80 days	16 wks/yr	Over 5 yrs	Equal to finishing in Yr 7
3 days per wk	120 days/yr	24 wks/yr	Nearly 8 yrs	Equals to finishing in Yr 4

That's why EVERY DAY COUNTS!

Book lists

Book lists are available at any time from the school's website: durackss.eq.edu.au/enrolments/booklists

It is strongly suggested that your child has ALL the items on the list and that they are clearly marked with your child's name. Items such as pencils and glue will need to be replenished during the year.

Breakfast Club

Students may access Breakfast Club every day 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.

Class organisation & allocation

Every year the school undertakes a process to allocate each child to a class for the following year. This is done to maximise the learning potential of each child and to achieve an equitable allocation of students to classes. At times, it is necessary to change class organisation and allocation. On such occasions, parents will be advised as early as is practicable before the change takes place. The final decision about class allocation and organisation rests with the Principal.

The department make staffing changes up until Day 8 - *see Day 8 Procedure*. This can directly impact class organisation and allocations.

Closed-circuit television (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.

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 to any student of whom you do not have guardianship, regarding incidents that may or may not have happened at school. 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. If deemed serious enough, interactions of this kind 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

Collection of students during school hours is discouraged. Should parents wish to collect pupils during school hours, they must make contact in with the school. Parents need to report in person to the office where they will be issued with an early departure 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's direction, for example, as a response to severe storms which 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 does not commence the school year by the 8th day, written evidence of your intention to attend will be needed. Please contact the school prior to this date. Situations where this may occur **include extended holidays, illness or bereavement**.

Enrolment

Enrolment packs can be collected from the office or found on the school's website. A current birth certificate or passport must be signed at enrolment. Students cannot commence schooling until the application has been completed and approved by the principal.

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 licence
- The vehicle must be registered (this includes third party and comprehensive 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.

Food & student lunches

The Healthy Food and Drink Supply Strategy for Queensland Schools is all about offering healthy food and drink choices to students in Queensland

schools. In the interests of ensuring our students are healthy and ready to learn, please ensure that soft drinks or energy drinks do not form a part of school lunches. Evidence supporting the impact of energy/soft drinks and processed food (including fast food such KFC or McDonald's) on behaviour and learning is overwhelming.

Please help us to support your child to reach their potential by not sending or dropping off SOFT DRINKS, ENERGY DRINKS, LOLLIES OR FAST FOODS. Below are some enticing alternatives:



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 considers 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.

Homework Schedule as per State School Policy	
Prep	Minimal or teacher discretion
Yrs 1 -3	not to exceed 1 hour per week
Yrs 4 & 5	not to exceed 2-3 hours per week
Yr 6	not to exceed 3-4 hours per week

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 concerns?

The following procedures are to be used to resolve complaints or concerns at our school.

- Contact the classroom teacher in the first instance.
- 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 <https://education.qld.gov.au/contact-us/state-schools-regional-contacts>

Inclusive education

At Durack we believe that all students benefit, academically and socially, when provided with a high-quality inclusive education.

We value the department's commitment towards an inclusive education system at all levels and as part of our everyday practice in schools, educational settings and classrooms. Because of this, when your child is enrolled at Durack State School, they will be immersed in a varied and diverse learning environment which caters to and provides opportunities for all who choose to be here.

In line with the Department, Durack State School also believes that students experience inclusive education when they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. As well as the highly trained and capable classroom teachers, we also provide Inclusion support staff who co-plan and teach alongside the classroom to differentiate and adjust the curriculum to meet the needs of children.

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 an 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 Durack students under 13 **NOT** be permitted to access them. Please be vigilant concerning children'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, Seesaw and SMS.

Alerts and notices

As a school we are trying to reduce our environmental footprint by limiting the number of notices being sent home; emails and 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.

Facebook

Facebook is a great way to stay informed with what is happening! Follow us at online at www.facebook.com/DurackStateSchool. Please be respectful when making comments and raise any concerns directly with school leadership.

Newsletters

Newsletters are sent home monthly and are a source of information for all parents. **Newsletters** contain items of interest and important information relevant to both school and community. The newsletter can be accessed on the school website as well as emailed to parents who provide an email address.

Seesaw Family App

Teachers will communicate with families about learning through the Seesaw Family App <https://seesaw.me/>. Please download the app and speak with your child's teacher about how to gain access.

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:

- Students in Year 3-6 may borrow 4 books (2 fiction & 2 non-fiction books for up to 2 weeks.
- Students in Prep to 2 may borrow 1 book for up to 2 weeks.
- 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 long 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 program

Durack State School has a strings ensemble, concert band that consists of brass, woodwind and percussion, and a choir. More information about the music program can be found on our website at <https://durackss.eq.edu.au/extra-curricular/music-activities>

Mobile phones & digital devices

Personal digital device of any kind (such as mobile phones or smart watches) are not permitted in a classroom or anywhere on-site during school hours without the principal's approval.

Students are to hand any personal digital devices into the office before school and collect them at the end of the day. Devices must be switched off devices when handed in.

More information about the Use of Digital Devices can be found on *page 30* of the *Student Code of Conduct*.

<https://durackss.eq.edu.au/supportandresources/for/msanddocuments/documents/student%20code%20of%20conduct%202021.pdf>

NAPLAN

NAPLAN (National Assessment Program – Literacy and Numeracy) is an assessment of literacy and numeracy for students in Years 3 and 5. Results for the test are provided to parents following the test. 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.

Outside School Hours Care

Operated by Camp Australia

The school does not provide supervision after 3:15, however an Outside School Hours Care service operates on site. If you require care prior to 8:15am or after 3.15pm, Camp Australia offers outside school hours care on Durack's premises in the hall.

Parents must use this service for children who need supervision before 8:15am or after 3:15pm. If you require assistance with registering, please see the office staff or visit www.campaustralia.com.au.

Parent information sessions

At the start of each school year, teachers conduct Parent Information Sessions. These sessions provide an opportunity to meet teachers and other parents, as well as to become more informed about the school.

Parents are invited and encouraged to attend. Topics covered at these meetings include school policy, class policy, and information 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.

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 areas of development 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. Where possible, the school will seek to assist with translation. Parent-teacher interviews may be 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 are to 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 are 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 – DO NOT RUN! The help of parents in instructing children in this matter is appreciated. All schools are 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 & sporting

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 (first year of school)

At Durack State School, we have a clear and collaborative vision about teaching and learning in the early years which is shared and celebrated by our whole school community. We believe excellent pedagogical practice involves child-initiated learning, where children's voices and interests are

valued and incorporated in the teaching and learning process.

Visit our website durackss.eq.edu.au/enrolments/prep or contact the school to learn more about enrolling your child in their first year of school as we offer a number of programs and supports.

Recognising academics & behaviour

Behaviour rewards our outlined in Student Code of Conduct. Academic awards include the following: Principal's Awards – for academic achievement in Numeracy and Literacy. These are awarded with end of semester reports.

Annual Academic Awards Assembly – including Dux, Citizenship Awards, NAPLAN, English and Maths, Attendance and 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

Information about Durack's Religious Instruction can be found on the school's website

<https://durackss.eq.edu.au/extra-curricular/religious-instruction>

Islamic prayer group is offered at 1pm Monday to Friday in the hall foyer. This is not part of Religious Instruction.

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.

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 semester.

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.

Smoking

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> for further information.

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

Student leadership

To be eligible for a student leadership role, a student must have an outstanding behaviour 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 school captain roles include: two school captains, one Indigenous captain and one international captain. They are selected through a process that involves voting by staff and students.

Sun Smart

Durack State School is a Sun Smart School. 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 expectations of wearing hats and the necessity 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 is conducted in hall where appropriate.
- The school provides shade structures for students; particularly over high density play areas such as sand pits and play equipment.
- Staff 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

The school offers a variety of support services in order to meet the needs of our students. Our Head of Inclusion oversees these services. Some of these

services include Inclusion teachers, Guidance Officer, Psychologist, Community Liaison Officer, Behaviour and Wellbeing Teachers, Advisory Visiting Teachers, Occupational Therapist, Physiotherapist, Speech Language Pathologist, Support Teacher Literacy and Numeracy, and English as an Additional Language Dialect – (EAL/D) Teachers.

Transfers

When a child is enrolled at a State School, all information is accessible from Education Queensland'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 tuckshop is operated by the P&C and is open each school day. Children **must** place their orders by **8.45am** at the tuckshop. Current price lists are available on the School's website durackss.eq.edu.au/facilities/tuckshop.

Order online at www.munchmonitor.com. For instructions see the Tuckshop staff or visit durackss.eq.edu.au/facilities/tuckshop or

Parents must ensure they model appropriate behaviours at the tuckshop; demonstrating manners and patience.

Parent help is essential for an efficiently run tuckshop. Anyone interested in helping is encouraged to contact the Tuckshop Convenor on 3714 2608 or 3714 2666.

Uniforms

Visit durackss.eq.edu.au/facilities/uniforms for links and information about uniforms.

Uniforms are available from *Lowes Menswear* – Inala Plaza Phone: 3278 8340 or <https://www.lowes.com.au/schools-online/durack-state-school>

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 shirts are 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.
- Outlandish hair colours (eg pink, green, blue) and styles are not permitted and this is at the discretion of Administration (hair should be natural or very close to natural colour).

FIRST AID AND MEDICAL PROCEDURES

- 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 and health issues, the following are acceptable:
 - Watches (excluding smart watches)
 - Medical Alerts
 - Items of religious significance (if necklace - to be worn under shirt)
 - Small ear studs
- Other piercings are not permitted. Special consideration may be made at the discretion of Administration.
- Items of health significance (such as Diabetes Identification bracelets) are permitted.
- All other items of jewellery are NOT permitted and students will be asked to remove these items.

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 with house colours are available for purchase at the tuckshop.

Uniforms Checks

- We regularly conduct uniform checks and recognise and reward students who are in full uniform.

Visiting the school

We are always pleased to discuss with parents any matters relating to the education of their children, or other community related matters. Ensure that you speak with your child's class teacher before approaching the leadership team.

Please make an appointment outlining the matter you wish to discuss. It is preferable to provide advanced notice in writing or via telephone.

Leadership and teachers are in staff meeting on Monday afternoons and are thus unavailable then.

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.

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.

Exclusion table for illnesses

(Time out – See appendix 1)

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

First aid 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. Ambulance is rung immediately.
3. The parent/guardian is contacted. If unavailable, emergency contacts are called.
4. The student is conveyed to the appropriate medical facility nominated by the ambulance service.

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.

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.

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 a form **prior** to seeing your doctor as is required to be signed by both the parent and the medical practitioner. Alternatively, this form can be downloaded from <https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>
- 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 student’s 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.

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.

PARENTS & CITIZENS ASSOCIATION (P&C)

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.

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.

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 are to be observed by all.
- Feedback is always welcome.
- 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.

INTERNATIONAL STUDENTS PROGRAM

CRICOS Provider Number: 00608A
DEPARTMENT OF EDUCATION AND
TRAINING

As an 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.

Enrolment support

Dependent/International students

- Copies of student and parent's passports are required at enrolment
- Photocopy student's 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.

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

- Students at Durack come from many various linguistic and cultural backgrounds.
- The school offers a unique opportunity for all our learners to access a world class education which equips them for their future learning and real-life experience. In our school we recognise, encourage and celebrate our students' diversity. Many of our staff members also come from various linguistic and cultural backgrounds.
- Our staff are skilled and experienced at supporting students from Non English Speaking Backgrounds
- Our EAL/D students are supported through our inclusion mode which has a strong link with our

classroom curriculum to ensure academic success.

Monitoring and assessment

Students are taught and assessed according to the DoE's P-12 curriculum, assessment and reporting framework

<https://education.qld.gov.au/curriculum/stages-of-schooling/p-12>

Report Cards are issued in June and December and parent/teacher interviews occur twice a year.

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 section*

1. Attendance will be recorded on OneSchool as per Education Queensland requirements.
2. Follow up to non-attendance will be in line with EQI Policy and Procedures for Monitoring Attendance for International Students.
3. 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 leadership team
- Class teacher

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 incidents will be in line with Department of Education critical incident policy.

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.

Queensland Health

Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person <small>(The definition of 'contact' will vary between diseases)</small>
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	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.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19²	EXCLUDE those who have symptoms and relevant contacts. ¹ See latest Queensland Health guidance for exclusion periods and criteria. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>Including:</i> <ul style="list-style-type: none"> amoebiasis campylobacter cryptosporidium giardia rotavirus salmonella *gastroenteritis <i>but excluding:</i> <ul style="list-style-type: none"> *norovirus shigellosis toxin-producing forms of E.coli (STEC) 	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: if there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella)²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	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).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice, ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

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Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
*Measles [†]	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection [‡]	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ³ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Itches generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) [‡]	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid [‡] and paratyphoid fever [‡]	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) [‡]	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13health or at www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



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