SUNNYBANK STATE PRIMARY SCHOOL

Expanding Horizons

All Students - Harmony Day 2008
WELCOME TO OUR SCHOOL

I regard our school as Sunnybank’s “hidden treasure”. Tucked safely away in the side streets, our enrolment of less than 400 is vastly different to nearby schools with over 1000 students. This smaller number allows all students to interact in a friendly and happy manner. Situated in spacious grounds with abundant trees and having inviting playscapes, our students are presented with a stimulating learning environment.

Sunnybank State Primary School is an inclusive school with a focus on HARMONY, supporting students from all over the world. We want every student to achieve to the best of their ability. We maximise student outcomes through the provision of relevant, authentic, connected and high quality learning opportunities, thus our motto – “Expanding Horizons”.

We welcome parents as active partners in education. This partnership promotes an enriched environment for everyone.

Please contact me at the school if you have any questions about any aspect of our school.

John Greenup
DipT, BEd, GradDipSpEd, MEdSt
Principal

Sunnybank State School is lucky enough to be the kind of school where staff get to know every student. Our staff members are committed to understanding and providing for the needs of each individual student.

We have adopted the National Curriculum and have a renewed focus on science. As always we also strive to improve the literacy and numeracy results for all students.

Our curriculum offerings are varied and interesting and support the essential core teachings. The commitment to the early years programs ensures that students have the best possible start to their education with full time support staff in Prep classes and a higher than average amount of support for other year levels.

We welcome and depend upon the input of our students’ parents and carers in our school and see the communication and support from families as a key to our success. We welcome new families to experience this and see first hand what a difference to their child’s life they can make by being involved in our school community.

Michelle Hamlin
Deputy Principal
CONTACT DETAILS

Sunnybank State Primary School
50 Eddington Street
SUNNYBANK  4109

Office Telephone: (07) 3452 4888
Office Facsimile: (07) 3452 4800

General Office Hours: 8.00am – 4.00pm

Tuckshop Telephone: (07) 3452 4806 (Wed – Fri)

Email
For student absence information: admin@sunnybanss.eq.edu.au
For all other school matters: the.principal@sunnybanss.eq.edu.au
To contact the Parents and Citizens Association: pandc@sunnybanss.eq.edu.au

Please Note:
All staff members may be contacted by telephone, through the school office number. If the person is not available, a message will be taken and passed on for you. Requests to speak to teachers directly will only be granted outside teaching sessions or for urgent matters. Appointments to see staff members can be made through the school office.

NB. Students do not use the school phone. Children will not be called to the phone. Urgent messages may be transmitted through the office but it can take some time to locate individual students, especially during play breaks.

Useful websites

Sunnybank State School
www.sunnybanss.eq.edu.au

Department of Education Training and the Arts website:
http://education.qld.gov.au

Education Queensland International:
www.eqi.com.au

Queensland Studies Authority:
http://www.qsa.qld.edu.au

CRICOS 00608A Department of Education, Training and the Arts
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ABSENCES
From time to time, students are not able to attend school due to illness or family circumstances. All absences must be explained before, on the day, or on return to school, by a note, phone call, email or personal message. Education Queensland requires that the school record a reason for all absences. If there is an unexplained absence then an absence slip is sent home for parents to complete and return to school.

ACCIDENTS
School staff are trained in first aid. They regularly have their training updated. Staff on playground duty carry the necessary items to treat minor injuries in the playground. Students whose injuries are more serious go to the First Aid Room where a qualified person is in charge. The injury is treated and recorded in the register.

In the event of a very serious injury, parents are contacted immediately and an ambulance called if necessary. An accident report is then completed.

AFTER SCHOOL CARE
Two providers of before and after school care service the school. Both offer a drop off and pick up service to the school.

- Sunnybank Anglican Outside School Hours Care
  139 Young Street, Sunnybank – Telephone 3344 4128
- Sunnybank Childcare Centre
  88 Lister Street, Sunnybank – Telephone 3345 1824

ASSEMBLIES
A whole school assembly is held every Monday at 9.00am in the covered area. Parents and guests are welcome to attend. Special assemblies may be held for special events eg. ANZAC Day, Sports Awards and Harmony Day.

BEHAVIOUR MANAGEMENT
All state schools in Queensland have a Responsible Behaviour Plan For Students and a full copy of this booklet is available from the office. Please refer to Appendix A for a summary of this. The rights and responsibilities of all stakeholders (students, staff and parents) are outlined as well as the proactive strategies used within the school centred around our “Harmony Matters” approach. Teachers use this as a basis to develop their own classroom rules in consultation with their students.

BIKE SAFETY
Students riding their bicycles to school are required by law to wear a helmet. Bikes must be secured in the bike racks on arrival at school. Whilst in the school grounds it is necessary to walk bikes at all times. This is for the safety of all.

BOOK REQUIREMENTS
Book lists for students in Years One to Seven are revised and developed in term 4 each year. Parents have the choice of purchasing the books themselves or joining the schools textbook and resource scheme which buys books in bulk to reduce costs for parents. A separate information package about this scheme is available from the school office.

CAMPS
Students in Years Six and Seven have the opportunity to attend a school camp each alternate year. These camps are planned to help support the school curriculum and also to help the students develop personal skills and face challenges. The next scheduled Year Six / Seven camp is in 2009. Parents have the opportunity to make partial payments in the terms leading up to the camping program.

Also organised each year is a special weekend science/environment family camp which is open to all students with at least one adult accompanying them.
CHANGE OF ADDRESS
If, at any time you change your address (home or work) or telephone number, please notify the School Office. It is most important that contact information is accurate at all times in case of an emergency, or if your child becomes ill.

COMMUNICATION
A school newsletter is published each Thursday. All important dates and forthcoming events will be listed here. The newsletter is also emailed to those parents who request this.

Occasionally special letters may be written to parents when parental permission is sought for a certain reason or when requesting an interview. If you wish for an interview with the Teacher, Principal, or Deputy Principal, please try to make an appointment so that the required person is available.

COMPLAINTS / CONCERNS
If you have any concerns or complaints, please contact the school and discuss the issues with either your child’s class teacher, the Principal or Deputy Principal. We can’t solve a problem if we don’t know it exists. Our full complaints policy is included as Appendices E and F.

CURRICULUM
Sunnybank Primary School provides a comprehensive education from Prep to Year Seven. This is achieved through our commitment to effective learning and teaching principles and the use of modern technology to enhance learning. Great emphasis is also placed upon social development—the ability of children to grow up as responsible people.

Our curriculum is organised around eight Key Learning Areas:
- English
- Mathematics
- Science
- Technology
- The Arts
- Language Other than English (LOTE) – Mandarin Chinese
- Study of Society and the Environment
- Health and Physical Education

The Queensland Studies Authority develops the syllabuses for all Queensland schools. You can obtain more information at http://www.qsa.qld.edu.au

EMERGENCY EVACUATION & LOCK DOWNS
Evacuation and lockdown drills are conducted at regular intervals throughout the year. In the event of you arriving at school during a lockdown drill (all accessible doors will be locked), please assist us by staying outside the gates until the “all clear” is sounded.

If you are helping in the classroom or tuckshop, or are visiting the school for any reason, please follow the directions of the classroom teacher, tuckshop convenor or supervising adult during a drill. Remember it is very important that you sign the visitor’s book at the Office so that you can be accounted for should there ever be a real emergency.

ENGLISH AS A SECOND LANGUAGE (E.S.L)
An ESL teacher is at the school three times a week, providing support to students whose main language at home is not English. Teacher Aides also provide support to ESL students.

ENROLMENT
Students may attend an Education Queensland school, commencing in Prep if they turn five before the end of June in that year. Students enrolling in Year 1 should turn six before the end of June in that year. Enrolments are taken throughout the year.
All enrolments to the school are required to attend an interview with the Principal or Deputy Principal. For Prep enrolments for the following year these interviews usually occur in Term 3. At this meeting an Enrolment Agreement (Appendix B) is signed and consent is requested for the use of the students name, image and work in displays at school or in the local community and in the school newsletter or local newspaper.

Appendix J contains privacy information related to enrolling in Queensland State Schools.

EXCLUSION POLICY FOR ILLNESS
Refer to Appendix G on the recommended minimum exclusion periods for infectious diseases.

EXCURSIONS
From time to time as part of the class educational program, students may be taken on excursions. Before any event requiring students to leave the school grounds, a letter is sent home explaining the activity with a permission slip attached. If there is a cost involved this will also be detailed in the letter. You will be asked to sign the permission form which should then be returned to school with any payment required. While teachers hope that all students will take part in a class excursion, parents can choose for their children not to participate.

HOMEWORK
Homework may be set at the teacher’s discretion. School policy regarding homework is detailed in Appendix C. The amount of homework set may vary from time to time. Should you have any queries about homework, please direct your questions in the first instance to the teacher concerned.

ICT USAGE
Information for students and parents about access to ICT facilities is contained in Appendix I. At the beginning of each school year, students in Years 3-7 receive instruction about appropriate use of the internet and they sign and internet access agreement form.

INSTRUMENTAL MUSIC
Education Queensland Instrumental Music teachers visit the school for lessons in percussion, strings, brass and wind instruments. Normally these lessons commence in:

- Year 3 – Strings
- Year 5 – Brass, Wind, Percussion

A variety of concert and performance opportunities are arranged to give students in the School Band, School Choir and Strings Ensemble the chance to perform.

A private music school also visits the school each week to provide keyboard lessons to all year levels.

INTERNATIONAL STUDENTS
At Sunnybank Primary we enrol a number of international students on a short and long term basis each year from various countries including Taiwan, Korea, United Kingdom, Philippines and Indonesia. The school works in conjunction with Education Queensland International to ensure that these students not only access the school’s curriculum but also participate in specialised programs to enhance their conversational English. Students are supported throughout their stay by E.S.L teacher aides. More detailed information regarding international students can be accessed at www.eqi.com.au

LATE ARRIVALS
The school day commences at 8:50am. Students arriving after 9.15am are required to sign in at the Office and collect a late slip to take to the class teacher.

Students not arriving at school on time are marked as a late arrival on the roll and need to bring with them a note of explanation. This is a requirement of Education Queensland’s Student Management Program. Late arrivals, without a note, will be marked as “unexplained”.
LEAVING THE SCHOOL GROUNDS
Students are not allowed to leave the school grounds once they arrive at school. If your child needs to leave the school during the day, they must be collected from the school office by you or your nominated person. Students are not permitted to wait for parents at the gates during school times as they would be unsupervised. Students must be signed out at the Office before leaving the school premises.

LEGAL DOCUMENTATION
Any legal documentation (eg custody orders) relating to your child must be given to the school office where a copy will be kept on file. Parents will always be given access to their children unless a court order prevents this.

LIBRARY
Children visit the Library for class borrowing and also for Library Activity time. During this time, the children work with the Teacher-Librarian and the class teacher to complete research, computer based activities and literature activities related to the classroom curriculum. They can also access the Library before school and during lunch breaks.

The Library catalogue is computerised using Bookmark. Children are trained to use the system to return and borrow their resources. Prep and Year 1 can borrow 2 books for 2 weeks. Years 2 to 7 borrow 4 resources for 2 weeks. Ideally, all children should use a library bag for their library books.

LOST PROPERTY
Any items found in the playground will be placed in the recently lost property container in the covered play area. After assembly each Monday items remaining unclaimed are moved to the long term lost property storage on the covered walkway between Blocks A & B. If your child loses something, please check the lost property in both locations.

It is very important to name your child’s clothes and belongings. Sometimes naming them in more than one place is helpful, as tags can become worn and the name fades.

At the end of each term unclaimed items without legible names are donated to charity.

MEDICATION
It is Education Queensland policy that schools must not administer “over-the-counter” medication, including analgesics, homeopathic or prescribed medications unless they meet the guidelines.

For any prescribed medications to be administered parents must:
- Request, in writing, for prescribed medication to be administered. The appropriate form is available from the Office.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Ensure the medication is not out of date and has original pharmacy label with the student’s name, dosage and time to be taken.
- Provide the medication in the original labelled container to our staff members in the office.

When the medication is no longer required at school, please advise the school in writing and then collect the unused medication. Under no circumstances should any student keep medication themselves or self medicate.

MOBILE PHONES
The increased ownership of mobile phones requires that we take steps to ensure that mobile phone usage does not disrupt learning. It is acknowledged that providing a child with a mobile phone gives parents reassurance that their child can contact them in emergency situations but this does not apply during the school day when students have access to school staff and the school phone if needed.
Therefore, it is expected that students will follow the appropriate procedure if parents choose to allow their children to bring mobile phones to school:

- Students must have their mobile phones switched off during school time (specifically 8:50am until 3:00pm).
- Students must hand their mobile phone to their teacher at the commencement of the school day and it will be stored in a secure and safe place in the classroom. Class teachers will return the mobile phones at the end of the school day.
- Students must not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
- For security reasons, students must not stow mobile phones in their school bags.

Parents can always contact their child during the day, through the school office. No liability will be accepted by Sunnybank State School in the event of the loss, theft or damage of any mobile phone or any other electronic device brought to school. Please note that the misuse of a mobile phone will lead to the device being confiscated by school staff, with collection/return in consultation with a parent/carer.

**PARKING**

The staff carpark is for teachers, emergency vehicles and delivery vehicles only. Parents and caregivers are not allowed to drop off or pick up their children in the carpark unless they have permission from the principal.

There is plenty of parking in the streets off Glendower and Eddington Streets. A special “two minute zone” has been provided in Glendower Street so that waiting children can be safely and quickly collected. Drivers must remain with their vehicle in this pick up / drop off zone.

**PARENTS AND CITIZENS’ ASSOCIATION (P&C)**

The Parents and Citizens’ Association works with the school to support the education of our students. Its meetings provide a forum for parents to make suggestions for improvements and to be part of the decision making process. To keep the P&C flourishing, please consider:

1. Attending monthly meetings
2. Helping at functions and grounds projects
3. Financial support
4. Attending professional development workshops and discussions.

Currently meetings are held at 7pm on the third Tuesday of each month from February to November. Ample notice is given for all meetings and functions. We look forward to seeing as many members of our school community as possible at our meetings.

The P&C executive can be contacted by email to pandc@sunnybanss.eq.edu.au

**PARENT HELPERS**

We value and encourage parental help at Sunnybank Primary School. This may be in classrooms, for sporting activities and on excursions. If you are able to assist, such help is appreciated greatly. Your child’s teacher can advise you when and where your help would be most beneficial.

**PAYMENTS**

Payments for excursions / camps / voluntary contributions etc can be made in cash, by cheque or EftPos. Should you wish to pay by Credit Card a section has been provided on the bottom of the invoice for you to complete. Please be aware that use of a Credit Card does incur a cost to the school.

**PERSONAL BELONGINGS**

All books, clothing, lunch boxes etc must be clearly labelled with your child’s name and class. We recommend that students do not bring anything they treasure to school. Toys brought to school can be broken, misplaced or stolen which is heartbreaking for the child. If your child wishes to bring something special to school, please ensure that it is named. Children must take full responsibility for their own belongings.

Computer games, iPods, radios or other music players etc must not be brought to school.
PICKING UP CHILDREN

Please organise, prior to the start of school, the area in which you intend to meet your child. This saves confusion at bell time.

If you are unable to collect your child on time, please contact the Office as early as possible prior to 3pm so we can inform your child and arrange to have him / her come to the office and wait. All students waiting for a late pick up must wait at the Office and must be collected from there.

RELIGIOUS INSTRUCTION IN SCHOOL HOURS

Sunnybank State Primary School operates a cooperative Religious Education Program with no denominational segregation. Volunteers (from the local Anglican Church) accredited for the teaching of religion in schools visit the school each week. One, thirty minute session of nondenominational religious education is provided each week. The class teacher remains in the room with the class during religious instruction.

Parents who do not want their children to participate in the religious education program should signify this by making a written request to the Principal. A form is available.

Students whose parents have requested that they do not participate in the program remain in the room during the religious instruction time but they work at other independent activities such as reading or problem solving.

REPORTING

Reporting occurs twice a year with a written report card for Years 1-7. Face-to-face interviews take place throughout the year and if at anytime you wish to know how your child is progressing, you are able to arrange a meeting with your child’s class teacher to discuss this.

SCHOOL LEADERSHIP

Each year, School Captains and Sports Captains are elected through a formal election process involving students in years 5 to 7. There are 4 School Captains and 2 Sports Captains and 2 Vice Sports Captains for each sporting house. A Music Captain is also chosen. Prep Teddies (the name was chosen by students in our first prep class in 2007) are appointed to help the new prep students settle into our school and Harmony Helpers lead playground games during some play breaks.

SCHOOL PHOTOGRAPHS

Class photos are taken in Term 1. Parents have the opportunity to purchase a copy of the photograph. A system of prepaying is in place. However, if on viewing the photograph the parent is dissatisfied, money will be refunded on return of the photograph.

SCHOOL TIMES

There is no need for students to be at school prior to the start of the school day at 8:50am unless they have a specific reason eg. school band rehearsal, sports practice etc. There is no official playground supervision before school. On arrival at school, students should move to the allocated areas and remain there until the first bell or an invitation to enter the classroom by the class teacher. There is no play on the oval or adventure playground areas before school.

   Start of Day: 8:50 am
   First Break: 11:00 am
   Second Session: 11:45 am
   Second Break: 1:20 pm
   Third Session: 1:55 pm
   End of Day: 3:00 pm

At both breaks, the students must sit and eat until they are dismissed by a teacher. All eating takes place in under-cover areas.
SPORTING HOUSES

Children are divided into groups called Houses for some sporting and other activities. Each child or family will be allocated a House when they are enrolled. The names and colours of the Houses are:

- Allunga – yellow
- Barkala – green
- Coolaroo – red

The School House sports shirt in the appropriate colour can be worn on PE days and school sporting events.

The House names are taken from aboriginal languages. Allunga means the sun, Barkala means shaded place while Coolaroo means star.

SPORT

During Term 2, in readiness for District, Regional and State Championships, we hold Athletics Days (one for lower year levels and one for upper year levels) where every student participates earning points for his/her house. Our focus for the days is on involvement and team spirit. We encourage all students to participate in as many events as is possible.

Students in Years 5-7 are encouraged to participate in the Inter-School Sports Program. Teams vary according to the number of participants each season. A small fee is charged to cover the cost of participation. Traditionally teams usually compete in soccer, netball and rugby league.

STUDENT COUNCIL

Representatives from each class from Years Four to Seven are selected by the students. These students become the members of the Student Council. Student Council works on fundraising projects throughout the year to support selected charities and to purchase additional school resources such as play equipment.

SUN SAFETY

Education Queensland has a very strict Sun Safe Policy which has been developed to protect all students in Queensland schools. At Sunnybank Primary School, we promote and support this policy.

Students must wear either a school hat (which has a wide brim, legionnaires cap, or bucket hat). Baseball caps and sun visors are NOT acceptable (students will not be allowed in the playground with these).

Our School Policy is: No hat! No play!

SWIMMING

As our school has no swimming pool, we travel to a nearby facility by bus for swimming lessons at the end of third term. These are important lessons that form part of our Physical Education Program.

Students in years 1-4 swim every day for two weeks which helps develop their abilities. We have chosen to swim in a two week block as daily lessons produce more progress than the same number of lessons on a weekly basis.

Information and permission notes are sent out in advance. Payments may be made in a lump sum, weekly or an individual payment plan can be developed with the principal.

TRANSFERS

Within Education Queensland schools, there is a transfer system. This is to ensure that students can be tracked and that they receive the resources they are entitled to. Once enrolment has occurred, the previous school is contacted by administration for these details.
TUCKSHOP

The school tuckshop provides healthy lunch options and is available on Wednesday, Thursday and Friday. A price list will be sent home during the first week of school or whenever necessary to alter prices or vary the menu.

To order your child’s lunch please enclose the money in a brown paper bag and write your child’s name and order on the outside of the bag. These bags may be purchased at any supermarket. The change, if any, is then put in the bag when given to the child.

Volunteers are always needed to fill the Tuckshop roster. If you can help one day a month, please notify the tuckshop convenor through the School Office.

Working on Tuckshop is not restricted to mothers. Fathers and grandparents are most welcome. These duties are not difficult and many workers find it a pleasant social outing.

UNIFORMS

See the School Dress Code in Appendix D for information about the uniform.

During the school year the Uniform Shop operates from the Tuckshop at the following times:
Wednesday: 8:30am – 9:00am
Thursday: 2:30pm – 3:00pm
Or by appointment.

The Uniform Shop also opens for additional times during the January Student Free Days.

VOLUNTEERS

Volunteers, or parents needing to enter a classroom for any reason, are required to sign in at the Office and to receive a visitors’ badge. This is a school requirement under Workplace Health and Safety.

The sign in register provides an accurate record of visitors on the school premises in the event of an emergency. The visitors’ badge lets the students and staff know that you are on the premises with permission.

A volunteer, who is not the parent of one of our students, is required to get a “Working with Children” suitability card, which involves a police check. Forms are available at the office and there is no cost involved for volunteers.

WET WEATHER

In the event of wet weather during a break, students are kept in their classrooms where they have their lunch and then spend some time in social activities. They are supervised at all times.
APPENDIX A

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS SUMMARY

All areas of Sunnybank State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are plain to everyone, assisting Sunnybank State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules (our Behaviour ABC) to teach and promote our high standards of responsible behaviour:

- Act safely
- Be respectful
- Care.

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour.

To support the Behaviour ABC rules, our school also uses the saying “Harmony Matters” to further promote positive relationships within the school community. This approach is also explicitly taught in classrooms and communicated to all stakeholders.

- Help others
- Ask for assistance
- Respect differences
- Make friends
- Offer alternatives
- Nice words
- Your choice
APPENDIX B

ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at our school.

Responsibility of student to:

• attend school regularly, on time, ready to learn and take part in school activities
• act at all times with respect and show tolerance towards other students and staff
• work hard and comply with requests or directions from the teacher and principal
• abide by school rules, meet homework requirements and wear school’s uniform
• respect the school environment.

Responsibility of parents to:

• attend open evenings for parents
• let the school know if there are any problems that may affect your child’s ability to learn
• inform school of reason for any absence
• treat school staff with respect and tolerance
• support the authority and discipline of the school enabling your child to achieve maturity, self discipline and self control
• abide by school’s policy regarding access to school grounds before, during and after school hours
• advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
• inform school if your child’s living arrangements change and provide details of new home address and phone number

Responsibility of school to:

• develop each individual student’s talent as fully as possible
• inform parents and carers regularly about how their children are progressing
• teach effectively and to set the highest standards in work and behaviour
• take reasonable steps to ensure the safety, happiness and self-confidence of all students
• be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
• clearly articulate the school’s expectations regarding the responsible behaviour plan for students and the school’s dress code policy
• set, mark and monitor homework regularly in keeping with the school’s homework policy
• contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
• deal with complaints in an open, fair and transparent manner
• consult parents on any major issues affecting students
• treat students and parents with respect and tolerance.

I accept the rules and regulations of Sunnybank State Primary School as stated in the school policies that have been provided to me in the Information Booklet including the Responsible Behaviour Plan for Students, ICT Network Usage and the Student Dress Code.

I acknowledge that information about the school’s current programs and services has been explained to me.

.................................................. .................................................. ..................................................
Student Signature: Parent/Carer Signature: For Sunnybank State School

Date: .........................
APPENDIX C

HOMEWORK POLICY

This policy is a guide for determining the amount of set homework that students might be expected to undertake. Parents are welcome to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

In Prep to Year 3, many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills. Homework tasks may include:

- daily reading to, with, and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

In the Prep Year, generally students will not be set formal homework.

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In Year 4 to Year 7 some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas
- include extension of class work, projects and research.

Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

In determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. These include a range of physical activities and sports, recreational and cultural pursuits.

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.
APPENDIX D

STUDENT DRESS CODE

The Sunnybank State Primary School student dress code consists of an agreed standard and items of clothing including a school uniform that our students wear when:
- attending or representing our school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The Parents and Citizens Association supports this student dress code acknowledging that it contributes to a safe and supportive teaching and learning environment by:
- ready identification of students and non-students at school;
- fostering a sense of belonging;
- developing mutual respect among students through minimising visible evidence of economic or social differences; and
- eliminating distraction of competition in dress and fashion at school.

This support was confirmed at the February 2008 meeting of the P&C when the following motion was approved.

*The P&C of Sunnybank Primary School resolves that it supports the student dress code for the school because it believes that the student dress code at Sunnybank Primary School promotes positive outcomes for students.*

Students should wear the school uniform as follows.

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue checked dress</td>
<td>School polo shirt</td>
</tr>
<tr>
<td>School polo shirt</td>
<td>School polo shirt</td>
</tr>
<tr>
<td>Navy shorts, skirt or skort</td>
<td>Navy shorts</td>
</tr>
<tr>
<td>Navy wide brimmed hat / legionnaires cap / bucket hat</td>
<td>Suitable footwear (no thongs)</td>
</tr>
<tr>
<td>Black shoes preferred with white or navy socks</td>
<td>On cooler days – school jumper or school jacket with navy tracksuit pants (no denim)</td>
</tr>
</tbody>
</table>

In 2007, a new school polo shirt was introduced with a three year transition period to phase out the old style polo shirt.

The sports uniform for days when school sports and physical education classes are held is navy shorts or skirt and house coloured polo shirt with soft soled shoes eg. sandshoes or gym shoes.

Sun Smart hats are compulsory and children should wear them at all times whilst outdoors. Children without Sun Smart hats are directed to play under the school buildings in the shade. Caps are not Sun Smart as they leave the ears and back of the neck exposed.

Health and safety concerns also require that students wear appropriate footwear and that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn. Should parents want their child to wear a particular item of jewellery for cultural/religious reasons this request should be given to the principal in writing.

Any sanction to be imposed upon a student for non-compliance with the dress code will be determined via discussion with a parent of the student.

New uniforms and occasionally second hand uniforms are available from the school through the Uniform Convener at the tuckshop. (Please enquire at the school office for current times). Donations of used uniforms are always welcome.
APPENDIX E

COMPLAINT INFORMATION

(For complaints relating to international students please see Appendix F)

During the course of your children’s school years, you may have cause to make a complaint about an issue with your child’s education. Our school is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner,
- deliver your complaint in a non-threatening and non-abusive manner, and
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply.

You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following five step procedure may assist parents/carers and school staff to reach an outcome that is in the best interests of the student.

1. **Discuss your complaint with the class teacher**

If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration.

Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher should then take steps to resolve the problem at this level.

The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. **Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution**

Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the principal. The principal will make a record of your complaint and work with you to resolve the issue.

Complaints to the principal may be lodged in person, by telephone, writing or via email to: the.principal@sunnybanss.eq.edu.au
3. Contact district office

If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the principal.

If you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will assist in seeking resolution to the issue.

The telephone number for South East Brisbane District Office is 3422 8664 or 3422 8644. Written complaints should be sent to the Executive Director (Schools), South East Brisbane District, Private Mail Bag 250, Mansfield DC, QLD, 4122.

4. Complaint still not resolved

If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland. Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:
- to the Executive Director (Schools) for further action or
- to another departmental unit for appropriate action.

The Office of Education Queensland can be contacted at: Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618 or fax (07) 3221 4953.

5. Independent review

If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department’s decision.

The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens’ Associations (P&Cs)

It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens’ Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint. Complaints about services that are run or managed by the P&C at your school, for example, after school care or the canteen, should be directed to the P&C in the first instance.
EDUCATION QUEENSLAND INTERNATIONAL (EQI) COMPLAINTS AND APPEALS PROCEDURE

Education Queensland International (EQI) hopes you have an enjoyable and successful study program. To ensure your satisfaction we want to outline the process you should follow if for some reason you are unhappy with some aspect of your educational program, homestay arrangement, actions of EQI as your education provider or decisions made regarding your participation in your education program.

Please read the attached Additional Information for International Students in conjunction with the following flow chart and talk to the following people about your concerns:

International students may choose a support person to represent them or act on their behalf. This support person may be a friend, homestay parent or a legal representative.

EQI recommends the following independent mediator:

Dispute Resolution Branch
Department of Justice and Attorney General
Postal Address: GPO Box 149 Brisbane Qld 4001
Street Address: Level 1, Brisbane Magistrates Court, 363 George Street, Brisbane Qld 4000
Phone: +617 3239 6269
Fax: +617 3239 6284
Phone outside Brisbane: 1800 017 288
(This service may attract cost)
ADDITIONAL INFORMATION TO ASSIST INTERNATIONAL STUDENTS

International students must maintain certain conditions in relation to their student visa, including:

- Advising their school of their current contact and address details at all times;
- Maintaining satisfactory attendance;
- Maintaining satisfactory course progress; and
- Maintaining satisfactory behaviour.

Under the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 Education Queensland International (EQI) and your school have a responsibility to counsel students in relation to these issues.

When any of these conditions are breached EQI has a responsibility to report these to the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR). Please note you have 20 working days in which to lodge a formal complaint or appeal through the EQI Student Complaints and Appeals procedure prior to being reported to DEEWR. All formal complaints (those that cannot be resolved informally) and appeals must be made in writing.

Under the National Code EQI must commence investigation of your complaint or appeal within 10 working days from the date you lodge it. EQI will make all reasonable attempts to finalise the complaints and appeals process as soon as practicable.

Depending on the facts leading to the breach of any of the above conditions there may be special and compelling reasons that EQI may take into consideration. Some of these include:

- Bereavement of close family members such as parents, siblings or grandparents;
- An emergency within the family (supporting documentation required);
- Unexpected diagnosis of a medical condition or state which precludes the student from continuing in the program (medical documentation required);
- An accident where injury precludes continuation in the program or substantially reduces the time the student can participate in the program (medical documentation required);
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; and
- Other situations or events that the Director EQI may deem as compassionate or of a compelling nature.

This information is provided to assist you in the event that during the course of your studies in Queensland, you experience problems or issues with some part of your International Student Program. EQI is committed to ensuring that all problems are dealt with in a fair and equitable manner.

The following five step complaints and appeals procedure should be used in the event you have a complaint about some aspect of your educational program, homestay arrangement, actions of EQI as your education provider or decisions made regarding your participation in your education program. This process should also be followed if you wish to formally appeal a decision made by the school or EQI.

1. If your complaint is related to any aspect of your educational program or homestay arrangement, you should first talk to the International Student Coordinator in your school to resolve the complaint informally.

2. If the International Student Coordinator is unable to help you and you are not satisfied with the outcome you should inform the school Principal in person - and in writing for formal complaints and appeals. If you have additional information to support your complaint or appeal you should provide this to the Principal in writing. The Principal will provide you with a written statement of the outcome outlining the reasons for the outcome.

3. If the problem is still not resolved to your satisfaction or you wish to appeal a decision, you should contact the Director, Education Queensland International in writing or via email EQInternational@det.qld.gov.au within five working days of having received the written statement of outcome by the Principal. If you have additional information to support your complaint or appeal you should provide this in writing to the Director EQI.

The Director EQI will advise you in writing of the outcome of your complaint or appeal.
4. If you feel that your complaint or appeal has still not been resolved to your satisfaction, you should contact the Director-General of Education, Training and the Arts in writing within **five working days** of having received the outcome advice from the Director EQI at:

Director-General of Education, Training and the Arts
PO Box 15033
City East, Qld, 4002

5. If you are unable to resolve your complaint through the Department of Education, Training and the Arts (DETA), you have the right to ask for an independent review of the decision within **five working days** of receiving a written outcome from the Department. An example of an independent mediator is:

Dispute Resolution Branch
Department of Justice and Attorney General
Postal Address: GPO Box 149 Brisbane Qld 4001
Street Address: Level 1, Brisbane Magistrates Court, 363 George Street, Brisbane Qld 4000

Phone: +617 3239 6269
Fax: +617 3239 6284
Phone outside Brisbane: 1800 017 288
(This service may attract a cost)

Education Queensland International is able to provide you with contact details of other independent mediators on request.

Please note the procedure outlined above does not remove the right of a student to take action under Australia’s consumer protection laws.
### APPENDIX G

#### EXCLUSION PERIODS FOR INFECTIOUS DISEASES

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amoebiasis</strong> (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Campylobacter</strong></td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Chicken pox</strong></td>
<td>Exclude for at least 5 days AND until all blisters have dried</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><strong>Conjunctivitis</strong></td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Cytomegalovirus Infection</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Diarrhoea</strong></td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Diphtheria</strong></td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td><strong>Glandular fever</strong> (mononucleosis)</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Hand, Foot and Mouth disease</strong></td>
<td>Until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Haemophilus type b (Hib)</strong></td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Hepatitis C</strong></td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Herpes (“cold sores”)</strong></td>
<td>Young children unable to comply with good hygiene practices should be excluded when the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Hookworm</strong></td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Human immun.-deficiency virus infection</strong> (HIV AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td><strong>Impetigo</strong></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><strong>Influenza and influenza like</strong></td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Illnesses</td>
<td>Exclude/unexclude criteria</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority. Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four 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. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
<td></td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed. Not excluded if receiving rifampicin.</td>
<td></td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner). Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Parvovirus (erythema infectiousum fifth disease)</td>
<td>Exclusion not necessary. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by an appropriate health authority. Not excluded unless considered necessary by public health authorities.</td>
<td></td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for five days after starting antibiotic treatment. Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).</td>
<td></td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present. Not excluded.</td>
<td></td>
</tr>
</tbody>
</table>

Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child care centres.
APPENDIX H

CONSENT TO USE MATERIAL, IMAGE, RECORDING OR NAME