Information for Parents
Frequently Asked Questions

School Website www.hillcrestps.wa.edu.au
Updated December 2014
Wargado: To Strive
Frequently Asked Questions

Welcome to Hillcrest Primary School. We hope that your child will settle in well to our school and that you and your family will soon feel part of the Hillcrest Primary School Community. These questions are commonly asked by parents and provide information about some operational aspects of our school.

The office staff and members of administration are available to answer any other questions you may have.

What are the school hours?

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>8.50am</td>
<td>Classroom</td>
</tr>
<tr>
<td>10.25am</td>
<td>Recess</td>
</tr>
<tr>
<td>10.45am</td>
<td>Classroom</td>
</tr>
<tr>
<td>10.45am</td>
<td>Recess</td>
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<tr>
<td>12.15pm</td>
<td>Lunch</td>
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<tr>
<td>12.55pm</td>
<td>Classroom</td>
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<tr>
<td>3.00pm</td>
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How does the school inform parents of coming events and school procedures?

**Communicating** to parents is important to us. We do this by:

- **Sending home newsletters** on alternate Fridays. Newsletters are sent with the youngest member of each family and posted on the school website. Master sets and spares are located in the front foyer should you miss an issue. We also email copies of newsletters by request.
- Contact the office to be added to the email list or email hillcrest.ps@education.wa.edu.au or go to the School Website www.hillcrestps.wa.edu.au where you can view or subscribe to the newsletter. Early Childhood Centres sometimes issue their own newsletters as well.
- **Sending home a term planner**. This is sent in the first week of the term and alerts parents to major events that are scheduled for that term. It is recommended that the term planner be retained as additional events are advertised in newsletters and can be added.
- **Weekly assemblies** are held each Friday morning at 8.50am. Early Childhood Centre children do not usually attend assemblies until late in the year at the discretion of their teachers.
- **P&C meetings** are held in the staff room on the third Wednesday of each month. (7.30pm) A regular agenda item is a Principal's Report and parents also have the opportunity to ask questions.
- **Notice boards** are regularly updated. Newsletters often alert parents to items of community interest that have been posted on the bulletin boards.
Informative pamphlets and information brochures are filed or stored in the front foyer for parents to access.

Orientation meetings are held late in the year for parents of students entering the Kindergarten.

Most teachers conduct class information evenings early in the school year. Teachers will send invitations if they are holding parent nights.

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**How do I receive information about my child’s academic performance?**

- Parents receive a **semester written report** on child achievements
- Parents of Years 3 and 5 students also receive information about students achievements in NAPLAN

Parents are also welcome to arrange parent - teacher interviews at any time. Contact your child's teacher to organize a mutually acceptable time. The Principal or Associate Principals are also available.

**What “specialist” programs does the school offer?**

The following programs are offered:

- **Languages Other Than English (LOTE)** - students in years 3 - 6 receive one hour tuition per week in a language other than English - Japanese from 2013
- A Values in Education is taught by class teachers.
- **Primary Extension and Academic Challenge program (PEAC)** - Students are nominated and tested in year 4 and identified students are invited in years 5-6 to attend PEAC courses. Sessions are conducted at other schools and parents are required to provide transport for participating students. More detailed information is provided to parents of identified students.
- **Talented and Gifted Students program (TAGS)** - We sometimes offer short-term courses to talented students with a specific interest or aptitude in an area.
- **Music** - All classes receive a one hour music lesson per week with a specialist teacher. Students from Year Three onwards are encouraged to join the school choir.
- **Instrumental Music** - Students in year 5 are assessed using the Bentley Music Test. Students with a special aptitude may then be invited to participate in an instrumental music program at John Forest Senior High School during year 6.
- **Physical Education** – a specialist PE teacher runs a programme for Years 1 - 6 classes for an hour per week. This is in addition to morning fitness, sport, and interschool sport that classroom teachers conduct.

- **Art**. Art is taught as a specialist area from 2013 for Years 1 – 6.

- Students who are deemed to be at educational risk are closely monitored by their class teacher and an individual Education Program may be provided as necessary.

- **A chess club** usually meets in the school library each Thursday afternoon at 3.15pm. Times will be advertised in newsletters. Teams also compete in an interschool competition coordinated by the Associate Principal.

Hillcrest’s **Pastoral Care** program has been developed to enhance the emotional, social and physical well-being of our students. We believe that the greatest benefit for the child will be achieved when the school and the home co-operate to bring about this development.

The aim of our **Behaviour Management Policy** is to develop in the student the ability to self-regulate and act appropriately in any situation.

Students are encouraged to value excellence of effort “doing one’s best” at all times. Expectations, procedures and consequences are clearly defined. As Outlined by aBeing a Hillcrest S.T.A.R.R. by practising the qualities of being a S.T.A.R.R.

**STARR**  
S=Safety  
T=Teamwork  
A=Achievement  
R=Respect  
R=Responsibility

Positive behaviour is encouraged and acknowledged by all staff and with our on-going “S.T.A.R.R. card” reward system.

Conforming playground behaviour results in a once a week “Reward Play” session. If a misdemeanour is recorded in the “Red File”, the class teacher supervises the student, offering counselling in regard to the negative behaviour.

Staff are encouraged to **accentuate the positive**. When necessary, discipline is based on a hierarchy of consequences in line with the Canter model. All severe breaches of discipline are dealt with by Admin. Parents are informed and consequences applied. The latter will include a record in our Discipline Log and perhaps in-house suspension or exclusion.

**Bullying is strongly discouraged at Hillcrest.** Our policy aims to prevent and overcome the negative aspects of bullying based on the principal of Restorative Justice or the “Shared Concern” approach. This requires the offender to acknowledge the effect of the behaviour upon another, take responsibility (with assistance as needed) rectify the situation and abide by the consequences.

The community is encouraged to engage with the admin, teaching and support staff at Hillcrest. Working in harmony and with a shared hope for the future we all endeavour to assist the students to develop to their full potential.
Classroom Management Procedures
Whole School Approach to classroom management and Student Care

Our Classroom Management procedures document endeavours to develop a positive environment that will maximise student potential. The guiding principles of our philosophy are:

Every child has the right to learn without disruption from others.
Every teacher has the right to teach without the disruption from students.
Students should be taught to accept responsibility for their own behaviour.
Teachers work to establish a positive classroom and school environment.
All people within the school environment should be courteous to each other and have respect for one another.
All people within the school environment should take on the responsibility to establish and maintain a pleasant school environment.
A consistent approach to behaviour management exists throughout the school.
Records are kept of children’s misbehaviour.

Firm and consistent consequences will be applied where behaviour is deemed as being unacceptable or where established school rules have been intentionally broken or ignored.

Good behaviour is recognised and rewarded.

I've heard some strange terms. What are…?

- **Cupid Bear Junior** - Cupid is a Teddy who is awarded at assemblies to a class who has been judged by the student councillors to earn the right to host him. Their criteria include lining up promptly on sirens, wearing school uniform, and generally good behaviour.
- **Merit certificates** – These are awarded at each assembly for students who have earned them.
- **Fine Pupil Awards** - At the end of each term, Fine Pupil Awards are given to the two students in each class who have been judged by the teachers to be the most consistent performer.
- **Glowacki - Barratt Shield** - This is a perpetual shield donated by two of our long serving teachers to acknowledge the "champion" faction overall. It is awarded on the basis of points awarded weekly as well as those earned at our faction athletics carnival.
What are some annual happenings?

- **Swimming lessons** are held for all students from Pre-Primary to year 6. These are held at Bayswater Waves Aquatic Centre. The cost involved (approx $50) covers pool entry and bus fares. There is no charge for the lessons.

- **Elections** for student councillors and faction captains are conducted in first term as early as possible. These are run under the supervision of officers from the State Electoral Commission.

- **Excursions** - it is recommended that classes limit excursions to one per term, but as these compliment teachers' programs they are scheduled according to teacher discretion. The school is conscious and considerate of parents and of the expense involved.

- **Incursions** - Generally we limit incursions to one per semester. As with excursions, there is generally a cost involved, hence parent permission for attendance is required and children who do not attend will be adequately supervised.

- **Athletics Carnivals** - We hold a faction athletics carnival and an interschool carnival in term 3. Typically the faction carnival is used to select our interschool representatives. Some preliminary events (jumps, cross country) contribute to the carnival points.

- **ANZAC Day** - A commemorative service is conducted for all primary school students. Details are advised in newsletters.

- **Celebrate WA Week** - Usually during the Foundation Day week we conduct special days to acknowledge the event.

- **Rottnest Camp** - Traditionally our graduating students spend a week in term 4 on Rottnest Island. Children work towards receiving an invitation which is usually issued at the end of term 3. It is both a celebratory and educational experience. Our graduating year raises (Rollerdromes sausage sizzles, Cake stalls, etc) to offset the cost.

- **Graduation / Presentation Assembly** - This is one of the highlights of the school year when our graduating students graduate and we acknowledge the recipients of our special awards. It is usually held in the last week of the school year.

*Note:* Other events are scheduled from time to time and will be advised via newsletters, planners or special notes.
As a parent what will it cost me each year to send my child to school at Hillcrest?

Costs will vary depending upon events - please use the following as a guide only:

- Swimming lessons - approx. $50
- Excursions - based on four per year @ $10 = $40
- Incursions - based on two per year @ $10 = $20
- Personal Use Lists (Booklists) - These list student stationery and other requirements and average about $130 pa. Note: For Early Childhood pupils a requirements list is not issued but an amount of $60 is charged to cover all student requirements. This was a parent decision as it is considered expedient given the varied needs of PP and K students.
- School Contribution - The parent voluntary contribution amount is $60.00 per student per year.
- P&C Fundraising Request - See later

In Term 4 parents will receive a letter outlining as far as possible the costs they may incur the following year to allow for personal budgeting.

As a parent I want to be involved in my child's education. How can I be involved?

There are several ways in which parents can be involved (formally and informally) and include:

- Most teachers welcome your involvement in classroom activities. Talk to the teacher about how you might be involved.
- The school currently operates a program called "Positive Parent Partnerships in the Classroom" which invites parents to assist in helping students who require extra assistance. Please contact us if you can assist or require more information.
- Periodically teachers ask for parent support on excursions, etc. Your help is always appreciated.
- Canteen – The canteen is open on Monday, Wednesday and Friday. Our hard-working canteen manageress is always appreciative of offers to help. Contact the Manageress if you can assist, even if only occasionally.
- P&C - Our P&C works hard to support our students via fundraising, and social events. The P&C also asks parents to pay $12.50 per term voluntary contribution ($50 per year). New members are most welcome. Please come to meetings on the third Wednesday of each month.
- Hillcrest School Council - The HSC committee is made up of teachers and parents and is the school's formal decision making group. Parent
representatives are elected annually and ratify the school development plan, priorities and budget.

- **Standing Committees** - The school has a number of standing committees. Parent committees support our Early Childhood Programs, Roadwise, Safety House Program, Uniforms, Fundraising and Canteen.

*I am new to the school and don't know my way around. What's what?*

- Visit the front foyer and a map of the school is pinned up on the community bulletin board – if not, please check at the front office.
- Apart from classrooms we have the following special facilities:
  - "Dungeon" - the affectionate name for the under croft (below PP) room. It is used by the Club GB After school Care group
  - Undercover area - used for assemblies and special events.
  - Art room – art specialist
  - Music room – music specialist
  - Canteen - This is adjacent to the undercover area and provides nutritious lunches on **Mondays, Wednesdays and Fridays**.

*Does my child have to wear a uniform?*

- The school strongly supports the wearing of uniforms. They are economical, unifying, supportive of school spirit and readily available - but they are not compulsory. The majority of students wear the school uniform.
- The P&C sells both new & good quality second-hand uniforms in all sizes at a reasonable cost. The Uniform Shop is usually open fortnightly. Check at the office for times.
- A uniform price list and order form is available from the front office.
- We do operate a mandatory "Full Hat - Full Play" policy all year round. This supports the Cancer Foundation recommendations. Only broad brimmed hats are allowed.
Does the school have a computer program?

We are fortunate to have a well-developed wireless network which allows students to access the Internet and use computers laptops tablets anywhere on the school site. We have a computer access in the library that classes use during the week according to a timetable. In addition there are also computers in each classroom. All computers have Internet access. Our library is automated and computerized allowing students to use the search terminals to find specific resources. The emphasis in our school is on using the computers as a tool to support the curriculum and teaching / learning programs.

Some General Requests

- Please ensure your child arrives at school before 8.50am for the start of the school day. Before 8.30am, adequate supervision cannot be guaranteed.
- Please be considerate of teacher's needs to prepare in the morning and to welcome their students. If teachers can “chat” with students it gets the class off on a good note. Younger students in particular love to “share” with their teachers in the mornings. If you need to do more than pass on a quick message please organize an appointment for a mutually acceptable time. This way you will receive the teacher's undivided attention.
- Please note that all absences must be explained in writing.
- Please check your child's hair for nits on a regular basis. Where infestations are noticed parents will be contacted. Infected children must not attend school until proper treatment has occurred. School nurses no longer check for nits and the Health Department has deemed it a parent responsibility. Information regarding periods of exclusion for students with other communicable illnesses is available from the office by request.
- Parking continues to be a problem at Hillcrest and parents are asked to consider other options. Car pooling / drop children at Hillcrest Reserve and allow them to walk. Those with older children can help by using the 2 minute ‘Kiss n Go’ zone.
- Please do not use the staff car park as a pick up / drop off zone and observe all signage. A Bayswater Council Ranger will issue infringement notices. Parents of children in the Early Childhood Centres 1 and 2 are issued with a parking permit and may park in allocated bays. Please obey all parking signs around the school.
- Money for school excursion/incursions to be placed in the collection box in the office foyer in the morning.
If my child is commencing Kindergarten or Pre-Primary what other information should I have?

- A special information session is conducted in the year prior to your child commencing Kindergarten.
- Early Childhood Information booklets are available on request at the office. They will be issued to all new students’ parents.

Is after school care available at Hillcrest?

Yes!

- **Club GB Bayswater OSHC** *(Before & After School Care 6.30am-6.30pm)*
  
  2 Bay View Street Bayswater 0419 907 565

Several after school care groups operate in the vicinity and can be contacted on these numbers:

- Morley Out of School Care 9275 8887
- Rossi Child Care Centre *(Before & After school care 7.30am- 6.00pm)* 9371 0558

Note: Other facilities may exist and parents are urged to check.

Other Queries?

- Please ask at reception during office hours.
- Your suggestions for other areas to be included in the next update of this information brochure are most welcome.
- Further information can be obtained on-line at [www.det.wa.edu.au](http://www.det.wa.edu.au) through schools on-line, Myschool and the School Website [www.hillcrestps.wa.edu.au](http://www.hillcrestps.wa.edu.au)
Contact Numbers / Names

- Hillcrest Primary School
  2 Bay View Street Bayswater - Phone: 9370 2330 - Fax: 9370 5259
- Hillcrest Early Childhood Centres 1 and 2 - Phone 9271 5694
- Hillcrest Early Childhood Centre 3 - Phone 9371 1438;

- Principal: Dan Bralic Email: Dan.Bralic@education.wa.edu.au
- Associate Principals: Steve Fairs, Julie Belohlawek
- Registrar: Mrs Lyn Mohr/Mrs Megan Mohr
- School Officer: Mrs Patty O’Connor/ Mrs Tania McKenzie
- Library Officers: Mrs Suzie Waldram /Mrs Paula Wimmer
- Canteen: Phone 9271 8612
- Dental Clinic: Phone 9271 7184 Fax: 9271 8603
General Information

Term Dates

The Western Australian school year is divided into two semesters, with each one having two terms, therefore four terms per year. Each term is normally around 10 weeks long with a two week break in between and approximately 6 weeks in the summer.

The term dates for Western Australian schools can be found at www.det.wa.edu.au/education/termdates/index.html
The Department of Education provides details of current and future dates.

Term dates will be sent home with the first Newsletter each term. The Hillcrest view will also contain a term planner. Events and other dates are also available on our website.

Public Holidays

There are, 10 public holidays in WA. Some of which fall during term time, in which case the school will also be closed.

The Department of Commerce website maintains an up to date list of public holidays www.commerce.wa.gov.au/LabourRelations/Content/Employers/Pay_rates_leave_and_conditions/Public_holidays_in_Western_Aus.html

School Development Days

The school staff will be involved in Professional Development on several days during the course of the year. On these days students do not attend. Dates are on the Term Planner and are published regularly in the newsletter.
School Hours
Children are asked NOT to arrive at school before 8.25 am as adequate supervision cannot be provided. If circumstances require that children arrive at school before 8.15am, parents are asked to write a note to the school. Before 8.25am all children are required to sit outside the classroom.

Sporting Equipment is not to be used before school.
Children may go to classrooms only if there is a teacher present.

School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am</td>
<td>Siren to signal the start of the school day</td>
</tr>
<tr>
<td>8:55am</td>
<td>In classroom, prepare for physical fitness</td>
</tr>
<tr>
<td></td>
<td>First session 90mins</td>
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<tr>
<td>10:25am</td>
<td>Recess 20mins</td>
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<tr>
<td>10:45am</td>
<td>Second session 90mins</td>
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<tr>
<td>12:15pm</td>
<td>Lunch 10mins</td>
</tr>
<tr>
<td>12:25pm</td>
<td>Commence lunch play 30mins</td>
</tr>
<tr>
<td>12:53pm</td>
<td>Prepare for third session</td>
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<tr>
<td>1:00pm</td>
<td>Third Session 120mins</td>
</tr>
<tr>
<td>3:00pm</td>
<td>School Ends</td>
</tr>
</tbody>
</table>

There is a Muster (assembly) normally once a week
All musters start at 8.50am.

Health Services
The school has a nurse who visits the school on a regular basis. The timetable changes from year to year but generally we have access to the nurse for half a day per fortnight. The main role of the nurse is health promotion and monitoring the health status of children. Teachers and parents have access to the nurse through a referral process.

If you wish your child to be seen by the community nurse at school you must complete the health record card, sign your consent to examination and return the card to school. On completion of primary school this record will be returned to you.
With parent consent a school based community nurse will carry out a full health appraisal for all four-year-olds, some time during the course of each year. This will include:

- vision screening
- hearing screening
- assessment of co-ordination, posture and gait
- examination of skin and mouth
- measure of height and weight.

If any concerns are identified during the course of the appraisal, parents will be notified. Appropriate action is then jointly decided and acted upon through arranging a visit to the family doctor, community and child health medical officer, child development team or other appropriate agency.

Parents are encouraged to contact the community nurse at any time during school years, to discuss any concerns regarding their child’s health.

**Immunization**

The close contact between children at school puts them at risk of contacting contagious diseases. On enrolment to the school parents will be asked to show their child’s immunisation record because immunisation provides the best possible protection available against childhood diseases.

During a measles epidemic, the Principal has the right to exclude non-immunised children from school for a period of 13 days.

**Sickness**

The school does not have adequate facilities for children who take ill during the day. The school must therefore, have current information, so that parents can be contacted quickly and efficiently.

**Head Lice (Nits)**

From time to time every school has a problem with Head Lice. The policy of the school is that if a child has head lice they will be excluded from school until treatment has commenced.
Family contacts will not be excluded, though it would be advisable for all to have the treatment as they will probably be infected.

**Spread of Head Lice**

Head lice can only be caught by head to head contact. Head lice do not jump, fly or swim. Any lice found on chairs, clothing or bedding are usually injured or dying and would be incapable of climbing onto another host.

**School Policy on Head Lice**

- All children in the class will be issued with a note to parents.
- Child/children with nits will be excluded from the school until parents have organised appropriate treatment.
- There is no systematic checking of children’s hair at our school as both the Health and Education Departments regard this matter as a parent responsibility.

**Infectious Diseases**

There are a number of infectious diseases which occur in schools. Parents need to be aware of these.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Transmission</th>
<th>Incubation Period</th>
<th>Period of communicability</th>
<th>Contacts</th>
<th>Exclusion from school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Direct or indirect contact with secretion from infected eyes.</td>
<td>1 to 3 days</td>
<td>While eye discharge is present</td>
<td>Do not exclude</td>
<td>Exclude until discharge ceases</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Contact with infected persons, articles or animals – especially cats.</td>
<td>4 to 14 days</td>
<td>As long as lesions contain fungus and spores.</td>
<td>Exclude until the day after</td>
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<tr>
<td>school</td>
<td>treatment has commenced.</td>
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<td></td>
</tr>
<tr>
<td>Contacts</td>
<td>Do not exclude</td>
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<tr>
<td><strong>Impetigo</strong></td>
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<tr>
<td><strong>Transmission</strong></td>
<td>Contact with infected person</td>
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<td></td>
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<tr>
<td><strong>Incubation period</strong></td>
<td>1 to 3 days</td>
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<tr>
<td><strong>Period of communicability</strong></td>
<td>Until sores are healed</td>
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<tr>
<td><strong>Exclusion from school</strong></td>
<td>Excluded until effective treatment (including the proper use of occlusive dressings) has been instituted.</td>
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<tr>
<td>Contacts</td>
<td>Do not exclude.</td>
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<tr>
<td><strong>Mumps</strong></td>
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<tr>
<td><strong>Transmission</strong></td>
<td>Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.</td>
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<tr>
<td><strong>Incubation period</strong></td>
<td>14 to 21 days</td>
<td></td>
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<tr>
<td><strong>Period of communicability</strong></td>
<td>From 2 to 3 days before, and throughout duration of swelling.</td>
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<tr>
<td><strong>Exclusion from school</strong></td>
<td>Exclude for at least 9 days after onset of symptoms.</td>
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<tr>
<td>Contacts</td>
<td>Do not exclude – recommend immunisation if not vaccinated.</td>
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<tr>
<td><strong>Immunisation</strong></td>
<td>Measles / Mumps / Rubella vaccine from 12 months of age.</td>
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<tr>
<td><strong>MEASLES</strong></td>
<td><strong>Transmission</strong></td>
<td>Spray or droplet infection, or indirectly through articles</td>
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<tr>
<td><strong>Incubation period</strong></td>
<td>7 to 21 days (usually 10 to 14)</td>
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<tr>
<td><strong>Period of communicability</strong></td>
<td>From 5 days before to 5 days after rash appears.</td>
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<tr>
<td><strong>Exclusion from school</strong></td>
<td>Exclude, readmit on medical certificate of recovery, or at least 4 days after the appearance of the rash if well.</td>
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<tr>
<td><strong>Contacts</strong></td>
<td>Do not exclude immunised contacts. Non – immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.</td>
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<tr>
<td><strong>Immunisation</strong></td>
<td>Measles/Mumps/Rubella vaccine from 12 months of age.</td>
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</tbody>
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<thead>
<tr>
<th><strong>Rubella - German Measles</strong></th>
<th><strong>Notifiable</strong> – congenital Rubella syndrome only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transmission</strong></td>
<td>Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.</td>
</tr>
<tr>
<td><strong>Incubation period</strong></td>
<td>9 to 21 days (usually 14)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Period of communicability</strong></td>
<td>From 3 days before to at least 4 days after the onset of symptoms or rash.</td>
</tr>
<tr>
<td><strong>Exclusion from school</strong></td>
<td>Exclude, readmit on recovery or 4 days after onset of rash.</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td><strong>Immunisation</strong></td>
<td>Measles/Mumps/Rubella vaccine from 12 months of age. All females of child bearing age should make sure they are adequately immunised.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chicken Pox</strong></th>
<th>The medical Practitioner treating a case of infection must decide whether others at risk need to be contacted.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transmission</strong></td>
<td>Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.</td>
</tr>
<tr>
<td><strong>Incubation period</strong></td>
<td>10 to 21 days (usually 12 to 16)</td>
</tr>
<tr>
<td><strong>Period of communicability</strong></td>
<td>From 5 days before rash to 6 days after the onset of last crop of blisters.</td>
</tr>
<tr>
<td><strong>Exclusion from school</strong></td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears. Some remaining</td>
</tr>
<tr>
<td>Disease</td>
<td>Transmission</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Contact with infected person</td>
</tr>
<tr>
<td>Contacts</td>
<td>Do not exclude. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.</td>
</tr>
</tbody>
</table>
Smoke Free School
Smoking is prohibited in the school grounds or buildings. Department of Education buildings and work sites are all required to be smoke free.

Parents are required to comply with this Safety and Health Regulation.

Dental Therapy
A dental therapy unit operates at the school and caters for all our children. After parents have completed the necessary forms, children will receive regular appointment cards showing when they are due for treatment.
Queries regarding children’s dental health or appointments should be directed to the Dental Therapy Unit.

Administration of Medication
If you require the school to give your child medication, this can be done provided the following steps have been taken.
Parents must complete a Student Medication Request Form. This must then be lodged with the school. Forms are available from the office.
If a doctor has prescribed the medication, then the prescribing doctor must complete a Medication Instructions Form. These are also available from the office and must be lodged with the school.
All medication sent to school must be handed to the school officer who will secure and store appropriately.

School Psychologist
We have a School Psychologist in our school for one day a fortnight. We use the services of the psychologist to assist us in developing strategies for students with learning, behavioural or social/emotional difficulties. Please contact your child’s teacher or the administration staff if you see the need for an appointment. A separate set of guidelines is available at the office.