

Blairmount
Public School

Information Book
2020



#ThisIsBlairmount

Informed | Innovative | Empowered | Successful

Table of Contents

Welcome the Blairmount Public School	4
School Vision	4
School Motto	5
School Song	5
Communication & Contact Information	6
Learner Qualities	7
General School Information	8
School Times	8
Bus Passes	8
Custody of Children	8
Dismissal of Children at Home Time	8
Emergency Information	8
Excursions	9
Kindergarten Enrolment	9
Lost Property	9
Money	9
Name Change	9
Parents & Citizens Association	10
Parent Participation	10
Personal Items at School	10
Playground Supervision	10
Release from Face to Face (RFF)	10
Religious Instruction	11
Reporting to Parents	11
Learning Conversations (Interview with Teachers)	11
School Assemblies	11
School Communication	11
Smoke and Alcohol Free Zone	11
Student Assistance	12
Uniform	12
Technology	12
Attendance at School	13
Home School Liaison Officer	14

Student Welfare	15
Principal & Deputy Principal	15
Assistant Principals	15
Teachers	15
School Counsellor	15
Confidentiality	16
Student Leaders	16
Child Protection	16
Anti-Bullying	17
Identifying Bullying	17
Anti-Racism	17
Sun Protection	18
Positive Behaviour for Learning (PBL)	18
School Rules	18
Raffle Tickets	18
PBL chart and PBL chart award	18
Safe, Respectful, Responsible and Kind award	18
Levels of Awards	18
Health Issues	19
Immunisation	19
Medication	19
Sick or Injured Students	19
Infectious Diseases	20
Head Lice	20
Resolution of Complaints	21

Welcome to Blairmount Public School

Welcome to Blairmount Public School. This information booklet has been developed to assist parents new to our school.

We hope your child enjoys their stay at this school and works hard to achieve success. The staff of Blairmount Public School request your co-operation and support in making your child's school life as successful as possible. A positive, caring attitude on your part will go a long way in assisting us to help your child reach their full potential.

Our school is about people – students, teachers and parents working in cooperation with the aim of achieving the satisfying task of educating all students. We will endeavor to keep you informed of all school activities and events. You can be well assured that every effort will be made to ensure every student attains the best possible educational outcomes.

Opportunities are provided throughout the year for you to meet your child's teacher and to discuss your child's progress. However, should you wish to arrange an interview at any time, please telephone the school on 4626 1795 or send a note so that a mutually convenient time may be arranged. By arranging appointments, we can minimise classroom disruptions.

As parents and teachers we need to see ourselves as partners that are responsible for each child's learning. While the lines of communication are open we are better equipped to deal with each student's individual needs.

Greg Turnbull
Principal

School Vision

Students, teachers, parents and carers at Blairmount Public School are members of an informed, innovative, empowered and successful learning community.

Students at Blairmount Public School are challenged and empowered to take educational risks to develop deep understanding. Our learners have the mindset to demonstrate learning resilience in a safe and inclusive learning environment. They reflect on their learning and take on feedback to improve. Students are connected learners who publish to and celebrate success with an authentic global audience.

Teachers at Blairmount Public School are reflective, innovative and have a deep understanding of their students and the way they learn. They empower students to have an active voice in the learning process and work creatively and innovatively to best meet the needs of students. Teachers work collaboratively both within and across schools. They seek feedback and are adaptive and motivated to help students achieve their full potential. Teachers encourage a positive school culture and promote and lead the celebration of all successes across the school community.

Parents and carers at Blairmount Public School are informed and active partners in their children's education. They are knowledgeable of student progress and are encouraged, welcomed and empowered to have an authentic voice in decision making and planning. They are seen as an integral part of our successful learning community. Partnerships with community businesses and experts are created and sustained to authentically engage with students and the school.

School Motto

"Learning Together"

We encourage all children at our school to live by this motto and have pride in themselves, in their achievements and in their school.

School Song

We must strive forever higher
To build a world we all desire
Trying with each other to cooperate
Learning from each other to be considerate
Blairmount Learning together

Each new day we learn and grow
Seeking to be kind and free
Remembering friends and school and the
Times we had together.

We must strive forever higher
To build a world we all desire
Trying with each other to cooperate
Learning from each other to be considerate
Blairmount Learning together.

Communication and Contact Information

Principal	Mr Greg Turnbull
Deputy Principal	Mrs Kate Cohen
School Address	Cnr Clydesdale Dr & Badgally Rd BLAIRMOUNT NSW 2559
Telephone Numbers	(02) 4626 1794 (02) 4626 1795 (02) 4626 1796
Fax Number	(02) 4628 0594
Email	blairmount-p.school@det.nsw.edu.au
Office Hours:	8.30am – 3.15pm
Webpage	www.blairmount-p.schools.nsw.edu.au
Facebook	www.facebook.com/blairmountps
Twitter	www.twitter.com/BlairmountPS
School App	Our school app can be downloaded from both the iTunes store for Apple and Google Play store for Android
Seesaw	Blairmount Public School uses the platform Seesaw as a learning journal to share student work samples, photos and achievements with parents and carers.

Blairmount Learner Qualities



The term 'learner qualities', sometimes called 'learner dispositions', refer to the way in which learners engage in and relate to the learning process. Learner qualities affect how students approach learning and therefore the outcomes of their learning.

Research identifies different qualities but there is consensus about the importance of the learning dispositions furthering skills, engagement and deep understanding.

Development of these qualities is fundamental for students to develop an awareness of the way they learn and establish future-focused attitudes to learning, critical if they are to be able to become lifelong learners.

General School Information

School Times

School Day	9.00 – 3.00pm
Morning Class Session	9.00 – 11.00am
Early Lunch	11.00 – 11.50am
Middle Class Session	11.50 – 1.35pm
Recess	1.35 – 2.00pm
Afternoon Class Session	2.00 – 3.00pm

Bus Passes

Students in K-2 classes are entitled to free bus travel. Students in Years 3-6 must live at least 1.6 kilometers, in radius from the school to be entitled to free bus travel. For all information regarding bus travel parents should contact the office.

Custody of Children

The Principal must be advised in writing at the time of enrolment of any custody arrangements concerning children, or if any change occurs after that time. Legal documents must be sighted by the Principal and will be treated in the strictest confidence. If there are any disputes regarding custody, the school will not intervene but provide both parties with a space to come to a resolution.

Dismissal of Children at Home Time

An RTA registered 'lollipop' person supervises children who use the crossing over Badgally Rd (8.00 – 9.30am and 2.30 – 3.20pm). Children who wait for buses are supervised by a teacher, while children who ride bicycles are dismissed in an orderly manner with all other children. Should for any reason crossing supervision not be available, parents are strongly urged to ensure that every child knows how to use a pedestrian crossing in a safe manner (Teachers are not qualified to act as crossing supervisors).

Emergency Information

For ease of information in case of emergency, these details are retained in the school office. They are completed at the time of a child's enrolment.

Parents are asked to update the information at the commencement of the new school year, and to notify the office of any changes throughout the year.

Excursions

Various excursions and in-school performances are organised throughout the year. These activities form an essential part of class work, and all students are expected to participate. There will usually be an associated cost as well as a written permission note required from parents. If at any time a family has difficulty meeting this cost they should contact the Principal, as funding is available to assist in cases of need.

For some excursions or sporting activities it may be necessary to use private motor vehicles belonging to staff or parents. In such cases, it is required that written parental consent specifying the details of the arrangements for travel is obtained, and that each child wears a seat belt.

REFUNDS: *If your child does not attend an excursion that has been paid for, a medical certificate does need to be provided to school for part refund. The bus component of all excursions is non-refundable.*

Kindergarten Enrolment

Students who will be five years of age by July 31st are eligible for enrolment at the beginning of that year. A birth certificate or passport must be sighted as proof of the child's age, proof of address and immunisation paperwork must be provided as part of the enrolment process. Enrolment forms and enrolment policy are available from the office.

Lost Property

All your child's belongings (e.g. lunch boxes, drink bottles, clothing, pencil cases, pencils, raincoats, bags etc) should be clearly marked with his/her name and class. Lost property may be retrieved from the trolley near the canteen.

Money

During the school year money is collected for various activities such as excursions, books, special occasions, etc. This money is to be deposited in the envelope box which is located in the Office door. Money **MUST** be deposited in the box before the cut-off date for each activity, The exact amount of money is to be placed in a sealed envelope, and labelled with name, class and purpose of money. **NO CHANGE WILL BE GIVEN.** Money should not be handed to class teachers. We also offer EFTPOS at school. We cannot accept over the phone payments.

Payments can also now be made online by going to our school website www.blairmount-p.schools.nsw.edu.au and clicking on "\$ Make a Payment" then follow the prompts to make a payment using either Visa or MasterCard. Online receipt numbers are then written on the permission note and returned to school.

Name Change

Occasionally parents request that their child/children be known by another name. The only name that can be used by the child on official paperwork eg student reports, letters home etc is the one that appears on the Birth Certificate.

If another Birth Certificate has been issued by the Registrar General's Department after the original certificate this must be presented to the school.

Parents & Citizens Association

The P&C Association meets on the first Wednesday of the month at 6.00pm. All parents and community members are warmly invited to attend.

The P&C Association provides a vital link between home and school and is a valuable means of communication between the two. Many resources are purchased for the school as a result of fundraising activities organised by the P&C. Guest speakers and teacher directed information sessions are regular features of meetings.

Parent Participation

Our school is an integral part of the community with parents, students and teachers all actively involved in education. Cooperation between home and school, warm and friendly relationships between parents and teachers significantly help children achieve success and happiness at school. During the year we have various functions at school in which we encourage parents and caregivers to participate e.g. Learning Conversations, special assemblies, Kindergarten Orientation Days, Presentation Days and Education Week activities.

To enable the school to provide a rich and varied educational program for all children, the continuing support and involvement of all parents in these activities is essential.

Personal Items at School

Anything brought to school is your child's responsibility. To avoid distress, please don't let them bring precious or expensive belongings to play with in the playground.

If something special is brought to show to their classmates, it should be left in the classroom all day. It is not advisable to let any expensive jewellery be worn to school. Under normal circumstances mobile phones should not be brought to school. If they are brought to school they should be kept at the school office.

Playground Supervision

There is **no** supervision of students before 8.30am. The playground is supervised by teachers before school from 8.30am, during lunch times and at recess. Staff members are rostered on duty to help ensure the wellbeing of all children who must play in designated areas, in which a teacher is visible and available. Children are made well aware of out of bounds areas.

Release from Face to Face Teaching (RFF)

Each teacher receives 3 hours per week Release from Face-to-Face teaching. The RFF teachers taking the classes during this time carry on the normal timetable program or teach a specialised subject, such as science or information skills. The Principal decides which subjects are to be taught according to the needs of the school and the expertise of the teachers available.

During the 3 hours, the teacher on release is involved in curriculum development, staff development, programming, parent interviews and other activities that are able to be carried out more easily when not actually face-to-face with a class.

Religious Instruction

Each Wednesday Lay teachers and Clergy visit the school for periods of religious instruction in the following faiths:

- Protestant
- Roman Catholic
- Muslim

Kinder – Year 2 children attend classes from. 11.50 – 12.20pm

Year 3 – 6 children attend classes from 1.05 – 1.35pm.

Children attend classes nominated by parents at the time of enrolment. Teachers supervise children not attending scripture. Scripture class attendance may only be changed with the written consent of parents.

Reporting to Parents

Student reports are focused on individual achievement and progress.

Reports are a reflection of student performances measured against a set of specific outcomes. Reports are sent home twice a year and the end of Terms 2 and 4.

Learning Conversations (Interview with Teachers)

Formal interviews are conducted in Terms 1 and 3. This is an opportunity for parents, students and teachers to meet formally and discuss student progress and set goals for the year.

We do ask parents NOT to interrupt teachers while in classrooms or on playground duty as they have duties and supervisory responsibilities. If you are concerned about any area of your child's education, you may contact the school and arrange for an interview with the class teacher during their release time.

If you have any concerns or problems regarding your child, you are more than welcome to contact the Assistant Principal supervising the grade, the Deputy Principal or the Principal. Remember, a problem is much easier to solve while it is still small.

School Assemblies

Parents are very welcome to attend our school assemblies. Assemblies are on Friday mornings so we can end the week with celebrating the success of the students. There are three different types of assemblies: K-2 Celebration of Learning, 3-6 Celebration of Learning and Whole School Celebration of Learning. The assemblies are held in the hall on Fridays from 9:15-11:00.

School Communication

You can find school related news and upcoming events through our social media platforms ie Facebook, Twitter, the Skoolbag app, Seesaw and our electronic sign.

Smoke and Alcohol-Free Zone

All school premises are now totally nonsmoking areas. Alcohol is not permitted on school premises.

Student Assistance

The purpose of the Student Assistance Scheme is to provide assistance to needy families. Each application for assistance is assessed and the provision of assistance is on a confidential basis. The following items may be regarded as acceptable for the purpose of attracting assistance: school uniforms, school excursions, camps and related costs.

Uniform

It is the policy of this school to encourage the wearing of the school uniform in order to promote in the children a sense of belonging to and working for the school which they attend.

For excursions, outings and other special functions where the children appear before the community, wearing of uniforms is highly desirable.

Parents who have any concerns regarding the purchase of uniforms should discuss them with the Principal.

School hats are a mandatory part of the school uniform and must be worn. The “No Hat Play in the Shade” policy operates in this school. All kindergarten students are provided with a free school hat, additionally school hats are available from the school office.

Please label all items of clothing including jumpers, cardigans, raincoats and hats. Each year a considerable amount of clothing is left unclaimed because the owners cannot be traced.

Technology

Blairmount Public school is a 1:1 iPad environment. All students are provided with an iPad which remains at school. iPads are used as a tool to compliment learning where suitable, in order for students to create purposeful work for authentic audiences. The appropriate use of an iPad is required at all times for students to have access to this technology

Attendance at School

Some common questions asked by parents are:

Do I have to send my child to school?

Yes - All children are required by law to attend school between the ages of 6 and 15 years.

When does attendance become important?

Attendance is important from the first day. If the basic skills are missed in the early years of school, children find it much more difficult to learn concepts in later years.

Do I have to send my child every day?

Yes - It is important that children come to school every day, this includes sports and swimming carnivals, as well as excursions.

It is important for children to develop good attendance habits and patterns as it has been shown that poor attendance in Primary School leads to worse attendance at High School and later on in the work force.

When may my child be away from school?

The Department of Education and Communities view these reasons as acceptable:

- the child is too sick to leave the house
- the child has an infectious disease like chicken pox, measles, mumps etc
- the child is incapacitated by injury preventing movement around the school
- religious commitment or family annual holiday by arrangement with Principal or Assistant Principal

Dental and doctor's appointments should be made after school whenever possible.

What effect does non-attendance have on my child?

Research has shown that one day off is equal to 3 days off because of the catching up that needs to be done as well as the present day's work. So, a child who is absent for 10 days, may have fallen 30 days behind the rest of the class.

What if my child has to have the day off school?

- That's okay -- as long as the reason comes under "acceptable excuses"
- Send a note on the first day back to explain the reason for absence (it is a legal requirement that absences be covered by a written excuse)
- If your child arrives late (partial absence) a note is also required
- If the absence is likely to be more than 3 days let the school know in advance.

What if my child arrives late to school or needs to leave early?

Students needing to leave during normal school hours

Parents must obtain an early release slip from the front office. The office will call for the classroom teacher and the student will walk themselves to the office to meet parents and the child may leave early.

Parents will need to sign an early release slip when collecting children from sickbay.

Late arrivals

All students should arrive to school by 8.55am and proceed to the appropriate assembly area. Students arriving late are to report to the front office with their parents to obtain a late pass. Parents are to notify the office as to why their child is late. This is recorded on the late slip that is given to the class teacher. A student arriving late to the classroom is disruptive as lessons will be underway.

Home School Liaison Officer

The Home School Liaison team is employed by the Department of Education to assist with attendance matters within Primary and High Schools.

It is the Officers' duty to:

- be the contact person between the home and the school in an attempt to improve attendance at school
- encourage favourable attendance practices of students
- identify and rectify school-based and/or home-based factors contributing to nonattendance
- minimise truancy, fractional truancy and other unacceptable absences

If students do not attend school regularly, they will not learn effectively and will not achieve results that they are capable of.

Students who do not attend school and who are between 6 and 15 years of age are breaking the law.

Student Welfare

All teachers and members of the school community are involved in student welfare. Some teachers perform special tasks.

Principal & Deputy Principal

The Principal and Deputy Principal are responsible for addressing the welfare needs of the school community in accordance with the policies of the NSW Department of Education.

Assistant Principals

Assistant Principals are responsible for personal and social needs of students in their stage groups. Executives liaise with parents, teachers and the Learning Support Team to discuss personal, social and academic progress of students as well as provide support and advice for teachers in relation to the welfare of students in their care.

Teachers

Classroom teachers are responsible for providing a safe and secure environment that is conducive to learning and responsive to student's welfare needs. Teachers report to parents/carers on student progress and achievement of outcomes.

School Counsellor

Our school counsellor is a very important member of our staff. The counsellor attends our school two days each week. School counsellors work with students, parents or carers and teachers in a variety of ways.

Their work includes:

- Assisting parents or carers to make informed decisions about their child's education
- Assessing students' learning and behaviour
- Assisting schools to identify and address disabilities that affect students' learning
- Liaising with other agencies concerned with the well-being of students
- Counselling students

School counsellors are members of schools' student welfare and learning support teams. School counsellors will pass onto teachers, information that will assist them to better meet the needs of their students. If parents do not wish this information to be passed onto the school then private counselling needs to be organised by the parent or caregiver.

Parents or carers may seek advice from school counsellors about their child's school progress, educational options, including access to special education services, behaviour, and for information about help available from other agencies.

Except when students refer themselves to the school counsellor, parents or carers will be involved from the outset. Parent or carer consent is required before the counsellor is able to see students or administer any tests.

Whether working with students, parents or carers, or teachers, school counsellors will explain how they work, listen carefully to what is said, help clarify options and encourage informed decision making.

Confidentiality

School counselling is a confidential service and school counsellors will seek written permission with parents or carers before passing on information (such as the results of tests for learning difficulties) to others. This presumption of confidentiality can be overridden only by specific legal requirements (e.g. child protection legislation) or where someone may suffer serious harm if information is withheld.

Student Leaders

Student leaders comprises of two captains, and six other senior school leaders who are nominated and elected (after presentation of prepared speeches). Student leaders organise and conduct special Assemblies throughout the year such as whole school assemblies, ANZAC service and Education Week assembly.

Child Protection

The school has introduced Child Protection curriculum materials developed by the NSW Department of Education. These aim to reduce the incidence of child sexual assault and child abuse in our community by teaching students skills to protect themselves as well as ways of developing positive relationships.

Child protection is a sensitive challenging area that aims to assist students to develop skills in:

- Recognising and responding to unsafe situations
- Seeking assistance effectively
- Establishing and maintaining non-coercive relationships and strengthening attitudes and values related to equality, respect and responsibility

Child protection lessons are dealt with, in general, in the Key Learning Area of Personal Development, Health and Physical Education (PDHPE). Specific lessons are taught over a period of one term for all children K-6.

Anti-Bullying

Partnership with parents and the wider community is considered central to the success of addressing bullying when it occurs in our community. Parents and students are strongly encouraged to discuss any concerns about bullying behaviour with the school staff as soon as it becomes a problem.

Blairmount Public School is an inclusive environment, where diversity is affirmed and individual differences are respected. Bullying is taken seriously and is not acceptable in any form.

Bullying:

- devalues, isolates and frightens
- affects an individual's ability to achieve
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

All members of the school community have a responsibility to work together to address bullying and to model positive behaviour for their children and other students in our school community. Such modelling involves positive interaction on a daily basis but also appropriate reactions when bullying occurs.

Identifying Bullying

Bullying can be defined as **intentional, repeated behaviour** by an individual or group of individuals that causes distress, hurt or undue pressure. Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment (including sex, race, disability, homosexuality or transgender), humiliation, domination and intimidation of others. Bullying behaviour can be verbal, physical, social or psychological.

Anti-Racism

At Blairmount Public School we ensure inclusive teaching practices which recognise and value the backgrounds and cultures of all students and promote an open and tolerant attitude towards different cultures, religions and world views.

We provide teaching and learning programs that enable students from all cultures and communities to identify as Australians within a democratic multicultural society and to develop the knowledge, skills and values for participation as active citizens.

Parents and students are strongly encouraged to discuss any concerns about racist behaviour with the school staff as soon as it becomes a problem. A member of staff is nominated each year as an Anti--Racism Contact Officer (ARCO) and we ensure that the officer is trained to deal with any racist behaviour as soon as it occurs.

Sun Protection

No hat play in the shade

Children who do not have hats will be asked to play in an area protected from the sun when outdoors. We request you purchase a school hat for your child which meets the standards of the Cancer Council. These can be purchased from normal retail outlets or from the School Uniform Shop. You might like to consider providing your child with a SPF 30+ broad spectrum water resistant sunscreen for their personal use outdoors. We support lifestyle practices which can help reduce the dangers of the sun and skin cancer.

Positive Behaviour for Learning

Blairmount Public School is a Positive Behaviour for Learning (PBL) school. Positive Behaviour for Learning is an evidence-based whole school process to improve learning outcomes and wellbeing for all students.

School Rules

Effective learning and teaching is promoted, supported and enhanced by the following core school rules:

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

Everywhere you go in our school you will see our school rules clearly stated. Each week we hold lessons on social skills, following the rules and bullying.

Raffle Tickets

Raffle tickets are a fast and frequent reward system that are handed out on the playground and in the classroom for following the school rules. These are collected in a class box and one ticket from each class is drawn out at the Celebration of Learning assemblies where students will receive a book from our book vending machine.

PBL chart and PBL chart award

This reward is to recognise students who make positive choices every day. When their chart is completed, with 20 stamps, they will receive a PBL award in class time. Students will be recognised at a Celebration of Learning assembly. These awards will be sent home and a record will be kept at school. Each student has a PBL chart and they can earn one stamp per day if they are a safe, respectful learner all day.

Safe, Respectful, Responsible and Kind award

This reward is to publicly recognise students who make positive choices consistently over a fortnight. These will be handed out at a Celebration of Learning assembly and will be sent home with a record kept at school.

Levels of awards

Any 5 awards (PBL Chart awards or Safe, Respectful, Responsible and Kind awards) will result in receiving an Assistant Principal award. 5 Assistant Principal awards will result in receiving a Deputy Principal award. 3 Deputy Principal awards will result in receiving a Principal medallion and award.

Health Issues

Immunisation

The Department of Health recommends that all children be fully immunised before coming to school.

Immunisation is available from your family doctor or medical centre. If your child has been immunised, an Immunisation Certificate is issued by your doctor and will be requested when a child starts school or when they turn 5.

The school should be notified immediately if a child has been infected with measles, mumps or whooping cough. This information will be passed onto the school community and students who have not been immunised should stay at home.

Medication

Arrangements can be made for the administration of medication at school, e.g. for epilepsy, asthma.

A Deed of Indemnity form must be signed by the parents and administration details completed. Such medication should be labelled with the child's name, class, time to be taken and dosage, and must be left at the office, not in the child's school bag. An explanatory note should be forwarded to the office.

No medication (with the exception of Ventolin puffers) is to be left in the child's school bag for obvious safety reasons. No medication will be given to a student without written permission from the parent or caregiver.

Bronchodilator puffers containing Ventolin, Respolin or Bricany (available from the chemist without prescription) are safe for children to carry on their person.

We are not permitted to give aspirin, panadol or dispirin unless specifically prescribed by a doctor and we have written permission from the parent or caregiver.

No medication will be given without proper authority.

Sick or Injured Students

Parents are requested to provide a home and/or work number as well as an emergency contact number where someone may be contacted in the event of sickness or illness. In cases of an emergency, if a parent cannot be contacted action will be taken to safeguard the child's welfare. The school is in the NSW Ambulance Fund.

Health Commission Regulations Concerning Infectious Diseases

Disease	Minimum Period of Exclusion for School
Chicken Pox	Exclude until fully recovered – for a least 5 days after the first spots appear.
German Measles (Rubella)	Exclude until fully recovered – for at least 6 days after the rash appears.
Hepatitis (Viral Hepatitis Type A)	Exclude until all symptoms have disappeared or until a doctor issues a certificate of recovery. For at least 7 days from the first signs of jaundice.
Measles	Exclude for at least 5 days from the appearance of the rash.
Mumps	Exclude until fully recovered – for at least 7 days after the swelling occurs.
Scarlet Fever	Exclude for a least 7 days after symptoms have subsided or until a medical certificate or recovery is produced.
Impetigo (Scabby Sores)	Doctor should be consulted. If sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body exclusion is necessary until sores have healed.
Pediculosis (Head Lice)	Exclude until the hair is free of nits. Hair should be treated with anti-lice lotion or shampoo. (it is important to follow instructions on the container),
Ring Worm	Exclude until appropriate treatment has begun. The school may ask for a medical certificate to say this has happened.
Conjunctivitis	Exclude until discharge for eyes has cleared.
Whooping Cough	Exclude for 3 weeks from the onset of whoop; except that the period of exclusion may be less than 3 weeks if there is no whoop and a medical certificate is produced.

Head Lice

All students should be checked for head lice on a monthly basis. Head lice are spread through direct head to head contact. Vigilance in detecting head lice and prompt treatment by everyone is the only way schools can manage the head lice problem.

A note will come home to parents/caregivers when someone in your child’s class has reported a case of head lice.

Important Information for all Parents

Resolution of Complaints

From time to time issues arise that are of concern to some parents. These issues, covering a variety of topics, both positive and negative, may require and deserve clarification and/or resolution.

The Principal and staff appreciate and encourage your input on school matters and accept that it is the school's responsibility and to everyone's advantage that these matters are attended to as soon as possible and to the satisfaction of parties concerned.

However, for discussion to be worthwhile and effective it must be conducted at the right place and time so that all parties have the opportunity to exchange ideas and opinions. This allows the school representative to give the matter undivided attention without disruption to classes and normal school routine.

To ensure this, a set of guidelines that will assist in resolving any concerns you may have regarding school matters are set out below.

Your Rights	Your Responsibilities
<ul style="list-style-type: none"> To make contact with the school in the first instance in writing or by telephone. If by phone please briefly describe the matter so that it may be directed to the person best suited to deal with it. 	<ul style="list-style-type: none"> To accept that when contacting the school it may not be possible to immediately see a Teacher, Deputy Principal or Principal; they may not always be available when you arrive.
<ul style="list-style-type: none"> To assume that once connected with the correct person a convenient time can be arranged to meet if necessary. 	<ul style="list-style-type: none"> To allow a teacher, while her or she is conducting a class or is engaged in any form of student activity, to continue without interruption.
<ul style="list-style-type: none"> To give as much detail as possible if corresponding by letter. This will assist the person receiving the to research the matter thoroughly before contacting you. 	<ul style="list-style-type: none"> To accept that staff may not be immediately aware of all aspects of the issue or concern and that the staff will need time to research the matter thoroughly. To ensure children are not involved in initial discussions with school staff unless absolutely necessary To maintain confidentiality on issues relating to students.
<ul style="list-style-type: none"> To expect that the school will respond, in an effort to reach a satisfactory resolution to your request or concern. You may expect a written response to your letter within 10 working days. 	<ul style="list-style-type: none"> To accept that an immediate response to your concern is not always possible, as matters often need to be investigated, and that takes time.
<ul style="list-style-type: none"> To have your point of view heard, to express your opinion in the appropriate way and have your concerns addressed. 	<ul style="list-style-type: none"> To ensure that you do not adopt a threatening, aggressive or abusive attitude toward a member of staff, another parent or child in the school grounds. To listen to another person's point of view before jumping to conclusions. To ensure that you are no abusive or aggressive towards staff. Telephone calls will be terminated if that happens and correspondence will not be answered.

