



Parent Handbook 2023

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VISION STATEMENT

Emmanuel Catholic Primary School is committed to creating a dynamic faith and education community, witnessing to Christian values and Catholic traditions to meet the challenges of life's journey.

OUR MISSION IS....

- to provide knowledge and experiences of the Catholic faith, traditions and values which will encourage personal growth and develop self-worth in our students.
- to enhance learning by providing a safe, physical environment and high standards in human and educational resources.
- to encourage and support individual potential by offering a comprehensive, inclusive curriculum that values educational excellence and equality of opportunity.
- to encourage and build effective communication and collaborative decision-making processes to foster mutually beneficial relationships.
- to continually build our welcoming and supportive community.



EMMANUEL CATHOLIC PRIMARY SCHOOL SPECIAL RELIGIOUS CHARACTER

As a Catholic Primary School within the Diocese of Rockhampton, our Emmanuel School community strives to live out the Gospel values in all dimensions of our school. Through a commitment to quality, inclusive, Catholic education, we work together to foster and enhance the Diocesan Mission Directions, in an attempt to create a dynamic faith and education community. We share in the Mission of the Church, providing knowledge and rich experiences of our Catholic Faith, empowering all to know God's love in their daily lives.

Emmanuel's special religious character has its origins within Marist Spirituality. In the Marist tradition, Saint Peter Chanel calls us to be people of courage and faith, dedicated to Jesus and Mary and generous in our care and commitment of others. With the opening of Emmanuel Catholic School in 1983 as a P-10 school, the Marist Sisters nurtured a spirit of dedication to simplicity, a love of children, family spirit, care for the poor, a love of work and following the example of Mary in daily life.

Instrumental to the formation of Emmanuel's early religious character were Fr Joe Carroll and Sr Joan McBride. Both Fr Joe and Sr Joan worked with parents, staff and students to establish a school community built on faith and a desire to provide quality Catholic Education. In 1996, Emmanuel College took on a new structure and identity with the establishment of Emmanuel Catholic Primary School from P-7 and Holy Spirit College that cater for students from Year 8-12. With the transition of Year 7 to secondary, Emmanuel Catholic Primary School now caters for students from P – 6 and Holy Spirit College for students from Year 7 – 12.

Our School Name and Motto – 'Emmanuel - God With Us' is most significant in shaping our religious character today. It speaks to us of our special relationship and union with God, calling us to recognise the presence of God in those we meet and the importance of prayer in our lives. The Transfiguration of our Lord provides the focus for our feast day celebration, calling each member of our community to acknowledge the importance of God within our daily lives.

Today Emmanuel Catholic Primary School is one of three Catholic primary schools that are part of St Joseph's Parish. We offer children from Prep to Year Six a Catholic education in a modern, comfortable and caring atmosphere. We continue to build on our rich past to create a future that embodies and fulfils the promises of 'Emmanuel' – God With Us – engaging our community in witnessing God's love in the 21st century.



EMMANUEL SCHOOL PRAYER

God, you are always with us.

Thank you for our families, friends, teachers and priests

Thank you for all those who lead us.

Thank you for those who have helped make Emmanuel a loving, caring community.

Thank you for our buildings, classrooms, grounds where we play, trees which give us
Shade.

Jesus our brother and friend

Help us to recognise the things we do wrong.

Help us to say sorry and to forgive each other.

Help us to grow closer to you.

Help us to be good learners and try our hardest in all that you do.

Spirit of love, we are special to you.

Give us the strength and courage to live as God's children.

May we love you always.

Amen.



GOD WITH US Our Story

Emmanuel Catholic Primary School began life as Emmanuel Catholic School in 1983. It was extended to become the first P-10 School in the St. Joseph's Parish, with the purpose of providing increased access to Catholic families on the rapidly developing northern side of the river. As development in the area continued, and the school grew to 900 students, the Visiting Team for the 1994 School Renewal recommended that Emmanuel College be separated into a Primary School and a Secondary College sharing a campus.

By 1996 Emmanuel Catholic Primary School and Holy Spirit College were established as two separately administered and staffed schools. Emmanuel Catholic Primary School is now one of three Catholic Primary Schools in St. Joseph's Parish, along with MacKillop Catholic Primary School at Andergrove and St. Joseph's Catholic Primary School at North Mackay. Year Six students from these schools continue their education at Holy Spirit College.

The founding Principal, Sr. Joan McBride was a member of the Marist Order, and as such brought a great tradition of faith, care and concern to the school, a tradition which is remembered and nurtured today. Sr. Joan joins Bishop Bernard Wallace, the late Bishop of the Rockhampton Diocese, Rev Dr Kevin Castles past Director of the Catholic Education Office, and Fr. Joe Carroll past priest of St. Joseph's Parish, as founders of Emmanuel. Their contribution to our school is perpetuated in the four Pastoral Care Houses to which the student body belongs - McBride House, Wallace House, Castles House, Carroll House.

The Leadership Team for 2022 is:

Principal

Assistant to the Principal Administration

Assistant to the Principal Religious Education

Assistant to the Principal Curriculum

Miss Geraldine Rostirolla

Mrs Amanda McDonald

Mrs Noeleen Kliese

Mrs Janine Refalo

OUR CORE VALUES

The school community has chosen six core values that we believe best reflects the vision and mission of our school. These core values are displayed in all classrooms and outside of each building. Teachers are asked to use the core values within their teaching and to ensure they become a regular part of classroom discussion. Our Core Values are a visible sign of what is important at Emmanuel.



2023 STAFF LIST

LEADERSHIP TEAM			
Principal:	Geraldine Rostirolla	Year 5G:	Dayna Giarrusso
APA:	Amanda McDonald	Year 5S:	Jade Scott/Sharon Donnelly
APRE:	Noeleen Kliese	Year 5K:	Kara Shepherd
APC:	Janine Refalo		
TEACHING STAFF		Year 6K:	Larissa Kirwan
Prep G:	Linda Grima	Year 6SG:	Dylan Steel / Sherri Gennings
Prep C:	Thea Crathorne	Year 6T:	Brooke Tomkinson
Prep S:	Aleisha Smith		
		SPECIALIST TEACHERS	
Year 1N:	Nichole Nicholson	Drama:	Amy Clark/Jacinta Schembri
Year 1T:	Sarah Thomas	HPE:	Luke Dodson
Year 1C:	Allison Casey	STEM:	Dylan Steel
		Visual Arts:	Patrice Baird
Year 2J:	Rachele Janus		
Year 2B:	Susannah Brown		
Year 2M:	Amanda McKinnon	SCHOOL COUNSELLOR	
		Sharon Martin	
Year 3B:	Sonia Brandon		
Year 3H/B:	Laurette Harmer / Tiana DeThomasis	ADMINISTRATION STAFF	
Year 3J:	Jancey Jensen	Finance Secretary:	Therese Mattes / Robyn Rovelli
		Administration Secretary:	Rachel Turner / Michelle Buckeridge / Amanda Danastas
Year 4T:	Maddison Thomas		
Year 4S:	Larissa Simonsen / Monique Atkinson	GROUNDSMAN	
Year 4M:	Emily McCusker	William Nicholas/George Deguara	
		LEARNING SUPPORT STAFF	
		Teachers:	Melinda Wheeler
		Teachers:	Sharon Kerr / Patrice Baird
		Assistant:	Erin Johns Jacki Gall
		Assistant:	Meg McDonald Renee Bryan
		Assistant:	Therese Johnson Chloe Mullan
LIBRARY ASSISTANT		Assistant:	Sally Stevenson Martine Miller
Julianne Turner		Assistant:	Elaine Ivory Chantell Richard
		Assistant:	Fran Borg Bianca Quetti
TECHNOLOGY ASSISTANT		Assistant:	Donna Shepherd Lauren Gossweiler
TBA		Assistant:	Megan Woodall Claudia Thom
		Assistant:	Jessica Byrd Sandali de Soysa
		Assistant:	Kristen Warren Shannon Carter
TUCKSHOP		Assistant:	Natasha Mallise Ciane Rodgers
Angie McGowan/Carly Nicholas		Assistant:	Renee Meares Samantha Strydom Jill Maunder

2022 SCHOOL LEADERS

School Captains:	Annabelle Brandon & William Creedon
McBride House Captains:	Bonnie Desbois, Georgia Hearn & Cru Dennis
Wallace House Captains:	Abbie Pritchard & Brodie Martin
Castles House Captains:	Molly Haack & Griffin Simpson
Carroll House Captains:	Zara Kirby & Finn Bow

SEMESTER DATES - 2023

Semester One

TERM 1

Monday 23 January - Friday 31 March	10 weeks
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TERM 2

Monday 17 April - Friday 23 June	10 weeks
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Semester Two

TERM 3

Monday 10 July - Friday 15 September	10 weeks
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TERM 4

Tuesday 3 October to Friday 1 December	9 weeks
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Bishop's Inservice Day – PUPIL FREE DAY

Friday 17 February

Public Holidays – 2023

Good Friday	Friday 7 April
Easter Monday	Monday 10 April
ANZAC DAY	Tuesday 25 April
Labour Day	Monday 1 May
Mackay Show Holiday	Thursday 22 June
King's Birthday	Monday 2 October

USEFUL INFORMATION FOR FAMILIES

ABSENCE FROM SCHOOL

If a child is absent from school, it is imperative that the school is notified. There are two options for notification. Firstly, in the case of a planned absence (eg: holidays, eisteddfod), a note to the teacher outlining the date/s of absence would suffice. In the event of a sudden absence (eg: sickness) a phone call to the school is required. It is very important that parents notify the school **BEFORE 9.30am** each day if their child is absent. If notification is not received, a text message alerting parents that their child has been marked absent will be sent. The school absentee number is



ACCIDENTS

When a child is involved in an accident at school, first aid treatment is administered by school staff. If deemed necessary, parents will be contacted immediately.

AEROSOL DEODORANTS

Students are permitted to bring roll – on deodorant to school, but **AEROSOL DEODORANTS** are **NOT PERMITTED**. Roll on deodorant is preferred as spray deodorants could be accidentally sprayed on to other students.

ALLERGY AWARENESS

Parents should be aware that there are a number of students at the school who are anaphylactic. Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive.

There are many potential allergens that can result in an anaphylactic attack, however the most common (and most publicised) are nuts and eggs.

Schools have a duty of care to take reasonable steps to keep students safe at school. With regard to anaphylaxis procedures, our school ensures we meet our duty of care by:

Training staff in the signs and symptoms of anaphylaxis and how to respond in the event of an anaphylactic attack.

- Ensuring a general use Epipen is available for use by first time anaphylactic sufferers.
- Ensuring Individual Action Plans and individual Epipens are available in an emergency, when they have been provided by parents.
- Communicating known allergens to camp staff if anaphylactic students are attending camp.

- Encouraging parents of relevant year levels not to bring known allergens if a severe anaphylactic are present in that year level.
- Encouraging all parents not to send food containing the most common allergens.

The school cannot and does not claim to be nut or egg free. It is not advised schools do this, because a school has no day to day control over what food is placed in lunch boxes in the home and is not in a position to be checking lunch boxes during the school day and determining what the ingredients of all items in the lunch box are. However we do request that parents avoid sending products that contain nuts or eggs to school.

Exposure to allergens is impossible to manage in public places (such as a school); the most effective risk management procedures with regard to anaphylaxis are:

- Parents of anaphylactic children educating their child so that, as they become more independent they are more likely to identify their own signs and symptoms of an anaphylactic emergency and raise the alarm.
- Parents of anaphylactic children educating their child about their allergies and how to minimise risk of exposure (such as not sharing food or utensils if allergic to food, or precautions outdoors if allergic to insects).

It is also requested that parents of anaphylactic children:

- Notify the school of the student's allergies and risk of anaphylaxis and provide appropriate medical information.
- Ensure that the school is notified of changes to the student's medical condition or medication order.
- Ensure the student has an anaphylaxis emergency kit which includes their Action Plan completed by the student's doctor and the student's personal adrenaline auto-injector.
- Monitor the expiry date of the student's adrenaline auto-injector and replace if used and before it reaches its expiry date.

AMBULANCE

All students are covered by ambulance membership through the Community Ambulance Scheme, thereby ensuring that emergency attention and transport is available to all students.

BELL TIMES

Bell times and explanations are as follows:

8:25 a.m.	warning bell
8:30 a.m.	classes begin
10:30 a.m.	morning tea
11:00 a.m.	classes begin
1:00 p.m.	lunch time
1:12 p.m.	end of eating period
1:40 p.m.	classes begin
2:55p.m.	warning bell
3:00 p.m.	end of day

It is expected that students will be at school at least 10 minutes before classes begin, so that they can unpack and be ready to start the day. Important messages and reminders are given in the first 5 minutes of the day in classrooms, so students who regularly come to school late, miss these sessions and are disadvantaged enormously.

BOOKS

Students have access to many books while at school. They may borrow library books and they will use readers from their classrooms. Books which are lost or damaged will need to be replaced by the student and/or family. Books borrowed from the library may only be borrowed when books are put into a waterproof library bag.

BIRTHDAYS AND TREATS AT SCHOOL

Here at Emmanuel we like to acknowledge children's birthdays at school. Teachers do this by providing a birthday sticker for students and the class sings "Happy Birthday." Birthdays are also acknowledged every second Friday at our whole-school Assembly. When it comes to providing birthday treats from home, we need to be mindful of the amount of sugar children are consuming, as well as food allergies and intolerances. If parents wish to acknowledge a birthday at school, they are asked to provide only healthy food options such as fruit platters (eg: pieces of watermelon). Cakes laden with icing/lollies, bags of lollies and ice-blocks are discouraged at school and should be reserved for birthday parties. Unfortunately, we do not have the freezer space to store ice-blocks.

Parents are also asked to **NOT** send whole class treats (such as chocolates/ marshmallows/ candy canes) for events such as Easter, Christmas, End of Year. This practise puts teachers in a difficult position when students are unable to partake of treats due to food allergies. You can also appreciate that some parents are not happy for their child to consume unknown food-stuffs, and parents are asked to be mindful and respect the decision which has been made by the school for the safety and well-being of all students.

CHAPEL

Students use the chapel on a regular basis. Class liturgies and Masses are celebrated in the chapel. There is a regular Mass or Liturgy of the Word on Thursday mornings in the chapel, commencing at 8.00 a.m. All community members are welcome.

CLASS CO-ORDINATORS ROLE

Each class is required to have a parent act as "Class Co-ordinator" for the Year. This position can be shared among several parents to support each other in the role. The role of the Class Co-ordinator is to:-

- Welcome new families to the Class by making contact with them within 1 week of arriving at Emmanuel. Contact details are provided by the School Administration.
- Organising and inviting parents of children in class to a social function once per term/semester.
- Co-ordinating support for families in need.

CO-CURRICULAR ACTIVITIES

There are many co-curricular activities at Emmanuel in which students may become involved. These include:

Sport	Cross country
	Athletics
	Northern Zone sports teams (many sports)
	Swimming carnival
	Lunch time competitions
	Rugby League
Cultural	Choirs (choral and verse speaking)
	Eisteddfod
	Dance Fever Program
	Opti-Minds
	Rock, Pop, Mime
Other	Peer Support Program
	Class excursions
	Year 5 & 6 Camps

COMPLAINTS

Parents who have any concerns or complaints are encouraged to come to the school for help. Initially, parents should make an **appointment and speak to the teacher** or individual staff member involved. It is most helpful to all concerned if an open mind is maintained until the facts of the situation have been explored. On many occasions, there are two sides to a story. Our Charter of Right Relationships guides our interactions. Please refer to this Charter within our Behaviour Management Policy. Parents are also encouraged to contact the Principal with any concerns as mutual resolution of difficulties is most desirable.

CONFIDENTIALITY FOR HELPERS

Many members of our school community help out in our school in a great variety of ways. Much of this help is through contact with students in and out of classrooms. It is of utmost importance that the privacy and confidentiality of all students, teachers and community members is respected by not passing on information or gossip about individuals or families gained through voluntary work at school.

DIARIES

All Year 5 and 6 students are issued with diaries at the beginning of the school year. They are strictly for the purpose of noting homework and school information and notices. They are also used by teachers and parents to communicate with each other. Parents are encouraged to check student diaries weekly for correct use and notes from teachers. Parents are also encouraged to write notes to teachers regarding interview times or homework in student diaries. Diaries will be billed to parents on Term One fees.

EMERGENCY CONTACT

It is sometimes essential to contact parents urgently for a variety of reasons, but particularly in case of illness or accident. It is distressing to staff and the student concerned when we are unable to access anyone. It is most important that the information we have on record as home and current work numbers is accurate. It is also very important to have a back-up emergency contact who knows where to find you or who can take

some responsibility for the situation. If your work or home phone numbers change please let the office know immediately. It is also helpful to let your children know where you might be during the day, especially if they are sent off to school not feeling 100%.

HAIRSTYLES

HAIRSTYLES ARE TO BE APPROPRIATE FOR A PRIMARY SCHOOL STUDENT

Students attending Emmanuel are expected to wear their uniform in a way which reflects pride in their school and in their own personal appearance. Accordingly,

- Hairstyles should be appropriate to this expectation – extreme hairstyles are not acceptable.
- Hair should be clean, brushed and generally neat – not unruly.
- **NOT PERMITTED:**
 - Variations to natural hair colour
 - Cut less than gauge three
 - Boys' hair longer than collar length and fringe past the forehead
 - Spiked cuts
 - Wedge cuts
 - Track cuts
 - Multiple braiding
 - Rat's Tail
 - Mullet Cuts
- If hair bands or scrunchies are to be worn, they are to be **gold or blue of the school colours**. No decorative hair bands are to be worn.
- **NO COLOURED HAIR – NATURAL HAIR COLOUR ONLY.**

IF PARENTS ARE UNSURE OF SCHOOL UNIFORM OR HAIR STYLE REQUIREMENTS, PLEASE CONTACT THE SCHOOL OFFICE FOR CLARIFICATION.

HOMEWORK POLICY

See Appendix I

HOUSE INFORMATION

Your student is a member of one of the four student houses for the purposes of Pastoral Care activities, sporting activities and application to study points. All members of a family are allocated to the same house. The house names are important in the history of the school. See Appendix II

INSTRUMENTAL MUSIC LESSONS

Instrumental music lessons are available at school. Musicorp administer the program and children can attend weekly lessons. This Program is available to all students from Year Three upwards. Lessons take place during school time and it is the responsibility of students to check up on work missed while at music lessons. Information for Instrumental Music is available from the school office.

INTERVIEWS WITH TEACHERS

Parents are strongly encouraged to maintain close contact with their child's teacher. It is most beneficial to all parties if this can occur. Teachers are available for informal chats before and after school, however, teachers all have playground duties before and after school along with staff meetings, year level meetings, various committee meetings and sports training responsibilities. Teachers often use time before school to prepare, hear reading or help with homework. Catching them on the hop is not ideal, and all teachers would prefer parents to write a note, to ask for some time, even if it is only a few minutes just to make sure they are available and to give the issue the appropriate amount of time.

JEWELLERY AT SCHOOL

As per the Uniform List, girls are permitted to only wear small sleepers or studs in the lobe of the ear – one pair only. **NO drop earrings are to be worn**, in accordance with Workplace, Health & Safety. A small cross and chain around the neck is permitted, preferably long enough to be worn inside the uniform for safety purposes. **Boys are not permitted to wear earrings. Rings are not permitted under any circumstances.**

LATE ARRIVAL AT SCHOOL

Late arrival at school is a genuine problem for students. During the first ten minutes at school much work is done by teachers to orient students to the day ahead. Prayers are said and important instructions are issued. The Daily Bulletin is read to students and important notices on that Bulletin, including messages for individual students, regarding music lessons, sporting teams etc is read out. Students who come late to school, miss this precious time and can find themselves in all sorts of trouble for not heeding these instructions. Some classes spend the first ten minutes of the day drilling number facts, changing reading books or correcting homework. Late arrival at school ruins a student's day and frustrates teachers. Of course, sometimes things happen and it can't be avoided and teachers have no problem with "one off" occasions. However, repeated late arrival at school is a serious issue for some students and affects their feelings about the day right from the beginning. **Students who arrive late to school are to be signed in at the office by an adult** as rolls are marked in the first few minutes of the day and attendance records sent to the office. Late arrivals need to have their records changed for the day.

Teachers who note a pattern of late arrivals will discuss it with the Principal and bring the matter to parents' attention.

Repeated late arrival at school tells children that school is not important.

Parents are advised that when children are late, they (the parents) are to come to the office and sign the Early Departure/Late Register, which is kept on the front counter.

LEARNING SUPPORT

Emmanuel's Learning Support program is based on the school's Mission Statement...

- "to provide knowledge and experiences of the Catholic faith, traditions and values which will encourage personal growth and develop self-worth in our students.
- to enhance learning by providing a safe, physical environment and high standards in human and educational resources.

- to encourage and support individual potential by offering a comprehensive, inclusive curriculum that values educational excellence and equality of opportunity.
- to encourage and build effective communication and collaborative decision making processes to foster mutually beneficial relationships.
- to continually build our welcoming and supportive community.”

Learning Support encompasses the implementation of school support systems which assist students who require additional support for learning to have equitable access to the school’s curriculum programs and resources. This support is conducted through an inclusive practice philosophy.

- Catholic schools actively and systematically promote inclusive practice by:
- Identifying and removing barriers to inclusiveness in policies, structures and attitudes;
- Providing curriculum that strives to educate the whole person and meet the needs of each individual;
- Assisting all learners to grow to their full potential;
- Recognising and celebrating a broad range of achievements and efforts;
- Offering a flexible, safe, enjoyable and challenging learning environment;
- Promoting a collaborative approach to meeting the needs of learners.

Not only are students who require additional support for learning assisted, but there is also support for their teachers and parents. There are various levels of support for the students once they have been identified by the class teacher.

Levels of support include:

1. Adjustments and modifications are considered at planning meetings and included in class profiles.
2. Support for the teacher where the Learning Support teacher liaises with the classroom teacher to modify the normal classroom program for specific students.
3. Support in the classroom where the Learning Support teacher or assistant works with a group of children in the classroom OR supervises the class while the class teacher works with the group.
4. Support in the classroom where the Learning Support teacher or assistant works with an individual.
5. A group of students is withdrawn from the class for intensive work on a particular topic. This is with a member of the Learning Support staff.
6. A student is withdrawn from the class to work individually with a Learning Support staff member.

Throughout each year, the students who require additional support with learning are identified by observations made by the class teacher, referral by parents or Learning Support personnel, or previous school’s records.

Once the identification has taken place, the teacher meets with parents and/or learning support teacher to discuss their concerns. The teacher and learning support teacher then collects any relevant background material, which may include previous class files, learning support files, previous school’s files, Yr 3 & 5 Naplan results (if applicable), speech language pathology reports, Psychologist reports, etc.

If necessary, the class teacher will then refer the student to the Learning Support Teacher, who will administer diagnostic and reading tests if necessary. It is after this that the Learning Support Teacher or class teacher will then notify the parents that the student is to receive additional support.

This support occurs mainly in the classroom in line with the Catholic Education Inclusive Practice Guidelines. In collaboration with teacher and/or parents, the needs of the child are prioritized and goals set. These may be:

- Adjustments are made to assist students to access the programs in class.
- Major modification to class programs in class, in groups or individual
- Intensive Intervention – Individual Education Program. (for students who are on an Education Adjustment Program).
- The support plan is monitored and reviewed regularly.

On an average, 15 – 20% of a school's population has some form of learning difficulty. At Emmanuel, this equates to approximately 120 children, who the Learning support team targets. As well as these, there are several other children who are supported on an intensive modified programme. 3% of the average school population would consist of children who have significant difficulties who are eligible for funding to support them throughout their schooling.

All classes are supported in some way by a member of the Learning Support team. The way in which this support is given is directed by the class teacher in consultation with the Learning Support Teacher.

LIBRARY TIMES

The school Library is open from 8.30 a.m. to 2.30 p.m. from Monday to Friday. All classes access the Library in class groups as well as individually in the lunch breaks.

LITURGIES

During the year all students will participate in liturgical activities in their classrooms, in the school chapel and at St. Joseph's parish church. For the opening school mass, the closing school mass and on our Feast Day, the whole school is bussed to St. Joseph's church to celebrate these occasions. Parents are invited to all liturgical activities and will be invited through their children or via the school Newsletter.

MEDICATION AT SCHOOL

The following information is important for parents to know about the administration of medication to students. Please follow the guidelines accurately. They are quite specific in order to protect all parties concerned when administering medication to children.

- a) When medication is **prescribed by a medical practitioner** and is required to be administered to students at school or school related activities, a parent/legal guardian must complete a Request to Administer Medication Form. This form is available on Parent Lounge or by visiting Administration. Once complete, this form needs to be delivered to Administration along with medication.
- b) The principal appoints the relevant staff member (usually office personnel) to give medication to the student provided the request is in writing. The request should include details of the medication

dosage, time, duration of course if it is a short term medication (eg 10 days for antibiotics), and form of administration (eg orally).

- c) When medication is prescribed by a medical practitioner, dosage instructions should be clearly labelled on the container by the pharmacist at the medical practitioner's direction. Instructions should include dosage and specific times for administration. This includes over the counter medication eg. Antihistamine.
- d) Medication will not be administered to students without this information.
- e) Medication which is administered by the school is secured in the school office, with the exception of asthma inhalers required to be kept with the student as per medical plan.
- f) Students who carry asthma inhalers need a letter (Asthma Student Information Sheet) from a parent/guardian at the beginning of the year to inform the school and classroom teacher of the student's needs.

MOBILE PHONES

Students require written permission to have a mobile phone at school. Once permission is given, the following conditions apply:

- All mobile phones are to be handed into the classroom teacher at the beginning of the day. Children may collect their phone at the conclusion of the school day.
- Mobile phones are to be turned off before handing into the teacher.
- Phones will not be accessed during school hours
- Ownership of mobile phones is to be clearly indicated
- The school accepts no responsibility for loss or damage to mobile phones which are not handed in.
- All personal devices (eg. iPods, iPads and Nintendo DS) are strongly discouraged from being brought to school. Children are sometimes tempted to photograph classmates which breaches our school media and privacy rules. If students are required to bring devices to school for educational purposes (eg. as part of an assignment), the same conditions apply as per mobile phones.

If your child brings a mobile to school, please discuss the above mentioned conditions with them so they are fully aware of the school's expectations.

OUTSIDE SCHOOL HOURS CARE / VACATION CARE

An OSHC service operates at Emmanuel for Prep – Year 6 students for after-school and vacation care. Further information please contact the OSCH Co-Ordinator: Phone 0429 311 579 or email: enm_osch@rok.catholic.edu.au

PARENTS AND FRIENDS ASSOCIATION

All parents are members of the Emmanuel Parents and Friends Association and are most welcome to attend meetings and gatherings. The P & F meet on the third Tuesday of each month in the staffroom. All parents are welcome.

A Fund Raising Levy (\$150 per family/ per year) exists at Emmanuel and, as a result, there is no major fund raising organised by the P & F Association. The P & F aim to support parents in their role as the primary

educators of their children and support the school in its endeavour to provide a holistic Catholic education to all students.

P & F Committee for 2023: *To be advised.*

The Annual General Meeting to elect new office bearers for this year will be held at a date to be advised. New office bearers will be advised via the Newsletter. The AGM will be followed by a general meeting. All parents are welcome to attend.

PARENTS LEAVING SCHOOL

Parents who are leaving the school are asked to please make an appointment with the Principal prior to leaving.

PARENT VISITORS TO SCHOOL

Parent visitors are very welcome in our school and fulfil a variety of voluntary functions which are vital to building a rich community spirit. Where parents and teachers have mutual respect for each other's roles and responsibilities great things happen.

Parent Roles around the school include:

- a) as classroom volunteers for a wide variety of activities
- b) as members of the Parents & Friends Association
- c) as members of the School Board
- d) as volunteers for working bees
- e) as volunteers in the School Uniform Shop
- f) as volunteers in the school Tuckshop
- g) as class parents
- h) as Library helpers
- i) as parent tutors in Learning Support
- j) as voluntary gardeners

As a WPH&S requirement, all parents need to sign in and out of the school at the Administration Office. A Volunteers Induction also needs to be completed before commencing any voluntary work within the school.

PARKING

Parking in the school is an issue but should not be a problem if everyone is patient and abides by a few simple rules. They include:

- a) Parking in the school grounds is for staff members and visitors **ONLY**.
- b) Parents visiting the school briefly during the day are able to park in the angled parks and HSC Carpark.
- c) Parents may park in the designated parking area in the Stop, Drop & Go.
- d) Parking is also available along Baxter Drive opposite the Bus Shelter.



PICK-UP AREA

Parents are encouraged to use the Stop, Drop & Go Set-down / Pick-up Area that can be accessed from Tolcher Street. This area is the most appropriate set-down and pick-up area for Emmanuel students.

PLEASE NOTE: Parents are asked to keep a section of the roadway between the entry to the Stop, Drop & Go and the roundabout free of cars to allow access for parents to pick children up from the Kindy.

Parents may also use the set-down / pick-up area at the front of the Fr Bucus Centre in Baxter Drive. Both areas are supervised by a teacher until 3.30 p.m.

PLEASE OBEY ALL TRAFFIC SIGNS IN THE AREA – NO RIGHT TURN INTO OR OUT OF THE STOP, DROP, GO

**STOP, DROP, GO
NO RIGHT TURN
IN OR OUT!!**



STOP, DROP, GO REMINDER

- **PICK UP ONLY.** Please **DO NOT** vacate your car.
- If you wish to assist your child into their seat or place their schoolbags into the car, **PLEASE PARK IN THE ANGLE PARKS PROVIDED.**

Otherwise, this disrupts the flow of traffic, which is unfair to those queued behind.

BEFORE / AFTER SCHOOL PROCEDURES AND PLAY AREAS

Parents are advised of the following procedures which assist us with the smooth running of the school day:

- **School begins at 8:30am** with morning duty commencing at 8.10am. Prep students are supervised in the area outside the Prep classrooms until the bell, while all other students are supervised in the areas in which they are playing, e.g., Fr Joe Carroll oval, playground and tuckshop area. We ask that children place their bags in the port racks provided outside their classroom and **wait until 8.10am before commencing play. NO child is to access the playground equipment until there is a teacher on supervision duty – this includes Prep.** If you are late or need to pick up your child from school early you are required to call into the office to sign your child in or out. All visitors to the school are required to sign in/out at the office whenever they are in the school grounds. This can seem an onerous task, however this procedure allows us to be aware of who is on the school grounds at all times.
- **Stop, Drop, Go Zone / Bus Zone – NO PLAY:** School concludes at 3.00pm and supervision is provided at our designated pick-up areas which include the Stop, Drop, Go Zone and the Bus Zone. Students are required to move to one of these areas and **NOT** to play on the playground equipment or any other areas after school, as supervision is **not provided**. Parents who pick up their child after school and remain on school grounds, for any reason, should be aware that their children are under their supervision during this time. When parents are supervising their child while exiting the school, they should ensure that school rules are followed.
- If under school aged children are brought onto the school grounds, then it is the responsibility of the supervising parent to provide **active supervision**.

PREPARATORY YEAR OF SCHOOL

Below is the guideline for children in relation to their birth date. Check with the school if you need help or advice for your child.

PREPARING FOR SCHOOL (PREP) YEAR Voluntary Full Time	
Child's Birthdate	Child Eligible To Start Prep Year
01/07/2017 – 30/06/2018	2023
01/07/2018 – 30/06/2019	2024
01/07/2019 – 30/06/2020	2025
01/07/2020 – 30/06/2020	2026
YEAR ONE COMPULSORY FULL TIME	
Child's Birthdate	Child Must Enrol In Year One
01/07/2016 – 30/06/2017	2023
01/07/2017 – 30/06/2018	2024
01/07/2018 – 30/06/2019	2025
01/07/2019 – 30/06/2020	2026

REPORTING TO PARENTS

Reporting to parents takes the form of both verbal and written reports as well as formal and informal reporting.

Teachers use portfolios of work samples, assessment pieces and items outlined in year level assessment plans to discuss progress at informal parent meetings as the need arises; and within formal parent interviews.

Informally: Teachers can report to parents on an occasional basis or as needs arise. This may take place in person, via interview or through a phone call or note

Formally: Teachers report in writing at the end of Semester I and Semester II. Teachers also report formally to parents in verbal form during the first Semester, with most interviews taking place during second term.

SCHOOL BOARD

The Emmanuel School Board includes representatives from the parents, school administration, staff and clergy. It operates on a pastoral / shared wisdom model developed across Queensland Catholic Schools and is responsible for Pastoral Planning and decision making in the areas of: Policy, Capital and Maintenance, Budgeting, Communication and Curriculum. The School Board meets on the third Tuesday every month.

The membership for 2023 is:

Miss Geraldine Rostirolla	- Principal
Mrs Noeleen Kliese	- APRE
Ms Pam White	- Staff Position
TBA	- Pastoral Officer
Mrs Donna Shepherd	- Parent Position
TBA	- Parent Position
TBA	- Parent Position
TBA	- Board Liaison Officer

SCHOOL FEES AND LEVIES

Accounts for School Fees and Levies are sent out in the second/third week of each term. However, a variety of arrangements is able to be made to suit family budgets, e.g. fortnightly payments, monthly payments or half-yearly. The important thing about fees and levies is that we need families to pay their fees and levies so that the school can pay its bills. Any family who suddenly runs into difficulties or temporarily has problems should contact the Principal as there are simple and confidential arrangements which can be made. Our policy on unpaid fees is that after overdue notices and letters of demand are ignored, outstanding accounts are passed on for debt collection in cases when no contact is made with the Principal to resolve the issue.

School Fee statements are e-mailed Week 2 of each term with the exception of Term 1 when we endeavour to have the fees issued by Week 3.

We offer a variety of different payment options for payment of School Fees.

- Come into the Finance Office Mon to Fri between 8 am and 3.00pm pay in **Cash** or **EFTPOS**. You can also ring the office to pay via **credit card over the phone**.
- Establish a from **Direct Payment Authority your Bank Account or Credit Card** – this has to be done via the office. These payments can be weekly, fortnightly or monthly.
- B Pay – Your unique B Pay code appears on the top right hand corner of your statement
- Pay directly with credit card via your **Parent Lounge Account**.

At present, the majority of parents elect to establish a weekly/fortnightly or monthly deduction from either their bank account, or credit card. If you are interested in this, please contact the finance office (4942 5999 Therese or Robyn) at the commencement of the year to arrange for the relevant authorities to be signed.

SCHOOL NEWSLETTER

The school Newsletter, 'Connections' is a vital form of communication between school and families. A lot of time goes into its preparation. It is distributed to families on Thursdays **VIA E-MAIL**. Please ensure your email address is current so that you are kept up-to-date with events and school news. Paper copies are available from the office.

PARENT LOUNGE

What is Parent Lounge:

Parent Lounge is a communication tool between the school and parents. It gives parents access to:

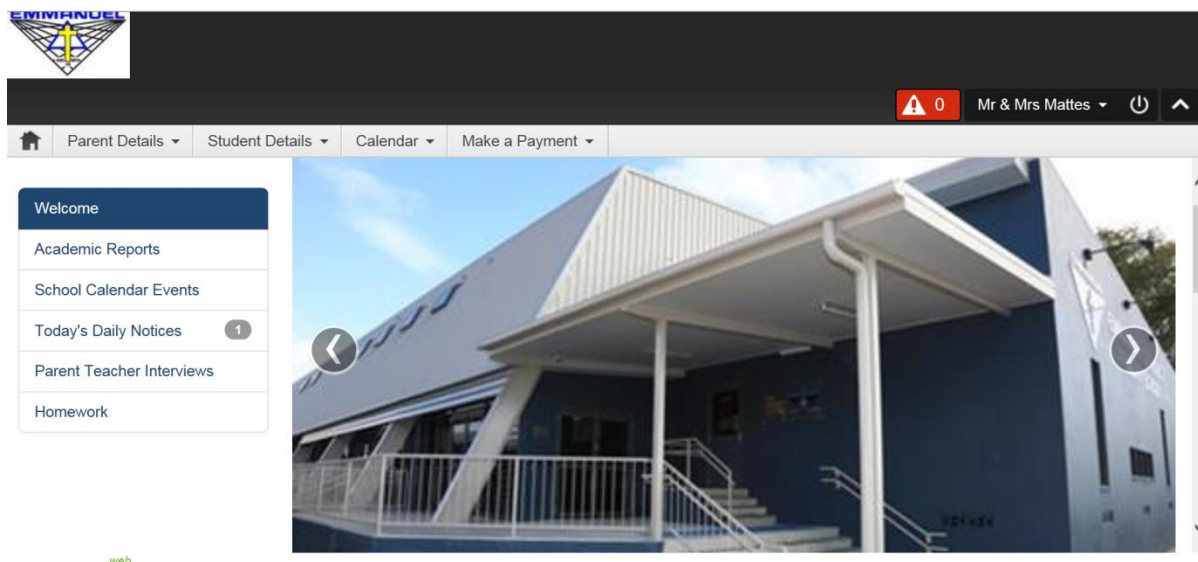
- Academic Reports – We no longer issue paper based report cards. All Report Cards appear on Parent Lounge at the end of each semester.
- Payment of School Fees
- Booking of Parent Teacher Interviews – Active at reporting time
- Update address Details

Early in Term 1 each new family will receive their unique User Name (which is a six digit number), along with a computer generated password. Once you receive these details, it is recommended that you login and change the password to suit yourself. To login to the Parent Lounge, simply go to either the Portal on our website, or use the URL <https://302enm.rok.catholic.edu.au/parentlounge>

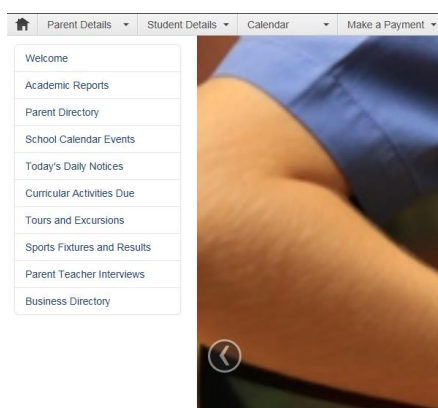


Parent Lounge Login Screen. If you forget your password, simply click the "Forgot Password?" in the right hand corner, then follow the prompts. A new password will be emailed to the email address that is recorded at the school.

Parent Lounge Home Screen



This is the Parent Lounge Home Screen. From here you can navigate into the various options available to you from the Home Bar.



MAKING A FEE PAYMENT: After logging into Parent Lounge, select the Make a Payment option from the drop down box, then select School Fees Account

Step 1: Account Details

Parent Code	123456	Parent Statement as at 10/02/2015
Last Statement Balance	\$1,064-81	
Current Balance of Account	\$1,064-81	

Payment Details

Account Payment	AUD \$ <input type="text" value="0.00"/>
PAYMENT TOTAL	AUD \$ <input type="text" value="0.00"/>

[Proceed To Payment >](#)

Your Parent Account Code along with the current balance of your statement will appear. If your balance has a minus sign at the front, it simply means that your account is in credit. If you click on the paper clip (under the red arrow at the top of **Step 1**), your latest statement will display. You then nominate an amount and click Proceed to Payment.

Step 2: Payment Details

Account Payment	AUD \$ <input type="text" value="50.00"/>
PAYMENT TOTAL	AUD \$ <input type="text" value="50.00"/>

* Email for Receipt

[Back](#) [Proceed To Payment >](#)

Step 2 requires you to select the email address that you would like your receipt sent to. Again click Proceed to payment to **Step 3**. Your Parent Code and Email address will appear where the arrows are. Click Pay Now

Please check that the details below are correct.
Click the 'Previous' button to change these details.

Parent Code	<input type="text"/>	←
Email for Receipt	<input type="text"/>	←
Amount to Pay	AUD \$ <input type="text" value="50.00"/>	

Click 'Pay Now' to proceed to the secure payment page.
Do not use the 'Back' button in your browser after this point.

[← Back](#)
[Pay Now >](#)

This will take you to the final screen, (shown below). This requires you only to complete your credit card details. Again your Parent Code, along with your selected email address will automatically appear on this screen. Once you have completed the card details, click Next. The payment will then process and a receipt will be sent to your nominated email address. **This is a secure site through our Bank Westpac.**



EMMANUEL SCHOOL MT PLEASANT - TASS - Make A Payment


Enter the details of the payment below. All information with an asterisk * is mandatory.

Enter Payment Details

Your Parent Code:

*Cardholder Name:

*Card Number:



*Expiry Date: / e.g. 02 / 17

*Card Verification Number: [More Information](#)

Payment Amount: AUD 50.00

Email Address: Enter your email address if you would like to receive a receipt for this payment.

Customer Details

Description	Quantity	Unit Price	Price (AUD)
Account Payment	1	50.00	50.00
Total:			50.00

Merchant Details

Merchant Name: EMMANUEL SCHOOL MT PLEASANT - TASS

Address: PO Box 8064
MT PLEASANT
QLD 4740

Email Address: enm_finance@rok.catholic.edu.au

Phone: 0749425999

[Cancel](#)

[Next](#)



STUDENT LEADERSHIP

Emmanuel Catholic Primary School's Student Leadership Program is based on the Vision and Mission of our school. We strive to provide a dynamic program that values equality of opportunity and encourages personal growth and the development of self-worth in our students. Our leadership program gives witness to Christian values and highlights the scripture passage from St Paul:

'There are different kinds of Spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to everyone for their particular service. The Spirit's presence is shown in some way in each person for the good of all' (1 Corinthians 12: 4-7)

Our program aims to:

- recognise that students need to understand themselves as a person.
- be inclusive and empowering for students.
- recognise that leadership is a developmental process.
- be nurturing of students.
- develop opportunities for students to develop leadership skills
- develop ownership and pride within students.
- provide opportunities for students to demonstrate leadership.
- encourage students to be witnesses to our school's Code of Behaviour.
- recognise students for their leadership contribution within the school.

The integration of the **Virtues Program** within the curriculum provides a good foundation for leadership development throughout all year levels. The following components exist in varying degrees within our Student Leadership Program:

FOR 2023:

- A Buddy Program with younger grades involving Years 4, 5 and 6 students
- Year 5 Leadership Camp, Year 6 Excursion
- 2 x School Leaders, 2 x House Leaders for each School House, 2 x Student Council members from each Year 6 class per term
- Peer Support Program – Term 2/3
- A Student Leadership Assembly each fortnight.

SCHOOL PRAYER

This prayer is our own school prayer written with much student input and learned by all teachers and students. The school prayer is said at all full school assemblies.

SICKNESS

Students who are ill are sent to the office by a teacher. We find that children who become ill at school find it quite distressing and don't want to be here. We are not equipped to deal with sick children for any length of time. It is very important that a parent is always able to be contacted for decisions regarding sick children.

Children with contagious illnesses should not attend school and we are guided by Education Queensland guidelines. In cases of head lice or impetigo (school sores) parents are contacted and students isolated until taken home.

SPECIALIST TEACHERS

Our school enjoys the services weekly of several specialist teachers in the areas of Drama, Physical Education, STEM and Visual Arts. It is expected that students will maintain a high level of co-operation with these teachers.

STUDENT BELONGINGS – LOST AND FOUND

It is important that all student belongings are clearly marked with student names. Every year we collect enormous amounts of uniforms, hats and lunch boxes and they are never collected. Lost property is kept at the back of the administration block and the office staff will help parents and children check for lost items. Regularly, named items are reunited with their owners. At the end of the year, lost property is washed and donated to St. Vincent de Paul. Items of value, such as toys etc are not welcome at school as it is difficult to ensure their safety and it is a problem if damage occurs.

STUDENT PROTECTION

STUDENT PROTECTION – SCHOOL CONTACTS

At Emmanuel any concerns or reasonable suspicions about a student's safety and wellbeing or the behaviour of a staff member or volunteer which a student considers to be inappropriate, will continue to be managed in accordance with Rockhampton Catholic Education Student Protection Processes. The Student Protection Contacts at Emmanuel are:

Geraldine Rostirolla (Principal)

Amanda McDonald (APA)

Janine Refalo (APC)

Noeleen Kliese (APRE)

Sharon Martin (School Counsellor)

TBC (OSHC Co-ordinator)

Further information about Rockhampton Catholic Education's commitment to Student Protection is available here: website: <https://www.rok.catholic.edu.au/our-schools/student-protection/>

STUDENT PROTECTION – USE OF TOILETS

At Emmanuel, we are committed to the safety of all students in our care. It is imperative that students understand the importance of using the toilet facilities at school in an appropriate manner. Classroom teachers regularly remind students of these behaviour expectations, and use the poster below (which are located in all school toilets) to ensure all students understand these important messages. We ask that you discuss these expectations at home with your children, so that we are all doing our part to keep children safe at school.



DESIGNATED TOILETS FOR PARENTS

At Emmanuel we have lots of volunteers, parents and contractors visiting our school each week. Therefore, it is important that we provide toilet facilities for their use. From a student protection perspective, **we ask that parents do not use the student toilets**. There are two toilets designated for the use of all parents, toddlers and visitors. These are the disabled toilets which are located at the back of the Library and beside F Block (Year 6 Classrooms and OSHC room) and at the end of R Block (Year 1 Classrooms). There is a yellow sign on the doors of these toilets advising parents that they are welcome to use this facility. Hope this helps you to not be 'caught short'!



TUCKSHOP PRICE LIST/ONLINE TUCKSHOP ORDERING PROCEDURE

Tuckshop price lists are sent home in the first week of the school year and are also available on our website. Please put it in a safe place for reference.

We offer an Online System through our Online Canteen. This service will allow you to pre order for FREE online. Ordering Online directly helps us in the canteen with the process taking away a number of growing tasks we need to complete in the canteen. **PLEASE NOTE ORDERS MUST BE PLACED PRIOR TO 8.40AM DAILY**. We understand that you may not be able to come in and volunteer your time – ordering online helps us!

Our online canteen is safe and easy to use.

To register:

1. Please go to <http://www.quickcliq.com.au/>
2. Complete the online registration form and an activation email will be sent to you
3. Log on press **Add Student** and credit
4. You are ready to start

If you require help, you can call on the Online Canteen Team on 1300 116 637 or email info@ouronlinecanteen.com.au

All students sit to eat at morning teatime and for a period of 12 minutes to eat lunch. They may go to the tuckshop to buy ice blocks after this time.

UNIFORM DETENTION - See POLICY

Uniform detentions are given to students in Years 4, 5 & 6, who are wearing incorrect uniform without a note from a parent to explain the situation. Students can also be given Uniform detentions for wearing the uniform incorrectly – that is all the right items but in very poor repair or shirts constantly hanging out or socks which disappear permanently into shoes. Failure to wear a hat is cause for Uniform detention.

UNIFORM RULES

It is expected that all students will wear correct uniform at all times unless there is a sudden difficulty, in which case it is expected that parents will write a note to teachers explaining the position. If you are unsure of aspects of the uniform or what is allowed, please check with the Principal as failure to do so can be expensive.

SCHOOL UNIFORM

Uniforms are available from Uniforms Mackay. **Second hand uniforms** only are available from the school and can be purchased on **Tuesday & Thursday afternoons 2.30 – 3.00pm. (Cash Only)**

DAY UNIFORM

BOYS

- Saxe blue shirt with pocket emblem: navy Wash and Wear shorts with longer leg (Stubbies or Ruggers)
- Grey ankle socks: traditional lace-up black leather school shoes (low cut black leather LYNX are suitable) **PLEASE NOTE LEATHER “STREET” STYLE SHOES SUCH AS KUSTOM BRAND ARE NOT ACCEPTABLE. PREFERRED BRANDS OF SCHOOL SHOES: CLARKS, COLORADO, ROC, LYNX**
- Navy Emmanuel school hat
- School pullover or zippered jacket with school emblem
- Plain navy track suit pants may be worn in winter, Terms 2 and 3 (School shorts to be worn under track pants)

GIRLS

- Optional Skirt & Blouse / Blue striped dress with back pleat and band, set in sleeve, zippered front, with school emblem. **ALL GIRLS MUST HAVE 1 DRESS FOR OFFICIAL SCHOOL OCCASIONS**
- White ankle socks: traditional black leather lace-up school shoes - not buckle - low cut black leather LYNX are suitable. **PLEASE NOTE LEATHER “STREET” STYLE SHOES SUCH AS KUSTOM BRAND AND MARY JANE STYLE ARE NOT ACCEPTABLE. PREFERRED BRANDS OF SCHOOL SHOES: CLARKS, COLORADO, ROC, LYNX**
- Navy Emmanuel school hat
- School pullover or zippered jacket with school emblem
- Navy tights / navy stockings in winter weather Terms 2 and 3

SPORTS UNIFORM

BOYS

- Sports shirt with emblem
- Royal blue sports shorts with “EMMANUEL” on leg edge.
- Sports shoes - leather or leather look with fabric - low cut joggers, **WHITE** laces, **WHITE** background, some colour trim is acceptable. **Canvas shoes eg. Dunlop Volleys, high cut basketball shoes and white “street” shoes with coloured laces are NOT acceptable. NO “FLURO” COLOURS PLEASE!**
- Sports socks - white with royal blue and gold stripe

GIRLS

- Sports shirt with emblem
- Sports shorts
- Sports shoes (leather or leather look with fabric) - low cut joggers, **WHITE** laces, **WHITE** background, some colour trim is acceptable. **Canvas shoes eg. Dunlop Volleys, high cut basketball shoes and white “street” shoes with coloured laces are NOT acceptable. NO “FLURO” COLOURS PLEASE!**
- Sports socks - white with royal blue and gold stripe.

Uniforms are available from Uniform Solutions –118 Wood Street, Mackay.

Second hand uniforms are available from the school and can be purchased on Tuesday/Thursday afternoons from 2.30pm – 3.00pm.

PREP UNIFORM

Prep students will have an informal uniform that the children will wear everyday, similar to the rest of the school. It will consist of a gold polo shirt, sport shorts, school sports socks and sandshoes. The hat will be the Emmanuel school hat. Predominantly **WHITE** sports shoes are required. NO “FLURO” colours please. During the cooler months children may wear navy blue tracksuit pants and the school jumper.

Please ensure that all clothing is clearly marked with names. Even though the children wear aprons for painting activities we cannot guarantee that their clothes will remain clean.

Uniforms are available from Uniform Solutions: 118 Wood Street, Mackay. Phone: 49 513 549.

Second hand uniforms are available from the school and can be purchased on Tuesday & Thursday afternoons 2.30 – 3.00pm. (Cash Only)

IF PARENTS ARE UNSURE OF SCHOOL UNIFORM OR HAIR STYLE REQUIREMENTS, PLEASE CONTACT THE SCHOOL OFFICE FOR CLARIFICATION.

**EMMANUEL CATHOLIC PRIMARY SCHOOL*****Homework Policy*****PREAMBLE**

Homework is considered to be an integral part of the children's learning and personal development. It is valued as a personal study habit, which contributes to student success. This habit helps to build self-discipline, personal responsibility and independent action. Homework is a direct means of supporting the home-school partnership by providing parents with opportunities to observe student progress and encourage positive attitudes to education.

VALUES

Respect, Love, Dignity, Honesty, Faith, Justice

**POLICY
STATEMENT**

At Emmanuel, the habit of homework is considered to be of benefit to all children. It will be applied consistently across all year levels and will be appropriate to the age and ability of students.

CONSEQUENCES

- Homework will support classroom learning.
- Guidelines for homework will be communicated clearly to parents and students.
- Completed homework will be acknowledged at home and at school.
- Failure to complete homework, without parental explanation, will result in appropriate consequences, determined by the classroom teacher.
- The quantity and purpose of homework should be consistent across a year level.



The following routine classroom activities could be included as weekly/ nightly homework activities:

- Practice of the alphabet and phonics
- Reading practice
- Spelling activities (oral and written)
- Sentences
- Work not completed in class
- Practice of sight words
- Handwriting practice
- Number facts
- Maths activities
- Literacy activities

Homework Formats:

Homework may take a variety of formats, which may include weekly contracts, nightly homework, assignment work, class page activities, etc.

Expectations:

Teachers will make their expectations regarding homework clear at the Parent Meeting in Term One each year. Parental support and co-operation of these expectations is required. Homework expectations and guidelines will be included in the Parent Handbook each year.

Students will do homework set, parents are encouraged to sign homework, (dependant on classroom teacher requirements) and encourage neat presentation of work.

Teachers will correct homework and acknowledge it.

Students in Year 6 will be responsible for using the school diary to record homework.

School work will not be provided for students on extended leave / holidays during term time. Suggested practice is that they read, keep a diary and learn about their holiday environment.

RECOMMENDED TIME SPENT ON ACTIVITIES & READING TIME

YEAR	RECOMMENDED TIME SPENT ON ACTIVITIES	<u>READING EXPECTATIONS</u> Current research supports a <u>MINIMUM</u> of 20 minutes reading time per night for <u>ALL</u> students.
Prep TERM 1	TERM ONE – no activities	Prep Term 1: Parent reading to child every night
Prep TERMS 2, 3 & 4	5 minutes per night – no more than 30 minutes / week	Prep Terms 2, 3 & 4: Parent reading to child + 10 minutes reading by the child.
Year 1 & 2	10 minutes per night – no more than 1 hour / week	<u>Year 1 – Year 3</u> : 20 minutes reading to/with/by parents EVERY NIGHT <u>Years 4 – 6</u> : 20 minutes independent / assisted reading EVERY NIGHT
Year 3 & 4	15 minutes per night – no more than 1.5 hours / week	
Year 5 & 6	30 minutes per night – no more than 2 hours / week	
Daily reading requirements for Yrs 1-6 MUST include independent reading (by the child). Students are also encouraged to read with & listen to their parents daily for pleasure & enjoyment further to time spent reading by the child.		

Amendment: Homework Policy

First Presented: February 2008

Update Completed: June 2018

A.3 SCHOOL SYMBOLS



Student Pastoral Care Houses

Student Pastoral Care Houses have been named after founders of the school. All four founders were significant in the vision, design and establishment of our school.

WALLACE
(Red)

Bishop Bernard Wallace was Bishop of the Rockhampton Diocese from 1974 to 1990. His support for the establishment of Emmanuel was whole hearted and enthusiastic.

McBRIDE
(White)

Sr Joan McBride of the Marist Sisters was invited by the Bishop to be the founding Principal. She served the school community from 1983 to 1990 nurturing the school community to build for the future.

CASTLES
(Green)

Rev. Dr Kevin Castles was Director of the Catholic Education Office during the period of planning and establishment of Emmanuel.

CARROLL
(Blue)

Fr Joe Carroll, a priest of St Joseph's Parish, was one of the driving forces behind the success of Emmanuel. His personal contributions to traffic control and the early development of the grounds was "hands on" and practical.



EMMANUEL CATHOLIC PRIMARY SCHOOL

Behaviour Management Policy

VALUES

Love, compassion, justice, dignity, self-discipline, tolerance, respect.

REFLECTION MATERIAL

Emmanuel Catholic School Mission Statement
Catholic Schools Australian Landscapes, Maurice Ryan, Damien Brennan, T. Willmet.
Pastoral Care for Schools, Kevin Treston:
Student Welfare and Discipline, Curriculum Keynotes.
Beating Bullying, The Wyncroft Centre.
Behaviour Management Plan, The Wyncroft Centre.
Pastoral Care Support Documents, No. 1, 2 and 3. CEO Sydney.

RATIONALE

The teaching and management of student behaviour is the responsibility of all staff, parents and children within our school community. Underpinning its success is the recognition of the dignity and worth of all individuals.

As stated in our school's Mission Statement, we aim to *'encourage and build effective communication and collaborative decision making processes to foster mutually beneficial relationships'*

A positive, supportive and caring environment will be promoted through creating and implementing an effective behaviour management program.

PURPOSE

To develop commitment and ownership in our community's behaviour by involving all stakeholders in the development of the expectations of how we will live and learn together.

To enable all students to extend their skills of living and learning together in productivity and harmony by learning and experiencing appropriate behaviours.

To create an environment that satisfies the needs of students in our care and, as a result, promotes appropriate behaviour for all students.

To allow mistakes to be platforms of learning for students, teachers and the school community.

To resolve conflict at the most appropriate level that is beneficial for all stakeholders.

POLICY

We view Behaviour Management as a process by which we help our students to develop genuine respect for the dignity of all people and the world in which we live through the provision of quality community relationships, satisfying learning experiences and effective support networks.

CONSEQUENCES

1. There will be an explicit set of beliefs about children and their behaviour
2. The Rights and Responsibilities of parents, students and staff are clearly articulated through the Charter of Right Relationships.
3. The Emmanuel Code of Behaviour, developed by community members, reflects the vision and mission of the school.
5. Classroom teachers will develop classroom rules annually.
6. The consequences of behaviour and the procedures to be followed will be clearly stated.
7. Staff training will be provided to maintain and develop skills aligned to behaviour management and development, consistent with the school policy.
8. Proactive programs to continue to build, promote, enhance and teach skills and attitudes relating to appropriate behaviour.
9. Effective systems be implemented to monitor and report behaviour throughout the school community.
10. Procedures to handle bullying will be developed and openly communicated.
(See Anti-Bullying Policy)

OUR BELIEFS ABOUT CHILDREN'S BEHAVIOUR

We believe that children are precious.

We believe that the task of caring for children (as parents /staff) is important.

We believe that all children are different and are to be valued for their differences.

We believe that adult responses to children's behaviour should be in keeping with the Christian values upon which the Mission of the school is based.

We believe that children learn best in a positive, supportive environment.

We believe that children behave in positive and negative ways to satisfy a need.

We believe that the behaviour of children can be affected by:

- their beliefs about themselves
- the attitudes and support of the people at home
- the expectations of the significant adults in their lives.

We believe children need to feel secure that justice and fairness operate in the school environment.

We believe children need to experience success in tasks.

CHARTER OF RIGHT RELATIONSHIPS

A Charter of Right Relationships develops a caring, life-giving and liberating environment and maintains a culture of safety for all. It seeks to provide guidance for the highest standard of practice in dealing with others and encourages the establishment and maintenance of right relationships. Above all, it aims to protect and support the dignity and integrity of each person. Our Charter is expressed in the following statements:

- Respectfully listen to hear the wisdom of each person.
- We mindful of the effects of your words and actions.
- Affirm the dignity and worth of all individuals while valuing differences.
- Exercise sensitivity, discretion, prudent judgement and self-control.
- Be aware of the needs of another.
- Honour the presence of another person through our interaction.
- Exercise patience and perseverance in developing right relationships

CODE OF BEHAVIOUR

We respect the rights of all members of our school community.

We are responsible for our own behaviour.

We settle our differences peacefully.

We are all responsible for making our school a safe place.

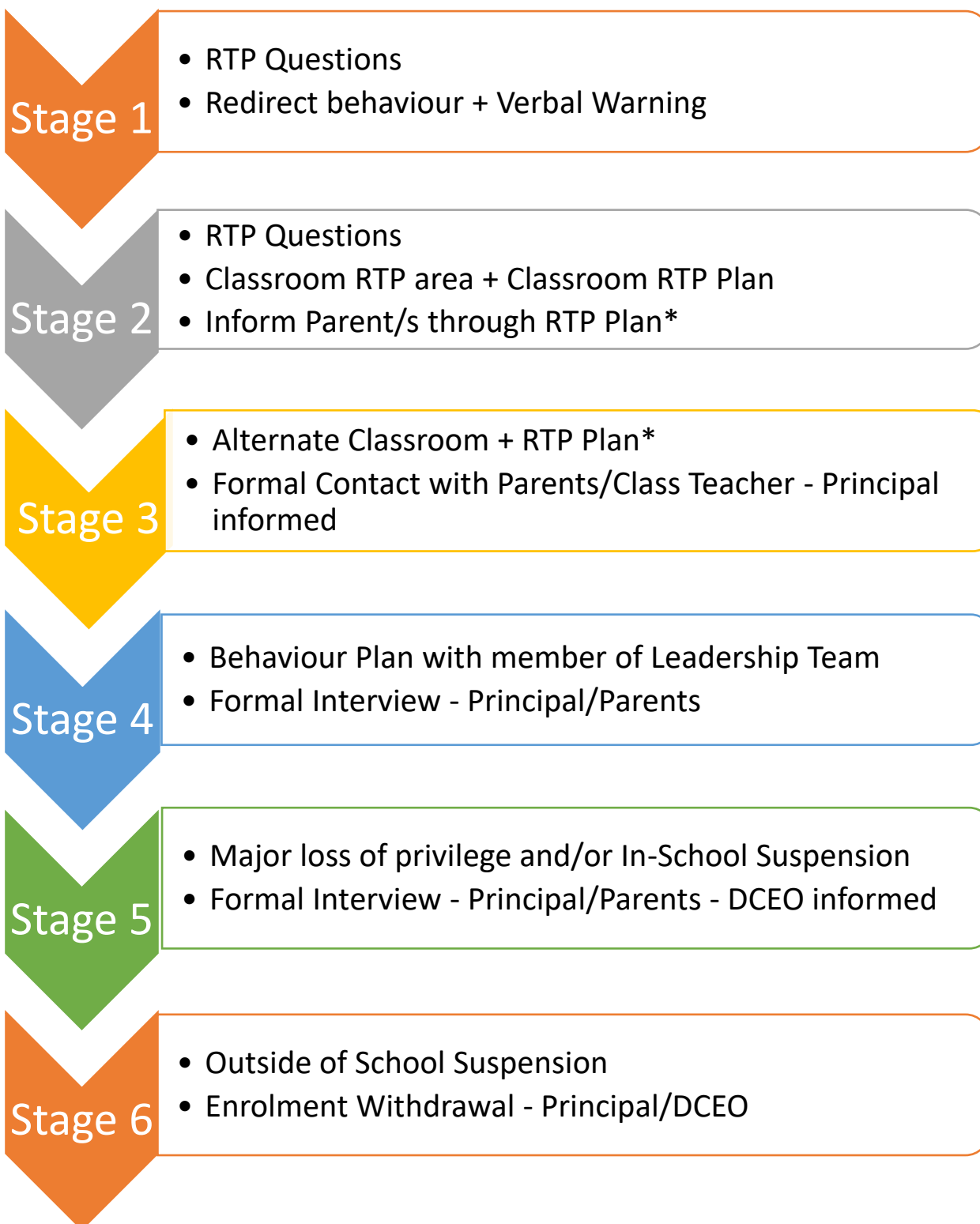
We respect and value the ideas, culture and property of others.

We are courteous, co-operative and considerate.

WEAPONS IN SCHOOL

Any weapon or instrument that could be used to cause harm is prohibited at any school/ college sanctioned activity. Students breaching this requirement may face serious consequences including suspension and the termination of enrolment. The matter will also be reported to police.

RESPONSIBLE THINKING PROCESS



* Stage 2 & 3 are implemented twice before moving to the next stage.



EMMANUEL CATHOLIC PRIMARY SCHOOL

Anti-Bullying Policy

RATIONALE

'It is a fundamental democratic right for a child to feel safe in school and to be spared the oppression and repeated, intentional humiliation implied in bullying.' (Olweus)

As a school community, our aim is to develop a nurturing and life-giving environment where a culture of safety is promoted for all. The establishment of respectful relationships is critical in protecting and supporting the dignity and integrity of each person. It is important that school communities help students build and restore respectful relationships with each other.

Incidents of bullying undermine respectful relationships. An episode of bullying has three identifying characteristics:

1. an imbalance of power,
2. an intent to hurt, embarrass, or humiliate,
3. repeated behaviour.

Bullying behaviour has many forms.

Physical Bullying may include hitting, poking, tripping, pushing or damaging someone's belongings.

Verbal Bullying may include name calling, insults, homophobic or racist remarks and verbal abuse.

Social Bullying may include lying, spreading rumours, playing a nasty joke, mimicking, and deliberately excluding someone.

Psychological Bullying may include intimidation, manipulation and stalking.

Cyber Bullying may include using technology (such as email, mobile phones, chat rooms, social networking sites, etc) to verbally, socially or psychologically bully.

It is also important to define what is not considered bullying behaviour. Bullying behaviour is not:

- arguments and disagreements
- disliking someone
- single-episode acts of nastiness or spite
- Random acts of aggression or intimidation

In such circumstances, the behaviour will be addressed within the School's Behaviour Management Policy and Procedures.

Our school community aims to develop and enhance a positive school culture that supports responsible personal behaviour and actively discourages bullying behaviours.

VALUES

Love, compassion, justice, dignity, self-discipline, tolerance, respect.

POLICY STATEMENT

Bullying is any intentional repeated behaviour by an individual or group, where there is an imbalance of power that causes a person to feel unsafe and or helpless.

IMPLEMENTATION

1. General behaviour expectations will be clearly outlined for all students.
2. A clear definition of bullying behaviour will be communicated to students, parents and staff.
3. Intervention strategies will be adopted to address bullying and promote respectful relationships.
4. Promote positive bystander behaviour.
5. Positively reinforce and recognise pro-social behaviour taken by students.
6. Ensure proactive initiatives to build respectful relationships will be integrated into the curriculum.
7. Current thinking and practices used to address bullying in schools will be provided to staff and parents on a regular basis.
8. Options for the reporting of bullying incidents will be available to all students and be age appropriate.
9. Procedures for addressing all bullying incidents will be clearly communicated to all members of the school community.
10. Monitor and evaluate current anti-bullying procedures to ensure they respond to students' needs.
11. Support services will be available to staff, students and parents affected by bullying behaviour.

Policy Area: Administration

Draft Number: Final

Replaces: Current Anti-Bullying Policy

First Presented: Thursday October 20, 2010

Completed:

Board Membership : Michael Brown, Nikki Kirkwood, Liz Russell, Natalie Dunton, Michelle Jensen, Andre Wessels, Mark Mattes, Michael McCusker, Fr Peter Tonti,

Procedures

It is necessary to have preventative programs/activities to maintain a positive school atmosphere and to encourage all students to be respectful to each other. It is also necessary to have procedures for handling cases as they come to people's attention."

The essential elements of a comprehensive school bullying prevention programme include:

1. A positive school climate
2. Opportunities in the formal and informal curriculum to reinforce positive, Christian behaviours
3. Procedures for handling bullying, bullies and victims.

At Emmanuel a positive school climate is an important element of Pastoral Care. It is built and maintained through:

- holding positive beliefs about the behaviour of children and adults in the school community
- maintaining positive expectations of children and their behaviour
- encouraging, recognizing and reinforcing desirable behaviours in both classroom and playground settings
- the disciplinary practices of staff

At Emmanuel opportunities for reinforcing positive, Christian behaviours occur formally and informally through:

- Leadership activities for Year 6 students
- the Religious Education Programme
- the Personal Development Education Programme
- the disciplinary practices of staff
- the example of teachers in their relationships with parents and other school staff
- the messages that students receive on Assembly

At Emmanuel, the procedures for handling episodes of bullying are:

- listening openly to all sides of the story and clarifying the facts and feelings involved
- speaking to all participants separately to clarify what they want from the other person/s
- bringing the two parties together to confirm facts and feelings
- Using the technique
When you do.....
I feel.....
I would prefer you to
- Deciding mutually acceptable behaviours for the future
- Making appropriate apologies
- Encouraging confidentiality
- Explaining that on the first occasion it is an informal procedure; repeat offences would include parents and formal warnings.

Ways to Report Bullying

Students often feel that to deal with the problem of bullying can only make it worse. Students are encouraged to realize that bullying can only be dealt with if a significant adult knows about it. The significant adult could be a parent or a teacher. Bullying can be reported by:

- Telling a parent, teacher or member of the Administration Team.
- Having a friend speak to a significant adult on your behalf
- Self Refer by placing their name in the 'Stop Bullying Box' situated in the library

Signs for parents to look for that a child is being bullied.

- bed wetting
- crying or emotional upset that seems unusual
- not wanting to go to school
- not wanting to be left with certain people
- any changes in sleeping or eating habits
- loss of confidence

Signs for parents to detect if your child is at risk of becoming a bully.

- has difficulties seeing another persons' point of view
- likes to win at all costs
- bullies sisters or brothers
- is bullied by family members
- if fighting, arguing and teasing are acceptable at home
- has difficulty keeping or making friends
- has low self esteem

Diocesan Education Council
Policy Number: 2020/06 DMS: D19/6067
Version: 06 Approval Date: 5 June 2020



Catholic Education
Diocese of Rockhampton

ENROLMENT

Scope: This policy applies to all Catholic schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

1. POLICY STATEMENT

Catholic schools and colleges are open and accessible to all families who support their Catholic identity and ethos.

2. DESCRIPTION

From *The Queensland Bishops' Project – Catholic Schools for the 21st Century* the six *Defining features of Catholic Schools in the Diocese of Rockhampton* are:

- ☐ Give witness to the message of Jesus and the mission of the Church
- ☐ Have a clear Catholic identity
- ☐ Be open and accessible to all who seek their values
- ☐ Offer a relevant and holistic curriculum of quality teaching and learning
- ☐ Be communities of care
- ☐ Be characterised by inclusive partnerships within a community of faith.

Catholic Education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting young people to discover and embrace the fullness of life in Christ.

3. IMPLEMENTATION ISSUES

1. Schools and colleges will accept students for enrolment on the understanding that they and their family respect the Catholic identity of the school and agree to support and contribute to it, commit to supporting the school values, accept that religious education and the spiritual life are integral to the school's existence and meet obligations as detailed in the Enrolment Application.
2. Schools and colleges will strive to make a preferential option for the poor, marginalised and those most in need.
3. Schools and colleges will not deny enrolment to any family on the basis of an inability to pay school fees and levies. Further information can be obtained by referring to the policy and procedures relating to payment of fees and levies.



4. Catholic Education provides clear advice regarding the enrolment of students who require significant educational adjustment. This advice ascertains the support required to adequately or appropriately cater for the learning needs of the students.
5. Order of priority for enrolment would be given as follows:
 - a) Students with siblings who currently attend or have attended the school or college
 - b) Students whose families worship in a Catholic parish
 - c) Students whose families demonstrate a commitment to the ethos and values of Catholic Schools and have a desire for faith education in the Catholic tradition.
6. All schools and colleges will develop a set of enrolment processes that reflect the implementation issues.
7. Schools and colleges will act with fairness and compassion in implementing this policy.
8. Catholic Education enrolment application and procedures support this policy.
9. Catholic Education will develop a set of enrolment guidelines that will assist and support the enrolment process.

4. REFLECTION MATERIAL

CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- ☐ [Catholic School Community](#) 2018/04
- ☐ [Inclusive Practice in Catholic Schools and Colleges](#) 2017/01
- ☐ [Termination of Enrolment of Students](#) 2018/13
- ☐ *Enrolment Application Procedures Version 1 August 2019*
- ☐ *Enrolment Procedures - Transitioning from a Catholic Primary School to a Catholic Secondary College Version 1 October 2019*
- ☐ *Enrolment Procedures - Transitioning from a Catholic Kindergarten to Catholic Primary School Version 1 October 2019*
- ☐ Diocese of Rockhampton [‘An Encounter with Christ’: Defining Features of Catholic Schools in the 21st Century](#) 2004

RESOURCES

- ☐ Congregation for Catholic Education *The Catholic School on the Threshold of the Third Millennium*, Rome 1997
- ☐ Queensland Catholic Education Commission Policy Statement [Inclusive Practices in Catholic Schools](#) 2019



EMMANUEL CATHOLIC PRIMARY SCHOOL

Year 2023 Schedule of Fees and Levies

2023 TUITION FEE SCHEDULE

Tuition fee per student

Students in Diocesan Schools Discount Percentage	One 0%	Two 12.5%	Three 35%	Four or more 50%
PRIMARY – per week	\$35.50	\$31.06	\$23.08	\$17.75
PRIMARY – per term	\$355.00	\$310.60	\$230.80	\$177.50
PRIMARY – per year	\$1420.00	\$1242.50	\$923.00	\$710.00

PRIMARY:

LEVIES

P & F (Qld)

(Approx) \$6.50 per year (includes GST)

ALL FAMILIES:

Technology Levy	\$120.00 per student /	\$240.00 per family per year
P & F Fundraising Levy		\$150.00 per year
School Building Fund Levy		\$420.00 per year

NOTES:

Building Fund:

Meeting the needs of students seeing a Catholic education requires significant capital works through building new schools/facilities, refurbishment, and maintenance. Capital works are supplemented through Building Levies charged to families through normal school fee billing processes.

1. The General Curriculum Levy includes art and craft expenses and consumable items, photocopying, paper, reading materials, classroom materials and an element for the development of resources. It also includes items in which all students are involved – for Drama lessons, Life Education Van, bus travel to the Opening Mass and the End of Year Mass. Sporting materials, equipment and levies are also maintained through this levy. This levy increases each year to remain at 25% of the Tuition Fee.
2. The P & F Levy is paid to the Queensland Federation of P & F Associations on your behalf. Any shortfall in this figure has to be paid by Parents and Friends.
3. School fees and levies are billed per term. Through contact with the Principal, a variety of alternative payment arrangements can be made, including direct debit.
5. The Technology Levy was introduced as a Diocesan initiative to ensure Catholic schools could institute and maintain a commitment to computers and technology in curriculum programs. This amount is the recommended Diocesan Levy for Technology and is a family based levy.

6. The Parents & Friends Fundraising Levy enables the P&F to make a significant contribution to major projects through the school. The levy is billed on the quarterly accounts and is per family only. This levy may increase annually by the Education Index rate.

DISCOUNTS:

School fees are discounted on the following scale for families with more than one child at any Catholic School in the Diocese –

Two children 12.5% Three children 35% Four children 50%

CONCESSIONS:

Families sometimes have difficulty paying school fees and may apply for a concession. Concessions are calculated according to Diocesan guidelines and in accordance with both Diocesan and School Fees Policies. In 2017 Catholic Education introduced a means-tested concession card discount.

Parents/carers with an eligible means-tested Australian government health care or pensioner concession card will automatically receive a 70% discount to tuition fees (does not apply to school levies).

Card holders are required to advise the school of their concession card at enrolment or when the card is gained. Once the card is sighted by the school's administration, tuition fees for future terms will be adjusted. This initiative is intended to assist those families who genuinely do not have the financial capacity to pay tuition fees in full.

Further information is available at www.rok.catholic.edu.au – "Fees & Levies".

ADMINISTRATION LEVIES

A non-refundable administration levy of \$30 is payable on each application for enrolment.

An administration levy of \$10.00 will be charged on each termly account. This will be waived if the account is settled **within 14 days**.

PLEASE NOTE:

1. Accounts are termly, being sent home in the second week of term. Families who fall behind with payment of fees, and who fail to contact the Principal, will receive follow-up correspondence regarding debt status. Action is taken on outstanding debts over which no contact is made with the Principal.
2. Families who find hardship with fee payment must contact the Principal to discuss options.
3. Concessions do not carry from year to year. New arrangements must be made as family circumstances do change and the school must be notified.
4. The school now has the facility to offer direct debit of school fees and levies from financial institutions nominated by parents or guardians. This process allows weekly, fortnightly or monthly payments of fees to be made over the course of the school year making budgeting a regular and manageable

activity. Application forms are available from the school office. Internet banking is also available. Parents who elect to utilize this option please note that you need to contact the finance office at the commencement of Term 4 to ensure that your direct payment has been sufficient to cover the additional extras e.g. swimming, dance fever, class novels etc that are added on to your account each term. As these amounts are not finalized at the commencement of the year, they are **NOT CALCULATED** in the regular direct payment that is made.

OUTSIDE SCHOOL HOURS/VACATION CARE

We are now able to offer to parents Outside School Care/ Vacation Care. This is available for students attending Kindy – Year 6 and attend Emmanuel Kindy/School.

	Permanent booking Per session per child	Casual booking Per session per child
After School Care 3.00pm – 6.00pm	\$25.00	\$25.00
Vacation care/pupil free days 7.00am – 6.00pm	\$57.00 per session <i>*additional fees apply</i>	

Late Fee - \$17.00 for every 15 minutes of part thereof per family per occurrence.
(These fees pay for two staff members' overtime wages).

Further information please contact:

OSCH Co-Ordinator

Phone: 0429 311 579

Email: ENM_OSCH@rok.catholic.edu.au



Catholic Education
Diocese of Rockhampton

Time Out

Keeping your child and other kids healthy!

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

Condition	Person with the infection	Those in contact with the infected person ¹
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED 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.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19⁴	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea³ and/or Vomiting including: <ul style="list-style-type: none"> amoebiasis campylobacter cryptosporidium giardia rotavirus salmonella viral gastroenteritis but excluding: <ul style="list-style-type: none"> norovirus shigellosis toxin-producing forms of E.coli (STEC) See specific information below	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella)⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice.
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	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).	NOT EXCLUDED
Hepatitis A⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED 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.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.

3. Diarrhoea definition is: 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.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.



Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles ⁴	EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE 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.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY <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)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid ⁴ and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) ⁴	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at:
www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units
- 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
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <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



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