

North Perth Primary School

Extending the performance of all students



Parent Information Handbook

5 Albert Street
North Perth WA 6006

Telephone: 9328 7104
Facsimile: 9328 8166

Web address: www.northperthprimary.edu.au
General email: NorthPerth.PS@det.wa.edu.au

Other Useful Telephone Numbers

North Perth Out of School Care	9328 6137
School Watch	9264 4771
Education Security	1800 177 777 or 9264 4632

All visitors to the school must report to the front office, sign in, collect and wear a security badge.

This applies to parents from 9.00am until 2.45pm daily.

All Department of Education premises are smoke free.

North Perth Primary School Information

School Calendar for Students

Term 1	First day of term is Wednesday 1 February 2012 Last day of term is Thursday 5 April 2012
Term 2	First day of term is Monday 23 April 2012 Last day of term is Friday 6 July 2012
Term 3	First day of term is Monday 23 July 2012 Last day of term is Friday 28 September 2012
Term 4	First day of term is Monday 15 October 2012 Last day of term is Tuesday 18 December 2012

For all other dates, including public holidays, please refer to the school newsletter.

The newsletter dates will be advised in early 2012.



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Welcome to North Perth Primary School. This booklet is provided for your interest and guidance and to provide you with information that we trust will contribute to your child settling in quickly and making a happy start at our school.

Parents are always welcome in the school and we encourage your involvement. Please do not hesitate to contact us for any information you may require or about any issues you may wish to discuss. An appointment with your child's teacher or the Principal may be made by calling the school office.

School Vision

Extending the performance of all students.

Mission Statement

In partnership with parents and the community we will provide opportunities for students to attain their full potential academically, socially, emotionally and physically so as to become accomplished individuals who will contribute positively to society.



Overarching Learning Outcomes

In working to achieve our purpose, we seek to ensure that the following outcomes are achieved. Our success is measured by the extent to which:



- Students use language to understand, develop, and communicate ideas and information and interact with others.
- Students select, integrate and apply numerical and spatial concepts and techniques.
- Students recognise when and what information is needed, locate and obtain it from a range of sources and evaluate, use and share it with others.
- Students select, use and adapt technologies.
- Students describe and reason about patterns, structures and relationships in order to understand, interpret, justify and make predictions.
- Students visualise consequences, think laterally, recognise opportunities and are prepared to test options.
- Students understand and appreciate the physical, biological and technological world and have the knowledge and skills to make decisions in relation to it.
- Students understand their cultural, geographic and historical contexts and have the knowledge, skills and values necessary for active participation in life in Australia.
- Students interact with people and cultures other than their own and are equipped to contribute to the global community.
- Students participate in creative activity of their own and understand and engage with the artistic, cultural and intellectual work of others.
- Students value and implement practices that promote personal growth and wellbeing.

- Students are self-motivated and confident in their approach to learning and are able to work individually and collaboratively.
- Students recognise that everyone has the right to feel valued and be safe and, in this regard, understand their rights and obligations and behave responsibly.

School Hours - (Primary School)

Classrooms open -	8.30am
School commences -	8.45am
Morning Recess -	10.50am
End of Recess -	11.10am
Lunch -	12.10pm
End of Lunch -	12.55pm
School finishes -	3.00pm



Kindergarten & Pre-primary

Children enter room - 8.30am
 Children collected - 3.00pm
 (See page 21 for further details.)

Arrival Times - (Primary School)



School commences at 8.45am and ends at 3.00pm. Classrooms open at 8.30am. As teachers are not required to be at school before 8.30am each day, it is difficult, if not impossible, to supervise children who arrive at school before 8.30am. *Please note:* any child at school before 8.30am must sit on the benches at the front of the school.

No child is allowed to be in a room or in the hall without a teacher being present.

Parking Areas



The car park off Albert Street has been set aside for staff parking only. A parent car park is located at the front of the school on Olive Street off View Street. Another car park is located on Albert Street off Angove Street. As this car park is sometimes congested, it may be safer to park on the verge in Albert Street. Please observe the street signs and road markings as the Ranger will enforce these to ensure the safety of our students. Remember the speed limit around the school is 40km per hour from 7.30am to 9.00am and 2.30pm to 4.00pm.

Before School

This time before school is not to be used for meetings with teachers. It is preferable to schedule meetings at other times when there is more time and privacy.

Parents are asked to help us encourage independence of young children by:

1. Getting them to school punctually.
2. Allowing them to enter the classroom independently and confidently.
3. Encouraging them to prepare for the day independently eg: sharpen pencils, put out chair and attend to class specific duties.

Separation Anxiety

Parents of children entering Year 1 are encouraged to develop their independence and confidence at school by separating quickly and confidently at the classroom door in Terms 1 and 2, then saying their goodbyes in the hall as the year progresses.

Children in Kindergarten and Pre-primary should be encouraged to separate quickly at the end of family time.

School Grounds

Once children have arrived at school they may not leave the grounds without written permission from their parent. Children are not to play on equipment before or after school.

Student Records

Student information held in the school is very important, especially if we need to contact Parents and Guardians in the case of an emergency. Please ensure that telephone numbers, addresses, email addresses and relevant health information are always kept up to date. Please notify the office when any changes occur.

Custody of Children

The school must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given the authority. The school treats all such cases confidentially.

Early Collection of Children

If you need to collect your child/ren early, due to illness or for an appointment, a form is available at the school office which is to be completed and then taken to the child's classroom.



Please advise the teacher if an adult other than the parents will be collecting your child. The person collecting the child must be listed as an authorised person on the child's enrolment form.

There is no supervision before or after school and teachers cannot take responsibility for children outside school hours. Children are not to play on equipment before and after school.

Contributions

To help support the programs being run in this school, and to supplement the grant from the Department of Education, parents are asked to support the school by paying a voluntary contribution of \$60.00 per child. Payment would be appreciated at the beginning of each year either at the school office or with your child's Personal Items List.

Personal Items List

This list outlines the essential items that students need in order to actively participate in learning opportunities.



Each year we negotiate competitive prices for the materials on the list. Details will be available with your enrolment correspondence.

The lists will be sent home and due back before the end of the school year. Instructions on how to order will be on the list itself. You are not obliged to use our nominated supplier.

Your child will need to have the listed items each school day so it may be necessary to replace some items such as pencils throughout the year.

Communication

Parents are encouraged to speak with the class teacher if they have any concerns about their child's progress. Good communication between school and home is essential to ensure that any concerns can be addressed. However, the time before class commencing is a busy time for our teachers and we ask that you schedule meetings, at other times, to allow more time and privacy to address your concerns. Please email your class teacher to arrange a suitable meeting time.

From time to time the teachers will issue written notes to communicate information about forthcoming events. Please check your child's bag regularly in case he or she has forgotten to give you the note. Increasingly teachers are using email for such communication so it is essential that you provide email details and keep these current.

Parent/Teacher Interviews



It is important for parents and teachers to keep each other informed of children's progress. Parents are encouraged to notify the teacher of any issues which may be affecting the child's progress.

Please arrange an appointment with the class teacher at any time to discuss your child's progress. It is difficult, if not impossible, for teachers to provide time for parent discussions from 8.30am to 8.45am. Please make arrangements outside these times.

Newsletter

The dates of our newsletter will be advised in early 2012. The newsletters are our primary means of communication to parents as they contain information on school policy and forthcoming events. All newsletters are now distributed electronically and we would appreciate that parents keep email addresses updated. Please email northperth.ps@det.wa.edu.au to update details.

Newsletters are published on the school website at:

www.northperthprimary.edu.au

Brief notes and reminders will be published in hard copy or emailed to you as required.

Assemblies

Our assemblies are conducted fortnightly on Fridays in the covered assembly area or hall. Dates and times will be advised in each term planner. Parents are most welcome. Parents are notified, wherever possible, if their child is to receive an award.

Reporting to Parents

Both formal and informal communication with parents regarding students is used at North Perth Primary School.

Informal methods

Informal contact will occur on a needs basis and will include telephone calls, notices, notes, newsletters, informal conversations, meetings and classroom visits.

Formal methods

Parent Information Sessions: These are held as early as possible in the year. Information such as classroom procedures, overview of Learning Outcomes, assessment methods and classroom resources will be shared with parents. Teachers will inform parents of the date in the parent newsletter.

Reports

Teachers prepare a written report for each child in Pre-primary to Year 7, and these are sent home at the end of each semester. This report provides information on the extent to which students have achieved the learning outcomes.

Portfolios

In Kindergarten a portfolio is prepared at the end of Semester 1 and 2 instead of a written report.

Interviews

Teachers may request a parent/teacher interview after reports are issued. A parent may also request an interview if they wish.

School Council

The School Council is an elected group of parents and community members who meet throughout the year to discuss various issues pertaining to the school. They are your representatives and their function is to take part:

- a) In establishing and reviewing, from time to time, the school's purpose, priorities and general policy directions.
- b) In the planning of financial arrangements to fund those priorities and directions.
- c) In promoting the school community.
- d) In formulating codes of conduct for students at the school.
- e) In determining, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Parents and Citizens' Association

The function of *North Perth Primary School Parents and Citizens' Association (P & C)* is to encourage parent involvement in the education of their children. The P & C do a lot of fundraising and organise many of the events around the school. All parents become voting members on paying a fee of \$1.00 each year. Details of meeting dates are printed in the school's newsletter.

Parental Involvement

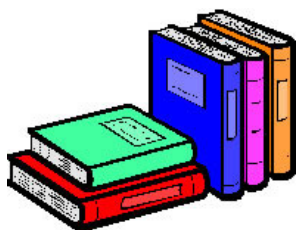
We appreciate any help parents can give to the school. Some areas which may appeal to you include:

- Listening to children read
- Support-a-Reader program

- Assisting with story writing
- Assisting with art and craft lessons
- Assisting with computer activities
- Assisting in the library
- Covering books - this may be done at home
- Busy Bees
- Volunteering in the canteen.

If you are able to assist please see the class teacher.

Library Books and Bags



Each class has their own library day. If a child damages or loses a library book, the parents will be responsible for replacement costs. All children must have a library bag, as itemised on the Personal Items List, in order to borrow books and are asked to take good care of them at home.

Pedestrian Crossings

A pedestrian crossing is provided for children crossing Angove Street. Children must make use of this crossing. In the interests of safety, students must obey the Traffic Warden's instructions.

Bicycles



In accordance with Police Department recommendations, children under 10 years should *not* ride bicycles to school. Racks are available to store bikes during the day. While as much care as possible is taken by the school to ensure the safety of bikes, the school does not accept responsibility for damage or theft. Please provide a chain and lock for your child's bike. Children coming to school on scooters must also lock these. Parents are reminded that, by law, bicycle helmets are to be worn.

Grounds/Security

Parents are asked to remind children that the school grounds are out of bounds out of school hours. In the event that you see any vandalism occurring, we would appreciate it if you could call School Watch (9264 4771) or School Watch Free call (1800 177 777) or the Police (131 444).

Uniforms

The Uniform Shop is run by the P & C Association and staffed by volunteers. The shop carries stock of both new and second hand uniform items. Its hours of operation are advertised in the school newsletter. If you are unable to attend the shop a uniform order form is available from the school office. Please place your order and full payment in the P & C box in the hall outside Room 3 and the order will be delivered to your child after the next shop opening.

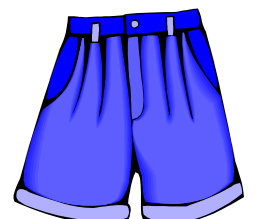
The school uniform is as follows:

Girls

- Blue check A-line dress
- Blue or black leggings
- Royal blue shorts
- Royal blue pleated sports skirt
- Royal blue sports briefs
- Sky blue polo shirt or sky blue surf shirt
- Royal blue tracksuit pants
- Blue wide brim or Legionnaire's hat
- Royal blue windcheater or royal blue zip jacket

Boys

- Royal blue shorts
- Sky blue polo shirt or sky blue surf shirt
- Royal blue windcheater or royal blue zip jacket
- Blue wide brim or Legionnaire's hat
- Royal blue tracksuit pants



Hats & Clothing



Please note that hats **must** be worn during physical education, and whenever children are outside. The school policy of **No Hat No Play** applies all year round.

Please note that shoulders must be protected from the sun and brief clothing, such as tank tops, is not appropriate. Clothing must be neat and clean.

Footwear

Please do not send your child to school in thongs, high heels, boots or slippery-soled shoes. Joggers or school shoes are the most appropriate footwear. (See Dress Code on Website.)



Hair

Long hair must be tied up. This applies to boys as well as girls.



Jewellery

Children should not wear jewellery to school. In the interest of personal safety, students with pierced ears should wear only studs or sleepers.

Toys/Electronic Equipment/Mobile Phones



Children are discouraged from bringing toys, electric equipment or mobile phones to school. If these are brought for news they must be left in the classroom for safe keeping. If your child is required to have a mobile phone at school please obtain a copy of the school's Mobile Phone Policy from the school office. Mobile phones may not be used by children during the school day.

Lost Property

Parents are urged to mark all clothes and property with their child's name so these can be returned when mislaid. Lost property is kept in a basket in the recycling area outside Room 1 and is available for inspection at all times. Every effort is made to have items reclaimed. Uncollected items are disposed of each term.

Accident/Illness at School

Children with bad colds, sore throats, diarrhoea or stomach upsets are best kept at home - even if they protest. They become tired quickly and may pass on infections. A list of infectious diseases is included at the end of this booklet.

Parents will be notified immediately if their child becomes ill or is seriously injured at school. It is essential that information held on our students is up to date to enable this emergency contact. Once contact has been made by the school the child should be picked up as soon as possible.

Medication Policy



Under no circumstances will medication be administered to children without full written instructions from parents. Forms are available from the office. This is in line with school and Education Department policy. Teachers do not enter lightly into an agreement to administer medication, and **wherever possible, parents should come to the school to administer medication.** Parents should also request from their doctor medication that does not need to be taken during the school day.

Under no circumstances is medication to be kept in the child's school bag.

If a child has a serious medical condition or allergy which may require emergency treatment, an Emergency Action Plan form is to be completed. Please contact the front office for this to be arranged.

If your child is not well, please do not send him or her to school. Sick children are much better off at home.

Asthma

We are now an Asthma Aware school. If your child suffers from asthma it is important that an emergency plan is prepared. The plan and a copy of this policy are available from the school office.

Absences

Written explanations for all absences are required, with medical certificate in the case of infectious diseases or absences longer than three days. In all instances please notify the school by phone or email before school starts. An email directly to the teacher is best and preferably sent before 8.00am. When the child returns to school please send a written note if you have not already emailed an explanation of the absence. SMS notification will be sent at 11am each day for any child with an unexplained absence for that day. Parents are asked to reply to the SMS promptly.

Head Lice

Please inform the school office if your child contracts head lice. A note will go to all children in the class so that all children can be checked and their hair treated according to the procedure outlined in the notices sent home.

Birthday Cakes at School



For health reasons particularly in relation to allergies and the risk of anaphylaxis please do not send any food, confectionery or cakes to school for children's birthdays. Teachers have been asked not to accept any such food into their classrooms.

Anaphylaxis is the most severe form of allergic reaction and usually occurs within 20 minutes of exposure to the trigger and can rapidly become life threatening. Common triggers of anaphylaxis include: milk, eggs, peanuts, tree nuts, sesame, fish, crustaceans and soy, which cause 90% of allergic reactions; however, any food can trigger anaphylaxis. It is important to understand that even trace amounts of food can cause a life-threatening reaction. It is possible that children with undiagnosed allergies can have a first, possibly life-threatening, episode in the school environment. We wish to avoid this from happening. By not allowing cakes and snacks for children's birthdays we are minimising the risk of having an anaphylactic incident at North Perth Primary School.

Dental Care

All students from years Pre-primary to Year 7 have the opportunity to access School Dental Care.



Children from North Perth Primary attend the Dental Therapy Centre located at Mt Lawley Primary School:

92 Second Avenue, Mt Lawley

Phone: 9271 5561

All children will be screened at the commencement of 2011 at North Perth Primary and individual appointments will be made at the Dental Therapy Centre.

Community Nurse

The school based community nurse visits the school from time to time. Currently Pre-primary children are screened for vision, hearing and development. Year 6 children are screened for vision. If parents have any health concerns, please feel free to contact the nurse through the classroom teacher.

School Psychologist

The school has a part-time School Psychologist who is available to discuss student behaviour, learning problems, social development and academic extension. Appointments are made after the class teacher and parents have met to discuss their concerns and a referral deemed appropriate.

Out of School Care

An Out of School program is available, at the Town Hall. Please contact North Perth Out of School Care 9328 6137 for details.

Evacuation/Emergency Procedures

In the event of a fire, bomb threat or other emergencies, one or more of three signals will be used to activate emergency procedures:

- a) continuous blast of the siren
- b) continuous ringing of the hand bell
- c) continuous whistle blasts outside rooms.

When the alarm is raised parents/visitors to the school are to report to, stay with and follow instructions from the class teachers.

Transfer to Other Schools

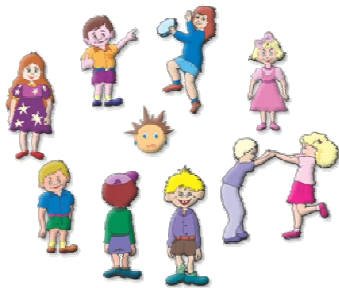
When leaving the area and transferring your child to another school, please notify the office as soon as possible, so we can send on relevant documents.

Complaints

If you have a complaint or issue you wish to raise with the school, we aim to resolve this quickly at the school level. If you feel your issue or complaint is not dealt with there are avenues for resolving conflicts and disputes. Please contact the front office for a copy of 'Disputes and Complaints Policy and Procedures'.

If you have any enquiries or concerns about your child's education please do not hesitate to speak with the Class Teacher.

The Kindergarten and Pre-primary Program



The Kindergarten and Pre-primary Program is based on the Curriculum Framework, which outlines learning outcomes for all Western Australian school children from Kindergarten to Year 12. These learning outcomes aim to ensure that all students have the knowledge, understanding, skills and values necessary to participate effectively in a changing world.

The curriculum is divided into the following learning areas: The Arts, English, Health and Physical Education, Mathematics, Science, Society and Environment, and Technology and Enterprise. The learning program is designed to integrate these learning areas through a wide variety of experiences. In Kindergarten you can expect to see the children engaging in planned and free choice activities both indoors and outdoors.

Some typical indoor activities include painting, puzzles, block building, dramatic play, play-dough, music and movement, cooking, collage and construction.

The children also have the experience of participating in groups for mat time, fruit time and story time.

Outdoors the children are constantly on the move, engaging in activities such as running, jumping, climbing, swinging, sand play, bike riding, throwing and catching, water play and woodwork.

Over the year your child will be encouraged to:

- Happily relate to other children and adults
- Work both independently and cooperatively
- Follow instructions
- Assume responsibility and independence
- Develop good work habits
- Be courteous and considerate
- Observe, question and organise their thinking about the world
- Learn to use his or her body skilfully
- Establish readiness in basic learning areas
- Develop a positive self-image

Remember that children learn at different rates!

Helping your child to adjust to Kindergarten and Pre-primary.

You can help your child adjust to Kindergarten and Pre-primary by:

- Ensuring your child attends regularly and promptly
- Showing an interest in what your child does at Kindergarten / Pre-primary and at home
- Listening to their ideas and comments
- Reading and sharing books with your child as often as possible - we wish to develop a love of reading literature rather than using a 'reading book'.

- Helping your child take responsibility for belongings and school materials
- Ensuring adequate sleep
- Encouraging independence
- Sharing with the teacher any information which may be affecting your child's education
- Setting realistic goals for your child and praising their efforts
- Using a capital letter followed by lower case letters when printing your child's name (eg: Annie, Peter)
- It is essential you inform staff of the preferred name you wish your child to use to avoid confusion for the child

Kindergarten Sessions

Kindergarten children attend for 15 hours each week. At North Perth Primary we conduct a five day program over a fortnight. This is held over two full days and on alternate Fridays. For example:

Group 1: Monday and Wednesday and alternate Fridays from
8.30am to 3.00pm

Group 2: Tuesday and Thursday and alternate Fridays from
8.30am to 3.00pm

Pre-primary Sessions

The Pre-primary program operates for five full days per week from 8.30am to 3.00pm from the first day of Term 1.

Arrival and Departure: Kindergarten and Pre-primary

When you arrive please wait outside the classroom with your child until invited in at 8.30am. The daily program begins with *Family Time* from 8.30am - 8.45am. This is a sharing time with your child when you can read a book or complete a puzzle together. It is important that parents leave promptly so that the class can settle in to the day's program and reduce any

separation anxiety. It is distracting for the class when parents remain in the class or grounds.

Kindergarten and Pre-primary children must be brought to school and collected by an adult. They are not to be left alone before school. Please collect your child promptly at the end of each session and leave the grounds. Due to Duty of Care requirements children are not to use the equipment in the ground before or after school.

Please advise the teacher if an adult other than the parents known to staff will be collecting your child. The person collecting the child must be listed as an authorised person on the child's enrolment form.

If you need to collect your child early please come to the office first and complete an Early Release Form. Then take the completed form to the Kindergarten or Pre-primary to collect your child (see page 8).

Parent Roster

Parents, grandparents and caregivers are a valuable addition to the Kindergarten and Pre-primary learning programs. We welcome your assistance through the classroom roster, which is an excellent way to experience the learning program with your child, while helping out with a few of the daily routines. If you have any special skills or talents, please let the teacher know and they will be incorporated into the program to enrich the children's learning.



What to Bring

The Personal Items List outlines the essential items that students need to actively participate in learning opportunities

(see page 10). A small number of additional consumables will also be requested early in the year, such as tissues, cotton balls etc.

All items of clothing and other personal items that are sent to school should be clearly labelled with your child's name.

Each day your child will need to bring:

- A large school bag or backpack (at least 30cm x 40cm) containing spare underwear, shorts and T-shirt.
- A hat (with a brim) - we have a "**No hat, No play**" policy all year round.
- A reusable water-bottle filled with water (not cordial or juice). No boxed or canned drinks please.
- A piece of fresh fruit, dried fruit, a raw vegetable or piece of cheese. This will be cut up and shared at morning recess time.
- A packed lunch.
- All the items listed on the *Personal Items List*.

Clothing and Footwear

School uniform is encouraged for all students at our school. If your child does not wear a uniform, please consider that:

- Children should wear comfortable clothes that allow freedom of movement.
- Good clothes should not be worn so children do not have to worry about splashing paint or glue. Any paint spilled on clothes should be washed out in cold water only, as hot water may set the stain.

- Shoulders must be protected from the sun and brief clothing, such as tank tops, is not appropriate.
- Regulations require that a neat and clean dress standard be maintained.

Please ensure that all items of clothing are clearly named.

Joggers or sandals are the preferred footwear. Velcro rather than laces are easier for the children to manage. Please do not send your child to school in thongs or Crocs. These are dangerous as they impede free movement and do not offer enough protection.

Useful 'Rubbish'

The following items are used in Kindergarten and Pre-primary for a range of activities. We welcome donations from parents.

• shoe boxes	• ribbon & lace
• egg cartons	• wrapping paper
• lunch wrap tubes	• cards
• fabric pieces	• soft wood offcuts
• wool	• buttons
• envelopes	• paper printed on one side, computer paper
• containers, (margarine, ice-cream and yogurt).	• Strawberry and cherry tomato plastic punnets
• Plastic lids from juice and milk bottles	• No toilet rolls please
• And any other bits you think we might find useful	

List of Common Infectious Diseases

The following are the exclusion periods of common infectious diseases:

Chicken Pox	Exclude child from school until at least 5 days after the rash first appears. Some remaining scabs do not justify exclusion.
Hepatitis	Exclude child from school until certified well by a medical practitioner.
Impetigo (School sores)	Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.
Measles	Exclude child from school until at least 4 days after the onset of rash.
Mumps	Exclude child from school for at least 9 days after the onset of symptoms.
Pediculosis (head lice/nits)	Exclude until treatment has been commenced. All eggs must be removed.
Ringworm	Exclude child from school until the day after treatment has commenced.
Rubella (German Measles)	Exclude child from school until at least 4 days after the onset of rash.
Whooping Cough	Exclude child from school for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.
Colds and Influenza	Exclude until your child is well.

