



Kin Kin State School Prospectus 2022



A guide to our educational programs,
routines and general requirements
of our school

Welcome to Kin Kin State School
Established 1912

Main Street, Kin Kin
07 5485 4168
admin@kinkinss.eq.edu.au
www.kinkinss.eq.edu.au

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Kin Kin State School

'Where learning comes alive'



Kin Kin State School is proudly an Independent Public School. We have an enthusiastic school community dedicated to students enjoying and valuing a meaningful schooling experience. Students, Parents, Staff and the local community collectively provide a positive learning environment. The school caters for students from Prep to Year 6 in a multi-age learning environment and we strongly value the importance of holistic learning to achieve balanced success in life and work.

We are united in our focus and share responsibility in achieving a learning environment that replicates and compliments our local and global community. Importantly, we are collectively dedicated to continually improve student learning in and out of the classroom.

Vision: citizens for today and tomorrow

Social Mission: to operate the school in a way that encapsulates education playing a vital role in society by fostering innovative ways to improve the quality of life locally and globally.

Economic Mission: to operate the school on a sustainable financial basis that improves student outcomes by efficiently delivering a learning experience that adds values to all stakeholders.

Product Mission: to make a quality learning experience that creates citizens who are informed, democratic, healthy, eco and creative.

Values: Understanding, Cooperation and Initiative

Beliefs: Every child can learn and should feel safe, happy and respected.

Norms: treat others the way you want to be treated; always try your best, and do what is best for self, place and others.

School Council

A school council that plays a more formal role in setting the future direction of the school. Parents are represented on every school council and are elected every two years. The role of the school council is a governing advisory board to the principal to assist in developing the strategic direction of the school and overseeing school budgets and documents. The school council meets once a term to provide advice and feedback to the principal.



ADMINISTRATIVE INFORMATION

SCHOOL CONTACT DETAILS

Address:	Kin Kin State School 26-32 Main Street Kin Kin 4571	Telephone:	5485 4168
Email:	admin@kinkinss.eq.edu.au	Website:	www.kinkinss.eq.edu.au

STAFF AND CLASS ARRANGEMENTS 2022

Principal:		Ms Louise Parry
Class Teachers:	Years Prep/1	Ms Michelle Hartshorn
	Years 2/3/4	Mrs Alison Matchett
	Years 5/6	Ms Louise Parry
Support Teachers:	Guidance Officer	Mrs Kathy Webb
	Speech Therapist	Mrs Susan Walsh
Specialist Teachers:	Music/Indonesian/PE	Mrs Anna Oakley [Ibu Anna]
Ancillary Staff:	Facilities/Finance	Ms Catherine Nellissen
	Teacher Aides	Ms Kearin Husband
		Mrs Katie Macleod
		Ms Michelle Luxford
Mrs Sharon Cawley		
Ms Connie Bowden		
Cleaning Staff	Mrs Kristen Sullivan	
	Ms Harmony Rogers	
Garden Specialist Kitchen Specialist	Ms Michelle Luxford	
	Ms Connie Bowden	
	Ms Gemma Guest	
	Ms Michelle Luxford	

TERMS – DATES OF HOLIDAYS

Term 1 Australia Day Holiday School resumes	Jan 24 – Apr 1 Jan 26 Apr 19	Term 3 Student Free Day Noosa Show Holiday September Holidays Queen's Birthday Holiday School resumes Oct 4	July 11 – Sept 16 Sept 2 Sept 9 Sept 17 – Oct 2 Oct 3 Oct 4
Term 2 Easter Holidays Good Friday Easter Monday Anzac Day Labour Day Holiday June Holidays School resumes	Apr 19 – June 24 Apr 2 – Apr 18 Apr 15 Apr 18 Apr 25 May 2 June 25 – July 10 July 11	Term 4 Christmas Holidays Australia Day Holiday School Resumes	Oct 4 – Dec 9 Dec 10 – Jan 23 (2022) Jan 26 Jan 23 (2023)

PARENT AND COMMUNITY ENGAGEMENT

Parent and community engagement have a strong influence on student's enjoying their schooling experience and them achieving in learning. We value effective communication; productive learning partnerships; open community collaboration; shared decision-making and active stakeholder participation. To find out more about how we address parent and community engagement, please view our learning and wellbeing framework documentation.



LEARNING, WELLBEING AND BEHAVIOUR

The *Student Code of Conduct* sets out expectations about staff responsibilities to support students to understand and meet discipline expectations of the school. It also provides guidance to schools in regards to the application of disciplinary consequences. The Student Code of Conduct assists school communities in providing a child centred approach to learning and clarifies teachers, students and parents' roles in creating and maintaining supportive and safe learning environments, The *Student Code of Conduct* will also provide students, families and the community about what to expect in terms of discipline from the school. This document is available to our parent community.

Kin Kin State School acknowledges the importance of wellbeing to the learning process. We have developed a rich school culture and positive ethos that creates a sense of belonging and self-responsibility, leading to positive behavior, improved student attendance and achievement. We embed personal and social capabilities within the general curriculum and are committed to improve educational outcomes for all students. To find out more about how we address learning and wellbeing please view our learning and wellbeing framework documentation.

VOLUNTEERS IN THE CLASSROOM

Teachers welcome parents into their classrooms to assist with learning activities. Opportunities for parents' involvement include assistance with: Spelling, Mathematics Activities, Excursions, Number facts, Library, Swimming Instruction, Reading, Art, Sports Days and within our Kitchen and Garden Program.

Please feel free to talk with your child's teacher about how you might be able to get involved.

PARENTS AND CITIZENS' ASSOCIATION

The P&C Association works in collaboration with the school staff to provide new equipment and upgrades to existing equipment within the school. Throughout the year the P&C are involved in school events to raise important funds for our students.

We understand life is busy, so enjoy sharing the load where we can with these events, we don't expect parents to volunteer on every occasion. We encourage parents to join us in supporting our school community in a fun and creative approach.

We welcome parents to join us at our P&C meetings. Meetings are held at the school on pre-arranged days and times. The Annual General Meeting is held in February.

Please feel free to contact any of our P&C Executives with any questions:

Gemma Guest	P&C President	0415 505 017
Nina Bray	Treasurer	
Breanna Sweet	Uniform Coordinator	0407 919 637



CURRICULUM

Teachers at Kin Kin State School respond to the particular needs of each student in their learning development to uphold our belief that every student can learn. Our professional and dedicated teaching team provide a rich range of learning experiences across eight learning areas. These curriculum areas include; English, Mathematics, Science, Humanities and Social Sciences, Digital and Design Technologies, Health and Physical Education, The Arts (Visual, Media, Music, Dance) and Indonesian (offered from Prep – 6).

The Australian Curriculum presents a standard of learning to be achieved by the end of that year or band. Kin Kin State School plans the implementation of the Australian Curriculum through a Curriculum, Assessment and Reporting Framework. This document is available for parents.

Kin Kin State School supports the Dept Education's shared vision 'Every Student Succeeding'. We are committed to our journey towards high quality inclusive education practices. All children and their families are welcomed to our friendly school and have access to outstanding education and curriculum learning opportunities. Children at Kin Kin State School have the right to feel supported, safe and cared for at our school. Teachers at Kin Kin make reasonable adjustments to learning and assessment to ensure that the curriculum is tailored to meet their needs.

LEARNING ASSESSMENT

Ongoing monitoring of student learning throughout the year/band concluding with an evaluation of student knowledge, understanding and skills each semester. A student should encounter assessment that improves learning throughout the year/ band leading to a presentation of achievement at the end of the year/ band. Teacher provide multiple opportunities for students to progress their learning achievement within each learning area. A portfolio of student assessment is collected throughout the year.

REPORTING LEARNING

We provide many informal opportunities for parents to receive feedback about student learning. Teachers value regular, proactive and instant methods. Teachers accommodate parents seeking unscheduled insight into their child's progress during an agreed meeting opportunity. However, twice a year we provide parents with a formal written report and an opportunity to meet with their respective class teacher.



More information relating to teaching and learning programs and practices can be viewed in our Curriculum, Assessment and Reporting Framework documentation.

EXTRA CURRICULA MUSIC PROGRAM

Students in years 3 to 6 are offered extra curricula music lessons by our qualified music teacher, Anna Oakley. Each year we offer ukulele, guitar, keyboard, djembe, choir or recorder. We run two instrument programs each term. Students complete a 'Student Loan Agreement' to borrow official school instruments and a \$20 deposit is requested to secure these instruments. Students perform for the school at parade and other community events.

HOMEWORK

In accordance with the Parent Community Engagement Framework, the school community believes homework should be strongly encouraged though not mandatory. Moreover, it should be achievable by the student with minimal parent assistance and not time consuming.

We encourage students to attend 'Homework Hub' each Tuesday and Wednesday morning in A Block, where our Year 6 leaders and Teachers assist students with their weekly homework.

OUR ROUTINE

DAILY ROUTINE

8.20am	Children may enter grounds but must stay at the front of the school in the undercover area. No activity that may cause injury is to be played. Minor games that have very low injury risk are permitted at this time. All school rules must be obeyed. The school bus arrives at approximately 8.20am.
8.50am	Bell for commencement of classes.
11.00am	Morning Tea
11.15am	Play
11.25am	Bell for end of play
11.30am	Commencement of classes
1.20pm	Lunch
1.30pm	Play
1.55pm	Bell for end of play
2.00pm	Commencement of classes
3.00pm	Classes finish
3.10pm	School bus departs - children must leave school grounds and go home unless alternative arrangements are made.

ARRIVAL AND DEPARTURE TIMES

From 8.20am, a staff member will be available to supervise students. Before school commences, only minor games of a safe nature are to be played. All school rules must be followed. Students are to remain at the front of the school in the under covered area.

The bus departs by 3.10pm and all children must leave the grounds by 3.10pm unless undertaking an activity that is approved by the school. Students who are not travelling home on a bus on a particular day must report to the adult on bus duty to explain the situation. To avoid confusion, parents must inform the office or the bus driver of any change in the child's bus routine.

ATTENDANCE

Our school community encourages students to attend school to ensure they have the best opportunities for learning and social success. Kin Kin State School attendance target is 92%. At the end of each term students are awarded a certificate on parade for attendance above our attendance target. At times, the school offers attendance support and attendance plans for students whose attendance falls below the attendance target. Everyday counts.

ABSENCE FROM SCHOOL

When a student is absent from school or is late for classes, parental advice is required either verbally or in writing stating a reason for the student's absence. If parents have not contacted the school regarding an absence, (by 9:30am) the school will call or email parents to give reason for their child's absence. It would be appreciated if parents would contact the school when it is expected that their child will be absent for more than three days.

LATE ARRIVAL & EARLY DEPARTURE

For safety reasons, students who arrive late or depart early from school must have a parent sign them in our out of school at the office. Students are not permitted to leave the school grounds during the day unless prior arrangements have been made with the school.

KIN KIN STATE SCHOOL SPORTING HOUSES

There are two Sporting houses at Kin Kin State School – Hume (red) and Leichardt (blue). These two houses compete at our annual sporting events. These events include Cross-Country, Athletics carnival and Swimming carnival. Students prepare for these events during the year in the Health and Physical education lessons. Parents are welcome to attend these fun-filled days of friendly competition.

SCHOOL PARADES

A school parade is held at 9am each Friday to enable the student leaders to pass on messages to the whole school, to hear from our Principal, to present student awards and for children to present items they have prepared in class. We often have special guests from our community that benefit the students too.

This is also a time we recognise those who are celebrating their birthday. A song and dance are used to celebrate each student, We love to make our peers feel special! **We invite parents to come to along to parade every Friday.**

SCHOOL LEADERS AND STUDENT COUNCIL

Representing student leadership are our two school captains, House Captains and Student Council members. These leadership positions are selected through an annual application and voting process. Students from year 3 to year 5 are invited to apply for Student Council positions for the following year and from year 5 to apply for School Leader and House Leader positions. Student Council raise money through fundraising events for the student body. Student Council meet two times a term.



SWIMMING

As part of the school's Health and Physical Education program, swimming is offered in Term 4 for all children in Years Prep/6. The swimming programs are conducted by qualified swim coaches at the Noosa Aquatic Centre Pool. Bus transport costs are kept to a minimum to ensure maximum participation of all students.

COLLECTION OF MONEY

We encourage BPoint payments or EFTPOS for all school invoices. No money is kept on the school premises. If payments by cash are unavoidable please

- (a) Enclose the correct money and permission form in an envelope.
- (b) On the envelope, write the child's name, class, the activity and the amount enclosed.
- (c) A receipt will be issued for the amount at a later date.

NEWSLETTERS

A weekly newsletter is sent home to all families each Friday. This newsletter informs parents and other community members about upcoming school events, class information and student successes. Some items of information about community activities are also included. Some families receive the weekly newsletter by email or access it from the school website. Parents can request paper copies.

SUNSHINE COAST REGIONAL COUNCIL MOBILE LIBRARY SERVICE

The Sunshine Coast Regional Council provides a mobile library service for the community, visiting each Thursday from 9.30am to 10.30am. As the mobile library van parks at the school, the children have easy access to this facility. New borrowers are required to complete an application form to become a member of the library. They receive a card and then will be able to borrow resources from the library.

BOOK FAIR

Our annual Book Fair is in July. During this week, students can buy books displayed in our green room from Scholastics Australia. A commission is paid to the school from each sale which in turn, enables the school to choose our students' favourite books.

EXCURSIONS

From time to time, students will be required to pay for various special functions, including bus trips for sporting events, educational excursions, visits by cultural groups and school camps. The P&C association is presented with excursion to ratify. Parents are informed about excursions and camps via letter and email.

PLAYGROUP

Partnering with the local community Playgroup, A qualified teacher aide leads playgroup activities. Participation in playgroup leads to the successful preparedness of children for their schooling years. Playgroup is held every Thursday morning, from 9am to 10.30am. A gold coin donation is collected for playgroup each week. There are COVID safe plans in place for playgroup.

OUR GARDEN PROGRAM

At Kin Kin State School we are so fortunate to be part of the Stephanie Alexander Kitchen Garden Program. The aim of this program is to introduce positive food education which emphasises on flavours as well as the health benefits of fresh, seasonal and local food. As part of our school curriculum students spend time in the garden with our Garden Specialist, Gemma Guest where they contribute to maintaining the garden as well as planting and harvesting seasonal produce.



KITCHEN PROGRAM – “Kookaburra Cafe”

Our garden is abundant with organically grown produce which is harvested for use in our kitchen program. Our Kitchen Specialist, Michelle Luxford assists the children to cook a variety of healthy meals and snacks during our kitchen garden activities.



SCHOOL UNIFORM / DRESS CODE

SCHOOL UNIFORM DESCRIPTION

At Kin Kin State School we encourage all students to wear the uniform that highlights our school emblem with our school values. We believe a uniform fosters a sense of unity and belonging.

Our standard uniform is as follows, these items are available for purchase at school through our uniform shop:

Kin Kin State School Polo Shirt

Kin Kin State School Polo Dress

Kin Kin State School Senior Shirt [Year 6 only, these are personalised and ordered in Term 1]

Kin Kin State School Jacket

Navy blue shorts, skirt or skorts.

Navy blue track pants or black/navy blue leggings can be worn in winter.

We recommend Kmart, Big W or Best and Less for these items.

SHOES

All children are required to wear **enclosed shoes and socks**. Thongs and sandals are not suitable. Shoes can be of any colour, we encourage plain white, navy or black socks.



How do I purchase uniforms?

You will receive an order form envelope in your enrolment pack [or you may visit the office to collect one]. This will allow you to fill out the items you need with your payment details. You will then be notified when your order is ready to pick up.

The uniform shop will be open during school hours at our school Reception. We accept cash or direct deposit.

Donations of preloved uniforms are welcomed.

SUN SAFE

Our school adheres to Sun Safe policies (Qld Health). All students must wear a **broad-brimmed hat** when outside. You may purchase these from the above-mentioned outlets or we have navy blue hats available through our uniform shop. *'No Hat, No Play'*. Caps are not acceptable as they do not provide adequate protection for the ears and the back of the neck.

Sun Safe practices are a major consideration for all of our school-based activities. Our school promotes the importance of parents/carers, teachers, ancillary staff, volunteers and other adult supervisors as role models for students



JEWELLERY

Because students are often playing games and sport, the wearing of jewellery is a safety consideration and items can easily be lost or broken. Therefore, jewellery should not be worn. Exceptions are watches, ear sleepers and religious items.

TRAVELLING TO SCHOOL

KIN KIN SCHOOL BUS SERVICE

The Kin Kin School Bus Service is not a complimentary service, however, students who live more than 3.2 kilometres by the shortest traffic-able route to the School are eligible for Government funded bus travel, between their normal bus stop and the school. Any further travel will therefore require the payment of a bus fare. Bus fares directly relate to distance travelled and are calculated by the Bus Operator with Queensland Transport determining the maximum fare. Students who live less than 3.2 kilometres by the shortest traffic-able route to the school only qualify for Government funded bus travel by being eligible under Safety Net guidelines, otherwise a fare is required. Minimum Student Fare is \$2.00. Transport application forms are available from Leasa Diggins [School Bus Driver] or the school office. You can contact Leasa on 0448 954 555.

Students are expected to maintain the highest behavioural standards when travelling on any bus, particularly the school bus. The lawful instructions given by the bus driver must be followed explicitly. Students **MUST** comply with the Dept Transport 'Bis Travel Code of Conduct'. Unsatisfactory behaviour on the bus will be referred to the principal for action. Extremely inappropriate behaviour on the bus could result in suspension from using the service for a period of time.

BUS CONVEYANCE COMMITTEE

The Conveyance Committee is responsible for all matters relating to the conveyance of students including the bus route and the service. All parents of children who travel on the school bus are eligible to attend the meetings. The Annual General Meeting of the Conveyance Committee is held early in February and General Meetings are held as required during the year. Members of the Conveyance Committee may be contacted by phoning the school.

The bus service is owned and operated by Leasa Diggins (0448 954 555).



BICYCLES, SCOOTERS AND SKATEBOARDS

All bicycles, scooters and skateboards ridden to school must be left in the racks. For safety reasons, students must walk their bikes, scooters and skateboards in the school grounds. During the day, the bike racks are out-of-bounds to all students. Cyclists are required by law to wear bike helmets.

HEALTH AND SAFETY

STUDENT MEDICATION

From time to time, parents ask teachers to administer medication to their children. We are happy to carry out these requests, however, there are strict departmental guidelines that must be followed:

1. The initial request from the parent/guardian must be in writing and signed by the parent (both parents if possible). This may be by letter or by completing the medication form at school.
2. The written instructions from the pharmacist or doctor are to be supplied, indicating specific times and dosages. (In most cases, these are on the container that would be sent to school).
3. The medication is to be handed in to the Office in the morning so that it can be kept in a secure place.
4. School staff have been instructed by Education Queensland not to give or supply non-prescribed oral medications such as aspirin or other analgesics (even if requested by the parent).
5. A record is kept on all occasions when medication is administered at the school.

Parents are requested, wherever possible, to administer medication before and after school rather than during school hours. Please carefully consider that possibility when discussing your child's medication with the doctor or pharmacist.

For children with asthma, the procedure is:

- (a) Parents/Guardians must advise the Principal in writing that the child will be administering their own medication as deemed necessary by the child.
- (b) The children are responsible for their inhalers at all times. They need not be stored in the office as required for other medications.
- (c) Children with asthma or a chronic health conditions require a health plan from their doctor.

When a student becomes unwell at school, he/she is referred to the Principal. If need be, arrangements are made to send the student home.

SCHOOL DENTAL SERVICE

The Health Department in cooperation with Education Queensland provides a free dental service throughout the State. The dental service will be visiting our school this year to check all children's teeth. Parents will however be advised of the whereabouts of the dental van so that they will be able to decide for their child to make an appointment, if needed. Parents or guardians must have completed and returned the necessary registration and permission forms before their child is checked. Consultations are organised with parents if dental work is needed. Parents have the option of having the work carried out by their own private dentist.

HEAD LICE

We ask parents to inform the school when head lice are found so that a general notice can be sent to all families to make a unified check. Confidentiality will be maintained.

Your local chemist will give effective advice on the treatment.

ACCIDENTS, ILLNESS

Parents are notified in the event of a serious injury (all head injuries are considered serious) or accident. Please see the "Time Out" poster regarding minimum exclusion periods for illness. Please notify the school if you take your child a doctor or they are admitted to hospital following an accident.

COVID

The health and safety of the students, staff and broader community is our highest priority. Find COVID-19 latest information for parents and carers on Education Qld website. Kin Kin State School follows State Schools Operation Information.

GENERAL INFORMATION

APPOINTMENTS WITH TEACHERS

We love seeing parents in our classrooms before school, at parade each Friday and at the school gate during pick up. If you would like to discuss anything regarding your child in greater detail, we encourage you to make an appointment time, mutually convenient for both. We welcome you to please contact the office to arrange a time that suits you.

COMPLAINTS

Parents and community members are encouraged to play an active role in the education of their children. Kin Kin State School values the partnership of parents in helping to enrich learning opportunities for students. During the course of your child's school years, you may have cause to make a complaint about an issue you feel is adversely affecting your child's education.



Kin Kin State School is committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner. In the first instance we encourage parents to discuss their concerns with their child's teacher. If the complaint is of a more serious nature parents are encouraged to contact the principal. Complaints to the principal may be lodged by telephone, writing or in electronic format. If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue.

When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will attempt to resolve the issue.

When making a complaint, you have a responsibility to:

- provide complete and factual information in a timely manner
- deliver your complaint in a nonthreatening manner
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

If your complaint relates to suspected official misconduct or criminal activity, then you should direct your complaint directly to the Crime and Misconduct Commission or the Queensland Police Service.

CHANGE OF DETAILS

If, at any time, you change your address or phone number (be it work or home), please advise the office immediately. In the case of emergencies, it is essential that all such information is accurate and up-to-date.

COMMUNICATION

Schools + parents online is a free monthly e-newsletter focusing on current and upcoming news, events, education programs and policies for parents of Queensland state school students. [Sign up now for free email updates from Education Queensland](#). We encourage parents to follow/like us on Facebook for the latest information www.facebook.com/kinkinstateschool

CARE OF PERSONAL PROPERTY

Students must accept the responsibility of caring for their own property. All property brought to school must be clearly named. Books must be neatly covered and named and kept in good condition.

Students must not bring toys and electrical items to school unless in special circumstances and arrangements are made for a teacher to care for the item. The school can accept no responsibility for damages to the items.

LOST PROPERTY

All personal property should be marked clearly with the owner's name. All lost property is stored in the lost property box located under the school. Lost property is displayed on assemblies regularly. All unclaimed property is donated to a charity at the end of each term.

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.¹

Condition	Person with the infection	Those in contact with the infected person ²
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED 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.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea ³ and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
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).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED <i>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.</i>
Hepatitis B and C	NOT EXCLUDED Cover open wounds with a waterproof dressing.	NOT EXCLUDED

Footnotes

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.
2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.
3. Diarrhoea definition is: 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.
4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.
5. Appropriate antibiotic treatment; this will vary between diseases. If unsure, contact your Public Health Unit.



