

TOOWOOMBA EAST STATE SCHOOL

Established 1887



Cnr Arthur and Mary Street

Toowoomba QLD 4350

PO Box 2882

Phone: (07) 46 37 5222

Fax: (07) 46 37 5200

Email: the.principal@toowoombaeastss.eq.edu.au

Website: www.toowoombaeastss.eq.edu.au



"Achieve with Pride"

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WELCOME TO TOOWOOMBA EAST STATE SCHOOL

A welcome is extended to all parents starting children at this school for the first time. We trust your association with the school will be both positive and educationally fruitful for your children.

You are invited to take an active interest in the school. Be ever aware of your child's interests and challenges and communicate with your child's teacher if you are concerned about any matter.

SCHOOL PROFILE

Toowoomba East State School caters for almost 850 pupils from Prep to Year 6.

Toowoomba East is an Enrolment Managed School. This means the school is both capped and zoned. The catchment area of the school is defined by Education Queensland and is subject to change. Applications for enrolment exceed the school's capacity to expand.

Not all applications from out of catchment enrolments are able to be accepted.

The student population is comprised of children from all types of socio-economic backgrounds. The school has a number of families who speak a language other than English.

The school has a well-equipped resource centre, covered play areas, heated swimming pool, school hall, computer rooms, adventure playgrounds and music block. The school buildings feature a variety of different styles of architecture. The main school building is an imposing three level brick structure built in the 1930s. Most teaching spaces are of the traditional single grade classroom.

We are proud of our academic reputation and achievements in the sporting and cultural areas.

Parent support for the school is high with a very active Parents and Citizens Association.

SCHOOL RULES

It is our expectation that students display their BEST BEHAVIOUR, BEST MANNERS and BEST EFFORT at all times. Parents are asked to co-operate with teachers in making children aware of their responsibilities and the fact that misbehavior may reflect not only on themselves but also on their school and their family.

SCHOOL ROUTINES

School Day:

School commences at 8.50 am and ceases at 3.00 pm. Students are required to be at school by 8.45 am. They should NOT arrive early as schools do not provide playground supervision before school. Camp Australia provide a before school care service which is available for those families who find their child needs to be at school prior to 8.30am. The service operates from 6am.

Leaving School Grounds:

Due to the limited size of the school grounds, teachers sometimes take students to the Athletics Oval at the Berghofer Centre or Queens Park where ample space is available. This may be for class activities or sports training.

School Dismissal:

Road Safety Crossing Supervisors are on duty each morning between **8.00am and 9.00am** and each afternoon between **3.00pm and 3.30pm**.

School is dismissed at 3.00 pm. Students who travel by bus wait at the bus assembly area for checking onto buses.

Parents who collect students each afternoon must ensure that students are picked up at 3pm and not left to wait at the school. No responsibility will be accepted by the school for children left waiting after school finishes. *No after-school supervision is provided by school staff.*

Children who arrive at school prior to 8.30am must be enrolled in the Before School Care Program (Camp Australia).

Children who cannot be collected by parents or guardians promptly at 3pm must be enrolled in the After School Care Program (Camp Australia).

School staff do not provide any supervision prior to 8.50am daily or after 3pm daily.

NAME ON ENROLMENT

All students must be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports. In instances where parents are separated both parents must be agreeable to the change of preferred name. This can be evidenced by court orders, birth certificates or conversations with both parties.

SUPPORT SERVICES

The Learning Support and Special Needs staff work with students with disabilities and students with learning challenges to provide support in classrooms. A Guidance Officer and a Speech Language Pathologist visit the school on a regular basis.

ATTENDANCE

We impress upon parents the importance of regular attendance at school. The curriculum is a very full one and children who miss new work when it is being taught will have great difficulty in catching up later. The nature of the Australian Curriculum is such that it is impossible to simply give parents some school work to do at home. The curriculum relies upon resources and materials on the Education Department network.

ABSENCE

If your child is absent please contact the school via the absence line 46 375 260 or SMS 0427 064 253 and leave a clear message with your child's name, class and reason for absence. If your child is late for school you or a note must accompany your child into the school office with an explanation of their lateness. If your child is absent and the school has not been notified by 10.00am a SMS will be sent requesting an explanation.

EXTENDED ABSENCE

In Queensland, an absence from school in excess of 10 days requires an approved Exemption from Schooling.

Parents, who intend, for example to travel with their children, or take children on an extended holiday in school time, must apply for an Exemption from Schooling. This must be done at least three weeks prior to departure. To apply for exemption parents must contact Ms Smith (Deputy Principal) who will explain the process and assist with completion and submission of the application.

SICKNESS

If you are telephoned during the school day to collect a sick or injured child, please sign them out at the office prior to taking them home.

NOTIFICATION OF CHANGE OF ADDRESS, TELEPHONE NUMBER, EMERGENCY NUMBER

If you change your address or if there is a change in your emergency contact details, it is *essential* for the well-being of your child that this information is given to us. Please ensure that the school office, as well as the class teacher, is given this information.

TRANSFER OF STUDENTS

When a student is transferring to another school, please inform both the class teacher and the administration office. Families are required to notify the administration office the new school and intended start date. Please ensure that you collect all belongings before leaving the school and return any outstanding resource centre books.

MEDICATIONS

School staff **will not** administer over the counter medication, including paracetamol, analgesics, homeopathic or prescribed medications **unless** they are accompanied by *written advice from a medical practitioner and with the medication in the original labelled container with the doctor's prescription label attached*. The parent/caregiver must also complete a medical form supplied at the school office.

PHONE MESSAGES FOR CHILDREN

Phone messages will only be accepted for delivery to children at school in **emergencies**. Wherever possible, please ensure that all arrangements regarding your child's transport after school are made and communicated to your child before coming to school in the morning. In the case of young children, it is best to write changes of transport arrangements in a note to the Teacher so they can ensure these are remembered and followed.

VISITING OR REMOVING STUDENTS DURING SCHOOL HOURS

Parents/guardians who need to speak to children during school hours or lunch breaks must report to the office first. This is an important aspect of school security.

If students are to be removed from school during school hours for any reason at all, they must first be signed out at the school office. This means that under no circumstances are children permitted to wait at gates or outside school grounds.

MEDICAL / DENTAL APPOINTMENTS IN SCHOOL TIME - PROCEDURES

If possible, parents should endeavour to make any appointments for their children outside of school hours. Should this not be possible, parents should send a note to the class teacher explaining the time of appointment and then collect the child from the office at the appropriate time. Children must be signed out at the school office.

FIRST AID

First aid is provided to students through the health room at the morning and lunch. Should further medical treatment be considered necessary, parents will be contacted. In the event of a serious accident an ambulance may be called.

STUDENT'S PROGRESS REPORT CARD

Assessment of Your Child:

A report card will be issued at the end of each semester to advise you of your child's progress. Formal tests will constitute only part of the evidence upon which the assessment is based.

Report Cards are emailed to parents. Parent/Teacher interviews are arranged in June/July of each year.

It is important that parents make every effort to attend these interviews as teachers are able to give a far more meaningful report on a face-to-face basis.

All year 3 and 5 students sit a series of NAPLAN tests in literacy and numeracy during Term 2, the results of which are communicated to parents by ACARA later in the year.

TEACHER INTERVIEWS

If at any time you wish to discuss your child's academic or social progress, please do not hesitate to seek an interview with the class teacher.

In this instance, please contact the teacher in advance and arrange a time rather than just dropping in. An appointment ensures that the teacher can see you and talk with you

INTERVIEWS - PRINCIPAL, DEPUTY PRINCIPALS

Parents wishing to arrange an interview with the Principal or Deputy Principals should contact the office staff who will make the necessary arrangements.

In the first instance, appointments should be made with the Deputy Principal who has day to day operational responsibility for the area of the school in which your child is enrolled

NEWSLETTERS / NOTICES

Our main method of communication with parents is through newsletters and notices. These are sent home via email. If you do not have an email address, a paper copy, of all newsletters and notices will be available at the office.

Parents are asked to make every effort to read these as they contain important information about the activities conducted at the school.

The school website should also be your first point of reference for dates of school events.

PARENTS AND CITIZENS ASSOCIATION

The school Parents and Citizens Association provides a great deal of support for the school. Meetings of the Parents and Citizens Association are held at the school on the dates advised in the school newsletter.

BOOKLISTS

Booklists are provided at the end of each school year. Supplies may be sourced locally, or an order can be placed with a supplier sourced by the P & C

SCHOOL CHAPLAIN

Our school has the services of a School Chaplain Wednesday to Friday. The Chaplain is involved in our Pastoral Care Program and is available to work with children, classes and parents providing support in various areas of need. Students require permission to see the Chaplain which is included with enrolment forms.

TUCKSHOP

The school tuckshop operates on Tuesday to Friday.

It provides facilities for children to purchase foodstuffs for lunch and of course, it is a means of raising funds for the school.

The tuckshop is staffed on a roster basis by parent volunteers. It is hoped you will support us by patronising the tuckshop. Please contact the tuckshop convenor should you be able to assist as a volunteer.

Ordering Tuckshop Lunches:

Online ordering via Flexischools is the only method of ordering accepted at the Tuckshop. Cash purchases are accepted for ice-blocks and frozen treats only for children in years 3-6, and will only be available after the second bell during second break. Children in years Prep-2 must order their ice-blocks through Flexischools.

Registering:

You can register and order from your PC, tablet or smartphone. The website is www.flexischools.com.au. If you don't have access to these devices, a laptop is available to parents at the tuckshop to allow you to register and place your orders.

Placing Orders:

1. Top up your account via:
 - Credit Card (Visa/Mastercard) - \$0.29 with immediate credit
 - PayPal - \$0.35
 - Direct Debit - FREE (Please allow up to 5 working days to become available)
2. Online orders cost \$0.29 per order
3. Place orders for 1st and 2nd breaks separately, by selecting from the range of options made available and proceed to make payment for the orders listed in your order pad.
4. You can set reoccurring orders and order in advance.
5. Please check the options available regularly for changes, additions and specials
6. Orders need to be placed by 9.00am daily.

Collecting Orders:

1. For children in Prep & year 1, all orders will be delivered to the classrooms on behalf of the children. If they order ice-blocks for second break, they will need to bring their paper bag back to the tuckshop to collect their ice-blocks/frozen treats.
2. For children in Years 2-6, orders are to be collected directly from the tuckshop.

EXCURSION PAYMENT OPTIONS

BPOINT Online Card Payments is the preferred method of payment for activities and excursions. The details for these payments are on Student Invoices. EFT payments can be made at the school office between 8.30am and 3.30pm daily. EFT payments under \$10.00 cannot be processed. All other payments and notes for excursions / activities are to be placed in the payment collection slot in the school office.

HOMEWORK

The interest you show in the schoolwork your child brings home will be a great help in ensuring success at school.

Homework is not intended to create a burden for busy parents. It is an opportunity to interact with your child whilst consolidating some basic skills.

CAMPS/EXCURSIONS

Excursions are conducted each year for all year levels. These can be either a full day or half-day excursion. Camps are conducted each year for students in Year 5 and 6.

As all of these activities are related to the school curriculum, it is expected that all children will participate. Costs are kept to a minimum and no child is permitted to attend without written permission from parents/guardians.

Participation is also dependent upon a child's good behavior and conduct at school. Students may be excluded if conduct is not satisfactory as determined by the Principal.

Permission forms and payments for excursions and activities must be submitted by the due date to enable a child to participate.

PHYSICAL EDUCATION

The physical education program in term one and four is devoted to swimming. While the winter program in term two and three covers manipulative and game skills and athletics.

Swimming Classes:

Each student must provide a swimming costume, towel and swimming cap. It is preferable for girls to wear one-piece costumes.

1. It is compulsory that all children (boys and girls) wear bathing caps to assist with keeping hair from clogging the filter. All children in Queensland must also wear a sun shirt and sun screen during swimming lessons.
2. Children suffering from any kind of infection, or from sores and skin complaints, will be excluded.
3. Parents must sign a permission form before any student will be allowed to participate in the School Swimming Program, which is included with enrolment forms.
4. Parents must provide a medical certificate establishing a child's ability to safely participate if a child's medical condition could put him/her at risk during involvement in the school swimming program.
5. Parents should send a note to the class teacher if a child is to be excused temporarily from swimming lessons and physical education, i.e. colds, abrasions, etc.
6. Swimming is part of the Queensland curriculum and participation is compulsory.

Inter-House Competition:

Upon enrolment, all children are allocated to House teams. All children from one family will be allocated to the same House.

| <u>HOUSE</u> | <u>COLOUR</u> |
|--------------|---------------|
| Cunningham | Blue |
| Essex Evans | Gold |
| McDonald | Green |
| Leslie | Red |

The junior school participate in a Junior School Sports Day, while the upper school have an Inter-house Athletics Carnival. This division of participation is determined by age, not by year level.

If for some reason children are not able to compete in sporting activities, a note from parents or medical practitioner must be provided.

Inter-School Competition:

Children from Years 5 and 6 are excepted to participate in the Toowoomba Primary Schools Sport Association competition on Friday afternoons. Many sports are offered in both winter and summer competitions. A *Permission to Participate* form must be signed before children will be allowed to participate, and a small levy is charged to help offset the cost of materials and buses.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITY

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that Education Queensland **does not** have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

MUSIC CURRICULUM

School Choirs:

Senior –Years 4, 5 & 6 *Junior* -Years 2 & 3

The school choirs are an important part of the school music program. Practices are held before school or at lunchtime and choirs perform on school public occasions and compete in eisteddfods. All students interested in joining choirs are most welcome.

Instrumental Music:

The Department of Education provides instructors who give lessons in school time to children in Years 4 to 6 for strings brass, woodwind and percussion.

Students in Instrumental Music Classes will be expected to pay a levy each year. The amount is dependent upon whether or not a student owns their own instrument. This levy will fund sheet music, music stands and new instruments and repairs to school instruments. Students issued with a school instrument are expected to provide replacement strings and reeds as the need arises.

Students may borrow a school instrument for their first year in the program. For following years it is a requirement that parents purchase their instrument.

Students will be able to participate in the groups listed below. Both students and parents must make a firm commitment to attend practices and performances for each specific group. A lack of effort, attendance or practice may result in a student being exited from the program.

Concert Band:

This is for students of woodwind, brass and percussion instruments.

Orchestra:

This caters for the string players as well as woodwind, brass and percussion sections. A performance uniform is provided with a hire fee applied to cover cost of dry cleaning.

Stage Band:

This caters for advanced musicians. A performance uniform identical to the concert band and orchestra is provided with a hire fee applicable as above.

Training Band:

This is a beginner's ensemble for brass and woodwind students.

Little Fiddlers:

This is a beginner's ensemble for strings students.

LOTE (LANGUAGES OTHER THAN ENGLISH)

Students undertake a program of Japanese. Participation is dependent upon the school's staffing entitlement and allocation in any given year. LOTE (Languages other than English) applies to Year 5 and Year 6.

RESOURCE CENTRE

The resource centre is stocked with fiction and non-fiction books which students are able to borrow.

Filtered internet and e-mail facilities are available under teacher supervision in classrooms and the computer rooms, in addition to the resource centre. Students are required to sign an *Internet Use Agreement Form* prior to using the internet. This is closely monitored and controlled by Education Queensland.

Students have opportunities to visit the resource centre and are encouraged to borrow. When borrowing a book to take home, students need a named library bag to protect the book. The borrowing period is for one fortnight, with books being able to be changed more regularly. If books are lost or damaged by students, it is expected that parents pay for replacement.

COMPUTERS / IPADS

Computers and I pads are available for use in all year levels from Prep to Year 6.

Computers are available in most classrooms (See earlier statement on Internet Use Agreements) as well as in the resource centre and in purpose-built information technology resource rooms.

SCHOOL HALL

The Centenary Hall is used for school only activities such as parades and special events. There is seating for 500.

BICYCLE SAFETY

In the interests of student and bicycle safety, the school requires that:

- a) parents accompany and supervise children who ride.
- b) all bicycles be secured with a suitable lock to the racks provided.
- c) students walk their bike to and from the bike racks when inside the school grounds.

The wearing of bicycle helmets is compulsory by law.

RELIGIOUS INSTRUCTION

Religious Instruction is offered once a week and conducted in accordance with Education Queensland policy. Sessions are of thirty minutes duration. Full details and options are available at the enrolment interview. Students must have a signed permission form to participate in Religious Instruction which is included with enrolment forms.

LOST PROPERTY

All lost property is kept in the storage area under A-Block. Parents are asked to ensure that all articles of clothing and equipment are clearly marked with the student's name. Parents should regularly check the lost property area to retrieve items their children have lost. All unclaimed items will be donated to a charity organisation at the end of each term.

CAMERAS

Students are not permitted to have cameras at school.

MOBILE PHONES

Students are not permitted to have mobile phones at school. If a mobile phone is required for commuting to and from school, it must be switched off and signed in at the school office at the start of each day and collected at 3pm. Mobiles must be clearly marked with the student's name. Parents must sign a permission form allowing their child to carry a mobile phone to school and agreeing to secure it in the school office before school commences each day.

GROOMING

Students are expected to wear the correct school uniform at all times.
A wrist watch may be worn.

All other jewellery and painted fingernails are not permitted. Due to the dangers associated with active sports, the wearing of earrings is not permitted by participants, whether male or female. Students with pierced ears may wear sleepers when not participating in sport or play.

Hair styles are expected to be neat and tidy. Hair that is long enough to be tied back should be secured back from the face.

SCHOOL UNIFORMS

There is no doubt that at Toowoomba East State School we have much to be proud of. It is expected that you will enable your children to show pride in their school by outfitting them in the school uniform. Uniforms can be purchased from the Uniform Shop. The Uniform Shop is open from 8.00am to 9.30am Monday, Wednesday and Friday each week. The school uniforms are:

Boys' Uniform

| | |
|---------|---|
| Shirt: | Navy polo shirt (long sleeved/short sleeved) with school logo |
| Shorts: | Navy |
| Socks: | Navy with two white stripes at the top |
| Shoes: | Black lace-up with black soles |

Girls' Uniform

| | |
|---------|---|
| Shirt : | Navy polo with school logo or blouse in same material as dress. |
| Shorts: | Navy with school logo |
| OR | |
| Dress: | Drop-waist, blue and white check material |
| Socks: | Navy ankle |
| Shoes: | Black lace-up with black soles |

During winter, the children are encouraged to wear navy track suits which can be purchased from the uniform shop.

HATS

Children are expected to wear hats during outside activities at the school. Bucket hats and broad brimmed hats printed with the school logo are available from the uniform shop. Caps are not permitted.

SHOES

- Black leather school shoes are the daily uniform
- Black sports shoes may be worn for sports events. Coloured shoes are not permitted.
- Thongs or sandals are not permitted.

SPORTING UNIFORMS

In Year 5 and Year 6 students are given the use of a sports shirt to wear to interschool sport on Friday afternoons. This shirt must be given back at the end of the year to avoid being charged.



SCHOOL UNIFORMS

SUMMER UNIFORM

View A, B & C
Girls Options



View D
Boys Option

HOUSE



Unisex

Available in House colours with House name on back
Worn at House sporting events (eg. swim carnival, cross country etc)

SPORT



Unisex

WINTER UNIFORM

View C
Microfibre Jacket & Pants
(Unisex)



Views A & B
Fleecy Sweatshirt
(Unisex)

The Uniform Shop is open Monday, Wednesday and Friday 8.00–9.30am during term time.

If you have any queries please call the Uniform Shop on 46 375206

EXCLUSION PERIODS FOR INFECTIOUS DISEASES FOR SCHOOLS

| CONDITION | CASES | CONTACTS |
|---|---|---|
| Chickenpox and Shingles | Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion). | Exclude children with immune deficiencies (Eg. Leukemia or chemotherapy), otherwise not excluded. |
| Conjunctivitis | Exclude until discharge from eyes has stopped. | Not excluded. |
| Cytomegalovirus Infection | Exclusion not necessary | Not excluded |
| Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigellosis, intestinal worms) | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Glandular Fever (mononucleosis) | Exclusion not necessary | Not excluded |
| Hand, Foot and Mouth Disease | Exclude until all blisters have dried | Not excluded |
| Haemophilus influenza type b (Hib) | Exclude until the person has received appropriate treatment for at least four days. | Not excluded. Contact a public health unit for specialist advice. |
| Head lice | Exclusion is not necessary if effective treatment is commenced prior to the next day attendance. | Not excluded |
| Hepatitis A | Exclude until a medical certificate of recovery is received, and until at least seven days after the onset of jaundice. | Not excluded |
| Hepatitis B | Exclusion not necessary | Not excluded |
| Hepatitis C | Exclusion not necessary | Not excluded |
| Herpes ("cold sores") | Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible) | Not excluded |
| Human immune deficiency virus infection (HIV/AIDS) | Exclusion not necessary. | Not excluded |
| Impetigo ("school sores") | Exclude until case has received appropriate antibiotics for at least 24 hours. Sore not contagious if covered. | Not excluded |
| Influenza and influenza-like illnesses | Exclude until well | Not excluded |
| Measles | Exclude for at least four days after rash has started | Immunised contacts not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash. Immunosuppressed children should be excluded until 14 days after the onset of the rash. |
| Meningitis (bacterial) | Exclude until well and has received appropriate antibiotics. | Not excluded |
| Meningitis (viral) | Exclude until well | Not excluded |
| Meningococcal infection | Exclude until carrier eradication antibiotic course is complete | Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise. |
| Molluscum contagiosum | Exclusion not necessary | Not excluded |
| Mumps | Exclude for nine days or until swelling goes down | Not excluded |
| Norovirus | Exclude until no vomiting or diarrhea for 48 hours | Not Excluded |
| Parvovirus (erythema infectiosum or "Fifth Disease") | Exclusion not necessary | Not excluded |
| Poliomyelitis | Exclude for at least 14 days from onset of symptoms and case recovered. Medical clearance required. | |
| Ringworm, Scabies, Pediculosis, Trachoma | Exclude until day after proper treatment started | Not excluded |
| Rosela | Exclusion no necessary | Not Excluded |
| Rubella | Exclude until fully recovered or for at least four days after the rash started | Not excluded |
| Streptococcal infection (including scarlet fever) | Exclude until child has received antibiotic treatment for at least 24 hours and feels well | Not excluded |
| Typhoid Fever (including paratyphoid fever) | Exclude until a medical certificate of recovery is received | Not excluded unless advised by public health authority. |
| Whooping Cough (pertussis) | Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin) | Contact public health unit for specialist advice. |
| Worms | Exclude if loose bowel motions present | Not excluded |