Warwick East
State School

Prospectus and Parent Information Booklet
Information for Parents

Absences and Late Arrivals

Attendance - (Compulsory schooling)

Rationale

Actions to be taken:

School community beliefs about bullying

What is bullying?

What behaviours are not bullying?

- Emotional and behavioural signs
- Physical signs
- School signs
- Other signs

What do we know about students who bully?

What roles can students play in bullying behaviour?

What are student responsibilities?

- Follow an assertive, sequential response to bullying incidents:

- Report bullying that happens to another student

What are the staff responsibilities?

Educational Programs

Prevention Programs

Responses to bullying

Students who experience bullying feel that they:

Students who bully:

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Administration Information

Official Name: Warwick East State School
Location: 45 Fitzroy Street, Warwick  Q  4370
Postal Address: PO Box 384
Warwick  Q  4370
Telephone: 4660 5888
Fax: 4660 5800
Absence Line: 4660 5860
Email: admin@warweastss.eq.edu.au
Website: www.warweastss.eq.edu.au

Principal: Ms Marina Clarke
Head Of Special Education Services: Ms Tracey Mekitarian
Deputy Principal/Master Teacher: Miss Alicia McMillan
Administration: Mr Russell Hansen Ms Wendy Worssell
Chaplain: Miss Erin Wilson
Teachers: Mrs Julie Grey Mrs Kia George
Mrs Imelda Bacon Mr Trevor Nelson
Mr Michael Sullivan Mrs Marian Cirson
Mrs Heather Moore Mrs Terrie McVeigh
Mrs Julie Salmon Miss Tina Kemp
Mrs Zoe Wood Miss Brianna Miller
Mrs Chontelle Bruton Miss Elizabeth Killalea

Specialist Teachers:

Mrs Heidi Thompson Physical Education Teacher
Mrs Rosemary Taylor Lote Teacher
Mr Mike Spiller Music Teacher
Mr Keith Waples Instrumental Music Teacher – Strings
Miss Dannika Davis Instrumental Music Teacher Brass/Woodwind
Speech Language Pathologist

Teacher Aides:

Mrs Rebecca Smith Mrs Meredith Derrick
Mrs Lyndal Haidley Mrs Joann Guy
Mrs Kym Kilpatrick Mrs Anne Lyons
Mrs Pam Rayner Mrs Julie Small
Mrs Kate Locke

Cleaning Staff: Mrs Rolanda Ruddle Mrs Lyn Jenner
Mrs Meredith Derrick

Schools Officer: Mr Laurie Taylor
Crossing Supervisors: Mrs Denise Cowell Mrs Kerry-Ann Westhead
A Message from the Principal

Welcome to Warwick East State School, one of Warwick's finest learning environments. Warwick East has an excellent reputation for nurturing self-belief that brings out the hero in all of our students.

We believe that a child's education begins in the home and is continued as a partnership between the school and the home. Our task in education is to provide your children with real life, engaging, challenging, intellectually demanding and individualised learning experiences that actively empowers them to develop a passion for lifelong learning - Everyday, Everyone is Living to Learn and Learning to Live.

Warwick East has been delivering strongly on its motto of “Only the Best is Good Enough” since 1850 and although strong in tradition, we look to the future with respect to responding to the needs of our students and our community.

We look forward to working with you and your children to deliver their dreams and aspirations.

Marina Clarke
Principal

Our School at a Glance

Situated in the eastern suburbs of Warwick on the Condamine River, our school provides a co-educational education from Prep to Year 6 for around 240 students from Warwick as well as the surrounding rural area.

The Warwick East State School facilities are comprised of Primary, Special Education Unit and Prep facilities on one campus. Warwick East is situated on picturesque, spacious grounds that include extensive playground equipment under shade, spacious playing fields, practice cricket pitch, tennis practice board and an undercover play/learning area.

The school has a long history dating back to 1850, making it the oldest school in Queensland. The National School Building, one of the original buildings is heritage listed.

Classrooms are a mix of new modular rooms as well as refurbished rooms in older buildings. A Special Education Unit caters for students with disabilities.

In 2010 the two classrooms in A Block were refurbished to include a withdrawal room between them housing twelve computers with an overhead data projector and screen. In this period all classrooms in B Block had whiteboards and storage units added to enhance appearance and functionality.

In 2011 the Building Education Revolution Program delivered an air conditioned, landscaped Resource Centre housing a 28 place computer room, media/conference room, teacher resource and preparation room, Indigenous Artefact collection, as well as our library collection.

Our current undercover learning area has been improved with added walls, roofing, lights, sound system, storage area, portable stage, data access and rainwater tanks. This will increase the flexibility of this wonderful 600m2 learning area and extend the conditions under which it can be utilised.

While East school experienced loss and disruption following the 2010/11 floods it meant a refit of all buildings at ground level giving them that clean modern appearance. A new Early Learning Precinct was included in 2013 to further flood proof East School.

Considerable funding is used each year to keep our desktop computers up to date. Data projectors are used in all rooms and more interactive whiteboards are being added to classrooms each year. Cameras, scanners, notebooks and other electrical aids are continually purchased to keep our ICT skills current.
Learning
The curriculum has a central focus for high levels of literacy and numeracy. The Australian Curriculum has been taught since 2012 in English, Mathematics and Science, History in 2013, Geography in 2014. Areas that are currently not covered by the Australian Curriculum will continue to be developed based on the Queensland Curriculum Essential Learnings.

In addition to these curriculum offerings, students with additional educational needs (whether they are working below or above their class cohort) will have a detailed Individual Curriculum Plan that will guide and support their learning.

The distinctive features within this design are:
• Learning experiences that are relevant, inclusive, flexible, intellectually challenging and innovative;
• Focuses on a problem based curriculum where students investigate to identify, explore and solve real life issues in their local area;
• Empowering students to become active life long learners;
• Information and Communication Technologies that are integral to the learning process;
• A values education approach to managing student behaviour;
• Curriculum, Assessment and reporting that are aligned, where the criteria and standards for assessment are shared with the students; and
• Education adjustments are made for students with disabilities and specific learning needs throughout all classes.

In addition to this formal curriculum our students:
• Participate in a highly acclaimed instrumental music program which boasts a strings band and concert band;
• Participate in a School Choir which performs at local events;
• Participate in a regular interschool sport program with schools in Warwick, Killarney and Allora;
• Are regularly selected in Zone, District and Regional Sporting Teams;
• Undertake National Competitions (ICAS) in Mathematics, Science, Computer Skills, Writing, Spelling and English;
• Have access to regular sports coaching during lunch hours and active afternoon club two afternoons per week;
• Are involved in a leadership program to enhance their personal development and their contribution to our school and local community;
• Access an outdoor education program in the senior years through Tallebudgera Camp School;
• Students with disabilities participate in Hydrotherapy, Community Access, Trike Program and Riding for Disabled programs.
• Experienced staff trained in Auslan support hearing impaired students.
• Specialist and Therapists visit and provide regular input to individual student programs.
• Students have also participated in the annual science challenge organised by the Hermitage Research Centre.
Four Be’s - PBL

The social climate of our school is especially important to us. Our Positive Behaviour for Learning (PBL) program (formerly known as SWPBS – School Wide Positive Behaviour Support) was redesigned for 2014 and is based on a set of shared expectations

- Be Safe,
- Be Responsible,
- Be a Learner and
- Be Respectful

that are integral to living and learning in our school community. PBL is a research based framework for enhancing adoption and implementation of evidenced-based interventions to achieve academically and behaviourally important outcomes for all students. In essence, it is the school’s process for teaching expected social and behavioural skills, so the main focus can be on teaching and learning. External surveys of students and parents attest to this approach improving the inclusive and socially just climate of the school.

Enrichment Program

Warwick East follows the guidelines of Education Queensland Gifted and Talented Policy. Teachers identify high achieving students in English and Maths to complete challenging activities within the regular classroom. Special camps are conducted annually for enrichment activities.

In 2016 3 teams of Year 5 and 6 students participated in the “Readers Challenge” conducted by the high school. The students displayed great team spirit and commitment to improving their Literacy skills.

Parents and the Community

Our community actively participates in the school through attendance at monthly Parents and Citizens meetings, tuckshop, fundraising, and classroom/co-curricula activities. Weekly newsletters, scheduled parent-teacher interviews and regular contact enable the partnership in the endeavours of the student to be very fruitful. Community Engagement was strengthened in 2013 through Parent and Community Engagement strategies.

Information for Parents

Absences and Late Arrivals

Students who have been absent must bring a note explaining their absence to their class teacher the following day, email the school or leave a message on the absence line 4660 5860 stating name of student, class and reason for absence. If, after 3 days of absence, the school has not been contacted regarding the absence, official compulsory attendance procedures will commence.

Students who arrive at school after 8:50am must report to the office to obtain a late pass.
**Attendance - (Compulsory Schooling)**

Attendance at school is the biggest single factor in determining your child’s progress at school. Accordingly, we encourage your child’s attendance. Please ensure your child attends school regularly and does not miss school unnecessarily.

Parents of children of compulsory school age (if the child is at least 6 years 6 months and less than 16 or completes Year 10, whichever is sooner) have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled unless the parent has a reasonable excuse.

Where there are concerns about a child or young person's enrolment or attendance, multiple attempts to contact the parent/s are made. Where parents of a child of compulsory school age persist in their failure to ensure that child's attendance or participation even after formal processes have been implemented, prosecution of the parent for failing to comply with the compulsory schooling obligations may be recommended.

**Responsible Behaviour Plan for Students**

The full policy can be found on the school website: www.warweastss.eq.edu.au
# Warwick East State School PBL Expectation Matrix – 2016

<table>
<thead>
<tr>
<th>Whole School</th>
<th>Classroom and other learning areas</th>
<th>Entering and Leaving School</th>
<th>Eating Areas</th>
<th>Play Areas</th>
<th>Lining Up and moving around the school</th>
<th>Toilets and Change Room</th>
<th>Excursion and Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
<td>I keep my hands, feet and objects to myself</td>
<td>I report danger and safety concerns</td>
<td>I follow adult instructions</td>
<td>I follow emergency procedures</td>
<td>I am in the right place at the right time</td>
<td>I use equipment for its intended purpose</td>
<td>I walk my bike/scooter through the bike racks</td>
</tr>
<tr>
<td></td>
<td>I use equipment for its intended purpose</td>
<td>I only in a classroom with adult permission</td>
<td>I ask permission to leave the room</td>
<td>I keep my personal information to myself</td>
<td>I keep my food in the racks</td>
<td>I use the crossing and obey the traffic lights</td>
<td>I go to the office if I arrive late or leave early</td>
</tr>
</tbody>
</table>

- **Be Respectful**
  - I wear my school uniform
  - I care for my belongings, school property and grounds
  - I respect others’ personal space and their property
  - I use respectful and polite language
  - I use manners
  - I use a quiet voice
  - I raise my hand to speak and wait
  - I follow parade procedures
  - I ask permission to use others’ equipment
  - I keep noise to a minimum
  - I walk through the gates one at a time
  - I greet people politely in the morning and afternoon
  - I model good sportsmanship
  - I invite others to join in
  - I take turns and wait patiently for my turn
  - I encourage others
  - I play fairly
  - I wait quietly in lines
  - I respect others’ privacy
  - I show pride in myself and my school
  - I listen to guest speakers

- **Be a Learner**
  - I attend school everyday, on time
  - I ask for help
  - I listen actively
  - I know and follow the four Be’s
  - I am prepared to learn
  - I complete my work on time
  - I stay on task
  - I attempt all tasks
  - I learn and follow read rules
  - I learn and follow bus rules
  - I learn and follow bike safety
  - I eat healthy food first
  - I share equipment
  - I follow the rules of the game
  - I learn how to use borrowed equipment
  - I solve disagreements fairly
  - I walk quietly when moving around the school
  - I use the toilet sensitively
  - I complete set learning experiences

- **Be Responsible**
  - I tell the truth
  - I care for school equipment
  - I walk and use the paths
  - I bring school items that are acceptable by the school
  - I give notes to my parents
  - I am on time
  - I keep my work area and the classroom tidy
  - I have my equipment ready to use
  - I walk into the school grounds
  - I sit under Block before school (8:00 – 8:25)
  - I keep my bag where it belongs before school
  - I obey school rules while waiting for the bus
  - I put my lunch box in a suitable place
  - I tidy up after myself
  - I return borrowed equipment
  - I care for borrowed equipment
  - I leave toys/games at home
  - I visit the toilet and have a drink before lining up
  - I leave the playground quietly when I hear the bell
  - I walk directly to the toilet and back
  - I use water responsibly
  - I look after my belongings in the change room
  - I care for others
  - I am organised and arrive on time to leave
  - I sit on my seat and use an acceptable noise level on the bus
The Use of Personal Devices at School

Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in consequences. Mobile phones for use before and after school may be left at the office before school and collected after school. Phones confiscated by a staff member will be available for collection by the student at the office after school. Repeated confiscation will lead to phone being confiscated by the Principal to be collected by a parent/caregiver.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Bullying and Cyber Bullying

It is important that students, staff and parents/carers have a shared understanding of what bullying is, how it impacts on people and how bullying is responded to at Warwick East State School. Our school and school community endorses each teacher’s right to teach, each student’s right to learn and the right to safety of all school community members. Bullying undermines our school expectations and prevents students from achieving their full potential in the educational setting. Bullying affects all members of the school community, not simply the bully and the victim, and can damage the climate of the class and the supportive environment of the school in general. For these reasons, it cannot be tolerated and must be addressed immediately and with consistency.

Cyberbullying can be open or covert bullying behaviours using digital technologies, including texts, emails, posts, images or videos; deliberately excluding others online; nasty gossip or rumours; or imitating others online or using their log-ins. Cyberbullying can happen 24 hours a day, in public or private.
**Booklists**

Individual student year level booklists will be available from the school office from November each year.

For new enrolments, copies of the booklist are available at the office. Students on alternative programs will be notified of individual requirements by the teachers at the beginning of the school year.

**Buses**

Queensland Transport provides transport for some children to Warwick East and surrounding schools. While using these services, children have to be well behaved and polite. In cases of continued wilful and persistent misconduct, the service can be withdrawn from that particular child by the bus company through consultation with Queensland Transport.

Any child who resides more that 3.2 km from the school (if under 10 years) or more than 4.8 km (if 10 or over) is eligible to use these transport services. An Individual Bus Travel Agreement Form is signed by the students and parent/caregiver at the commencement of each school year or as soon as students utilise this service. Please note the Transport Department has the final responsibility regarding behaviour of students using this service.

For information on school buses please contact Toowoomba Translink on 4639 0727.

**Contacting Teachers**

Parents who wish to discuss their children’s educational progress are encouraged to arrange an appointment with the teacher concerned.

If the concern is minor, the staff would appreciate it if you need to contact them, please leave a message with the office staff, and a member of staff will get back to you when they are available. The morning preparation time is vital for teachers to prepare the day’s learning experience. Interruptions, no matter how small, can interfere with the day’s teaching program.

**Dental Van**

This is a facility available to the students of this school. The mobile van visits Warwick East School biannually, however students have access to it when it is elsewhere in the district. The phone number for the Warwick Dental Clinic is 4660 3893.

**Enrolments**

Our school caters for Primary School children only. This includes students from Prep to Year 6. Prep enrolments are accepted for children who turn five by 30 June in the year of enrolment. Parents need to present a birth certificate as proof of age of their children when enrolling.
**School Hours**

**Daily Routine:**
- Session 1: 8:50 am to 11:00 am
- Lunch: 11:00 am to 11:40 am
- Session 2: 11:45 am to 1:15 pm
- A/Noon Tea: 1:15 pm to 1:40 pm
- Session 3: 1:40 pm to 3:00 pm

**Fruit Break:** Every morning students will participate in a fruit break at approximately 10.00am. Students are required to bring a piece of fresh fruit.

**Before School:** It is requested that students do not arrive at school before 8:30 am. Typically students arrive at school between 8:30 am and 8:50 am. Students who must arrive early (between 8:00 am and 8:25 am) must remain seated under Block B.
- No Play: 8:00 am to 8:25 am
- Play time: 8:25 am to 8:50 am

**After School:** Students need to clear the school grounds as soon after 3:00 pm as possible. Students catching buses are supervised in the bus area at the front of the school. Students being picked up by parents in the stop and drop zone on Canning Street will be supervised until 3:15 pm.

**Office Hours:** 8:00 am to 3:30 pm

**Head lice**

Parents have the prime responsibility for the detection and treatment of head lice on their children.

**Responsibilities of Principal:**
- Distribute school procedures and information on the control, detection and treatment of head lice to parents and staff at the beginning of the school year or more frequently if required;
- Inform parents/caregivers of the school’s reasonable expectation that:
  - Parents will regularly inspect their child’s head to detect the presence of lice or lice eggs; and
  - When infestation is suspected, inspect all household members and treat them if required.
- Advise parents to be vigilant, particularly during periods of heavy lice infestation;
- Implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head-to-head contact during outbreaks of head lice; and
- Support parents through practical advice and a sympathetic attitude to avoid stigmatising families who have difficulty complying with control measures.
Responsibilities of Parents:
- Regularly inspect their child’s head to detect the presence of lice or lice eggs;
- Ensure that their children do not attend school with untreated head lice; and
- Notify the school if their child is affected, and advise when treatment has begun.

Illness
We are unable to look after sick children at school. Parents are requested not to send students who are already unwell. Please see “Time Out” guide at the back of this prospectus.

Students who are injured or become unwell at school will be sent home if there is a parent or other adult at home able to care for them. Medical opinion may be sought or an ambulance called if parents cannot be contacted. This makes it imperative that the information on the student’s enrolment form is updated regularly (especially addresses, telephone numbers and emergency contacts).

Lost Property
Unfortunately, it is inevitable that children will “lose” things at school. Parents/caregivers are asked to ensure that all articles of clothing and equipment are clearly marked with your child’s name.

Any lost property is placed in a basket outside the school office. Please leave the basket tidy if you have to search for articles.

At the end of each term, clothes will be displayed underneath the school building. Please take the time to look through these for missing items. Clothes left at the end of the year are given to the uniform shop to sell or given to a worthy charity.

Medication
Education Queensland Regulations require that, before medication is administered by staff the following conditions must be satisfied:

Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:
- Notify the school in writing of a health condition requiring medication at school
- Request in writing if school staff are to administer medication or assist in the management of a health condition – forms available from the SEU.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labeled container to the nominated staff member at the SEU.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken
Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.

Advise the school in writing and collect the medication when it is no longer required at school.

Only medication which has been prescribed by a medical practitioner and supplied by a pharmacist with instructions on the medication container can be administered to children. *(Non-prescribed oral medication, eg, Panadol, analgesics, cough mixtures and the like cannot be administered).*

### Money Collection

Invoices will be printed for activities such as excursions and camps. There is a minimum payment of $10.00 for EFTPOS. All payments are to be handed in at the office via the payment box in the mornings before 12:00pm. No money should be handed to teachers or teacher aides. Ensure all details are included with payment eg. Name of student, class, amount enclosed and what payment is for. *(Collections for swimming may differ – instructions regarding this will be in East Echoings.)*

Payments will be receipted daily and receipts returned to teachers for distribution. **Due to security reasons we cannot accept cash payments after 12:00 noon each day.**

### Music Program

Music at Warwick East State School endeavours to meet the needs of children at every level. We do this through a range of programs that include:

- A comprehensive classroom music program
- A choir
- An instrumental music program including strings, brass, woodwind and percussion
- Concert Band

All children in the school take part in the classroom music program. Activities include singing, music theory, recorder, games and a range of percussion and accompaniment activities. This course follows the curriculum guidelines as set out by Education Queensland, with a strong emphasis on the KODALY method of music education.

At the end of each year, children who are interested in joining our string or instrumental program are tested and auditioned. String students are selected from Years 3-6 and brass, woodwind and percussion students from Years 4-6. We then place the most suitable children in the string or brass, woodwind and percussion program.
Newsletter – East Echoings

The school has a weekly newsletter called ‘East Echoings’. The newsletter is emailed to families. Paper copies are available at the office if you don’t have an email address. The school newsletter is aimed at keeping you, as parents/caregivers, well informed as to what is happening in your child’s school. Some educational material is often included. Please read this newsletter each week to continue the good communications we have between home and school.

Parents and Citizens Association

The Parents and Citizens Association provides important input into the decision making at our school. The association actively advocates for the needs of our students. All parents/caregivers are encouraged to become involved by attending meetings and supporting the association’s activities. Meetings are held each month in our Library at 5:00pm.

Refund Guidelines for Excursions and Camps

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

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

If a parent/caregiver wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student’s account at the school, and used for any cost in the future.

Religious Instruction

Warwick East State School embraces a multitude of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. Warwick East State School respects the background and beliefs of all students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another. Parents are provided with the option to withdraw their child's participation in the program, if they so wish.

Religious instruction is not a program or syllabus provided by the Department of Education, Training and Employment (DETE).

Students may attend Religious Instruction provided by a cooperative group of participating religions or a separate religious program. Both are taught by volunteers nominated by the churches. Students not participating in the Religious Instruction classes will attend values classes taught by East school teachers. Parental choice is made on enrolment.
Chaplain

The chaplaincy program is an optional service introduced into Warwick East State School to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools. Whilst personally modeling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate. Religious Instruction is not part of a school’s chaplaincy program and occurs only in accordance with legislation and departmental policy.

Local Chaplaincy Committee

Warwick East State School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents, participating schools, local Churches, and Scripture Union (the major employing authority for school chaplains in Queensland). The Local Chaplaincy Committee is charged with representing the diversity of religious, faith and non-religious beliefs in the school community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and range of services and support currently available and/or required.

Funding

Chaplaincy at Warwick East State School is funded through a combination of a federal government grant (if applicable) and through donations, from local Churches, community organizations and individuals (as applicable). School funds provided by the Queensland government for educational purposes are not used to support chaplaincy services.

Our Chaplain

Scripture Union provides a Chaplain at Warwick East State School. The chaplain plays a role in supporting the emotional and spiritual life of our school and building a healthy and strong community. The chaplain is available to support students by listening to cares and concerns and providing ongoing support where parental consent is given. Lunchtime programs that promote confidence and social skills and Breakfast Club are features of the Chaplaincy Service. Volunteers from “Gran-Friends” and “Kids Hope Australia” visit weekly to provide lunch time support and mentoring for students. Parents and carers are welcome to contact the chaplain to discuss ways the Chaplaincy Service can support their family.
**Road Safety**

**School Crossings**
The crossing at Fitzroy Street and Canning Street will operate as follows:

- **Fitzroy Street Crossing:** 8:00am – 9:00am  2:50pm – 3:20pm
- **Canning Street Crossing:** 8:10am – 8:40am  2:50pm – 3:20pm

Parents/caregivers and teachers are asked to encourage their children to use the supervised crossings and to set a good example themselves by obeying the supervisors’ directions whenever they use the crossing.

**Crossing Procedures**

All pedestrians, both children and adults, are to wait on the footpath for the supervisors’ directions.

**Stop for the Stop Sign** - All drivers must stop their vehicle clear of the crossing when the supervisor holds up the STOP sign. VEHICLES MUST REMAIN STATIONARY UNTIL THE SUPERVISOR RETURNS TO THE KERB. Failure to comply is regarded as a serious offence.

Supervisors will report the registration number and details of offending vehicles. Appropriate action will follow. Parents delivering or waiting for children have NO EXCEPTION.

**Children on bicycles/scooters**

All cyclists will dismount and walk their bikes/scooters over the crossing and no bicycle/scooter will be ridden on the Canning Street or Fitzroy Street footpaths of the school’s boundary.

**Parking – Drop Off Zone**

A five minute drop off zone in Canning Street as a set down and pick up area is for parallel parking, so all drivers should remain in their car and allow the children to get in from the left hand side of car. This will mean that all drivers in this zone will need to be patient and move up to the immediate vacant spot which will become available as those at the front of the zone depart.

As most will come into Canning Street from the south, drivers will need to go to the end of the newly sealed bitumen before turning into the loading zone. This may mean that congestion will occur as you come from the Fitzroy corner and may necessitate parking in the vacant allotment on the western side of Canning Street. It will be extremely dangerous for the children and drivers when congestion occurs, especially in the afternoon, so all children should be collected from the loading zone and must not be encouraged to go across the four lanes of Canning Street.

PLEASE ASSIST OUR SUPERVISORS TO PROTECT OUR CHILDREN.
**Safety in Schools**

The staff at Warwick East State School want this school to be a friendly place that welcomes parents and visitors. However there are sometimes people who do not conduct themselves appropriately while on the school’s premises.

Principals and other departmental officers have been given a range of legal powers to deal with these people more effectively.

These powers assist the principal, or the person in charge of the school, to ensure the safety and well-being of people at the premises, the security of the premises, and the good order and management of the school. The powers allow principals to direct a person to:

- leave the school premises and not return for 24 hours
- cease certain conduct and desist in that conduct for up to 30 days
- only access the school according to the principal’s instructions for up to 30 days.

These powers are aimed at preventing or minimizing:

- abusive, disruptive, threatening or violent behaviour
- conduct that is an offence or is about to become an offence
- conduct that is damaging to school premises or property
- attendance at the school premises without a good and lawful reason.

Further powers are available through the courts, including prohibiting a person from all Queensland schools for up to one year. To ensure balance in applying these powers, review and appeal avenues are available.

The safety of students, staff and legitimate visitors to the school premises is very important in making our school community an effective and safe learning environment.

**Student Council**

The Student Council operates to give students from Grades 4 – 6 opportunities to participate in school decisions. They also participate in special collections for appropriate non profit institutions and theme days where special dress is encouraged to raise funds for special projects. The council members gain socially and personally in trying to provide direction for the school.

**Swimming**

All students at this school have the opportunity to participate in swimming instructions. The lessons are conducted at the Warwick Indoor Recreational and Aquatic Centre.

One-piece togs are to be worn by all girls - bikinis are not allowed. It is recommended that all students wear swimming caps and goggles.

If your child suffers from a medical condition which prevents their participation in swimming lessons, please advise the classroom teacher in writing.
**Tuckshop**
The tuckshop is operated through the Parents and Citizens Association. Typically it operates one day each week, but this depends on the number of volunteers available.
Government Health & Safety Regulations do not allow our volunteers to bring young children with them. This is due to a danger of burns, scalds, accidents and health and hygiene concerns. The P&C has no choice but to abide by these regulations.
Tuckshop is an important fundraiser for our school and also provides an appreciated service.

**Uniform Prices**
(refer to Dress Code)

<table>
<thead>
<tr>
<th>GIRLS’ UNIFORM</th>
<th>BOYS’ UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Summer</td>
</tr>
<tr>
<td>Blue Polo T-Shirt, with WESS collar</td>
<td>Blue Polo T-Shirt, with WESS collar</td>
</tr>
<tr>
<td>Brown skort and/or brown shorts</td>
<td>Brown shorts</td>
</tr>
<tr>
<td>Dress</td>
<td>Socks &amp; Sandshoes</td>
</tr>
<tr>
<td>Socks &amp; Sandshoes</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>Winter</td>
</tr>
<tr>
<td>Navy blue tracksuit</td>
<td>Navy blue tracksuit</td>
</tr>
<tr>
<td>Uniform Spray jacket / Hoodie</td>
<td>Uniform Spray jacket / Hoodie</td>
</tr>
<tr>
<td>Socks &amp; Sandshoes</td>
<td>Socks &amp; Sandshoes</td>
</tr>
<tr>
<td>Hat</td>
<td>Hat</td>
</tr>
<tr>
<td>Wide Brim School Hat (slouch) (7cm brim)</td>
<td>Wide Brim School Hat (slouch) (7cm brim)</td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>Bucket Hat</td>
</tr>
<tr>
<td>(Brown with school emblem)</td>
<td>(Brown with school emblem)</td>
</tr>
</tbody>
</table>
UNIFORMS ARE ON SALE BETWEEN 2.45 AND 3.15 P.M.
EVERY WEDNESDAY IN THE UNIFORM ROOM.

<table>
<thead>
<tr>
<th>Item</th>
<th>Sizes</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo T-Shirts</td>
<td>Sizes 4 – 24</td>
<td>$27.00 each</td>
</tr>
<tr>
<td>Brown Skorts</td>
<td>Sizes 4 - 14</td>
<td>$20.00 each</td>
</tr>
<tr>
<td>Brown Shorts - Unisex</td>
<td>From size 4</td>
<td>$23.00 each</td>
</tr>
<tr>
<td>Slouch Hats – Brown</td>
<td>53, 55, 57, &amp; 59 cm</td>
<td>$13.00 each</td>
</tr>
<tr>
<td>Bucket Hats</td>
<td>55, 57, 59cm</td>
<td>$15.00 each</td>
</tr>
<tr>
<td>Spray Jackets</td>
<td>by order only. 4 – 16 Y</td>
<td>$32.00 each</td>
</tr>
<tr>
<td>Spray Jackets</td>
<td>by order only. 14S – 24 3XL</td>
<td>$40.00 each</td>
</tr>
<tr>
<td>Hoodie</td>
<td>From size 4</td>
<td>$36.00 each</td>
</tr>
<tr>
<td>Dress</td>
<td>Size 4 – 16</td>
<td>$45.00 each</td>
</tr>
</tbody>
</table>

Staff, Student Teachers and Parents/Caregivers on School Activities
The Sun Smart policy encourages staff and community members to act as role models to our students and display Sun Smart dress. Staff members on playground duty and on outdoor activities are expected to wear a hat and suitable clothing.

Theme Days
Throughout the year the school will stage dress up days where the students are encouraged to come dressed in a certain theme. The Sun Smart Policy must be adhered to as closely as possible when choosing attire for these days.

Use of Grounds
To use the school grounds or facilities outside school hours, students, community groups and adults must obtain permission from the Principal. It is necessary for these groups to have their own liability insurance. Application forms for use of school grounds are available from the school office.

Visitors
All visitors to the school must report to the administration office and sign the visitors’ book before going to other buildings within the school grounds. This is essential for safety and audit purposes.
**Homework Policy**

**Homework appropriate to particular phases of learning**

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with a student’s teacher about additional materials or practice exercises with which parents can assist their children at home.

In the Early Phase of Learning (Prep to Year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- Daily reading to, with, and by parents/caregivers or other family members
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings.
- Conversations about what is happening at school
- Preparation for oral presentations
- Opportunities to write for meaningful purposes.

In the Prep Year, generally students will not be set homework.

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the Middle Phase (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- Include daily independent reading
- Be coordinated across different subject areas
- Include extension of class work, projects and research

Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

**Homework Operations within the current EQ/School Policy and time Guidelines**

1. Homework to be completed over 4 nights per week. Some Teachers may organise weekly contracts or issue separate assignments each night. If the contract or project is over a longer period the expectation is that only 4 nights each week would be spent on the contract/project.

2. Homework to be reading, Maths and language practice sheets, spelling. (Mainly rote learning and practice of basic skills.)
3. Project work may be assigned for homework in year 6 only. Teachers will ensure that students are fully briefed on the task requirements, assessment criterion, setting out and awareness of research resources that are available in the homes. (Computer, internet etc)

4. Homework completion is to be on a reward system up to year 4. Students not completing homework assignments may be required to complete the missed work in class or break times. Teachers will provide homework and record the number of homework assignments completed for reporting at the end of semester on the semester report card.

5. In years 5 and 6 students will be expected to regularly complete homework. Students in years 5 and 6 may also be requested to use Friday sport time to catch up any further unfinished homework tasks.

6. Homework is to be marked by teachers and feedback given to parents and students where appropriate.

ICT – Acceptable Use Policy

School Based Resources

Introduction
Warwick East State School is serious in its intentions to provide students with an information rich environment. It is our policy to provide computer facilities for the school community to access and use information sources available on a range of electronic networks. This includes: Local Area Network, email and the World Wide Web.

Access to and use of these resources is conditional to any other school rule and the appropriateness of the materials made available.

A list of Conditions and Rules for Use are provided. Please refer to these prior to accessing information from a school source.

A brief description of those information services:

Services Provided

- Local Area Network (LAN) provides our students with a wide range of digital and information resources including: application software, educational games and locally produced resources stored on our server.

- E-mail is the transmission of mail electronically. This facility enables users to communicate across networks and the Internet. We will also be using departmentally approved Blogs and Wikis.

- The Internet is a large network connecting many thousands of computers around the world. Only educationally sound sites will be used.
Conditions and Rules of Use

1. Acceptable Use
   a) Access to Electronic Communication Networks is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, accessing WESS computer facilities must be in support of and consistent with the educational objectives of their curriculum program.
   b) Transmission of any material in violation of this School’s Policy or State and Federal Regulation is prohibited. Materials of this nature include, but are not limited to, copyrighted material and threatening or obscene material.
   c) Use for commercial activities is not accepted.
   d) Under NO CIRCUMSTANCES may school computers and Internet access be used for the purpose of unsupervised chat. This includes online/Internet chat forums. The use of chat is reserved for appropriate classroom activities where a teacher is supervising.

2. Privilege
   The use of any electronic information service is a privilege not a right. Inappropriate use, including any violation of these conditions and rules, will result in cancellation of the privilege.

3. Monitoring
   This school reserves the right to review any materials on User accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring connectivity, the school will respect the privacy of user accounts.

4. Network Etiquette
   All users are expected to abide by the generally accepted rules of network etiquette. These include:
   - Being polite. Do not get abusive in your messages to others.
   - Using appropriate language. Do not swear, use vulgarities or any other inappropriate language.
   - Do not engage in activities which may be prohibited by school rules or by the law.
   - Do not reveal your personal address or phone number or that of other students.
   - Note the email is not guaranteed to be private. The Network Administrator has access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities and may result in the loss of user privileges.
   - Do not use the School’s LAN in such a way that you would disrupt the use of the network by other users.
   - All communication and information services should be assumed to be private property.
5 **No Warranties**

a) The school makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The school will not be responsible for any damages a User suffers. This includes loss of data resulting in delays, no deliveries or service interruptions caused by the school or by the User’s errors or omissions.

b) Use of any information obtained via the Internet is at the User’s own risk.

6. **Security**

a) Security on any computer system is a high priority, especially when the system involves many Users. All Users are required to protect their own privilege and ability to have continued use of the system.

b) If you feel you can identify a security problem on the Internet, you must notify the Network Administrator so it can be dealt with appropriately. Please refrain from demonstrating the problem to others.

c) Each User’s account, User ID and password are private and confidential and should only be used by the intended person.

d) In the event that a User ID and password are misplaced the Network Administrator should be notified immediately so that the old password can be de-activated and a new one issued.

e) Attempts made by Users to log on using a different account name without the Network Administrators permission may result in the cancellation of that user’s privileges.

f) Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or other systems on campus.

7. **Vandalism and Harassment**

a) Vandalism and harassment will result in cancellation of user privileges.

b) Vandalism is defined as any malicious attempt to harm, modify or destroy data, information service or network. This includes knowingly uploading or creating computer viruses.

c) Harassment is defined as the persistent annoyance of another User, or the interference with another User’s work.

**Procedures for Computer Use:**

- **Access Time** – Students may only access computers in school times and when permission by and supervision of a teacher or teacher aide has been given.

- **Restriction** – The Network Administrator has full access to the system. Staff have appropriate User level access. Students have restricted LAN/Internet access.

- **Logon Procedures** – Students with accounts should enter the User ID and restricted password to use the LAN/Internet. Yr 1’s use a generic User ID and password.
• Virus Protection – Under no circumstance should disks from outside the school be used unless they have been thoroughly checked for viruses by the computer administrators. USB sticks may be used to store data

The Encountering of Controversial Materials
• Users may encounter material which is deemed to be controversial and which members of the school community may consider to be inappropriate or offensive. It is, however, impossible to filter or screen the content of all data accessible on a global network such as the Internet.

• It is the User’s responsibility not to initiate access to, or distribute by copying, storing or printing, such inappropriate material.

• All Users of the system should be encouraged to complete the ‘Internet Agreement’ form provided.

• All Users of the system are encouraged to notify the Network Administrator when sites containing inappropriate materials appear.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts¹ (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenspox (varicella)</td>
<td>Include until all lesions have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Include any pregnant woman who is, or is presumed to be susceptible.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Not excluded if the person maintains hygienic practices to minimise the risk of transmission. If the person cannot comply with these practices (eg, because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Include until discharge from eyes has resolved unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea¹ and/or vomiting</td>
<td>Include until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td></td>
<td>If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td></td>
</tr>
<tr>
<td>Diphtheria²</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Enterovirus 71 (E71)</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Neurological disease</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glomerular fever (Epstein Barr virus (EBV), mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes simplex (HSV)</td>
<td>Include until the person has received appropriate antibiotic treatment for at least four days.</td>
<td>Not excluded. Contact a public health unit for specialist advice.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Include until all lesions have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (ie, the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Include until a medical certificate of recovery is issued and at least seven days after the onset of jaundice.</td>
<td>Not excluded. Contact a public health unit for specialist advice about vacinating or treating children in the same home or group.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and Influenza-like illness</td>
<td>Include until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles²</td>
<td>Include for four days after the onset of the rash.</td>
<td>Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunocompromised children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.</td>
</tr>
</tbody>
</table>
## Time out

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts* (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics†.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection§</td>
<td>Exclude until appropriate treatment has been completed.</td>
<td>Not excluded. Contact a public health unit for specialized advice about antibiotics and/or vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Excluded for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude if they have not had diarrhea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioner).</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Pemphigoidis</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ringworm, tinea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rickets</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)§</td>
<td>Exclude if fully recovered or for at least four days after onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Wearing or covered sores on exposed areas should always be covered with a water-proof dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until well and has received antibiotic treatment† or for at least four days after onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)§</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Exclude until diarrhea has stopped and two consecutive samples, taken at least one week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping cough – see pertussis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Footnotes**

1. The definition of “contact” will vary between diseases and circumstances complex. If concerned, contact your local public health unit.
2. Darmhaus: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child’s nappy.
3. Students should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases, if concerned, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2000 for a person to be no longer infectious.