

SAMUEL GILBERT PUBLIC SCHOOL

Ridgecrop Drive, Castle Hill 2154
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INFORMATION BOOK

2009

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DIRECTORY

Address Ridgescrop Drive, Castle Hill, NSW 2155
Phone 9680 4477
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Website www.samuelgilb-p.schools.nsw.edu.au

School Hours School Starts – 8.50am
Recess – 10.50am
Lunch – 1.00pm
Dismissal – 2.55pm
Teachers are on duty from 8.25am

Administration Office Hours 8.30am – 3.15pm

Principal Mr Andrew Bowmer

Deputy Principal Mrs Donna Harris

Assistant Principals Ms Cathie Barclay
Miss Elaine Cater
Miss Heather Solly
Ms Carol Spencer

School Administrative and Support Staff Ms Sue Moor (Administrative Manager)
Mrs Frances Evans (Administrative Officer)
Mrs Gail Loynes (Administrative Officer)
Mrs Sue Bell (Library Assistant)
Mr Doug Young (General Assistant)

Canteen Supervisors Mrs Judy Naudi
Mrs Jenelle Lockrey

TEACHING STAFF

KINDERGARTEN, YEARS 1 & 2

KE MRS ELIZABETH EVANS
KM MRS LOUISE MCLEOD
KR MS KATRINA RICHMOND
KS MRS INGRID SAMUELS

1D MRS JANET DAVIS
1L MRS NALINI LOMOV
1S MRS BRIGIDA SMITH
1Y MR MARK YENDLE

2N MRS CHERYL NELSON
2S MRS HEATHER SOLLY
2V MRS MONICA VAN LOON

YEARS 3, 4, 5 & 6

3C MISS ELAINE CATER
3J MRS MARION JOHNSON

3/4T MRS EILEEN TUDOR

4B MS CATHIE BARCLAY
4W MISS STEPHANIE WALTERS

5J MRS HELEN JOHNSON
5M MRS KAREN MARCOLIN
5S MS CAROL SPENCER

6H MRS LYNNEA HART
6S MRS JUTTA SMITH

SPECIALIST STAFF

TEACHER/LIBRARIAN
COUNSELLOR
ENGLISH AS A SECOND LANGUAGE
READING RECOVERY
RELIEF FROM FACE TO FACE (SCIENCE)
RESOURCE TEACHER
COMPUTER CO-ORDINATOR
TEACHER'S AIDE SPECIAL
TEACHER'S AIDE SPECIAL
TEACHER'S AIDE SPECIAL

MRS DEIDRE BRIDIE
MRS GLENDA WALTER
MS KIT NG
MRS LYN ELLIOTT
MS LIZ MANNILE
HELEN ELDRIDGE
MRS SUE BELL
MRS ELIZABETH COONEY
MRS BRONWYN HIGGINS
MRS JENNIFER MOORE

THE SAMUEL GILBERT FAMILY

We believe that the school should operate like an extended family, demonstrating respect, tolerance, concern and support for each other and being inclusive of all members.

To attain the greatest benefit from the school, it is essential that the school and family work together and develop an environment of mutual understanding and trust, support and encouragement for your child's education and school.

The school has an administrative structure in which each grade has a team leader. Issues should be addressed in the first instance with the class teacher, however, should you feel that the class teacher is not addressing your concerns, you may wish to seek to raise them with the team leader.

The Grade/Stage team leaders are:

Kindergarten (Early Stage 1)	Mrs Donna Harris
Years 1 and 2 (Stage 1)	Mrs Heather Solly
Years 3 and 4 (Stage 2)	Ms Cathie Barclay
Years 5 and 6 (Stage 3)	Ms Carol Spencer

Whilst the Principal and Deputy Principal are always available to meet with you, experience shows that most problems are best resolved initially with the teacher and Supervisor.

ENROLMENT PROCEDURES

Students are required to attend school between the ages of 6-15 years.

All new students are required to complete enrolment procedures before starting school. Families on visas may have to complete special enrolment procedures before commencing school. These application forms can be obtained from the front office and enrolment can only proceed with the approval of the Department's Temporary Visa Unit in Wollongong. For further information, please contact the school office.

SUPERVISION OF STUDENTS

Teachers supervise all play areas. Supervision begins in the morning at 8.25am and students should not be in the school playground before that time as there is no formal supervision. Students should not be at school before 8.25am.

ATTENDANCE

Please remember our school day commences at 8.50am and we seek your cooperation to ensure that your child arrives punctually. If your child is late for class, he/she should go to the office for a late note before going to class. The Department requires a written explanation of any whole day or partial absences.

An application must be completed for any absences which exceed 15 days. These forms can be obtained from the school office.

PROTECTION FROM THE SUN

Samuel Gilbert Public School recognises the increasing occurrence of skin cancer in Australia and is committed to protecting our students from the effects of the sun. Consistent with the Department of Education and Training's policy, and to ensure the welfare of our students, our school has implemented a "No Hat, No Play" policy. This requires students without a hat to spend their play time in shaded or covered areas and not in the sun.

STUDENTS LEAVING SCHOOL GROUNDS

Children are never to leave the school grounds without the school's permission.

If you wish to collect your children early, please go to the front office first and complete an early leaver's form. Teachers will not release students from class without this note.

Please never collect another family's child without informing the school, as this can cause great distress when a child cannot be located.

Child Protection is a vital component of our Student Welfare Policy.

SCHOOL HOLIDAYS

The NSW Department of Education and Training operates on a four term year commencing in late January and finishing late December. Staff return to school one day before the students in Terms 1, 2 and 3. These are School Development Days and students do not attend school on these days.

Term dates can be found on the school's website.

INTERVIEWS

Teachers are available to discuss any aspect of student performance with parents. Teachers may be able to chat quickly with you informally but if there are significant concerns please arrange an interview at a mutually convenient time.

Teachers cannot leave classes to take phone calls or to speak with parents as they have a duty of care for all students in their care.

More formal interview times are set aside for the end of Term 1.

ANTI-BULLYING POLICY

The Samuel Gilbert Community rejects bullying in all forms and is committed to the concept that students have a right to spend their school day free from bullying, harassment and intimidation. Bullying behaviour can be verbal, physical, social or psychological in nature and is seen as intentional behaviour by an individual or group that causes distress, hurt or undue pressure. All members of the school community have a shared responsibility to ensure a safe and happy environment, free from all forms of bullying.

Samuel Gilbert has a K-6 playground where the older students take care of our younger students and model appropriate behaviour.

Samuel Gilbert Public School will deal with any incident of bullying quickly and efficiently, in line with our Anti-Bullying Plan, using all measures available under the school's Discipline Code.

STUDENT WELFARE POLICY

The Student Welfare Policy was reviewed in 2003 and was approved for implementation by the School Council in 2004. Copies may be obtained from the front office upon request. The policy seeks to clearly spell out student rights and responsibilities and encourages them to display appropriate behaviour. The policy is rich in rewards for students displaying appropriate behaviours and has specific consequences for misbehaviour.

The school also operates a “Buddy Program” which links students from Kindergarten and Year 6. The program aims to provide Kindergarten students with a “special older friend” who will support them in adapting to our school. As the year progresses the scheme provides the opportunity for the older children to assist their buddy with Reading, Writing and Social Development. This program continues with our Year 5/Year 1 Buddy Program.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

<i>I have the right to:</i>	<i>I have the responsibility to:</i>
1. Be treated with respect and compassion	<ul style="list-style-type: none"> • Treat others with respect and compassion, and to exercise self-control • Behave in a manner that will gain respect for our school from the community
2. Expect that my property will be safe	<ul style="list-style-type: none"> • Look after our school property and respect the property of others
3. Learn	<ul style="list-style-type: none"> • Cooperate with teachers and other students so they can be taught without disruption • Always try to give my best effort
4. Have a clean and tidy school	<ul style="list-style-type: none"> • Care for and take pride in our school and its environment
5. Be safe from physical danger	<ul style="list-style-type: none"> • Help keep our school safe and not put others or myself in physical danger • Alert teachers about any possibility of danger
6. Share equally in the school's Facilities	<ul style="list-style-type: none"> • Allow my fellow students to share our school's facilities

UNIFORM

The school community expects that students will wear full school uniform to school. The uniform listed below is available from the School Uniform Shop which is open Monday from 2.00-3.00pm and Tuesday 8.30-10.00am.

ALL YEAR UNIFORM

- Library bag* A large cloth bag for carrying library books is required. A library bag is available at the uniform shop.
- Shoes* School shoes must be all black and be fully enclosed.
Parents can purchase school shoes for the everyday uniform and joggers for sport uniform. Parents may prefer however the more economic option of just one quality pair of plain black joggers.
Sandals, slip on shoes and shoes with thick heels are unsuitable. They may pose a safety risk and are not to be worn.
- School bag* Students are required to provide a durable bag to contain the day's books, equipment and lunch. Back packs are designed to prevent postural damage and are recommended. School bags are available at the uniform shop.

SUMMER UNIFORM

Unisex

- Hat* Wide brim plain navy blue surf hat with school logo. Hats with a neck strap are not recommended because they pose a safety risk. The school has a 'no hat, no play' policy.
- Sunglasses* Sunglasses are encouraged for outdoor wear and can be purchased from the Uniform Shop.

Boys

- Shirt ** Short sleeve lemon polo shirt with navy and white trim * See over
- Shorts* Plain navy gabardine shorts (not sport shorts)
- Socks* Plain navy above ankle socks

Girls

- Option 1**
- Dress* A navy, lemon and white checked princess line dress
- Socks* Plain lemon above ankle socks
- Option 2**
- Shorts* Plain navy straight leg wide waist gabardine dress shorts (not sport shorts)
- Blouse* Short sleeve plain lemon blouse with navy piping OR
Short sleeve lemon polo shirt with navy and white trim
- Socks* Lemon above ankle socks

WINTER UNIFORM

Unisex

- Jacket* Plain navy fleecy zipper jacket with logo
- Jumper* Plain navy woollen V neck jumper with logo

Boys

- Option 1**
- Shirt* Long and short sleeve lemon polo shirt with navy and white trim
- Trousers #* Plain navy gabardine trousers (not tracksuit pants) # See over
- Socks* Plain navy above ankle socks

Boys	Option 2	
<i>Shirt</i>	Long and short sleeve lemon polo shirt with navy and white trim	
<i>Shorts</i>	Plain navy gabardine shorts (not sport shorts)	
<i>Socks</i>	Plain navy above ankle socks	
Girls	Option 1	
<i>Skirt</i>	Skirt – two tone, blue check with fine yellow stripe. No bib.	
<i>Blouse</i>	Long or short sleeve lemon over blouse with navy piping	
<i>Socks</i>	Plain lemon above ankle socks	
<i>Tights</i>	Navy stockings or tights (not to be worn with socks or summer uniform)	
	Option 2	
<i>Pants #</i>	Plain navy straight leg wide waist gabardine dress pants	<i>#See below</i>
<i>Blouse</i>	Long or short sleeve lemon over blouse with navy piping	OR
	Long and short sleeve lemon polo shirt* with navy and white trim	<i>*See below</i>
<i>Socks</i>	Plain lemon above ankle socks	

Additional clothing for winter

Students wishing to wear additional clothing in winter for warmth should wear clothes that are plain and in school colours. Items worn under shirts should be lemon/ white and should not be seen below the shirt line. Items over the uniform should be in keeping with school colours. Scarves and gloves are optional but should be colours in keeping with school uniform policy. The uniform shop also provides an optional navy fleece lined spray jacket.

SPORT UNIFORM

Unisex

<i>Shoes</i>	Either plain white or black fully enclosed joggers
<i>Socks</i>	Plain white above ankle socks
<i>Tracksuit</i>	Navy, yellow and white microfibre tracksuit with logo and school name

Boys

<i>Shorts</i>	Micromesh navy shorts with lemon SGPS
<i>Shirt</i>	Yellow and navy micromesh polo shirt

Girls

<i>Shorts</i>	Micromesh navy shorts with lemon SGPS
<i>Shirt</i>	Yellow and navy micromesh polo shirt

Option 2

<i>Skort</i>	Micromesh navy skorts with lemon SGPS
<i>Shirt</i>	Yellow and navy micromesh polo shirt

* Everyday polo shirts can be worn out. However there is an expectation that they will be tucked in for school photos and when representing the school.

Trousers and pants do not include jeans, cords, cargo pants, leggings, jazz pants and jodhpurs.

The sports uniform is to be worn on grade sport days and for Gymnastics or any other days specified by the school.

Black shoes should be worn all days except when school sports uniform is worn.

MOBILE PHONES

The bringing of mobile phones to school is strongly discouraged. However, if a parent wants a student to bring a mobile phone to school for a specific reason, both parent and student must understand that:

- The phone is to be switched off at the school gate and never used at school. If it is used, the phone will be taken and returned at the end of the day. In the case of further misuse, parents will be informed and the phone held for collection by a parent.
- The school accepts no responsibility for the loss or theft of a mobile phone:
 - We do not have the time to search for lost or stolen phones
 - Phones (clearly labelled) may be safely left at the school office and collected at the end of the day. This is the best option.

At the end of the school day phones may be switched on once students have left the school gates. Students catching buses or being collected at the Kiss and Drop are not to turn phones on until they have been collected or are on the bus.

REPORTING TO PARENTS

The school formally reports to parents twice a year – at the end of Term 2 and again at the end of Term 4. During these reporting periods interviews may be requested by either the parent or classroom teacher to discuss a student's performance. Additionally, parents can ask for interviews to discuss their child's progress at any time.

SCHOOL NEWSLETTER

Each fortnight a school newsletter is sent home with the eldest child in your family. It is usually sent home on Thursday and the newsletter can also be viewed on the school's website. This newsletter is a valuable link between family and home.

HOMEWORK

The Department of Education and Training (DET) sees homework as a vital part of the educational partnership between home and school (see DET policy at www.det.nsw.edu.au/policies/index.htm).

It can enhance communication and relationships between parents, students and teachers, and reinforce the teaching and learning fostered by the school. Homework can establish a life-long pattern of positive habits and good study skills.

There is no set amount of homework given by teachers but it is important students experience different types of homework and that the amount of time spent is realistic.

ASSEMBLIES

A general school assembly is held at 8.50am on Mondays and at 11.10am Tuesday to Friday. It is very important that students are present at the assembly to hear the day's messages.

A Kindergarten to Year 2 weekly assembly is held each week on Thursday afternoon at 12.15pm, with the Years 3-6 assembly on Thursday afternoon at 1.55pm. The assemblies are managed by the students, with one class being responsible for an assembly item each week.

A whole school assembly (K-6) is held twice a term.

EXCURSIONS

As an integrated part of the learning programs in the school, excursions (trips outside of school) are organised. Students can only attend these excursions with the permission of their parents and costs are normally invoiced.

Parents will be regularly informed of planned excursions.

PARENT REPRESENTATIVE ORGANISATION

The School has a formal organisation through which the views of parents can be expressed and parents can participate in the running of the school.

Parents & Citizens' Association

The P&C Association is concerned with all aspects of the school. All parents are encouraged to participate in the P&C Association of the school. We welcome new parents at meetings. Meetings are held throughout the year and a reminder of the meeting date and time appears in the School Newsletter.

Fund raising is an important role of the P&C. It has provided many of the wonderful resources and facilities available for our children.

The P&C provides services for students in the school through sub-committees as listed below:

- Uniform Shop
- Canteen
- Band
- Student Banking

PARENT INVOLVEMENT

This school believes that the more parents are involved in the school the better will be the quality of the education our students receive. It gives children a good feeling about the school when they know and see their parents helping. Parents can assist in many aspects of our school life. These include helping in the classroom with Reading, Writing Maths and Creative Arts. Opportunities also exist to help with Sport, Excursions, Library, Canteen and grounds beautification. Parent participation in the P&C Association is welcomed.

Samuel Gilbert is a community focussed school where we value and encourage parent participation in all aspects of our operation.

SCHOOL CANTEEN

The school has a Healthy Canteen run by the P&C Association. The P&C employs two Supervisors (job share) who are assisted by volunteer helpers. The Canteen operates five days per week and students can order lunch and purchase “healthy” snacks and drinks at recess and lunchtime.

Lunches are ordered by writing the child’s name, class and order on a paper bag and including the correct money (change will be given if needed). These bags are put in the Canteen basket in the classrooms at the start of the day. Lunch baskets are then returned to class at the beginning of lunchtime for students to collect.

The Canteen always needs volunteers to support our Supervisors. If you are able and willing to help, please phone the school to speak to one of the Supervisors.

Volunteer helpers are a vital part of our Canteen’s operation and your help will be greatly appreciated.

SCHOOL BANKING

Students are able to open an account with the Commonwealth Bank through our School Banking program which is operated by volunteers. The school receives funds for all monies banked and students earn bonus interest for regular deposits without any withdrawals.

Older children can continue banking through the school provided they have a younger sibling attending Samuel Gilbert.

THE LIBRARY

The Library is the resource centre for the school, housing books, pictures, magazines, multimedia software, audiovisual equipment and games.

Our computerised management system allows the flexibility to encourage borrowing and returns outside of lesson periods. The normal borrowing time for a book is a fortnight, but there is no reason why a child cannot borrow each day. For our younger children, you are encouraged to visit the Library with them to assist in choosing a suitable book and to help them become independent Library users. This habit of regular Library use cannot start too early.

To protect our valuable collection we ask that children K-4 always use a special Library bag when borrowing. To assist we have special school ones available from the Uniform Shop.

The Library is open:

- Every morning except Wednesday;
- Lunchtimes as follows – Kindergarten and Year 1 welcome every day – other classes on a roster basis.

CHOIRS

The school has five Choirs catering for all students and a Vocal Ensemble. The Vocal Ensemble is made up from our most talented singers in Kindergarten to Year 6. Students are invited to audition for placement in the Vocal Ensemble at the start of the year.

BAND

The school has two Bands catering for all levels of talent. These are:

- The Training Band
- The Performance Band

The Band program is managed by a P&C sub-committee under the guidance of a paid Band Director. Instruments are available for hire and the Bands rehearse before school. All Bands participate in Eisteddfods and Community performances.

SCHOOL COUNSELLOR

The school has the services of a School Counsellor two and a half days per week. The Counsellor works with students, staff and parents to address learning, social and behavioural issues. This service is available through referrals made to the Learning Support Team. Parents may also phone and speak to the Counsellor directly.

SPORT

Physical Education

The physical development of our children plays an important part in our program. Kindergarten, Year 1 and Year 2 focus on Fundamental Movement Skills in their weekly Sport and P.E. sessions. These skills provide the building blocks for successful participation in sports in later years. Classes in Years 3 to 6 have weekly physical education lessons which are skills based.

Gymnastics and Dance Programs

Students participate in a 35 minute lesson each week for eight weeks. Lessons are conducted by outside experts in cooperation with the classroom teacher and cost \$24. Children show marked improvement in agility and flexibility upon completion of the program.

Interschool Sport

Our school participates in inter-school competitions conducted by the Castle Hill District Primary School Sports Association (PSSA). Involvement in these team games is restricted to those children in Years 3 to 6 and is held on Friday afternoons in winter and Friday morning in summer. Training sessions are held for these children during the week.

Our school enters District Carnivals in Swimming, Cross Country Running Athletics and Ball Games. Our representatives are between 8 to 13 years of age.

In School Sport

Children in Years 3-6, not involved in the Inter-school Sport Program, participate in a variety of activities that are designed to provide opportunities to develop skills, interest and enjoyment in a wide variety of games.

School Houses

All children in the school are placed in one of four Houses. These Houses are used as sporting teams and some class based competitions. Children from the same family are placed in the same House unless otherwise requested. The Houses are:

Koonaka (Fire) Red
Timburra (Earth) Green
Gundaroo (Water) Blue
Alunga (Sun) Yellow

TRAVEL TO AND FROM SCHOOL

Walking

If your child walks to and from school, encourage them to walk in groups and to walk promptly to and from home. Students must not congregate at the local shops. They must obey road rules and cross roads in a safe manner.

Bus Passes

Students in Kindergarten, Year 1 and Year 2 are eligible for a free bus pass. Students in Years 3-6 may also be eligible if they live more than 1.6 kilometres radius/2.3 kilometres walking distance from the school.

The bus pass must be carried at all times or the fare paid. If the bus pass is lost, parents will need to contact the bus company (Westbus 9683 2877, Glenorie 9651 1946) for a new pass, which will incur a replacement cost.

Buses

Three bus routes service this school and details may be sourced from the school office.

Students are expected to behave appropriately during their time on the buses and may lose their bus pass if they misbehave.

Car Travellers

Parents who drive their children to/from school are asked to follow the rules below:

- No parent is permitted to enter the staff car park **after 8.00am** or **before 3.30pm** daily.
- Please obey the traffic rules. The area around the school is a 40km per hour zone between 8.00am to 9.30am and 2.30pm to 4.00pm. Heavy fines apply for driving and parking offences (see Parking explanation sheet).

Kiss And Drop Zone

This zone has been created at the front entrance of the school on Ridgecrop Drive to facilitate the safe dropping off and picking up of students .

In the morning:

- Vehicles should drive as far forward as possible, let children out and leave immediately.

In the afternoon:

- Children will come down to the Kiss and Drop Zone and wait for parents;
- Drivers should drive as far forward as possible and children should get quickly in the car;
- Drivers should then leave quickly.

If your child is not at the Kiss and Drop Zone when you arrive, please go around the block again and, by the time you return, they should be waiting for you. Do not park and wait as this prevents the whole process from working. If everyone co-operates, the system works well.

Bike Riders

Only students ten years or older are permitted to ride to school. Before a student can ride to school he/she must apply at the school office for a bike licence.

When students get their bike licence they must:

- Wear a helmet;
- Park their bike in the bike racks;
- Not ride their bike in the school grounds;
- Know the road rules and ride safely.

SPECIAL RELIGIOUS EDUCATION

Special Religious Education (SRE), previously known as “Scripture”, is an integral part of the curriculum in government schools. Representatives of approved religious persuasions have an opportunity to provide SRE in every government school in NSW.

The content of SRE classes is specific to each religion or denomination. General Religious Education involves learning about religions, the place of religion in society and the importance of religious beliefs for particular individuals and communities.

The religious persuasions providing SRE at our school, the arrangements made for them, and the contact persons may be obtained from the office. When you enrol your child you may, if you wish, nominate a religion for your child to attend. SRE teachers have to be authorised by their religious persuasions and many of them have completed special training. They use material approved by their religious persuasion.

CHARITIES

Whilst we are aware of and try to support worthwhile charitable appeals, the school annually supports **Stewart House**, a holiday home at Harbord for needy students, which is maintained solely by donations from teachers and students in government schools.

OUT OF SCHOOL HOURS CARE CENTRE

This Centre provides before and after school care and is managed by a committee of parents and is accredited. The Centre is open between the hours of 6.50am – 8.50am and 3.00pm – 6.00pm five days per week. It is supervised by friendly, well-trained staff who provide the children with a varied and interesting program.

If you are interested in putting your child’s name on the waiting list or would like more information, please contact the Centre on 9899 2729 between 2.00pm and 6.00pm.

MEDICATION

The Department of Education and Training has very clear guidelines for the administration of medication at school. Any request for the school to administer medication requires the parents to complete annually a “Deed of Indemnity” form which provides accurate information for the school to follow.

Medication should be clearly labelled with the student’s name, instructions for administration and provided to the school in an appropriate container, eg bottle, sealed container.

Students most not keep medication in their bags during the day.

Please arrange with the office to only send small amounts of the medication at any one time. If you have concerns, always contact the school office for advice. It is vital that students accept responsibility for taking their medication and develop a routine of going to the office at the appropriate time. Staff will support students in establishing their routines. Medication will be administered at the school in the first aid room in the main office area.

On sporting days and for excursions held off school premises, permission notes will include a section headed “Medication”, where you should please note medication requirements.

Students who are trained in the appropriate use of Ventolin puffers are permitted to carry them on their person and to self medicate. Any misuse will result in the loss of this option.

FIRST AID

First Aid is provided at the school and minor accidents can be dealt with.

Children who are sick or injured are sent to the Sick Bay in the Administration Area. Students are sent by the teacher and remain in Sick Bay until it is considered that they are well enough to return to class, or until a parent or designated person can pick them up.

In the case of sudden illness or accident at school, the office staff will make every effort to contact parents. If neither parent can be reached, the school will make a judgement about the appropriate action needed and, where necessary, an ambulance will be called.

HEALTH

Immunisation is a wonderful safeguard to ensuring student health and it is suggested that all students be adequately protected.

It is important that the name and the phone number of your doctor and emergency contact person are kept up to date on school records. Please notify us of any changes immediately.

It is possible that, at some time during your child's school career, he/she will contract one or more of the following common diseases of childhood. Please keep the following page as a handy reference.

Please note that all Kindergarten applications for enrolment require an accompanying Immunisation Certificate. Any student not fully immunised will be excluded from school during outbreaks of diseases for which they are not immunised.

ASTHMA POLICY

Each child's condition is different, therefore it is the responsibility of parents to ensure the school is fully informed of your child's condition, and the action needed to be taken in case of breathing difficulties. This action is recorded on an Asthma Action Card.

Parents' Responsibility

Ensure school is notified that your child is asthmatic.

Ensure an individual Asthma Action Plan Card is completed for the school and that is regularly up-dated. Please add any other facts you wish the school to be aware of on this card.

Ensure children either carry their Ventolin or leave it at the office with written instructions regarding dosages.

Ensure children are educated to:

- Administer their own medication as soon as practicable
- Report to an adult if experiencing breathing difficulties and not carrying their medication
- Report to an adult if breathing difficulties persist after administration of own medication.

School's Responsibility

Medication can be administered at the office only with written instructions.

Children will have immediate access to treatment.

In emergency situations, if the child's condition does not improve and you cannot be contacted, an ambulance will be called. The school is in the Ambulance Fund.

Staff are aware of the Asthma Crisis Plan. Asthma puffers are available in cases of emergency.

Information about asthmatic children's needs will be communicated to all those responsible for treatment.

Information regarding child's asthmatic condition will remain confidential and within the school and not recorded on Pupil Record Cards.

ANAPHYLAXIS POLICY (Severe Allergic Reactions)

Parents must inform the school of any child who is at risk of a severe allergic reaction.

The School Canteen does not sell peanut products and parents are asked not to send peanut products (eg peanut butter sandwiches) to school.

Individual medical bags are set up for children with special medical conditions. These are taken on all excursions which the child attends.

Anaphylaxis training is provided to all staff.

INFECTIOUS DISEASES – EXCLUSION FROM SCHOOL

Below are some of the more common diseases and those where exclusion has changed.

Streptococcal Infection (including Scarlet Fever)

Exclude until at least 7 days after symptoms have subsided or until a medical certificate of recovery is produced. Students who come into contact with the disease are not to be excluded.

Acute Conjunctivitis

Exclude until discharge from eyes has ceased.

Parvovirus B19 (Slapped Cheek Syndrome)

It is recommended that medical attention is sought but it is not infectious once the rash appears.

Pediculosis (Head Lice)

It is recommended that student's hair be treated with an appropriate solution purchased from the chemist. Remove all nits (eggs) from hair. Return to school once treatment has commenced.

Disease**Usual Time of Absence from School**

<i>Chicken Pox</i>	14 – 21 days	Until fully recovered or for at least 7 days after first spots disappear.
<i>Infectious Hepatitis (viral Type A)</i>	15 – 50 days	Until the student has recovered (average 28 days) and for one week from the first signs of jaundice.
<i>Measles</i>	7 – 14 days (average 10 days)	5 days from appearance of rash.
<i>Mumps</i>	12 – 28 days (average 18 days)	Until the student has fully recovered and 10 days after the appearance of swelling.
<i>Rubella (German Measles)</i>	14 – 21 days (average 18 days)	Until fully recovered and for at least 5 days after the rash appears.
<i>Whooping Cough</i>	7 – 14 days (average 7 days)	If the student has not received an antibiotic treatment then the student should be kept away from school for 3 weeks from the onset of the “whoop”.
<i>Impetigo (Scabies)</i>	Variable (4 – 10 days)	The family doctor should be consulted. If the sores are treated and are properly covered by a clean dressing, students are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, the child should be kept at home until the sores have healed.
<i>Ringworm</i>	10 – 14 days	Until appropriate treatment is begun. School may ask for a medical certificate.
<i>Scabies</i>	Several days – sometimes even weeks	Until appropriate treatment is begun. School may ask for a medical certificate.