A caring school community focussing on achievement of personal excellence for all by setting high expectations and a commitment to individual students.
SCHOOL INFORMATION

Harrington Park Public School
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EXECUTIVE 2015

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Assistant Principal  Karen Williams (Rel)
Assistant Principal  Kerry Smukulis (Rel)
Administrative Manager  Elaine Sultan
Our Vision:

A caring school community focussing on personal excellence for all by setting high expectations and a commitment to individual students.

We extend to you a warm welcome to Harrington Park Public School. Our vision statement was developed in conjunction with the community and all that we do reflects this statement.

Harrington Park Public School is a wonderful school and I hope, a place where students, teachers and parents all like to be. We try to stay fairly relaxed but our commitment to personal excellence to all things remains our main focus.

At Harrington Park we have tried to capture the sense of community that prevails in the estate and it is not uncommon to see older children looking out for the well-being of the younger ones. We recognise that in a restricted area, sometimes there will be friction between students. When this occurs we deal with it quickly and fairly with the prime concern being to help those children behaving inappropriately to change their behaviour.

The essence of our school is reflected by our motto:

CARE (for others) BELIEVE (in yourself) SUCCEED (through effort)

We hope your child has a wonderful learning experience while at Harrington Park Public School and we look forward to working with them and you.

Andrew Best
PRINCIPAL
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1. OUR SCHOOL

We have a Positive Behaviour for Learning Program to help children achieve the school motto, ‘Care, Believe, Succeed’ by keeping the rules

1. Be safe
2. Be kind
3. Be fair
4. Be great (the best you can be)

Signage and classroom lessons will help children achieve these goals.

2. STARTING SCHOOL

Data Entry Information
Please fill out all available information on the “Application to enrol in a NSW Government school” form as this is vital in cases of emergency or illness and keeps us regularly informed of variations to these details so that we can provide you with an efficient welfare service.

Please keep us updated with any changes during the year.

Proof of Age
It is essential that you present the school with the original Birth Certificate, please make sure you provide it as no child can be enrolled until such documentation has been produced. The original documents will be photocopied and returned to you.

Proof includes: Birth Certificate; Passport

Proof of Student’s Residential Address
Original copies of council rates notice, residential lease, electricity accounts are accepted as proof of address.

Immunisation Certificate
Parents will be asked to provide an immunisation history statement. This can be obtained from Medicare. Alternatively parents can obtain a NSW Health Immunisation Certificate from their local doctor. A child who has not been fully immunised may be asked to stay at home if there is an outbreak of childhood diseases.

Hearing & Vision
We strongly encourage parents to have their child’s hearing and vision checked before starting school as problems in these areas can hinder early learning. The local Narellan Community Health Centre can carry out these basic checks for vision and hearing.

Transition Program
Each year we provide the opportunity for the new Kindergarten students to come to school and be involved in classroom experiences. There are three sessions in Term 4. During the first session parents are encouraged to stay with their child and share the experience. The following two sessions, students will be in the classroom with the current Kindergarten teachers and support staff, whilst parents will have the opportunity to listen to speakers from both the school and outside agencies to assist with a smooth transition to school and answer any questions parents may have.
3. FIRST DAY OF SCHOOL

- Please keep your appointment time so that your child will not be upset by having to wait for a long period of time.
- Meet the Teacher, look briefly around the room and leave. If your child cries or clings to you LEAVE QUICKLY, after reassuring your child and giving him / her a kiss. Most children will settle readily when the day’s routine begins.
- Kindergarten will finish school at 2.30 pm for the first six (6) weeks and 3.00 pm for the remainder of the year.

4. SCHOOL HOURS

Classes operate at Harrington Park Public School from 9.00 am until 3.00 pm daily in school term times. Please ensure your child is at school shortly before 9.00 am. It is expected that students remain at school for the full day unless sick or injured.

<table>
<thead>
<tr>
<th>Years</th>
<th>K - 6</th>
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<tr>
<td>10:50 – 11.30 am</td>
<td>Lunch break</td>
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<tr>
<td>1.30 – 2.00 pm</td>
<td>Recess break</td>
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Fruit Break is at various times throughout the day in class. In the morning, Kindergarten children will go to their class rooms for the first week. During the second week they will learn the morning routine. Wait in the COLA till the music plays, parents or siblings, say goodbye and watch the children walk with their school bag and sit on the seats outside their classrooms where their teachers will be waiting. The children have been sitting on the seats at lunch and recess since starting school. Kindergarten children are to be picked up from the COLA each afternoon. Each class will have a designated meeting area for Term 1, as the “breezeway” is a crowded spot and the children are happy if they can see the person picking them up quickly.

Supervision is provided from 8.30 am daily. Children are supervised in the hall until 8.45 am. Any pupil arriving prior to this time is required to sit and wait until a teacher arrives. Children are to keep their school bags with them. At 8.45 am they may wait at the COLA (covered outdoor learning area) / netball courts with their bags, until the music plays to indicate class time, then they line up at their designated places.

If you are running a little late, you and your child will need to go to the Office first to obtain a Late Note. Your child will then be marked as a ‘partial absence’ for that day. Likewise, if for any special reason you need to take your child out of class before the end of the school day, you will need to get an ‘Early Leavers Note’ before collecting your child from their classroom. This will also be acknowledged as a ‘partial absence’ attendance. When a child is absent from school they need to have an explanation letter from their parent or guardian presented to their class teacher upon their return to school.
5. WHAT WILL YOUR CHILD NEED FOR SCHOOL

- a school case or school bag
- a HPPS school hat is compulsory
- a bottle of water to keep on the table
- a lunch box and a drink
- a raincoat and a hat
- a donation of a box of tissues
- a cardigan, jumper or jacket
- an old shirt or smock to protect his / her uniform, when painting
- a library bag. The Librarian will inform pupils about these early in the year.

LABELLING OF PROPERTY OF ALL KINDS IS ESSENTIAL

6. TOYS - MOBILE PHONES - JEWELLERY -

Anything brought to school is your child’s responsibility.

If something special is brought to show to his / her classmates, it should be left in the classroom all day. Some parents approve of their children bringing a mobile phone to school. This is not encouraged by the school. Alternatively students who need to use the telephone will need to seek permission before a call is made. No calls, photos or text messages are to be made in school hours. Mobile phones are not to be used for taking photos.

The following policy occurs:

1. The school takes no responsibility for stolen or damaged property.
2. The mobile telephones must be turned off.
3. Students may leave phones at the office for safe keeping.

It is expected that all children refrain from wearing jewellery (i.e. earrings, necklaces, rings and bracelets/bangles) or other items that could, with reasonable foreseeability, cause an injury to themselves or other students e.g. earrings will be kept to sleepers or studs.

7. SCHOOL CONTRIBUTIONS

Each year, at the AGM, the P & C sets an amount for School Contributions. The present contribution rate is $43.00 per single child family and $65 per family unit for each year. Contributions made by families are tax deductible as they are paid into the School Library Fund and are spent directly on library books and resources. We strongly encourage you to contribute either by instalment or lump sum.
8. SCHOOL BANKING

In order to encourage thrift and regularity with saving, a weekly banking service is provided through the Parents and Citizens’ Association **EACH WEDNESDAY MORNING**. Pupils bring their Dollarmite Account Book with completed deposit form for electronic transfer of funds by the school to the bank. The bank recompenses the P & C Account for each transaction completed.

9. P & C FUNDRAISING

The Parents & Citizens’ Association has developed a Fundraising Committee, whose responsibility has been to plan, in liaison with the school’s agenda, the whole year’s activities of fundraising. We are always interested in learning about new and novel means of fundraising. All funds raised by the P & C activities are directed into resources for all students.

10. P & C MEETINGS

These meetings are held on the first Tuesday of the month at 7.00 pm throughout the year. The Annual General Meeting is held during March. The Newsletter provides the latest information and is emailed and placed on the school website on a weekly basis. Please check your child’s bag.

11. COMMERCIAL SPONSORSHIP

Since the school opened, the students at Harrington Park have benefited from the financial donations by various local businesses and benefactors.

The local real estate business, First National Real Estate Harrington Park sponsors our monthly **Care Believe Succeed Awards** where three students K-6 are recognised by the teachers and/or peers for demonstrating the values represented in our school motto:

*Care for Other, Believe in Yourself and Succeed Through Effort.*

At the formal Assembly at the end of the year, awards and trophies are provided for students who have achieved personal excellence. We are always pleased to hear of business houses and local industries who wish to associate with our school endeavours in appropriate ways.

12. SCHOOL NEWSLETTER

The Newsletter is published every week. It contains a variety of information for families; a diary of upcoming events, reports on school activities, personal excellence awards, planned activities requiring money as well as some necessary permission slip, surveys and reminders. This can be forwarded if requested by e-mail.

The newsletter is required reading if you want to know first hand about the exciting life of the school. It is also published on the school’s website (**http://www.harringtonp-p.schools.nsw.edu.au**). Also, the electronic school sign and the schools Facebook page gives everyone the latest news about what is happening at the school.
13. MONEY COLLECTIONS

All monies go to the Office from 8.30 am onwards and are posted in the letter box situated in the Foyer. Money and notes need to be in an envelope clearly marked with your child’s name, class, activity and correct amount of money included. Permission notes require signature by the parent / guardian. All cheques should be made payable to Harrington Park Public School. Please be aware of CLOSING DATES for payments in order to avoid disappointment, as money will not be accepted after the due date. EFTPOS is available for any payments to the school. Payments may be made online via a secure link on our school website using Visa or Mastercard.

14. SCHOOL PHOTOS

These are arranged each year with the children in summer uniform. Class, family and school groups are also taken. The photographer is selected by the P&C.

15. HOME SCHOOL LIAISON OFFICER

Parents would be aware that students are obliged by law to attend school each day they are physically well enough to do so. We do not want you to send children to school when they are ill but unfortunately many absences are not through illness but parent condoned. Please send your child/ren to school unless they are sick.

The school cooperates with our Home School Liaison Officer, who is an employee of the NSW Department of Education and Communities, to follow up on those pupils whose leave record is causing concern for whatever reason. These officers visit homes when the school is unable to justify the absence on the evidence provided.

Parents are asked to provide a written explanation on the day that their child returns to school from an absence, illness, holiday or emergency. A brief explanation of the absence is appreciated because of the legal commitment teachers have to maintain their rolls. Unexplained absences will be followed up by the NSW Department of Education and Communities.

Where it is obvious that a child who is ill will be absent for more than three days, it would be appreciated if you would telephone the school on 4647 7116. This message will be relayed to the class teacher concerned.

If your children are to be absent from school for other reasons, e.g. family holiday, domestic situation, performing arts or sports clinic, an application for exemption must be sought from the school office. A study program is expected to be followed.

16. CUSTODY CASES OF PUPILS

For single families in our community, it is absolutely necessary that we have information from the Family Law Court about access for each of these children. Please inform us in writing, the information concerning caregiver access, during and after school hours, so that the best educational interest of the child can be maintained. If there are Court Orders, these should be presented. Information of this nature remains strictly confidential.
17. THE SCHOOL COUNSELLOR

The role of the School Counsellor is to support the various needs of our students. This can involve individual assessment, working with parents to find the best solutions to problems, and working with students in classrooms on specifically designed programs. Appointments to see the counsellor can be made through Administration.

Teachers at times make referrals and this involves parents and teachers completing some simple paperwork. The counsellor always obtains permission from parents before he / she works with students.

18. WHEN PROBLEMS ARISE AT HOME

If there is a change in your child’s life which may affect his / her emotional well being, please let us know. A child’s behaviour and ability to work at school will be affected by disturbances in his / her life.

It is our intention to provide a responsive and positive support to parents at all times in relation to communicating with them. However, as it can be appreciated that a teacher’s first commitment is to a whole class instruction program, any interviews have to be planned and by **APPOINTMENT ONLY**.

These interviews should be arranged with the staff member concerned, when a convenient venue and time can be determined. Appointments can be arranged through Administration during class time by leaving your name and telephone number.

*The classroom door or playground should never be used as an interview venue.*

19. WHAT CAN YOU DO TO HELP

- Talk to your child about school where he / she will meet new friends, play games, sing and make things.
- Teach your child how to put on and do up shoes.
- Buy clothes that are easy to manage.
- The buttons and button holes should be large.
- Coats and pullovers should have large loops that are easy to hang up.
- **LABEL CLEARLY,** with full name all possessions your child will take to school.
- Send your child to school on time. This will help to foster confidence in the performance of small tasks.
- Encourage your child by admiring work when it is brought home.
- Give paintings and handiwork a place of honour for a few days.
- Select suitable stories, picture books, radio and television programs for your child.
20. PUPIL PROGRESS

Reporting to parents is a function of this school which is taken as seriously by parents as it is by teachers. The telephone conversations, parent teacher interviews *(made by appointment)* and written reports, form part of this process. We believe parents have the right to receive regular, honest updates on their child’s learning progress. To achieve this a ‘Meet the Teacher’ evening is planned for early Term 1, with written reports and parent / teacher meetings, providing specific information about progress during the year.

21. STUDENT WELFARE

A safe and happy environment within which students learn and grow in a confident and responsible manner is the school’s goal. Our aim of promoting positive behaviour is to engage students in learning. Our core belief is that positive behaviour leads to learning success.

The Student Welfare Policy includes the following:

1. **School Rules:** BE SAFE  BE KIND  BE FAIR  BE GREAT

Four positive rules apply across the various school settings: the classroom, playing areas, the library, the canteen, assembly, the office, the toilets, moving around the school, excursions.

Rules are clearly displayed in the various school settings to remind children of the positive behaviour expected. Teachers refer to these rules to help children make positive choices and build a happy and productive school community.

2. Strategies to **promote good discipline** and **effective learning** with the school.

3. Practices designed to **promote student achievement**.

4. **Sanctions and strategies** for dealing with unacceptable behaviour.

The main focus of the School Discipline System is to recognise and encourage consistent excellent behaviour through a range of positive awards. Sometimes it is necessary for students who are behaving inappropriately to understand there are negative consequences for unacceptable behaviour. There is a referral system when unacceptable behaviour occurs.

22. POSITIVE BEHAVIOUR REWARD SYSTEM

Teachers use a seven step Behaviour Management Plan on a daily basis. A system of warning traffic lights and positive stars is used within the classroom to ensure consistency K-6 and track behaviour so that intervention and support can be provided by the Student Welfare team. All students understand what process and consequences will be involved when they follow or breach the school rules.
Student’s move through levels of positive behaviour during a single year: **First Mate, Commander, Captain and Admiral.** These behaviour levels are recorded on individual charts and recognised at school assemblies with the award of special certificates. The successful attainment of the behaviour rank of Admiral each year is accumulated over a student’s school life and students may earn a Harrington Award for consistent positive behaviour after two years (Bronze), four years (Silver) or six years (Gold).

23. **SUPERVISION AND CARE OF STUDENTS**

It is the responsibility of every staff member to provide for the safety and welfare of each and every child. Teachers WILL provide effective supervision and care of students during the teaching and learning process, during activities within the school grounds and buildings and when students are attending school organised activities outside the school, including excursions.

24. **ANTI-BULLYING**

Bullying is not tolerated. Every member of the school community has the right to learn and teach in a happy and safe environment, free from all forms of bullying. The school promotes positive and respectful relationships amongst all members of the school community. Students, teachers and parents have the shared responsibility to promote positive relationships that respect and accept individual differences and diversity and actively work together to resolve incidents of bullying behaviour when they occur.

Students can expect to know that their concerns will be responded to by school staff, be provided with appropriate support (for both the subjects of and those responsible for the behaviour), take part in learning experiences that address key understandings and skills related to positive relationships, safety, gender equity, discrimination, bullying and harassment. Specific learning experiences will be guided by the Personal Development Health and Physical Education syllabus and other key learning areas.

Students are taught to take assertive action when dealing with social problems, including bullying. This action involves five steps: stay calm, ignore at first, ask the other student to stop, warn the student and walk away, tell the teacher.

25. **SUPPORTING STUDENTS WITH LEARNING DIFFICULTIES**

School should be a place where all students experience successful learning experiences regardless of their learning potential. The Learning Support Program supports students in regular classrooms experiencing difficulty in learning regardless of the cause. The Learning and Support Teacher (LaST) works in the classroom with students and teachers.

26. **SCHOOL PARLIAMENT**

Each class is represented in the school parliament by an elected member from Year 6. These members represent and report to their constituents (class) on a regular basis. Parliamentary sessions are conducted every three weeks with class and committee meetings in the other weeks. The parliament gives all students a forum for their ideas.
27. HOMEWORK POLICY

Homework is regarded as a support and often extension to classwork but never as a discipline measure. Teachers appreciate the support parents provide them and their students in supervising (without completing) homework activities. This policy is also distributed to families each year.

28. SCHOOL WEB PAGE

The school’s website is a fantastic tool for our school community. It contains much information as well as providing opportunity for students to have their own email address. While some of the web site is available to everyone, some parts are secure and only available to members (students). A password is allocated to those who want one.

29. PUSHBIKES / SCOOTERS / ROLLER BLADES

The only requirements for students who ride a bike or scooter to school is that they wear their helmet to and from school whilst riding and to obey the rules of the road. Only children age 10 and above are permitted to ride bikes to school. Children need to ride slowly, in single file, when riding on the footpath at the front of the school. Once inside the school grounds, children need to walk their bikes and scooters. Children not following this rule will be asked to leave their bike or scooter at home. The school accepts no responsibility for these items.

30. CANTEEN

The Canteen is run by the P & C with a paid supervisor and volunteer helpers. All help is appreciated and parents are encouraged to volunteer at least once a month as this is a great help in supporting your school. All profits made go directly to school resources. Canteen orders can be left at the canteen or will be collected in classrooms and then taken to the canteen. Orders should be clearly written out and with the child’s name, class and order, and placed in an envelope or in a bag. Current canteen price lists will be provided at the commencement of the school year and this should be used as a guide to the canteen menu with updates during the year. Children with unusually large amounts of money are referred to the Principal.

We have a nut free canteen policy because there are children who suffer anaphylactic reactions to nuts. If one of these children are in your child’s class you will receive a note requesting no nut products be packed in school lunch and recess food to ensure the safety and well-being of these children.

NO CREDIT is available unless authorised by the Principal.

Summer months: Term 4 and Term 1
Cereal, toast, juice, milk and 100 % orange juice.

Winter months: Term 2 and Term 3
Breakfast at 8.30 am
Hot chocolate, chocolate / strawberry milk, 100% juice, crumpets
Jaffles (cheese or baked beans), raisin toast.
Lunch: 10.50 am (K-6)
all lunches are taken to the child’s classroom in baskets.
at 11.00 am (K-6)
the canteen will sell such items as ice creams, drinks and chips.

Recess: 1.30pm (K-6).
The canteen opens on days only where there are enough helpers.

31. UNIFORM

The wearing of a school uniform is seen to have a number of advantages and is encouraged. Parents of children involved in special VOLUNTARY groups such as choir, school parliament, sport etc, are informed that OFFICIAL uniform is required for wearing at performances or special functions.

BOYS WINTER UNIFORM
Long navy blue trousers
White skivvy or;
Polo shirt long sleeve blue, jade and white
Fleecy zippered navy blue crested jacket or;
Navy blue, white and jade crested bomber jacket or;
Fleecy navy blue sloppy joe
Navy blue ankle socks
Velcro leather or black lace up school shoes with black laces
Navy blue or school crested hat (baseball or wide brimmed)

BOYS SUMMER UNIFORM
Navy blue cargo shorts
Navy blue, jade and white polo shirt
Navy blue ankle socks
Velcro leather or black lace up school shoes with black laces
Navy blue or school crested hat (baseball or wide brimmed)

GIRLS WINTER UNIFORM
Navy blue and green checked tunic
Long sleeved white collared blouse or;
White skivvy or;
Polo shirt long sleeve blue, jade and white
Long navy blue trousers
Navy tights or white ankle socks
Fleecy zippered navy blue crested jacket or;
Navy blue, white and jade crested bomber jacket or;
Fleecy navy blue sloppy joe
Velcro leather or black lace up school shoes with black laces
Navy blue or school crested hat (baseball or wide brimmed)

GIRLS SUMMER UNIFORM
Cotton blue, jade and white checked dress
Navy blue skirt
Navy blue, jade and white polo shirt
White ankle socks
Velcro leather or black lace up school shoes with black laces
Navy blue or school crested hat (baseball or wide brimmed)
BOYS & GIRLS SPORT UNIFORM
Short sleeved navy blue and jade sports polo shirt
Navy blue sports shorts or sports skirt
Navy netball skirt
Navy tracksuit pants
White ankle socks
White sport shoes or joggers
Navy blue or school crested (baseball or wide brimmed) hat

⇔ WE HAVE A NO HAT – NO PLAY POLICY ⇔

A Navy blue or HPPS school crested hat (baseball or wide brimmed)
with your child’s name and class is required which is to be worn outdoors all year round.

No other hat is acceptable.

On school excursions full school uniform, including school hat, is expected

Black canvas Rayban shoes are not appropriate footwear at any time due to safety reasons. Black lace up school shoes should have black laces.

Sleeveless clothing, singlets and midriff tops are unacceptable during school fundraising mufti days.

32. SPORT

The Sports Houses are:

- Bradman  (Blue)
- Fairfax  (Red)
- Freeman  (Yellow)
- Macarthur  (Green)

Years 3 – 6 students participate in PSSA Gala Days. These days provide the opportunity to compete in teams and against other schools. Also there is the opportunity for individual performance at cross country, swimming, athletics and school carnivals. Correct sports uniform, socks and hat are required by all team members.

33. SCHOOL PERFORMING ARTS / GIFTED & TALENTED PROGRAMS

Each alternate year we hold a school performance where all students have the opportunity to perform on stage in dance, singing or drama. In addition we have several choirs, senior and junior dance groups, recorder ensembles and a skipping squad. The school participates in the Tournament of the Minds program, and offers programs in public speaking, debating, maths challenge and music. These provide a wide variety of opportunities for students to pursue their talents and achieve personal excellence.
34. ENVIRONMENTAL EDUCATION

Our school believes in reducing the negative impact we have on the environment. We encourage our students to make decisions and take actions that contribute to creating a sustainable society. We have our own student lead group called H.E.A.T (Harrington Park Environmental Action Team) which meets once a week and promotes environmental awareness. H.E.A.T is a long standing supporter of the Macarthur Sustainable Schools Network EXPO that encourages and empowers children to be leaders and showcase school based environmental projects through displays, demonstrations and discussions. All students at HPPS participate in activities such as Earth Hour and National Tree Planting Day. We collect our fruit scraps and feed them to our worm farms or place them in our compost bins. We recycle paper and monitor power and water usage. We collect water off the roof in our water tanks and generate our own electricity. We have a ‘Food Forest’ with over 30 fruit trees, raised vegetable gardens, a community herb garden and a native garden with frog pond. We have a large chicken coop with our friendly chickens that promote and encourage healthy living and animal husbandry. We are always promoting ideas to reduce, reuse and recycle whenever possible. Our school became the first registered Eco School in Australia in 2014. We are currently working towards our accreditation.

35. PERSONAL HYGIENE AND HEALTH

A child who isn’t healthy cannot concentrate on school work. Although we do like our students at school everyday, if your child is unwell, please keep him / her at home until completely well. Attached is a sheet with information on common childhood illness and diseases.

36. PARKING

If you are bringing or picking up your child/ren from school by car, please use the parking area near the oval. Parents please take note of the parking signs and follow their direction. Parking in the wrong place could put your child at risk as well as being very expensive.

There is no parking in the School's car park. There is no parent parking permitted in this area unless there is a very good reason. If you consider this is the case, please see the principal.

37. THE BUS STOP

There are 2 minute parking zones (Kiss and Drop) with designated signage for before and after school each day. Please abide by these directions to allow all who wish to make use of this zone able to do so. Children need to wait behind the yellow zone on the footpath.

38. LOST PROPERTY

Property can be easily and quickly returned if the child’s full name is on the article. Remember to check name markings as they can wash off. We have a large amount of
clothing in lost property. If it is unnamed and unclaimed at the end of each term, the clothing is sent to charity.

39. HELPING IN CLASSROOMS

All parents working in classrooms need to complete a Prohibited Employment Declaration Form for child protection. Each time they help in the school they need to visit the office first to sign in and collect a visitor badge. Please remember to sign out as you leave.

40. MEDICATION / ILLNESS AT SCHOOL

Sick children will be sent to sick bay and parents contacted when necessary. Any medications must be left at the office with appropriate instructions and signed permission. All emergency contact numbers need regular updating.

41. CHILDHOOD ILLNESS & DISEASE

Chicken Pox

**Time from exposure to illness**
2 to 3 weeks.

**Symptoms:**
Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.

**Do I need to keep my child home?**
Yes, for 5 days from the onset of the rash and until the blisters have dried.

**How can I help prevent spread?**
Immunise your child at 18 months of age. Immunisation is recommended for children at 12 years if they are not immune.

Conjunctivitis

**Time from exposure to illness**
1-3 days.

**Symptoms:**
The eye feels scratchy, is red and may water. Lids may stick together on waking.

**Do I need to keep my child home?**
Yes, while there is discharge from the eye.

**How can I help prevent spread?**
Careful hand washing; avoid sharing towels. Antibiotics may be needed.

Gastroenteritis

**Time from exposure to illness**
Depends on the cause: several hours to several days.

**Symptoms:**
A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

**Do I need to keep my child home?**
Yes, at least for 24 hours after diarrhoea stops.

**How can I prevent spread?**
Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

**German Measles (Rubella)**
**Time from exposure to illness**
2 to 3 weeks.
**Symptoms:**
Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.
**Do I need to keep my child home?**
Yes, for at least 4 days after the rash appears.
**How can I help prevent spread?**
Immunisation (MMR) at 12 months and 4 years of age.

**Glandular Fever**
**Time from exposure to illness**
2 to 3 weeks.
**Symptoms:**
Fever, headache, sore throat, tiredness, swollen nodes.
**Do I need to keep my child home?**
No, unless sick.
**How can I help prevent spread?**
Careful hand washing, avoid sharing drinks, food and utensils, and kissing.

**Hand Foot and Mouth Disease**
**Time from exposure to illness**
3 to 7 days.
**Symptoms:**
Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.
**Do I need to keep my child home?**
Yes, until the blisters have dried.
**How can I help prevent spread?**
Careful hand washing especially after wiping nose, using the toilet and changing nappies.

**Head Lice**
**Time from infestation to eggs hatching**
Usually 5 to 7 days.
**Symptoms:**
Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.
**Do I need to keep my child home?**
No, as long as head lice management is ongoing.
**How can I prevent spread?**
Family, friends and classroom contacts should be examined and managed if infested.
Hepatitis A  
**Time from exposure to illness**  
About 2 to 6 weeks.  
**Symptoms:**  
Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.  
**Do I need to keep my child home?**  
Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.  
**How can I help prevent spread?**  
Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation is recommended for some people.

Impetigo  
**Time from exposure to illness**  
1 to 3 days.  
**Symptoms:**  
Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.  
**Do I need to keep my child home?**  
Yes, until treatment starts. Sores should be covered with watertight dressings.  
**How can I prevent spread?**  
Careful hand washing.

Influenza  
**Time from exposure to illness**  
1 to 3 days.  
**Symptoms:**  
Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.  
**Do I need to keep my child home?**  
Yes, until they look and feel better.  
**How can I prevent spread?**  
Careful hand washing, especially after coughing, sneezing or wiping your nose. Immunisation is recommended for the elderly and people with chronic illnesses.

Measles  
**Time from exposure**  
About 10 to 12 days until first symptoms, and 14 days until the rash develops.  
**Symptoms:**  
Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.  
**Do I need to keep my child home?**  
Yes, for at least 4 days after the rash appears.  
**How can I prevent spread?**  
Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune may be excluded for 14 days after onset in the last case at the facility.
Meningococcal Disease
Time from exposure to illness
2 to 7 days.
Symptoms:
Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.
Do I need to keep my child home?
Seek medical attention immediately. Patient will need hospital treatment.
How can I help prevent spread?
Close contacts should see their doctors urgently if symptoms develop, and may need to have a special antibiotic. Immunisation with Meningococcal C vaccine at 12 months of age.

Molluscum Contagiosum
Time from exposure to illness
1 to 6 months.
Symptoms:
Multiple small lumps (2-5mm) on the skin that are smooth, firm and round, with dimples in the middle. Lumps in children are mostly on the face, trunk, and upper arms and legs. Symptoms can last 6 months to 2 years.
Do I need to keep my child at home?
No.
How can I help prevent spread?
Avoid contact sports when a child has uncovered lumps

Mumps
Time from exposure to illness
14 to 25 days.
Symptoms:
Fever, swollen and tender glands around the jaw.
Do I need to keep my child home?
Yes, for 9 days after onset of swelling.
How can I prevent spread?
Immunisation (MMR) at 12 months and 4 years of age.

Ringworm
Time from exposure to till illness
Varies (may be several days).
Symptoms:
Small scaly patch on the skin surrounded by a pink ring.
Do I need to keep my child home?
Yes, until the day after fungal treatment has begun.
How can I help prevent spread?
Careful hand washing.
Scabies

**Time from exposure to illness**
New infections: 2 to 6 weeks; reinfection: 1 to 4 days.

**Symptoms:**
Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

**Do I need to keep my child home?**
Yes, until the day after the treatment has begun.

**How can I prevent spread?**
Close contacts should be examined for infestation and be treated if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet Fever

**Time from exposure to illness**
1 to 3 days.

**Symptoms:**
Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

**Do I need to keep my child home?**
Yes, until at least 24 hours of treatment has begun and the child is feeling better.

**How can I prevent spread?**
Careful hand washing. Sick contacts should see their doctor.

Slapped Cheek

**Time from exposure to illness**
1 to 2 weeks.

**Symptoms:**
Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women if they have not been previously infected.

**Do I need to keep my child home?**
No as it is most infectious before the rash appears.

**How can I prevent spread?**
Careful hand washing; avoid sharing drinks.

Whooping Cough

**Time from exposure to illness**
7 to 20 days.

**Symptoms:**
Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.

**Do I need to keep my child home?**
Yes, until the first 5 days of a special antibiotic have been taken.

**How can I help prevent spread?**
Immunisation at 2, 4, 6 months and 4 years of age. A special antibiotic can be given for the patient and close contacts. Case should be excluded from childcare and school until 5 days after treatment begins. Unimmunised contacts may be excluded from childcare unless they take the special antibiotic.