

# Norris Road State School



## Parent Handbook

Website



For more information

Phone: 3261 0777,

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

or scan the QR codes below

Facebook



Dear Parents and Carers,

It is with great pleasure that I welcome you to our primary school.

As the principal, I am excited to begin this new academic journey with you and your child/ren.

We believe that education is a partnership between the school, parents, and the community. We are committed to working together to create a safe, nurturing, and engaging learning environment for all our students.

Our highly qualified and dedicated teachers are passionate about providing quality education and ensuring that every child reaches their full potential.

At our school, we offer a diverse range of extracurricular activities to enhance your child's learning experience. From sport and music to drama and art, there is something for every child to explore and enjoy.

As a parent, you play a vital role in your child's education. We encourage you to be actively involved in your child's learning journey and to communicate regularly with your child's teacher. Together, we can work towards creating a positive and rewarding educational experience for your child.

Sincerely

A handwritten signature in black ink, appearing to read 'Melissa Burke', with a stylized flourish at the end.

Melissa Burke  
Principal

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## ATTENDANCE

### Absenteeism

*From Department policy....*

*Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. Each parent of a young person in the compulsory participation phase has the legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.*

*From time to time a student may be absent from their educational program. Parents comply with their compulsory schooling or compulsory participation obligation by providing a valid reason for these absences. Parents should provide a reason for a child's absence either before or on the day of the absence or as soon as practicable.*

When a student is absent from school, a phone call to the absent line 3261 0760, an email to [admin@norrisroadss.eq.edu.au](mailto:admin@norrisroadss.eq.edu.au), an entry into the student's QParents account or a note to the student's teacher, explaining the reason for absence is required.

An SMS is sent when a student's absence reason is not provided. It is your responsibility to reply to this SMS with a reason for your child's absence.

**If you believe your child is at school and you receive an SMS, please ring the school immediately. SMS are monitored intermittently. Frequent unexplained absences will result in an enforcement of attendance.**

Students arriving after 8:30am must collect a late slip from the office to ensure parents/carers do not receive an SMS regarding their absence.

### Access to Students

Should you require access to your child/ren during school hours, all requests must be made through the Administration Officer at the Administration office. This procedure is essential to ensure the safety of all students.

### Compulsory Exclusion from School through Illness

Students who contract illnesses such as measles, mumps, chicken pox etc. must remain at home for a specified minimum length of time. Periods of time for exclusion are specified in Appendix 1.

### Hours of School

The school day is divided into three sessions for students Prep to Year 6 as follows:

#### MONDAY TO FRIDAY

8:25am – readiness bell for 8:30am start

Session 1	8:30 – 10:30
Lunch Break	10:30 – 11:00
Session 2	11:00 – 1:00
Afternoon Break	1:00 – 1:40
Session 3	1:40 – 2:30

All students should arrive at school **no later than 8:30am. Rolls are marked at 8:30am.**

Students are required to visit the toilet, wash hands, have a drink and line up quietly in designated areas following every end of playtime bell.

Students are not to enter a classroom without a teacher being present.

### Early arrival:

Early arrivals are encouraged to join the Before School Care Program which runs from 6:30am to 8:15am. Early arrivals are not permitted to use playground equipment or school sporting equipment unless under direct teacher supervision. Students who arrive before 8:25am must go to the appropriate Undercover area until the first bell rings at 8:25am.

### Late arrival:

Students who arrive late to school (after 8:30am) need to report to the school office and be issued with a late arrival slip to give to teacher when entering the classroom. If a student arrives after 9:00am, the parent/carer must notify the school by either phone or in person on arrival.

**Early departure:**

Parents/carers wishing to collect children early from school are required to come into the Administration office to complete the early departure process. Only adults listed on OneSchool, or by prior authorised written advice, may collect children via this process. Once the process is complete the student will be called up to the office. This ensures proper procedures are completed and minimises disruption to the classroom.

**Early Departures from outside activities eg sport and excursions will require the completion of the Early Departure Process.**

**CURRICULUM**

**At Norris Road, we work together to ensure that every day, in every classroom, every student is learning and achieving to their potential. Norris Road implements the Australian Curriculum through inclusive practices.**

We understand that a student's engagement and achievement in learning is the fundamental requirements of a successful education program. All learning is flexible, challenging and dynamic, and is the result of consistent and effective planning, teaching, monitoring and assessment. We provide a rigorous, quality curriculum focusing on the core priorities of Literacy and Numeracy.

We consider how students learn best and use a variety of teaching strategies to progress all students. Our teachers make decisions about how to provide multiple opportunities for all students to explore and consolidate ideas, skills and concepts, across the Learning Areas. We provide our students with specific feedback about their learning.

Our whole-school approach to student achievement means that the responsibility for every student's success is shared by our entire school community.

**Booklists**

Each year parents will be issued with a list of student requirements for their child's year level. Booklists are available to view on our school website – <https://norrisroadss.eq.edu.au/>

**Homework**

Homework is set regularly for the purpose of consolidating work learnt during school hours. Year levels are responsible for setting appropriate activities. These times do not include a set Home Reading time daily. It is reasonable to expect that homework will occupy the following maximum periods of time per day:

Prep Year	Generally no more than 15 minutes daily practice
Years 1 – 3	Could be up to, but generally not more than an hour per week
Years 4 & 5	Could be up to, but generally not more than 2 – 3 hours per week
Years 6	Could be up to, but generally not more than 3 – 4 hours per week

There are occasions in the senior years when individual projects will be assigned in specific subjects (e.g. Science). Students may be set a deadline of two or three weeks to complete such a task.

**Library**

Each week students have the opportunity to borrow up to 2 books. The library is open at 2<sup>nd</sup> break most days for students to read books, play board games, use technology and interact with friends.

**Media Room and Computer Lab**

Norris Road has a media room and computer lab which each house 30 computers. All classes have access to both the media room and computer lab. Year 3, 4, 5 & 6 have a bank of 28 laptops per cohort. Each classroom from Prep to Year 6 has a bank of iPads.

**Parent/Carer/Student/Teacher Meetings**

Each semester, parents/carers and students are given the opportunity to have meetings with their child's teacher. These meetings provide the chance to discuss achievement of students.

**Reporting**

At Norris Road, student reports are emailed home twice a year. These reports to parents reflect a concise, overall judgement about the student's achievement across the Learning Areas. A range of assessment opportunities are provided for students

to show their knowledge and understanding of taught subject matter and skills. To ensure consistency of teacher judgement, regular moderation sessions are conducted to ensure rigorous assessment requirements are met and expectations are consistent across year levels.

### ***School Excursions / Incursions***

School excursions and incursions enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. Norris Road students attend excursions or incursions that are well-planned and approved by the Principal or Deputy Principal and will maximize students' learning experiences. Families are invoiced for their child's participation in these activities during the year.

### ***Specialist Teachers***

HPE, Technology, Music, Languages, the Arts and Instrumental Music teachers provide valuable learning opportunities for all students.

## ***Sport and Enrichment Activities***

### ***Interschool Sport***

All students from Years 4 – 6 can participate in the interschool sports. Our school provides most of the necessary equipment to play these sports. Individual sports may require individual purchases e.g. rugby league requires student to have their own mouth guard, soccer requires students to have their own shin pads and long socks.

School sport is usually played on Friday afternoons during school hours; however, training commitments may involve before and/or after school time.

A participation fee is associated with playing interschool sport and fees must be paid before the interschool season commences. Issues related to the cost of playing can be discussed with either a Deputy Principal or the Principal. The fee covers expenses such as transport, affiliation fees and resources.

Students are given clear instructions regarding the behaviour expectations required for representation of Norris Road State School within the community.

### ***Enrichment Activities***

***During terms when Interschool Sport is held, students in Years 4-6 participate in optional enrichment activities run alongside the interschool sport program. These activities are aimed at developing interest and creativity in The Arts, Robotics, Coding, Dance, Drama, Gardening and Sustainability. The options change every term as interest and expertise becomes available.***

## ***INCLUSIVE PRACTICES***

The primary role of the Inclusion Hub (formally known as SEP) at Norris Road State School is to provide support for those students who have a verified disability in the area/s of Intellectual Impairment, Autistic Spectrum Disorder, Speech Language Impairment and/or Physical Impairment. Students who are verified under the categories of Hearing Impairment and Vision Impairment are also supported by the Norris Road State School Inclusion Hub in collaboration with Advisory Visiting Teachers (AVTs) who specialise in each of these disability areas.

In collaboration with families, class teachers, inclusion staff, advisory teachers and outside agencies, priority learning areas and adjustments are identified for each student.

Some students may also have an Individual Curriculum Plan (ICP) written to identify changes required to access the Australian Curriculum.

At Norris Road State School students are supported both in the classroom and outside of the classroom. Many students participate in all classroom activities with varying degrees of support while others have a program that sees them participating in some of the classroom activities as well as having time in the SEP for more specific programs eg life skills, social skills or more specialised programs.

## ***ENROLMENT***

### ***Catchment***

***The catchment defines the area of automatic enrolment to Norris Road State School. Out-of-catchment enrolments only occur when the school has the capacity to support this. At all other times, enrolment is taken from our catchment.***



**PREP**

Proof of age is required for enrolment into the Prep year.

Birth Date	2025	2026
Child born 1 July 2019 to 30 June 2020	Prep	Year 1
Child born 1 July 2020 to 30 June 2021		Prep

**QParents**

QParents has been created by the Department of Education to provide parents of Qld state schools students with secure online access to their child's information. The portal allows you to securely access information about your child and to communicate directly with your child's school.

QParents provides secure, online access to student information such as:

- Attendance details
- Report cards and assessment
- Invoices
- Payment history
- Consent management

Parents are also able to update their child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.

Upon enrolment you will be sent an invite to register for QParents. In order to use QParents, parents need to register via the QParents website. Parents will require each student's EQ ID number along with 100 points of identification documentation (IS).

You can register **ONLY by using a PC** with the web version of QParents, not through the QParents App. Once successfully registered, you may then use the QParents App to log in and manage your account. You will need to supply an email address (that you check regularly) in order to create a QParents account. Once registered you can access QParents through a smartphone, tablet or personal computer.

If parents experience any issue when registering for QParents they should contact the school office for assistance.

**GENERAL INFORMATION**

*Norris Road State School opened on 24 January 1977. It is located in Bracken Ridge West and bears the name of the street which runs past the eastern boundary of the school grounds. The main access to the school's Administration building is via 28 Greenore Street.*

**Access**

**Access to the school is gained through the following gateways:**

**Bicycle/ Scooter:**

Safety is paramount. Riding a bicycle on the roadway in conjunction with larger, much faster vehicles such as cars, trucks and buses, requires a high degree of skill, knowledge and maturity.

Please Note:

- bicycle helmets are compulsory by law
- bicycles must not be ridden in the school grounds

**Pedestrian:**

*Greenore Street, Peggotty Court, Glencam Street and Pritchard Place. School Crossing Supervisors are on duty at the Greenore Street and Pritchard Place from 7:45am to 8:40am and from 2:20pm to 2:50pm. Pedestrians are not permitted to use vehicular entries, please use pathways.*

*Students who enter or exit the grounds via the Greenore Street entry must walk on the path provided. The bitumen driveway is for use by vehicular traffic only.*

**Students should walk bicycles in the school grounds on all occasions.**

**Bus Services:**

*Brisbane City Council has bus routes that service the school.*

*Please check with Translink for any route changes and bus times on 13 1230.*

**Vehicular:**

*Greenore Street – administration staff, emergency vehicles and deliveries only.*

*Glencam Street – staff and parents accessing out-of-school hours care for pick up and drop off before 7am or after 4pm ONLY.*

### **Parking Facilities:**

*Parking facilities within the school grounds are available to staff members only via Pritchard Place and Glencam Street. Persons delivering students to and collecting them from school are requested to observe the "No Standing" signs in Greenore Street, Norris Road and Pritchard Place.*

*Parents must not drive into the school grounds. Under special circumstances, permission will be given, by the Principal, to park in the school grounds.*

*A Drop Off/Pick Up Zone on Pritchard Place provides for 2-minute parking from 2:00pm – 4:00pm. ALL drivers must remain in their cars. Greenore Street and Pritchard Place are gazetted roads subject to parking regulations.*

### **Accident Insurance Cover for Students**

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

*Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered through the private health insurance. Any other costs would be borne by parents/carers.*

*Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.*

Please take this into consideration in deciding whether or not to allow your child to participate in activities.

### **Animals in School Grounds**

To ensure the physical safety of our students, animals are not to be brought into the school grounds unless prior permission has been sought. **Stray animals are referred to the local pound for removal.**

### **Assemblies: Whole School and Year Level**

We believe assemblies play an important part in our school life, especially in the development of school identity and spirit. Consequently, they are a regular feature at Norris Road.

All assemblies are held at 1:45pm and rotate between Senior and Junior. These assembly times are published in the Newsletter and Calendar Updates.

During assembly the administration, other staff and students are involved in communicating information to the school. Awards and other presentations are made at senior and junior assemblies. Parent/carers are welcome to attend these assemblies and classes sometimes perform items.

### **Before School Procedures**

NRSS does not provide supervision before 8:10am. Parents/carers are strongly encouraged to ensure students do not arrive before 8:10am. Students are expected to sit in the undercover areas if they arrive at school prior to the 8:25am bell.

- Students, who need to make payments at the office or hand in a mobile-phones, may do so and move to designated area immediately.
- All other areas of the school are Out of Bounds, including outside classrooms.

### **Bell Times**

<b>8:25am</b>	<b>Students move to classrooms</b>
<b>8:30am</b>	<b>Class lessons commence</b>
<b>10:30am</b>	<b>First Break</b>
<b>10:55am</b>	<b>Bell to advise end of play</b>
<b>11:00am</b>	<b>Class lessons commence</b>
<b>1:00pm</b>	<b>Second Break</b>
<b>1:35pm</b>	<b>Bell to advise end of play</b>
<b>1:40pm</b>	<b>Class lessons commence</b>
<b>2:30pm</b>	<b>End of the school day</b>



**Breakfast Club**

Each Tuesday morning from 8:15am students are offered toast and fruit at both undercover areas. Volunteers and staff prepare and serve the food and the YMCA Breakfast Program supply the bread, spreads and fruit.

**Complaints' Management**

If you have an issue or concern about your child's education:

**Discuss your complaint with the class teacher**

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible. Discuss your complaint with the teacher and give the teacher the opportunity to suggest a solution. Together, both you and your child's teacher should be able to resolve the problem.

**Discuss your complaint with the Deputy Principal or Principal**

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school's Deputy or Principal to discuss the issue further.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal or their delegate. The Principal may refer your complaint to a delegate such as the Deputy Principal or Business Manager.

**Lost Property**

Items are placed in the lost property bins located at the office. These bins can be checked during school hours. At the end of each term named items are returned to their owners and unnamed items are given to recognised charities.

**Medication at School**

A child who is unwell will not enjoy or benefit from school and may spread the illness to others. Students with infectious diseases must be excluded from the school for specified times. Please see or ring the staff for details or refer to Appendix 1.

Office staff can administer medication **prescribed by a doctor only, a medication form must be completed and the medication must be presented in its original packaging showing all details of dosage, expiry date, doctor's name and dosage times** stated clearly on the labels. A record of all medication administered is strictly maintained. Class teachers **do not** administer medication.

**Self-administered medication, such as Asthma Puffers and EpiPens, requires special approval from the Principal under the following conditions:**

- Consultation has occurred with the parent and student/s regarding arrangements for the self-administration of medications and self-management of health conditions and the risks associated with self-administration in a school setting.
- The student is responsible enough to undertake self-administration of medication at school.
- Students approved to carry their own medication should demonstrate practices of secure storage of medication that may potentially be harmful to other students and safe disposal of sharps equipment.

If a student requires medication at school, **Parents/Guardians** need to complete **the appropriate form** available from the school office. (See Appendix 2).

All medication must be labelled and up to date (changes must be made on the label by the doctor). Medication **must** be delivered by parents/carers to the office. For safety reasons, students must not keep medication in their possession (asthma puffers and EpiPens are the exception).

**Mobile Phones & other Electronic Equipment**

Students are not to carry, use mobile phones or phone enabled watches while on the school grounds. Students are to sign in their devices to the office for safe storage on arrival and collect after 2:30pm. Electronic games/devices are not to be brought to school. Watches that have messaging capability can be used with Principal and Deputy Principal approval.

Mobile phones, devices, including phone enabled watches, are brought to school at the owner's risk. No liability will be accepted by the school in the event of loss, theft or damage.

### **Money Collection and Payments**

An invoice will be emailed for payments for school activities such as excursions, school camps, sport and swimming.

Collection of money – Bpoint, QParents and EFTPOS facilities are available. Please ensure you receive a receipt when the payment is made. This receipt should be kept in case a refund is required. **Bpoint is the preferred payment option.**

### **Voluntary Financial Contribution:**

The school and the P&C share decision-making and responsibility for the operation of the voluntary financial contribution funds. The amount of the requested contribution and the operation of the voluntary contributions is supported by the Parent & Citizens Association.

Voluntary financial contributions are used by the school to provide an enhanced educational service. The amount for each student is \$60 for the year, capped at \$120 per family. Contributions above the set amount are readily accepted and greatly appreciated. All payments are GST free.

### **Newsletter**

Our school Newsletter will be available three times a term through the school website, the QSchools app or via email.

The Norris Road News for Families is sent to all families via email three times a term. The newsletter is also available from the school's website.

### **Phone Calls**

To avoid unnecessary disruption to classes' messages for students will be relayed by Administration.

### **Religious Instruction**

Norris Road State School does not currently run a Religious Instruction Program. Parent and Caregivers will be notified should this change.

### **School Expectations**

*Norris Road State School has identified 3 school expectations that staff and students are asked to observe. They are:*

- **We are Safe**
- **We are Respectful**
- **We are Learners**

*Further information can be found in the SCOC, located on the school website.*

### **School Photographs**

*Class and staff photos are usually taken during Term 1 or Term 2. Information will be available via the newsletter.*

### **School Records**

Your support in advising changes in personal details is vital and these details can be updated at any time during the year. All changes/updates need to be in writing to the office.

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

### **Smoking**

Smoking is not permitted in school grounds at Norris Road State School. Smokers must be at least 3 metres from the school grounds.

### **Sports House**

There are three school sport houses at Norris Road. Each child is allocated to a team on enrolment and remains in that team for their entire time at the school. Students with siblings are placed in the same Sport's House. Competitions between the three houses are conducted in athletics and cross country.

### **Visitors and Volunteers in the School**

We value the contribution parents and volunteers make in our classrooms and in support of P&C activities. So that time can be productive, and in case of emergencies, there are a number of protocols for all visitors and volunteers to follow.

All visitors and volunteers to the school need to:

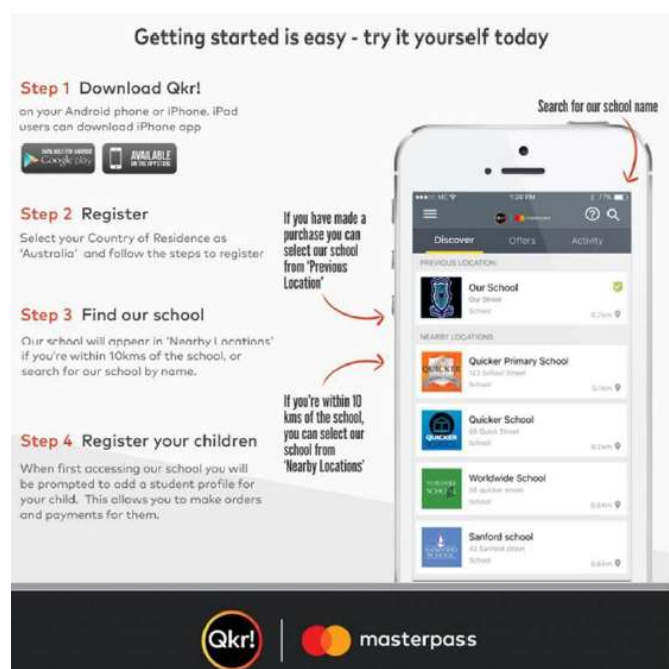
- **Electronic Sign-in (iPad)** at the office indicating the reason for the visit and the area of the school being visited;
- At sign in, all visitors must read **The Mandatory All Staff Training Program: Key**

messages guide for contractors volunteers and visitors

- Pre-arrange a **mutually convenient time to meet** with your child's teacher if you have any concerns about their program/progress;
- Be mindful of the need to **minimise disruptions** to classroom routines or individual student programs.

### **Café / Tuckshop**

The Windmill Café is run by the school. Students order their food either through the online or bag system. **Online ordering is the preferred option**, the Windmill Café uses the Qkr! App for easy ordering on any mobile device.



### **Online Ordering**

Online orders **close at 8.30am**

### **Bag System**

1. The child's name and class are written on the front of the bag (at the top), followed by the order.
2. Money is enclosed and the amount recorded on the front of the bag.
3. Students place their orders in the café tubs provided to each class before school. Orders are then delivered to class before the lunch break, with any change attached to the bag.

**Orders must be placed before school**

**If your child has special dietary requirements, please see cafe convenor or phone 3261 0728.**

### **PARENTS AND CITIZENS ASSOCIATION**

P & C meetings are held in Week 4 and Week 9 of each term, and advertised in the Norris Road News for Families and the school Facebook page. Please see the brochure included in your enrolment pack for more information about the P & C.

### **Book Club**

Scholastic Book Club operates in our school. Catalogues are distributed twice each term, and credits earned from your purchases are used by the library to purchase new books.

### **Uniform Shop**

The Uniform Shop is open Monday morning 8:15am to 9:00am and Wednesday afternoon 1:00pm to 3:00pm. We endeavour to keep stock of all basic items through the year.

Senior shirts (Year 6), Performing Arts (Year 3 to 6), Interschool Sport shirts (Year 3 to 6) and sports jackets are custom, and available to order in Term 1 and Term 4.

We also operate a second-hand uniform section. Funds from these sales are donated to the Student Council annually.

Uniforms are available to purchase via the Qkr! App, and will be distributed to students in classrooms.

### **UNIFORMS**

**Norris Road State School is a Sun Smart school.**

Our school uniform consists of a school polo shirt (unisex), navy blue shorts/ skorts, a navy-blue sun smart hat (a reversible bucket hat in sports house colours is sold at the uniform shop) and enclosed shoes.

In winter, the uniform shop offers school jackets otherwise, navy blue jumper and tracksuits are appropriate.

Norris Road State School Uniform has been designed to be attractive, practical, sun-safe and comfortable to wear. To promote a positive school

image, to readily identify our students and to minimise the appearance of social difference **all students are to wear their school uniform every day.**

Our 'Sun Safe' strategy requires students to wear hats with brims for skin protection during lunch breaks and for PE lessons. **NO HAT - NO PLAY IN THE SUN!**

Students who represent the school at interschool sport, choir events or band performance are required to wear their full uniform.

### ***Band & Choir Uniform***

Performing Arts Polo Shirt is available for purchase at the uniform shop

Plain Short White Ankle Socks /NRSS Socks

Black Lace Up Shoes

### ***Sports' Uniform***

The Sport/House polo shirt is available for purchase at the uniform shop.

**Apollo:** Green Trim Polo Shirt

**Pegasus:** Yellow Trim Polo Shirt

**Zeus:** Maroon Trim Polo Shirt

### ***Swimming – Years P – 6 in Term 1 and Term 4***

**Girls:** One piece swimming costume

**Boys:** Regular swim shorts or swimming togs

***A sun safe rash shirt and swimming cap must be worn by all students. Goggles are optional. No jewellery to be worn in the pool.***

### ***Jewellery***

Due to Workplace Health and Safety reasons any form of body piercing, except for ear piercing (stud earrings or small sleepers), is not acceptable at school. Cultural jewellery (is accepted though awareness of potential injuries, e.g., the innocent tugging of bracelets or earrings, or accidental injury is to be taken into account) particularly during sporting activities and physical education is being noted for your information.

**No responsibility is taken for safe-keeping of any form of jewellery worn by students.**



## Appendix 1 INFECTIOUS DISEASE INFORMATION

Queensland Health

## Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements<sup>1</sup> and recommendations.

<sup>1</sup>Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. Contact your Public Health Unit for specialist advice. Also see Shingles information below.
Cold sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
*COVID-19	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) See advice for these specific conditions below	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <sup>1</sup> <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	<b>NOT EXCLUDED</b>
*Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
*German measles (rubella) <sup>2</sup>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
*Hepatitis A <sup>2</sup>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice; <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic contact your Public Health Unit for Specialist advice.	<b>NOT EXCLUDED</b> Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

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Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>2</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>2</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units)

#### Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



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