

**Yeppoon  
State  
School**

# **Prospectus 2025**

Yeppoon State School  
Tucker Street  
PO Box 208  
Yeppoon Qld 4703  
07 49251111

[admin@yeppoonss.eq.edu.au](mailto:admin@yeppoonss.eq.edu.au)  
[www.yeppoonss.eq.edu.au](http://www.yeppoonss.eq.edu.au)



**Tomorrow's  
success begins  
today at  
YEPPON PRIMARY  
SCHOOL**

Revised 11/09/2019

# Welcome to Yeppoon State School



Thank you for choosing Yeppoon State School as the provider of your child's education. Our school was established in 1885 and has a proud history in academic, sporting, social and cultural pursuits for youth on the Capricorn Coast.

To complement this history, we strive to educate our students for the 21st Century and are committed to providing quality futures curriculum, rich in technology experiences, creative and divergent thinking and real life application. We cater for, value and celebrate individual differences in children's culture, ability, learning styles and knowledge. We acknowledge that people must have highly developed literacy skills to maximise success in the workforce. For this reason Writing, Spelling and Reading form the cornerstone of all subject areas.

We strive to provide a safe and supportive learning environment where risk taking is encouraged and errors viewed as a necessary part of the learning experience. All staff members at Yeppoon State School take seriously the responsibility of the role they play in each student's learning. We understand that effective teaching and learning is dependent on a worthwhile working partnership being forged between home, school and student.

We appreciate your support in working with us as a united team to ensure each student achieves to his/her full potential. Open communication is the key to this partnership.

Please share the expectations and information contained in this booklet with your child/ren. If you have any further queries, please contact us to arrange an interview.

We look forward to welcoming you to the Yeppoon State School community.

Warm regards,

Kylie Bloomfield  
**Principal**



# School Directory

## ADDRESS

Tucker Street, Yeppoon Qld 4703

## POSTAL ADDRESS

PO Box 208, Yeppoon Qld 4703

## TELEPHONE

### Primary

(07) 4925 1111

### Dental Clinic

(07) 4939 2479

### Email

[admin@yeppoonss.eq.edu.au](mailto:admin@yeppoonss.eq.edu.au)

### Website

<https://yeppoonss.eq.edu.au>



Education Queensland Website: <http://education.qld.gov.au> (for Departmental policies, information about government financial assistance and Queensland schools)

## Office Hours:

Monday – Friday, 8.00am to 4.00pm

# Staff Directory

Staff	Position
Mrs Kylie Bloomfield	Principal
Mrs Christine Halberstater	Head of Curriculum
Mrs Tracey Clayton	Head of Diverse Learning
Mrs Danielle Phillips	Business Manager
Mrs Pam Shackleton	Admin Officer

Claire Armstrong	Teacher
Bree Cisternino	Teacher
Casey Daniel	Teacher
Rachel Devine	Teacher
Mary Doig	Teacher
Sharyn Hall	Teacher
Brinley Liddell	Teacher
Donna Mace	Teacher
Emma Madigan	Teacher
Deborah Mallory	Teacher
Claudia Malpass	Teacher
Yvette Martin	Teacher
Paula McNamara	Teacher
Michelle Nielsen	Teacher
Michelle Parsons	Teacher
Stacey Pearce	Teacher
Lisa Reynolds	Teacher
Cassandra Tooker	Teacher
Michelle Tudman	Teacher
Annette Viduka	Teacher
Ursula White	Teacher
Libbie Williams	Teacher
Kimberley Kennerley	Physical Education
Emily Parmenter	Music
Distance Ed	Language (Japanese)
Fiona Dobson	Instrumental Music
Taylor Basham	Instrumental Music

Staff	Position
Renay Mayer	Guidance Officer
Angela Dunshea	Guidance Officer - Wellbeing
Julie Eastwood	School Chaplain
Jodi Stickley	Speech Pathologist

Sue Arnall	Teacher Aide
Angela Cowling	Teacher Aide
Carly Campbell	Teacher Aide
Treesha Dacey	Teacher Aide
Fiona Groves	Teacher Aide
Christine Kalie	Teacher Aide
Stacey Kenealy	Teacher Aide
Kim Sopeer	Teacher Aide
Caleb West	Teacher Aide

Aaron Pollard	Schools Officer
Sally Adams	Cleaner
Jessica McDonald	Cleaner
Colleen Mohamed	Cleaner



## School Profile



Yeppoon State School is situated in the coastal township of Yeppoon on the Keppel Coast where mining, tourism, fishing, primary industries and public services provide the chief sources of income for families attending our school. Yeppoon is situated approximately 40 kilometres by road to the north-east of Rockhampton in Central Queensland. Magnificent views of Great Keppel, and North Keppel Islands are enjoyed from some classrooms.

The school, which opened in 1885, is Yeppoon's first and oldest school and was moved to its present location in 1957. The school is situated close to the heart of the Yeppoon business centre and services the areas of Pacific Heights, Barlows Hill, Meikleville Hill and the esplanade, the town heart, the Club Estate, the Golf Links Estate, The Pines, Barmaryee, Adelaide Park Road, Woodbury, Lake Mary and Seaview Hill. The school is situated in the Livingstone Shire and is part of the Central West Queensland Education Region.

The school campus is situated in 10.9 hectares of school grounds, which feature Environmental Studies areas and two sporting ovals. The hilly terrain and building complexity combine to provide a unique and varied learning environment. The school has a 25 metre swimming pool, multipurpose hall, resource centre and generous teaching spaces which provide space and allow classes to spread out.

The dedicated staff of teachers, aides, administration, cleaners and groundsman coupled with the solid backing of parents and community and the enthusiasm and energy of the students work together to provide a positive and supportive educational setting.

The school provides a range of quality learning experiences for students from Prep to Year 6 and aims to follow its traditions whilst encompassing the changes essential to preparing our students for the challenges of their future.

# YEPPON STATE SCHOOL VALUES AND BELIEFS

Yeppoon State School is a co-educational school that caters for approximately 300 students from Prep through to Year 6 in either Multi-Age or Single Year Level Classrooms (depending on cohort numbers). We have a wonderful team of committed staff who work closely together to provide challenging, meaningful and rich learning experiences for all of our students. Some of our distinctive features include an ongoing commitment to integrating technology into the classroom and delivery of a relevant and engaging curriculum. We pride ourselves on working with students, parents and carers and the school community to deliver a first class education. As a school community we strive to provide our students with high quality educational opportunities that will empower them to be the very best that they can be academically, emotionally and socially when they exit our school at the end of Year 6.

## **Our school community is committed to:**

- Emotional resilience and social competence
- Achieving academic potential
- Developing competent learners who actively seek and use knowledge
- Promoting compassion and global awareness
- Fostering effective communicators
- Balancing independence and collaboration
- Encouraging problem solving and informed risk taking

## **We value:**

- The individual needs of the child.
- A respect for one's self.
- A respect for, and cooperation with, others in the school and in the community.
- A respect for our wonderful school environment

## **We believe:**

- Children should:
  - Be free of social justice inequities.
  - Have high expectations.
  - Have a sense of self-worth (a positive self-concept) and self awareness.
- Staff should:
  - Be given the opportunity to work within a climate of trust, caring, sharing and respect, conducive to harmonious working relationships.
  - Be given the freedom to make decisions they believe will assist with the social and emotional development of each child.
  - Be supported in developing their capacity.
  - Be actively following the School's Policies and Procedures.
- Community Members/Parents, as partners in learning process should:
  - Be supported in their efforts to provide a home atmosphere conducive to learning.
  - Be given the opportunity to establish positive and constructive communications with school.
  - Be given the opportunity to share in the school decision making.

## **VISION & PURPOSE**

We provide a high quality education that prepares our students for life-long learning to embrace the future.

All students at Yeppoon State school are confident and capable literate learners.

## **SCHOOL MANTRA**

Tomorrow's Success Begins Today at Yeppoon State School

## **SCHOOL MOTTO**

'To Work and To Serve'

# SCHOOL INFORMATION

## ABSENCES

***Our whole school target for student attendance is 92%.***

Regular attendance at school is very important for all students. According to the Education Act, children may be absent from school due to illness or other legitimate reason. The school year is only 200 days (or 40 weeks) and frequent absence from school quickly reduces the amount of learning time often resulting in falling levels of student self-confidence and achievements. A child who misses one day per week of school in effect misses eight weeks of school in the year. No child can miss this amount of school without their learning being affected. Children require considerable time to develop and consolidate new concepts and skills. Interruptions to their learning time due to frequent absences from school may result in some children slipping well behind their peers.

If your child is to be absent from school, we ask you to inform the school in writing on return to school or preferably by email at [studentabsences@yeppoonss.eq.edu.au](mailto:studentabsences@yeppoonss.eq.edu.au) or telephone on the first day of illness / absence. QParents is an app that can also be used to advise of student absences.

As previously stated children who attend school regularly will make better progress but sending a child to school when they are unwell can be equally harmful. The child will not benefit enough to learn effectively and will probably spread the illness to other children and staff.

A few absences during the school year will not cause children to fall too far behind. As a rule of thumb, up to 10 days absence due to illness in a school year is acceptable.

Rolls are marked each morning and a text message is sent out to parents and carers advising them if their child is absent from school without a reason being provided. Families are encouraged to reply to these text messages outlining the reason for the absence.

If your child misses...	That equals...	Which is...	And over 13 years of schooling that is...	Which means the best your child may achieve is ...
1 day a fortnight	20 days a year	4 weeks a year	Nearly <b>1.5 years</b>	Equal to finishing in Year 11
1 day a week	40 days a year	8 weeks a year	Over <b>2.5 years</b>	Equal to finishing in Year 10
2 days a week	80 days a year	16 weeks a year	Over <b>5 years</b>	Equal to finishing in Year 7
3 days a week	120 Days a year	24 weeks a year	Nearly <b>8 years</b>	Equal to finishing in Year 4

## ADMISSIONS

Yeppoon State School is able to accept enrolments from students from any area of the Capricorn Coast.

Students enrolling in Prep must turn 5 before 30th June of the year they are enrolling.

Students enrolling in Year 1 must turn six before the 30th June of the year they are enrolling.

The Department of Education requires that families provide the following information upon enrolling at our School:

- Copy of the child's **Birth Certificate** (or alternative document such as passport or visa if birth certificate is not available). If not an Australian citizen, provide passport or visa details or other documents as requested by the school.
- Details of any relevant **Family Court** or other **Court Orders**, if applicable;
- If the child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care;
- Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).

## AFTER SCHOOL CARE AND VACATION CARE

Through a partnership with PCYC, after school and vacation care is available for parents and carers to access which is based at Yeppoon State School. Please contact PCYC directly for further information on 0447 786 917 or email [yeppoonsac@pcyc.org.au](mailto:yeppoonsac@pcyc.org.au)

## ARRIVAL AND DEPARTURE

Students are welcome to arrive from 8:15am onwards. At 8:15 the staff member on duty walks the students to the designated area under F Block. A bell is rung at 8:45am, this is the signal for students to move to their classrooms to prepare for the school day. **School commences each day at 8:55 am.** As teachers are not rostered on duty before school, responsibility cannot be taken for children who come to school early.

**Children are dismissed from class at 3:00pm** and should leave the grounds immediately, unless participating in an after school organised activity. The only formal arrangements for supervision after 3:00pm are for students waiting for buses. Any students still waiting for pick up at 3:15pm will be sent to the administration office.

### Late Slip

Children arriving at school after **9:00am** should report immediately to Administration in the first instance. Administration will verify that the reason for late arrival is legitimate, and record the late arrival for attendance records. The student will then be given a Late Slip to present to their classroom teacher.

## ASSEMBLIES

School Assemblies are held in the School Hall, which is situated near the Ranger Drive entrance via Caroline Street. Assemblies will be held weekly on a Friday morning at 9:00am. Parents and friends are always welcome to attend our assembly. Student Awards are presented to our students during these assemblies.

## BPOINT/EFTPOS FACILITY FOR SCHOOL PAYMENTS

BPOINT is a secure online payment collection portal provided by the Commonwealth Bank of Australia (CBA). The facility allows schools to process payments via Internet Payment using BPOINT where parents can pay school invoices using Mastercard or VISA. Parents can access the BPOINT Web Link on our school website or go to [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete) to make payments by entering the Customer Reference Number (CRN) found on their invoice. Payments can also be made at the school office by EFTPOS.



Parents or other customers are able to make payments from their computers or smart phones. BPOINT accepts payments via Mastercard or Visa and is a secured payment method.

## **SUPPORTING WELLBEING, LEARNING, ENGAGEMENT AND BELONGING AT YEPPON STATE SCHOOL**

Yeppoon State School prioritises students wellbeing, learning engagement and school belonging as key drivers of students academic and social emotional success.

We are proactive in ensuring our ensuring our school environments are safe, calm and conducive to learning outcomes.

We expect children to display appropriate behaviour and follow our School Expectations. We value your support in this endeavour.

Our three school expectations are:

- Be Safe
- Be Respectful
- Be a Learner

Please refer to our Student Code of Conduct for Students for further information.

## **BELL TIMES / ROUTINES**

<b>Time</b>	
8:00am	Crossing supervision commences. Students who arrive early wait outside Admin Block until 8:15.
8:00am	Administration office opens.
8:15 – 8:45am	Students in Prep to Year 2 move to Under H Block to be supervised. Students in Years 3 – 6 move to under F Block to be supervised. Reception room opens.
8:45am	Bell for students to move to class.
8:55am	Classes commence.
9:00am	Crossing supervision concludes.
11:00am – 11:15am	First Break – eating time. Children eat under supervision at designated areas.
11:15am – 11:40am	First Break – playtime.
11:45am	Classes recommence.
1:30pm – 1:45pm	Second Lunch – playtime.
1:45pm – 1:55pm	Second Lunch – eating time. Children eat under supervision at designated areas.
2:00pm	Classes recommence.
2:45pm	Crossing supervision commences.
3:00pm	Classes conclude.
3:15pm	Crossing supervision concludes.
3:30pm	Bus supervision concludes.
4:00pm	Administration office closes.

## **BOOK CLUB / FAIR**

The school operates a Book Club through Scholastic Australia. Book orders are taken approximately six times a year. The encouragement of reading for enjoyment is the basic aim of this service. A Book Fair is held approximately 2 times per year. There is no obligation to purchase.

## **BICYCLES**

Bicycles may be ridden to school, but are not to be ridden in the school grounds. For their own protection, children are required by law to wear helmets while riding. Bike racks are situated near the Admin building. Please use bike chains/locks.



## BUSES

Area	Bus Operator	Telephone
High School/Taranganba/Cooee Bay, Emu Park/Taranganba, Meikleville Hill, Adelaide Park Road/Brickworks, Barmaryee/Golf Links Estate/Club Estate Bangalee/Barlows Hill Howes Road/Farnborough	CDC Queensland	07 4922 3813 then dial 4 for Yeppoon School services
Lake Mary Woodbury Bungundarra	Keppel Coaches	07 4939 2588 0459 392 588

### Eligibility:

Each conveyance service controlled by the Department of Transport operates to the nearest State School and will be provided to assist those children who reside more than 3.2 km from that State School to which the bus service operates and who do not reside within 3.2 km of any other state school.

Primary school aged children residing more than 3.2 km from the nearest State School will be regarded as eligible for free travel. (Secondary school aged children must reside more than 4.8 km from the nearest State High School to be eligible for free transport.)

All eligible children may travel on the bus services free of charge.

Young's Bus Services also operate user-pays services to our school.

Bus operators have the power to suspend children from their bus service for persistent inappropriate behaviour, in accordance with the Queensland Transport Bus Code of Conduct.

The bus operators work in cooperation with a Bus Conveyance Committee made up of parents whose children use the bus service. This committee addresses such issues as pick-up points, safety matters, bus times and behaviour. The school Administration supports bus operators and committees in maintaining safe bus travel for all students.

Responsibility for the provision of school bus services rests with the Department of Transport, not with the school. The Rockhampton Branch of Queensland Transport can be contacted by phone on 4931 1538.

The Department of Transport's website is <http://www.tmr.qld.gov.au/Travel-and-transport.aspx>. This website contains information about kilometre-based and fare-based services, conveyance allowance and the Code of Conduct associated with student bus travel.

## CHAPLAIN

Yeppoon State School has been very fortunate to have been allocated funds through a Federal Government Program to acquire the services of a School Chaplain. The role of the school Chaplain is to:

- Provide spiritual support and direction to the school community.
- Build positive relationships with students.
- Work closely with other staff and services to nurture and care for students.
- Assist at risk students through specialised programs.
- Work with staff and families from the wider school community.

## **COLLECTING STUDENTS EARLY FROM SCHOOL**

Parents and Carers **must sign students out at the front office** if they need to collect children early from school. This is a safety audit requirement which protects our students.

## **CROSSING SUPERVISORS**

A system of School Crossing Supervisors is in operation at this school. The supervisors, male or female, have been officially appointed by the Queensland Government to this position and operate each morning and afternoon on all school days.

### **Times of operation for our school are:**

8:00am – 9:00am

2:45pm – 3:15pm

### **Crossing Procedure:**

The Supervisors will ask all pedestrians, both children and adults, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the Supervisor will extend the Stop Sign to stop traffic. The Supervisor will blow TWO blasts of the whistle to indicate that pedestrians may then cross. Pedestrians should keep to the left and walk straight across. ONE whistle means it is not safe to cross and all pedestrians must then wait on the footpath.

Please have your children listen carefully to the whistle and voice signals from the Supervisor and do not move off the footpath until the whistle is blown.

### **Children on Bicycles:**

All cyclists dismount and walk their bicycles over the crossing.

## **CURRICULUM STRUCTURE**

The Yeppoon State School curriculum is Education Queensland's program which has been designed to align with the Australian Curriculum. For further information please access <http://www.acara.edu.au>

Teaching staff have a special focus on writing, reading and reading comprehension. It has been acknowledged by research that sound reading comprehension skills lead to positive outcomes in other learning areas.

Specialist lessons are delivered by specialist teachers (eg. Languages(Japanese), Music and Physical Education)

We are an inclusive school, working together to deliver quality curriculum for all students. Our aim is to promote improved learning outcomes for every student.

## **DENTAL CLINIC**

A Department of Health School Dental Clinic is situated in the school grounds near the Tucker Street entrance. With parental permission, all children are eligible to receive, free of charge, basic dental care. Enquiries should be directed to the Clinic (telephone 4939 2479).

The Clinic building is adjacent to the Tucker Street entrance to Yeppoon State School. However, the Clinic frequently works from the dental caravan, which moves to various school sites throughout the school year or operates from the Capricorn Coast Hospital.

Enquiries about appointments and Dental Clinic services should be directed to Dental Clinic staff. Yeppoon State School has no involvement with provision of Dental Clinic services.

## **EXCURSIONS AND EXTRA CURRICULAR ACTIVITIES (FEES & REFUNDS)**

During the year, your child may be involved in excursions to locations outside the school grounds. These excursions are important aspects of the total school program. You will be given full details and appropriate forms will be supplied to you for your signature and consent.

At Yeppoon State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

### **Refund Guidelines**

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

### **Approved Refund Process**

**If a student does not attend an excursion/activity and it is approved that a refund will be applied, then a refund will be given using Option 1 first followed through to Option 3.**

1. The refund will be actioned against any outstanding amounts on student's account.
2. The refund will be actioned as a credit against the student's account at the school.
3. The refund will be paid into a nominated bank account.

### **FAMILY RECORD**

Family Record Cards are kept in the Office. **Parents are asked to ensure that information on these records are kept up to date**, as it may be the only contact in times of emergency. Information contained on these cards are updated in OneSchool as the schools point of reference.

### **GUIDANCE**

A Guidance Officer visits the school regularly and provides a valuable service for children with a variety of needs. Children are referred to a Guidance Officer on the recommendation of the Class Teacher and the Principal through the School's Student Development Group (SDG). Parents may also request a referral.

### **HATS**

Yeppoon State School is a Sun Safe School and we promote sun safe practices. Increasing concern is being felt because of the rising incidence of skin cancer in Queensland. The application of sunscreen is also important. A rule that is strictly enforced is '**NO HAT, NO PLAY**'. Broad brimmed hats are now part of our uniform policy. Please ensure your child brings their hat every day at school.

### **HEAD LICE**

Parents are asked to check children's hair regularly and treat head lice promptly. If head lice are found on a child's head or in their class, parents will be notified. A simple treatment is to apply

hair conditioner and comb through with a nit comb to remove the nits and eggs. This needs to be repeated for a number of days to ensure all eggs have been eradicated.

## **HOMEWORK**

Homework may be given regularly. The amount will be determined by the teacher.

### **Why do we set homework?**

At Yeppoon State School we believe homework is a part of our learning environment for the following reasons:

- Homework allows for consolidation and practice of classroom work.
- Homework is expected by our community and allows parents/caregivers to see skill development and share in children's progress.
- Homework encourages the development of sound study habits eg. time management.

Notwithstanding the above we believe that homework should not be set if there is no good reason on a particular night. In other words we do not believe in homework for homework's sake.

### **How long do we expect children to spend on homework?**

Year 1 & 2	maximum of 15 mins a day (including shared reading time)
Year 3	maximum of 30 mins a day (including reading)
Year 4 & 5	maximum of 30 mins a day (including reading) (For Years 3, 4 and 5, the homework could be given on a weekly plan rather than a daily basis).
Year 6	maximum of 60 mins a day (For Years 6 we would normally expect a weekly homework plan).

Please note:

It is important to remember that in all classes there will be times when homework may fluctuate to either side of the suggested times to allow for major projects.

For students on individual education plans and support programs, priority is to be given to these programs ahead of other homework.

## **ILLNESS / INJURY**

Occasionally, children become ill while at school. If this happens, we contact you by telephone and arrange for your child to go home. If you are not available, we will contact the emergency number given to us or contact you at work. Failing that, we will do our best to make your child as comfortable as we can. However the school is not the best place for an ill child and we do ask you to ensure you have adequate arrangements in the event of illness or accident.

In the case of a seriously ill or injured child we will arrange for the ambulance to attend to your child and be guided by their advice should we be unable to contact you.

When a child is ill or injured they need the comfort of parents or family friends and we do ask all parents to keep us up to date with changes in telephone numbers, addresses and information relating to emergency contacts.

### **Ambulance Procedures**

The following procedures will be followed in the case of accidents at school:

1. If the child is obviously seriously injured requiring urgent medical attention:
  - Ambulance will be called
  - Parents will be notified
2. If injuries need medical attention, but obviously are not serious:
  - Parents will be notified to discuss appropriate course of action
3. Minor injuries requiring first aid
  - First aid facilities and qualified personnel are available for such treatment at school

Be assured that, at all times in case of injury, any doubts on our part will cause us to refer to better medical advice.



## **INTERVIEWS**

Interviews can be arranged at any time, providing adequate notice is given. We welcome the opportunity to discuss progress or any special problems, however, it would be appreciated if parents would contact the teacher to make a mutually convenient time for an interview. Teachers are unavailable for interviews with parents during teaching time.

Parent teacher interviews are conducted during term 2 and term 3 too.

The Principal, Engagement teacher, HOD/C and HOS/ES are available for interviews. Please make an appointment if possible. Please don't hesitate to contact them if there is anything they can help you with.

## **LIBRARY / RESOURCE CENTRE**

Our students are encouraged to borrow from the School Library. We are fortunate to have excellent resources here at Yeppoon. All children require a waterproof Library bag.

## **LOST PROPERTY**

The school will make every effort to locate 'lost' articles, provided they are marked clearly with the owner's name. Please name everything your child brings to school e.g. lunch boxes and lids, shoes, hat, coats etc. It also helps if missing items are reported immediately. Children should not bring expensive items to school from home. Clothing found in the school grounds is placed in a lost property box located under E Block.

Parents are encouraged to check regularly for their child's lost property. Each holiday period, items not claimed are donated to local charity.

## **MEDICATION**

Guidelines from the Justice Department state that school staff are not to administer medication to pupils without written permission from their parent/guardian along with medical expert directions. There will be no exceptions to these guidelines. Records are kept of all occasions when medication is administered. Specialist and doctor's labels/statements are essential.

Should your child require medication while at school an "Administration of Medication" form must be completed. This form is at the School Office. Education Queensland regulations prohibit students carrying their own medication to school. We require that parents deliver medication to the Administration.

A person authorised by the Principal may administer medication, provided it is given strictly in accordance with doctor instructions written on the medication container by the pharmacist. Pharmacists will provide additional containers upon request.

A school register is kept of all medication issued. Non-prescribed medications should not be brought to school and will not be administered by school staff. On written permission from a parent, a student may be responsible for their asthma inhaler or Epipen.

For emergency purposes, the school has departmental approval to stock a range of asthma treatments in its First Aid kit.

## **MOBILE TELEPHONES & ELECTRONIC DEVICES**

While we prefer students to leave expensive items at home, we understand that parents may want their children to have access to a mobile phone. A student with a mobile phone at school needs to leave it at the office for safe keeping during the school day, and collect it at the end of the day.

We discourage students from bringing other electronic devices to school. The same procedure that applies for mobile phones applies to other electronic devices. No responsibility is taken for any item of this nature brought to school.

## **MUSIC / INSTRUMENTAL PROGRAM**

Our school is fortunate to have the services of two excellent Instrumental Music Teachers (Woodwind/Percussion and Strings).

School choirs, concert band and string orchestra compete in the annual Rockhampton Eisteddfod. We also support and participate in Choral Festival and Combined Schools' Concerts and other community events.

Instrumental Music instructors are allotted to their schools under the direction of the Senior Adviser through the State Coordinator of Instrumental Music. They teach in both primary and secondary schools. Each instructor is based in a school and visits a number of schools. The Instrumental music instructor works with groups (extreme limits 3 to 8), which vary in size according to the type of instrument, the availability of instruments and the ability level of the students.

At our school we run an instrumental music program for strings, woodwind and percussion instruments. The school owns a limited number of instruments.

Instrumental tuition may commence in Year 3 for strings, and Year 4 for woodwind, brass and percussion.

Every year, there will be a natural attrition rate through children leaving after final Primary year, transfers out of the school, and, in a few circumstances, children dropping out of the program.

The process of selecting students involves such people as the instrumental instructors, school music teacher, classroom teacher and members of the school administration. The final responsibility rests with the Principal.

**Particular attention is paid to the following when selecting children:**

- (a) the recommendation of the school music teacher.
- (b) the child's keenness to learn.
- (c) the child's physical characteristics likely to affect the choice of instrument.
- (d) the child's capacity to cope intellectually with the demands involved in learning an instrument.
- (e) the child's likely commitment to study and practice daily, consistent attendance at lessons, band/orchestra rehearsals, scheduled concerts.
- (f) home encouragement - unless support is given at home level, there often is little point in encouraging the child.
- (g) previous musical experience, e.g. a child who has shown interest in music or shown him/herself to be capable in the field of singing, recorder or fife playing.
- (h) children on transfer from other schools - priority will be given where children are already in an instrumental program and to children continuing instruction.

**Aims of the Instrumental Program include:**

- to provide the opportunity for musical development of students through instrumental instruction on a group basis.
- to provide ensemble experience for those students so that they develop ensemble performance skills as an integral part of their music education. In some situations, this ensemble experience would be provided through the formation of school concert bands, orchestras and other ensembles.
- to provide an extra dimension to a school music program.

As a general rule, a change in instrument is not acceptable unless such a move is considered desirable by the instrumental instructors involved. This supports the development of skilled instrument groups within the school to provide a balanced ensemble. Changes in instrument may cause a decline in the skill level of an instrument group and affect the overall balance of the ensemble. Development of a high degree of skill requires time and practice. Children entering the instrumental program make a commitment to learn the instrument with which they

commence the program. Initial enrolment in the program is for a minimum period of one year, subject to a trial period of one month. Continuing yearly enrolment is arranged each November.

There are four sources of instruments:

- (a) private ownership
- (b) Departmental loan of instrument
- (d) hire (musical instrument suppliers)
- (e) hire with option to purchase from music instrument suppliers

The loan period for instruments is 1 school year.

## **NEWSLETTERS**

A school newsletter is issued fortnightly giving details of current school activities and matters of interest to parents and citizens. These are emailed to all parents, staff and community members registered with the school. To ensure you receive the eNewsletter please advise Administration of your email address by contacting directly or emailing [admin@yeppoonss.eq.edu.au](mailto:admin@yeppoonss.eq.edu.au). The Newsletter is also uploaded onto the School Website for your convenience.

By approaching the Principal or Admin team, items of a community nature (and not for private gain) are usually given approval for inclusion. Please have these items ready at the school office before 9:00am Tuesday morning.

## **PARENT PARTICIPATION**

The school highly values parental involvement in school activities. You are our partners in the education of your child. Please consider offering assistance in classroom activities, assisting with co or extra-curricular activities and attending P & C meetings.

## **PARENTS AND CITIZENS ASSOCIATION**

Meetings of the Parents and Citizens Association are held in the ECDP room. All parents are encouraged to attend the meetings and become actively involved in the school.

## **PHOTOGRAPHS**

Group/individual photographs are taken during the school year by professional photographers. Envelopes for orders are sent home and these are returned to the school.

### **Permission to Use Student Photographs**

Photographs of students are often taken by school staff on school excursions and at special events and may be published in school newsletters, on the school's web page, Facebook, on the Internet and in local newspapers. Parents **NOT** wishing for their child's photograph to be published are requested to advise the school Principal and child's teacher in writing. Occasionally student photographs may also be displayed or inserted in the school Newsletter and community events. A Consent Permission Form covering all of these media and intellectual use aspects is also signed on enrolment.

## **PRIVACY STATEMENT**

### **Enrolment Form Details**

The Department of Education collects the information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Privacy. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these State government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Child Safety. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorized or required by law.

### **Attendance/Achievement/Behaviour**

While students are enrolled in and attend State schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3 and Year 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

### **Wellbeing, Protection and Safety**

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorized or required by law.

### **Children and Young People in the Care of the State – Data-Matching**

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in the Information Privacy Act at <http://deta.qld.gov.au/right-to-information/>

## **QPARENTS**



Yeppoon State School offers QParents - a web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland State School students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

If parents or carers would like a QParent Invitation sent/emailed, please contact the school office with your request or email [qparents@yeppoonss.eq.edu.au](mailto:qparents@yeppoonss.eq.edu.au) . More information about QParents can be found at <https://qparents.qld.edu.au/#/login>



## **RELIGIOUS EDUCATION**

Religious Education is given by accredited RE teachers each Thursday. Students who do not attend religion participate in regular classroom learning

Participation in Religion is based on information included on the Enrolment Form. If participation in Religious Education changes, Parents and Carers are asked to advise the school in writing.

## **RELEASE FORM**

A Consent Form is to be completed upon enrolment. This release form gives the school permission to make use of pictures, voice, original materials and freelance skills of any student, in producing any audio, video and/or disk medium without receipt of remuneration or any other payment in respect of involvement in products.

Occasionally student schoolwork and submissions may also be displayed or inserted in the school Newsletter and community events. A Consent Permission Form covering all of these media and intellectual use aspects is signed on enrolment.

## **REPORTING TO PARENTS**

Children's progress at school is reported to parents twice a year. Written reports are issued at the end of each semester based on continuous assessment of performance. Reports associated with state or nationwide (NAPLAN) testing will also be distributed at least once during the year to targeted students.

Parents are invited to discuss with the teacher any aspects of their child's development in an oral interview at this time. Parents are reminded that they are most welcome and encouraged to discuss their child's progress at any time through the year.

## **SICKNESS**

As a general rule, if a student is not well enough to do lessons he/she will be cared for and every effort made to contact parents with a view to having the student taken home. In cases of emergency, the ambulance/family doctor may be contacted or the outpatients department of a hospital. Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent. Please see Appendix 1 "TIME OUT - INFECTIOUS DISEASES" at the back of this booklet.

## **SMOKING**

Parents are reminded of government regulations, which prohibit smoking anywhere within the school grounds, including in all buildings as well as within 10 metres of the school fence.

Persons under the influence of drugs or alcohol are not permitted in the school grounds at any time.

## **SPORT / SPORTING HOUSES**

As the school has its own swimming pool, swimming is a major focus of our Physical Education program.

The students in Years 4 to Year 6 are able to participate in a full representative sports program involving cricket, rugby league, soccer, netball, basketball, Australian Rules, swimming, athletics, touch football and cross country.

Students also participate in school-based sports programs, which offer students choices in a range of sports. Interhouse Carnivals are conducted each year which may include Athletics, Swimming, Ball Games, Cross Country and Biathlon. These Sports Days attract great community interest and involvement.

All children from Prep to Year 6 are divided into 4 sport houses: Falcons, Kingfishers and

A child is allocated to a House on admission and all members of the same family are allocated the same house, if possible. House colours are:

Falcons ~ Yellow, Kingfishers ~ Green, Rosellas ~ Red

## SWIMMING

Swimming is an important part of the school program and all children are expected to participate in swimming lessons and to develop confidence in the water. If for any reason, you do not wish your child to attend swimming lessons, either temporarily or on a long-term basis, because of a medical condition, please write a note to the child's teacher to this effect.

Precautions against sunburn are also to be taken. One piece bathers please, no bikinis. Sun Smart swim shirts are also mandatory – **NO SHIRT, NO SWIM.**

Togs/bathers must not be worn under normal school clothes. Clothes that are easily managed are most appropriate for swimming days. It is requested that students apply sunscreen at home as this saves time at the pool. Please ensure that all swimming articles are clearly marked.

Although we have a school pool on site, this pool is not available for private use after school hours.

## SUPPORT SERVICES

Yeppoon State School has a strong inclusive policy that aims to support classroom teachers in providing quality educational experiences and outcomes for all students.

Support is provided to students and staff through:

- Assessment processes after referral by class teachers
- Education Adjustments
- Visits by advisory visiting specialists eg. Speech, physiotherapy
- Counseling provided by Guidance Officer, community youth worker and community liaison officer, or other community agencies as required
- Chaplain who provides general social support for students and parents

Students with disabilities are welcomed into our school by a caring and supportive learning community and as such are valued members of their mainstream class. Students requiring additional support are provided for within their mainstream class.

Students with a formal diagnosis and Education Queensland profile are able to access the support of a physiotherapist, occupational therapist, speech language pathologist and a number of departmental advisory visiting teachers.

## TRANSPORT OF CHILDREN

### By bicycle & scooters

Bicycles are parked at the racks situated near the School Office. Under no circumstances is any child allowed in this area before dismissal from school. Children must walk bikes and scooters within the school grounds when entering and exiting the school. Wearing of helmets is COMPULSORY (by State Law)

### By private vehicle

Children being driven to school should be dropped off at the Tucker Street or Norton Street entrance to the school. **Please do not bring vehicles into the school grounds as this endangers the lives of students.** Such action breaches Government Regulations and may lead to prosecution and payment of fines. Parents are asked to refrain from driving into the Staff Carpark off Tucker Street with the exception of disabled drivers. There are 2 minute Drop Off Zones at both entrances of the school for the purpose of delivering and collecting children.

Please deliver children on either side of the school entrance and NOT in the yellow zone at the school entrance. Please observe the speed limit for school areas – 40 km/hour.

### Permission Notes

Written permission from a child's parent or guardian is required if that child needs to leave the school grounds for whatever reason. If the Principal does not sight a permission note, the child will not be allowed to leave. The legal obligation of teachers and the Principal is obvious. When parents need to collect children during the school day the children will wait at the school office. Upon collection, the parent/caregiver must sign-out the child. In this way we ensure the safety and security of the children to the best of our ability.

## **Walking to and from School**

Misbehaviour that occurs on the way to and from school is the responsibility of the parents. As the first school bell sounds at 8:45am, it is appreciated if your child doesn't leave home before 8.00am. At 8:45am children are to use the toilet, wash hands and have a drink and be ready to start school at 8:55am.

After school, children are to go straight home without any detours. If children will be going to visit friends unexpectedly, please have them come home first. This may decrease the number of phone calls from distressed parents after 3.00pm. Children are discouraged from using the school phone to get permission from their parents to visit a friend. After school activities should be organized in the morning before the children leave for school.

Crossing supervisors work at the pedestrian crossings on Tucker St on each school day from 8.00 am until 9.00 am and from 2.45 pm until 3.15pm.

## **TUCKSHOP**

A Tuckshop operates at the school from Tuesday to Friday at First Break, and every endeavour is made to provide wholesome food at a reasonable cost. Registration is easy and ordering simple. Register at: [www.flexischools.com.au](http://www.flexischools.com.au)

The Tuckshop also provides uniforms. A price list for all goods sold at the Tuckshop is issued early in the school year.

- For over the counter orders please ensure these are written clearly on paper bags. Please remember to write your child's class. Eg. 1A etc. Completed Lunch Bags save time and is greatly appreciated.
- All orders are to be in before 9:30am.
- Prices of Tuckshop items are revised periodically and a new Pricelist will be provided should this occur.
- Excess spare change at school is discouraged and can cause unnecessary distress for your child, should money be lost or misplaced.
- The Queensland Government 'Smart Choices Strategy' will continue to be implemented into our school Tuckshop practices. Further information regarding the Smart Choices Strategy can be accessed from the website at <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices>.
- Volunteers and helpers are always needed. Please see our friendly Tuckshop Convener, if you are interested in providing some assistance.
- Proceeds from sales return to directly benefit our children through P&C projects

## **UNIFORMS / DRESS CODE**

Our school Tuckshop sells school polo shirts, skorts, shorts, jackets, dresses and hats. Online orders for Uniforms are available by registering at Flexischools. Cut off for Flexischools uniform ordering is 11:00am with order collection available the following Tuckshop day. Registration is easy and ordering simple. Register at: [www.flexischools.com.au](http://www.flexischools.com.au)

- Uniforms can be purchased from the Tuckshop: 8:15am – 9:00am Tuesday – Friday.
- Uniforms can also be ordered using the Flexischools app.
- Proceeds from sales return to directly benefit our children through P&C projects.

The school uniform is as follows:

Children are required to wear full correct school uniform including hat and shoes each day. In accordance with State legislation: Student Dress Code Version 4, Implementation Date 09/07/2012, where a student is reasonably dressed, but does not conform to student dress code, principals:

- offer appropriate item/s from a bank of clothing/uniforms held at the school

There is a clearly defined dress code for all students at Yeppoon State School, which has been developed by the Parents and Citizens Association through consultation with parents, staff and students. For safety and to help promote a positive school image and identity, students are required to wear full school uniform at all times.

**Day Uniform:**

**Shorts** Grey short

**Yeppoon State**

**School Dress**

**Skirts/Skorts** Grey skort

**Shirts** Royal Blue polo shirt, with a collar edged with a white and grey stripe with the words, "Yeppoon State School" in white.  
School logo on left hand side of shirt front, screen printed in white.

**Shoes** Shoes must give protective cover for the feet covering all of the foot and enclosing the heel.

**Black closed in shoes are encouraged**

Thongs/ Sandals are not be worn.

Short, white socks.

**Hat** Royal Blue and wide brimmed/Bucket Hat - Royal Blue. Prep will wear a yellow bucket hat.

The basic policy of "No Hat, No Play" applies where play activities are in the sun

**Winter** Tracksuit (Grey or Royal Blue, pullover or zip)

**USE OF SCHOOL FACILITIES**

Any group is encouraged to enquire about the use of school facilities when not being used for school purposes. A copy of conditions governing such use is available at the school office. General conditions of use are that children must be supervised at all times, that the children and others don't play in or around school buildings, that the grounds are kept free from litter and that any damage, breakage or incidents are reported to the Principal. There may be a fee charged for the use of school facilities with insurance and liability cover required to be held by the hirer.

**VEHICLES IN SCHOOL GROUNDS**

Because of the danger to children, no vehicles, are allowed in the grounds except as required for building or maintenance work. Vehicles should not enter the grounds during recess times or when students are on the oval.

**VOLUNTEERING IN THE SCHOOL**

Parents are welcomed to assist as volunteers in the school. Many parents have given invaluable assistance to the school in many ways over the past years. When volunteering in the school please sign the Volunteers Register iPad located at Administration. Working with Children cards may be required in some circumstances.





## **YEPPOON STATE SCHOOL CODE OF CONDUCT**

The code of conduct is a set of rules and expectations divided into four focus areas: self, others, school and learning. All students should follow this code. Deliberate breaking of the code is treated very seriously.

### **Respect For Yourself**

1. Be responsible at all times.
2. Wear suitable clothing. Uniform is preferred.
3. Only the wearing of studs, sleepers, a watch and or signet ring is permitted.
4. Wear sunsmart hats and shoes in the playground.
5. Mark all possessions and check lost property regularly.
6. Remain in the school grounds at all times unless you have permission to leave from parents, teacher or principal.
7. Play away from toilets.
8. Walk on all concrete and bitumen paths, stairs and enclosed areas.
9. Eat your own lunch.
10. Care for your own property, school property and that of others.
11. Share equipment.
12. Climb only on the adventure playground equipment.
13. Leave toys or other expensive items at home so they are not lost, broken or stolen.

### **Respect For Others**

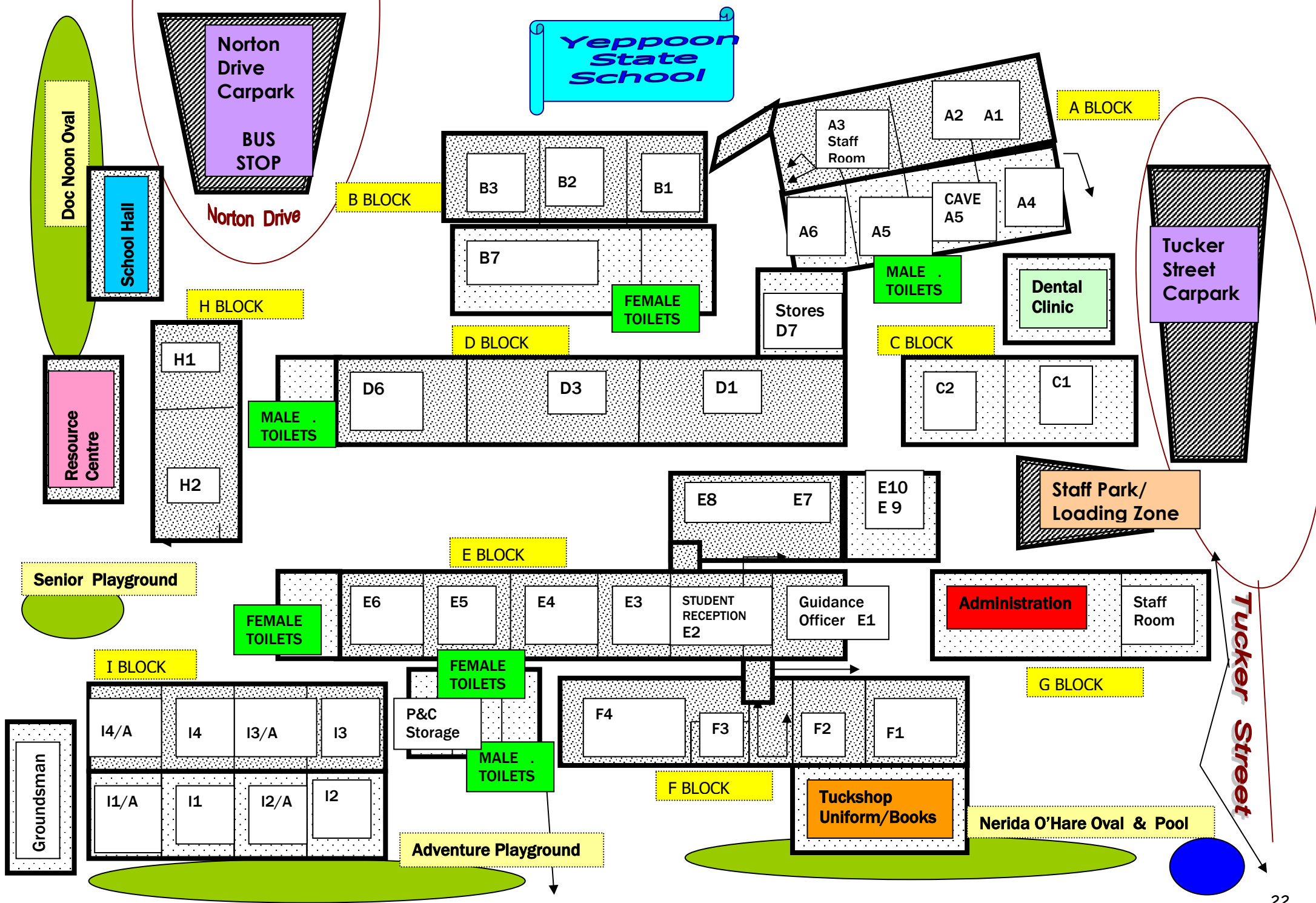
1. Speak respectfully and courteously to your peers, staff, parents and community, calling them by name.
2. Respect the rights of others to learn and your teacher to teach.
3. Use appropriate language and manners at all times. Avoid using racist, sexist, uncouth and obscene language.
4. Always tell the truth.
5. Play co-operatively and safely with others, respecting their feelings.
6. Ask permission before borrowing something.
7. Care for the property of other students, adults and the school.
8. Encourage others.
9. Respect 'out of bounds' areas eg. Staff car park, bike racks, environmental area.
10. Walk bicycles on school property.
11. Play in the designated areas.

### **Respect For Your School**

1. Be a proud ambassador for your school at all times.
2. Walk to all activities in a quiet and orderly manner.
3. Place all rubbish in the bins.
4. Wait at Admin and then report to F block at 8.15am and wait until bell for dismissal to classrooms.
5. Only children involved in scheduled after school activities should remain after dismissal.
6. Only enter a classroom when a teacher is present.
7. Eat your lunch in the designated area and remain there until released.

### **Respect For Your Learning**

1. Be on time for all activities. Move promptly at bell times.
2. Act responsibly at all times.
3. Come prepared with the items needed for school.
4. Encourage others and avoid 'put downs'.
5. Complete homework to the best of your ability and hand in on time.
6. Keep your work area, classroom and surrounds tidy.
7. Observe classroom rules and procedures.
8. Only leave the classroom with your teacher's permission.
9. Respect all visiting teachers, parents or other adults who may have charge of you.
10. Take pride in your work and strive for excellence.
11. When the whistle sounds at the end of play, return all equipment, go to the toilet, get a drink and prepare for class



# 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.<sup>1</sup>

Condition	Person with the infection	Those in contact with the infected person <sup>2</sup>
Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> 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)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Diarrhoea <sup>3</sup> and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis  but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)  See specific information below	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until 24 hours after the last loose bowel motion and the person is well. <b>EXCLUDE</b> 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.	<b>NOT EXCLUDED</b>
Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
German measles (rubella) <sup>4</sup>	<b>EXCLUDE</b> for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> 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)	<b>EXCLUDE</b> until the person has completed a course of appropriate antibiotic treatment. <sup>5</sup> Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease (BF71)	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
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).	<b>NOT EXCLUDED</b>
Hepatitis A <sup>4</sup>	<b>EXCLUDE</b> 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.	<b>NOT EXCLUDED</b> 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.
Hepatitis B and C	<b>NOT EXCLUDED</b> Cover open wounds with a waterproof dressing.	<b>NOT EXCLUDED</b>

## Footnotes

- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
- The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
- 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.
- Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
- 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 <sup>2</sup>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> Cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
Measles <sup>1</sup>	<b>EXCLUDE</b> for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Vaccinated or immune contacts <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non- or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics. <sup>3</sup>	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
Meningococcal infection <sup>4</sup>	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice. <sup>3</sup>	<b>NOT EXCLUDED</b> Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts. <sup>3</sup>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Norovirus	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours.	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. <sup>3</sup> Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	<b>EXCLUSION MAY APPLY</b> If blisters can be covered with a waterproof dressing, until they have dried <b>NOT EXCLUDED</b> . <b>EXCLUDE</b> if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. <sup>3</sup>	<b>NOT EXCLUDED</b>
Tuberculosis (TB) <sup>4</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
Typhoid <sup>4</sup> and paratyphoid fever	<b>EXCLUDE</b> until diarrhoea has stopped and two samples have tested negative. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Whooping cough (pertussis) <sup>4</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. <sup>3</sup> Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.<sup>1</sup>

#### 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](http://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units)
- National Health and Medical Research Council publication: *Staying Healthy – Preventing Infectious diseases in early childhood and education and care services*, 5th edition: [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at: <http://disease-control.health.qld.gov.au>

# Time Out



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



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