

# ST FINBAR'S PRIMARY SCHOOL



## PREP HANDBOOK 2022

Dear Parents,

I have included in this booklet, information that you may find helpful in understanding the philosophy and organisation at St Finbar's Primary School, Brighton East.

St Finbar's is a Parish Primary School committed to the teachings of the Catholic Faith and to the provision of quality programs which foster the full and balanced development of each child. At St Finbar's, we view the education of your child as a partnership – a joint responsibility between school and home, bound by common beliefs and values in a spirit of mutual support and encouragement.

The staff are highly skilled and dedicated to the ethos of Catholic Education. Co-operation, respect and shared responsibility are fostered throughout the school. Our programs are linked to each child's personal ability and not merely age expectations. The curriculum is broad and varied, recognising the individuality of each student's readiness, talents and special needs.

I hope that your involvement at St Finbar's will be rewarding, enjoyable and enriching. We invite active participation in the many educational, social and fund-raising activities throughout the year.

Finally, for those of you who are new to the school, on behalf of the school community, I extend a warm welcome and hope that your association with St Finbar's will be happy and productive.

Mr. Pat Berlingeri  
Principal

## **2022 TERM DATES**

### **Term 1 ~ 11 weeks**

Friday 28<sup>th</sup> January – Friday April 8<sup>th</sup>

***Prep Testing from Monday Jan 31- Thursday Feb 3***

*(Please refer to the assessment schedule for time allocations)*

***Preps commence** ½ day on Friday February 4. Full Days onwards from then.*

### **Term 2 ~ 9 weeks**

Tuesday 26<sup>th</sup> April - Friday 24<sup>th</sup> June

### **Term 3 ~ 10 weeks**

Monday 11<sup>th</sup> July - Friday 16<sup>th</sup> September

### **Term 4 ~ 12 weeks**

Monday 3<sup>rd</sup> October – Tuesday 20<sup>th</sup> December

## **2022 PREP ASSESSMENT TIMETABLE:**

**Monday 31st of January to Thursday 3rd of February are being utilised as Assessment days. Students will have a 1 hour appointment on one of these days and further information on how to book your day and time will be sent home at the end of the year.**

We ask that during your child's first two weeks at school, you deliver and collect your child from the classroom, using the Wallen Street entrance. This serves two purposes; it allows the teacher to associate the parent and the child and it provides a feeling of security for your child.

## **SCHOOL HOURS**

8:50am	Students head into classrooms
11:10am – 11:50am	Lunch break (11am – 11.10am eat lunch in classroom)
11:50am – 1:50pm	Classes
1:50pm – 2:30pm	Afternoon Recess
3:30pm	Dismissal time

## **SCHOOL OFFICE**

The school office is open between the hours of 8:30am ~ 4:00pm, Monday to Friday and the school contact numbers are -

Phone: (03) 9592 4479

Principal Email: [principal@sfbrihtoneast.catholic.edu.au](mailto:principal@sfbrihtoneast.catholic.edu.au)

Office Email: [office@sfbrihtoneast.catholic.edu.au](mailto:office@sfbrihtoneast.catholic.edu.au)

# A to Z INFORMATION

## ACCIDENTS AT SCHOOL

### **FIRST AID**

In the case of a sudden illness or accident at school the following procedures will be adhered to:

### **MINOR CASES**

When a student becomes mildly unwell or suffers a minor accident appropriate first aid will be given. The class teacher treats minor accidents, which occur while children are with the class teacher, or the child may be sent to the office for first aid. All accidents, which occur on the playground and may require first aid, are reported to the teacher on duty, who may treat the child for the minor accident or send the injured child to the office for treatment in the sick bay. In the case of an injury to the back or above the neck, parents will be notified by phone. In the case of an injury to another part of the body, the child will be attended to in sick bay for no longer than 20 minutes without parent notification.

### **SERIOUS CASES**

A teacher will give assistance and remain with the student until the appropriate help arrives. The immediate action to be taken will be decided upon by the Principal, Deputy Principal or delegate. Parents will be notified simultaneously to emergency services (if required). If the school is unable to contact either the parents or guardian (listed on the emergency contact form) the closest and most appropriate medical help will be sought. Any costs incurred will be the responsibility of the parents.

## ACCOUNTS

Whole school accounts are generated at the commencement of each school year and are divided over three terms – terms one, two and three. The School account can be paid with cash, credit card or Internet transfer. Credit Card payments can be paid over the phone if you are unable to come to the school office. Payment plans are also offered to families.



Families have an obligation to maintain regular payments of their School Account. Failure to keep your account up to date may result in the account being forwarded to Waterman Receivables Management Pty Ltd to settle the outstanding debt.

If you are experiencing financial difficulty or your account falls into arrears you should book an appointment with the Principal to discuss a payment plan.



## **ANAPHYLAXIS MEDICATION**

It is compulsory that parents inform the school if their child suffers from Anaphylaxis and require an EpiPen. An Action Plan for Anaphylaxis must be filled in by your doctor and handed to the office. The school will arrange a meeting with parents to complete an Anaphylaxis Management Plan. It is the responsibility of the parents to provide:

- Medication and equipment.

## **ASTHMA MEDICATION**

It is compulsory that parents inform the school if their child suffers from Asthma and require a Ventolin inhaler. A School Asthma Medication Plan must be filled and handed to the office. It is the responsibility of the parents to provide:

- Medication and equipment.
- Information as to the frequency of use.



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## **ASSEMBLY**

The students assemble as a whole school each **Friday morning at 8:50am** in the school hall (subject to COVID restrictions), to pray together, share events of interest and celebrate notable achievements. Assembly provides a regular means of contact between grades and with the Principal. Items include birthday recognitions, Stars of the Week, sports awards, etc. Assemblies are hosted by our Year 6 leaders and parents are always welcome to attend. A coffee van is on site at the school from 8am.



## **ATTENDANCE**

- Please advise the school office before 9:15am if your child is to be absent.
- If you wish to take your child from school early, please go to the school office and sign out your child via the iPad at the office. **It is preferable to pick up students before or after lunch and snack times.** Students are not permitted to leave the school with unauthorised persons or by themselves, during school hours.
- Aim for punctuality and regular attendance. Students who arrive after 8:50am need to come to the office to sign in late via the iPad at the office with a parent.
- If your child is away from school for longer than 2 days, please notify the class teacher via an email of the reason.



## **BEHAVIOUR MANAGEMENT**

Our discipline policy is based on Restorative Practices and the Assertive Discipline model. We believe that the most profound learning occurs when there is a healthy relationship between the teacher and the student. Restorative practices help enable students to self-regulate behavior and contribute to the improvement of learning outcomes. This model is based on rewards and encouragement, but clearly defines clear consequences for unacceptable behavior. Our students are well behaved. In the rare instances of on-going behavior we will contact you, as parents, to discuss how to best manage the situation.

## **BIRTHDAYS**

At St Finbar's we acknowledge students' birthdays at assembly each week. If you wish to send food to celebrate your child's birthday, please do so by providing **lemonade icy poles or a fruit platter.**



Flavored icy poles and cakes are not permitted due to allergies. (These will be returned to you, if inadvertently they are sent to school). Please do not hand out party invitations at school as this is difficult for those students who are not invited. You will be provided with a friendship list at the start of the year with family contact details in your year level.

## **BUDDY SYSTEM**

A Prep child will be teamed with a student from Year 4 at the orientation morning in November 2021 (permitting COVID restrictions). We also operate a "Buddy family" system to help parents have a point of contact regarding any queries about the operation of the school.



## **Operoo APP**

As you know we take the health and safety of our students very seriously. Operoo (previously known as Caremonkey) is an innovative parent controlled electronic medical form for schools, clubs and other groups with a duty of care. It's an electronic version of the paper based forms you previously had to fill in for excursions, camps, etc. It provides parent's the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided. We use the Operoo app in the best interest of the children whilst also reducing the burden on parents to fill out the same information on multiple forms throughout the year.

Parents can use a PC, laptop, tablet or smart phone to enter the details including:

- emergency contacts
- medical contacts
- medical checklist including asthma, allergies, seizures, diabetes
- health and ambulance insurance details
- notes and other care instructions from parents
- and more...

As a parent you will receive an email from the Operoo system inviting you to enter the details for your child in the electronic medical form. This information is for school use only and will only be accessible by the relevant teacher(s) for your child.

Excursion, swimming and camp information will be emailed to parents and online authorisation will be required by the DUE DATE. We will also utilise an SMS network to alert parents via text messages important information such as early / late bus arrival times after excursions and camps, and other circumstances that arise at short notice.

Please feel free to contact the office if you have any questions. You can also visit the Operoo website for more information: [www.operoo.com](http://www.operoo.com)

## **CONCERNS**

The first 'port of call' is always your child's classroom teacher. If your concerns continue, please do not hesitate to contact the Principal/ Deputy Principal. It is always better to discuss concerns at a beginning stage than to wait until matters grow into a major concern.

## **DOGS ON SCHOOL PREMISES**

Dogs are not allowed on the school grounds at any time.

## **DRIVE THRU**

For the first few weeks you may choose to come in and collect your child from the classroom. At all times, and of paramount importance is the safety of all.

**Parents are not permitted to get out of the car with the drive - thru system.**

1. **GRASSY STEPS DRIVE THRU:** Parents drive into the school site via the staff car park, do a loop to the grassed steps parallel to the school hall and drop off or pick up their child at this point. There is always a teacher on duty to help with the movement of traffic. Please be aware there is **NO RIGHT HAND TURN** onto Centre Road, as per the traffic sign, during the displayed hours. Traffic Officers are always vigilant and the fine is quite costly.
2. **WALLEN STREET DRIVE THRU:** Again, **parents are not permitted to get out of their car.** Parents drive to the 'Loading Zone' signs and the teacher on duty will assist your child into / out of the car. Do not park on the school side of Wallen Street, as Traffic Officers are always vigilant. Limited parking is available on the far side of Wallen St.
3. Parking: is available along Centre Rd and the far side of Wallen St.



## **EMERGENCY HEALTH INFORMATION FORM**

In the case of illness or injury to a child during school hours, it may be necessary to contact the parents. At the beginning of each school year, you are asked to review your emergency contact information.

It is imperative that parents do not list themselves as the emergency contact person, as parents will always be notified first. If you are unreachable, we will communicate with your emergency contact person.

**The office needs to be notified of any change to addresses, telephone numbers, emails or workplaces immediately.**



## **HEAD LICE**

These insects are up to 2 mm long and lay their eggs (nits) on hair close to the scalp, primarily at the back of the neck and behind the ears. Eggs are up to 1 mm in length, oval in shape, off-white in colour and cemented to the hair. Egg cases that remain once the lice are hatched are dull white and generally found on shafts of hair further than 1 cm from the scalp.

In an effort to minimise the occurrence of head lice infestation, it is asked that you regularly check your child's hair and if necessary, treat hair with a recommended treatment from your local chemist. There are currently some "natural remedies" on the market that are very good. The lice are prone to building up a resistance to some of the known chemical brands.

Please note that it is a Department of Health requirement that any child with head lice be excluded from school until such treatment is begun and excluded from school until the day after approved treatment has commenced and **all eggs are removed** from the hair.

## **HOMEWORK**

Teachers set homework expectations for each year level at the beginning of each year. We encourage a home/school partnership and homework should not interfere with this, so please see the classroom teacher if there are any issues regarding homework.

## **IMMUNISATION POLICY**

Children beginning at St. Finbar's in Prep are required to have a complete immunisation form before commencing school. These are available from Medicare online through the MyGov website. This form indicates whether or not your child has received the appropriate immunisation given to pre-schoolers. Information can be obtained from the Health Department.

## **LOST PROPERTY**

All uniform that can be removed: i.e. jumpers, jackets etc, must be labeled so that they can be returned to the owner. Likewise, **we ask that drink bottles and lunch boxes be clearly named**. There is a lost property area in the main/office block. Unnamed garments are recycled for sale at the uniform shop each fortnight.

## **LUNCHES**

You are asked to provide your child with lunch in a **NAMED** lunch box. As part of our Sustainability Program we ask that you send your child's lunch Rubbish Free. i.e. no cling wrap, etc.



## **MANDATORY REPORTING**

From July 1994 all teachers and principals are under a legal obligation to contact Child Protection Services if they believe a student at the school is harmed as a result of physical or emotional child abuse, or is at risk of harm. Child Protection Services is part of the Department of Health and Human Services (DHHS) and is responsible for investigating reports of child abuse.

## **MEDICATION ADMINISTRATION**

St Finbar's acknowledges that some students may require prescribed medication during the day. Parents are asked to consider other options e.g.

- Is it possible to give the medication before or immediately after school?
- Could a parent come to school and give the medication?
- If parents decide the above is not possible and they require the co-operation of staff members, the following procedures must be observed.

### **Medication is to be given to the front office together with a note giving details of:-**

- Child's Name
- Date
- Medication dosage
- Time to be administered
- Comments
- Parent's Signature

The school will not make changes to the dosage or the time for administering medication, without written permission from the doctor, parent or guardian. If medication is to be on-going the Principal must be advised.

Students are not permitted to be responsible for their own medication, nor are medicines to be kept in the child's possession. The exception to this is Asthma medication.

## **NEWSLETTER/ NOTICES**

Each Thursday the St Finbar's School newsletter is sent to parents via email from the iNewsletter website. Newsletter can also be accessed via the school website. It is most important that parents read the newsletter as it contains all information of the school and related organizations. e.g. Parish News, School Board and P&F.



## **NON PRESCRIPTION MEDICATION**

The school will not assume the responsibility for assisting in the administration of non-prescription medications unless pre authorised in writing by a doctor or parent. Analgesics will not be administered to any student by a staff member without either consent via Operoo profiles or written consent.

## **OUTSIDE SCHOOL HOURS CARE (OSHC)**

If you require before or after school care, bookings need to be made by contacting Outside School Hours Care on 9592 0994 and leaving a message on their answering machine. If you would like OSCH to collect your child from the classroom for the first few times, you need to inform them. OSHC is open every morning and afternoon on school days, most school closure days and for holiday programs. Parents must complete an enrolment form for OSHC before being able to commence using this service. For further details please go to page 35.

## **PARENT INVOLVEMENT**

At St Finbar's we strongly encourage parent participation. We believe that when a good relationship is developed between school and home the child comes to understand how each value each other. There are many ways in which parents can become involved with the school:

- Classroom helpers
- PMP – Perceptual Motor Program
- Excursions / Incursions
- Swimming roster
- Parents and Friends Association
- School Education Board
- Uniform Shop
- Participation in school functions and other events



## **PUPIL ATTENDANCE AND HEALTH**

- It is advisable to have a doctor examine your child if you suspect any health related problems. Please, ensure that the school and your child's teacher are made fully aware of any health issues.
- It is unfair to send a child to school that is obviously ill or has not fully recovered from illness. When unwell, the child is not receptive to learning or school routine and our facilities for caring for them are limited.
- A written note or email to the classroom teacher is required for each absence. This is a requirement by law and absence notes are filed at the school for accountability.

## **REPORTING TO PARENTS**

Teachers have three formal processes of reporting on their student's development.

- Early term one - 'Meet the Teacher' Discussions
- At the end of Term Two - School reports are accessed electronically via an emailed link followed by Student/Parent/teacher interviews.
- At the end of term four - School reports are accessed electronically via an emailed link.

If, at any time you have concerns regarding your child's progress, please make an appointment time with your child's class teacher.

***IMPORTANT: When accessing your child's report online we strongly recommend that you download each report into a folder onto your computer for future access or print them out to keep in a file.***

## **SCHOOL CROSSING**

Nepean Highway crossings are supervised by paid Crossing Supervisors through Bayside Council. Please make sure that you and your child use them. The hours of crossing supervision are:

8:10am – 9:10am  
3:00pm – 4:00pm



## **SMOKING**

St. Finbar's is a **SMOKE FREE SCHOOL** which means cigarette (pipe or cigar) smoking or e-cigarette usage is not permitted in any of the classrooms, offices or school grounds. We do ask all parents to abide by this rule, especially in the grounds or at school functions.



## **SPORT HOUSES**

At St Finbar's there are four sport houses:

Xavier	Red
Nagle	Blue
Marian	Yellow
Finbar	Green

Siblings will be placed in the same team as their brother and/or sister while children new to the school will be placed in a team to balance numbers.



## **STAFF PROFESSIONAL DEVELOPMENT**

Staff meetings are held weekly on a Tuesday from 3.45pm to 5pm. Parents are reminded that teachers are not available for interviews after school on these days. It is necessary for the on-going professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. As primary school teachers are engaged in face to face teaching each day at school, much planning, in-service and personal study is done out of school hours.

To complement this 4 - 5 days each year are made available for teachers to work on curriculum on a school level. On these days teachers attend school but students do not. Notice of school closure days is given to parents well in advance via the school calendar and in the school newsletter.

## **STUDENT LEADERSHIP**

At St Finbar's we strongly encourage student leadership. A particular focus is given to students in Year 6 who have the opportunity of participating in many varied aspects of Leadership. In addition there are 3 leadership roles per class in Prep – Year 5 – Student Representative Council (SRC), Sustainability Representative and Social Justice Representative. Each role has 2 leaders per semester, this gives a total of 12 children per year the opportunity to lead various activities throughout the school.

## **SUN SMART POLICY**

It is a school requirement that every student and teacher wear a hat from **September 1<sup>st</sup> until April 30<sup>th</sup>**, whenever they are outside. Any child without a school hat will be required to remain in the shaded areas. It is recommended that you apply sunscreen on your child before they come to school. Students are encouraged to reapply their personal sunscreen brought from home. Parents need to be aware that the school / teachers are not permitted to supply and / or apply sunscreen to students.



## **SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL**

Children will be supervised from 8:35am onwards. Please do not drop children off earlier, unless prior arrangements have been made with the office. If for some unexpected reason your child needs to be at school prior to 8:35am they are to wait in the front foyer until the teacher goes on playground duty. If a child is consistently at school prior to 8.35am, the child will be asked to go to Outside School Hours Care at the expense of the parents.

Children are supervised until 3.45pm. If you are going to be later please contact the office so that arrangements can be made to ensure adult supervision is available. Any child still at the office at 4pm will be sent to Outside School Hours Care at the expense of the parent.

## **TOYS/GAMES**

Students are asked **NOT** to bring any toys or games to school as they are too easily lost or damaged. The exceptions to this are items for 'show and tell' that are to be left on the teacher's desk during recess.

## **TUCK SHOP- 'The Healthy Hut'**

Lunch orders are available from the Healthy Hut on Monday, Tuesday, Thursday and Friday. All lunch orders are now competed on an online ordering system. If your child is ordering a cold lunch e.g. a sandwich we encourage parents to use their regular lunch box as this cuts down on unnecessary packaging.

## **UNIFORM**

It is expected that all students will wear correct uniform at all times, unless otherwise stated. St Finbar's uniform consists of summer and winter uniform as well as a sports uniform. The Uniform Shop is managed by the Parents and Friends Association. You can order and purchase uniforms via online ordering or through the opening hours as advertised in the newsletter. The Uniform shop also operate the second- hand uniform sales.

### **GIRLS SUMMER:** (To be worn Terms 1 & 4)

St Finbar's tartan dress (Navy, green and yellow check)

or

Unisex Navy Shorts and Blue Short Sleeved shirt with logo

St Finbar's school jumper (Navy V neck with yellow and green stripes at neck and cuffs)

Black, polishable, school shoes and navy socks

School Hat (legionnaire style)



### **GIRLS WINTER:** (To be worn Terms 2 & 3)

St Finbar's Navy Tunic

or

Navy Trousers

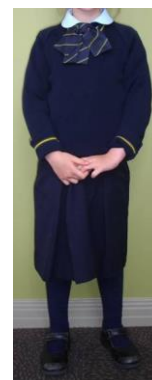
Girls Blue long sleeve Peter Pan collar shirt with Bow Tie or Tie

or

Blue Skivvies – (Optional for Prep – Year 2 only).

St Finbar's school Jumper

Black, polishable, school shoes and navy socks or tights



### **BOYS SUMMER:** (To be worn Terms 1 & 4)

Navy Shorts

Blue Short Sleeved shirt with logo

St Finbar's School Jumper

Black, polishable, school shoes and navy socks

School Hat (legionnaire style)



### **BOYS WINTER:** (To be worn Terms 2 & 3)

Navy Trousers

Boys Blue Long sleeved shirt with Tie

or

Blue Skivvies – (Optional for Prep – Year 2 only).

St Finbar's School Jumper

Black, polishable, school shoes and navy socks



**SPORTS UNIFORM:** (All Year)

Blue/Green Polo shirt with St Finbar's Logo  
(short or long sleeved)

Navy sports Shorts  
or

Navy sport skorts

Navy Track Pants

Navy Track Top with St Finbar's Logo

Sport Runners (no high-tops or Vans) and white socks

**OTHER UNIFORM ITEMS:**

School Bag with St Finbar's Logo

Library Bag

**ACCESSORIES:**

Ribbons/ scrunchies/ headbands – Navy

- **Jewellery:** a watch, sleepers (or studs) **only** are to be worn to school. A cross on a chain may also be worn. Hair colours and finger nail polish are not part of school life.
- **Scarves and Beanies:** may be worn in winter as an optional extra but they are to be navy in colour and are not to be worn in the classroom.
- **Year 6 Special Windcheaters:** may be worn by Year 6 students instead of their school jumper.
- **School hats:** are compulsory for all students in accordance with the Sun Smart Policy.

**Labeling:** of all items of clothing is essential.

**Girls Summer Dresses** should **not** be worn with shorts showing below the hemline.

If students have any special needs regarding uniform – parents may make an appointment to discuss this matter with the principal.

**VISITOR'S SIGN IN**

All school gates are locked from 9:00am to 3:20pm. This is to ensure that all visitors coming into the school sign in and out via an iPad at the front office. All visitors will be issued with a visitor's pass. This is in keeping with Worksafe requirements, ensuring that in times of emergency evacuations; administration staff know exactly who is on the premises.

**WELLBEING**

Wellbeing is a high priority for us here at St Finbar's. We have an extensive program taught from Prep to Year 6 where students are explicitly taught skills to improve their social awareness of themselves and others. We have Year 6 Wellbeing Leaders who run school initiatives throughout the year promoting wellbeing for our school community. We are also able to offer support through Allied Health with our school psychologist, Ellie Nicolay, for those students who may need some extra support from time to time.



# ST. FINBAR'S SCHOOL TODAY

St Finbar's Parish Primary School is an integral part of the wider Parish community. It exists to provide a Catholic education for the whole child. At St. Finbar's the Catholic faith, doctrine, ideals and attitudes encapsulated in our Vision Statement, are valued and taught to the children.

Our current enrolments (Aug census 2021) are 332 students from Prep to Year 6. Our classes are arranged in 14 classes with 2 x straight classes per year level P-6, to meet the needs of our school community and to support best teaching practices. Currently, there are 39 staff members including specialist and support staff.

There are two parent committees: The School Advisory Council which acts as a forum for discussion on matters related to Education and the Parents and Friends Association which helps develop a sense of community and fundraises for the school.

## **STAFF AT ST FINBAR'S SCHOOL**

### **PRINCIPAL**

The Principal is available to discuss any concerns you may have regarding your child. It may be necessary to make an appointment.

Traumas or changes in family circumstances such as death or separation can markedly change a child's ability to concentrate and learn at school. Certain situations may also alter a child's personality or behaviour. The first consideration is always the health and well-being of the child. Any private information is always held in strictest confidence.

### **STAFF**

The staff for 2022 will consist of the Principal, 2 x Deputy Principals, School Leadership team with different portfolios, 14 classroom teachers, support teachers and specialists in Physical Education, Performing Arts, Visual Arts and L.O.T.E. ~ Italian.

The teachers at St Finbar's are professional in their attitude and approach to education and are committed to the ethos of Catholic education.

- They are caring and supportive of each other, children and parents.
- They have a wide range of interests, talents and abilities, which they are willing to share.
- They are innovative and progressive in their ideas while valuing the opinions, beliefs and ideas of others.

Your child's teacher is specially trained to teach primary aged students and we value experience and keeping abreast of current educational practices. We encourage parents to get to know their child's teacher. Many things have changed in schools since you attended as students; so don't be afraid to ask questions.

All of the teachers are more than willing to spend time discussing your child's progress, classroom programs and routines. It is advisable however, to make an appointment at a mutually convenient time, to give you both adequate time to discuss matters. Email is a useful way of keeping in touch.

# VISION STATEMENT

## **VISION STATEMENT**

*St Finbar's is a Catholic Primary School Community which aims to provide a safe, supportive and dynamic learning environment in which each member is respected and nurtured.*

## **MISSION STATEMENT**

St. Finbar's is a school where:

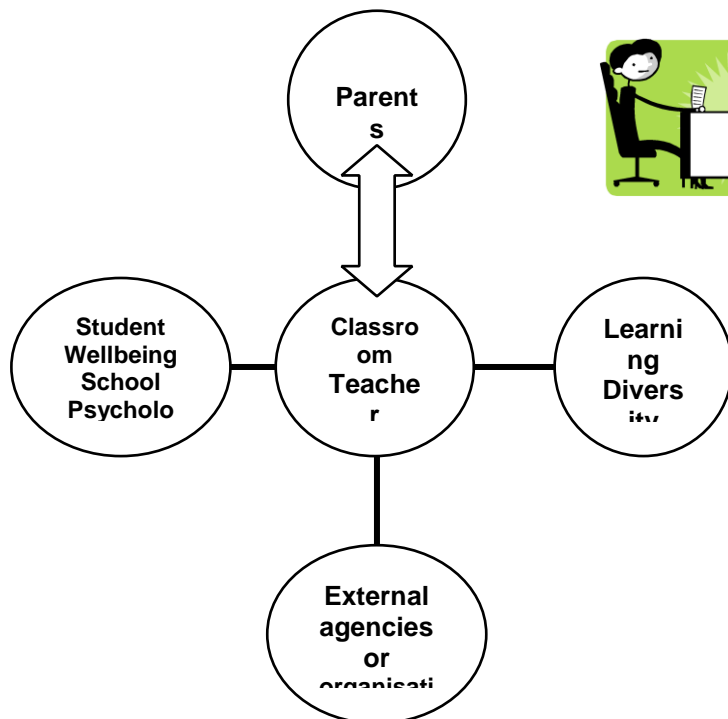
- all members are nurtured to grow in their Catholic Faith and Spirituality with a focus on our Catholic Social Teachings and Social Justice.
- students are encouraged and supported to participate fully in an ever changing global community, supported by a curriculum which meets their individual learning needs.
- we value each member as an individual whilst nurturing their social and emotional wellbeing.
- structures and practices are put in place to ensure that all members of the community have the opportunity to grow.
- positive partnerships between school, home and parish are fostered to strengthen our relationships and promote active community involvement.

*Reviewed by the School Advisory Board - 15th August, 2020.*

*Reviewed by St. Finbar's School Staff - 12th September, 2020.*

# PARENTAL INVOLVEMENT

## Parents and Schools: Working together for our children



The **best** learning for children occurs when parents and teachers work together. In most cases, your child's teacher is the first person you should contact if you have a concern. He or she can then work with you to determine the need, if any, for others to become involved e.g. Learning Diversity, Student Wellbeing, See diagram.

Parent helpers are always welcome for Literacy, Numeracy, PMP, Sporting events, excursions etc.



All members of St. Finbar's community have special gifts and talents and strengths and weaknesses. Confidentiality is to be respected at all times in and out of school.

St.Finbar's Staff respect that difficulties with your child may arise at times. However we ask that you be fully informed before making judgements.



As a parent, you can telephone, email or write to your child's teachers.



Using the school diary or journal is also a great way of communicating.



**At St Finbar's we recommend that you become involved as much as time permits, because those parents who make the effort to participate in school activities in a positive manner, not only support, but actively encourage their children's attitude to learning throughout their time at school.**

There are many opportunities for parents to assist in the classroom: Mathematics, English, listening to reading and supporting writing programs, PMP, Library, Excursions etc. As well, we have an "open door" policy, which means that parents are welcome in their child's classroom at any time. Opportunities also exist to assist the school by becoming involved in the following groups:

## **ST FINBAR'S SCHOOL EDUCATION BOARD**

St Finbar's School Education Board acts as a forum for discussion on matters relating to Education in the Parish School. It brings together, in a spirit of co-operation, Parish Priest, Principal, Deputy Principal and representatives of parents, so that responsible, informed advice can be given to the Parish Priest and Principal. The School Board meet approximately six times per year.

### **The Board's functions include:**

- ◆ assisting in the formulation of school policy in conjunction with the Parish Priest, school staff and the parents.
- ◆ supporting the parish school in practical ways, such as ensuring that the school facilities and equipment are maintained.
- ◆ planning for the future and ensuring that the parish school can accommodate future school enrolments.
- ◆ developing school/community relationships, and encouraging home/school interaction.
- ◆ working in collaboration with the Parents and Friends.
- ◆ developing strategies for local promotion of Catholic Education.

## **PARENTS AND FRIENDS**

At St Finbar's the Parents and Friends work to support the life of the school. All parents, guardians and carers of children attending St Finbar's School are "members" of the Parents and Friends. The P&F depends on parental involvement and aim to provide activities that are diverse thereby recognising each person's individuality of interests and skills. Meetings are held approximately seven times per year and everyone is welcome. The Executive Committee comprises of President, Vice President, Secretary, Treasurer and Class Representatives (2 per Grade). Involvement on any scale is satisfying and rewarding for you and your child and benefits the entire school community.

### **The Parents and Friends aim to:**

- ◆ provide a social network for all parents.
- ◆ provide funds for the school through fundraising.
- ◆ provide support for the school through participation in different activities (*e.g. uniform shop, Open Days, breakfasts, social gatherings, etc.*).
- ◆ liaise with other Parish groups ( e.g. School Education Board).





# LEARNING AT SCHOOL

In recent years there has been considerable educational debate about how children learn. Research shows us that there is no one-way to learn just as there is no one-way to teach.

What is significant is that for children to be successful learners they need a supportive environment, which allows them the freedom to play, to explore, to experiment, to practice and above all to think.

In such an environment children build a healthy concept of themselves, which enables them to grow in terms of their spiritual, social emotional, physical and intellectual needs.

Learning needs to be structured to acknowledge prior learning and to enable teachers to move from the known to the unknown.

Research is also supporting the involvement of parents in the education of their child.

***“Who succeeds and who fails at school is being decided outside the school, primarily by family factors. Family factors outweigh school factors in determining educational success”***

*Moirá Eastman*

## **SHARED BELIEFS ABOUT LEARNING**

Beliefs about how children learn will determine more than anything else, how teachers teach and what parents expect of the school.

- Learning is a meaning-making process. Children are natural meaning-makers, whose curiosity leads them to explore their surroundings, solve problems and make sense of things.
- When children experience success, their self-confidence rises and they learn more effectively.
- Children tend to learn well when they feel safe yet challenged.
- Children learn in different ways and at different rates. Their level of maturity has a big influence on whether they are able to learn a particular skill or concept at a particular time.
- Children learn by watching, joining in and imitating people. They learn from each other as well as from adults and they deepen their understanding when they explain their thinking or demonstrate a skill to others.
- Children learn through play, through handling materials and through solving real life puzzles.
- Talking helps children learn. They learn when they ask questions, explain things, hear different points of view or think aloud.

## **THE WAY PRIMARY TEACHERS WORK**

In working towards achieving the aims of the primary school, teachers perform many tasks. Among them are these:

- They observe the children. Skilled observation helps them to determine what children already know and can do, to identify their needs and to monitor their progress.
- They respond to children's needs. They focus on individuals and groups as well as the whole class. Some children need extra challenges; others must be taken at a slower pace.
- They create a comfortable yet stimulating classroom climate. Warm and supportive relationships with children, positive feedback and an inviting, well organised classroom all contribute to this.
- They set up routines and predictable patterns. They negotiate rules and routines with their classes, enforcing them, review them periodically and discuss particular problems as they arise.
- They promote high expectations and self-discipline. They seek to motivate children by stimulating their imagination and curiosity. They know that strong motivation is the key to learning self-discipline.

They use a variety of teaching strategies. These can range from specific instructions and modelling; to standing back and monitoring a lot of self-initiated learning. They might also use:

- Children working together in small groups.
- Peer tutoring (children from the same class matched to assist each other in practicing newly acquired or developing skills).
- Conferences (the teacher reviewing work in progress with individuals or small groups).
- Learning centres (areas with resources linked to a particular curriculum area or topic, where children can undertake activities independently of the teacher).
- Contracts (a set of tasks negotiated between teacher and children and carried out by individuals or groups over a specified period).



Teachers encourage certain types of behaviour. These include:

- perseverance
- independence
- taking responsibility
- negotiation
- co-operation
- sensitivity to the needs of others

Teachers are members of a professional team. Teachers do not work alone. They cooperate with colleagues in developing policies, coordinating programs and building up the school community. They continue to be informed about developments in their profession by attending courses and meetings, reading books and journals, and active members of professional associations.

Teachers work in partnership with parents. This requires them to communicate clearly to obtain parent confidence, to provide appropriate opportunities for parents' involvement, and to report accurately on children's progress.





# PARENT SCHOOL RELATIONSHIPS

It is widely acknowledged that learning is enhanced when parents and teachers are recognised as partners in education, exercising different roles and responsibilities in pursuit of a common vision.

Research shows compelling evidence that parent involvement empowers children's learning.

***“Parent involvement includes all those activities which seek to bring together in some way the separate domains of home and school.”***

Jowett & Baginsky

These include:

- Accepting an invitation to help in the classroom:
  - by reading to a small group or hearing a child read
  - by sharing a skill or hobby
  - by assisting with writing programs
- Attending parent teacher meetings where there is an opportunity to speak with your child's teacher.
- Attending special school celebrations: book week, assembly, sporting events, class Masses, etc.
- Helping in the library.
- Helping with excursions.
- Offering hospitality to parents of children newly enrolled at the school.
- Acting as a 'resource person' (e.g. if you have some occupation or cultural background relevant to the curriculum or to supporting other parents).
- Serving on school policy-making committees.
- Participating in surveys that are a part of the development of school policies.
- Becoming an active member of the Parents & Friends Association.
- Helping with fund-raising.

***“When parents see themselves as integral to their child's learning the benefits are widespread. Parent participation has the potential to break a cycle of failure and set in motion a cycle of success”***

Australian Parent Council

# CURRICULUM

St Finbar's School is committed to providing a curriculum, which will ensure the intellectual, social, physical, aesthetic and spiritual development of all students. Through a wide range of learning experiences in eight key learning areas and Religious Education, we expect that all students develop breadth of knowledge, skills, understandings and values.

## **RELIGIOUS EDUCATION**

Our Faith Life program aims to lead each child to faith in God, by encouraging a personal growing relationship with Jesus Christ and an openness to the Holy Spirit, within a context of the Catholic tradition and a contemporary world. The program takes into account the dignity of each child by ensuring a developmental program from Prep to Year 6.

Actively promoting and living the gospel values is central to encountering God in all our lives at St Finbar's. The parish and school work in close partnership with our parents as they are the first and foremost educators of their child's faith. This is done through Family Faith Nights, the Sacramental Program and a vibrant liturgical prayer life.

At the heart of the Catholic community is the celebration of the Sacraments. In Years 3, 4 and 6, children will have the opportunity to receive the Sacraments of Reconciliation, First Eucharist and Confirmation. The Catholic Social Teachings and Social Justice are an important component of our mission and vision at St Finbar's.



## **EDUCATION**

### **LEARNING AREAS**

The Victorian Curriculum Prep–10 (P–10) sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum P–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

### **INQUIRY CURRICULUM**

The school has adopted an inquiry approach to organising the curriculum using a Faith/Life planner. With an integrated curriculum, teachers introduce the students to a broad topic through meaningful experiences based on Inquiry Learning. This process develops knowledge, skills, values and attitudes across the range of key learning areas. Within each year, topics are selected in a way that ensures a balanced curriculum is provided.

## **ENGLISH**

At St. Finbar's we believe that language is central to all learning and is the major means of elaborating and expressing thought. Language is the key to access learning and leads to success in later education and in everyday life.

The English (language) curriculum is organised into three main areas or strands:

- Listening and Speaking
- Reading
- Writing

St Finbar's School uses several programs to support students' learning of English. Our programs strive to raise literacy levels for all students. The focus is on a continuum of improvement through the examination of data collected by teachers and explicitly teaching to a point of need in reading and writing.



**Reading Recovery** is an Intervention Program for those children in Year 1 who are experiencing difficulty in the area of literacy.

The program operates on a one (reading recovery trained) teacher/ one student basis, for half an hour each day until the student has gained the necessary skills in literacy.

## **MATHEMATICS**

Mathematics has application in all human activities, crossing cultural and linguistic boundaries to provide a universal way of solving problems in areas such as science, engineering, technology art and many every day activities. Student development in Mathematics is best facilitated by experiences where;

- The abstract understanding of mathematical concepts is preceded by a thorough concrete stage.
- Manipulation of concrete materials is provided in order for children to actively build mathematical ideas.
- Appropriate mathematical language is used and developed.



## **HUMANITIES**

Humanities – History, Geography and Economics together with Civics & Citizenship is the study of human progress and how people have organised themselves into societies over time, as well as how they have interacted with their physical environments.

Humanities provide a framework for developing student knowledge of Australian society past and present, and of its urban and natural environments. It treats the place of Australia within the Asia-Pacific region, and, as a part of the wider international community, extends this knowledge to a global perspective. The knowledge, skills and values students acquire in this study enable them to participate as confident, responsible and active citizens in a democratic society which functions in a global context. Humanities also encompass the study of the natural and built surroundings that provide the physical context for social processes and cultural development. It examines the nature and interdependence of environments and people. Students learn to develop respect and care for the environment.

## **SCIENCE**

Science and its applications are part of everyday life. At St Finbar's the Science curriculum develops children's abilities to ask questions and to find answers about the natural and physical world. Learning science and it's methods of investigation encourages students to develop curiosity and a spirit of inquiry and helps them to be open-minded and to value objectivity.

## **L.O.T.E. (Languages Other Than English)**

LOTE is used to refer to all languages other than English that may appear on a curriculum. The LOTE at St Finbar's is Italian. By learning a LOTE we hope to foster a deeper understanding and appreciation of the multicultural and multilingual society of which we are a part. In providing a LOTE the St Finbar's community acknowledges the dignity of all cultures and therefore the dignity and worth of each individual. All students in Years P - 6 will have 1 hour per week of Italian studies.

## **DESIGN CREATIVITY & TECHNOLOGY**

The term 'technology' refers to the equipment and processes used to enhance, maintain and modify the environment and resources in order to support human endeavour. It involves the purposeful application of knowledge, skills, equipment, materials, energy and data to create useful products. Every day, people come into contact with a wide variety of both simple and complex technologies - in the home, school and workplace etc. Technology education provides students with the knowledge and skills necessary for producing quality products that effectively either solve a problem or meet a need. The technology process is a method for solving technological problems. It consists of four steps or phases: investigating, designing, producing and evaluating.

## **TECHNOLOGY & eLEARNING**

Technology and the use of eLearning strategies are used to help students in their day to day learning. A class set of laptops is available for use in the junior school as well as access to a bank of iPads for use in the junior classrooms. These devices are seen as a tool for learning and are used when appropriate. In 2019 our Year 3-6 students have a 1-1 device program which entails the use of Chromebooks.

The Internet at St. Finbar's is used for educational purposes only. The school encourages use to access information that will enhance teaching and learning programs and policies at St. Finbar's and that also support our vision and belief. To help protect users of the Internet from accessing inappropriate information, a policy and contract has been set in place.



## **THE ARTS**

The Arts are practised and valued in our complex and diverse society as important outlets for the communication of ideas, feelings and beliefs and as major sources of intellectual, physical, spiritual and emotional development, understanding and enjoyment. Comprehensive and sequential learning experiences in the arts during schooling provide individuals with necessary skills, understandings and confidence to participate fully in the arts throughout their lives.

All students in Years P - 6 will have 1 hour per week of Visual Arts and 1 hour per week of Performing Arts.



## **HEALTH & PHYSICAL EDUCATION**

### **Physical Education program.**

Health and Physical Education draws from the dynamic and multi-dimensional nature of health and the significance of physical activity in the lives of individuals and groups in our society. It promotes an understanding of the importance of personal and community actions in promoting health and lifelong participation in physical activity, and of the crucial role that supportive physical and social environments play in the development of the health of individuals and communities.



### **At St Finbar's the two areas include:**

- Physical Education – fitness, movement, games skills, athletics, swimming, dance,
- Personal Development - Outdoor Education Program, Sun Smart

## **PHYSICAL EDUCATION**

Physical Education contributes to students becoming self - confident, independent, disciplined, healthy, happy and fit. In Physical Education and Sport we aim to develop skills, fitness and sportsmanship.

We strive to provide quality physical education and sporting experiences, which are non-threatening, enjoyable and rewarding for each child. We aim to develop both, non-competitive attitudes and skills, which include team spirit and recognition of individual achievements and the aspects of winning and losing with participation seen as the achievement. Each year level participates in one skill based Physical Education lesson per week and one session of Sport.

## **SWIMMING PROGRAM**

The school swimming program is an important component of the Health and Physical Education curriculum. It is compulsory for the children from Years Prep to Six to participate in the swimming programs. The program is held at local swimming pools and the cost is included in your school accounts.



## **INTER SCHOOL SPORTS PROGRAM**

Senior and Middle students have the opportunity to compete against other primary aged children in the local area. The program stresses the importance of participation, enjoyment, sportsmanship and teamwork.



## **PERSONAL DEVELOPMENT**

The Victorian Essential Learning Curriculum has incorporated several new 'domains' into the curriculum.

- Interpersonal Development,
- Personal Development
- Communication
- Thinking

These are new areas which help students reflect on themselves, each with their own personal style, as a learner, reason, inquire and evaluate their learning and help to build social relationships and working in teams.

## **PASTORAL CARE / STUDENT WELLBEING**

Pastoral Care endeavours to discern the life needs of students and to provide them with every opportunity to value themselves and experience wellbeing. The complexity and increasing tensions of family life and community life require that pastoral programs be attentive to the changing needs of students, and to the unique needs of individual students. At St Finbar's the Religious Education Program, Restorative Justice, Bounce Back, Circle Time and the Buddy System are programs, which respond to community and individual needs.

## **OTHER PROGRAMS**

### **PERCEPTUAL MOTOR PROGRAM**

The Perceptual Motor Program (PMP) involves the Prep & Year 1 students. PMP enhances skills required for educational development by developing hand-eye, hand-foot, locomotive and balance skills.

The Program relies on the on-going support of parents to assist with the intensively supervised sequence of physical activities.



## **EXCURSIONS AND INCURSIONS**

Excursions and Incursions aim to provide support for areas of learning within the school curriculum. They enable students to be involved in experiences, which extend and enrich the school program.

Operoo excursion requests will be emailed out for each excursion outside the school premises and it is essential that parents read these carefully and acknowledge and sign them electronically. No child is permitted to go on an excursion without permission from a parent. An excursion levy is included in your school accounts.

## **ASSESSMENT AND REPORTING**

Assessment is the process by which we collect information and data in order to evaluate the achievements and performance of students. For learning experiences to be purposeful, relevant, interesting and challenging for all ability levels within a group it is the responsibility of teachers to collect information that will assist them in setting realistic and achievable goals for each student.

### **At St Finbar's assessment techniques include:**

Observation	Questioning
Work Samples	Anecdotal Records
Checklists	Self-Assessment
Task Evaluation	Discussions
Presentations	Interviews

Reporting of student progress is carried out formally four times per year.

Additional interviews are conducted through the year at the request of either class teachers or parents.

## **SECONDARY SCHOOLS**

St Finbar's school aims to support students in their transition from Year 6 into Secondary Schools. Communication with the Transition Coordinators of the Secondary Schools ensures that each student is supported through any difficulties that may be encountered.

An application for Secondary Schools occurs during Year Five. Notification of Open Days and Enrolment cut off days is advised through the school newsletter, but parents should contact their preferred school from Year 4 onwards for enrolment forms and important dates.

### **Catholic Secondary Colleges include:**

- Our Lady of the Sacred Heart - Bentleigh
- Star of the Sea - Gardenvale
- De La Salle - Malvern
- St. Bedes – Bentleigh East (Formerly St. James College)

Please note; It is essential that applications for the Catholic Boys Secondary Colleges be sought in the years prior.

The Director of Schools Education Secondary School also provides a list of Secondary Colleges available.

## **“EXTRA CURRICULA” ACTIVITIES ON OFFER**

### ❖ **Tennis Lessons: Every day during lunch or snack**

Have your child coached at school. Youngsters Tennis is available for Prep - Year 2 students and tennis coaching for Years 3 - 6 is available each week. After school coaching, Saturday mornings and holiday clinics are also on offer. Contact: Ray Kent (coach) on: 0402 075 351 or PO Box 39, Hampton 3188.

### ❖ **Kids on Key (Music): Monday-Thursday after school**

St. Finbar's will continue to offer out of hours music lessons through the use of the Kids on Key. Sessions being offered will be Keyboard, Guitar, Ukulele, Drums and Vocals. Kids on Key Instrumental Music Program

M: 0402 466 870

E: [admin@kidsonkey.com.au](mailto:admin@kidsonkey.com.au)

W: [www.kidsonkey.com.au](http://www.kidsonkey.com.au)

### ❖ **Chess Club:**

St Finbar's Primary is in a position to offer chess lessons from 'Chess for Kids'. Each week different lessons are taught such as tactics, strategies, special moves, traps and openings that will help players improve their game. Kids are then paired up in a fun tournament play off where they can put into practice their new skills & knowledge. Chess club is on a Wednesday lunch time and the cost is \$95 per term (discount for 2<sup>nd</sup> Sibling \$85). **For more information contact:** Phil Hooton on 0421 901 530 or [phil@chessforkids.com.au](mailto:phil@chessforkids.com.au) (times and cost are correct at publishing)

### ❖ **Drama or Dance Time: Wednesday and Thursday during lunch break**

The Drama or Dance program is structured to achieve results in three main areas:

1. Nurture and enhance creativity through imagination, resourcefulness and self-confidence
2. Develop and encourage group awareness, and an ability to adapt and work in a group
3. Gain life skills in the areas of presentation, communication, voice production and public speaking and dancing.

Classes are 40 minutes long. Contact Drama Time on 9525 9977 or visit the website: [www.dramatime.com.au](http://www.dramatime.com.au) and click "enrolments".

### ❖ **St Finbar's Netball Club**

Contact: Bridget Cooper (President) ph no: 0417 310 134

### ❖ **St Finbar's Basketball Club**

Contact: Michael Verberne (President) ph no: 0407 545 919

### ❖ **Taekwondo Tues/Thurs/Sat**

Contact: Sophia Heares

Email: [Fx.Fitness@internode.on.net](mailto:Fx.Fitness@internode.on.net)

Web: [www.fx-fitness.squarespace.com](http://www.fx-fitness.squarespace.com)

Ph: 0419 876 187

## **St Finbar's Outside School Hours Care (OSHC) Programme**

**When:** Before School Care 7.15am-8.45am  
After School Care 3.30pm-6.00pm

**Where:** St Finbar's Primary School - Located in the Fr Lou Heriot Hall.

**Costs:**

**Before School Care**

7:15am – 8:45am \$15.50 *per child/per session*  
8:15am – 8:45am (short care) \$ 9.00  
NO breakfast

**After School Care**

3:30pm-6:00pm \$19.50 *per child/per session*

**Short Fee**

8:15am – 8:45am \$ 9.00 *per child/per session*  
3:30pm – 4:00pm \$ 9.00 *per child/per session*

**Holiday Program**

8:00am – 6:00pm \$42.00 *per child/per session*  
Extra for incursions and excursions.

**School Closure Days**

8.00am – 6.00pm \$42.00 *per child/per session*

**Late Fee: \$1 per minute**

Concession rates available only to those who contact the Family Assistance Office on 13 61 50.

**Registration Fee:**

There is a once off registration fee of \$30.00 for the first child, and \$15.00 per subsequent children. Please note that this is a once off fee.

**Daily Programme:**

Drinks and sandwiches are offered at the beginning of each After-School Care session. During the sessions, your child may choose from a wide range of activities including: Art/ Craft, sport, board games, construction, cooking, dress ups and lots more.

**Enrolment:**

Please call at Outside School Hours Care between 7.15am and 9.00am or between 4.00pm and 6.00pm to obtain a registration form or from the school office.

**Enquiries:**

Telephone Outside School Hours Care on 9592 0994 – an answering machine will take messages out of care hours.

*\*NB: Current prices at time of print.*



# INFECTIOUS DISEASES

## Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

### Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles*</b>	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NRG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria – other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate cancer eradication therapy has been completed	Not excluded if receiving cancer eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis*</b> (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case, who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
<b>Polioomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
<b>Rubella*</b> (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

### Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or  
 (b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (\*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

### Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit [ideas.health.vic.gov.au](https://ideas.health.vic.gov.au)



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