ABSENCES

If your child is absent from school you are required to give a reason for the absence. Please forward a note to school on your child’s return.

IT IS NOT NECESSARY TO TELEPHONE THE SCHOOL.

In the event of prolonged absences, please notify the school as soon as possible.

ACCIDENT INSURANCE

Neither the Directorate of school education nor the school itself provides insurance against the cost of accidents to children. However, details of private schemes are obtainable from a variety of institutions.

ASSEMBLIES

A whole school assembly is conducted each Monday commencing at 9.05am in the School Hall. Assembly opens with the singing of the National Anthem and includes student awards, sporting results and general notices.

CANTEEN

All school canteen operations have been outsourced. Lunches are available each school day except Tuesday and a counter service for drinks and ice confectionary each lunch time.

INFECTIOUS DISEASES
Children’s health is of vital concern to parents and teachers. A number of staff have first-aid qualifications and parents are contacted immediately if a child becomes ill or is injured. Children who are ill in the morning should not attend school.

**Infectious Diseases Guide**

**Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts**

In this Schedule "medical certificate" means a certificate of a registered medical practitioner. Published by the Communicable Diseases Section, Victorian Government Department of Human Services, May 2001.

The following table indicates the minimum period of exclusion from schools and children’s service centres required for the following infectious diseases cases and contacts.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion</td>
<td>Not excluded</td>
</tr>
<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case.</td>
<td>If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed Not excluded if receiving carrier eradication therapy. Molluscum contagiosum. Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
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<tr>
<td><strong>Shigella</strong></td>
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<tr>
<td><strong>Streptococcal infection</strong></td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
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<tr>
<td>(including scarlet fever)</td>
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<td></td>
</tr>
<tr>
<td><strong>Whooping cough</strong></td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td><strong>Worms (Intestinal)</strong></td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

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**LUNCH ARRANGEMENTS**

No child is permitted to leave the school ground at lunchtime unless going home for lunch, in which case the teacher is to be notified by letter.

Lunches are eaten inside (12.30pm - 12.40pm), under the supervision of a teacher. For younger children, it is suggested that play lunch be wrapped separately, so that the child does not confuse it with lunch.

Drinks in cans or glass bottles are not to be brought to school. Plastic containers are acceptable.

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**NOTICES TO PARENTS**

Our school newsletter – *The Cassowary* -- is produced every second Wednesday.
It is the responsibility of the eldest child in the family to take home the newsletter and any other notices which may be issued from time to time.

Please impress upon your child the necessity for notices to be taken home and brought to your attention. The school receives numerous phone calls relating to matters covered in notices.

**PARENTS VISITING THE SCHOOL**

Except when delivering lunches or “forgotten” items, it would be appreciated if parents directed their enquiries to the General Office. In this way classes are not interrupted unnecessarily.

Interviews can be arranged by contacting the school either by letter or telephone.

At the end of the school day parents are requested **NOT** to enter the school building, but to wait outside. Corridors need to be free for movement of students.

**REPORTS**

Parent-teacher information evenings, interviews and reports are designed to keep parents fully aware of their child’s progress in the eight key learning areas.

A written report is provided in July and at the end of the school year.

Parent/teacher interviews are held at the beginning of the year, the end of Term 1(by request), at the time of the mid year written report and at the end of the year (by request).

**SCHOOL CROSSINGS**
Ensure that your child knows the basic rules connected with the use of school crossings. Parents are asked to set a good example by using the crossings correctly when visiting the school, or picking up children.

Please note that School Crossings are not legally operative

If the red flags are not in position.

Parents are also asked to observe the parking zone signs when bringing children to school or collecting them at the end of the day. If cars are parked illegally outside the marked zones, the view of the motorist is obscured, and the safety of the children jeopardised.

No parking in the school grounds is permitted.

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SCHOOL HOURS

School starts at 9.00am each morning.

There are two breaks throughout the day:

Morning recess  11.00 - 11.30am
Lunch 12.30 - 1.30pm

School finishes at 3.30pm each day.

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SUPERVISION

At the school we do our utmost to ensure that your child receives the best care and attention. Notwithstanding, accidents do happen, and it is therefore important that the school office has an emergency telephone number where you or someone with delegated authority can be contacted.

Please notify the office IN WRITING of any change in:-

Address
Telephone

Parent Employment

Emergency Telephone

Work Telephone

It is in your child’s interest that our school records are kept accurate at all times.

**No child is allowed to leave the school grounds without permission between the time of arrival and dismissal, with the exception of the child who goes home for lunch.**

There are teachers on yard duty, supervising the school grounds from 8.45am, and during all recesses, and after school until 3.45pm.

**Children in the school grounds outside of these times are not supervised.**

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**UNIFORM**

Most uniform items are available from the school’s uniform shop. Contact the School Office (9842 1428) for assistance with current opening times

**SUMMER UNIFORM**

**Girls**

Navy/white check dress
(available Target, Kmart)

Short sleeve pale blue polo shirt

Royal blue shorts

**Boys**

Short sleeve pale blue polo shirt

Royal blue shorts

**WINTER UNIFORM**
**Girls**

School pinafore or skirt

Long-sleeved pale blue polo shirt

Pale blue skivvy

Royal blue windcheater/bomber jacket

Royal blue track pants

**Boys**

Long-sleeved pale blue polo shirt

Pale blue skivvy

Royal blue windcheater/bomber jacket

Royal blue track pants

**ACCESSORIES**

Legionnaire or slouch school hat

School bag

Waterproof reader bag