Welcome to our school community.

Dear Parents & Guardians,

On behalf of the St Columba’s community, I welcome you to our parish school. The parish thanks you for the commitment you have made to our school. I hope that our association will be a fruitful one.

I hope we can share in a partnership that develops your child socially, academically and spiritually. Our aim is to enable your child to make a valuable contribution to a world of peace, justice and beauty.

As a parent or caregiver in our community, I encourage you to become an active participant in your child’s education and in the St Columba’s community. There are many and various ways in which you can contribute and the more you are able to do so, the more your child and our school will benefit.

I hope that you find this information booklet useful and that it provides you with the relevant and pertinent information about our school.

Yours sincerely,

Fr. Barry Ryan

St Columba’s Parish Priest
Dear Parents and Caregivers,

We welcome you and your child to St Columba’s School and hope your association with our school will be a happy and rewarding one.

As a Catholic school, St Columba’s is a community of faith which openly recognises Christ and seeks to live and proclaim the Gospel message. Underpinning everything that happens in our school is our commitment to making the presence of Christ obvious to everyone who enters. We promote this in the way the children treat each other, in their relationships with staff and parents and in the atmosphere of respect, co-operation and friendship that permeates throughout our daily activities.

Every child is unique. Every child is special with different needs, interests and particular characteristics that set them apart. At St Columba’s, we celebrate these differences and, through a broad and versatile curriculum, ensure that we cater for them. Our teachers place students at the centre of the learning process and are committed to the growth and development of the whole child: emotionally, academically, physically, socially and spiritually.

We recognise the unique contribution made by parents to the life of our school and to the learning of the children. At St Columba’s, staff, students and parents work together in a spirit of co-operation in the task of enabling our children to reach their full potential. We strongly encourage you to become as involved in the life of our school community as you can.

Thank you for selecting St Columba’s School for your child’s primary education. We look forward to our partnership in their learning journey.

Kind Regards,

Kim Butler
Quick guide to St Columba’s

Principal
Kim Butler

Assistant Principal
Shaun Mohr

Business Manager
Chris Jenkins

Administration/Reception
Kathy Haintz

Contact information
School address
306 Howard St Soldiers Hill, 3350
School telephone
03 5332 4894
Email
principal@scballarat.catholic.edu.au
Website
www.scballarat.catholic.edu.au

School Houses
Donegal (Green)
Argyle (Blue)
Clonard (Red)
Iona (Gold)

School hours
First bell
8:45am
School commences
8:50 am
Break 1
10:50am
Break 2
1:30pm
Dismissal
3:15pm
End of term dismissal
2:30pm
2015 Term dates

Term 1
- 28 January, staff resume and School Office opens
- 29-30 January, staff Professional Development Days
- 2 - 3 February, compulsory student testing (by appointment)
- 4 February – 27 March, classes commence all year levels.

Term 2
- 13 April – 26 June

Term 3
- 13 July – 18 September

Term 4
- 5 October – 16 December

Public holidays

Term 1
- Labour Day
  - Monday 9 March

Term 2
- Queen’s Birthday
  - Monday 8 June

Term 4
- Ballarat Show Day
  - Friday 6 November
## Contents

- Welcome to our school community. .................................................. 3
- Quick guide to St Columba’s ............................................................. 5
- Staying in touch ................................................................................. 8
- Engaging, inspiring, empowering ...................................................... 9
- Prep supplement ............................................................................. 11
- School dates and times .................................................................. 14
- Getting to and from school safely .................................................... 17
- St Columba’s staff ........................................................................... 17
- Student learning .............................................................................. 18
- Student leadership .......................................................................... 23
- Communication between parents and staff .................................... 24
- Support for children and families ................................................... 26
- Becoming involved in the school .................................................... 27
- Home learning ................................................................................ 28
- School Fees .................................................................................... 29
- School Uniforms ............................................................................ 30
- Food at School ................................................................................ 32
- Transition program ......................................................................... 34
- Health and Wellbeing .................................................................... 35
Staying in touch

Smartphone App
Our App ‘St Columba’s, Ballarat North’ is powered by SkoolBag and provides access to a whole range of information at the touch of a button on your smart phone and/or tablet. We encourage you to download from Apple “App Store” or Google “Play Store” and explore.

We will continue to build content. Please ensure you request ‘push notifications’. We will be using this format to send important messages.

Facebook
Our ‘St Columba’s Ballarat North’ Facebook page will allow us to post information in real time, share celebrations and create an online community for those who can’t always make it into the school grounds.

We recognise that not everyone uses Facebook, but following the positive experiences of other schools in our region we feel it’s a great opportunity to share stories and communicate with each other in a new way.

To start following our Facebook page:

1. If you don’t already you will need to set-up your own Facebook account
2. Type ‘St Columba’s Ballarat North’ in the search window.
3. Click on ‘Like’ our page
4. You will then receive our posts in your newsfeed.
5. We encourage you to share, like and comment on our posts, but please no tagging. A full list of guidelines will be circulated to families or can be obtained from the school office.

If you haven’t already can you please return the ‘Social Media’ approval form, advising if you are happy for your child or children’s photo to appear in Facebook posts. No names will be used in any posts.
Engaging, inspiring, empowering

The St Columba’s school is a learning community that is

Engaging, inspiring, empowering

Our mission is underpinned by our commitment to promoting, sharing and celebrating our Catholic faith with an educational community that is inclusive and honours the teachings of St Columba. Through engaging, contemporary and inspiring educational practice all children will be challenged to achieve personal excellence thus experiencing our core belief that ‘The whole of life belongs to God’.

Who was St Columba?
Columba was born in Donegal a member of the royal house of Ireland in 521 AD. His family name was Argyle. His father was a chieftain and his grandmother the daughter of a king. In 545AD, Columba was ordained and he founded his first monastery, Clonard in the area of his birth. In 563AD, he migrated to Iona off the coast of Scotland and with twelve companions, developed a Christian community. He established a number of monasteries in Ireland and Scotland. He was a skilled writer and poet. He delighted in the beauties of nature he believed “the whole of life belonged to God”. He died on June 9, 597.

Our House groups, Donegal (Green House), Argyle (Blue House), Clonard (Red House) and Iona (Gold House) are named after a significant link with St. Columba’s life.

St Columba’s blessing

Deep peace of the quiet earth to you
Deep peace of the shining stars to you
Deep peace of the Son of Peace to you
Deep peace of the flowing air to you
Deep peace of the bright blue sky to you
Deep peace of the Prince of Peace to you
Our history

The history of our school goes back over 100 years. The Lydiard Street site, on which St Columba’s stands, was purchased by the Bishop of Ballarat in 1910 for the sum of £500. Work on a school building on the corner of Armstrong and Gregory streets, started that same year.

On January 31, 1911, St Columba’s School was opened by the Sisters of Mercy who travelled each day from Ballarat East to teach students.

The original school building was built to accommodate 120 students and three teaching Sisters from the Sisters of Mercy convent in Ballarat East-Sr Bonaventure, Sr Joseph and Sr Augustine—were charged with educating them.

For the next eighty years, a strong bond was established between the Sisters of Mercy and the parish of Ballarat North until the last Sister retired from her role as Principal in 1980.

The State Inspectors’ Report Book of 1913 notes that enrolment was 128 students with an absentee list of 88 pupils home with whooping cough and measles on the day of his visit!

In 1919 a wooden church, built in 1892 as the original Redemptorist Monastery Chapel in Wendouree was moved adjacent to the school on the site of the current St Columba’s church.

By 1956 there were 442 pupils enrolled at the school. The average number of pupils in the junior grades was 60. To cope with these numbers, seven new classrooms were built.

In 2011, St Columba’s celebrated its centenary and the school community was delighted to complete a major building and redevelopment program. The heritage Federation style convent on Howard Street was renovated and extended to incorporate a new administration wing, staff area and multi-purpose learning space.

Currently, the school has an enrolment of 317 students and a passionate and committed staff of 32.
Prep supplement

Becoming familiar with school

As time gets closer to starting school, there are a number of ways you can help your child settle into school happily:

Make an appointment for a tour and visit the school with your child

You may like to participate in a playgroup session. Playgroup takes place in the hall at St Columba’s school on Friday mornings (during school terms) between 8:50am and 10:45am. Playgroup is open to all families, not just those with children at the school.

Talk about what your child will eat for munch and crunch, snack and lunch

Show your child his/her lunch box, drink container or school uniform

Let your child wear his/her school uniform for a day at home

Prep transition days

Children enrolled in St Columba’s take part in 4 orientation sessions held during Terms 3 and 4.

All families will meet with the Principal during Term 3

Grade 5 buddies visit children at their kindergarten in Term 4

Children attend 2 transition days (2 groups)

Going up day runs for 4 hours during the first week in December. Students will spend time with their Prep teacher and class group.

In November an evening Parent information session will discuss the practicalities around starting school.

Orientation is an important time for your child to become familiar with the school and its routines.

During these sessions we find that a quick goodbye and reassurance that you will be back at the end of the session is most effective. If your child seems upset they will usually settle quickly after you have left. (Don't worry, our teachers are trained to deal with this and will talk to you if they have any concerns)

School days and times

The first day of classes for ALL students will be Wednesday 4 February. Compulsory testing dates will be held on Monday 2 and Tuesday 3 February.
During first term Prep children will attend school from 8:45am – 3:15pm Monday, Tuesday, Thursday and Friday. They will not attend on Wednesdays, except where there is a shorter week. For example, the first week of Term and the Labour day holiday week. Prep children attend school five days per week from Term 2.

**Leaving your child on the first day**

Smile, cheerfully say ‘goodbye’ and have a great day, I’ll see you this afternoon’ and leave straight away. Please tell your child beforehand that this will happen. Your child may shed a tear, but will very quickly become absorbed in classroom activities. You may shed a tear too!

After you have dropped off your child, you are warmly invited to go to the hall (Iona Wing) for a cuppa and morning tea provided by the Parents and Friends Committee. This is a great opportunity to meet other parents, talk to staff and debrief about the first day experience. Toddlers, preschoolers, Grandparents and other important people are also most welcome to attend.

**Collecting children after school**

Please collect your child promptly from the classroom at 3.15pm. We ask that all Prep children are collected from their classroom at dismissal time at least until the end of Term 1. Please wait outside the building until children are dismissed.

At the end of the day your child will be tired and may not feel like talking about school. This is very natural! Don't feel upset if you ask your child 'What did you do at school today?' and the reply is 'Nothing!' Your child will tell you about his/her day when ready.

**Toilet routine**

Preps are taken to the toilet at frequent intervals during the first few days. As they become used to the routine, they are then permitted to go during school time but they must always go with a partner. Teachers will remind children to go to the toilet at recess and lunch time.

If you have any concerns about potential toilet accidents, establish a toilet routine at home that encourages your child to go at similar times to the recess and lunch break and always emphasize the importance of washing hands afterwards.

In the event of 'an accident' a parent/carer will be notified immediately to bring a change of clothes or to take your child home. You may also like to pack a change of clothing in your child’s bag.

**Prep buddy program**

Children in Prep are linked with a buddy (Grade 5 student). Buddies help make the transition from kindergarten to primary school more comfortable for Prep children.

**Prep-only play space**

At first, the school yard can feel overwhelming for Prep children and it can take a little time to become familiar and comfortable with such a large play space compared to kindergarten. To help this transition, for the first two weeks of Term 1 the sandpit will be designated a Prep only play space.
**Tips to help your child develop early numeracy and literacy skills**

**Hints to encourage your child to be interested in numeracy**

- **Rote Count:** Start to count small groups of objects by pointing to each object as the counting progresses.

- **Number recognition:** play games such as Snap or Memory which will help your child identify the number and associate it with its name.

- **Use dot dice to play games.** This helps your child to identify the dots as a number and encourages one to one counting as the moves are made.

**Hints to help your child learn to read**

- **Talk to your child** - help him/her to add to ordinary conversation.

- **Read to your child** - every time you read to your child you are building an appreciation of books and learning.

- **Listen to your child** - the more your child talks in general the better he/she is likely to read.

- **Teach your child how to care for books**

- **Build up a reading atmosphere at home** - present a good model of reading. Let your child see you reading frequently.

- **Encourage your child to join a public library** - Join yourself!

- **Buy games and puzzles for your child** - These help in the learning of shape and form and assist your child to relate words to things.

- **Buy books for your child** – A child who owns good books is usually interested in reading.

- **Praise your child** – Encourage your child. Set aside a regular time to hear your child read.
School dates and times

2015 Term dates

Term 1
28 January, staff resume and School Office opens
29-30 January, staff Professional Development Days
2 - 3 February, compulsory student testing (by appointment)
4 February – 27 March, classes commence all year levels.

Term 2
13 April – 26 June

Term 3
13 July – 18 September

Term 4
5 October – 16 December

Prep days
The children in Prep have full days, however they do not attend on Wednesdays during Term 1 except during short weeks. For example, the first week of Term and the Labour day holiday week.

Curriculum days
Children do not come to school on curriculum days, which are used for staff professional development and training. There are usually 4 curriculum days per year. Where possible these will be finalised prior to the beginning of each school semester. Notification will be sent out via the school newsletter, posted on the St Columba’s Website and the St Columba’s app.

School timetable

8.45am  First bell rings
8.50am  2nd bell and school day begins
8.50-10.50am  2 hour block of learning
10.50-11.20am  Break No 1 (30 minutes)
11.20-11.30am  Supervised eating time (lunch) (10 minutes)
11.30-1.30pm  2 hour block of learning
1.30-2.10pm  Break No 2 (40 minutes) (eat their snack)
2.10-3.15pm  1 hour and 5 minutes of learning
Please note: On the last day of each term, the school day finishes at 2:30pm. (Except for Term4)

**Playground supervision**

Students will be supervised in the playground during the following times:

- 8:30am – 8:45am  before school starts
- 10:50am – 11:20am  Break 1
- 1:30pm – 2:10pm  Break 2
- 3:15pm – 3:30pm  after school ends

Please note: Morning and lunchtime play usually take place outside in the school yard under the supervision of teachers on yard duty. The exception is wet days and extremely hot days when children are supervised in classrooms.

**School drop offs and pick ups**

It is important that your child is at school by 8:45am ready to begin school at 8:50am. After 8:50am all school gates will be locked. If your child arrives after this time he/she will need to go to the office to fill in the Late Arrival/Early Departure Register. They will collect a late pass to give to their teacher.

If picking up your child please arrive promptly at 3:15pm when school finishes. If it is necessary to collect your child from school at any time during the day prior to 3:15pm you are required to sign the Late Arrivals/Early Departures Register at the office prior to collecting your child.

**Absentees**

If your child is unable to attend school, please notify the school prior to 8:45am by phoning the office on 5332 4894 or use the ‘St Columba’s Ballarat North’ smartphone app.

**The importance of punctuality**

Good social habits should be established as soon as possible and we ask that you make every attempt to be punctual at all times. Arriving on time for school is important for a number of reasons. The first 10 minutes of school is a vital time of the day when the day’s routine and structure is established. It is a time for ‘tuning in’ and focusing on the learning intentions for the day. It is very difficult for children arriving late to school to ‘catch up’ on this missed information. Furthermore when your child is late it disrupts other students who are engaged in their own learning.

**After school care**

St Columba’s families who require After School Care can access the service through the Ballarat YMCA.
The After School Care Program is located at Our Lady Help of Christians Primary School (OLHC), Wendouree in the Mercy Performing Arts Centre and is open to all children in years Prep-6.

Casual bookings are received and permanent bookings can also be made.

St Columba’s children enrolled in the program, wait with the teacher on duty at the Howard St entrance. The teacher supervises the children to board the mini bus that will take them up to OLHC. Children are picked up from OLHC by their parents/carers.

Contact the YMCA reception for enquiries, bookings and fees: Phone: 03 5329 2800
Getting to and from school safely

Sustainable transport
St Columba’s actively encourages students and families to use healthy, safe and sustainable modes of transport to travel to and from school. These include walking, cycling or travelling via scooter or skateboard. All bikes, scooters and skateboards should be parked in the designated area located just to the left as you enter the school gate via Armstrong Street North.

Road safety
All students and families are expected to comply with all road rules when travelling to and from school. This includes:

Obeying parking signs and road rules. Parking too close to the corner makes it dangerous for students crossing the road.

Wearing a properly fitted helmet when riding a scooter, bicycle or skateboard.

Using designated pedestrian crossings. A school crossing supervisor is present at the crossing in Lydiard St between 8:00 -9:30am in the morning and 2:30-4:00pm in the afternoon. Teachers supervise crossings areas in Gregory Street and also Armstrong St.

St Columba’s staff

Leadership team
The Leadership Team comprises of the Principal, Vice Principal, Religious Education Leader and two Curriculum Leaders. The Leadership Team’s core purpose is to enable the living out of the Catholic faith, to make a positive difference to each individual child, to empower the staff and to strategically plan for school improvement.

At the time of printing, staffing for 2015 has not been finalised. Parents and caregivers will be formally notified as soon as possible about staffing for next year.
**Student learning**

Our approach to learning

At St Columba’s we believe it is an essential element of a child’s education to engage all members of the community in a child’s learning. We work to create an educational environment that is driven by the identified needs and interests of our students, drawing upon the Walker Learning approach.

Preparing students to succeed within a rapidly changing social and technical environment, our focus is on developing critical thinking skills, problem solving, risk taking and resilience as well as the integration of technology in the daily processes of the classroom. There is also a strong focus on building connections through student learning experiences to the real world and broader community in which we live.

As a Catholic school it is important to us that student learning reflects the vision of our school/parish community and an authentic understanding of the life and teachings of Jesus. We aim to maximise student potential in a safe and caring community in which academic achievement, positive self-esteem, cultural diversity and the rights of all are highly valued and respected.

**Learning communities**

- Prep learning community
- Grades 1/2 learning community
- Grades 3/4 learning community
- Grades 5/6 learning community

**The Walker Learning Approach**

Over the last few years a great deal of research has gone into the most effective way to engage and teach Primary School students. It is clear that students learn best when they are most engaged, and by using The Walker Learning Approach (WLA), students are involved in exciting, personalised and authentic learning experiences that reflect the particular needs, interests and strengths of the individual child.

The Walker Learning Approach is based on developmentally appropriate practice. It seeks to ensure that children are highly motivated and are learning how to learn through a mixture of active investigations and formal instruction. The Walker Learning Approach is based on student empowerment, engagement and ownership and is supported by teacher direction and instruction.

For our Prep to Year 2 students this means that all students will be involved in active, hands-on experiences known as Investigations four times a week. The experiences of the children and the explicit teaching that takes place during Investigations are used as a springboard into the formal teaching of the day.
Investigations require intentional rigorous planning and include:

- **Tuning in** – reflect and discuss current learning. This provides children an opportunity to use the language of learning and start the day tuned in to current learning intentions. The teacher has an emphasis on the day’s focus children and tunes them in to their investigation work for the day by discussing the area they would like to work in and what their plans are. The reporter and photographer will be allocated a task by the teacher, which will be carefully chosen to match the individuals learning needs and current learning intentions, making links with some learning that will happen later in the day.

- **Investigation time** – children will have approximately 45 minutes to engage in self-directed learning. They are free to decide on the area they would like to work at and there are often ongoing projects that the children return to work on. The teacher spends time scaffolding each focus child and the reporter and photographer in their learning.

- **Reflection** – The focus children, reporter and photographer report back to the class on their learning while the teacher draws out explicit links to Literacy, Numeracy or developmental learning intentions. This is the most important time for the children to see the connections between what they have been learning through Investigations with formal learning.

Rosters are created to ensure all children are a focus child at least once a fortnight as well as an opportunity to take on the role of photographer and reporter. We encourage families to discuss these special moments with their children.

In Years 3-6, students will continue to have their normal explicit teaching sessions for literacy and numeracy, in addition to a subject focus area such as science or history. Students are provided with some content on this subject and are then given the opportunity to link in with their own interests and talents to negotiate with their teacher, an Educational Research Project (ERP). Part of the project involves an “Expo”, organised by the students which provides an opportunity to showcase the learning that has taken place as well as present their various artefacts.

In practice, the Walker Learning Approach uses a mix of active hands on project based work, alongside group clinic times, personal reflection times, projects, skill instruction and other learning experiences provide by the school throughout the day.

We want children in these years to have a sense of empowerment and ownership of their own learning and to view the learning process as meaningful to their own lives now and for the future.

Religious education

All primary and secondary catholic schools in the Ballarat Diocese follow the Awakenings Education Curriculum for the teaching of Religious Education. This program is provided to support and enliven learning and teaching in Religious Education throughout the Diocese of Ballarat.

The children from Grades Prep to Grade 6 have the opportunity to participate in 2.5 hours of Religious Education learning during each week. In addition, throughout the year students organise and participate in school led masses and liturgies.

All baptised children at St Columba’s are offered the opportunity to participate in the Sacramental Program (Reconciliation, First Communion and Confirmation) coordinated by the St Columba’s Parish.

Enrolment information will be provided to families through the school and parish newsletters. For any questions regarding the Sacramental Program, please contact the St Columba’s Parish Office on 5331 7131.

Physical education

The physical education (PE) program is a comprehensive physical skill development and fitness program. All children from Prep to Year 6 have 1 hour PE session with a specialist teacher each week. In addition all children in St Columba’s participate in the annual Athletics Carnival. This is usually organised in Term 2 and takes place at Llanberris Athletic Reserve.

For children who are interested, there are a number of opportunities to represent the school and participate in sports outside of school hours. Some of these activities are coordinated by the school, for example netball and others by parents for example basketball and Futsal or private organisations such as the Kelly sports program. Opportunities to be involved in these groups will be promoted through the school newsletter.

The Arts

All children from Prep to Grade 6 have a 1 hour music lesson with a specialist teacher each week and all students in Prep to Grade 2 have a 1 hour visual arts lesson with a specialist teacher each week.

A major school concert is held biennially. Every alternate year, a Visual and Performing Arts Showcase is held to celebrate the student’s achievements in these areas.

Any students from Grades 3-6 who love to sing, are able to join the St Columba’s School choir. The Choir is a non-auditioning choir with a focus on musicality and singing for pleasure. The choir perform at school events, masses and community events such as The Ballarat Choral Festival and Royal South Street.

Mr Maurice Cowie has a private arrangement to teach keyboard to children from Grade 2 onwards during school hours. These lessons take place in small groups (2-4 students) and a concert is held at the end of the year where each child has the opportunity to perform a solo. For details regarding keyboard lesson including tuition fees, please contact the office.
**Digital Education and Cyber Safety**

At St Columba’s we see technology as a powerful learning support. As such, we aim to incorporate the latest ICT resources in order to enhance our teaching and learning environments. Currently we have a student to device ratio of 1:3, which includes a mix of iPads and Apple Mac Books (laptops).

In the Prep – Year 2 area students use these devices in a variety of ways including for research, the use of our online reading app Raz-Kids and for their role throughout investigations. In the Year 3-6 learning community, students also use the devices for research and apps including Raz-Kids and i-Movie for creation. A key use of technology is in the support of collaborative learning to help facilitate this each 3-6 student has a Google for Education account. This gives them the ability to email and use online applications such as Google Docs and Forms in a safe online environment to share their work with other students throughout the 3-6 area. The learning environments throughout the school are fitted with either an Interactive Smartboard or a 55 inch flat screen TV that has an Apple Mac Mini is attached to each of them. Students make use of the large screens regularly, connecting to them via their device to share and collaborate on their work. The school also has a video conferencing unit that allows us to build connections and links throughout the world bringing experts into the classroom.

At St Columba’s smart, safe, responsible use of ICT is essential. Students regularly participate in cyber safety sessions throughout the year and safe technology use is a key component of our school’s culture. The students and parents are also required to sign the Digital Education policy, which is discussed with the students and at the start of each year.

**Excursions and incursion**

St Columba’s will hold a number of excursions/incursions to enrich your child’s education through real life experiences. These activities are designed to simulate and motivate learning, to provide experiences not readily available, to help children understand the relevance of curriculum to the wider community and to develop social skills in a real life setting. All children are expected to participate in school activities. The cost of excursions/incursions is included as part of the annual school fees.

**Permission forms**

Every year parents will be asked to sign a Parental Authority and Consent form. This form provides permission for children participating in all activities and excursions within the Ballarat City area and the travelling to and from these activities including walking and travelling by bus. All activities will be advertised beforehand via the school newsletter and school app. A separate permission slip will be sent home for all excursions that take place outside of the City of Ballarat.

**Assessments**

All students participate in a one-to-one Mathematics Assessment Interview (end of year) and one-to-one Literacy Assessment (start of year). These assessments are designed to measure the progress of your child in these areas and identify any barriers to learning. For families with more than one child, these interviews can be scheduled concurrently.
On-going standardised and formal testing is conducted throughout the year

It is a Federal government requirement that students in Years 3 and 5 (primary school) and 7 and 9 (secondary school) participate in the National Assessment Program – Literacy and Numeracy (NAPLAN).
Student leadership

There are a number of opportunities for students to develop leadership skills and passions.

**School captains**

There are two school captains and two vice-captains elected by students and the staff at the end of each year. These four students represent the school at a number of functions and greet and guide important visitors to our school. They also lead school assemblies and other similar events.

**The Voice**

Each class elects a representative to sit on the Student Representative Council known as The Voice. This group discusses areas of concern to students and provides advice to the School Leadership Team and feeds back information to each class.

**House Captains**

Each house at school (Donegal, Clonard, Iona and Argyle) is represented by two House Captains. These students help the sports teacher organise sporting events and represent their houses at these events.

**Environmental Reps**

Each class has two Environmental Representatives. These students meet as a committee to discuss and organise environmental initiatives within the school.

**Arts Council**

Each class nominates a representative to attend Arts Council meetings. This group is focused on integrating arts initiatives within the school.

**Choir Captains**

Each year, the Choir members vote for two Choir Captains who are usually Grade 6 Students. These Captains assist the Choir Conductor at rehearsals and during performances.

**Mini Vinnies**

Students in Grades 3-6 who are interested in social justice are able to nominate to join the Mini Vinnies. Mini Vinnies students look for opportunities to help those in need within their school, local or international community.
Communication between parents and staff

Formal Reporting
Each term a formal method of reporting is used to advise how your child is progressing at school:

Term 1: Parent–teacher conferences take place
Term 2: Formal reports are sent home at the end of term
Term 3: Three-way conversations (parent-teacher-child) are held at the beginning of term
Term 4: Formal reports are sent home at the end of term

Additionally, for students with special needs regular Parent Support Group meetings are held.

School diaries
Each student has a personal diary. This is used to record upcoming events and also as a means of communicating with your child’s teacher. Diaries are checked by class teachers daily.

Meeting with your child’s teacher
If you have any concerns/questions about your child you do not need to wait until a formal method of reporting takes place. Additional communication can take place at the request of a parent/carer or the teacher.

Step 1: Ask the teacher if you can arrange a time that is suitable to you both for a meeting. This could be done before school or after school. If you are working, you may like to forward a note or leave a message at the office for the class teacher to return your call so that you can make arrangements to meet. Individual teachers are not expected to meet with parents in the evenings.

Step 2: Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

Step 3: A positive outcome for all involved will occur if each party is willing to listen to the other’s view and all work towards finding a solution that is in the best interests of your child.

Meeting with the Principal
There may be times when you wish to speak with the Principal. For example matters that may involve family, health, finance and other personal issues. To speak with the Principal please contact the Office to make an appointment and, if appropriate, inform the Office staff of the nature of your concern/query.
Keeping informed – what’s going on the in the school community

For general information (not specifically relating to your child) there are a number of ways you can keep up to date with what’s going on:

The school newsletter is emailed to parents each Thursday and is also posted on the St Columba’s school website and on the school app. Hard copies are available upon request for the school office. The newsletter communicates important information to parents about what is happening within the school.

School app. Download the ‘St Columba’s Ballarat North’ app from the Apple store or Google Play store.

The St Columba’s website. Visit www3.scballarat.catholic.edu.au

Facebook page. Like ‘St Columba’s Ballarat North’ on Facebook.
Support for children and families

Welfare program

At St Columba’s we believe that education is about considering the whole child. The Catholic Education Office Ballarat have a strong and committed welfare team that works with a range of organisations to provide the necessary support for students and their families both at school and home. Students and families at St Columba’s are able to access any of these services when needed. If you have an issue you would like to discuss or feel you or your child needs additional support please contact either the Principal, Kim Butler or Special Needs Coordinator, Megan Bourke.

Our School Welfare Worker is Valdie Cham. Valdie is a trained counsellor who is able to provide individual counselling sessions to students. Currently Valdie works one day per week. If you feel your child might benefit from working with Valdie, please contact the school office. All enquiries will be handled with the strictest confidence.

Specialist support for students with a disability

Some students need additional support to help them meet their potential and extra funding is available through the Catholic Education Office for students who meet the criteria for the Literacy, Numeracy and Special Learning Needs (LNSLN) Program.

To be eligible for funding through this program, the student must have a significant intellectual, sensory, physical, social or emotional impairment or more than one of those impairments.

The objective of the Literacy, Numeracy and Special Learning Needs (LNSLN) Program is to improve the learning outcomes of educationally disadvantaged students, particularly in literacy and numeracy, by contributing funding for additional teaching and learning assistance.

Applications for funding are made on the student’s behalf by our Special Needs Co-ordinator, Megan Bourke. Parents/family or Carers are closely involved in this process.

If you believe your child may be eligible for additional funding under the LNSLN Program, please contact Megan Bourke by email meganb@scballarat.catholic.edu.au

Wellbeing team

The Wellbeing Team consists of the Principal, Special Needs Coordinator, School Welfare Worker, interested staff and a parent representative. The Wellbeing team meets regularly to ensure that wellbeing continues to be seen as a priority at St Columba’s.
Becoming involved in the school

At St Columba’s we are fortunate to have a very active and engaged parent community. We strive at all times to be welcoming and encourage parents and caregivers to use their gifts and talents to contribute to the life of the school. Following are some of the opportunities to become involved in the St Columba’s school community:

Parents & Friends
St Columba’s has a very active Parents & Friends committee. This group holds a meeting every four weeks and supports the school through fundraising and social activities. We encourage all parents wherever possible to attend these meetings and support this group.

In addition, you can support the school by volunteering to help in the uniform shop or joining the icy pole and hot dog selling roster.

Classroom co-ordinators
In each classroom, parent coordinators work with the Parents and Friends executive and classroom teacher to help coordinate fundraising and special event activities.

Classroom helpers program
There are a number of ways you can help out in the classroom. For example, volunteering weekly to help with literacy activities or running a once-off clinic with students. A parent helpers program is run at the start of the school year to provide parent volunteers with a frame-work for helping in classrooms. In addition we require all classroom helpers to have a current working with children check. Applications are available from the office.

School Advisory Council
The Advisory Council meets twice a term. This group supports and advises the Principal and the Leadership Team in setting the strategic direction of the school and developing future goals.

Sub-committees
We have a number of specialist sub-committees that advise the Principal and the Advisory Council in relation to specific areas. Current sub-committees include buildings & maintenance, technology, health and wellbeing, communications & engagement, and parish-school links.

Volunteering a special skill or talent
If you are involved in entertainment, the arts, environment, marketing, learning technologies, graphic design, photography, policy development, strategic planning, finance, sport, gardening, or trades such as carpentry, plumbing etc you may like to volunteer your skill to support the school community.
**Attending school events**

Participating in school events is a great way to be involved in the St Columba’s community. Some of the activities held regularly are:

Each class is scheduled for either one or two assemblies a year. These showcase the work the students have been completing in class. Assembly is held every second Wednesday at 2:40pm in the school hall.

Each Learning Community organises one mass or liturgy a semester, excluding periods such as Holy Week or Advent. These are generally held on a Friday, though can fall on the date of a particular feast day.

Regular whole school masses /liturgies are held to celebrate important feast days or special occasions such as, the start of school year, Mother’s Day / Father’s Day and Grade 6 graduation.

**Home learning**

Home learning is set for students to:

1. Develop study habits and time management, commitment to tasks and organisational skills
2. Encourage children to take growing responsibility for their own learning
3. Inform parents of work being covered at school
4. Provide opportunities for parent and child to work together to make connections between school learning and the outside world.

At St Columba’s School home learning is set at the discretion of the individual teacher.

**Home hints for being eSmart**

Ensure your child uses the technology device in a visible area.

Monitor the amount of time your child spends on the device and encourage him/her to participate in other activities such as outdoor play, hobbies and face to face play with friends.

Use the privacy and safety settings on your technology devices and check them regularly.

Check the age guidelines of any site or game your child might want to engage in and be aware if it is a monitored site or has no regulation, e.g. anyone can pretend to be 8 years old and can engage in a direct conversation with your child.

Stay involved in your child's use of new technologies. See for yourself what they are doing and be aware of what they are able to access without your knowledge.
School Fees

School fees are set each year by the Principal in consultation with the School Advisory Council. These fees are vital for the continual growth of our school. Fees for 2015 are:

- **Tuition fee** $875 per family
- **Capital levy** $205 per family
- **Technology fee** $105 per child
- **Student fee (stationery)** $155 per child
- **Excursion fee** $30 per child
- **Outdoor education fee:**
  - Prep – Grade 2 $25 per child
  - Grades 3 / 4 $105 per child
  - Grades 5 / 6 $215 per child

Financial support

If there is difficulty meeting the school fee, please contact the Principal who will arrange for payment of a fee which you can afford. This contact will be handled with the strictest confidence.

The Catholic Diocese of Ballarat offers a Catholic Education Family Fee Assistance Scheme. If the Parent or Carer of at St Columba’s student holds a Health Care Card or Pension card, then that family is able to apply for the Family Fee Assistance Scheme. Please contact Chris in the office for more information. All applications are handled with the strictest of confidence.

Please note: Previously low-income families were entitled to receive the Education Maintenance Allowance to help meet the costs of education. As a result of the School Reform Agreement made between the Victorian Government and Commonwealth Government, from 2015 this allowance is no longer available.
# School Uniforms

<table>
<thead>
<tr>
<th>Girls (option 1)</th>
<th>Summer (Term 1 &amp; Term 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy &amp; white check dress</td>
<td>Navy blue shorts</td>
</tr>
<tr>
<td>Royal blue woollen jumper with school emblem</td>
<td>Gold polo shirt with school emblem</td>
</tr>
<tr>
<td>Plain white socks</td>
<td>Royal blue woollen jumper with school emblem</td>
</tr>
<tr>
<td>Black school shoes</td>
<td>Plain white socks</td>
</tr>
<tr>
<td>Royal blue hat with school emblem</td>
<td>Black school shoes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Girls (option 2)</th>
<th>Winter (Term 2 &amp; Term 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue shorts</td>
<td>Gold polo shirt with school emblem</td>
</tr>
<tr>
<td>Gold polo shirt with school emblem</td>
<td>Royal blue woolen jumper with school emblem</td>
</tr>
<tr>
<td>Royal blue woollen jumper with school emblem</td>
<td>School tartan tunic / skirt</td>
</tr>
<tr>
<td>Plain white socks</td>
<td>Navy tights</td>
</tr>
<tr>
<td>Black school shoes</td>
<td>Black school shoes</td>
</tr>
<tr>
<td>Royal blue hat with school emblem</td>
<td>Royal blue hat with school emblem</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boys</th>
<th>Sports (All terms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue shorts</td>
<td>Royal blue rugby jumper with school emblem</td>
</tr>
<tr>
<td>Gold polo shirt with school emblem</td>
<td>Royal blue track pants (straight leg or cuff)</td>
</tr>
<tr>
<td>Royal blue woollen jumper with school emblem</td>
<td>Navy blue shorts</td>
</tr>
<tr>
<td>Plain white socks</td>
<td>Gold polo shirt with school emblem</td>
</tr>
<tr>
<td>Black school shoes</td>
<td>Plain white sports socks</td>
</tr>
<tr>
<td>Royal blue hat with school emblem</td>
<td>Runners</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accessories</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls &amp; Boys</td>
<td>Royal blue backpack with school emblem</td>
</tr>
<tr>
<td>Royal blue hat with school emblem</td>
<td>Navy art smock</td>
</tr>
<tr>
<td>Royal blue track pants (straight leg or cuff)</td>
<td>Gold polo shirt with school emblem</td>
</tr>
<tr>
<td>Navy blue shorts</td>
<td>All hair longer than shoulder length must be tied back. Hair ribbons and headbands to be blue or yellow only.</td>
</tr>
<tr>
<td>Gold polo shirt with school emblem</td>
<td>Jewellery is limited to a watch</td>
</tr>
<tr>
<td>Plain white sports socks</td>
<td>For safety reasons only gold or silver studs and small sleepers are to be worn in pierced ears</td>
</tr>
<tr>
<td>Runners</td>
<td>No nail polish</td>
</tr>
</tbody>
</table>

All hair longer than shoulder length must be tied back. Hair ribbons and headbands to be blue or yellow only. Jewellery is limited to a watch. For safety reasons only gold or silver studs and small sleepers are to be worn in pierced ears. No nail polish.
**Purchasing uniforms**

All St Columba’s school uniform items can be purchased from the St Columba’s Uniform Shop which is located at the Gregory Street Entrance. The uniform shop is open on Tuesday mornings from 8:30am - 9:00am and Thursday afternoons from 3:00pm -3:30-pm. If you prefer, you can leave an order at the office and it will be filled the next time the shop is open and can be collected from the office. The price list and order form can be downloaded from the St Columba’s website. Second hand uniforms are also available for sale and purchase through the shop.

**School uniform is a parental responsibility**

If a student is not wearing correct uniform a written note explaining the reason must be given to the child’s teacher or the school office.

**Don’t forget to label!**

All removable clothing, lunchboxes, containers, bags and water bottles must be clearly marked with your child’s name. Iron-on labels, permanent marker and laundry pens are best. A few minutes spent in marking your child’s belongings will save worry and expense.

**St Columba’s is a Sun Smart School**

Hats are compulsory for all children to wear in Term 1 and Term 4. Children who do not have their school hat, will be directed to sit under shelter.

Sunscreen with a SPF 30+ will be provided by the school for the use of the children. Children with allergies are asked to provide their own sunscreen.

**Lost property**

Did your child come home without a windcheater, jumper, lunchbox, socks? If your child has lost any belongings, please check the Lost Property Box located near the school office.

**Personal Belongings**

Occasionally children bring expensive items to school. These can be easily damaged or lost. We advise children NOT to bring these items to school. Private property brought to school by students is not insured. The school does not accept responsibility for any loss.
Food at School

Help establish good eating habits for your child

Schools play a vital role in educating children in healthy eating behaviours and parents play a vital role in providing their children with a healthy and balanced food for snack and lunch. We believe school age is the perfect time for children to learn and establish healthy eating behaviours.

Anaphylaxis and nut products

We have a number of students at St Columba’s who have a severe allergy to all nuts and nut products. Even exposure to very small amounts could be serious and life threatening for them. It is essential that we all play a role in supporting these children and their families with this very important issue. As a result of the seriousness of this issue, we ask that no parent send products to school that have nuts listed on the ingredients section of the packaging.

Packaging

St Columba’s encourages ‘nude’ food. Students are requested to bring their lunch and snacks in re-usable containers to reduce rubbish at school and minimise rubbish going to landfill. To encourage ‘nude’ food, St Columba’s promotes wrapper free Wednesdays.

Healthy snack

Students are encouraged to bring a piece of fruit or vegetable (may or may not be cut up) or cheese to snack on in class during the morning.

Lunch

Lunch is eaten under supervision of the class teacher immediately after Break 1 between 11:20-11:30am. Please keep your child’s lunch simple and consider healthy food options. Teachers try to make sure that any food not eaten is returned home so that parents can gauge the correct amount needed.

Snack

In addition to the morning healthy snack and lunch, children are able to have a further snack during Break 2 (1:30pm – 2:10pm). We suggest you provide a healthy snack such as fruit, cheese, carrot or yoghurt.

Drinks

Students are encouraged to drink water at school, particularly during hot weather. All students are required to have a drink bottle (no glass please) clearly labelled with the child’s name that can be taken home daily and refilled with water.
Lunch orders

Lunch orders are available on Fridays only. These are provided by Fair Dinkum take away shop. To place a lunch order you are required to:

- Provide a brown paper bag
- Write your child’s name, room number and lunch order on the bag
- Place the correct money in the bag
- Place the order in the lunch tray in the classroom.

In Term 1 and Term 4 the P&F sell icy poles on Friday for $1

In Term 2 and Term 3 the P&F sell hot dogs on a Thursday for $3 (you need to write your child’s name, room number and place $3 in brown paper bag)

Birthdays and special occasions

You are welcome to bring cakes etc to the classroom for your child’s birthday so that the whole class can participate in birthday wishes. If you are bringing something to school we ask that you check with the teacher what would be safe to share as we have children in the school with severe allergies. We also ask that you do not bring anything that contains nuts.
Transition program

Prep transition
As a school we are aware of the importance of preparing children for the next exciting stage in their lives. Our Prep Transition Program runs at the end of the year and provides an opportunity for children to meet their teachers and make some new friends before they begin their new life at primary school.

The program involves 3 sessions at school where children have a chance to become familiar with the Prep rooms, get to know the teachers and take part in a number of activities that will help them find out more about school life.

A Parent Information Session is held in late November where families can find out more about getting ready for school and the expectations we have at St Columba’s.

Secondary school transition
A Transition to Secondary School Program begins in Year 5. Students in Years 5 and 6 are invited by the Catholic secondary schools to visit their school as part of the primary/secondary transition program.

Upon completion of Year 6, students participate in a Graduation Mass and families are invited to enjoy supper together afterwards provided by the school.

Going up day
Each December the school has a ‘going up’ day where students spend the morning in classes with the teacher and classmates they will have for the following school year.
Health and Wellbeing

Student health and wellbeing are fundamental to inclusion in school activities. St Columba’s provides an environment where staff and students feel respected and their physical and psychological health is supported and promoted. The information below is a brief summary of our policies and guidelines.

Sick Bay

If a child is feeling unwell he/she will be monitored for 15-20 minutes in the sick bay. If, after this time the child is not well enough to go back to class a parent/carer will be contacted to take the child home. It is not the school’s responsibility to care for a sick child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. If your child attends sickbay for treatment they will bring home a Record of Treatment Note. Should we be unable to contact you or your emergency contact, we will make arrangements for required medical care with the doctor indicated on your enrolment form. Please ensure that your emergency information and other details are kept up to date.

First Aid

All staff have current Level 2 First Aid qualifications. Usual treatment consists of cleaning a wound or injuries with water and applying a bandage, or applying an ice or cold pack to a bruise or sprain. Parents are notified immediately of more serious injuries or illness.

All injuries/treatment are recorded in the First Aid Register. Children are given a Record of Treatment Note to take home if they have visited the sick bay.

An Incident Notification Form will be completed where serious injuries to the head/eye/neck or injuries requiring medical, dental or hospital treatment or if a fatal injury occurs. These are then recorded on the injury management system according to Department of Education and Early Childhood Development guidelines.

Medication

Before sending medication to school please consider if your child is well enough to return to school or whether it is possible to administer the medication outside school hours. The following process is followed for medication at school:

All medication must be handed in to the office and a Medication Authority Form completed detailing timing and dosage.

The administration of all drugs will be recorded in the Medication Administration Log.

The medication is stored in a secure cupboard either in the office area (for those medications that are required on a regular basis, eg prescribed short term medication such as antibiotics, adrenaline auto-injectors); in a secured cupboard within the sick bay, eg, food requirements by diabetic students, etc. or in a marked section of the staffroom fridge (students are not allowed to access this equipment without adult supervision).
The authority to administer any medication (except in the case of an asthma or anaphylaxis emergency) lies with Administration Staff, ie office staff, Principal or Deputy Principal.

In the case of a medical emergency regarding students with asthma (either diagnosed or not), anaphylaxis (either diagnosed or not) or diabetes, all staff have been trained in this area and will provide the necessary medication to ensure the well-being of any student.

**Illness at school**

Children who are ill are best cared for at home. In the interests of the health of children and staff, do not send your child to school if he/she is unwell or has been unwell overnight. Parents/carers will be notified to collect their child immediately if any of the following symptoms are apparent:

- Above normal temperature
- Discharge from eyes or ears
- Stomach pains, vomiting or diarrhoea
- Difficulty in breathing
- Severe headache or earache
- Head injury
- Severe asthma attack

Please note: It is important that parents inform the school immediately of any change of address or phone numbers.

**Anaphylaxis**

It is the responsibility of parents/carers to inform the school as soon as children have been identified as having a risk of an anaphylactic reaction. Individual ASCIA Anaphylaxis Management Action Plans need to be developed by the family in conjunction with their doctor and provided to the school. Children are required to have their medication at school at all times. Medication is kept in the child’s classroom and in the school office.

**Asthma Management**

As with anaphylaxis, parents/carers should inform the school as soon as their child is identified as having a risk of an asthma attack. The Asthma Foundation’s Asthma Careplan for Schools should be completed by the student’s doctor in consultation with parents/carers. This Plan must be reviewed
annually and obtained from the doctor which will then be forwarded to the school to ensure that appropriate action is taken in the case of an asthma attack. (all named asthma pumps are given to the classroom teacher along with a current plan).

**Headlice**

Head lice infections are common and create concern for many families. Head lice (pediculosis) are tiny insects that live on the human scalp. They spread by head to head contact and also by the sharing of personal items such as combs, brushes and hats. Whilst head lice do not carry or transmit disease, they are a cause of head itch and scratching that may lead to infection and therefore need to be controlled.

Parents have the primary responsibility for the detection and treatment of head lice. Schools also have a role in the management of head lice infections and in providing support and information for the school community.

A Head Lice Alert Notice will be sent home to all families of children in the identified classroom notifying them that lice has been detected in the class and requesting that parents inspect and treat their children’s hair.

It is a requirement that parents/carers refrain from sending their children to school with untreated head lice. It should be noted that students may be treated one evening and return to school the next day and that the presence of eggs in the hair is not cause for exclusion. Parents/carers need to be aware that one treatment is not sufficient to manage the problem.

**Health Screening Services**

The school medical nurse will visit our school –usually in Term 1- to conduct health screening for all Prep children. Most children find the process non-threatening and quite enjoyable! Parents/Carers are asked to complete a questionnaire about their child prior to the visit. The School Nurse contacts parents/carers if there are any area that require further investigation.

**Immunisation Status Certificate**

Parents must provide an Immunisation Status Certificate on school enrolment. This certificate can be obtained from Medicare Australia.

**Infectious diseases**

As required by the Health Act, and in order to reduce the risk of spreading infectious diseases, children with infectious diseases are excluded from school. A list of infectious diseases and the required minimum exclusion periods will be provided to parents and is available at the school office.

**Medical Disability**

Please inform the principal if your child suffers from asthma, epilepsy, diabetes, food allergy or other allergies, or any other condition that may require appropriate care at school. An emergency register is kept with action plans for students with special medical needs.
### Schedule 7

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

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

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