



OUR  
LADY OF  
LOURDES  
PRIMARY SCHOOL  
FAITH · MERCY · EDUCATION · HOPE

# PARENT INFORMATION HANDBOOK

# TABLE OF CONTENTS

|                                                               |    |
|---------------------------------------------------------------|----|
| Directory.....                                                | 5  |
| Welcome .....                                                 | 6  |
| Message from St. Patrick's Parish Priest.....                 | 7  |
| School Mission Statement.....                                 | 8  |
| Gospel Values .....                                           | 9  |
| School History .....                                          | 10 |
| Religious Education.....                                      | 11 |
| A Typical Day .....                                           | 13 |
| General Information                                           |    |
| • Absences.....                                               | 14 |
| • Access Information.....                                     | 14 |
| • Accidents.....                                              | 14 |
| • Appointments with Staff .....                               | 15 |
| • Assemblies & School Mass.....                               | 15 |
| • Attendance Times .....                                      | 15 |
| • Awards                                                      |    |
| ○ Weekly Awards.....                                          | 16 |
| ○ End of Year Awards.....                                     | 16 |
| • Behaviour Management.....                                   | 17 |
| • Book Club.....                                              | 17 |
| • Bus Transport To and From School .....                      | 17 |
| • Chaplain .....                                              | 18 |
| • Class Parents .....                                         | 18 |
| • Concerns and Complaints .....                               | 18 |
| • Cultural Performances.....                                  | 19 |
| • Curriculum Areas.....                                       | 19 |
| • Custody Matters.....                                        | 20 |
| • Dental Service .....                                        | 21 |
| • Distribution of Information and Leaflets.....               | 21 |
| • Drop Off and Collection of Children by Car .....            | 21 |
| • Duty of Care .....                                          | 22 |
| • Early Departure of Students .....                           | 22 |
| • Enrolment .....                                             | 23 |
| • Excursions .....                                            | 23 |
| • Family Records .....                                        | 23 |
| • Fire & Evacuation Drills.....                               | 23 |
| • Fundraising.....                                            | 23 |
| • General Permission Forms.....                               | 24 |
| • Hats.....                                                   | 24 |
| • Hazard Reporting .....                                      | 24 |
| • Head Lice.....                                              | 24 |
| • Health & Safety Obligations of Staff and the Community..... | 25 |

|                                          |    |
|------------------------------------------|----|
| • Holidays .....                         | 25 |
| • HPE & Sports .....                     | 25 |
| • Immunisation .....                     | 26 |
| • Infectious Diseases .....              | 26 |
| • Instrumental Music .....               | 26 |
| • Late Book .....                        | 26 |
| • Learning Enrichment .....              | 26 |
| • Library .....                          | 26 |
| • Lost Property .....                    | 27 |
| • Lunches .....                          | 27 |
| • Medication .....                       | 27 |
| • Missions .....                         | 28 |
| • Mobile Phones .....                    | 28 |
| • Money to be Paid .....                 | 28 |
| • Newsletter .....                       | 28 |
| • Office Hours .....                     | 28 |
| • Outside School Hours Care (OSHC) ..... | 29 |
| • Parental Involvement .....             | 29 |
| • Parent/Teacher Interviews .....        | 29 |
| • Parents and Friends Association .....  | 30 |
| • Personal Hygiene and Safety .....      | 30 |
| • Policies .....                         | 30 |
| • Prayer and Worship.....                | 30 |
| • Progression Through the Grades .....   | 30 |
| • Pupil Free Days.....                   | 30 |
| • Regional Sporting Teams .....          | 31 |
| • Reporting .....                        | 31 |
| • School Board .....                     | 31 |
| • School Choirs.....                     | 31 |
| • School Closures .....                  | 31 |
| • School Diary/Reading Record .....      | 32 |
| • School Fees .....                      | 32 |
| • School Hours .....                     | 33 |
| • School Telephone Number .....          | 33 |
| • Sick Children.....                     | 34 |
| • Sports Carnivals.....                  | 34 |
| • Sport House System .....               | 34 |
| • Staff Meetings .....                   | 34 |
| • Supportive School Environment .....    | 35 |
| • Swimming .....                         | 35 |
| • Term Planner.....                      | 35 |
| • Tuckshop.....                          | 35 |
| • Uniform & Dress Code.....              | 36 |
| • University Placement.....              | 37 |
| • Visitors to the School.....            | 37 |

|                                                           |    |
|-----------------------------------------------------------|----|
| • Volunteers.....                                         | 38 |
| • Working Bees .....                                      | 38 |
| • You Can Do It! Program .....                            | 39 |
| Conclusion .....                                          | 41 |
| Appendices                                                |    |
| • National Immunisation Program Schedule Queensland ..... | 42 |
| • Time Out – Guide to Infectious Diseases.....            | 43 |

# OUR LADY OF LOURDES

## PRIMARY SCHOOL

|                                                                    |                                                                            |
|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>STREET ADDRESS:</b>                                             | 18 Abbott Street<br>INGHAM QLD 4850                                        |
| <b>POSTAL ADDRESS:</b>                                             | P.O. Box 1553<br>INGHAM QLD 4850                                           |
| <b>TELEPHONE:</b>                                                  | (07) 4776 2719                                                             |
| <b>E-MAIL:</b>                                                     | ighm@tsv.catholic.edu.au                                                   |
| <b>WEBSITE:</b>                                                    | <a href="http://www.olltsv.catholic.edu.au">www.olltsv.catholic.edu.au</a> |
| <b>FEAST DAY:</b>                                                  | Our Lady of Lourdes<br>11 February                                         |
| <b>PARISH PRIEST:</b>                                              | Fr. Damian McGrath<br>St. Patrick's Parish<br>Phone: (07) 4776 2600        |
| <b>ACTING PRINCIPAL 2017:</b>                                      | Mrs. Paula Martin                                                          |
| <b>ACTING ASSISTANT PRINCIPAL IN<br/>RELIGIOUS EDUCATION 2017:</b> | Mrs. Ashley Connellan                                                      |
| <b>OFFICE HOURS:</b>                                               | 8.00am to 4.00pm<br>Monday to Friday                                       |

## WELCOME

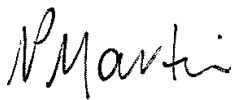
Welcome to the Our Lady of Lourdes Primary School community. We are very pleased that you have chosen Lourdes as your partner in the education of your child. We hope that your time with us will be an enjoyable and rewarding experience for you and your family.

We believe that for effective education to take place there must be open and honest communication between parents, teachers and students. We encourage you as parents to become involved in the school and the activities and experiences your child will encounter during their time at Lourdes.

At Lourdes, we understand that your child is an individual and as such has their own particular needs, interests and characteristics. We believe in supporting and nurturing your child to develop as an individual and as a member of our school and wider community. We firmly believe that the primary educators of children are the parents and that a mutually supportive partnership between parents and teachers is crucial to the successful education and happiness of children. As a school community, we are committed to working with parents in ensuring that all children achieve to their potential.

It is our hope that the information contained in this handbook will assist you and your family in adjusting to your new school environment. If we, or any staff member, can be of any assistance to you, please do not hesitate to contact us via our school office.

We look forward to working with you and your child during your time at Our Lady of Lourdes Primary School.



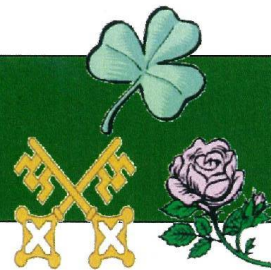
Paula Martin  
Principal



Our Admin Team (l-r): Mrs Tricia Mendiola (Learning & Teaching Adviser), Mrs Melissa Bourke (Learning Enrichment Teacher), Mrs Paula Martin (Principal), Mrs Ashley Connellan (Assistant Principal in Religious Education)

# Ingham Region Catholic Parishes

St Patrick's Ingham — St Peter's Halifax — St Teresa's Abergowrie



Dear Parents,

St Patrick's Parish is justly proud of Our Lady of Lourdes School. It exemplifies all that is good in Catholic Education: it attends to the whole person, helping children to develop humanly, socially, intellectually, physically, culturally, and spiritually; it recognises the fundamental importance of the family unit, never isolating the child from their family but always seeking to engage the child as a member of a particular home; and it is a truly Christian school, with Jesus at the centre of each day and the curriculum as a whole, with the staff seeking to witness to the values of Jesus, and with the goal of helping our students to become fully human, i.e. people grounded in love.

Together with Canossa School and Gilroy Santa Maria College, Our Lady of Lourdes is central to the life of our parish. A great deal of the energies of our parish is focussed on supporting our schools, their staff and students, and their families. We are always looking for ways to strengthen the relationship between our schools and the broader parish.

At Our Lady of Lourdes, we are truly blessed that in Mr Timothy Ham as Principal and Mrs Paula Martin as Assistant Principal Religious Education we have two committed members of the parish who model the Catholic way of life within the school community and are strong advocates of Catholic Education within the parish community. We are further blessed that the school leadership is surrounded by an extraordinarily committed teaching and support staff. These fine men and women work continuously for the good of the school community as a whole and of each individual student.

I value greatly my involvement in the life of the school and my relationship with Our Lady of Lourdes' staff, students, and their families. The school community is consistently within my prayers that it may continue to receive blessing upon blessing.

A handwritten signature in black ink that reads "Fr Damian McGrath". The signature is written in a cursive style with a horizontal line underneath the name.

Fr Damian McGrath  
Parish Priest

## SCHOOL MISSION STATEMENT

### Our mission is to:

- *Provide our students with the skills and abilities to make choices and develop a sense of community using Gospel values as their guide.*
- *Provide a high standard of expectation that encompasses academic, social, moral and personal excellence.*

### Living Action Statements:

To achieve these aims:

- in **Faith Education** we will:
  - Continue to develop a caring attitude among staff members.
  - Try to provide a faith education that will prepare children for life.
  - Place a strong emphasis on prayer and preparation for the sacraments.
- in **Personal Development** we will:
  - Enforce firm and just discipline to enable healthy growth socially, emotionally and morally.
  - Encourage co-operation rather than competitiveness.
  - Foster respect for school, self and others.
  - Ensure that all children will develop a sense of self worth.
- in **Intellectual Goals** we will:
  - Allow for faith and professional development.
  - Endeavour to keep class size to a minimum.
  - Develop an academic curriculum of a high standard to cater for the needs of our children.
- in **Community Orientation** we will:
  - Co-operate with parents in assisting them to prepare their children for life.
  - Endeavour to maintain a good relationship with other schools in our district, while maintaining our own Catholic identity.
  - Extend a welcome to non-Catholic students while giving preference of enrolment to Catholics and siblings.

**Openness/Trust**

**Faith**

**Peace**

**Community**

**Justice**

**Joy**

## **The Gospel Values our school actively promotes**

**Forgiveness**

**Sense of Wonder**

**Love/Care**

**Honesty**

**Witness/Commitment**

**Reverence/Respect/  
Dignity**

## **SCHOOL HISTORY**

Our Lady of Lourdes School is a Catholic Primary School administrated by the Catholic Education Office of the Townsville Diocese. The Director of the Catholic Education Office, Dr Cathy Day, and the Diocesan Education Council in association with the Principal, are responsible for the formal programmes and vision of the school.

Father T. O'Connor, the first Parish Priest of the Ingham district, was appointed in 1914. The following year, at his request, the first community of Sisters of Mercy arrived from Townsville. They travelled by steamboat to Lucinda Point, then by a small loco train into town. Under the leadership of Mother Aloysius, the Sisters set up the first "Our Lady of Lourdes" school in the local Presbytery, and had an initial enrolment of 60 children in 1915.



In 1932, the school was transferred to another building, which was originally an old bank in Charters Towers. Then in 1949, the Sisters branched into secondary education as well.

As enrolments in both primary and secondary schools increased, further Sisters were appointed to Ingham, and by 1950, it was necessary to enlarge the Convent, by adding the top storey.

During the 1960's, the Parish saw the need to build a new Primary school, and in 1967 the first of the new buildings was blessed and opened. The building programme continued until 1983, with the addition of four classrooms and an administration area. In 1989 six classrooms were restructured to accommodate eight classrooms.

Our Lady of Lourdes School accommodated students from Years 1 to 7: boys and girls for Year 1 to Year 4, and girls only in Years 5, 6 and 7. From 1987 the boys, instead of transferring to Gilroy Santa Maria College in Year 5, remained at Our Lady of Lourdes School. By 1989, Our Lady of Lourdes School became fully co-educational from Year 1 to 7. Preparatory began in 2004, and from 2015, Grade 7 moved to secondary school. The school currently offers Catholic Education from Preparatory to Year 6.

With the decline in numbers of teaching religious in the mid-1960's, lay teachers were employed to co-staff Lourdes School. At present, the school is entirely lay staffed.

The proud history and assured future of the school is attributed to the collective efforts of the St. Patrick's Parish and the courage and determination of the Sisters of Mercy. The fantastic work begun so many years ago continues today through the commitment of a dedicated and motivated staff and parent community.

## RELIGIOUS EDUCATION

The Religious Education Program at Our Lady of Lourdes Primary School is based on the Religious Education Syllabus produced by the Diocese of Townsville.

Parents are informed of the general content of the Religious Education Program during Parent/Teacher Introductory Meetings at the commencement of each year.

The program aims to provide students with a knowledge and understanding of the Catholic faith and to encourage them to make a faith response both personally and as a member of the community.

Our staff recognises that parents are the prime educators of their children and, as teachers, we are privileged to share in this task.

We believe that faith is a gift from a God who loves us and that education in faith is a life-long process that occurs in many different contexts - the home, the school, the parish and the community.

Prayer and liturgy are vital elements in our Religious Education Program. Regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies.

A daily meditation session has been incorporated into the school day as part of our Religious Education Programme. Children need time within their busy lives to be still and to be comfortable with silence. Meditation teaches the children to find peace and to centre themselves.

*"Silence is truthful. It is healing. It pacifies our inner turmoil.  
It is the cure for destructive anger, anxiety and bitterness"*  
(Freeman, L., Christian Meditation, p. 17)

Important events in the life of the Church and School are recognised and celebrated. The Feast of Our Lady of Lourdes (11 February) is the School Feast Day.

Our Parish Priest visits the school regularly to speak with and pray with the children. Regular school Masses are held at St. Patrick's Church, details of which will appear in the newsletter.

Religious Education lessons are programmed for a total of two and a half hours per week.

### ***Sacramental Program***

Effective family based sacramental preparation programs are available in our Parish for the Sacraments of Reconciliation, First Holy Communion and Confirmation.

In St. Patrick's Parish, students in Grade 2 will be invited to prepare for the Sacraments of Reconciliation towards the end of the year and then Confirmation and Holy Communion in the following year, when they are in Grade 3. The Sacramental programme is Parish based but it is supported by the classroom religious education programme. It is important that parents, as the primary educators of their children, participate fully in the preparation of the child for these Sacraments as well as encouraging daily prayer and Sunday Mass attendance.

Parents will be advised of details of the program through information meetings, parish bulletins and letters.

God is within all us at work and play, through every experience of our lives, through the stages of our human development, shining forth in the Gospel values that are visible in our daily interactions with one another.

*Through **faith**, we show **mercy**, growing in **education** and giving **hope** for the future.*



## A TYPICAL DAY

|         |                                                                                                                                                                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.00am  | The school office opens at 8.00am. Children may arrive any time after 8.00am, however teacher supervision does not commence until 8.20am. Children must remain seated quietly in the assembly area when they arrive.                                                                              |
| 8.20am  | A teacher is on duty in the assembly area from this time. Once children are seated quietly and in their class groups, teachers may allow children to play until the bell rings (weather permitting).                                                                                              |
| 8.35am  | First bell rings. Children are again seated quietly and in their class groups. A short parade is held including messages, birthdays and a morning prayer. Children and teachers move to classrooms.                                                                                               |
| 8.40am  | Classes commence.                                                                                                                                                                                                                                                                                 |
| 10.50am | <b>First Lunch</b> – Eating time – children eat for 10 -15 minutes in the covered area.                                                                                                                                                                                                           |
| 11.05am | First Lunch – Playing time – Children play on the oval or undercover areas. Children may use sporting equipment.                                                                                                                                                                                  |
| 11.35am | Bell rings to signal end of lunch period – children are able to get a drink, go to the toilet, etc. Children are again seated quietly and in their class groups, and then return to classrooms with their teachers. Classes recommence.                                                           |
| 1.40pm  | <b>Second Lunch</b> – Break time – Children may go for a walk, eat a snack, get a drink, talk, go the toilet etc.                                                                                                                                                                                 |
| 1.55pm  | Bell rings and children line up to return to class.                                                                                                                                                                                                                                               |
| 2.55pm  | <b>School ends</b> – a bell signals this. If catching a bus, children assemble under the shade sails and are accompanied to the buses by teachers. Children being collected by parents must wait in a quiet and orderly manner on the seats under the school, watching for their pick-up vehicle. |
| 3.20pm  | Teacher supervision under the school ends. Teachers will ask remaining children to sit in the office to await collection. The office will contact parents if necessary.                                                                                                                           |

## GENERAL INFORMATION

### ABSENCES

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find “catching up” difficult.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

When a student is absent unexpectedly (e.g. sick) parents should contact the office and advise of the nature of the absence **by 9.00am EACH DAY** the child is absent. Contact can be made by telephone to 4776 2719 or email to [ighm@tsv.catholic.edu.au](mailto:ighm@tsv.catholic.edu.au), or notify via the Compass Parent Portal.

If a child is absent without notification, the office will contact the parent via an automated Compass Portal SMS message requesting explanation. Unexplained absences in excess of three days will be referred to the Principal. Cases of habitual absences are referred to the relevant authorities.

Student attendance and absence figures will appear on students’ half year and end of year reports.

### ACCESS INFORMATION

All relevant parents/caregivers must inform the Principal of current/required/requested child access information. Our Lady of Lourdes School **can only enforce current court rulings if copies are provided to the school.**

See *Custody Matters* for more information.

### ACCIDENTS

When minor accidents occur (e.g. slight grazes, small cuts) students are sent to the Sick Bay where the wound or injury is attended to by school staff, who are trained in first aid. An Accident Register is always completed for injuries requiring treatment.

If more serious accidents occur, parents are contacted while appropriate first aid is administered. In the case of an emergency, an ambulance is called immediately and parents are contacted.

Therefore, it is essential that all contact details on student files are kept up to date. This information is vital in a case of emergency. We ask that parents/guardians notify the office IMMEDIATELY of any changes to:

- home, work and mobile phone numbers for BOTH parents/guardians,
- home address,
- details of two emergency contacts (other than parents), and
- details of family doctor.

## **APPOINTMENTS WITH STAFF**

Our Lady of Lourdes Primary School actively encourages open, helpful and worthwhile communication between parents/guardians and teachers. To achieve this, it is important that all parties involved are adequately prepared and focused. Therefore, it is requested that parents make an appointment with staff in order to discuss student progress. Such arrangements should be made via the school office.

## **ASSEMBLIES & SCHOOL MAS**

Daily morning assemblies at 8.35am are short and include a prayer, messages and birthdays.

Our bi-weekly main morning assembly, at which parents are most welcome, commences at 8.45am (after classes mark their student roll) and generally ends by 9.15am. Full assemblies will be held in our multi-purpose hall, the Menegon Centre on either Wednesdays and Thursdays. If Mass is held on the Wednesday in any particular week, then assembly will usually be held on the Thursday that week.) These dates will be advertised in the newsletter.

- Prayer (generally lead by a class on a rotational basis)
- Messages
- Birthdays
- Distribution of School Spirit and Achievement Awards
- National Anthem
- Recognition of personal achievements
- Items of interest
- Special presentations
- Sporting and cultural achievements
- Guest speakers (as necessary)

On selected Wednesdays, a school Mass is held at St. Patrick's Church, generally commencing at 9.00am. These are advertised in the newsletter. Parents and family members are most welcome to attend.

## **ATTENDANCE TIMES**

Children from Preparatory to Year 6 are discouraged from arriving prior to 8.00am. Parents should be aware that no supervision is provided by the school before 8.20am or after 3.20pm. All students **MUST BE COLLECTED** by 3.20pm unless prior arrangements have been made with the school.

All year levels commence at 8.35am and are dismissed promptly at 2.55pm.

## **AWARDS**

### **Weekly Awards**

Every week, each teacher awards two children in his/her class with:

- an Academic Achievement Award, and
- a School Spirit Award.

Children are presented with certificates at Friday morning assembly each week. Children receiving the School Spirit Award then assume the responsibility of Class Captains for the week.

The School Spirit Awards are based on the Nine Values for Australian Schooling, emerging from Australian school communities and from the National Goals for Schooling in Australia in the Twenty-First Century. Each week, a different value is awarded. These shared values are part of Australia's common democratic way of life, which includes equality, freedom and the rule of law. They reflect our commitment to a multicultural and environmentally sustainable society where all are entitled to justice.

1. Care and Compassion
2. Doing Your Best
3. Fair Go
4. Freedom
5. Honesty and Trustworthiness
6. Integrity
7. Respect
8. Responsibility
9. Understanding, Tolerance and Inclusion

Personal, social and spiritual development form the foundation of these awards, which may be demonstrated in academic, cultural, sporting or other contexts.

Informal awards may also be given within class and at other times. In addition, children's achievements in sporting events, academic tests etc. are highlighted during our daily assemblies.

### **End of Year Awards**

- ❑ All Year 6 graduates receive a graduation certificate.
- ❑ A Dux of the school is awarded to the Year 6 student, who displays excellence in academic results.
- ❑ A Lourdes Religious Education Award is awarded to the Year 6 student who displays the most comprehensive knowledge of the Catholic faith appropriate to their year level and their involvement in the life of the Parish.
- ❑ A Citizenship Award is awarded to the Year 6 student who contributes to the community of our school, living the Gospel values as well as demonstrating personal and social competency.
- ❑ A Diligence Award is awarded to the Year 6 student who has worked the hardest to achieve their full potential in all areas of school life.

- ❑ Sports Awards are awarded to the two Year 6 students, one boy and one girl, who have achieved outstanding results in the sporting arena.
- ❑ A Music Award is awarded.
- ❑ A Principal's Award for Academic Excellence across all KLAs is awarded.

## **BEHAVIOUR MANAGEMENT**

The aim of any supportive school environment is to have high expectations for a child's behaviour. Discipline is essentially self-control. It is imperative that self-control be exercised in order that staff, parents and students work well together in the school situation. The aim of any Behaviour Management program is for children to make good decisions in relation to others in the school community. Please refer to our Behaviour Management Policy, available online or from the school office.

## **BOOK CLUB**

Parents may purchase books from the Scholastic catalogues sent home with children at various times throughout the year. The divisions are:

**Wombat** .....for Preschool and Prep

**Lucky** .....for Year 1 and 2

**Arrow** .....for Years 3, 4, and 5

**Star**.....for Years 6

The book orders and money are to be placed in an envelope with the child's name, class and amount payable and sent to the class teacher or office.

## **BUS TRANSPORT TO AND FROM SCHOOL**

The following local bus companies provide transport of children to and from school from town and country areas:

- Herbert River Bus Service - 4776 1972
- Trans North Bus & Coach - 4776 5124
- Ricky & Gloria Butler (Stone River Bus Company) - 4777 1285

Should you require information as to which company provides service to your area, please contact the school office in the first instance, however transport arrangements for your child will need to be organised directly by parents with the relevant bus company.

The Queensland Government has outlined a "Code of Conduct for School Students Travelling on Buses". All students of Our Lady of Lourdes are expected to adhere to the Code.

### **Bus Fare Assistance**

The Non-Government Schools Transport Assistance Scheme (NGSTAS) is a joint initiative of the Queensland Catholic Education Commission (QCEC) and Independent Schools Queensland (ISQ). The scheme is administered by QCEC on behalf of all non-state schools and is funded by the Queensland State Government.

#### **The NGSTAS consists of two programs:**

- Bus Fare Assistance Program (BFAP)
- Students with Disabilities (SWD) Transport Assistance Program

Generally to qualify for Bus Fare Assistance, the family must spend **more than the weekly threshold on fares**. (The weekly threshold for Semester 1, 2019 is \$20.00 per family **or** \$15.00 per concession family, for those who hold a current Health Care, Pensioner or Veterans Affairs Pensioner card – these thresholds are subject to change).

Parents and carers of eligible students can submit their application each semester of each year using the online forms at [www.schooltransport.com.au](http://www.schooltransport.com.au) in:

- **May** for Semester One
- **October** for Semester Two

If parents are unable to apply online, please contact the School for assistance. Reminders will appear in the school's newsletter during May and October. More information is available from [www.schooltransport.com.au](http://www.schooltransport.com.au).

### **CHAPLAIN**

Our School Chaplain is our Parish Priest, Father Damian McGrath. He visits the classrooms on a regular basis to speak and pray with the children, and celebrates Masses and Liturgies with our school community.

### **CLASS PARENTS**

Each class has a 'class parent'. He/she serves as a link between the class teacher and other parents in the organisation of social and other activities involving the class community. Parents are requested to approach the class teacher at the commencement of the year if they would like to take on this role for the year.

### **CONCERNS AND COMPLAINTS**

Our Lady of Lourdes endorses open and honest communication between all parties. Should a concern or a complaint arise, the issues should be voiced through the appropriate channel.

In the first instance, it should be raised with the class teacher. If a resolution is not possible, the matter should then be referred to the Principal.

**All situations occurring within the school will be dealt with by school personnel. At no time should parents attempt to resolve the situation by direct contact with students.**

## **CULTURAL PERFORMANCES**

The Queensland Arts Council and other theatrical companies offer a broad range of artistic and cultural programs for children in schools across Queensland. All cultural performances are advertised in our School Newsletter. Our Lady of Lourdes Primary School endeavours to access a wide variety of arts performances throughout the year.

## **CURRICULUM AREAS**

Curriculum is an integral part of the school and has both formal and informal aspects. In fact, it includes everything that the student experiences in the school - the development of academic abilities and sporting, social and personal skills. Our school's curriculum is based on the Australian Curriculum.

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education
- The Arts
- Technologies
- Languages - Italian

The curriculum is organised to:

- Be integrated, where possible.
- Be a collaborative process.
- Be a life-long and life-wide process for staff and students - empowering growth in all areas of development – spiritual, academic, physical, social, and emotional.
- Support learning activities that engage student interest and motivation and which include real-world, hands-on learning tasks
- Differentiate to meet learners' needs through a range of specialists programs as well as classroom adaptations.
- Ensure assessment is informed and has consistent judgment and used to improve future learning.
- Support increasing flexibility to accommodate individual learning needs, which engage and challenge students to become resilient, independent learners.

- Support learning environments that sustain positive relationships particularly between teacher and student.

We have the following specialist teachers who support our curriculum implementation:  
Physical Education (PE), Languages – Italian, and Music.

## **CUSTODY MATTERS**

Schools are often confronted with issues relating to custody of students. While such issues are often emotionally charged, the school will manage custody related issues in accordance with the law.

Our Lady of Lourdes Primary School aims to develop and implement a clear and responsible process for managing custody related issues at a school level.

- Parents or caregivers are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates or similar which prove a student's name and birth date.
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document.
- Any custody issues are to be declared, and supported by legal documentation – which will be photocopied and retained on the student's individual file.
- The Principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody.
- The school will assume a default position that both natural parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Upon request, both natural parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise.
- Parents or caregivers who claim custody restriction but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have their access restricted to students, and whose presence at school or requests for information etc. are in breach of court orders or similar legal documents will be directed immediately to the Principal.
- The police will be contacted immediately if people refuse to comply with the Principal's lawful instructions or to obey court orders or similar.
- Any breeches of custody restrictions will be reported by the Principal to the parent who normally looks after the child.

At no time will the school be placed in a position that breeches current court rulings. The school is a place of safety for students and at no time will this be compromised. All information collected by the school remains strictly confidential.

## DENTAL SERVICE

The Queensland Health Dental School Clinic provides a free dental service for students. Information on the service is communicated through our newsletter. Treatment generally occurs at the Ingham Hospital. The Clinic can be contacted on 0407 962 997 or via the Ingham Hospital's Dental Clinic on 4720 3000.

## DISTRIBUTION OF INFORMATION AND LEAFLETS

Our Lady of Lourdes Primary School communicates a wide variety of community information through the school newsletter and other means. While we endeavour to support the community in this respect, all information distributed must be through the Principal. The Principal must be aware of, and approve:

- the content; and
- the method of distribution

of any information, letters, notices or leaflets to be distributed anywhere in the school.

## DROP OFF AND COLLECTION OF CHILDREN BY CAR

From the commencement of the 2019 school year, the new afternoon Pick Up Zone will be located inside the school property at the front of the Menegon Centre on Abbott Street.

### *Drop Offs in the Mornings*

**However, in the mornings, children will continue to be dropped off in the Drop- Off Zone at the front of the school, along Abbott Street, as per normal.**

Please note that, prior to the commencement and following the end of school each day, the area outside the front of the school on Abbott Street is set aside as a **NO STANDING ZONE. PARENTS ARE NOT PERMITTED TO EXIT THEIR CAR IN ANY INSTANCE.** If access to the school, teachers or students is required, parents are asked to find a parking space further along the street and walk to the school.

### *Pick Ups in the Afternoons*

From the commencement of the 2019 school year, the new afternoon Pick Up Zone will be located inside the school property at the front of the Menegon Centre on Abbott Street.

When using the new afternoon pick up zone, parents are requested to:

- 1) enter Abbott Street from Hopkins Street (i.e. from the direction of the Mary MacKillop Centre.) Parents are asked to access Hopkins Street (via Davidson Street). Cars entering into Abbott Street from Hopkins Street must give way to buses;
- 2) queue along the No Standing Zone at the front of the school;

- 3) enter the pick up zone at the front of the Menegon Centre via the entry gate;
- 4) keep moving through to the top of the Pick Up Zone to collect your child/ren; and
- 5) exit through the exit gate at the end, turning left onto Abbott Street and continuing to Cooper Street (show grounds and tennis courts end of Abbott Street) and proceed to your next destination.

Please note that, as indicated by police, you are not permitted to queue outside of the designated zone on Abbott Street. If it is full, you must continue along Abbott Street and around the block (towards Davidson Street and back into Hopkins Street) and wait for a vacancy in this zone to be available. Failing to do this could result in a traffic infringement notice being issued.

Prior to the commencement and following the end of school each day, the area outside the school is set aside as a **NO STANDING ZONE**. PARENTS ARE NOT PERMITTED TO EXIT THEIR CAR IN ANY INSTANCE. If access to the school, teachers or students is required, parents are asked to find a parking space further along the street and walk to the school.

**Parents MUST NOT:**

- queue along Abbott Street and impede traffic flow;
- queue outside of the No Standing and school pick up zones;
- queue across the pedestrian crossing; or
- perform illegal U turns and cross double lines.

Any of these actions may result in police issuing infringement notices.

**It would be appreciated if you would advise any family members or friends who may collect your children on a regular basis.**

The safety and wellbeing of our students and their families are always our utmost concern, so we appreciate parents'/caregivers' assistance in this matter.

If you have any questions, please do not hesitate to contact the school office for clarification.

## **DUTY OF CARE**

Like all schools, Our Lady of Lourdes Primary School has legal, moral and social obligations to care for the safety and well-being of your child while the child is in our care. Our staff takes this responsibility very seriously and we ask that parents and visitors to the school follow procedures to help staff ensure the safety of the children.

## **EARLY DEPARTURE OF STUDENTS**

Parents are asked to collect children from the front office. Sick or injured children will be located in our Sick Bay. All parents are required check in with the school office whenever collecting students within school hours. Written or verbal permission must be received by the office if a person other than a parent is to collect children during school time. This and other similar procedures help us to

ensure the safety and well-being of the children.

## **ENROLMENT**

Our Lady of Lourdes is open to all who seek and support our values.

Children who are five or will turn five by the last day of June on the year of enrolment are eligible to enrol for the Preparatory year. Enrolments for the Preparatory Year are invited in the previous year.

Enrolments for all grades will be accepted at Our Lady of Lourdes School at any time during the year, if class sizes allow.

The school enrolment forms comply with the requirements of the *Privacy Amendment (Private Sector) Act 2000* and form part of the enrolment procedure. Enrolment packs are available from the school office and information is also available on the school's website. All prospective parents will need to attend an interview with the Principal prior to their child's commencement.

## **EXCURSIONS**

Class excursions may occur from time to time throughout the school year, and are planned to support and enliven learning. Since all approved excursions are relevant to the school curriculum, students are expected to participate. Information, details and permission forms are all sent home to parents/caregivers well before the planned activity.

## **FAMILY RECORDS**

As it is imperative that the School maintains up to date records, we ask that you notify the school of any change of address, telephone numbers, child's health, etc. Information on file is regarded as confidential and complies with the *Privacy Amendment (Private Sector) Act 2000*. It is for the benefit of your child – e.g. in case of an emergency – that you contact us concerning any changes that we need to make to our family records.

## **FIRE, EVACUATION AND LOCKDOWN DRILLS**

A comprehensive evacuation procedure and safety document is revised and implemented at the beginning of each school year. Trained and experienced staff from our local Fire Station assists with the development of our safety plan. Full school fire/lockdown drills occur regularly to ensure that students and staff are always well prepared in case of an emergency.

## **FUNDRAISING**

Fundraising is an important part of school life and is generally undertaken by the Parents and Friends Association. All funds raised are directed back to the school to assist with resource development and catering for students' needs.

## **GENERAL PERMISSION FORMS**

When parents/caregivers complete the initial enrolment document, they are signing to allow their children to attend regular or in-town sporting events or general excursions as part of the school curriculum. These forms are valid for as long as the student attends this school. The general permission is included for completion as part of the normal procedure for new enrolments.

## **HATS**

All children must have a navy, wide-brimmed school hat emblazoned with the school's emblem. These hats are available from local school uniform stockists, and second hand hats are sometimes available from the school office. The school subsidises an embroidery scheme each Easter holidays to allow parents to have their child's name embroidered on their hat at a reduced cost.

The school has a strict "no hat, no play" policy. Children will not be allowed to play outside during lunch times if they do not have their hat. Hats will not be lent from the office for lunch time play, nor will parents be contacted to bring hats in. This policy encourages children to care/look for their hat and/or remember to pack it for school the following day.

## **HAZARD REPORTING**

The school takes a proactive approach in attempting to minimise accidents and injuries. Staff are required to report hazards and identify potential sources of harm so that corrective action may be taken. Parents are also asked to report any hazards to the office.

## **HEAD LICE**

From time to time, head lice infestations occur within groups or classes, especially among children in primary schools. If a head lice problem is identified at school, parents will be contacted and asked to treat the child's hair before returning them to school.

We ask ALL parents to check their children's hair regularly and notify the school office if they detect or suspect their child has head lice. If head lice are detected, parents should not send the child to school until treatment (available from chemists) has commenced.

When the office is notified that a child is suspected of having head lice, a note is sent home with all children in that class asking parents to check, and if necessary, treat their child's hair.

Information about current and effective strategies for detecting and treating head lice is available from the school office. Information also appears in the school newsletter from time to time.

## **HEALTH & SAFETY OBLIGATIONS OF STAFF AND THE COMMUNITY**

Each member of the school community is responsible for ensuring his or her health and safety by:

- complying with health and safety instructions,
- taking action to avoid, eliminate or minimise hazards,
- making proper use of personal protective equipment,
- not wilfully placing at risk the health and safety of own self and others,
- seeking information and advice when necessary,
- being familiar with hazard/accident/reporting and emergency evacuation procedures.

## **HOLIDAYS**

While Catholic schools usually conclude one week earlier than State Government schools at the end of term four each year, this school generally follows the term dates used by the *Department of Education and Training*, and information regarding holidays is communicated clearly each year. Parents are notified of Pupil Free Days well in advance so that alternate arrangements can be made if necessary.

## **HPE & SPORTS**

Students at Our Lady of Lourdes Primary School receive an excellent program of Health, Physical Education and Sports orientated learning experiences. The school has excellent sporting facilities, including state-of-the-art indoor facilities that allow activity to continue throughout North Queensland's rainy season.

Classes undertake units on health that focus on both physical and mental wellbeing, including healthy eating and exercise habits as well as healthy behaviour.

Classes are involved in weekly HPE lessons with a specialist PE teacher. These lessons aim to work on everything from hand-eye coordination and basic motor skills right up to more advanced sports specific skills and techniques. Parents will be notified of their child's nominated "sports" day on which the HPE lesson will take place – children will be required to wear their sports uniform on this day.

The school also provides a rich and varied sporting program which includes swimming lessons from specialist instructors, gymnastics classes with specialist instructors and regular visits from state and national sporting bodies in sports such as tennis, rugby league, AFL, cricket, rugby union and soccer. Other sports regularly undertaken at Our Lady of Lourdes Primary School include netball, basketball, softball, t-ball, lawn bowls, touch football, athletics and many others.

Our Lady of Lourdes Primary School has a strong sporting tradition and prides itself on promoting participation, teamwork and sportsmanship.

## **IMMUNISATION**

The school follows the Government's National Immunisation Program Schedule Queensland - a copy of the Schedule appears at the back of this booklet. More information is available from Queensland Health at the Ingham Hospital or your local doctor.

## **INFECTIOUS DISEASES**

The school follows the directions of Queensland Health concerning infectious diseases. The "Time Out" chart at the back of this booklet outlines relevant exclusion periods.

## **INSTRUMENTAL MUSIC**

Guitar and instrumental music lessons are offered by private instructors and are conducted during school hours. Parents should contact the office for more details.

## **LATE BOOK**

Like many primary and secondary schools and colleges in Australia, our school keeps a register of late student arrivals. Its main aim is essentially to protect children by having an official record of the actual time they arrived at school on a particular date.

In the morning, if children arrive to school after the 8.35am bell, children must report to the school office, where they will receive a date stamped late slip that they must give to their class teacher upon arrival in the classroom.

## **LEARNING ENRICHMENT**

Learning Enrichment is an integral part of the philosophy of learning at Our Lady of Lourdes Primary School. Students who have learning difficulties, learning disabilities and those who are gifted are provided with support through the Learning Enrichment teacher. The Learning Enrichment teacher works closely with the class teacher to develop and implement programmes for such students to ensure the inclusion of all. Learning Assistants are employed to assist in the implementation of Individual Education Plans, Individual Learning Plans and relevant literacy and numeracy programmes.

## **LIBRARY**

An important part of the school curriculum involves the use of the resources in the School Library. Our Library is stocked with fiction and non-fiction resources which are continually upgraded and improved. Children are able to borrow library books for one week and must have a 'school library bag' for carrying the books in school bags. **If a library book is lost, parents will be asked to pay the cost of replacement and will be notified accordingly.** Parents are always welcome to help with the covering, shelving and processing of books.

### **Student Borrowing**

Books are usually changed during the weekly library lesson but students are welcome to borrow and return books at other times. Students may borrow as follows:

- Preparatory to Year 2 – 2 books at a time
- Year 3 to Year 6 – 4 books at a time

Books are borrowed for one week but extensions are readily given.

### **LOST PROPERTY**

On a regular basis, items with clearly marked names are returned to students. **Please ensure that ALL items, especially lunchboxes, hats, water bottles, swimming bags etc. are clearly labelled with your child's name.**

All other items are placed in the lost property box located in the school office. Parents and students are invited to check it regularly. At the end of each term, all unmarked and unclaimed items will be forwarded to the St. Vincent De Paul Society.

### **LUNCHES**

Parents are reminded that children should be provided with lunches that are healthy and sufficient for the needs of your child. Given the big lunch break is quite early at 10.50am to 11.35am, parents should ensure that children have a small, easy-to-eat snack for the little lunch break at 1.40pm. This ensures your child's continued concentration during the afternoon period.

### **MEDICATION**

Where possible, medication should be taken at home. However there may be times when it is necessary for medication to be taken at school. In these cases the parent should complete an "Administration of Medication to Students Register" form available at the school office or on the school website, [www2.olltsv.catholic.edu.au](http://www2.olltsv.catholic.edu.au).

Parents should advise the school of:

- administration instructions
- quantity of medication supplied
- if the medication ceases (including whether unused medication should be disposed of or collected)

Prior to medication being administered, the Principal (or their delegate) must agree to the request.

Medication must be sent to the school in the original packaging with prescription information clear and visible. **ALL MEDICATION MUST BE KEPT IN THE SICK BAY IN THE OFFICE – CHILDREN ARE NOT ALLOWED TO SELF ADMINISTER ANY MEDICATION.** This is imperative in the case of a medical emergency, when the school may be asked to provide emergency medical personnel with details of any medication administered/medical history.

A first aid officer will administer or supervise the administration of medication in line with the above. All administration of medication is documented by the first aid officer.

## **MISSIONS**

Children are encouraged to show compassion for those less fortunate than themselves by supporting the poor and suffering of our world (traditionally known in Catholic schools as the Missions) through their prayers and mission money. Children also support appeals by Caritas, Catholic Missions Australia and St. Vincent De Paul Society, as well as current issues or events such as natural disasters.

## **MOBILE PHONES**

Students are not permitted to use mobile phones during school hours. Any and all contact with parents should be through the school office. Should a student require a mobile phone for activities outside of school time, we ask that the student hand the phone in to the office for safekeeping during the day. Phones can be collected from the office at 2.55pm.

## **MONEY TO BE PAID**

When money is to be sent to the school for various events, activities etc., parents are encouraged to send money to school in a school payment envelope or an envelope bearing: child's name, year level, purpose for money, and amount enclosed. Children give the envelopes to the teacher who mark it off on a class list and/or forward it on to the school office. Payment envelopes are available from the school office.

## **NEWSLETTER**

School newsletters are distributed electronically to each family each Wednesday during school time. The school newsletter is a vital link between parents and the school and the wider community. It contains relevant information regarding the school and current events within the school community. Please ensure that you seek your copy each week and take the time to read it through. Should you wish to receive a hard copy, please contact the office. All newsletters are also available on the school website at any time after publication.

Items of general or community interest must be submitted by Tuesday at 1.00pm and can be left with our school office staff and approval by the Principal will be obtained prior to inclusion.

## **OFFICE HOURS**

Our front office is open from 8.00am to 4.00pm each school day.

## **OUTSIDE SCHOOL HOURS CARE**

Our Lady of Lourdes School offers an onsite after-school and vacation care program called *Lourdes Kids*.

The after-school care program offers children a stimulating and engaging program of indoor and outdoor activities, including homework time, art and crafts, quiet time and outside play time. The program runs from 3.00pm to 5.30pm, Monday to Friday during the school term.

The vacation care (including pupil free days) program is an exciting and diverse mix of excursions and activities. Programs are available from the school office prior to the end of each term, and are generally published in the school's newsletter. The program runs from 8.00am to 5.30pm, Monday to Friday during school holidays.

Some closures will occur on public holidays and for three weeks over the Christmas period.

As this is a registered service, government rebates may apply - please contact Centrelink directly for more information.

Registration is via the Hubworks online system. Contact the OSHC Co-ordinator on 0408 900 696 or via the school office for further information.

## **PARENTAL INVOLVEMENT**

Parental involvement is a valuable dimension in any educational process for children. It is actively encouraged at Our Lady of Lourdes Primary School, especially since we are all called to share our gifts and talents.

Parents are encouraged to attend working bees, assemblies, children's liturgies, school Masses, social functions and other activities held throughout the year.

Teaching staff will call for volunteers for a range of activities at various times throughout the school year. Any assistance you can provide is always appreciated.

## **PARENT/TEACHER INTERVIEWS**

Parent/teacher interviews occur formally towards the end of Semester One. Your child's class teacher will contact you with a range of convenient interview time options. Please be aware that parents and teachers are encouraged to contact each other at any time should concerns or questions arise.

A Parent/Teacher Information Night is usually conducted at the beginning of each year to allow parents to become familiar with class routines, curriculum and expectations. These meetings are a great way to meet and get to know your child's teacher for the year. Questions are invited at this meeting but an interview is suggested should you need to discuss an issue at length.

## **PARENTS AND FRIENDS ASSOCIATION**

Our Lady of Lourdes Primary School has an active and effective Parents and Friends (P&F) Association. Information on their executive, committee, activities, ventures and meeting times is communicated via the school newsletter. Our P & F Association meets on the fourth Wednesday of each month in the Staffroom at 7.00pm. Meeting times are generally advertised on the signboard at the front of the school and in the newsletter.

The P&F's contribution to school life is significant – members give invaluable assistance to the school and have important roles to play in terms of policy making. All parents are encouraged to support and become involved in our P&F Association whenever possible. Every parent is most welcome.

## **PERSONAL HYGIENE AND SAFETY**

Students at this school will always be encouraged to value cleanliness and general personal hygiene. Regular or persistent cases of students not bathing, wearing dirty clothes, or coming to school with inadequate (or no) food, are routinely reported to various social welfare authorities.

## **POLICIES**

The School Board, through consultation with the parent body, has developed a wide range of policies that relate to school curriculum and management. Policy documents are always available in our school office for perusal during school hours.

## **PRAYER AND WORSHIP**

Prayer and worship are an integral part of our school life. Within each class, regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies. Details on special prayer and liturgical events are communicated through relevant classes and via our school newsletter. Parents are welcome and encouraged to attend class celebrations.

## **PROGRESSION THROUGH THE GRADES**

In most cases, students would progress through Prep to conclude Year Six in seven consecutive years.

In cases where either accelerated or delayed progression is requested or appears initially as a positive option, significant discussions would occur between relevant parties before a decision is made.

## **PUPIL FREE DAYS**

Term dates and pupil free dates are all clearly communicated to parents via the school newsletter and available on the school's website at any time.

## **REGIONAL SPORTING TEAMS**

A number of our students gain successful entry into various sporting teams. These students are publicly acknowledged at our school assemblies, and with their parents'/caregivers' permission, are allowed time away from school to compete in regional, state and national sporting competitions.

On application, our P&F offers some financial assistance to students who represent at a regional or state level in school sports.

## **REPORTING**

Formal report cards are prepared for all students at the conclusion of Semester One and Two. Semester One report cards are mailed home during the June-July holidays – parents must then attend a parent-teacher interview (the time to be mutually agreed) during the first weeks of Semester Two to discuss the report card with teachers. Semester Two report cards are sent home with children during the last weeks of that semester.

## **SCHOOL BOARD**

The School Board exists to assist with policy development within the school and to provide guidance in regard to the school's strategic mission and direction. The Board meets on a regular basis to discuss issues pertaining to the school and its community. The School Board, since its inception, has developed policies in regard to behaviour, uniform, student and parent codes of conduct, Sunsmart schools and others, all of which are available upon request.

The School Board consists of parent representatives, a school staff representative, the Principal and the Parish Priest. Parent representatives rotate on a two year cycle. Parents interested in being members of the Board are encouraged to advise the Principal and to read the weekly newsletter for information regarding orientation meetings and representation.

## **SCHOOL CHOIRS**

Each year, various classes throughout the school are invited to be members of school choirs: junior and senior. The choirs perform at the Ingham Arts Festival each year, at some school functions/assemblies, and also make occasional local appearances.

## **SCHOOL CLOSURES**

The school will not be closed during the course of the day unless a MAJOR unexpected event occurs and jeopardises children's safety. Children are not generally sent home early, unless absolutely necessary. They may, however, be taken home at any time at parents' discretion. In the event that a closure occurs during school hours, parents will be contacted via SMS in the first instance, so again it is essential that you immediately notify the office of any changes to your contact details.

In most instances, if it is deemed unsafe for children to attend, school will be closed prior to 8.30am and advice will be broadcast on local radio stations, advised via SMS and the school's facebook page.

**PLEASE BE ADVISED THAT LOCAL BUS COMPANIES WILL NO LONGER TAKE CHILDREN HOME DURING THE COURSE OF THE DAY IN THE EVENT OF AN EMERGENCY OR SEVERE WEATHER EVENT. IT IS THE RESPONSIBILITY OF PARENTS, AT THEIR DISCRETION, TO COLLECT CHILDREN FROM SCHOOL IF THEY DEEM IT NECESSARY IN THEIR OWN INDIVIDUAL SITUATION.**

If you have any questions regarding this policy, please contact the school office.

## **SCHOOL DIARY/READING RECORD**

A school diary/reading record has been produced as another communication tool between school and home. Teachers may use them in a variety of ways, though their main purpose is as a source of communication between teachers, students and parents. Parents should check school diaries/reading records each night for any homework or teacher's comments. Parents are welcome to communicate with the teacher by writing comments in the school diary.

## **SCHOOL FEES**

Information on school fees are sent home to parents/guardians at the end of a school year via the newsletter. This information informs parents of the fees that will be incurred for the following year. The schedule is also available on our website.

School fee accounts are emailed at the beginning of each Term (four times a year), usually during the second or third week.

Payment may be made in full, or by weekly, fortnightly or monthly instalments. The due date is usually several weeks prior to the end of term. Payment options available are cash, cheque (made payable to "Our Lady of Lourdes School"), EFTPOS, direct deposit, direct debit or by Centrepay, a service provided by Centrelink. Please contact the office, or visit our website, for details.

Holders of a means tested Australian Government health care or pensioner concession card are entitled to a reduction in tuition fees, however no discount applies to the school levies and additional charges. A current copy of your card must be provided to the school before this reduction can be applied to your family's school fees. It is the responsibility of the family to inform the school if they are eligible for this reduction, and check that the discount is being applied on their fees notice. Other "multi-school" discounts may apply if other children are attending another Catholic school in the Diocese. Please contact the office for further information.

|                          |                                                                        |
|--------------------------|------------------------------------------------------------------------|
| <b>FEES</b>              | <i>(These are 2019 rates and will increase in line with inflation)</i> |
| TUITION:                 | \$1,516-\$2,580 (per family per year, depending of no. of children)    |
| MAINTENANCE LEVY:        | \$ 200.00 (per family per year)                                        |
| CLEANING LEVY:           | \$ 200.00 (per family per year)                                        |
| BUILDING LEVY:           | \$ 300.00 (per family per year)                                        |
| DIOCESAN LEVY:           | \$ 10.00 (per family per year)                                         |
| RESOURCE/CULTURAL LEVIES |                                                                        |
| INSURANCE:               | \$ 170.00 (per child per year)                                         |
| IT LEVY:                 | \$ 50.00 (per child per year)                                          |
| PREP LEVY:               | \$ 80.00 (per child per year)                                          |

**TOTAL COST for one child in Primary per year = \$2,446.00**

**TOTAL COST for one child in Prep per year = \$2,526.00**

*A more detailed schedule of fees is available from the school office, or on the school's website.*

For reasons of financial hardship, concessions on fees are available to eligible families by contacting the Principal.

School fee accounts are handed over to our debt collection agency (according to Townville Catholic Education Office guidelines) when parents/guardians:

- ignore school communications regarding school fee accounts; and/or
- refuse to pay full fees or arbitrarily choose to pay part fees only; and
- refuse to contact the Principal to discuss the matter.

## SCHOOL HOURS

*Before school supervision commences: 8.20am*

|                     |                        |
|---------------------|------------------------|
| <b>FIRST BELL:</b>  | <b>8.35am</b>          |
| SESSION 1:          | 8.35 – 10.50am         |
| <b>RECESS:</b>      | <b>10.50 – 11.35am</b> |
| SESSION 2:          | 11.35 – 1.40pm         |
| <b>RECESS:</b>      | <b>1.40 – 1.55pm</b>   |
| SESSION 3:          | 1.55 – 2.55pm          |
| <b>SCHOOL ENDS:</b> | <b>2.55pm</b>          |

*After school supervision finishes: 3.20pm*

## SCHOOL TELEPHONE NUMBER

The telephone number of Our Lady of Lourdes School is 4776 2719 and is located in the White Pages Directory under the general heading of CATHOLIC CHURCH.

Students are not permitted to use the telephone although staff will call on their behalf for important reasons. Parents may leave message at the school office for their children, however parents are requested to limit such calls to important matters only. Any calls in relation to travel arrangements should be made prior to 2.40pm, in order for messages to be relayed in time.

## **SICK CHILDREN**

If a child feels sick during the school day, he or she is to report their illness to the class teacher in the first instance. The teacher may deem it necessary for the child to be sent to the sick bay, located in our front office. A first aid officer will assess the child and often the child will be requested to rest in the sick bay initially. If it is deemed that a child is too ill to remain at school, the child's parent or guardian is contacted to take the child home.

In emergencies, the school will endeavour to contact the parents and the preferred medical service in the first instance. If parents or emergency guardians cannot be contacted, the Principal will act as the parent.

## **SPORTS CARNIVALS**

Our school holds one inter-house athletics carnival each year. While all children are expected to participate and earn valuable points for their house team, parents, relatives and friends are also encouraged to participate either as volunteers or as active observers.

Children are also invited to trial for the Town and Country swimming carnival, held in the second semester.

## **SPORT HOUSE SYSTEM**

Children are placed in two houses. Each child is allocated a house on enrolment according to the first letter of their surname. We try to balance the number of boys and girls in each age group.

Ryan (Blue): A-K  
O'Connor (Gold): L-Z

Houses are also used to group children for athletics and swimming carnivals.

House Captains (boy and girl) are elected from Year 6 students. These children are presented with a special badge and are expected to have good leadership qualities. They also assist in the running of carnivals.

## **STAFF MEETINGS**

Staff meetings are held on Monday afternoons after school during each school term. Staff will be unavailable for parent meetings or telephone calls on these afternoons.

## **SUPPORTIVE SCHOOL ENVIRONMENT**

Our Lady of Lourdes Primary School seeks to provide a supportive school environment and foster positive relationships between students, teachers, and members of the school community. A supportive school environment is a place where all persons have rights, rules and responsibilities that are communicated clearly and effectively.

## **SWIMMING**

The school conducts a swimming program for students during the school year, generally in Term 1 and 4. Information regarding the swimming program is sent home via letter and includes a permission form which is to be returned to school. Parents are encouraged to support this effective and worthwhile program. Children are exempt for medical reasons only.

Children will be taught in small groups by instructors provided through the Hinchinbrook Aquatic Centre. Swimming fees are applied on Term Fees Notices.

Students travel to and from the pool on foot. Written permission will be sought from parents prior to participation.

## **TUCKSHOP**

The Lourdes tuckshop complies with the principles of the Healthy Choices, operating every Monday, Wednesday, Thursday and Friday (not Tuesday). Children place their orders in the order box at the front of the tuckshop before assembly. Children must place their lunch order when they arrive at school - they cannot buy it over the counter at lunch time. Some products are available over the counter at play time.

The tuckshop convenor publishes a menu and prices at the beginning of the year and will be updated if the need arises. A copy is available from the office or the school's website.

To order a TUCKSHOP LUNCH, print clearly on a paper lunch/sandwich bag or reusable tuckshop wallet (available for \$10 from the office) for FIRST BREAK only:

- (a) Child's name and grade
- (b) Items required
- (c) Please enclose the exact money (wrapped in alfoil, for sanitary reasons)

Parents volunteer their assistance in our tuckshop. They are placed on a roster system by our tuckshop convenor and are generally asked to help once a month. Help in this area is always needed and a copy of the roster is available from the office at any time.

## **UNIFORM & DRESS CODE**

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

### **Day Uniform**

- All students will wear the polo shirt each day.
- Girls will wear it with navy culottes.
- Boys with navy shorts (longer leg).
- Students will continue to wear black shoes.
- Both boys and girls will wear short white socks.
- Boys' shirts will be worn "out."
- Girls' shirts will be tucked in.



### **Sports Uniform**

- All students will wear the polo shirt (same as day uniform).
- All students will wear the unisex sports shorts (not shown here).
- Students will wear joggers (any colour) and short white socks on sports days.
- Polo shirts may be worn "out" on sports days.

### **Hat**

- Navy hat with white embroidered logo.

### **Jumper**

- Navy fleecy jumper with front zip.

All uniforms will be available from size 4 upwards.

Our exclusive local suppliers are:

- **MENZ NQ** – 57 Lannercost Street – 4776 6440
- **Ingham Underagers** – 16 Lannercost Street – 4776 3277

These stockists offer a variety of payment options, so please contact them for more information.

Students entering Gilroy Santa Maria College will be able to utilise elements of the Lourdes uniform, meaning a significant cost saving and convenience for families.

### **Hair Ties**

- Gold/navy or royal blue/white ONLY for children with hair longer than shoulder length.

### **Dress Code**

- ♦ Jewellery should be kept to a minimum: only a cross or other Christian medal on a chain, a watch, one stud/sleeper per ear lobe (no other visible body piercing is allowed).
- ♦ Fingernails should be trimmed to fingertip length and nail polish is not permitted.
- ♦ Long hair (longer than shoulder length) must be worn tied back. Coloured hair (fully or partially dyed) is not permitted in any case.
- ♦ All ribbons, headbands etc. worn by girls must always be royal or navy blue, white or gold in colour.
- ♦ School pullovers or jackets are always royal blue in colour.
- ♦ Bicycle pants are not part of the sports uniform.
- ♦ It is inappropriate and unacceptable for swimming costumes such as long board shorts to be worn under normal school shorts for boys.
- ♦ The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
- ♦ Extreme hair colours (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: tracks, spikes or mohawks) are not permitted.
- ♦ Other than clear nail polish, cosmetics may not be worn at school.
- ♦ The only headwear that is acceptable is a school hat, which conforms to our Sunsmart Policy.

If for any reason children are not in correct uniform on any particular day, the class teacher should be informed in writing.

## **UNIVERSITY PLACEMENTS**

During the school year, Our Lady of Lourdes offers placements for university students studying education. These students work with classes under the direct supervision of classroom teachers.

## **VISITORS TO THE SCHOOL**

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

All visitors to the school including parents, guardians, contractors, etc. must report to the school office on arrival and departure. They must sign in, and out, via the electronic ipad portal located in our front office. Visitors are also expected to wear the adhesive printed visitor's badge so that they may be clearly identified. Your co-operation in this matter helps us ensure a safe environment within the school.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances. Visitors within the school who have failed to follow this process will be reminded to do so. The Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

## **VOLUNTEERS**

A large number of parents are active volunteers at Our Lady of Lourdes School. Not only is this appreciated by staff and children, but these parents have learnt a great deal about the school and how children learn at school.

Interested parents, grandparents and other friends are always welcome at Our Lady of Lourdes School. You may be able to help in some of the following ways: classroom help, arts and craft, library assistance, tuckshop, gardening or sports coaching.

Volunteers are actively encouraged to partake in school activities, and will be invited to do so. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, co-operative and confidential working environment. Volunteers may be sought to assist with school camps and excursions. Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room facilities.

Please note that volunteers who are not the parent/caregiver of a current student will need to possess a Working with Children Suitability or "Blue Card", issued by the Queensland Government.

## **WORKING BEES**

Working bees are an essential part of the school's maintenance and development program. They are held intermittently throughout the year. Working bees focus on maintaining school facilities such as gardens, grounds equipment and developing new resources for the children and wider school community to enjoy.

Working bees are generally co-ordinated by members of the P&F and/or the Principal, and are only successful because of the voluntary hours given by parents and students.

Working bees are a great place to meet and interact with other families while working towards a better school environment for all students. All parents are encouraged to attend at least one working bee during the year.

## **YOU CAN DO IT! PROGRAM**



Our Lady of Lourdes School incorporates the You Can Do It! Program into its Health and Physical Education (HPE) program. This program aims to optimise the social, emotional and academic outcomes of our students giving them the skills they need to be successful in school, experience wellbeing, and have positive relationships including making contributions to others and the community (good citizenship).

Around the school, parents will notice the You Can Do It! characters displayed: Connie Confidence, Ricky Resilience, Gabby Get Along, Pete Persistence and Oscar Organisation. In the classrooms, students focus on one of the five keys for a five week period and awards are handed out weekly to one student in each class who had demonstrated a practical understanding of that particular key.

The 5 Keys of You Can Do It! are:

1. Confidence
2. Persistence
3. Organisation
4. Getting Along
5. Resilience

Central to the development of these 5 Key Foundations is instilling in young people 12 Habits of the Mind, including:

1. Accepting Myself
2. Taking Risks
3. Being Independent
4. I Can Do It
5. Giving Effort
6. Working Tough
7. Setting Goals
8. Planning My Time
9. Being Tolerant of Others
10. Thinking First
11. Playing by the Rules
12. Social Responsibility

This last point includes the values of Caring, Doing Your Best, Freedom, Honesty, Integrity, Respect, Responsibility, Understanding, Tolerance, and Inclusion (the Nine Values we award weekly in our School Spirit Awards).

Included in our core purpose is the elimination of social and emotional difficulties and disabilities (“Blockers”) that constitute barriers to young people’s learning and well-being, including:

- Feeling Very Worried
- Feeling Very Down
- Procrastination

- Not Paying Attention or Disturbing Others, and
- Feeling Very Angry or Misbehaving.

You Can Do It! focuses on:

- The building of social, emotional, and motivational capacity of young people rather than on their problems and deficits.
- The encouragement of prevention, promotion, and intervention efforts (school, home and community) in order to build the social and emotional strengths of young people.
- The development of a strength-building approach, where YCDI seeks to build the capabilities of adults (community, school, home) associated with positive outcomes in young people.

## CONCLUSION

Thank you for choosing Our Lady of Lourdes Primary School.

We hope that your time here will be enjoyable, informative and productive for your child and your family. We look forward to working with you as a member of the school community and sharing in the educational experience of your child. If you have any further questions or queries regarding the school, please feel free to contact us to discuss them.



# National Immunisation Program

## Queensland Schedule

1 July 2017

### CHILDHOOD SCHEDULE <sup>^</sup> Caution – be aware of brand name similarity. Give all vaccinations on time as scheduled.

| Age                                                                    | Antigen                                         | Vaccine Brand                                                                                                                 | Route                  | Comments                                                                                                                                       |
|------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Birth                                                                  | Hepatitis B                                     | H-B-Vax II <sup>®</sup> (paediatric) <sup>^</sup> OR Engerix <sup>®</sup> B (paediatric)                                      | IM<br>IM               | Within 7 days of birth – ideally within the first 24 hours                                                                                     |
| 6 weeks (42 days)                                                      | DTPa-hep B-IPV-Hib<br>Pneumococcal<br>Rotavirus | Infanrix hexa <sup>®</sup> <sup>^</sup><br>Prevenar 13 <sup>®</sup> (13vPCV)<br>Rotarix <sup>®</sup>                          | IM<br>IM<br>Oral       | <b>IMPORTANT ROTAVIRUS VACCINE INFORMATION</b><br>• Check Rotavirus vaccine transition schedule<br>• Rotarix <sup>®</sup> is a 2 dose schedule |
| 4 months                                                               | DTPa-hep B-IPV-Hib<br>Pneumococcal<br>Rotavirus | Infanrix hexa <sup>®</sup> <sup>^</sup><br>Prevenar 13 <sup>®</sup> (13vPCV)<br>Rotarix <sup>®</sup>                          | IM<br>IM<br>Oral       | <b>Observe Rotarix<sup>®</sup> administration age limits:</b><br>Dose 1: 6-14 weeks of age<br>Dose 2: 10-24 weeks of age                       |
| 6 months                                                               | DTPa-hep B-IPV-Hib<br>Pneumococcal              | Infanrix hexa <sup>®</sup> <sup>^</sup><br>Prevenar 13 <sup>®</sup> (13vPCV)                                                  | IM<br>IM               |                                                                                                                                                |
| 12 months                                                              | MMR<br>Hib-Meningococcal C                      | M-M-R II <sup>®</sup> OR Priorix <sup>®</sup><br>Menitorix <sup>®</sup>                                                       | S/C<br>S/C or IM<br>IM | Additional vaccines are recommended for children with medical risk factors and/or children born prematurely (see below)                        |
| Additional vaccines for Aboriginal and Torres Strait Islander children | Hepatitis A                                     | Vaqta <sup>®</sup> Paediatric                                                                                                 | IM                     |                                                                                                                                                |
| 18 months                                                              | MMRV<br>DTPa                                    | Priorix Tetra <sup>®</sup> <sup>^</sup> OR ProQuad <sup>®</sup><br>Infanrix <sup>®</sup> <sup>^</sup> OR Tripace <sup>®</sup> | S/C or IM<br>S/C<br>IM |                                                                                                                                                |
| Additional vaccines for Aboriginal and Torres Strait Islander children | Pneumococcal<br>Hepatitis A                     | Prevenar 13 <sup>®</sup> (13vPCV)<br>Vaqta <sup>®</sup> Paediatric                                                            | IM<br>IM               |                                                                                                                                                |
| 4 years                                                                | DTPa-IPV                                        | Infanrix IPV <sup>®</sup> <sup>^</sup> OR Quadacel <sup>®</sup>                                                               | IM                     | Additional vaccines are recommended for children with medical risk factors (see below)                                                         |

### ADOLESCENT / ADULT SCHEDULE

|                                                              |                             |                                                           |          |                                                                                                                                     |
|--------------------------------------------------------------|-----------------------------|-----------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------|
| Year 7 Students                                              | HPV<br>dTpa                 | Gardasil <sup>®</sup><br>Boostrix <sup>®</sup>            | IM<br>IM | 3 dose course at 0, 2 and 6 months<br>Single dose                                                                                   |
| Year 10 Students and 15 to 19 year olds                      | Meningococcal ACWY          | Menveo <sup>®</sup> <sup>^</sup> OR Menactra <sup>®</sup> | IM<br>IM | The Meningococcal ACWY Program is a time limited program for Year 10 students and 15 to 19 year olds through immunisation providers |
| Pregnant women (From 28 weeks gestation)                     | dTpa                        | Adacel <sup>®</sup>                                       | IM       | Single dose recommended each pregnancy. Administer between 28-32 weeks gestation for optimal protection                             |
| Aboriginal & Torres Strait Islander adults 15 - 49 years     | Pneumococcal                | Pneumovax 23 <sup>®</sup> (23vPPV)                        | IM       | Please refer to the online Australian Immunisation Handbook for further information                                                 |
| Aboriginal & Torres Strait Islander adults 50 years and over |                             |                                                           |          |                                                                                                                                     |
| 65 years and over                                            |                             |                                                           |          |                                                                                                                                     |
| 70 years of age                                              | Varicella Zoster (shingles) | Zostavax <sup>®</sup>                                     | S/C      | Single dose                                                                                                                         |
| 71-79 years of age                                           | Varicella Zoster (shingles) | Zostavax <sup>®</sup>                                     | S/C      | A single catch-up dose funded until 2021                                                                                            |

### Additional funded vaccines for medically at risk individuals

|               |                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 months     | Hepatitis B: Children born at <32 weeks gestation and/or <2000g birth weight are recommended to be given a booster dose of hepatitis B vaccine at 12 months of age<br><br>Pneumococcal (13vPCV): Children with medical risk factors including premature infants born at <28 weeks gestation are recommended to be given a 4th dose of 13vPCV at 12 months of age |
| 4 years       | Pneumococcal (23vPPV): Children with medical risk factors including premature infants born at <28 weeks gestation are recommended to be given a booster dose of 23vPPV vaccine at 4-5 years of age                                                                                                                                                               |
| Any age group | Pneumococcal (23vPPV): Adults with medical risk factors may require additional 23vPPV vaccine                                                                                                                                                                                                                                                                    |

For further information refer to the online *Australian Immunisation Handbook 10th Edition* [www.immunise.health.gov.au](http://www.immunise.health.gov.au)

### Refer to the current National Influenza Immunisation Program resources

For more information contact your local public health unit

|            |           |             |           |                |           |                |           |
|------------|-----------|-------------|-----------|----------------|-----------|----------------|-----------|
| Calms      | 4226 5555 | Rockhampton | 4920 6989 | Brisbane North | 3624 1111 | Brisbane South | 3176 4000 |
| Townsville | 4433 6900 | Wide Bay    | 4303 7500 | Sunshine Coast | 5409 6600 | West Moreton   | 3818 4700 |
| Mt Isa     | 4744 7186 | Mackay      | 4885 5800 | Gold Coast     | 5687 9000 | Darling Downs  | 4699 8240 |

National Immunisation Program Schedule - July 2017 has been reproduced with permission from SA Health, Government of South Australia under a creative commons attribution non-commercial, non-derivative license (CC BY-NC-ND). Further reproduction without the prior written permission of SA Health, Government of South Australia is strictly prohibited.



# Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

| Condition                                                                                                                                                                                                                                       | Exclusion of case<br>(person with infection)                                                                                                                                                                                                                                                                                                              | Exclusion of contacts <sup>1</sup><br>(person exposed to the case with the infection)                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chickenpox (varicella)                                                                                                                                                                                                                          | Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.                                                                                                                                                                                        | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.                                                                                                                    |
| Cold sores<br>(herpes simplex)                                                                                                                                                                                                                  | Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.                                                             | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Conjunctivitis                                                                                                                                                                                                                                  | Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.                                                                                                                                                                                                                                                                        | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Cytomegalovirus (CMV)                                                                                                                                                                                                                           | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Diarrhoea <sup>2</sup> and/or vomiting<br>(including<br>• amoebiasis<br>• campylobacter<br>• cryptosporidium<br>• giardia<br>• rotavirus<br>• salmonella<br>• viral gastroenteritis<br>but not norovirus or shigella<br>– see separate section) | Exclude until there has not been a loose bowel motion for 24 hours.<br><br>Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours.<br><br>If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit. | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Diphtheria <sup>3</sup>                                                                                                                                                                                                                         | Exclude according to public health unit requirements.                                                                                                                                                                                                                                                                                                     | Exclude according to public health unit requirements.                                                                                                                                                                                                                                                                                                |
| Enterovirus 71 (EV71)<br>Neurological disease                                                                                                                                                                                                   | Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.                                                                                                                                                                                                                                             | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Glandular fever (Epstein Barr virus (EBV), mononucleosis)                                                                                                                                                                                       | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| <i>Haemophilus influenza</i> type b (Hib)                                                                                                                                                                                                       | Exclude until the person has received appropriate antibiotic treatment <sup>4</sup> for at least four days.                                                                                                                                                                                                                                               | Not excluded. Contact a public health unit for specialist advice.                                                                                                                                                                                                                                                                                    |
| Hand, foot and mouth disease                                                                                                                                                                                                                    | Exclude until all blisters have dried.                                                                                                                                                                                                                                                                                                                    | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Head lice                                                                                                                                                                                                                                       | Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).                                                                                                                                                                     | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Hepatitis A <sup>3</sup>                                                                                                                                                                                                                        | Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.                                                                                                                                                                                                                                    | Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.                                                                                                                                                                                                                   |
| Hepatitis B                                                                                                                                                                                                                                     | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Hepatitis C                                                                                                                                                                                                                                     | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Human immunodeficiency virus (HIV/AIDS)                                                                                                                                                                                                         | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Influenza and influenza-like illness                                                                                                                                                                                                            | Exclude until well.                                                                                                                                                                                                                                                                                                                                       | Not excluded.                                                                                                                                                                                                                                                                                                                                        |
| Measles <sup>3</sup>                                                                                                                                                                                                                            | Exclude for four days after the onset of the rash.                                                                                                                                                                                                                                                                                                        | Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility. |

# Time out

| Condition                                                                | Exclusion of case (person with infection)                                                                                                                                                                                                                                                                                                                 | Exclusion of contacts <sup>1</sup> (person exposed to the case with the infection)                                                                      |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meningitis (bacterial)                                                   | Exclude until well and has received appropriate antibiotics <sup>4</sup> .                                                                                                                                                                                                                                                                                | Not excluded.                                                                                                                                           |
| Meningitis (viral)                                                       | Exclude until well.                                                                                                                                                                                                                                                                                                                                       | Not excluded.                                                                                                                                           |
| Meningococcal infection <sup>3</sup>                                     | Exclude until appropriate treatment has been completed.                                                                                                                                                                                                                                                                                                   | Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case. |
| Molluscum contagiosum                                                    | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                           |
| Mumps                                                                    | Exclude for nine days after onset of swelling.                                                                                                                                                                                                                                                                                                            | Not excluded.                                                                                                                                           |
| Norovirus                                                                | Exclude until they have not had any diarrhoea or vomiting for 48 hours.                                                                                                                                                                                                                                                                                   | Not excluded.                                                                                                                                           |
| Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome) | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded (pregnant women should consult their medical practitioner).                                                                                |
| Pertussis <sup>3</sup> (whooping cough)                                  | Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.                                                                                                                                                                                                                                           | Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.                                   |
| Poliomyelitis <sup>3</sup>                                               | Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious <sup>5</sup> .                                                                                                                     | Not excluded unless considered necessary by public health unit.                                                                                         |
| Ringworm, tinea, scabies                                                 | Exclude until the day after appropriate treatment has commenced.                                                                                                                                                                                                                                                                                          | Not excluded.                                                                                                                                           |
| Roseola                                                                  | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                           |
| Rubella (German measles) <sup>3</sup>                                    | Exclude until fully recovered or for at least four days after the onset of rash.                                                                                                                                                                                                                                                                          | Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).                                               |
| School sores (Impetigo)                                                  | Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical. | Not excluded.                                                                                                                                           |
| Shigellosis                                                              | Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.                                                                                                                                                                                                                                                 | Not excluded.                                                                                                                                           |
| Streptococcal sore throat (including scarlet fever)                      | Exclude until well and has received antibiotic treatment <sup>4</sup> for at least 24 hours.                                                                                                                                                                                                                                                              | Not excluded.                                                                                                                                           |
| Thrush (candidiasis)                                                     | Exclusion not necessary.                                                                                                                                                                                                                                                                                                                                  | Not excluded.                                                                                                                                           |
| Tuberculosis (TB) <sup>3</sup>                                           | Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.                                                                                                                                                                                                    | Not excluded.                                                                                                                                           |
| Typhoid <sup>3</sup> , paratyphoid                                       | Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.                                                                                                                                                                                                                                     | Not excluded unless considered necessary by public health unit.                                                                                         |
| Whooping cough – see pertussis                                           |                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                         |
| Worms                                                                    | Exclude if loose bowel motions present.                                                                                                                                                                                                                                                                                                                   | Not excluded.                                                                                                                                           |

## Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
  - Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
  - Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
  - Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
  - Observing the exclusion period meets the intent of the *Public Health Act 2005* for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition - *Staying Healthy - Preventing infectious diseases in early childhood and educational care services*  
[http://www.nhmrc.gov.au/\\_files\\_nhmrc/publications/attachments/ch55\\_staying\\_healthy\\_childcare\\_5th\\_edition\\_0.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf)
  - or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
  - For an electronic copy of this poster [http://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf)

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcg/contacts.asp>

Great state. Great opportunity.

