

# EAGLE JUNCTION STATE SCHOOL



*A Great Place to Grow, A Greater Place to Learn*



## INFORMATION HANDBOOK PREP TO YEAR 6



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# Welcome to our school



Welcome to Eagle Junction State School and thank you for your interest in seeking to enrol your child at our school.

Our aim at Eagle Junction State School is to add quality and excellence to the life of each child by providing a range of educational experiences that will enable them to reach their full potential. We aim to do this within a caring and supportive learning environment.

Information contained in this booklet will provide support for you and your child as you enter our school community. We hope it assists your family to become familiar with the many opportunities available for you to become involved in your child's education.

Each family seeking to enrol children in our school is invited to make an appointment for a personal interview with one of the Deputy Principals. Appointments can be made by phoning the school office during working hours.

We are looking forward to working with you and your family in the pursuit of excellence for your child.

## School Profile

Eagle Junction State School opened in 1895. Since that date it has developed a strong sense of community, a respect for our students' place in history, a joy for learning and confidence in the future. Our school caters for students from the Preparatory Year of schooling to Year Six. Currently our school population is approximately nine hundred and forty students and our focus is to ensure this is a great place for each and every one. We are confident that the education your child will receive is of the highest quality at all times.

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# School Charter

## Eagle Junction State School Charter *A Great Place to Grow, A Greater Place to Learn*



### **WE ARE:**

A proud state school where all students are challenged to embrace the demands of a dynamic future.

Committed to explicitly teaching and embedding the EJ Learning Powers (Brave, Curious, Collaborative, Creative, Focussed, Persistent and Reflective) to help students become the most effective learners that they can be in the modern world.

Passionate, professional, flexible, dedicated and committed to improving and refining our teaching practice.

A school with collaborative teams who work within their area of expertise and responsibility, to facilitate effective teaching and learning.

An inviting school that is community orientated, and underpinned by our school wide values. The whole school community, with its diverse heritage, culture and ethnicity, is strongly invested in our students receiving a quality education.

A school where students are challenged and encouraged to achieve their very best, within a supportive, inclusive environment. Our students view mistakes as opportunities to learn, and see learning as challenging and interesting.

### **WE BELIEVE:**

Our core business is to teach, guide and support each child to soar in all areas of social, emotional, intellectual and physical development. Our belief is that one year of input should equal one year of progress, for all students, no matter where they start.

Student learning is enhanced through positive relationships, nurturing environments, explicit teaching and employing Visible Learning principles to accelerate student learning.

Strengthening our professional knowledge and implementing an aligned, consistent approach to teaching and learning through our Whole School Approach to Pedagogy and Visible Learning will foster literate, numerate and life-long students.

### **WE WILL:**

Collaborate to gather evidence of our impact and establish a common language for what impact means.

Share and learn from each other and seek feedback from students.

Emphasise equity in our classrooms by ensuring all students' progress.

Develop students who embody the EJ Learner Profile and can articulate where they are in their learning and what their next learning steps will be.

Give timely, effective and targeted feedback to students.




Develop an environment where students are active participants in their own learning.

Commit to maintaining high expectations of ourselves, our teams and our students.

# Whole School Approach to Pedagogy

Our Whole School Approach to Pedagogy informs teaching and learning and is at the core of what we do. The dimensions are used to inform planning, assessment and teaching and learning to meet the learning needs of the diverse range of students in our classrooms. A copy of our whole school approach is available on our website.

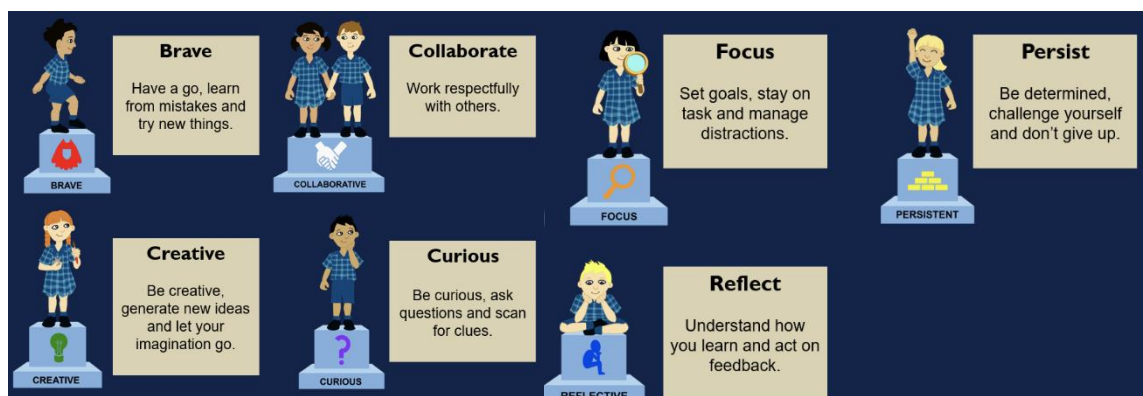
**Eagle Junction State School Whole School Approach to Pedagogy**  
Our approach is underpinned by the **EJSS Charter and EJSS Learner Profile**

Curriculum	The Learning	The Learner
<p><b>Curriculum</b> Provide (teach, assess and report on) all learning areas of the Australian Curriculum (AC)</p> <p>Meet the minimum requirements for providing the AC</p> <p>Three Levels of planning: Whole school plan Year level overviews Unit plans – proformas</p> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>Summative assessment used to gather evidence and to report on student learning and achievement against the achievement standard</li> <li>Marking guide that uses the relevant achievement standard and assessable elements</li> <li>Formative assessment used to monitor student progress to inform ongoing teaching and learning</li> </ul> <p><b>Moderation</b></p> <ul style="list-style-type: none"> <li>Use a whole school approach to moderation processes to align curriculum, pedagogy, assessment and reporting to ensure consistent judgements and accurate reporting against the achievement standard</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Use the evidence of student performance in the student folio to make an on-balance judgement about the overall level of achievement.</li> <li>Student Assessment Folio – On-Balance Judgement Guide used at the end of each reporting period to determine overall achievement in each learning area</li> </ul> <p><b>EJSS Documentation</b></p> <ul style="list-style-type: none"> <li>Whole School Curriculum, Assessment, Moderation and Reporting Plan</li> <li>Data Plan</li> <li>Whole school programs                             <ul style="list-style-type: none"> <li>Reading                                     <ul style="list-style-type: none"> <li>Writing</li> <li>Spelling</li> <li>Grammar and Punctuation</li> <li>Phonics and Phonemic Awareness</li> <li>Mathematics</li> <li>Critical and Creative Thinking</li> </ul> </li> </ul> </li> </ul> <p><b>Evidence we see:</b></p> <ul style="list-style-type: none"> <li>Detailed planning proformas</li> <li>Focused conversations at different junctures (planning sessions, year level meetings, moderation)</li> <li>Alignment – planning, teaching, assessment and reporting</li> <li>Marking Guide for all summative assessment tasks</li> <li>Range and balance of consistent assessment</li> <li>Timely collection and collation of monitoring and diagnostic data to monitor learning and progress</li> </ul>	<p>Identify where the learner is in the learning process – surface – deep – transfer learning.</p> <p><b>EJ Learning Process</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>Take Off</b> Surface learning: Building knowledge</p> </div> <div style="text-align: center;">  <p><b>Spread your Wings</b> Deep learning: Making meaning</p> </div> <div style="text-align: center;">  <p><b>Soar</b> Transfer learning: Applying understanding</p> </div> </div> <p><b>Select and employ effective pedagogical practices:</b></p> <ul style="list-style-type: none"> <li>Learning Intentions and Success Criteria</li> <li>Purpose for learning</li> <li>Student goal setting</li> <li>Activate prior knowledge</li> <li>Structuring lessons</li> <li>Explicit teaching</li> <li>Worked examples</li> <li>Cooperative learning – Kagan approach</li> <li>Multiple exposure</li> <li>Questioning</li> <li>Feedback</li> <li>Metacognitive strategies</li> <li>Differentiated teaching</li> <li>Visible Thinking Routines</li> <li>Learning Walls</li> <li>Bump It Up Walls</li> <li>Graphic organisers</li> </ul> <p><b>Evidence we see:</b></p> <ul style="list-style-type: none"> <li>EJSS Learning Process evident in practice</li> <li>Teachers who 'know their Impact' on students in terms of achievement and progress</li> <li>Embedded agreed practices</li> <li>Bump It Up walls and Learning Walls</li> <li>Learning Intention and Success Criteria visible</li> <li>Learning goals</li> </ul>	<p>Challenge and encourage all students to achieve their very best within a supportive, inclusive environment.</p> <p>Explicitly teach and embed the <b>EJ Learning Powers</b> to help students become an effective learner.</p> <p>Use the <b>EJ Learner Profile</b> to develop learner qualities</p> <p>Use a whole school approach to differentiate teaching and learning to support all students to access, participate and progress through the curriculum.</p> <p>Use assessment and reporting data to identify the diversity of year level cohorts, class groups and individual students.</p> <p>Respond to identified needs of students by differentiating teaching and learning in all three levels of planning.</p> <p><b>Differentiation</b></p> <ul style="list-style-type: none"> <li>Understanding of and provision for diverse learners</li> <li>Identify and employ pedagogical practices to respond to student needs</li> <li>Provide tailored supports to ensure every student can engage in learning; demonstrate what they know and can do; and access the learning environment</li> <li>Literacy and numeracy instruction prioritised</li> <li>Ongoing monitoring of student progress in literacy and numeracy is communicated to students and used to establish learning goals</li> <li>Document strategies for differentiation</li> </ul> <p><b>Feedback</b></p> <ul style="list-style-type: none"> <li>Timely, effective and targeted feedback to students in a variety of forms that informs students:                             <ul style="list-style-type: none"> <li>How am I going?</li> <li>Where am I going?</li> <li>Where to next?</li> </ul> </li> <li>Use individual student achievement data to inform the next steps in learning</li> <li>Students receive feedback aligned to learning intention and success criteria</li> <li>Levels of feedback – task, process, self-regulation and self</li> <li>Self-reported grades including the use; Learning Walls, Bump It Up walls, student samples and marking guides</li> </ul> <p><b>Engage students in Learning Conversations</b></p> <ul style="list-style-type: none"> <li>What are you learning?</li> <li>Why are you learning this?</li> <li>How well do you know when you have learnt it?</li> <li>Do you have learning goals? What are they?</li> <li>What feedback have you received from your teacher?</li> <li>What do you do if you get stuck?</li> <li>How do you feel if you don't understand something? What do you do?</li> </ul> <p><b>Evidence we see:</b></p> <ul style="list-style-type: none"> <li>Student Folio</li> <li>Literacy and numeracy continuum used to inform student learning goals</li> <li>Next steps in learning</li> <li>Student articulation of individual learning goals</li> <li>Students engage in conversations about their learning; EJ Learning Powers</li> <li>Students know their next steps in learning and progress made</li> <li>Teachers build relationships and trust with their students</li> <li>Code of Conduct- Class Behaviour Management Plan</li> </ul>

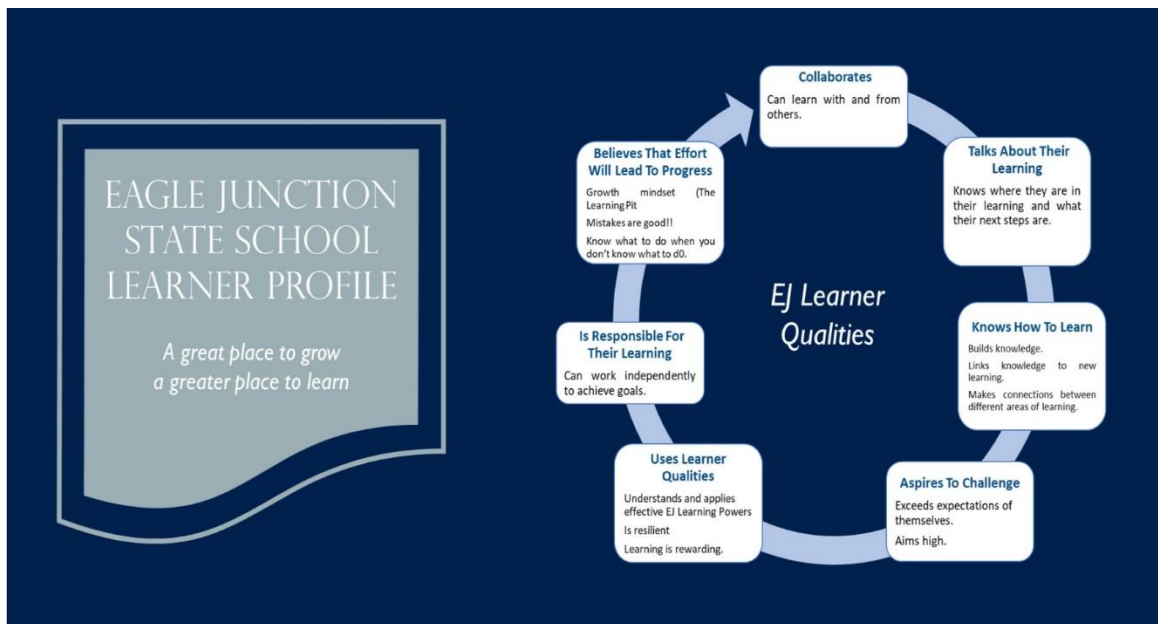
## EJSS Learning Powers

At Eagle Junction State School, we have identified seven learning dispositions to be successful, future oriented, lifelong learners. We call them 'EJ Learning Powers' and are habits of thinking and doing. These Learning Powers are explicitly taught to all students and continue to be embedded into learning across the school to help students become the most effective learners that they can be in the modern world. These qualities help us make the learning process visible to students.

Our Learning Powers are also linked to the General Capabilities outlined in the Australian Curriculum. The characters in each EJ Learning Power have been designed with EJSS in mind making them relevant to our learners. Over time, the intent is for our Learning Powers to support a shared language for learning across the EJSS community.

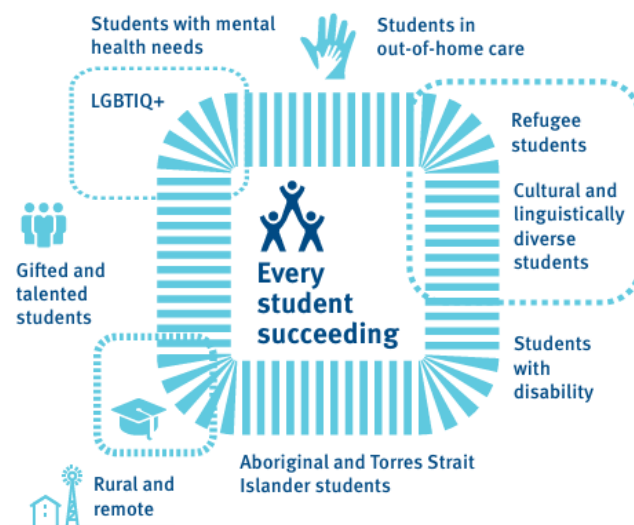


# EJSS Learner Profile



## Inclusion and Diversity Statement

At Eagle Junction State School, we embrace diversity and inclusivity. We are committed to ensuring every student feels valued and supported, regardless of their background, abilities, or needs. By providing equitable learning opportunities, fostering respect and understanding, and collaborating with families and the community, we create a safe and welcoming space where all students can reach their full potential. Together, we celebrate our differences and build a stronger, more connected school community where everyone belongs.



# School Strategic Plan

The School Strategic Plan (SSP) is available on our website. The Strategic Plan seeks to enact the Department of Education's Advancing education action plan in conjunction with our school and community vision for improvement in student achievement. The Strategic Plan is developed in consultation with the school community and staff every four years, following a full School Review. Our current Strategic Plan can be found on our website.

## Enrolment

### Requirements for enrolment

Enrolment to the school is subject to the Eagle Junction State School Enrolment Management Policy, details of which are available from the office or on our website.

Proof of age and/or a transfer certificate, as well as, proof of residency in the catchment area and proof of Citizenship/Visa details is required to enrol.

Proof of age may take the form of either:

- Birth Certificate
- Passport

Proof of residency within the school catchment can be provided by way of one of each of the following:

- One primary source - a current rental/lease agreement, or rates notice **and**
- One secondary source - a utility bill (eg. electricity, gas) showing this same address and parent's/legal guardian's name
- Further sources of proof of residency may be requested

An Application for Student Enrolment must be completed by the parent / guardian. Please note that some of the requested information may be of a voluntary nature. Copies of documents relating to parenting orders (residency orders and contact orders) should be made available to the school.



# Policies and Procedures

## Student Code of Conduct

Eagle Junction State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. The EJSS Student Code of Conduct is designed to facilitate high standards of behaviour so that teaching and learning and teaching is prioritised and students can participate positively within our school community. The Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to behaviour.

A copy of the EJSS Student Code of Conduct is available on our website.

### School Rules

*Be respectful* - be accepting, considerate and cooperative, get along with everyone

*Be responsible* - contribute to making things better, be a problem solver, be organised

*Be safe* - work, move and play safely everywhere in the school to keep yourself and others safe

*Be resilient and confident* - learn from mistakes, have a positive attitude, persist to achieve goals

## Religious Instruction

Our school embraces a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. State schools respect the background and beliefs of all students and staff by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Religious Instruction (RI) is offered at Eagle Junction State School for students in Year 1 - 6 each Tuesday afternoon. Offering RI is dependent on the number of qualified RI instructors.

The faith groups that provide religious instructors to deliver an authorised program at EJSS are:

- Cooperative program - Non-denominational
- Single program - Catholic

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school. At Eagle Junction State School, a Student Religious Instruction Consent Form is also completed on enrolment. **Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students (i.e. Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation

## Homework Policy

The Eagle Junction State School Homework Policy is aligned with the Department of Education, Training and Employment's P-12 curriculum, assessment and reporting framework and Policy Statement: Homework.

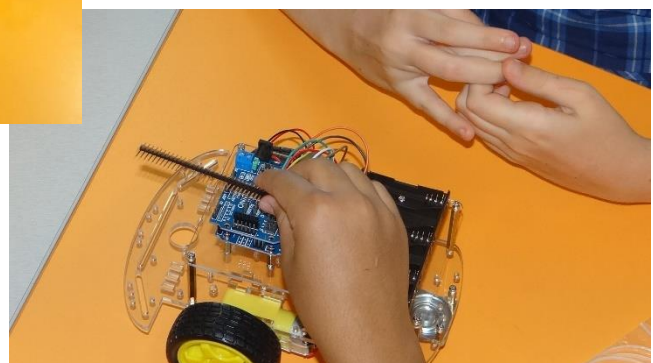
Homework is designed to consolidate classroom learning and maintain a balanced lifestyle that allows time for activities with family and friends.

The Homework Policy for different age groups is as follows:

- Prep Year - students will be introduced to short relevant homework tasks
- Years 1, 2 and 3 could be up to - but generally not more than an hour each week
- Years 4 and 5 could be up to - but generally not more than 2-3 hours per week
- Year 6 could be up to but generally not more than 3-4 hours per week

By Year 6, students should be considered responsible for their own learning and be encouraged to include a study period within the time set aside for homework. Longer term assignments will have set due dates. Students need to plan for the completion of such assignments by the due date.

Further information can be found on our website - [Homework Policy](#).



## Student Leadership

All students of Eagle Junction State School are seen as having the potential to be successful and capable leaders of this community. Our school provides opportunities for leadership skills to be taught and developed.

In preparation for taking on leadership roles in Year Six, Year Five students who express a desire to potentially take on future leadership positions will undertake the Senior Leader process during Semester Two. Students need to have evidence of a range of appropriate behaviours and qualities, in order to be considered as candidates for leadership positions. All students are encouraged to complete the Senior Leader process and the successful applicants are awarded Senior Leader badges in a special whole school leadership ceremony at the beginning of each semester. After successfully completing the Senior Leader process, students can nominate for formal positions such as School Captains, Music Captains, House Captains, Library Captain and Sustainability Leaders.

Student Council Representatives are elected each semester in Years 4 - 6.



## Student Dress Code and Uniform

Our Student Dress Code consists of an agreed standard and items of clothing that form our school uniform. Both the school and the Parents and Citizens' Association support the view that all children will wear the correct uniform and expect that parents enrol their children at this school on the understanding that the full uniform will be worn at all times including black shoes. The complete school uniform is available at our Uniform Shop – the Tartan Trader.

See Appendix 1 - [Eagle Junction State School Student Dress Code and Uniform](#)

# Student Support Services

At Eagle Junction State School, we are dedicated to helping every student succeed. Our Student Support Services (SSS) Team is here to ensure that all students get the support they need to thrive in a welcoming and inclusive environment.

## Whole School Inclusion Model

Our Whole School Inclusion Model is designed to ensure that every student can fully participate in learning alongside their peers. This approach is embedded in our school culture, policies, and daily practices, ensuring that inclusion is a fundamental part of all aspects of school life.

This includes those in need of support with academic learning, communication, social emotional learning, behaviour learning; those who have educational support needs arising from disability and those learning English as an additional language or dialect (EAL/D). Cultural and linguistic background, socio- economic status and mental health and wellbeing contribute to the diversity and complexity of student learning needs.

## Our Student Support Services Team

The SSS Team, led by the Head of Inclusion, includes the Principal, Deputy Principals, Guidance Officer, Speech-Language Pathologist, Wellbeing Youth Worker, Advisory Visiting Teachers, Visiting Occupational Therapist/Physiotherapist Specialists, and Inclusion Support Teachers.

**Guidance Officer (GO):** Supports students with learning needs, social skills, and emotional well-being. The GO can refer students to external agencies for additional support if needed and work with parents.


**Speech-Language Pathologist:** Undertakes assessments and support for students with speech and language difficulties. Provides interventions to enhance communication skills and address any related challenges.

**Advisory Visiting Teachers:** Provide specialised guidance and support for students with hearing, physical, and vision impairments. They assist with planning and implementing strategies to address these specific needs.

**Wellbeing Youth Worker:** Focuses on enhancing students' social, emotional, and psychological well-being. Implements strategies to improve students' social skills, self-esteem, and problem-solving abilities.

**Inclusion Support Teachers:** Collaborate with classroom teachers to develop and implement inclusive teaching strategies. They provide support for students with learning difficulties, disabilities and/or social-emotional stressors, aiming to improve educational outcomes and engagement. This may be in small groups, individually or within the classroom.

## Accessing Support

- 
1. **Referral Process:** Classroom teachers, in collaboration with parents, can refer students to the SSS Team for additional support. This process involves filling out a referral form summarizing the student's needs and concerns.
  2. **SSS Committee Meetings:** Our team meets weekly to review referrals and determine the most effective support strategies. These meetings include the Principal, Deputy Principals, Guidance Officer, Head of Inclusion, Speech Pathologist, and the referring Teacher.
  3. **Implementation and Review:** Based on the team's recommendations, tailored support action plans are developed and implemented. Progress is regularly monitored and reviewed, and parents are kept informed about the next steps.
  4. **Parental Involvement:** Parents play a vital role in this process. Consent forms are required for certain types of support, and ongoing communication ensures that parents are engaged in their child's progress and support plan.

Our Whole School Approach ensures that support is not just reactive but proactive, addressing diverse learning needs comprehensively. By fostering collaboration and providing personalised support, we aim to create an environment where every student can succeed and excel.

# School Organisation

## Staff

### ***Leadership Team***

- Principal
- Deputy Principal, Prep - Year 1
- Deputy Principal, Year 2 - 3
- Deputy Principal, Year 4 - 6
- Head of Department - Curriculum
- Head of Department - Inclusion
- Business Manager

### ***Teaching Staff***

- Classroom Teachers
- Specialist Teachers - Health and Physical Education teacher, Perceptual Motor Program teacher, Music teachers, Instrumental Music teachers and Languages teachers (Japanese).
- Focus Teachers - targeted differentiated small group learning for students to extend learning and/or consolidate their knowledge.

### ***Student Support Services Team***

- Guidance Officer
- Speech-Language Pathologist
- Advisory Visiting Teachers
- Wellbeing Youth Worker
- Inclusion Support Teachers

### ***Administration and Support Staff***

- Administration Officers
- Teacher Aides
- Cleaning and Grounds Ancillary Staff

## Student Contact Information

Upon enrolment, information is recorded for use in emergencies, e.g. address and telephone numbers for immediate contact. Parents and carers have an obligation to keep enrolment information accurate including contact numbers, email, address and any changes to personal information regarding your child, including court orders or medical details. All families must provide an emergency contact number other than your own personal details.

It is very important to maintain accurate records of parent / carer contact details. Please update via QParents or inform the Administration Office when changes in your contact details or emergency contacts occur.

## Attendance and Punctuality

### Electronic Roll Marking

Teachers mark electronic rolls twice daily at nominated times in the morning and afternoon session. This process allows for the accurate recording of student attendance information. A record of student attendance appears on the end of semester Report Card. Being on time is vital for students to be ready to learn. In the interests of teachers leading calm classrooms and students able to fully attend to their schoolwork, it is important to prioritise being at school and on time for learning.

Class rolls will be marked at 8:45am

- Instruction commences at 8:45am.
- Teachers mark the roll at 8:45am. Specialist lessons for the day also begin at this time.

### Late Arrivals, Early Departures

- Students who arrive after 8:45am are considered late and must sign in at the office. This allows us to correctly record their attendance on the roll. Office staff give students a late slip to hand to their teacher when they arrive at their classroom. This process ensures that students are recorded as present.
- Students arriving late for specified reasons within the first two hours of the day (8:45am-10:45am) will be recorded as late - No Penalty. After 10:45am is noted as a half day absence.
- The same applies to the second half of the school day. Children that need to leave school for specified reasons prior to 2:45pm need to be signed out through the administration. Appointments that occur from 12:45pm-2:45pm will incur an 'Early' but no half day penalty.
- Early departures also require students to be signed out at the office. Parents and carers must sign students out and the office will call the classroom for the student to be sent to the office for collection.

### Absences

The safety and wellbeing of students is our priority. Reasons for all absences must be communicated to the school. It is preferable to contact the school on the day of the absence either by email, phone, or via QParents. The school has an absence telephone line which you are able to call at any time - 3637 1166.

It is important to notify the office, rather than class teachers, about absences. This means that the information can be centrally recorded. It also avoids your message being missed if, for example, the teacher is away from school that day. This is also easier for you, as you can make one call if the absence relates to all of your children.

Parents will receive an SMS message from the school when we have not received a phone call, email or message as to why a student is away absent. Parents will be able to text back with a reason for the unexplained absence which will be uploaded into the Department of Education database.

## Extended absences and exemptions from compulsory schooling

An application to Exempt Students from Compulsory Schooling must be completed if students are absent for more than 10 consecutive school days. Situations where an application is required include:

- Illness
- Family reasons (including extended holidays)
- Cultural or religious reasons

The application form is available from the office and it must be completed and presented to the Principal for approval.

## Bell Times and Before School Arrangements

- Children are **not** to arrive at school before **8:00am**
- 8:00 - 8:20am - children sit quietly underneath the Administration building
- 8:20am - children are able to play low impact games before school. Teachers are not rostered for playground duties at this time - **only general supervision is undertaken.**
- 8:40am indicates students are to stop any activities and move to their respective line up areas to get ready for classroom activities (bathroom and wash hands).
- 8:45am classroom instruction begins.
- 2:45pm the school day concludes.

## Break times

- |                       |           |               |
|-----------------------|-----------|---------------|
| • <b>First Break</b>  | Years P-3 | 10:45-11:15am |
|                       | Years 4-6 | 11:15-12:00pm |
| • <b>Second Break</b> | Years P-3 | 12:45 -1:30pm |
|                       | Years 4-6 | 1:30 -2:00pm  |

## Dropping Off, Picking Up and Parking

Please take time to familiarise yourself with the signage around the school. There is no onsite parking and street parking is limited. We recommend that parents use Active School Travel options where possible (walking, scootering, cycling, car-pooling and using public transport).

Brisbane City Council regulations and Queensland Government laws are enforced around our school. Please adhere to these for the safety of you and your children and the consideration of our neighbours. The safety of all individuals within the school vicinity is of paramount importance and we work together towards ensuring this is the case each and every school day.

Parents have a number of options for collecting students after school, including; the 2-minute zone, oval, Early Years precinct and between A and B blocks.



## 2 minute zone

### *Drop Off*

The '2 Minute' zone is just that. It is a drop off zone in Roseby Avenue, where children farewell the driver, gather their gear for the day and exit the vehicle on the left-hand side. The idea is to *STOP-DROP-GO!*

### *Pick Up*

Parents wishing to use the 2 minute pick up zone in Roseby Avenue in the afternoons will need to request a "Look Out" card which is displayed in the front of the vehicle collecting students. For more information, see the office staff to obtain a form.

School staff supervise and run the 2 Minute Zone daily to ensure the safety of our children and the efficient movement of the pick-up zone queue.

At the end of the school day, students are expected to leave the school grounds unless they are involved in an after school activity or they are waiting for transport home. Students are expected to wait in an orderly and quiet manner. If a student has not been collected from the Bayview Terrace side of the school grounds by the time the crossing supervisor finishes at approximately 3:00pm, the student is directed to move to the office "A" Block on Roseby Avenue side of the school grounds.

Playgrounds, the oval and under buildings are used by Kids Care after school. Students are **not** to play on equipment or oval after school.

## Lunches

Students are encouraged to eat healthy food at school. Please ensure that all lunch containers are clearly named. An insulated lunch bag or ice brick is recommended as there are no facilities to reheat or refrigerate student lunches.

Lunches with products containing peanut butter, satay sauce, pesto sauce and Nutella may endanger the lives of children who have severe allergies to nut products. We encourage parents **not** to send these products in lunch boxes.

See Appendix 2 - [Anaphylaxis Awareness](#)

## Tuckshop

Our Tuckshop, The Eagle's Nest, is run by a subcommittee of the P & C Association. More detailed information about the tuckshop can be found in the P & C Information Booklet. Orders can be made through the Munch Monitor app.

## Library

Our school is fortunate to have a very well-resourced library. Children and parents are welcome to come to the library from 8.15-8.40am to read together, as well as borrow and return books. Preps may attend with a parent or carer and students from Year 1-6 may attend alone.

Students attend a weekly library borrowing session with their class teacher. Classes are also timetabled for lessons with the librarian according to needs of the curriculum.

As break times vary, students refer to the timetable on the door for opening times. Activities offered during lunchtimes may include- quiet reading, construction, drawing and colouring, as well as a variety of games.

## Borrowing Limits

Year level	Limit	Students may choose from these sections
Prep	1	Junior Fiction
	1	Book Bag ( <i>chosen with and returned by parent</i> )
Year 1	2	Junior Fiction ( <i>Green Dot &amp; Biographies at teacher discretion</i> )
Year 2	2	Junior Fiction, Green Dot, Non- Fiction, Biographies
Year 3	2	Junior Fiction, <i>Green Dot</i> , Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 4	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 5	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction
Year 6	2	Junior Fiction, Green Dot, Orange Dot, Biographies, Graphic Novels, Non- Fiction

## Library Monitor Program

Eagle Junction State School has developed a Library Monitor Program based on a foundation of school community service, mentoring and student responsibility. Available in Years 4-6, students follow an application process, including training and volunteer hours. In future years, dedicated monitors may be chosen as mentors to assist with training. Two Library Captains are selected from within the Year 6 cohort to lead our monitors and mentors.

Library Captain, Mentor and Monitor responsibilities may include:

- shelving
- delivering resources to teachers
- searching for missing books
- tidying and dusting all shelves
- reading to other students in the Reading Corner



## Reading Reward Program

Eagle Junction State School has four library driven reading programs across the school to encourage a love of reading and increase reading stamina. Details are available through the library staff.

Prep	Prep Reading Encouragement Program
Years 1 - 2	Eagle Squadron Card
Years 3 - 4	Soaring Eagle Readers
Years 5 - 6	Flying High Book Reviews



## Lost Property

Please ensure all of your child's clothes and belongings are clearly named with their first and last name along with current class. Lost Property is located under the Administration outside the Tartan Trader.

# Invoices and Payments

## Payments for School Activities

- Invoices are issued at different times of the year depending on your child's individual excursions, sports and general activities.
- BPOINT is the preferred payment method, details can be found at the bottom of invoices.
- Payments can also be made at the office by Card (Visa or Mastercard) or cash (correct money only please as we are a cashless school).
- If you have any queries regarding your family account, please contact the school office.



## Annual Subscriptions

At the beginning of each year, parents are invoiced for Annual Subscriptions. This is a one-off payment that covers student access to Reading Eggs, Matific, IXL Math and English, and Reprographics. Parents/carers are required to complete a Third Party Consent Form each year.

### *Reading Eggs / Reading Eggspress (P-3)*

Reading Eggs is an online program which makes learning to read interesting and engaging for kids, with great online reading games and activities. Children complete animated online lessons where they learn essential reading and phonics skills. The variety of fun activities within each lesson provides the repetition needed for these skills to become part of the child's long-term memory. Reading Eggspress makes reading real books, improving spelling skills and building reading comprehension highly engaging for students aged 7 to 13. The online reading program is filled with hundreds of interactive reading activities, online children's books and literacy games.

### *Matific (P-3)*

Matific is an online Maths program. It's engaging, highly supportive with activities targeted to the Australian Curriculum.

### *IXL Maths & English (4-6)*

IXL Maths and IXL English are online programs aligned to the Australian Curriculum. The programs allow students to develop their Mathematics and English skills through a series of fun and engaging activities.

## Student Resource Scheme

The Student Resource Scheme provides parents with a convenient and cost-effective way to obtain/access educational resources that their child may need for school. These resources supplement the school's resources and enhance students' learning experience at school.

The SRS covers the costs of any additional stationery and classroom resources not included in the booklists (eg. musical instrument hire, printing, photocopying and technology resources), or provided through the available allocated school funding. The fees and inclusions will be endorsed annually by the P & C and parents will be provided with annual information regarding the SRS fees and inclusions. Excursions and incursions will be invoiced separately as they occur throughout the year.

Parents/carers opting to join the Student Resource Scheme must sign a declaration to agree to pay the Student Resource Scheme. Parents/carers choosing not to participate will be required to independently source the additional resources.

### Instrumental Music Levy:

- \$50 - for all students **with own instrument**
- \$100 - for all students **hiring a school instrument** (*Percussion only*)
- \$150 - for all students **hiring a school instrument** (*all other instruments excluding Percussion*)



# Health and Safety and Student Wellbeing

## Sun safety

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. All students should have their own Eagle Junction school hat to wear. They are designed to be practical and most appropriate for our climate. Sunscreen is also available in classrooms and on excursions, sports day and swimming carnivals.

As a school we strongly adhere to NO HAT, NO PLAY!



## First aid

The health, safety and wellbeing of our students is vital for success in learning. We provide a health room and trained first aid staff to supervise this facility.

Sometimes your child may present at first aid either feeling unwell or after a fall or incident. Staff will provide first aid and, if necessary, contact a parent to notify of the illness. All injuries involving the head will be reported and the parent contacted.

## Emergency procedures

The safety of our children whilst at school is a priority. To ensure that we meet Departmental safety guidelines an evacuation or lock down drill is carried out every term. The purpose is to familiarise staff and students with procedures to be followed for evacuation or lock down of the school premises.

## Emergency contacts

Please ensure that you email the office on [admin@eaglejunctionss.eq.edu.au](mailto:admin@eaglejunctionss.eq.edu.au) if you change your contact details. See further information under Student Contact Information on page 9.

## Medical Alert Plan

Should your child have any known serious medical conditions, it is most important that this information is provided to the school. A Medical Alert form will be completed so that all staff may be informed of the necessary procedures should an incident occur.

## Medication

The school is governed by strict instructions regarding medication and unless the following requirements are satisfied, the school will not be responsible for the administration of medication to any student. Should medication be prescribed by your doctor, please follow the instructions listed below:

- If medication is required by any student whilst at school, the parent/legal carer must, in the first instance, complete the forms available from the office. A request should be made for each prescription.
- Students in Prep-Year 6 will take their letters and medication to the office where at the appropriate time, office personnel will administer the medication as per the written instructions on the prescribed medication container. The school keeps records of all occasions when medication is administered to a student.
- The medication must be in the original labelled container from the pharmacist showing **the name of the drug, student name, doctor's name, dosage and frequency of administration.**
- Over-the-counter-medications: schools require medical authorisation from a prescribing health practitioner - NOT a pharmacist - to administer any medication to students, including those bought over-the-counter.
- Students requiring Ventolin inhalers (labelled as above) may keep these in an easily accessible location (e.g. classroom, school bag). The inhaler must have a label from the pharmacist showing **the name of the drug, student name and doctor's name.** An Asthma Management Plan signed by a medical practitioner will be kept at the school office. Students will be responsible for their own inhalers.

## Head Lice/Worms

Head lice can be contracted and transmitted readily. Parents will be notified through the school newsletter or class letter when there are occurrences of head lice in the school. A similar process will apply to the treatment of worms.

## Health Services

The State Government offers periodic dental and health checks for Eagle Junction State School students. Parents will be notified in advance of scheduled dental and school nurse visits. If you require dental treatment outside of clinic visits, please visit Queensland Health - Child and Adolescent Oral Health Service website. Our school participates in the State Government funded Prep Vision Screening annually.

## Infectious Diseases

Infectious medical conditions may require a period of absence until the infectious stage has passed. To reduce the chance of infection spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh, waterproof dressings before coming to school. Your cooperation is sought in this regard. Students will not be allowed to participate in some school activities, particularly swimming if there are signs of open skin wounds.

See Appendix 3 - [Infectious Conditions Time Out](#)

## Accident Insurance for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or carer.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs are the responsibility of the parent/carer.

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



## Communication

Parents and community members play an important role in their children's education and a strong partnership between parents and schools enriches the learning experience.

### Parent information evening

During the second week of first term, Parent Information Evenings are conducted for each class. The purpose of these meetings is to give parents the opportunity to meet their child's teacher and be provided with an outline of the curriculum, classroom and organisational expectations for the year. This is an ideal way for parents to become involved with their children's school life form a partnership with their child's teacher.

### Assemblies

Assemblies are conducted in-person and are led by the school captains and vice captains. Parents and extended families are always welcome to attend our assemblies to celebrate student learning and achievements. Parents are also notified by the class teacher or specialist teacher when their child is receiving a Certificate of Recognition. Assemblies are held in sectors:

- Prep to Year 3 - Monday (odd weeks) - 2:00pm
- Years 4-6 - Monday (even weeks) - 2:00pm

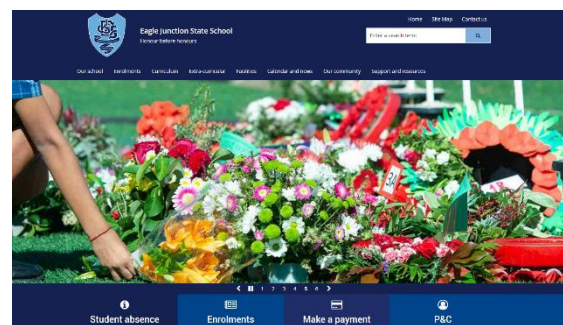
### Newsletter

The school newsletter is published every second Friday and posted on the school website. Please read the newsletter as this is the best way of keeping informed of school and community activities. All items for inclusion should reach the school office by 12 noon the Wednesday before.

### Website

<https://eaglejunctionss.eq.edu.au>

Our website contains a wealth of information about our school. It contains School Annual Reports, Curriculum Overviews, School Policies, and useful documents and resources.



### QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents/ carers of Queensland state school students with 24 hour access to their child's information. The portal allows parents to securely access and update information about your child's details, including; address, medical conditions, reasons for unexplained absences, notify the school of future absences, make online payments for school invoices and download previous report cards.

QParents can be accessed via <https://qparents.qld.edu.au>.

See page 33 for further [QParents information](#).

## Contacting teachers

At Eagle Junction State School, we prioritise quality partnerships between home and school. We encourage open communication between home and school to ensure shared information and understanding. If you have any questions / concerns, please do not hesitate to contact your child's teacher.

Teachers will provide contact email information at the beginning of the year, through class newsletters and at the Information Evening. Teachers will respond to parent / carer emails with 48 hours. Appointments with teachers can be made via email or phone call to the Office.

## Seesaw

Seesaw is a powerful tool for sharing learning and communicating between home and school in the early years. Sharing student work samples and success stories allows our families to gain a window into their student's learning and engage in conversations about learning with their child. In some instances, Seesaw is also used to provide additional teaching 'snapshots' for students to assist with homework.

## Concerns

Concerns about your child at school usually arise through lack of information, communication or misunderstandings.

### *Steps you can follow:*

- Have your child explain the issue that is worrying him or her.
- Be careful not to make judgements about the matter.
- If there appears to be a problem, contact the school to make an appointment to see the teacher.
- Make a list of points and any questions you have.
- Do not investigate a school related incident - inform the school and we will do that for you objectively.

### *Points to remember:*

**T**eachers need to know something is worrying you before they can help  
**E**vents are often seen differently by different people  
**A**ll parties should remain calm. This way problems can be solved  
**M**any problems can be addressed quickly but some take time  
**W**e are all on the same team. We need to talk things through  
**O**ften we have different understandings of what we see and hear  
**R**espect for one another plays an important part in problem solving  
**K**eep an open mind

Whilst every effort is made to ensure the best education is provided for your child at Eagle Junction State School, it is possible that during the course of your child’s school life, you may have cause to make a complaint about an issue concerning a school related matter. We are committed to ensuring that these complaints are handled in a positive, fair and equitable manner.

Parents and carers are encouraged to communicate with the classroom teacher / school as soon as possible regarding the area of concern. We endeavour to resolve issues at the earliest instance for the mutual satisfaction of all. If a matter is unresolved, an appointment with the Principal or a Deputy Principal may also be made.



## Parent / Carer Involvement

Parents can be involved in a range of school activities such as assisting in the classroom, helping with excursions, or offering their expertise to help organise extracurricular activities such as Debating and Soiree.

### Parents and Citizens Association (P & C)

State schools offer opportunities for parents to join a Parents and Citizens' (P&C) Association. These associations are involved in a variety of school activities from policy to financial planning as well as tuckshops, fundraising, school functions and out-of-school-hours care.

EJSS P & C are very active in our school community. The P & C provide a range of services, including:

- EJ Kids' Care (Outside School Hours Care)
- EJ Book Shop
- Eagle's Nest (EJ Tuckshop)
- Tartan Trader (EJ Uniform Shop)

More detailed information about our P & C, and their related sub committees can be found in the P & C Information Booklet, as well as on our website.

### Class Parent Representatives

The Class Representative role is another way for parents and carers to become involved in our school community. The purpose of the Class Representative is to foster good communication within our school community by:

- distributing information to the class parents.
- encouraging and supporting parents and carers to become involved in the school community and helping the class teacher with volunteer rosters.
- organising opportunities for parents, carers and children to get to know each other outside of school through play dates, dinners for parents etc.

### Visitors and Volunteers

#### *Register your visit*

- Parents/carers play a vital role in the education of your children and therefore we welcome you into our classrooms.
- All visitors and volunteers to our school are required to register at the 'Sign In' desk located in the office foyer. A 'Visitor' or 'Volunteer' label is collected from this same location and is to be worn, clearly displayed, whilst the person is on site.
- Each classroom also has a sign on board for volunteers. All volunteers must register as being on site in case of emergencies or accidents.
- Before leaving, the visitor is required to sign out.

Upon signing in as a visitor to Eagle Junction State School parents/volunteers must make themselves familiar with the [Student Protection Fact Sheet](#) to ensure the safety of both themselves and students on campus.

## Curriculum

Eagle Junction State School delivers the Australian Curriculum in the Learning Areas of English, Mathematics, Science, Humanities and Social Sciences, the Arts, Technologies: Design and Technologies and Digital Technologies, Languages and Health and Physical Education. The planned curriculum overviews are distributed each term and shared on our school website. The Whole School Curriculum, Assessment and Reporting Plan P-6 is also available on our school website. Details of the learning areas for each year level can be found on the Australian Curriculum website <https://australiancurriculum.edu.au>.

Our teachers engage in a planning process every term to develop a shared understanding of the alignment between the curriculum intent, assessment, teaching and learning sequence, and reporting. Our whole school Curriculum, Assessment and Reporting Plan ensures a cohesive progression and sequence of learning. Students are exposed to a wide variety of learning opportunities through each of the learning areas across all year levels. We also provide many opportunities for students to be involved in a range of additional curriculum offerings.

Our teachers work in year level teams to ensure consistency of expectations. Consistent teaching and learning practices are defined through our Whole School Approach to Pedagogy. We prioritise teacher professional development to ensure best practice and improved outcomes for all students. Student assessment pieces and portfolios are moderated across year levels and across schools to ensure consistency of assessment and judgements.

A curriculum newsletter is distributed for every class at the beginning of each term.

## Music

We are fortunate to have a suite of purpose built music rooms at Eagle Junction State School. Our program is staffed by a number of part-time teachers covering classroom music as well as string, brass, woodwind and percussion instruction.

### Classroom Music

All students receive a weekly thirty minute lesson with the classroom music teacher. The program is designed to provide all children with basic music skills and is both developmental and incremental over the year levels. The approach in the lower school is predominantly vocal in nature and follows a “Kodaly” approach to literacy. Children learn many songs by rote and play a number of associated games to consolidate skills and heighten enjoyment. Music reading skills are gradually introduced and developed over the years as children play on percussion instruments and ukuleles.

### Choral Program

Our choral program focusses on developing children's ability to sing in tune, in unison and in parts. There are elective choirs for Years 2-3 and Years 4-6 students and an auditioned choir for our most outstanding choristers later in the year. Elective choirs rehearse before school in the morning and have performed successfully in competitions and at school and community functions.

## Instrumental Program

The instrumental program is a vital part of the school music program. Students in Years 3 are offered places in the Strings program while students are recruited for other instruments from Year 4. Instrumental students participate in various ensembles and perform in competitions and events such as our Music Soiree and Awards Night.



## Music Support Group

Parents / carers are invited to join our Music Support Group who assist with our music program by helping with the organisation of special musical events within the school. Notification of meeting times can be found in the school newsletter.

## Languages

Eagle Junction SS offers the study of Japanese as part of our Australian Curriculum. The Languages program aims to develop communication skills and cultural awareness. Japanese is currently taught in Years 3 -6.

## Health and Physical Education (HPE)

Health and Physical Education has a distinctive role to play in individual growth and development, focussing on the increasing need to equip young people with the knowledge, skills and attitudes to make rational, informed decisions about their own health and to appreciate the importance of developing patterns of physical activity. The Movement and Physical Activity component of HPE is taught by a specialist teacher. Students have PE lessons once a week.

Concept areas covered include swimming in Terms 1 and 4 (Prep only - Term 4), ball skills, team sports, cross country running and athletics to explore movement concepts and skill development. Parents may assist their children by encouraging them to participate in physical activity and provide direction in the development of appropriate sportsmanship and sporting behaviours.

## Perceptual Motor Program

A Perceptual Motor Program is provided for our Prep and Year 1 students in a 30 minute lesson each week for the development of gross motor skills and physical fitness. The program focusses on developing gross motor skills which require whole body movement and involve the large muscles of the body to perform everyday functions. The program also includes hand-eye coordination skills.

## School sports houses

There are three school sports houses, named after military institutions:

- COOK (blue)
- CRESWELL (yellow)
- DUNTRON (red)



All children are allocated to a house as part of the admission procedures. We attempt to keep children in the same house for the duration of their time at our school. Siblings of current students will be placed in the same house.

## Cross country

Students from Year 3 - Year 6 are invited to compete in the inter-house Cross Country Carnival. The Carnival is held in Term 1 at Shaw Road sports precinct and involves the children being transported to and from the grounds by bus. Place getters from 10-12 years are invited to participate in the City District Cross Country Championships.

Prep - Year 2 students participate in a cross country event conducted on the school oval, the emphasis of which is participation and fun.

## Athletics carnival

The inter-house Athletics Carnival for Years 3-6 is generally held in Term 2 at Bowden Park, Geebung. Children in the senior school participate in a variety of track and field events including running, relays, long jump, shot put, high jump and discus. Selected students from the track events, shot put, discus, long jump and high jump are chosen in the school team to compete at the City District Athletics Carnival.

Parents are invited to join us on the day and cheer their children on. The children are invited to wear their house sports uniform and to bring a hat, sunscreen, lunch and water bottle. All students travel to and from the venue via bus.

A separate carnival encouraging participation is held for the students in Prep to Years 2 on the school oval.

## Inter-school sport - Gala Days (Years 5-6)

These inter-school sport fixtures offer a variety of sports (e.g softball, T-ball, hockey, flipper ball, netball, cricket, touch and soccer), in which all children participate. There are three Winter Gala Days and three Summer Gala Days. District competition carnivals are held for cross country, swimming and track and field. Children are eligible to attend selection trials for selection in district teams which compete at Metropolitan North Championships.

## Swimming carnival

The inter-house Swimming Carnival is held in Term 4 for children in Years 3 to 6. Parents and friends are welcome to attend and watch their children swim. Children who qualify can represent the school team to compete in the City District trials during the following year. Please note – a swimming cap and sun safe shirt/t-shirt must be worn at all times. A separate carnival / celebratory lesson encouraging participation and fun is held for Prep to Year 2 children.

## Digital Resources

At Eagle Junction SS, digital resources are a cross curriculum priority as a tool for teaching and learning. Students and teachers at EJ have access to a range of digital resources including; laptop banks, iPads, and a range of other devices and software. Teachers and students use digital resources to inquire, communicate and create.

## Bring Your Own iPad (BYO iPad) Program

Eagle Junction State School promotes a teaching and learning culture that prioritises and supports curriculum delivery to meets the needs of every student. Our vision is to ensure students access teaching and learning through a variety of modes, including digital learning, to support and enhance teaching practice and learning rigour.

The *BYO iPad Program* allows students to utilise mobile device technology to **support and extend their learning**. The **BYO iPad Program** provides an engaging, interactive environment for learning and strengthens links between home and school, giving parents the opportunity to see what their child is learning at school.

The BYO iPad program is available to students in Year 3 - 6. A set of iPads is available in every classroom for all students to access.

More information about the Bring Your Own iPad Program can be found on our school website, in the BYO Device Policy.



## Assessment and Reporting

At Eagle Junction State School, our teachers use a variety of standardised and diagnostic assessments to diagnose learning needs, determine achievement and inform teaching. Assessment is consistent across year levels and is front-ended at the beginning of a unit of work. Students are assessed throughout and at the end of a unit of work to determine their overall understanding. Students in Years 3 and 5 participate in NAPLAN (National Assessment Program in Literacy and Numeracy). Assessment and monitoring of your child's academic performance is carried out on a continuous basis throughout the year.



## Written report cards

Written report cards are issued twice yearly, using a five-point scale to report on student achievement. A variety of assessment pieces are used to demonstrate student learning and inform end of semester reporting.

Reporting on student learning reflects the content of what has been taught and assessed in class. Our report comments in English and Mathematics identify an area of strength and an area for growth for each student.

Eagle Junction State School welcomes feedback concerning presentation, content and the language of academic reporting. Please feel free to email your reflections to the Principal.

## Student Progress Meetings

Student Progress Meetings are offered twice yearly, in Terms 1 and 3.

- Interviews may be held with teachers and/or the Principal/Deputy Principal at times other than those outlined above. If such an interview is required to discuss a specific topic, i.e. progress, behaviour, please mention the topic when you are arranging the appointment. This allows time to gather information which will ensure the interview is valuable. It also ensures the most appropriate person is available to see you.

## Educational activities/ incursions/ excursions/ camps/ events

School incursions, excursions and camps are aligned to the intended curriculum and are designed to broaden students' knowledge and extend social development. Students have the opportunity to participate in various incursions and excursions throughout the year. Students should be encouraged and given the opportunity to be involved in such activities as they play an important part in their educational development. In most cases children are expected to wear full school tartan uniform when participating in excursions and incursions.

Some excursions and incursions incur a cost for students to be able to attend. A letter and permission form will be sent home outlining details, including cost, venue, departure and arrival times and travel arrangements. Parents / carers will receive an invoice for payment.

At times, families may be experiencing financial hardships. Such hardships should not prevent children participating in school activities incursions and excursions. Please approach the Principal or Deputy Principal to find a solution so that your child is not disadvantaged.

### School Camping Program

Children in Years 4, 5, 6 are given the opportunity to attend a school camp. The camps are held in various locations over 3 days and 2 nights. Camps are designed to ensure they provide both curriculum and social skill building for students. Skills such as initiative, self-reliance, communication and teamwork ability are developed. Your child's safety is important to us and children will only be permitted to participate in activities with permission and when safety equipment is worn.

Parent/carer consent is required for students to participate. Inappropriate behaviour during any school activity may lead to a student being withdrawn from participating, sent home or withdrawn from future activities, at the discretion of the Principal.

At times families may be experiencing financial hardship. Such hardships should not prevent children participating in the school camps. Please approach the Principal or Deputy Principal to find a solution so that your child is not disadvantaged.

### ANZAC Day

An ANZAC Day Ceremony is conducted at school each year. A guest speaker is invited and students conduct and participate in the ceremony, singing and laying wreaths.



## Discos and the Ball

Discos organised by the Year 6 sub-committee of the P&C are held once a year.

The School Ball, organised by our P&C Association, and traditionally held at City Hall is a wonderful night for all the family. It is usually conducted at the end of Term 3 for students in Years 3-6 each year and has been a valued tradition at Eagle Junction State School since 1929.

### P-2 Dance Performance

Our Prep to Year Two students participate in a dance performance held on the oval at the end of Term 2.



## End of year

A final Assembly is held on the last Thursday of the school year. The day begins with a graduation ceremony for the last year of schooling followed by a full school assembly and classroom activities. Classes have their own end of year celebration to finish the day. Friday is the last day of the school year.

## Book Club

Ashton Scholastic offers a selection of books throughout the year, via Book Club. A volunteer parent oversees brochure and book distribution through individual classes. Orders and payment are placed online directly to Ashton Scholastic. *Cash payments are not available.*

## Birthdays

We enjoy celebrating your child's special day. To celebrate, you may like to provide cupcakes or ice blocks. These are easily distributed by the classroom teacher. These can be arranged through the tuckshop.

Party bags and party food (lunches etc) are **NOT** acceptable.

## External Providers (Before and After School)

A range of external providers offer before and after school activities, which may include:

- Bai Rui TaeKwon-Do
- Bazil Grumble - drama classes
- Gardiner Chess Club
- Kalinga Tennis
- Belinda Cadzow Swim School - learn to swim
- Rosemore Calisthenics



Information about these activities is available at the school office or in the newsletter. Please note that these offerings are dependent upon the availability of the school's facilities. Not all activities are available at all times.

## Active School Travel (AST)

Brisbane City Council's Active School Travel program is designed to educate and motivate students, parents/ carers and teachers to actively travel to school, reducing traffic in and around school areas. Active School Travel promotes sustainable and healthy travel modes such as walking, cycling, scootering, carpooling and using public transport.

Eagle Junction SS joined the Active School Travel program in 2020. As a school community, we encourage all parents/ carers to support their children to actively travel to school to reduce traffic congestion around the school. Each Wednesday, we encourage students to walk, ride, scooter, carpool or use public transport.

The Active School Travel program has been very successful at Eagle Junction State School, with our school winning Active School Travel School of the Year 2021.



## Grounds and Facilities

Eagle Junction is bordered by Roseby Avenue and Bayview Terrace. The main entrance to the school and the administration block is located on Roseby Avenue. The school campus includes several classroom blocks, an administration building, staff room, library, activities hall, music and instrumental rooms.

The outdoor learning environment includes a large oval, three playgrounds, 25 metre heated swimming pool, tennis court, beautiful gardens and covered eating areas.

The Uniform Shop is located below the administration building in A block. The tuckshop is located below E block.

All classrooms and the school hall are air conditioned, thanks to generous funding from the P and C.



## Use of school grounds

Permission must be obtained from the school office before any use of school grounds or facilities. School facilities are available for hire, but there is limited availability. Please contact the Business Manager for further information on 3637 1111.

In addition:

- Roller blades/skate boards and electric scooters / bikes are not allowed in the school grounds.
- Bikes or scooters are not to be ridden in the school grounds including on the bitumen areas nor under the school buildings.
- Only 'quiet' games e.g. handball may be played under the school buildings.
- Dogs are not allowed into the school grounds at any time with the exception of assistance dogs. Appropriate action will be taken to remove any such dog.
- While the school maintains authority over the users of the school grounds and endeavours to ensure a safe environment, users of the grounds and facilities do so at their own risk. It is also requested that all users adopt a 'school watch' attitude and report any suspicious incidents to the police on 13 1788.
- The school premises are monitored by closed circuit television (CCTV) for the safety of students, educational resources and facilities.

# QParents

The Q Parents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details - notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

## The benefits of QParents

Convenience and time savings for parents:

- Parents can view or update their child's details without having to contact the school
- Secure 24/7 online access
- Available anytime, anywhere - access on your smart phone, tablet or computer

Greater transparency of information

- Improves accountability between parents and schools by providing parents with timely access to their child's information online
- Allows parents to engage more deeply in their child's schooling

Improved administration efficiencies for schools

- Allows schools to streamline their administrative processes

### *What is a QParents account owner (QPAO)?*

The school will nominate parents or legal guardians for each student to be a QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student's information online. A student's QPAO will be able to view the student's information and submit requests to update some of the student's details.

### *Registering for QParents*

After your child commences school, you will receive an invitation email from us containing your unique invitation code. Simply follow the instructions in the email to complete the QParents account registration process. If you do not want to register, you can just ignore the invitation and your child's student information will not be available to anyone through QParents.

### *Help and contact information*

For more information see <https://qparents.qld.edu.au/#/abo>

For help, visit <https://qparents.qld.edu.au/#/help> or call 13 QGOV (13 74 68)

# School Songs and War Cries

## The Navy and the Blue

Eagle Junction School stood proud and tall  
Before Queensland was a State  
Her students wore her colours well  
Through times of peace and fate  
And from these years of pain and toil  
And as our Nation grew  
Many of those who made their mark  
Wore the Navy and the Blue

*The Navy and the Blue...The Navy and the Blue  
Many children through the years wore the Navy and the Blue*

And still today we do retain  
Traditions once held dear  
Which hold some meaning for us all  
As they did in yesteryear  
We look with faith and joy and hope  
To that which might come true  
For those of us who wear with pride  
The Navy and the Blue

*The Navy and the Blue ... The Navy and the Blue  
Many children through the years wore the Navy and the Blue*

*(15 beats instrumental)*  
The Navy and the Blue

## Duntroon

Thunder, thunder, thunderation,  
We're the Duntroon generation  
When we fight with determination  
We create a great sensation  
D - U - N - T - R - O - O - N  
Duntroon!!!



## We are the future

Our Eagle Junction always  
Bring your truths to mind  
With "Honour Before Honours"  
As a lesson to mankind  
*We are the future*  
*Help us to become*  
*Strong and true - The best for you*  
*And the hope for years to come*

Our Eagle Junction you have  
Taught us we should try  
To win the race - To lose with grace  
To keep our standards high  
*We are the future*  
*Help us to become*  
*Strong and true - The best for you*  
*And the hope for years to come*  
And the hope for years to come



## Creswell

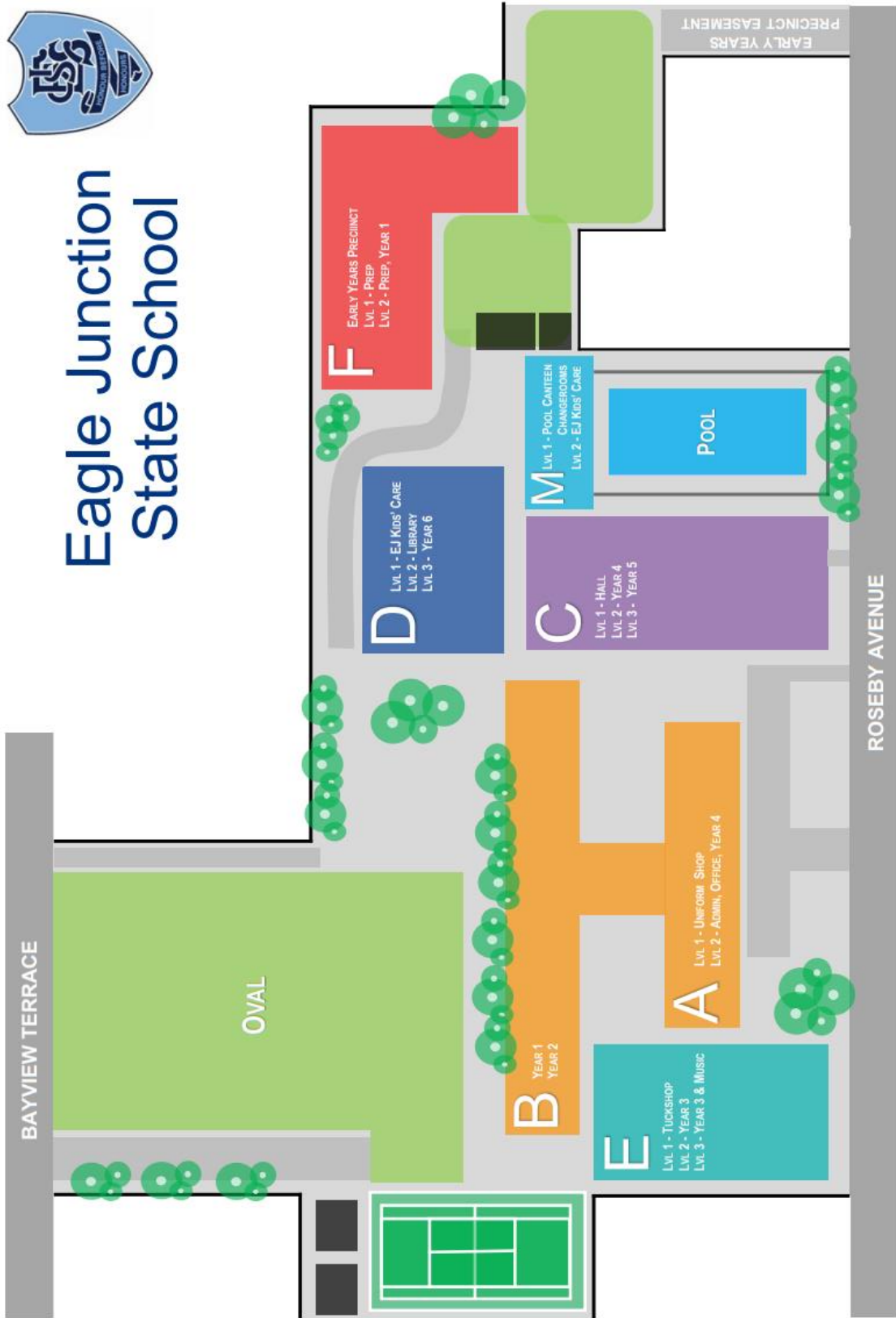
1, 2, Who do you think is brave and bold  
Here we come all dressed in gold  
Make you tremble, shiver and shake  
Creswell, Creswell, is the name we take  
C - R - E - S - W - E - L - L  
Creswell!!!

## Cook

Rika raka, rika raka, ra, ra, ra  
Cook, Cook, the best by far  
We score the most  
More than the rest  
Cook, Cook, Cook,  
Is the best, best, best,  
C - O - O - K



# Eagle Junction State School



# Appendix 1

## Eagle Junction State School Student Dress Code and Uniform



Our Student Dress Code consists of an agreed standard and items of clothing that form our school uniform. Both the school and the Parents and Citizens' Association support the view that all children will wear the correct uniform and expect that parents enrol their children at this school on the understanding that the full uniform will be worn at all times. The complete school uniform (excluding shoes) is available at our Uniform Shop - the Tartan Trader.

A Student Dress Code is supported because:

- it promotes a safe environment for learning by enabling ready identification of students and non-students of the school.
- it promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.
- it promotes a supportive environment at the school by fostering a sense of belonging.
- it fosters mutual respect among individuals at the school by minimizing visible evidence of economic or social differences.

### [Student Dress Code Procedure](#)

## The Tartan Trader

The Parents and Citizens' Association run a uniform shop, The Tartan Trader, located under the Administration Office. The P & C Uniform Shop Coordinator organises the sale of new and second-hand uniforms from the Tartan Trader. The Tartan Trader is open during term time on Tuesday 8:00 - 9:00am. Uniform orders may also be placed online through Munch Monitor.

## Formal uniform

### Summer

- Navy Unisex style shorts/skort worn with Tartan school shirt
- White short socks/EJ ankle socks to be worn with **black** school shoes or black joggers
- Suitable navy blue sandals (covered toe) may be worn in summer months
- Navy and pale blue Tartan dropped waisted dress



## Winter

- Navy zip front jacket with embroidered school emblem
- Sleeveless zip front fleece vest with embroidered school emblem
- Plain navy tracksuit pants\* may be worn instead of Unisex shorts
- Navy blue tights may be worn under Tartan dress or skort
- \*Navy tracksuit pants are not available from the Tartan Trader



## Prep

- Navy Unisex style shorts or skort worn with pale blue polo shirt with printed school emblem
- White short socks/EJ ankle socks to be worn with **black** school shoes or black joggers. Velcro fastenings are preferred
- Suitable navy blue sandals (covered toe) may be worn in summer months



## Year 6

The Year 6 Senior Shirt and Jersey is organised by the Year 6 parent group

- Year 6 Polo shirt may be worn as an alternative to standard uniform on days agreed to by Year 6 teachers and students
- Year 6 Jersey may be worn as an alternative to the school jacket in winter months
- These items are not to be worn on designated formal dress occasions

## Sports uniform

### PE lessons

- Pale blue Polo T-Shirt with printed school emblem, worn with navy Unisex style shorts or skort

## Sports Houses

- For House Athletics and Swimming Carnivals - 'house' coloured shirts/shorts (available at Uniform Shop) or plain blue, yellow, red t-shirt
- Sports House shirts can be worn on Fridays



## Hat

- Navy blue, broad brimmed cloth hat to be worn for all outdoor activities

## Footwear

- Suitable **black** sports shoe/jogger worn with white short socks/EJ ankle socks
- Please note - coloured sports shoes are not a part of our uniform

## School Bag

- Navy backpack style school bags with EJ emblem are available from the Uniform Shop in Medium and Large sizes (this is an optional item)

## Hair, Jewellery, Make-Up

- Hair is to remain its natural colour
- Students are encouraged to wear hair neatly and pulled off the face if shoulder length or longer
- Hair accessories may be blue or school tartan only
- Watches, sleepers or studs may be worn. No other jewellery is permitted
- Makeup of any kind is not permitted
- Nail-polish is not permitted

## Appendix 2

### Anaphylaxis Awareness

Dear Parent / Caregiver

We are seeking your help to support the students in our school who are at risk of anaphylaxis.

Anaphylaxis is a severe allergic reaction that is potentially life-threatening. The most common causes of anaphylaxis in schools are food and insect allergies. The only way to prevent allergic reactions is to avoid being exposed to the allergen.

Our school supports students at risk of anaphylaxis in the following ways:

- training staff
- encouraging students with food allergy to wash their hands before and after eating
- encouraging all students to wash their hands after eating something their classmate/friend is allergic to
- teaching students not to share food
- teaching students the importance of getting help immediately if their friend with allergy looks sick
- educating students about allergies and anaphylaxis.

Food allergy is now common in school aged children. Children can be allergic to any food and it is not possible to completely remove or ban foods from our school. The [Anaphylaxis Guidelines for Queensland State Schools](#) provide specific information for Queensland state schools on how to support students at risk of anaphylaxis. Banning foods is not recommended as this is difficult to enforce and can bring a false sense of safety. We request that parents consider not sending nuts or nut products to school, especially for younger students.

As we educate our school community to help with the management of food allergy and anaphylaxis, the parents of the student with food allergy will continue to educate their child on self-management at a developmentally appropriate level.

We ask you to support the school's risk minimisation strategies outlined so that we can increase safety and provide an environment that meets the needs of all our students.

Yours sincerely

Principal

# Appendix 3

## Infectious Conditions Time Out (Page 1)

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

Queensland Health

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

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

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

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

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

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

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

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

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

**Further information on recommendations:**

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



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)



*A Great Place to Grow, A Greater Place to Learn*