

2021



PARENT INFORMATION BOOK

Penong & Coorabie

Districts School



Learning Together
Striving for Excellence



Government of South Australia
Department for Education

Respect

Responsibility

Honesty

Caring

Excellence



Penong & Coorabie Districts School



Penong Primary School Coorabie Rural School
C/- Post Office, Penong SA 5690
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Parent Information Introduction A Brief History

Penong School

The stone to build the Penong School was quarried by volunteers from the property of Mr Richard Davey.

It was the first public building opened in Penong. The school building, lonely in the bare space of the school yard, was kept company by the traditional flagpole.

The school was built with living quarters attached including three rooms and a porch. This was certainly luxury for teachers of the time as most were boarded with local families.

The average attendance in those first years was 18 children. The school's numbers have fluctuated over the last 100 years, some examples of attendance being 24 in 1904, 14 in 1911, 39 in 1923, 55 in 1927, 27 in 1955, 70 in 1979 and 45 in 1999, when Penong Primary School celebrated its centenary

Coorabie School

On 15th November 1897, in a shepherd's hut on Green's property (West of the present school site), a provisional school was established at Coorabie by Miss Clara McIntyre with an enrolment of 14 students.

In 1901 a small community building was erected to serve as hall, church and school and for which the Education Department contributed forty six pounds and thirteen shilling (\$93.30), being half the cost. This building was subsequently used solely for educational purposes, when in 1910, a larger hall was built.

Falling enrolments in 1951 saw the school close its doors for a period of time, only to re-open in 1957 with renewed endeavour. Shortly after, a new timber classroom was erected and then followed the relocation of the Bookabie and Mudamuckla School buildings to the Coorabie site.

In the early '90s, the effect of the rural recession led to the school becoming the smallest in the State and subsequently its annexation to Penong Primary School in 1995.

In 1997, a century of educational service to the Coorabie community was celebrated, where during the previous 100 years, 65 teachers had served the educational needs of more than 550 students in the isolated Coorabie School.

In 2002, due to declining enrolments, the school ceased to offer face-to-face education but continues to support the community by providing daily vehicle access to Penong. The Coorabie School remains a component of the Penong & Coorabie Districts School campus.

Our School - Penong & Coorabie Districts School

Penong & Coorabie Districts School is a comprehensive community school, which caters for students from Reception to Year 7.

Our school prides itself on good parent/teacher relationships and provides a safe, supportive and well-ordered environment in which children develop empathy for others, confidence, responsibility and a strong desire to learn and achieve.

Programs are child centred, success-oriented and purposefully engage children in curricula that prepare students for life-long learning. The school program is further enriched by involvement with our community and the wider world. We value supportive leadership and highly professional, cohesive staff who encourage individuals to realise their full potential and to be proud of their efforts in achieving.



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Penong & Coorabie Districts School



“Learning Together”



V i s i o n S t a t e m e n t 2021

**At Penong and Coorabie Districts School
We strive to be characterised by:**

- **Acceptance, understanding, respect and the valuing of each individual’s personal identity**
- **Ensuring well-being by creating a safe, secure, consistent, positive, success oriented environment**
- **Cooperation / Collaboration**
- **Pride, motivation, engagement and connection**
- **Reaching one’s full potential**



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**At Penong and Coorabie Districts School
Our mission is to ensure students are:**

- **Reflective thinkers**
- **Able to identify the skills they need for their preferred future and to work hard to achieve them**
- **Actively involved in their learning**
- **Decision makers**
- **Problem solvers**
- **Confident in their own abilities**
- **Co-operative**
- **Caring**
- **Able to display strong social skills**
- **Resilient**
- **Positive about their future**

2021 Term Dates

Term I	Wednesday 27 th January - Friday 9 th April	(11 weeks)
Term II	Tuesday 27 th April - Friday 2 nd July	(10 weeks)
Term III	Monday 19 th July - Friday 24 th September	(10 weeks)
Term IV	Monday 11 th October - Thursday 9 th December	(9 weeks)

School Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 am					
11:00 am	Recess	Recess	Recess	Recess	Recess
11:20 am					
1:00 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:30 pm					
3:00 pm	Breakup	Breakup	Breakup	Breakup	Breakup

Children will be supervised by teachers on duty between 8:30 am and 3:00 pm. Children are not to be in the school grounds outside of these times unless prior arrangements have been made with the school.

The school requires a note or call from the parent/guardian if the child is to be late, absent or leave school early.

A Typical School Day

- 8:30 - Arrival - Teacher Supervision
- 8:45 - Daily Fitness
- 8:55 - Go to Classes
- 9:00 - Lessons Begin

It is important that children are here for the organisational part of the day i.e lunch orders, money collection, bank and attendances. (Late arrival is recorded). Lessons follow immediately after these routines.

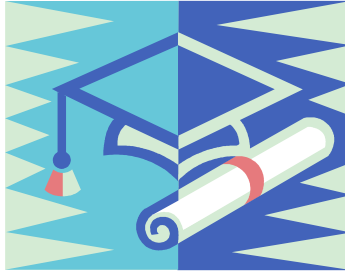
- 9:00 – 11:00 - Lessons
- 11:00 – 11:20 - Recess
- 11:20 – 1:00 - Lessons
- 1:00 – 1:30 - Lunch
- 1:30 – 3:00 - Lessons
- Dismissal - Yard Supervision



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1. Accidents and Ambulance

If a minor injury or illness occurs, the child will be looked after by a staff member on duty. All staff members hold a current 004 First Aid Certificate and staff members are on First Aid duty at recess and lunch times.

In the case of a major accident, the parents or guardians will be notified (if possible) and the appropriate action undertaken. If an accident occurs during a school activity that requires an ambulance, student's medical benefits should cover the costs.

2. Allergy - Nuts - Nut Aware School

We are a nut aware school which means parents are aware of our circumstances, and nut products are declared.

3. Appointments with Staff

Making an appointment to discuss issues concerning your child avoids inconvenience to either parent or teacher. It is not always convenient or appropriate to hold discussions when the teacher is supervising students. Making an appointment to talk with the Principal is also advisable.

4. Arrival Time and Lateness

It is very important that students arrive on time for school each day. Students may arrive at 8:30am when teachers are on duty and enter their classrooms at 8:30am also. This enables the day to get off to a good start. Students are given information and often collaboratively plan the day's activities. The roll book is also marked at this time and teachers are required to record all episodes of lateness. In an event of the school not being informed of the reason for the absence families will receive a call from the school.

It is imperative that we are aware of the reason for the absence.

5. Assemblies

Assemblies are held in Term Two and Four, during the last week of that term. Parents are strongly encouraged to attend.

6. Assessment and Reporting

This is an ongoing process, please see Reporting to Parents (29)



7. Attendance

Parents need to be aware that students over the age of 6 are under compulsion to attend school.

Regular and punctual attendance increases the likelihood of success in learning. Students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential. It is, therefore, important that you support your child to attend school regularly and on time.

If your child is absent, please advise us by phone with the reason, on paper is also advisable. If your child is unwell it is important to keep your child at home. Children who are unwell cannot concentrate on learning and may pass the bug onto others.

Children who arrive at school after 8:45am are recorded on the roll with 'L' signifying lateness.

Parents will be called if no contact has been made.

If your child is going to be absent for an extended time (i.e. 3 days or more), please collect an exemption form from the Front Office (e.g. family holiday). Good attendance maximises children's learning opportunities and is excellent life skills training. The principal is required to investigate and improve patterns of continued lateness or poor attendance.

See attendance Policy (attached).

8. Beginning School

The first year of school is called Foundation. From 2014 there will only be one intake per school year. Children who turn five years of age before 1st May 2014 will commence at the beginning of the school year. Students who turn five years of age after 1st May 2014 will start school at the beginning of the following year.

The Department of Education Early Years Policy supports the value and significance of the early years at school and provides time for children to develop naturally and acquire positive attitudes to school.

9. Codes of Practice

Staff Code of Practice:

In addition to specific role and responsibility statements, staff will abide by a Code of Practice, which ensures that:

- All members of the school community are treated with respect.
- The learning needs of students are paramount.
- All members of staff contribute to the implementation of the school's Strategic Plans.
- Teaching programmes are consistent with Australian Curriculum.
- A positive contribution is made to whole school activities.
- Conduct and attire reflect appropriate professional standards.

- All School and Departmental policies are enacted.
- Skills and knowledge are continually expanded through self reflection, seeking constructive feedback and participating in training and development.
- The school's decision making policies and procedures are used appropriately.
- Issues of concern are addressed professionally, using school procedures.
- A positive contribution is made to developing and sustaining a productive teaching and learning community.

Principal Code of Practice:

In providing leadership, the Principal will:

- Operate within the relevant Act, Regulations, Departmental and School Policies and the Role Statements for Principals.
- Lead and manage the implementation of the School Improvement Plan.
- Provide leadership and advice to the Governing Council and ensure that the policies and programmes developed in partnership with the community are implemented.
- Provide leadership to all staff in the consistent adherence to Departmental and School Policies.
- Establish programmes, in conjunction with staff, which acknowledge and utilise the skills of staff and enables them to develop professionally.
- Ensure the development and maintenance of a purposeful learning environment that recognises and rewards student achievement.
- Ensure the use of quality learning and teaching strategies to maximise student learning outcomes.
- Address issues of harassment and ensure that appropriate grievance procedures and training are known and used by staff and students where necessary.
- Ensure principles of equity and merit are applied.
- Manage the development and operation of the school's financial and administrative systems.
- Promote the school and further enhance links with all sectors of the educational community.

Parent Code of Practice:

Parents / Caregivers who enrol their child at our school will:

- Acknowledge and support school policies and practices.
- Use appropriate communication strategies to address issues of concern.
- Commit to working in partnership with staff and other community members for the benefit of students.
- Identify and negotiate with the school, ways in which they can contribute to the positive workings of the school.

Governing Council Code of Practice:

A Governing Councillor, as a representative of the school community:

- Will act honestly, in good faith and in the best interests of the school as a whole.
- Has a duty to use due care and diligence in fulfilling the functions of office and exercising powers attached to that office.
- Must use the powers of office for a proper purpose, in the best interests of the school as a whole.

- Must recognise that the primary responsibility is to the school shareholders as a whole but should, where appropriate, have regard for the interests of all stakeholders of school.
- Must not make improper use of information acquired as a Governing Councillor.
- Must not take improper advantage of the position of Governing Councillor.
- Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the school.
- Has an obligation, to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Governing Council.
- Should not engage in conduct likely to bring discredit upon the school.
- Has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this code.

Confidential information received by a Governing Councillor in the course of the exercise of councillor duties remains the property of the person or group from which it was obtained. It is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by that person or group, or the person by whom the information is provided, or is required by law.

Student Code of Practice:

Students will:

- Treat others with respect.
- Make a positive contribution to the development of a positive learning environment.
- Acknowledge and abide by all departmental and school policies.
- Take responsibility for, and be involved in, making decisions which affect their own future.
- Use appropriate processes to address issues.
- Acknowledge and use the advice support and teaching of community members to assist them in their learning programme.

10. Communication

We believe that good communication is essential between home and school. Our school has an open door policy. Please use this as an opportunity to discuss any concerns or issues. (You may need to make an appointment).

It is important that issues and concerns are discussed with the appropriate people. If you are unsure of whom to talk to if you do have a concern, consider the following:

- is it a classroom issue or a whole school issue?
- is there a school policy about the issue?
- if it is a classroom issue, have you discussed the issue/concern with your child/s teacher first?

The newsletter is our main source of communication for parents and students to be constantly informed of school activities.

Parent Concerns & Complaints

Good relationships between our school and the community give our children a great chance of success. It is only natural that from time to time, parents / care-givers will have concerns about what happens at school. These concerns may relate to either staff performance

(classroom or yard) or school policy (e.g. Sports Day, Curriculum, etc). Should this happen, it is important to know the correct way to have your concerns acted upon? At Penong & Coorabie Districts School we have a process which allows this to happen.

When raising a concern or complaint with staff, parents can expect to:

- Be treated with respect, courtesy and consideration
- Have the complaint dealt with in a confidential and timely manner
- Have access to appropriate and easily understandable information regarding the complaint resolution justice
- Be kept informed of the progress and outcome of their complaint.

We request that when making a complaint parents will:

- Treat other parties with respect, courtesy and maintain confidentiality
- Raise the concern or complaint as soon as possible after the issue has arisen
- Provide complete and factual information about the concern or complaint
- Ask for assistance or further information as needed
- Act in good faith to achieve an outcome acceptable to all parties
- Have realistic and reasonable expectations about what course or action is required to resolve the concern or complaint.

Your concerns will be discussed fully with the relevant people. You will need to be specific about your concerns (i.e. describe an incident and / or quote the words used). We always appreciate a message letting us know that you are happy with the outcome. The school can only deal with issues that are raised in the ways outlined. If we do not receive information, then we assume that all is well.

See Parent Grievance Policy.

11. Community Facilities

Community equipment, which is housed and managed by both the Penong and the Coorabie campuses, is accessible to the public at any time during school hours and by negotiation at other times. Costs may apply.

12. Camps and Excursions

During the year, there can be a whole school excursion, or class group excursion, which involves travel, and staying away from home for up to one week.

All of these activities are of course subject to Parental Consent.



13. Curriculum

Required Areas of Study

Our school offers children a broad range of learning experiences in eight major areas of study:

- English
- Mathematics
- The Arts
- H.A.S.S
- Health and Physical Development
- Technologies }
• Science } S.T.E.M

14 Decision Making

We are committed to active participation by staff, students and the community in decision making.

We believe that effective and inclusive communication is essential for good decision making.

This occurs through Governing Council, Management Committees, Staff Meetings and Class Meeting.

15. Emergency Contact Telephone Numbers

Up to date contact information (home and work) is important for us to contact an adult in an emergency. This information is requested upon enrolment. Please notify us of any changes during the year.

16. Emergency Evacuation Procedures/Fire Evacuation Procedures

In the event of a major disaster the children

- will be cared for in the school by staff until all danger has passed
- will not be released until a parent or person (previously nominated in writing) collects them (all people picking up children must go to the office first)
- The warning signal for fire or evacuation is continuous short blasts on the siren. All classes make their way in an orderly manner to the paved area. Students are given opportunities to practise this procedure.
- Class teachers take their roll books and check off each student and then report to the Principal. Students and visiting parent leave by the nearest possible exit.
- 'Bushfire Emergency Telephone Trees' are supplied to parents for use in the case of an emergency.

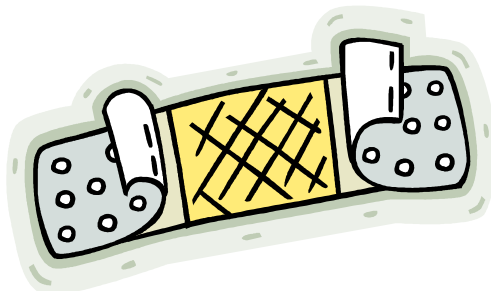
17. Enrolment Procedures

Reception Admission Procedures

From 2014 there will be one single intake each year. Children who turn five on or before 1st May can start school at the beginning of Term 1. These children will start on the first day of the school year.

18. First Aid

As the school is only able to provide basic emergency First Aid, it is considered that the best care is in the home and in the hands of the parent.



For this reason, the emergency contact form should be up to date and should include a relative, friend or neighbour who can be contacted if the parent's phone is not answered.

In the interests of your child's safety, we ask that parents/caregivers notify the school of any changes in this information as soon as possible.

Accident / Injury Forms are completed where a child requires First Aid.

A note is sent home when a child has received a minor knock on the head or other injury so that parents can monitor the situation.

19. Head Lice

Anyone can catch head lice. It is not a sign of poor personal hygiene. It is important to treat them properly and safely when they occur. There is an abundance of information regarding head lice on the web, or alternatively, visit your chemist who will advise you on the various treatments available. Please inform the class teacher when head lice are detected so that all members of the class can be notified and action taken.

20. Homework

Homework expectations vary from year level to year level, within the school's policy.

Homework is set to reinforce and consolidate the student's learning habits and progress. Expectations are outlined by class teachers at the beginning of the year.

Homework is most effective when students understand its purpose, see the link to work done at school and have been actively supported to develop independent study skills.

Teachers and school communities should actively engage in conversations and discussions with parents, where homework has been identified as a concern, to negotiate reasonable amounts of homework and timelines for the completion of homework.

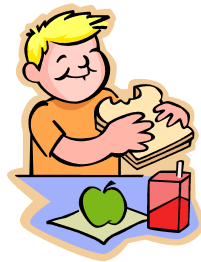
21. Illness at School

When children are unwell at school they will be cared for in the sick room but analgesics will not be administered without written permission. Their parents or emergency contact person will receive a phone call from the school. It is important that parents make sure that the emergency contact information is up-to-date.

In the event that emergency contacts cannot be made, the school will take whatever appropriate action is required for the safety of the child.

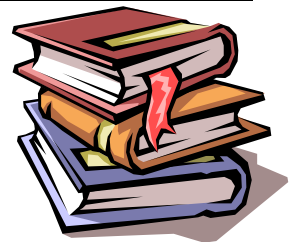
22. Lunches

Lunch orders are available from the Penong Store on Mondays and Fridays. Price lists and lunch bags are available at school.



23. Library and Reading

All students are encouraged to read **every day** both at home and at school, using classroom readers and library books. Books may be borrowed from school at any time.



24. Money Sent to School

We appreciate any money sent to the school to be inserted in an envelope labelled with your child's name and the purpose for the money

25. Newsletter

Newsletters are distributed to families once a fortnight. They are one of our major forms of communication and highly regarded as such. Families can receive the newsletter via email or hard copy.

26. Parent Bodies

Parents are encouraged to be actively involved in all aspects of school.



Governing Council

The concept of a Governing Council recognises that the best educational outcomes are achieved when there is a strong and active partnership between home and school.

Governance, which is the joint responsibility of Council, involves the big picture decisions for the School, while management is for the Principal. The Governing Council make decisions about the broad direction for the school taking into account DECD requirements. This involves strategic planning, determining policies, the application of financial resources, monitoring responses and reviewing. They also provide feedback to the Principal regarding community needs, etc. Governance includes setting the broad direction and vision for the school, strategic planning, determining policies, determining the application of the total financial resources and monitoring, reporting and reviewing.

Parents are encouraged to nominate for Governing Council. Council work allows you to gain an understanding of the workings of the School and to contribute to its long term success. Council meetings are held twice a term.

Early Learning Centre Management Group

This group comprises of seven elected members from our early childhood sector. They meet once a term to discuss issues related to our preschool. One member stands as the rep on Governing Council.

27. Parent Involvement

Parents are actively encouraged to be involved in all aspects of our school. Opportunities exist for volunteer work in many areas.

28. Penong Early Childhood

A Pre-school and Playgroup service is provided at the school. Opportunities exist for different aged students. Please contact the school for more information.

29. Reporting to Parents

The aim of any assessment and reporting practices is to use data to inform staff future practice, to use data to provide information to the system and to provide parents with specific information about what students experience, can do, know and understand.

Teachers are required to keep up-to-date records on individual student progress throughout the year in a variety of ways. These should be available at any time for discussion with parents. Information on student development should be available at any time throughout the year.

The reporting process includes:

Term 1	-	Parent Interviews
Term 2	-	Summative Reports
Term 3	-	Learning Logs
Term 4	-	Summative Reports

Parents and teachers are partners in the educative process. We need to develop positive relationships and interact frequently to share information we have about your child.

Teachers facilitate this process by:

- chatting informally
- planned teacher / parent discussions
- notes, phone calls to parents
- sending home samples of children's work / products
- actively involving parents in the classroom
- newsletters etc.

Interviews consist of teachers providing information to parents about skills, knowledge and the child's attitude. Teachers also seek information from parents. Three way interviews with students leading the process can occur.

Of course parents can ask for an interview at any time throughout the year.

Teachers use a variety of assessment and reporting strategies with their students throughout the year. These include standardised spelling, maths and comprehension tests. Teachers may also listen to and test students reading on a regular basis. Students in years 3, 5, 7 take part in the National Assessment Program – Literacy and Numeracy at the beginning of Term 2 and results are sent home towards the end of Term 3.

30. School Closures

Our school will be closed on various occasions throughout the calendar year. These closures are for training and development and approved by the Education Director.

31. School Fees

Materials and Services Charges

Each year our school reviews its current financial position and budgets for goods and services provided for children in the following year. The school income and expenditure for the school year are budgeted to suit the needs of students to ensure the best learning opportunities for them. Income is gained from parent contributions and the Education Department Global Budget. This money is spent on curriculum, stationery, grounds, resources, IT technical services and utilities. The fee is determined each year by the Finance Committee and Governing Council.

Income from Parent Contributions

Each year the Governing Council approves a charge for Materials and Services for each child. The Materials and Services charge is spent only on goods and materials for your child's education. It is determined by the Finance Committee according to the school priorities and needs of the children. Families who are experiencing financial difficulty can apply for assistance through the School Card scheme – please contact the Business Manager. A form is available for completion and should be forwarded to Centrelink for approval. Approval is usually given to families within the limits of gross income. If income does not fall within the gross wages table, families may apply for hardship listing. Fees can also be paid by a negotiated instalment plan. Materials and Services Charge must be paid or a payment plan completed prior to children attending any camps or special events and excursions.

32. School Rules / Behaviour Management

At Penong & Coorabie Districts School, we encourage positive responsible behaviour. Responsible behaviour occurs when children make the appropriate choices. Inappropriate choices are followed by pre-determined consequences. Parents are notified of any serious incidents.

All members of the school community having the right to a safe, secure learning environment, free from harassment and violence.

Safe practices, organizational routines and procedures and sound, productive working relationships.

All forms of bullying will be responded to. It is the responsibility of all staff to act decisively, and in a timely manner.

We will ensure that the countering bullying and harassment procedures are consistent across the school. Students who are victims of inappropriate behaviour from others, will be encouraged to identify the nature of this behaviour and given support from parents and staff to resolve the situation.

Students undertaking inappropriate behaviour will be counselled about their actions. They will be encouraged to accept responsibility and to develop appropriate strategies for resolving issues.

Parents and staff will work collaboratively during this process.

Education Department policy for managing students with difficult behaviour will be followed for students who choose to continue with inappropriate behaviours.

33. School Uniform

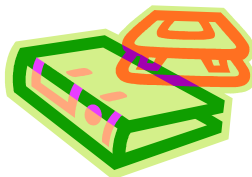
All children are required to wear the recommended school uniform. Wearing of school uniform helps to instil a sense of pride in our school.

School uniform is as follows: <ul style="list-style-type: none">• Navy school windcheater• Navy T shirt• Navy/Grey slacks,/jeans/shorts• Blue & white checked uniform	School colours are compulsory Hats are compulsory throughout the year. Thongs are unacceptable footwear.
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Uniforms can be ordered through the school. Some items are kept for sale at school.

34. Stationery

All students will be issued with sufficient stationery at the commencement of each year. Throughout the year further issues will be made as required.




35. Student Health and Safety

Children who are ill with an infectious disease must not be allowed to attend school. The following guidelines have been drawn up on the basis that children who have been unwell will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

The following tables list the recommended minimum exclusion periods from school of infectious disease cases and their contacts.

Condition	Cases	Contacts
Bronchitis	Exclude until person has been given appropriate treatment and feels well	Not Excluded.
Campylobacter infection	Exclude until diarrhoea has ceased.	Not Excluded.
Chicken pox and shingles	Exclude until all lesions have crusted, there are no moist sores and person feels well.	Not Excluded.
Common cold	Exclusion is not necessary.	Not Excluded.
Conjunctivitis	Exclude during the acute stage of the infection.	Not Excluded.
Cryptosporidiosis	Exclude until diarrhoea has ceased.	Not Excluded.
Diphtheria	Exclude until a medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hrs after cessation of anti-microbial therapy and the other 48 hours later.	Exclude family/domiciliary contacts until cleared to return by appropriate health authority.
Fifth disease (erythema infectiosum, parvovirus infection)	Exclusion is not necessary.	Not Excluded.
Giardiasis	Excluded until diarrhoea has ceased.	Not Excluded.
Glandular fever (Mononucleosis)	Exclusion is not necessary.	Not Excluded.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not Excluded.
Head Lice (Pediculosis)	Excluded until day after appropriate treatment has commenced.	Not Excluded
Hepatitis A (Infectious hepatitis)	Exclude for one week after the onset of jaundice or illness.	Not Excluded
Hepatitis B & C	Exclusion is not necessary	Not Excluded.
Herpes Simplex Type 1 (Cold sores or fever blisters)	Exclusion is not necessary.	Not Excluded.
Human immunodeficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the person has a secondary infection.	No Excluded.
Hydatid disease	Exclusion is not necessary	Not Excluded.
Influenza	Exclude until the person feels well.	Not Excluded.
Legionnaire's disease	Exclusion is not necessary.	Not Excluded.
Leprosy	Exclude until medical certificate is produced from appropriate health authority.	Not Excluded.

Measles Measles cont.	Exclude from unimmunized persons for at least 4 days after the onset of the rash.	Immunized contacts not excluded. Non-immunized contacts should be excluded for 14 days from the first day of appearance of rash in the last case of measles reported. If non-immunized contacts are vaccinated within 72 hours of their contact with the index case they may then return to school.
Meningitis (bacterial)	Exclude until well.	Not Excluded.
Meningococcal infection	Exclude until well.	Not Excluded.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not Excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Readmit on a medical certificate of recovery.	Not Excluded.
Psittacosis (Ornithosis)	Exclusion is not necessary.	No Excluded.
Ross River Virus (Epidemic Polyarthritits)	Exclusion is not necessary.	Not Excluded.
Rotavirus Infection	Exclude until diarrhoea and vomiting has ceased.	Not Excluded.
Rubella (German Measles)	Exclude till fully recovered or for at least 4 days after onset of rash.	Not Excluded.
Salmonella infection	Exclude until diarrhoea has ceased.	Not Excluded.
Scabies	Exclude until the day after appropriate treatment has commenced.	Not Excluded.
School Sores (Impetigo)	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.	Not Excluded.
Shigella infection	Exclude until diarrhoea has ceased.	Not Excluded.
Streptococcal sore throat including Scarlet Fever	Exclude until the person has received antibiotic treatment for at least 24 hrs and the person feels well.	Not Excluded.
Thrush (Candidiasis)	Exclusion is not necessary.	Not Excluded.
Toxoplasmosis	Exclusion is not necessary.	Not Excluded.
Tuberculosis (TB)	Exclude until medical certificate is produced from appropriate health authority.	Not Excluded.
Typhoid and Paratyphoid	Exclude until medical certificate of recovery is produced.	Not Excluded.
Viral gastroenteritis (viral diarrhoea)	Exclude until diarrhoea ceases.	Not Excluded.
Warts (common, plan, plantar)	Exclusion is not necessary.	Not Excluded.
Whooping Cough (Pertussis)	Exclude until they have taken 5 days of a 14 day course of erythromycin or, if not treated, for 3 weeks from the onset of cough. 	Exclude un-immunized household contacts aged less than 7 yrs from school for 14 days, or until they have been on antibiotic treatment for at least 5 days of a minimum 14 day course of antibiotics.
Worms	Exclusion is not necessary.	Not Excluded

36. Student Health and Safety – Sun Smart Policy

The aims of the SunSmart Policy are to promote among students, staff and parents:

- positive attitudes towards skin protection;
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths:
- personal responsibility for and decision-making about skin protection;
- awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

The policy is for implementation throughout the year. The purpose of the policy is to ensure that all children attending school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

As part of general skin protection strategies;

- children are expected to wear hats which protect the face, neck, and ears whenever they are outside eg sports days etc:
- there is a “NO HAT NO PLAY” policy.
- outdoor activities will be held in areas of shade whenever possible:
- staff will be encouraged to act as role models by practising Sun Smart behaviour:
 - wearing protective hats and appropriate clothing for all outdoor activities;
 - using an SPF 30+, broad spectrum, water-resistance sunscreen for skin protections;
 - seeking shade whenever possible.

37. Travel Allowance

An allowance in accordance with the current Government rate, to help cover the costs of transporting children to and from school or bus pick-up point is available to those who have to travel 5 km or more one way.

Form ED226, accompanied by a sketch map, must be submitted. If approved, a claim is submitted by you through the school at the end of each term.

38. Visiting the School

You are welcome to come to school to watch or to assist with lessons. Please contact the teacher concerned first to make arrangements.

If parents have any concerns or queries about their child's schooling, they are encouraged to contact the teacher or principal. This is your child and your school, please use the communication channels, no matter how trivial the matter may seem.

On arrival and departure from school - parents are requested to visit the office and sign in and out.

39. Weather Procedures

During periods of extreme weather both hot and cold, a decision is made on a daily basis by leaders regarding outside play during break times. During hot weather, teachers also discuss with children strategies to assist in keeping themselves cool e.g. find a shady place, drink plenty of water. Similarly in extreme cold weather a decision is made regarding areas of the school which may be closed as they are not safe for play.





Penong & Coorabie Districts School



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