



## INFORMATION HANDBOOK PREP TO YEAR 6

2025



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## Principal's Welcome

Welcome to Woolloowin State School!

We are delighted to partner with you in providing an enriching, supportive, and engaging educational experience for your child. At Woolloowin, we are committed to fostering a vibrant community where every student feels valued, empowered, and encouraged to reach their full potential.

Our school's mission is to cultivate a love of learning, nurture individual strengths, and build a strong foundation of knowledge and skills for life. Together, as educators and families, we have a shared responsibility to inspire and guide our students on their journey toward becoming confident, curious, and compassionate global citizens.

This Parent Handbook has been created as a helpful resource to inform you about our school's policies, procedures, and values. It provides essential information about daily operations, communication channels, and ways you can engage with and support your child's education. We encourage open communication and invite you to be an active participant in our school community.

As Principal, I am deeply proud of the collaborative spirit that defines Woolloowin State School. Whether it's through classroom activities, parent-teacher partnerships, or school events, your involvement makes a difference and strengthens the fabric of our school.

Thank you for entrusting us with your child's education. Together, we can make these school years a time of growth, discovery, and success. I look forward to working closely with you and your family.

Kind Regards

Kelly Elliott-Maskiell  
Principal



## 1.0 About Woolloowin State School

### 1.1 School Vision

Woolloowin State School has a strong academic focus with emphasis on the development and extension of the essential foundational skills in Literacy and Numeracy. Our school builds a sense of true belonging for students and families. Woolloowin State School has a commitment to building active citizens who are socially literate and empowered to create positive change globally through acting locally. All students are digitally connected through engagement, with tablets, classroom laptops and whole class ICT laboratories. All students and programs balance traditional learning with screen time, to ensure they can flourish along their educational journeys.

Our school's vision is to deliver a higher focus on "Intentional" and "Innovative" learning along with re-imagining the delivery of learning areas in a student centric and integrated way. Students will be strong in their foundations. As they progress from early to upper years, teacher directed learning will decrease and inquiry learning will increase. Students will manage themselves as learners, producers and agents of their own learning.



### 1.2 History

Woolloowin State School, has a long tradition of serving the needs of its community since 1914, within a few kilometres of Brisbane's CBD. The school provides educational programs of excellence for a multicultural community of approximately 350 pupils from Prep to Year 6, with successful transitions pathways to and from school, with purposeful connections to all major Secondary Schools within the inner city.





## 1.3 Pedagogical Approach

Our Pedagogical Approach informs teaching and learning and is at the core of what we do. The Dimensions of Teaching and Learning provide the foundation for our pedagogical approach. The dimensions are used to inform planning, assessment and teaching and learning to meet the learning needs of the diverse range of students in our classrooms. A copy of the Pedagogical Approach is available on our website.



## 1.4 Woolloowin State School Values

In 2020 our school, in consultation with our school community developed school values which we believe will provide our students with a toolkit of skills to navigate and support them through their learning journey now and into the future. Our values are further supported by our work in Well-Being through our school's partnership with

The Resilience Project was established in 2022. Our P&C have kindly supported and funded the purchasing of journals for each and every student to fully participate in this work. The Resilience project focuses on GEM 'Gratitude, Empathy and Mindfulness' to support student well-being. Further information about the Resilience Project can be found on the school website.

## 1.5 School Strategic Plan

The School Strategic Plan (SSP) 2025-2028 is available on our school website this has been collaboratively created by the staff and the community. The Strategic Plan seeks to enact the Department of Education's Equity and Excellence plan in conjunction with our school and community vision for improvement in student achievement. The Strategic Plan is developed in consultation with the school community and staff every four years, following a full School Review.



## 1.6 School Organisation Staff

The staff at Woolloowin State School includes:

### Leadership Team

- Principal
- Deputy Principal
- Head of Special Education Services
- Head of Department - Curriculum
- Business Manager

### Teaching Staff

- Classroom Teachers
- Inclusion Teachers - support students with additional needs in the curriculum, socially and emotionally, students with disability and enrichment to support highly capable students.
- Resource Centre - Teacher Librarian
- Specialist Teachers – one Technology/ STEM teacher, one Health and Physical Education teacher, one Arts teachers, two Instrumental Music teachers and one Language other than English teachers (LOTE - Japanese)

### Specialist Staff

- Guidance Officer
- Social Worker
- Speech Language Pathologist
- Advisory Visiting Teachers

### Administration and Support Staff

- Administration Officers
- Teacher Aides - Prep teacher aides, general teacher aides, EAL/D teacher aide and specialist teacher aides supporting students with a disability
- Chaplain
- Cleaning and Grounds Ancillary Staff

## 2.0 Enrolment

### 2.1 Requirements for Enrolment

Enrolment to the school is subject to the Woolloowin State School Enrolment Management Policy, details of which are available from the office or on our website.

Proof of age and/or a transfer certificate, as well as, proof of residency in the catchment area and proof of Citizenship/Visa details is required to enrol.

- Proof of age may take the form of either:
- Birth Certificate
- Passport
- **OR** similar document acceptable to the Principal

Proof of residency within the school catchment can be provided by way of one of each of the following:

- One primary source - a current rental/lease agreement, or rates notice **and**
- One secondary source - a utility bill (eg. electricity, gas) showing this same address and
- parent's/legal guardian's name.

An Application for Student Enrolment must be completed by the parent / guardian. Please note that some of the requested information may be of a voluntary nature. Copies of documents relating to parenting orders (residency orders and contact orders) should be made available to the school.

### 2.2 Student Contact Information

Upon enrolment, information is recorded for use in emergencies, e.g. address and telephone numbers for immediate contact. Parents and carers have an obligation to keep enrolment information accurate including contact numbers, email, address and any changes to personal information regarding your child, including court orders or medical details. All families must provide an emergency contact number other than your own personal details.

It is very important to maintain accurate records of parent/caregiver contact details. Please update via QParents or inform the Administration Office when changes in your contact details or emergency contacts occur.



## 3.0 Attendance and Punctuality

### 3.1 Bell Times and Before School Arrangements

- Children are not to arrive at school before 8:15am
- 8:15- 8:30am - children sit quietly on the verandah outside the Library
- 8:30am - children are able to play low impact games before school. Teachers are not rostered for playground duties at this time - **only general supervision is undertaken by our teacher aides.**
- 8:55am indicates students are to stop any activities and move to their respective classrooms to get ready for classroom activities.
- 9am classroom instruction begins.
- 3pm the school day concludes.

### 3.2 Break Times

<b>First Break</b>	Eating	11:00-11.15am
	Play	11:15-11:45am
<b>Second Break</b>	Eating	1:30-1:40pm
	Play	1:40-2:00pm

### 3.3 Electronic Roll Marking

Teachers mark electronic rolls twice daily at nominated times in the morning and afternoon session. This process allows for the accurate recording of student attendance information. A record of student attendance appears on the end of semester Report Card. Being on time is vital for students to be ready to learn. In the interests of teachers leading calm classrooms and students able to fully attend to their schoolwork, it is important to prioritise being at school and on time for learning.

- Classrooms are open from **8:55am**, with instruction **commencing at 9am**.
- Teachers mark the roll at **9am** and specialist lessons for the day also begin at this time.

### 3.4 Late Arrivals, Early Departures

- Students who arrive after 9am are considered late and must sign in at the office. This allows us to correctly record their attendance on the roll. Office staff give students a late slip to hand to their teacher when they arrive at their classroom. This process ensures that students are recorded as present.
- Students arriving late for specified reasons within the first two hours of the school day (9am- 11am) will be recorded as late – No Penalty. After 10:45am is noted as a half day absence.
- The same applies to the second half of the school day. Children that need to leave school for specified reasons prior to 3pm need to be signed out through the administration. Appointments that occur from 1pm-3pm will incur an ‘Early’ but no half day penalty.
- Early departures also require students to be signed out at the office. Parents and carers must sign students out and the office will call the classroom for the student to be sent to the office for collection.

### 3.4 Absences

The safety and wellbeing of students is our priority. Reasons for all absences must be communicated to the school. It is preferable to contact the school on the day of the absence either by email, phone, or via QParents. The school has an absence telephone line which you are able to call (07) 3622 1777.

It is important to notify the office, rather than class teachers, about absences. This means that the information can be centrally recorded. It also avoids your message being missed if, for example, the teacher is away from school that day. This is also easier for you, as you can make one call if the absence relates to all of your children.

Parents will receive an SMS message from the school when we have not received a phone call, email or message as to why a student is away absent. Parents will be able to text back with a reason for the unexplained absence which will be uploaded into the Department of Education database.

### 3.5 Extended Absences and Exemptions from Compulsory Schooling

An application to Exempt Students from Compulsory Schooling must be completed if students are absent for more than 10 consecutive school days. Situations where an application is required include:

- An exemption may be appropriate in the following circumstances:
- diagnosis of terminal medical condition
- illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days (where the student is not participating in a hospital education program)
- 'carer' responsibilities
- diagnosed mental health condition
- temporary interstate or overseas relocation where the family intends to return to Queensland.

The application form is available from the office and it must be completed and presented to the Principal for approval.

### 3.6 QParents

The Q Parents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details - notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.



Download the free QParents app from the [iTunes](#)  
or [Google Play](#)

### *The benefits of QParents*

- Convenience and time savings for parents:
  - Parents can view or update their child's details without having to contact the school
  - Secure 24/7 online access
  - Available anytime, anywhere - access on your smart phone, tablet or computer
- Greater transparency of information
- Improves accountability between parents and schools by providing parents with timely access to their child's information online
- Allows parents to engage more deeply in their child's schooling
- Improved administration efficiencies for schools
- Allows schools to streamline their administrative processes

### *What is a QParents account owner (QPAO)?*

The school will nominate parents or legal guardians for each student to be a QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student's information online. A student's QPAO will be able to view the student's information and submit requests to update some of the student's details.

### *Registering for QParents*

After your child commences school, you will receive an invitation email from us containing your unique invitation code. Simply follow the instructions in the email to complete the QParents account registration process. If you do not want to register, you can just ignore the invitation and your child's student information will not be available to anyone through QParents.

### *Help and contact information*

For more information see <https://qparents.qld.edu.au/#/abo>

For help, visit <https://qparents.qld.edu.au/#/help> or call 13 QGOV (13 74 68)

## **3.7 Picking Up, Dropping Off (PUDO) and Parking**

Please take time to familiarise yourself with the signage around the school. There is only short-term onsite parking in PUDO and street parking is limited. Parents are not permitted to park in the Staff Car Park. We recommend that parents use Active School Travel (Walking, biking, scootering) options where possible.

Brisbane City Council regulations and Queensland Government laws are enforced around our locality. Please adhere to these for the safety of you and your children and the consideration of our neighbours. The safety of all individuals within the school vicinity is of paramount importance and we work together towards ensuring this is the case each and every school day.

Parents have a number of options for collecting students after school, including; the PUDO zones at the front and back of the school, the Chess Board, Quadrangle Area and under iBLOCK.

### *PUDO Zone*

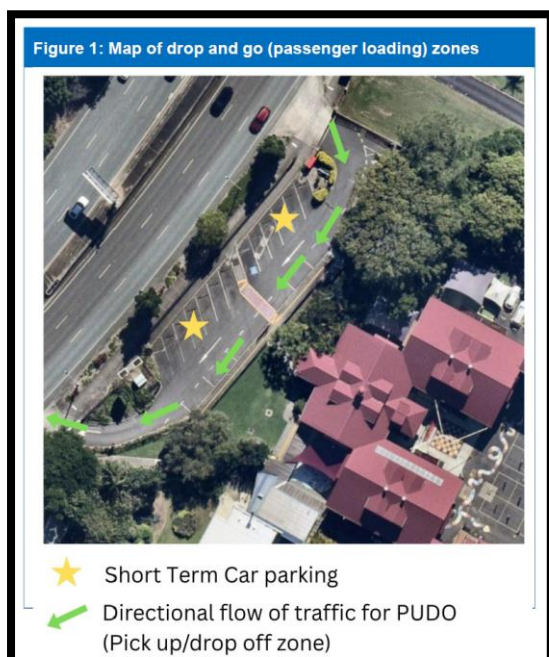
Parking: Parking is available in our Pick Up/ Drop Off (PUDO) area. (Please see rules below). Parking is also available in Norman Street and we also have a rear pedestrian entry to the school from Kedron Park Road. Parent parking is not permitted in the staff car park.

### **Short Term Parking (STP) Area (Front of School)**

1. Drive in PUDO right-hand lane.
2. Time limit 10 minutes 8.40 – 9.00am mornings and 2.50 – 3.10pm afternoons on school days.
3. Parents/carers may exceed 10 minute parking times if using STP area from before 8.40am, during 9.00am – 2.50pm and after 3.10pm school days.
4. Parents/carers must cross over at the crossing to pick up children.
5. STP area is rear in, angle parking only.
6. Parents/carers are requested to reinforce the road rule look to the right, look to the left and look to the right again before crossing.
7. Children are not permitted to enter the PUDO unless they:
  - Are with an adult to cross at the crossing;
  - Observe their vehicle is in the pick-up lane (keeping to the school side of the yellow line on the footpath;
  - Are called forward by the PUDO supervisor.

### **Pick Up/Drop Off (PUDO) only Area (Front of school)**

1. Standing only at any time; drivers may not leave vehicles.
2. Drivers are asked to always drive to a bay as far to the front of the PUDO as possible.
3. Children are to leave/enter cars from kerb (facing school) side only.
4. School bags etc. are to be placed inside cabins and not put into boots.
5. If a child is not present, vehicles using the pick-up lane must be prepared to reverse into the short stay car park or alternatively drive around the block.





### Short Term Parking (STP) Area and PUDO – Back of the School

The Kedron Park Road set down facility operates in the same way as a **taxi rank**. Vehicles must keep moving forward as spaces become available, ensuring a **continual flow of traffic**. This constant movement is critical to the **safe and efficient operation** of the zone, preventing congestion and ensuring students can be collected safely.



## Pick-Up / Drop-Off Rules

1. Operating Hours – Vehicles may only enter the designated zone:
2. Monday to Friday, 8:00am–9:00am and 3:00pm–4:00pm.
3. Capacity Management – Do not arrive earlier than 2:50pm in the afternoon to avoid congestion along Thomas Street, the pedestrian crossing, and surrounding roads.
4. No Parking – Drivers must remain in their vehicle at all times. Parking or waiting is not permitted.
5. 2-Minute Limit – The pick-up / drop-off facility operates with a maximum 2-minute time limit to keep traffic flowing.
6. Kerbside Only – Students must enter and exit the vehicle from the kerbside, and only once the vehicle has come to a complete stop.
7. Student Safety – Students must wait inside school grounds until their parent or caregiver has arrived.
8. Supervised Crossing – Pedestrian movements will be supervised by staff during peak periods to ensure safe crossings and orderly loading.
9. No Queuing in Restricted Areas – Vehicles must not queue across driveways, intersections, or pedestrian crossings at any time.
10. Follow Directions – Parents, caregivers, and students must follow all road signage and the instructions of school staff at all times.

## 4.0 Student Participation and Grading

### 4.1 Student Leadership

All students of Woolloowin State School are seen as having the potential to be successful and capable leaders of this community. It is the role of the school to provide opportunities for leadership skills to be taught and developed. Student Leadership is promoted and is integrated into the life of our school, commensurate with the age and development at stages of the students.



In preparation for taking on leadership roles in Year Six, Year Five students who express a desire to potentially take on future leadership positions will undertake the Senior Leader process during Semester Two. Students need to have evidence of a range of appropriate behaviours and qualities, in order to be considered as candidates for leadership positions. All students are encouraged to complete the Senior Leader process, and the successful applicants are awarded Senior Leader badges in a special whole school leadership ceremony in Term 1. After successfully completing the Senior Leader process, students can nominate for formal positions such as School Captains, Arts Captains, House Captains, and Sustainability Leaders.

Student Council Representatives are elected each semester in Years 3 - 6.

### 4.2 Assessment and Reporting

At Woolloowin State School, our teachers use a variety of standardised and diagnostic assessments to diagnose learning needs, determine achievement and inform teaching. Assessment is consistent across year levels and is front-ended at the beginning of a unit of work. Students are assessed throughout and at the end of a unit of work to determine their overall understanding. Students in Years 3



and 5 participate in NAPLAN (National Assessment Program in Literacy and Numeracy). Assessment and monitoring of your child's academic performance is carried out on a continuous basis throughout the year.

### 4.3 Written Report Cards

Written report cards are issued twice yearly, using a five-point scale to report on student achievement. A variety of assessment pieces are used to demonstrate student learning and inform end of semester reporting. Reporting on student learning reflects the content of what has been taught and assessed in class. Our report comments reflect the content and achievement standards of the Australian Curriculum: English, Mathematics, Science, HASS, The Arts, Technologies, Languages and HPE. Woolloowin State School welcomes feedback concerning presentation, content and the language of academic reporting. Please feel free to email your reflections to the Principal.

### 4.4 Parent Teacher Interviews

Parent teacher interviews are offered twice yearly in Terms 2 and 3. Interviews may be held with teachers and/or the Principal/Deputy Principal at times other than those outlined above. If such an interview is required to discuss a specific topic, i.e. progress, behaviour, please mention the topic when you are arranging the appointment. This allows time to gather information which will ensure the interview is valuable. It also ensures the most appropriate person is available to see you.

## 5.0 School Resources and Operations

### 5.1 Library (Resource Centre)

The Resource Centre or library is the 'hub' of teaching and learning at Woolloowin. It houses the fiction and non-fiction books, magazines, audio visual materials and a computer hub. All of these are accessible to all students.

The library is staffed by a teacher-librarian and teacher-aide. Our Teacher-Librarian works with all class teachers to plan content designed to match the outcomes of the classroom programs. Parents are welcome to read books with their children each morning before school.

### 5.2 Information and Communication Technology (ICT)

At Woolloowin SS, ICT is a cross curriculum priority as a tool for teaching and learning. Students and teachers at Woolloowin have access to a range of information, communication technologies including; 2 Computer labs (desktop and laptop banks), class banks of desktops and iPads, and a range of other devices and software. Teachers and students use information, communication technologies to inquire, communicate and create.

#### *Laptop Program Year 4*

Woolloowin State School introduced a 1.2.1 laptop participation program in 2022. Students are invited to participate in this program which begins as they enter Year 4. The program enables students with personal portable computers to enhance their opportunities for learning across Years 4 - 6. A Student Resource Scheme (SRS) is set up for families who choose to participate in the program and this is distributed to families in the second Semester of Year 3. WSS promotes a

teaching and learning culture that prioritises and supports curriculum delivery to meet the needs of every student. Our vision is to ensure students access teaching and learning through a variety of modes, including digital learning, to support and enhance teaching practice and learning rigour.



### 5.3 Out of School Hours Care

YMCA Outside School Hours Care is based at Woolloowin State School and welcomes all families of the Woolloowin community. YMCA offers before school care (6:45am – 8:55am Monday to Friday), after school care (3:00pm – 6:15pm Monday to Friday) and vacation care (6:45am – 6:15pm Monday to Friday during school holidays).

Parents/Guardians are required to enrol with the service before any child is able to attend – please contact the service about how to enrol. Attendance at YMCA Woolloowin OSHC can be on a casual, regular or emergency needs basis.

For more information about the service or to speak to the service Coordinator, please contact [awo@ymcabrisbane.org](mailto:awo@ymcabrisbane.org).

### 5.4 Tuckshop and Uniform Shop

Our Tuckshop and Uniform Shop is run by a subcommittee of the P & C Association and the ordering system is called Flexischools. We are fortunate to have the Tuckshop and Uniform Shop available 5 days per week. The Uniform Price List as of 2025 is available on the following page.

More detailed information about the tuckshop can be found on our website.



**Woolloowin State School**  
**Parents' and Citizens' Association**  
 ABN 51 832 806 209

**Uniform Shop Price List 2025**

Item	Size / Style	Price
<b>Tops</b>		
School polo	2/4/6/8/10/12/14/XS	\$40.00
School checked shirt	4/6/8/10/12/XS	\$40.00
<b>Bottoms</b>		
School shorts	2/4/6/8/10/12/14/XS/S	\$25.00
School skorts	2/4/6/8/10/12/14/XS/S	\$25.00
<b>Dresses</b>		
School checked dress	2/4/6/8/10/12/14/XS/S	\$55.00
<b>Sports</b>		
Tamaroo polo (Red)	4/6/8/10/12/14/16	\$40.00
Kunara polo (Green)		
Bunderra polo (Yellow)		
Soccer socks	S/M/L	\$15.00
<b>Hats / Hair</b>		
Navy school bucket hat	XS (53cm) / S (55cm) / M (57cm) / L (59cm) / 61cm (XL)	\$20.00
Red prep bucket hat	One size	\$20.00
Hair ties	5pk	\$5.95
Scrunchie	One size	\$2.50
<b>Bags</b>		
School bag	One size	\$65.00
Library bag	One size	\$20.00
Chair bag	One size	\$20.00
Swim bag	One size	\$20.00
<b>Jumpers</b>		
School Zip Jumper	4/6/8/10/12/14/16	\$48.00
<b>Band</b>		
Knee High Socks	One size (7-11)	\$15.00
Recorder	N/A	\$15.00
<b>Swimwear</b>		
School / Wobblers Swim cap	One size	\$15.00
Jammers	4/6/8/10/12/14/M12	\$40.00
Speedos	4/6/8/10/12/14/M12	\$30.00
Girls tog	4/6/8/10/12/14/L12/L14	\$45.00
Short sleeve rashie	4/6/8/10/12/14	\$35.00
<b>Second hand items</b>		
Various, as donated	Various sizes	\$5.00

Prices subject to change.

**Uniform shop opening hours**  
 Monday to Friday 8.30am - 9am  
 Second hand items sold only over the counter on Tuesdays and Fridays.

## 6.0 Curriculum



Woolloowin State School delivers the Australian Curriculum in the Learning Areas of English, Mathematics, Science, Humanities and Social Sciences, the Arts, Technologies: Design, Languages and Health and Health & Physical Education. The Whole School Curriculum, Assessment and Reporting Plan P-6 is also available on our school website. Details of the learning areas for each year level can be found on the Australian Curriculum website <https://australiancurriculum.edu.au>. You will also find additional information via the Microsoft Team's platform exclusive to your child's class.

Our teachers engage in a planning process fortnightly to develop a shared understanding of the alignment between the curriculum intent, assessment, teaching and learning sequence, and reporting. Our whole school Curriculum, Assessment and Reporting Plan ensures a cohesive progression and sequence of learning. Students are exposed to a wide variety of learning opportunities through each of the learning areas across all year levels. We also provide many opportunities for students to be involved in a range of additional curriculum offerings.

Our teachers work in year level teams to ensure consistency of expectations. Consistent teaching and learning practices are defined through our Pedagogical Approach. We prioritise teacher professional development to ensure best practice and improved outcomes for all students. Student assessment pieces and portfolios are moderated across year levels and across the City Cluster to ensure consistency of assessment and judgements.



## 6.1 Instrumental Program

The instrumental program is a vital part of the school music program. Students in Years 3-6 are offered places in the Strings program while students are recruited for other instruments from Year 4. Instrumental students participate in various ensembles and have opportunities to perform at various times across the year



## 6.2 Languages Other Than English (LOTE)

Wooloowin SS offers the study of Japanese as part of our Languages Other Than English program. The Language program aims to develop communication skills and cultural awareness. Japanese is currently taught in Years 5 and 6.

## 6.3 Health and Physical Education (HPE)

Health and Physical Education has a distinctive role to play in individual growth and development, focusing on the increasing need to equip young people with the knowledge, skills and attitudes to make rational, informed decisions about their own health and to appreciate the importance of developing patterns of physical activity. HPE is taught by a specialist teacher. Students have HPE lessons once a week.

Concept areas covered include swimming (in Terms 1 and 4), ball skills, team sports, cross country running and athletics to explore movement concepts and skill development. Parents may assist their children by encouraging them to participate in physical activity and provide direction in the development of appropriate sportsmanship and sporting behaviours.

## 6.4 Religious Instruction

Queensland State School's embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

**Note:** *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below:

- **Authorised program:** Interdenomination program led by Pastor Nicholas Lightfoot from the Albion Baptist Church, supported by Dale Pashen from Albion Baptist Church
- **Aims and goals:** To instruct children about the basic beliefs of the Christian Faith.
- **Lesson structure:** RI lessons will occur on Tuesdays from 1 – 1.30pm and follow the GodSpace Purple 2020 Curriculum.

For further information, including module and/or lesson descriptors visit our school website.

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

### *Other Instruction*

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school.
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

## **6.5 The Resilience Project (TRP)**

In 2022, WSS embarked on a whole school approach to support well-being for our students, staff and community. With support from our WSS P&C all children have access to TRP diaries which are allocated to students at the beginning of each school year. Further information about TRP will be available to families in their child's class Team, our school newsletter, website and via Student Share point.



## 6.6 School Sports Houses

There are three school sports houses –

- Bunderra (yellow)
- Kunara (green)
- Tarmaroo (red)

All children are allocated to a house as part of the admission procedures. We attempt to keep children in the same house for the duration of their time at our school. Siblings of current students will usually be placed in the same house.

## 6.7 Cross Country

Students from Year 3 - Year 6 are invited to compete in the inter-house Cross Country Carnival. The Carnival is held in Term 1 at Shaw Road sports precinct and involves the children being transported to and from the grounds by bus. Place getters from 10-12 years are invited to participate in the City District Cross Country Championships.

Prep - Year 2 students participate in a cross-country event conducted on the school oval.

## 6.8 Athletics Carnival

The inter-house Athletics Carnival for Years 3-6 is generally held in second term at Kedron State High School. Children in the senior school participate in a variety of track and field events including running, relays, long jump, shot put, high jump and discus. Selected students from the track events, shot put, discus, long jump and high jump are chosen in the school team to compete at the City District Athletics Carnival.

Parents are invited to join us on the day and cheer their children on. The children are invited to wear their house sports uniform and to bring a hat, sunscreen, lunch and water bottle. All students travel to and from the venue via bus.

A separate carnival encouraging participation is held for the students in Prep to Years 2 on the school oval.

## 6.9 Inter-school sport - Gala Days (Years 4-5-6)

These inter-school sport fixtures offer a variety of sports (e.g softball, T-ball, hockey, flipper ball, netball, cricket, touch and soccer), in which all children participate. There are three Winter Gala Days and three Summer Gala Days. District competition carnivals are held for cross country, swimming and track and field. Children are eligible to attend selection trials for selection in district teams which compete at Metropolitan North Championships.

## 6.10 Swimming carnival

The inter-house Swimming Carnival is held in Term 4 for student in Years 3 – 6. Parents and friends are welcome to attend and watch their children swim. Children who qualify can represent the school team to compete in the City District trials during the following year. Please note – a swimming cap and sun safe shirt/t-shirt must be worn at all times. A separate Year level swimming celebration session is held for our Prep to Year 2 students.

## 7.0 Policies and Guidelines

### 7.1 Student Code of Conduct

Woolloowin State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. The WSS Student Code of Conduct is designed to facilitate high standards of behaviour so that teaching and learning and teaching is prioritised and students can participate positively within our school community. The Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to behaviour. Our Student Code of Conduct is due for review in Term 1, 2026.

A copy of the WSS Student Code of Conduct is available on our website.

A worksheet titled "RESPECT others" with a small kangaroo illustration in the top right corner. It includes fields for "Name" and "Class". Below this is a table for "For demonstrating the value of:" with five columns: "Student agency", "Positive Mindset", "All Inclusive", "Resilient, Critical Thinkers", and "Kind and Collaborative". Each column has a corresponding icon. At the bottom, there are fields for "Date" and "Initials", and a "SPARK" logo in the bottom right corner.

Student agency	Positive Mindset	All Inclusive	Resilient, Critical Thinkers	Kind and Collaborative

#### School Rules

- *Respect Your School*
- *Respect Yourself*
- *Respect Others*

### 7.2 Homework Policy

The Woolloowin State School homework policy was written in accordance with the guidelines of the P-12 Curriculum, Assessment and Reporting Framework, the Education (General Provisions) Act, and research into the needs and developmental phase of students.

#### ***The purpose of homework at Woolloowin is to:***

- Support the school program Respond to each child's specific needs
- Partner with parents to involve them in their children's learning and build the home-school partnership
- Consolidate classroom learning Encourage behaviour for lifelong learning beyond the classroom
- The Woolloowin State School Homework Policy is aligned with the Department of Education, Training and Employment's P-12 curriculum, assessment and reporting framework and Policy Statement

The Woolloowin Homework Policy is available on our school website.

## 7.3 Student Dress Code and Uniform

Our Student Dress Code consists of an agreed standard and items clothing that form our school uniform. Both the school and the Parents and Citizens' Association support the view that all children will wear the correct uniform and expect that parents enrol their children at this school on the understanding that the full uniform will be worn at all times. The complete school uniform is available at our Uniform Shop.

## 7.4 Invoices and Payments

### **Payments for School Activities**

- For most excursions/sports activities/general activities parents will receive an invoice or Statement itemising each activity
- Payment may be made at the office by cash (correct money please), Card (Visa or Mastercard), or BPOINT (see bottom of invoice for details)
- If paying electronically, BPOINT is preferred to ensure payment credited to nominated activity
- If you have any queries regarding your family account, please contact the school office

### **Student Resource Scheme**

The Student Resource Scheme (SRS) provides Prep parents with a convenient and cost-effective alternative to individual supply of resources for your child. Participation in the SRS is optional, and no obligation is placed on the parent to participate.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Families have the option of joining the Student Resource Scheme for our Instrumental Music Program and for our Laptop Program beginning in Year 4. Parents/guardians choosing not to participate may be required to independently source the additional resources.

The fees and inclusions will be endorsed annually by the P & C and Parents will be provided with annual information regarding the SRS fees and inclusions. Excursions and incursions will be invoiced separately as they occur throughout the year.

## 7.4 Use of School Grounds

Permission must be obtained from the school office before any use of school grounds or facilities. School facilities are available for hire, but there is limited availability. Please contact the Business Manager for further information on 36221777.

In addition:

- Roller blades/skate boards, scooters and/or other wheeled modes of transport are not allowed in the school grounds.
- Bikes or scooters are not to be ridden in the school grounds including on the bitumen areas nor under the school buildings.
- Only 'quiet' games e.g. handball may be played under the school buildings.
- Dogs are not allowed into the school grounds at any time with the exception of assistance dogs. Please see our school website for more information.
- While the school maintains authority over the users of the school grounds and endeavours to ensure a safe environment, users of the grounds and facilities do so at their own risk. It is also

requested that all users adopt a 'school watch' attitude and report any suspicious incidents to the police on 13 1788.



### 7.5 Lunch Guideline

Students are encouraged to eat healthy food at school. Please ensure that all lunch containers are clearly named. An insulated lunch bag or ice brick is recommended as there are no facilities to reheat or refrigerate student lunches.

### 7.6 Lost Property Guideline

Please ensure all of your child's clothes and belongings are clearly named. Lost Property is located under the verandah of the Prep Classroom.

## 8.0 Health and Safety and Student Wellbeing

### 8.1 School Chaplain

Woolloowin State School has a Chaplaincy program that supports the pastoral care and well-being of our students and school community. In conjunction with Scripture Union Queensland the Department of Education Chaplaincy program provides support for students, staff and parents. We currently have a Chaplain on campus three days a week. A Parent/Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services* is available from the School Chaplain. Please contact the school office for more information.

### 8.2 Sun Safety

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. All students should have their own Woolloowin school hat to wear. They are designed to be practical and most appropriate for our climate. Sunscreen is also available in classrooms and on excursions, sports day and swimming carnivals.

As a school we strongly adhere to NO HAT, NO PLAY!

### 8.3 First Aid

The health, safety and wellbeing of our students is vital for success in learning. We provide a health room and trained first aid staff to supervise this facility.

Sick or injured at school - sometimes your child may present at first aid either feeling unwell or after a fall or incident. Staff will provide first aid and, if necessary, contact a parent to notify of the illness. All injuries involving the head will be reported and the parent contacted.

### 8.4 Emergency Procedures

The safety of our children whilst at school is a priority. To ensure that we meet Departmental safety guidelines, evacuation and lock down drills are carried out every term. The purpose is to familiarise staff and students with procedures to be followed for evacuation or lock down of the school premises.

### 8.5 Emergency Contacts

Please ensure that you notify the office on 36221777 if you change your contact details. See further information under Student Contact Information on page 8.

### 8.6 Medical Alert Plan

Should your child have any known serious medical conditions, it is most important that this information is provided to the school. A Medical Alert form will be completed so that all staff may be informed of the necessary procedures should an incident occur.

## 8.7 Medication

The school is governed by strict instructions regarding medication and unless the following requirements are satisfied, the school will not be responsible for the administration of medication to any student. Should medication be prescribed by your doctor, please follow the instructions listed below:

- If medication is required by any student whilst at school, the parent/legal guardian must, in the first instance, complete the form available from the office for approval by the Principal. A request should be made for each prescription.
- Students in Years 1-6 will take their letters and medication to the office where at the appropriate time, office personnel will administer the medication as per the written instructions on the prescribed medication container. Prep teachers will administer medication to Prep students. The school keeps records of all occasions when medication is administered to a student.
- The medication must be in the original labelled container from the pharmacist showing the
  - name of the drug, student name, doctor's name, dosage and frequency of administration.
- Over-the-counter-medications: schools are required to receive medical authorisation from a prescribing health practitioner - NOT a pharmacist - to administer any medication to students, including those bought over-the-counter.
- Students requiring Ventolin inhalers may keep these in an easily accessible location
  - (e.g. classroom, school bag). An Asthma Management Plan signed by a medical practitioner will be kept at the school office. Students will be responsible for their own inhalers.

## 8.8 Head Lice/Worms

Head lice can be contracted and transmitted readily. Parents will be notified through the school newsletter or class letter when there are occurrences of head lice in the school. A similar process will apply to the treatment of worms.

## 8.9 Health Services

The State Government offers periodic dental and health checks for Woolloowin State School students. Parents will be notified in advance of scheduled dental and school nurse visits. If you require dental treatment outside of clinic visits, please visit Queensland Health – Child and Adolescent Oral Health Service website.

## 8.10 Infectious Diseases

Infectious medical conditions may require a period of absence until the infectious stage has passed. To reduce the chance of infection spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh, waterproof dressings before coming to school. Your cooperation is sought in this regard. Students will not be allowed to participate in some school activities, particularly swimming if there are signs of open skin wounds.

*See Appendix 1 - Infectious Conditions Time Out*



### 8.11 Accident Insurance for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.



## 9.0 Communication

Parents and community members play an important role in their children's education and a strong partnership between parents and schools enriches the learning experience.

### 9.1 Parent Information Evening

Early in first term, Parent Information Evenings are conducted for each class. The purpose of these meetings is to give parents the opportunity to meet their child's teacher and be provided with an outline of the curriculum, classroom and organisational expectations for the year. This is an ideal way for parents to become involved with their children's school life and an initial opportunity to network with other parents. Information regarding your child's class is also stored on the Class Team site which your child is able to access using their individual username and password.

### 9.2 Assembly

Assemblies are conducted by the school leaders. Parents and extended families are always welcome to attend our assemblies to celebrate student learning and achievements. Parents are also notified by the class teacher or specialist teacher when their child is receiving a Certificate of Recognition so that parents may make time to attend this special event. Assemblies are held in sectors in the school hall on Friday. During the year, special assemblies may take place at alternative times. Any time adjustments will be communicated to the community via our school newsletter or via SMS.

### 9.3 Newsletter

The school newsletter is published fortnightly and emailed to families fortnightly on Friday. It is also available on the school website. Please read the newsletter as this is the best way of keeping informed of school and community activities.

### 9.4 Class News

Opposite Fridays to the School Newsletter, our teaching team send out an update to families. This update includes information about curriculum focus areas and up and coming events.

### 9.5 Website

Our website contains a wealth of information about our school. It contains School Annual Reports, Curriculum Overviews, School Policies, and useful documents and resources.

### 9.6 QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents/ carers of Queensland state school students with 24 hour access to their child's information. The portal allows parents to securely access and update information about your child's details, including; address, medical conditions, reasons for unexplained absences, notify the school of future absences, make online payments for school invoices and download previous report cards.

QParents can be accessed via <https://qparents.qld.edu.au>

## 9.7 Contacting Teachers

At Woolloowin State School, we prioritise quality partnerships between home and school. We encourage open communication between home and school to ensure shared information and understanding. If you have any questions/concerns, please do not hesitate to contact your child's teacher.

Teachers will provide contact email information at the beginning of the year, through class newsletters and at the Information Evening. Teachers will respond to parent/carer emails with 48 hours. Appointments with teachers can be made via email or phone call to the Office.

## 9.8 Microsoft Teams

Microsoft Teams is an interactive platform that we utilise across the school and each class has their own team which is managed by the class teacher. In situations where home learning is required, learning resources will be available via your child's class Team.

## 9.10 Concerns

Worries about your child can sometimes arise. The following steps are recommended:

### *Steps you can follow:*

- have your child explain the issue that is worrying him or her.
- be careful not to make judgements about the matter.
- if there appears to be a problem, contact the school to make an appointment to see the teacher.
- make a list of points and any questions you have.
- do not investigate a school related incident - inform the school and we will do that for you objectively.

### *Points to remember:*

- Teachers need to know something is worrying you before they can help
- Events are often seen differently by different people
- All parties should remain calm. This way problems can be solved
- Many problems can be addressed quickly but some take time
- We are all on the same team. We need to talk things through
- Often we have different understandings of what we see and hear
- Respect for one another plays an important part in problem solving
- Keep an open mind

Whilst every effort is made to ensure the best education is provided for your child at Woolloowin State School, it is possible that during the course of your child's school life, you may have cause to make a complaint about an issue concerning a school related matter. We are committed to ensuring that these complaints are handled in a positive, fair and equitable manner.

Parents and caregivers are encouraged to communicate with the classroom teacher / school as soon

as possible regarding the area of concern. We endeavour to resolve issues at the earliest instance for the mutual satisfaction of all. If a matter is unresolved, an appointment with the Principal or a Deputy Principal may also be made. If you would like further information about the Department of Education's complain management process, please click this [link](#).

## 10.0 Parent/Carer Involvement

Parents can be involved in a range of school activities such as assisting in the classroom, helping with excursions, or offering their expertise to help organise extracurricular activities such as sports carnivals, GALA days and school events.

### 10.1 Parents and Citizens Association (P & C)

State schools offer opportunities for parents to join a Parents and Citizens' (P&C) Association. These associations are involved in a variety of school activities from policy to financial planning as well as tuckshops, fundraising, school functions and out-of-school-hours care.

Our P&C are very active in our school community. The P&C provide a range of services, including:

- Flexischools – Tuckshop and Uniform shop
- The Wobbegongs Swimming Club is held on Friday nights in Terms 1 and 4. Club nights are non- competitive, with swimming times recorded each week and children are encouraged to beat their own times. There is healthy and affordable food for sale.

More detailed information about our P & C, and their related sub committees can be found in the P&C Information Booklet on our website.



### 10.2 Visitors and Volunteers

#### **Register your visit**

- Parents play a vital role in the education of your children and therefore we welcome you into our classrooms.
- All visitors and volunteers to our school are required to register at the 'Sign In' desk located outside the office. A 'Visitor' or 'Volunteer' sticker is collected from this same location and is to be worn, clearly displayed, whilst the person is on site.



- All volunteers must register as being on site in case of emergencies or accidents.
- Before leaving, the visitor is required to sign out. Students know to look for those badges as a symbol to authorise unfamiliar faces in the school facilities.

Upon signing in as a visitor to Woolloowin State School parents/volunteers must make themselves familiar with the [Student Protection Fact Sheet](#) to ensure the safety of both themselves and students on campus.

## 11.0 Extra-curriculum Activities

School incursions, excursions and camps are aligned to the intended curriculum and are designed to broaden students' knowledge and extend social development. Students have the opportunity to participate in various incursions and excursions throughout the year. Our Camping Program commences in Year 5. These activities are supervised by staff. Students should be encouraged and given the opportunity to be involved in such activities as they play an important part in their educational development. In most cases children are expected to wear full school uniform when participating in excursions and incursions.

Some excursions and incursions incur a cost for students to be able to attend. A letter will be sent home outlining details, including cost, venue, departure and arrival times and travel arrangements. Parents / carers will receive an invoice for payment.

At times, families may be experiencing financial hardships. Such hardships should not prevent children participating in school activities. Please approach the Principal or Deputy Principal to find a solution so that your child is not disadvantaged.

### 11.1 School Camping Program

Children in Years 5, 6 are given the opportunity to attend a school camp. The camps are held in various locations over 3 days and 2 nights. Camps are designed to ensure they provide both curriculum and social skill building for students. Skills such as initiative, self-reliance, communication and teamwork ability are developed. Your child's safety is important to us and he/she will only be permitted to participate in activities when safety equipment is worn i.e. water sports.

Parent/carer consent is required for students to participate. Inappropriate behaviour during any school activity may lead to a student being withdrawn from participating, sent home or withdrawn from future activities, at the discretion of the Principal.

At times families may be experiencing financial hardship. Such hardships should not prevent children participating in the activity. Please approach the Principal who is keen to find a solution so that your child is not disadvantaged.



## 11.2 ANZAC Day

An ANZAC Day Ceremony is conducted at school days each year. A guest speaker is invited and students conduct and participate in the ceremony, singing and laying wreaths.

## 11.3 Activities offered by External Providers (Before and After School)

A range of external providers offer before and after school activities, which may include:

- Art classes
- Chess Club
- Drama
- Sporting schools – after school sports options
- Swimming lessons

Information about these activities is available at the school office. Please note that these offerings are dependent upon the availability of the school's facilities. Not all activities are available at all times.



## 11.4 Book Club

Ashton Scholastic offers a selection of books throughout the year, via Book Club. A volunteer parent oversees brochure and book distribution through individual classes. Orders and payment are placed online directly to Ashton Scholastic. Cash payments are not available.

## 11.5 Active School Travel (AST)

Brisbane City Council's Active School Travel program is designed to educate and motivate students, parents/ carers and teachers to actively travel to school, reducing traffic in and around school areas. Active School Travel promotes sustainable and healthy travel modes such as walking, cycling, scootering, carpooling and using public transport.

Woolloomoo SS joined the Active School Travel program in 2019. As a school community, we encourage all parents/ carers to support their children to actively travel to school to reduce traffic congestion around the school. Each Wednesday, we encourage students to walk, ride, scooter, carpool or use public transport.

The Active School Travel Committee meets each term.






# Appendix 1

## Infectious Conditions Time Out (Page 1)

Queensland Health



# Time Out

## Keeping your child and other kids healthy!


- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements<sup>1</sup> and recommendations.

\*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
<b>*Chickenpox (varicella)</b>	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
<b>Cold sores (herpes simplex)</b>	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
<b>Conjunctivitis</b>	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
<b>*COVID-19</b>	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
<b>Cytomegalovirus (CMV)</b>	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>Diarrhoea and/or Vomiting including:</b> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • gastroenteritis <b>but excluding:</b> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.  <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit.  Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.  <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	<b>NOT EXCLUDED</b>
<b>See advice for these specific conditions below</b>		
<b>*Enterovirus 71 (EV71 neurological disease)</b>	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
<b>Fungal infections of the skin and nails (ringworm/tinea)</b>	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
<b>Glandular fever (mononucleosis, Epstein-Barr virus)</b>	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
<b>*German measles (rubella)<sup>2</sup></b>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
<b>*Haemophilus influenzae type b (Hib)</b>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
<b>Hand, foot and mouth disease</b>	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
<b>Head lice</b>	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
<b>*Hepatitis A<sup>2</sup></b>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

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## Infectious Conditions Time Out (Page 2)

Queensland Health

Condition	Person with the infection	Those in contact with the infected person <sup>1</sup>
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

**If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)**

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)

#### Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)

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